



CITY OF SPRING PARK  
CITY COUNCIL AGENDA  
MAY 20, 2019 – 7:00 PM  
SPRING PARK CITY HALL

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ADOPT MEETING AGENDA
4. ADOPT CONSENT AGENDA\*
  - a. Regular City Council Meeting Minutes from May 6, 2019
  - b. R3/C3 Annual Dock Permits
5. PUBLIC FORUM \*\*
6. PRESENTATIONS & GUEST SPEAKERS
  - a. Jenny Bodurka – Tour de Tonka
7. PUBLIC HEARINGS
  - a. MS4 Public Hearing
8. PETITIONS, REQUESTS, & APPLICATIONS
9. ORDINANCES & RESOLUTIONS
10. REPORTS OF OFFICERS AND COMMITTEES
  - a. Mayor & Council
  - b. City Staff
  - c. Contract Staff
11. NEW BUSINESS & COMMUNICATIONS
12. CLAIMS FOR PAYMENT
  - a. May 20, 2019 Claims
13. UPCOMING MEETINGS & TRAINING
  - a. May 22 – LMCD Work Session at 6:00 PM with Regular Meeting at 7:00 PM
  - b. June 3 – Regular City Council Meeting – 7:00 PM
14. MISCELLANEOUS (INFORMATION ONLY)
  - a. March PeopleService Report
  - b. Mound Fire Department Annual Report Excerpt
  - c. Mound Fire Department 68<sup>th</sup> Annual Fish Fry Flyer
15. ADJOURNMENT

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\* The Consent Agenda lists those items of business which are considered to be routine, recommended for approval, and/or which need no discussion. The several separate items listed on the Consent Agenda are acted upon by one motion. There will be no separate discussion of these items unless a Council Member makes a request, in which event the item will be removed from the Consent Agenda and placed elsewhere on the regular agenda for Council discussion and action.

\*\* Under Public Forum individuals may address the City Council about any item not contained on the regular agenda. Each speaker should keep their statements to three minutes to allow sufficient time for others. The Council will take no official action on items discussed at the forum, with the exception of referral to staff for future report.



CITY OF SPRING PARK  
CITY COUNCIL MINUTES  
MAY 6, 2019 – 7:00 PM  
SPRING PARK CITY HALL

1. CALL TO ORDER - The meeting was called to order by Mayor Rockvam at 7:01 p.m.

Council Members Present: Jerome P. Rockvam, Mayor; Gary Hughes; Pamela Horton; Catherine Kane Palen; and Megan Pavot

Staff Present: Dan Tolsma, City Administrator; Mike Kuno, City Engineer; Correy Farniok, Orono Police Chief; and Theresa Schyma, City Clerk

2. PLEDGE OF ALLEGIANCE – Mayor Rockvam led the audience in the Pledge of Allegiance.

3. ADOPT MEETING AGENDA

Council Member Hughes asked that Item #13a be corrected to reflect that there is not an LMCD work session on May 8.

M/Hughes, S/Horton to adopt the meeting agenda as amended.

Motion carried 5-0.

4. ADOPT CONSENT AGENDA

- a. City Council Work Session Meeting Minutes from April 15, 2019
- b. Regular City Council Meeting Minutes from April 15, 2019
- c. LMCD Port of Call Certification
- d. Resolution 19-11 Adoption of the 2018 Hennepin County All-Hazard Mitigation Plan

RESOLUTION NO. 19-11

ADOPTION OF THE 2018  
HENNEPIN COUNTY ALL-HAZARD MITIGATION PLAN

This resolution appears as Resolution No. 19-11.

- e. Special Event Application Nos. 19-05 through 19-08 and Temporary On-Sale Liquor Licenses for Back Channel Brewery for events on May 29, June 26, July 31, and August 28

M/Pavot, S/Kane Palen to adopt the Consent Agenda.

Motion carried 5-0.

5. PUBLIC FORUM – None.

6. PRESENTATIONS & GUEST SPEAKERS

a. Correy Farniok – Orono Chief of Police

Police Chief Farniok provided a summary of the 2018 annual report. He discussed many areas that the department had focused on in the previous year including the prescription drug take-back program, mental health calls, community engagement including working with a community service dog named Xerxes, DARE education at local schools, and the drug task force. He also announced the bike patrol would be returning to the area in 2019 with help from the Crime Prevention Coalition who assisted in getting electric power assist bikes.

Mayor Rockvam asked Chief Farniok to discuss how the current police contract is structured and what was involved in the process when the original contract was being prepared.

Chief Farniok responded that the Orono Police Department did not go out for bid but instead was contacted by other small cities in the area who were inquiring about potentially partnering with the City of Orono for police services. He discussed the history of the contract, the multiple discussions that occurred with City Administrators and Councils of all cities they contract with for police services, the formula involved when figuring pricing, how staffing levels impact increases, and the “out clause” in the current contract. He further stated that of all the contract cities, Spring Park has the best police response time.

Mayor Rockvam stated that politics can play a role when deciding on contractors and asked what would happen if the City decided to go elsewhere for police services.

Chief Farniok responded that once the current five year contract has been fulfilled there is a one year “out clause” if the City wanted to go with another option for police services. He added that he would prefer a longer “out clause” because it can impact staffing and unemployment costs for the police department but the current contract was negotiated to one year.

Mayor Rockvam stated that the City of Spring Park receives great service from the Orono Police Department including fantastic response times.

Chief Farniok asked the residents of Spring Park to provide feedback as to how the police department can continuously improve their services.

Council Member Hughes discussed the vacation house check program that the Orono Police Department offer and spoke highly of the service that was provided.

The City Council thanked Chief Farniok for providing an update and for the great service received throughout the year.

7. PUBLIC HEARINGS – None.

8. PETITIONS, REQUESTS, & APPLICATIONS – None.

9. ORDINANCES & RESOLUTIONS – None.

10. REPORTS OF OFFICERS AND COMMITTEES

a. Mayor & Council

Mayor Rockvam discussed handicapped accessibility at the rear entrance to City Hall.

Council Members Kane Palen and Pavot responded that staff have been working on a solution to the issue but there have been delays because it is a smaller project for a contractor so it has been difficult finding someone to take on a project of that size.

City Administrator Tolsma agreed and stated that the contractor that staff have been working with has been unable to submit a proposal for the project so staff are looking at finding a new approach including finding another project in the City to combine it with so that more contractors would be interested.

Mayor Rockvam stated that there are many infrastructure projects currently being considered in the City and believes it is a good idea to start televising work sessions.

M/Rockvam, S/Hughes to approve televising City Council work sessions in the future.

Motion carried 5-0.

Council Member Hughes provided an update from the most recent LMCD Board Meeting.

b. City Staff – None.

c. Contract Staff

i. Award 2019 Shoreline Drive ADA Improvement Project

City Engineer Kuno provided a brief summary of the 2019 Shoreline Drive ADA Improvement Project and discussed the bid process. He further detailed the proposal from Sambatek for construction services relating to the project. He added that the project could potentially start by the end of May with completion by July so that the County overlay project could begin immediately after.

Mayor Rockvam asked about funding options for this project.

City Administrator Tolsma responded that a refunding resolution has already been approved by City Council. He added that other options exist including paying for the project out of reserves or adding it to a future bond that is combined with other projects.

City Administrator Tolsma stated that a project of this size could definitely be paid using reserves. However it is more of a philosophical question for the Council – is this the type of project that current and future residents should pay for or is this the type of improvement that only current residents should pay for? He stated that it is a Council decision and to help in the decision-making process the City's bond consultant will be providing some advice and information to the Council at a future work session.

Council Member Kane Palen discussed the work ahead on major infrastructure improvements and suggested having more than one work session per month for this summer.

Mayor Rockvam stated that the Council should see the feasibility study, decide the direction the Council would like to take, and then discuss options with the City's financial advisors. He added that special work sessions can be added when infrastructure projects are ready for more frequent discussions. He stated that the City is still in the early stages of these projects so adding more work sessions right now seems premature.

Mayor Rockvam asked City Engineer Kuno what would be ready for the next work session including if a cost analysis would be ready for the Council.

City Engineer Kuno responded that the next work session will have a proposal for a feasibility report which is the next required step before the project can move forward. He added that he can provide a high-level cost analysis but that he believes the best way to provide a more accurate cost analysis is to bring contractors out to the site to discuss options since it is a very difficult area in terms of access for construction. His intention is to include the cost analysis as part of the feasibility report.

City Administrator Tolsma discussed how feasibility reports and pre-engineering work has typically been considered a capital cost. He added that he did not believe the costs will rise to the level where it will create a hardship for the City.

Mayor Rockvam and Council Member Kane Palen asked City Engineer Kuno for a timetable so that the Council knows how often they will have to meet to keep this project on schedule.

City Engineer Kuno responded that the feasibility report will take approximately two months to complete. He further discussed other considerations that will impact the timeline including whether or not the City is granted PFA funding.

Council Member Horton asked if the contractor for the 2019 ADA Ramp Improvements Project could potentially add-on the small project of handicapped accessibility at City Hall when their work is complete on Shoreline Drive.

City Engineer Kuno responded that he would ask the contractor about their interest in working on the City Hall project when they are in town for the Shoreline Drive project.

M/Pavot, S/Kane Palen to approve the bid tabulation and award of contract to Create Construction LLC for the 2019 ADA Ramp Improvements Project for \$271,594.00.

Mayor Rockvam called for a roll call vote.

Motion carried 5-0. (Pavot, Hughes, Horton, Kane Palen, Rockvam – ayes)

M/Horton, S/Pavot to approve the proposal from Sambatek for construction services relating to the 2019 ADA Ramp Improvements Project for an amount not to exceed \$58,800.00.

Mayor Rockvam called for a roll call vote.

Motion carried 5-0. (Pavot, Hughes, Horton, Kane Palen, Rockvam – ayes)

11. NEW BUSINESS & COMMUNICATIONS – None.

12. CLAIMS FOR PAYMENT

a. May 6, 2019 Claims

M/Horton, S/Kane Palen to approve all claims for payment.

Motion carried 5-0.

13. UPCOMING MEETINGS & TRAINING

- a. May 8 – LMCD ~~Work Session at 6:00 PM~~ with Regular Meeting at 7:00 PM
- b. May 8 – Planning Commission Meeting – 6:00 PM
- c. May 14 – Fire Commission Meeting – 11:00 AM
- d. May 20 – City Council Work Session – 6:00 PM
- e. May 20 – Regular City Council Meeting – 7:00 PM

14. MISCELLANEOUS (INFORMATION ONLY)

a. Mound Fire Department March Report

15. ADJOURNMENT

M/Pavot, S/Horton to adjourn the City Council Meeting at 8:07 p.m.

The meeting was adjourned by unanimous consent.

Date Approved: May 20, 2019

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Dan Tolsma, City Administrator

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Theresa Schyma, City Clerk



## STAFF MEMO

### R-3 & C-3 ANNUAL DOCK PERMITS

1. **BACKGROUND:** The Spring Park City Code allows owners in the R-3 and C-3 districts to rent dock space to non-residents of the property if the owner first obtains a permit from the City and meets certain conditions. The annual fee for the permit is \$200. All five of the currently permitted R-3 and C-3 docks in the City were sent renewal information in late March 2019. In addition to the dock renewal application, all applicants are sent the City's code language as it relates to R-3/C-3 dock usage in Spring Park.
2. **DISCUSSION:** City staff received the required application materials for R-3 and C-3 Dock permits from Minnetonka Edgewater Apartments, Presbyterian Homes (C-3), Bayview Apartments, Park Island/Park Island West Apartments, and Lord Fletcher's Apartments.

All applicants have returned the following required materials for issuance of a permit:

- Complete & signed dock permit application
- Site plans showing required parking, rest room facilities, and trash receptacle areas.
- All required permit fees

City staff have been conducting dock site visits to verify the information provided on applications regarding parking, rest room facilities, and trash receptacle areas for boat slip guests. The LMCD has also confirmed that all applicant properties have current multiple dock licenses.

Furthermore, staff contacted the Orono Police Department to receive a log of any complaint calls specific to dock usage at the applicant properties. Orono Police responded that no complaints were reported in the past 12 months specific to dock usage.

3. **FINANCIAL CONSIDERATIONS:** All required dock permitting fees have been received.
4. **RECOMMENDATION:** Approve the 2019 R-3 and C-3 Dock Permits for Minnetonka Edgewater Apartments, Presbyterian Homes, Bayview Apartments, Park Island/Park Island West Apartments, and Lord Fletcher's Apartments.

Date: May 14, 2019

To: City of Spring Park

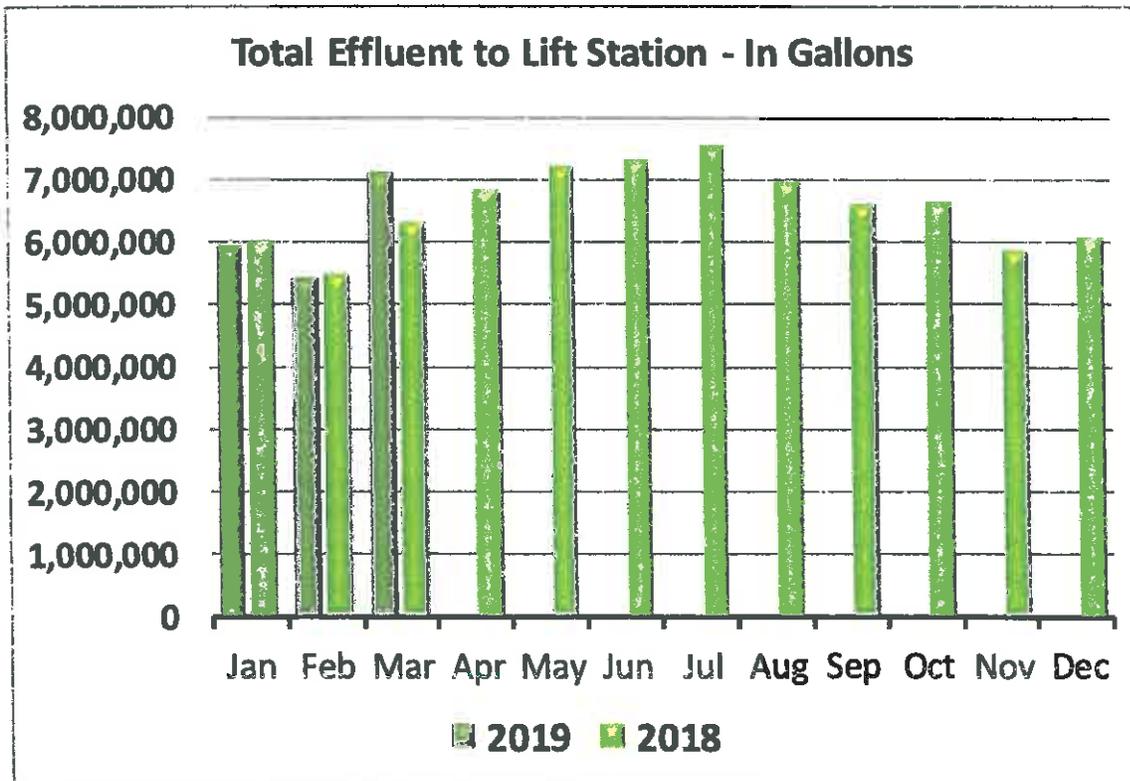
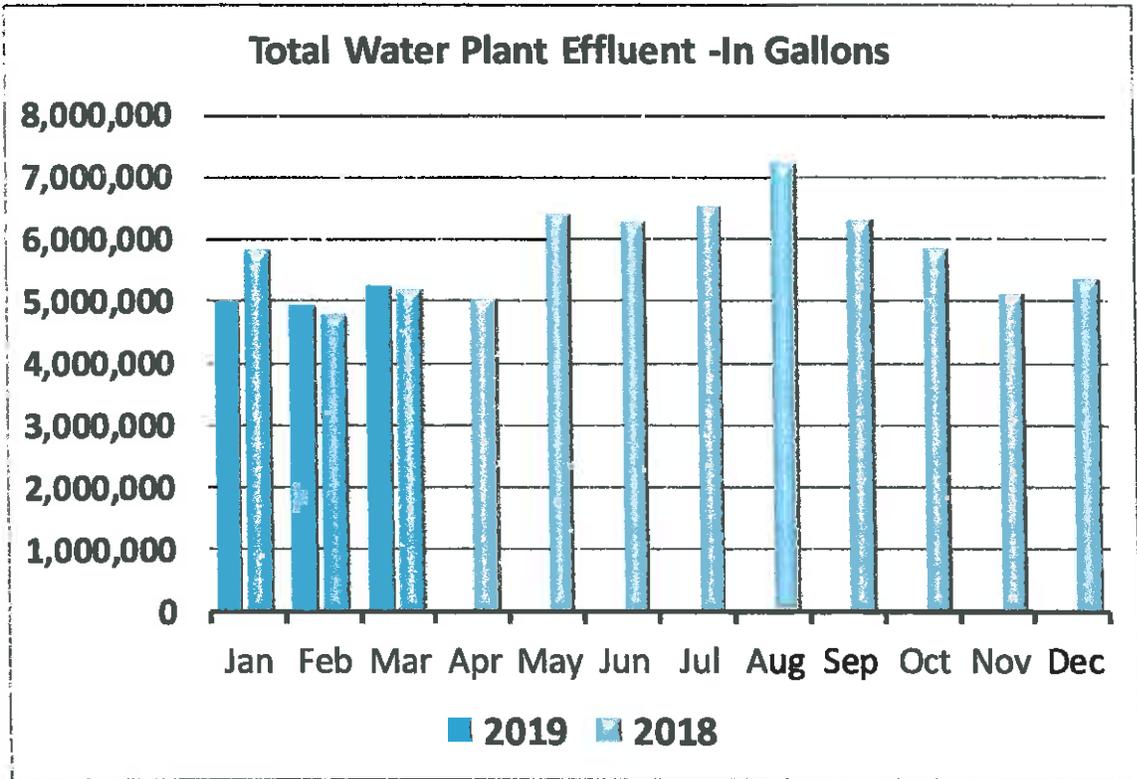
From: Shawn Wilson, Operator

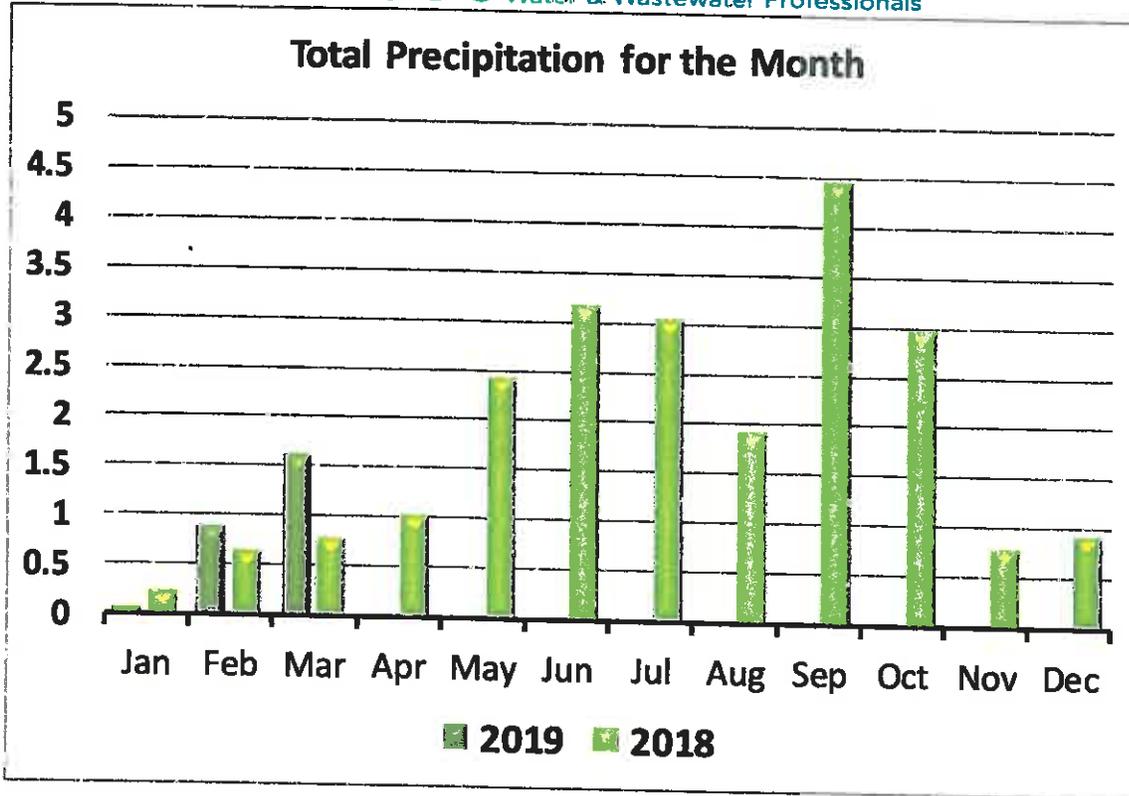
O & M Report: March 2019

## **Spring Park Operations and Maintenance**

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- Tier 2 annual report submitted for the year
- Safety Signs came out and reinstalled our stop signs off Sunset and Spring Street as well as Shoreline and Spring Street.
- We had flooding on Channel Road from the big rain and the snow melt. At one of our staff meetings, this issue was brought up to one of our engineers and they're working on a solution. Also, we had some flooding happening across from Thor Thompson Park in the channel that dumps into the lake.
- Put up road restriction signs throughout town.
- Quality control came out for annual maintenance and found two pumps that need to be rebuilt, one is in lift station #1 and the other in lift station #3.
- Had some more issues with Win-911, our system was not calling me when we had an alarm, I just had to reset our system.
- Drove around and marked down signs that need to be replaced and ordered new ones.
- March, we had one call out for a low temp in the filter building, but that was corrected. Otherwise the flooding gave us the biggest challenge for the month.
- Other miscellaneous tasks include: Locate training in Lester Prairie, operate our backup well #3, attend meetings, have chemicals delivered and fill as needed, water shut-offs and turn-ons as needed, complete water and sewer locates as needed, completed the monthly fluoride report and sent to the state, took (2) monthly bacteria water samples, conducted field tests on the water weekly, monitored lift stations, completed monthly work orders and maintenance on all equipment, daily rounds/logs at the WTP, lower flags to half-staff and raise as needed, snow removal around City Hall and salt our sidewalks and steps as needed.





		March-19	February-19	March-18
<b>Water</b>	<b>Units</b>			
Average Daily Pumped	gallons	174,650	176,092	166,790
Maximum Daily Pumped	gallons	235,000	227,000	237,000
Total Monthly Pumped	gallons	5,239,500	4,930,600	5,170,500
Well #1 Pumped	gallons	1,811,100	1,821,600	1,974,200
Well #1 Average Pumped	gallons	60,370	65,057	63,684
Well #2 Pumped	gallons	2,877,200	2,892,900	3,040,300
Well #2 Average Pumped	gallons	95,906	103,317	98,074
Well #3 Pumped	gallons	485,300	167,300	0
Well #3 Average Pumped	gallons	16,176	5,975	0
Fluoride used	gallons	8.1	7.1	7.8
Fluoride Average used	gallons	0.2	0.2	0.3
Poly Phosphate used	pounds	102.6	113.3	116.6
Poly Phosphate Average used	pounds	3.4	4.0	3.8
Chlorine used	lbs	98	95	117
Chlorine Average used	lbs	3	3	4
<b>Wastewater</b>				
<b>Effluent Flow</b>				
Maximum Daily Pumped Wastewater	gallons	417,400	222,990	217,260
Average Daily Pumped Wastewater	gallons	229,050	192,650	203,400
Lift Station Effluent to Met Council	gallons	7,100,670	5,394,270	6,305,390
Precipitation	inches	1.60	0.88	0.77

WO#	31556.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00
<b>Create Reason</b>	Triggered by Calendar	<b>Created By</b>	jfanciullo					
<b>Equipment</b>	6308-WELL-PUM-2		Well Pump #2					
<b>Location</b>	6308- Spring Park							
<b>Task</b>	BIANNUAL PM							
<b>Instructions</b>	Tools Required: crescent wrench, funnel, bucket, oil and grease Do not over fill, use instructions from printed manual and on name plates. GE Specs 4 oil: D6B6A- Napa R&O Hydraulic oil 85-101 use ball bearing grease, spec D6A2C5, polyurea grease on major bearing top bi annually all motor frames are #324, Wells are 25 HP, Service Pumps are 40 Hp with max RPM 1755, both have upper and lower bearings. Lubriplate Synthetic SFL-1 Food Machinery Lubricant/Grease and can get it at ISC Companies 12905 HWY 55 Minneapolis MN on lower bearing (shaft) and can be greased daily if desired							
<b>Notes</b>	CHANGED OIL IN TOP BEARING. GREASE LOWER BEARING WEEKLY OR AS NEEDED							

<b>Created</b>	2/1/2019
<b>Printed</b>	
<b>Scheduled</b>	2/1/2019
<b>Delinquent</b>	3/3/2019
<b>Completed</b>	3/21/2019

WO#	31823.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00
<b>Create Reason</b>	Triggered by Calendar	<b>Created By</b>	jfanciullo					
<b>Equipment</b>	6308-WELL-3	Well #3						
<b>Location</b>	6308- Spring Park							
<b>Task</b>	MONTHLY-PM							
<b>Instructions</b>	Conduct draw down test. Examine well head for unusual wear or vandalism.							
<b>Notes</b>	DRAWDOWN TEST DONE DAILY. EXAMINED WELL HEAD AND FOUND NO UNUSUAL WEAR.							

<b>Created</b>	3/1/2019
<b>Printed</b>	
<b>Scheduled</b>	3/1/2019
<b>Delinquent</b>	3/31/2019
<b>Completed</b>	3/20/2019

WO#	31824.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00
<b>Create Reason</b>	Triggered by Calendar	<b>Created By</b>	jfanciullo					
<b>Equipment</b>	6308-WELL-2	Well #2						
<b>Location</b>	6308- Spring Park							
<b>Task</b>	MONTHLY-PM							
<b>Instructions</b>	Grease shaft bearing, observe oil level in sight glass. Inspect unit for abnormal wear. Conduct draw down test.							
<b>Notes</b>	SHAFT BEARING IS GREASED WEEKLY. DRAWDOWN TEST DONE DAILY. FOUND NO ABNORMAL WEAR. OIL LEVEL GOOD							

<b>Created</b>	3/1/2019
<b>Printed</b>	
<b>Scheduled</b>	3/1/2019
<b>Delinquent</b>	3/31/2019
<b>Completed</b>	3/20/2019

WO#	31825.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00
<b>Create Reason</b>	Triggered by Calendar	<b>Created By</b>	jfanciullo					
<b>Equipment</b>	6308-WELL-1	Well #1						
<b>Location</b>	6308- Spring Park							
<b>Task</b>	MONTHLY-PM							
<b>Instructions</b>	Grease shaft bearing, observe oil level in sight glass. Inspect unit for abnormal wear. Conduct draw down test.							
<b>Notes</b>	SHAFT BEARING IS GREASED WEEKLY WHEN NEEDED. DRAWDOWN TEST DONE DAILY. OIL LEVEL GOOD. FOUND NO ABNORMAL WEAR.							

<b>Created</b>	3/1/2019
<b>Printed</b>	
<b>Scheduled</b>	3/1/2019
<b>Delinquent</b>	3/31/2019
<b>Completed</b>	3/20/2019

WO#	31826.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00
<b>Create Reason</b>	Triggered by Calendar	<b>Created By</b>	jfanciullo					
<b>Equipment</b>	6308-HS-PUM-2	High Service Pump #2						
<b>Location</b>	6308- Spring Park							
<b>Task</b>	QPM Quarterly Preventative Maintenance							
<b>Instructions</b>	Grease upper and lower units. Observe oil level thru site glass. Inspect for abnormal wear. Lubriplate Synthetic SFL-1 Food Machinery Lubricant/Grease and can get it at ISC Companies 12905 HWY 55 Minneapolis MN							
<b>Notes</b>	GREASED UPPER AND LOWER UNITS. NO ABNORMAL WE3AR FROM INSPECTION							

<b>Created</b>	3/1/2019
<b>Printed</b>	
<b>Scheduled</b>	3/1/2019
<b>Delinquent</b>	3/31/2019
<b>Completed</b>	3/20/2019

<b>WO#</b> 31827.01	<b>Type</b> Scheduled	<b>Priority</b> 5	<b>Downtime Hours</b>	<b>Total Cost</b> \$0.00
<b>Create Reason</b>	Triggered by Calendar	<b>Created By</b> jfanciullo		<b>Created</b> 3/1/2019  <b>Printed</b> <b>Scheduled</b> 3/1/2019 <b>Delinquent</b> 3/31/2019 <b>Completed</b> 3/20/2019
<b>Equipment</b>	6308-HS-Pum-1	High Service Pump #1		
<b>Location</b>	6308- Spring Park			
<b>Task</b>	QPM Quarterly Preventatvie Maintenance			
<b>Instructions</b>	Grease upper and lower units. Observe oil level thru site glass. Inspect for abnormal wear. Lubriplate Synthetic SFL-1 Food Machinery Lubricant/Grease and can get it at ISC Companies 12905 HWY 55 Minneapolis MN			
<b>Notes</b>	GREASED UPPER AND LOWER UNITS. NO ABNORMAL WEAR FROM INSPECTION.			

<b>WO#</b> 31828.01	<b>Type</b> Scheduled	<b>Priority</b> 5	<b>Downtime Hours</b>	<b>Total Cost</b> \$0.00
<b>Create Reason</b>	Triggered by Calendar	<b>Created By</b> jfanciullo		<b>Created</b> 3/1/2019  <b>Printed</b> <b>Scheduled</b> 3/1/2019 <b>Delinquent</b> 3/31/2019 <b>Completed</b> 3/19/2019
<b>Equipment</b>	6308-GSF	Gravity Sand Filter		
<b>Location</b>	6308- Spring Park			
<b>Task</b>	MPM Monthly Preventative Maintenance			
<b>Instructions</b>	Flush PVC line above backwash sludge tank into the backwash sludge tank until clean (there is a piece of PVC pipe with a coupler attachment to hook up to drain this)			
<b>Notes</b>	FLUSHED PVC			

<b>WO#</b> 31822.01	<b>Type</b> Scheduled	<b>Priority</b> 5	<b>Downtime Hours</b>	<b>Total Cost</b> \$0.00
<b>Create Reason</b>	Triggered by Calendar	<b>Created By</b> jfanciullo		<b>Created</b> 3/1/2019  <b>Printed</b> <b>Scheduled</b> 3/2/2019 <b>Delinquent</b> 4/1/2019 <b>Completed</b> 3/19/2019
<b>Equipment</b>	6308-EWS	Eye Wash Station		
<b>Location</b>	6308- Spring Park			
<b>Task</b>	MPM Monthly Preventative Maintenance			
<b>Instructions</b>	Flush eye wash and inspect for proper working order.			
<b>Notes</b>	THIS IS DONE WEEKLY			

<b>WO#</b> 31829.01	<b>Type</b> Scheduled	<b>Priority</b> 5	<b>Downtime Hours</b>	<b>Total Cost</b> \$0.00
<b>Create Reason</b>	Triggered by Calendar	<b>Created By</b> jfanciullo		<b>Created</b> 3/1/2019  <b>Printed</b> <b>Scheduled</b> 3/1/2019 <b>Delinquent</b> 3/31/2019 <b>Completed</b> 3/19/2019
<b>Equipment</b>	6308-CL-G-MON	Chlorine Gas Monitor		
<b>Location</b>	6308- Spring Park			
<b>Task</b>	MPM Monthly Preventative Maintenance			
<b>Instructions</b>	Test sensor and alarm system. Place a teaspoon of calcium hypochlorite into a plastic bottle and keep the bottle capped until ready to test the sensor. Open the bottle and place the mouth near the sensor. The DVM reading will rise rapidly. Immediately remove the bottle as it is best to expose the sensor to the high concentrations as briefly as possible. If the sensor does not respond when the bottle is held near the sensor, the sensor must be replaced. Confirm red light on building is working.			
<b>Notes</b>	ALL SENSORS ARE IN WORKING ORDER. GOOD			

<b>WO#</b> 31830.01	<b>Type</b> Scheduled	<b>Priority</b> 5	<b>Downtime Hours</b>	<b>Total Cost</b> \$0.00
<b>Create Reason</b>	Triggered by Calendar	<b>Created By</b> jfanciullo		<b>Created</b> 3/1/2019  <b>Printed</b>  <b>Scheduled</b> 3/1/2019 <b>Delinquent</b> 3/31/2019 <b>Completed</b> 3/20/2019
<b>Equipment</b>	6308-AIR STRIPPER BLOWERS	BLOWERS FOR AIR STRIPPER		
<b>Location</b>	5308-Spring Park			
<b>Task</b>	MONTHLY-PM			
<b>Instructions</b>	MONITOR INTAKE AND DISCHARGE PRESSURE. CHANGE FILTERS IF NEEDED.			
<b>Notes</b>	DO DAILY IF PLANT IS RUNNING			

<b>WO#</b> 31879.01	<b>Type</b> Scheduled	<b>Priority</b> 5	<b>Downtime Hours</b>	<b>Total Cost</b> \$0.00
<b>Create Reason</b>	Triggered by Calendar	<b>Created By</b> jfanciullo	<div style="border: 1px solid black; padding: 5px;"> <p><b>Created</b> 3/1/2019</p> <p><b>Printed</b></p> <p><b>Scheduled</b> 3/1/2019</p> <p><b>Delinquent</b> 3/31/2019</p> <p><b>Completed</b> 3/21/2019</p> </div>	
<b>Equipment</b>	5308-LS-6	Lift Station #6		
<b>Location</b>	5308-Spring Park			
<b>Task</b>	MPM Monthly Preventative Maintenance			
<b>Instructions</b>	<ol style="list-style-type: none"> <li>1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project.</li> <li>2. Inspect and clean floats.</li> <li>3. If level indicator verify operating properly.</li> <li>4. Inspect overall condition of lift station.</li> </ol>			
<b>Notes</b>	<ol style="list-style-type: none"> <li>1. HIGH LEVEL ALARM WORKS. GOOD</li> <li>2. FLOATS GOOD</li> <li>3. LEVEL INDICATOR OPERATING PROPERLY</li> <li>4. OVERALL LOOKS GOOD</li> <li>5. STILL WAITING ON HYDRO-KLEEN! I TALKED TO THEM LAST WEEK AND HE IS SUPPOSED TO GET ME A SCHEDULE</li> </ol>			

<b>WO#</b> 31880.01	<b>Type</b> Scheduled	<b>Priority</b> 5	<b>Downtime Hours</b>	<b>Total Cost</b> \$0.00
<b>Create Reason</b>	Triggered by Calendar	<b>Created By</b> jfanciullo	<div style="border: 1px solid black; padding: 5px;"> <p><b>Created</b> 3/1/2019</p> <p><b>Printed</b></p> <p><b>Scheduled</b> 3/1/2019</p> <p><b>Delinquent</b> 3/31/2019</p> <p><b>Completed</b> 3/21/2019</p> </div>	
<b>Equipment</b>	5308-LS-5	Lift Station #5		
<b>Location</b>	5308-Spring Park			
<b>Task</b>	MPM Monthly Preventative Maintenance			
<b>Instructions</b>	<ol style="list-style-type: none"> <li>1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project.</li> <li>2. Inspect and clean floats.</li> <li>3. If level indicator verify operating properly.</li> <li>4. Inspect overall condition of lift station.</li> </ol>			
<b>Notes</b>	<ol style="list-style-type: none"> <li>1. HIGH LEVEL ALARM WORKS. GOOD</li> <li>2. FLOATS GOOD</li> <li>3. LEVEL INDICATOR OPERATING PROPERLY</li> <li>4. OVERALL LOOKS GOOD</li> </ol>			

<b>WO#</b> 31881.01	<b>Type</b> Scheduled	<b>Priority</b> 5	<b>Downtime Hours</b>	<b>Total Cost</b> \$0.00
<b>Create Reason</b>	Triggered by Calendar	<b>Created By</b> jfanciullo	<div style="border: 1px solid black; padding: 5px;"> <p><b>Created</b> 3/1/2019</p> <p><b>Printed</b></p> <p><b>Scheduled</b> 3/1/2019</p> <p><b>Delinquent</b> 3/31/2019</p> <p><b>Completed</b> 3/21/2019</p> </div>	
<b>Equipment</b>	5308-LS-4	Lift Station #4		
<b>Location</b>	5308-Spring Park			
<b>Task</b>	MPM Monthly Preventative Maintenance			
<b>Instructions</b>	<ol style="list-style-type: none"> <li>1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project.</li> <li>2. Inspect and clean floats.</li> <li>3. If level indicator verify operating properly.</li> <li>4. Inspect overall condition of lift station.</li> </ol>			
<b>Notes</b>	<ol style="list-style-type: none"> <li>1. HIGH LEVEL ALARM WORKS. GOOD</li> <li>2. FLOATS GOOD</li> <li>3. LEVEL INDICATOR OPERATING</li> <li>4. OVERALL LOOKS GOOD</li> </ol>			

<b>WO#</b> 31882.01	<b>Type Scheduled</b>	<b>Priority</b> 5	<b>Downtime Hours</b>	<b>Total Cost</b> \$0.00
<b>Create Reason</b>	Triggered by Calendar	<b>Created By</b> jfanciullo		<div style="border: 1px solid black; padding: 5px;"> <p><b>Created</b> 3/1/2019</p> <p><b>Printed</b></p> <p><b>Scheduled</b> 3/1/2019</p> <p><b>Delinquent</b> 3/31/2019</p> <p><b>Completed</b> 3/21/2019</p> </div>
<b>Equipment</b>	5308-LS-3	Lift Station #3		
<b>Location</b>	5308-Spring Park			
<b>Task</b>	MPM Monthly Preventative Maintenance			
<b>Instructions</b>	<ol style="list-style-type: none"> <li>1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project.</li> <li>2. Inspect and clean floats.</li> <li>3. If level indicator verify operating properly.</li> <li>4. Inspect overall condition of lift station.</li> </ol>			
<b>Notes</b>	<ol style="list-style-type: none"> <li>1. HIGH LEVEL ALARM WORKS. GOOD</li> <li>2. FLOATS LOOK GOOD</li> <li>3. LEVEL INDICAATOR OPERATING PROPERLY</li> <li>4. OVERALL LOOKS GOOD</li> <li>5. STILL SOME GREASE BUILDUP ON SIDES</li> </ol>			

<b>WO#</b> 31883.01	<b>Type Scheduled</b>	<b>Priority</b> 5	<b>Downtime Hours</b>	<b>Total Cost</b> \$0.00
<b>Create Reason</b>	Triggered by Calendar	<b>Created By</b> jfanciullo		<div style="border: 1px solid black; padding: 5px;"> <p><b>Created</b> 3/1/2019</p> <p><b>Printed</b></p> <p><b>Scheduled</b> 3/1/2019</p> <p><b>Delinquent</b> 3/31/2019</p> <p><b>Completed</b> 3/21/2019</p> </div>
<b>Equipment</b>	5308-LS-2	Lift Station #2		
<b>Location</b>	5308-Spring Park			
<b>Task</b>	MPM Monthly Preventative Maintenance			
<b>Instructions</b>	<ol style="list-style-type: none"> <li>1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project.</li> <li>2. Inspect and clean floats.</li> <li>3. If level indicator verify operating properly.</li> <li>4. Inspect overall condition of lift station.</li> </ol>			
<b>Notes</b>	<ol style="list-style-type: none"> <li>1. HIGH LEVEL ALARM WORKS. GOOD</li> <li>2. FLOATS GOOD</li> <li>3. LEVEL INDICATOR OPERATING PROPERLY</li> <li>4. OVERALL GOOD</li> </ol>			

<b>WO#</b> 31884.01	<b>Type Scheduled</b>	<b>Priority</b> 5	<b>Downtime Hours</b>	<b>Total Cost</b> \$0.00
<b>Create Reason</b>	Triggered by Calendar	<b>Created By</b> jfanciullo		<div style="border: 1px solid black; padding: 5px;"> <p><b>Created</b> 3/1/2019</p> <p><b>Printed</b></p> <p><b>Scheduled</b> 3/1/2019</p> <p><b>Delinquent</b> 3/31/2019</p> <p><b>Completed</b> 3/21/2019</p> </div>
<b>Equipment</b>	5308-LS-1	Lift Station #1		
<b>Location</b>	5308-Spring Park			
<b>Task</b>	MPM Monthly Preventative Maintenance			
<b>Instructions</b>	<ol style="list-style-type: none"> <li>1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project.</li> <li>2. Inspect and clean floats.</li> <li>3. If level indicator verify operating properly.</li> <li>4. Inspect overall condition of lift station.</li> </ol>			
<b>Notes</b>	<ol style="list-style-type: none"> <li>1. HIGH LEVEL ALARM WORKS. GOOD</li> <li>2. FLOATS GOOD</li> <li>3. LEVEL INDICATOR OPERATING PROPERLY</li> <li>4. OVERALL LOOKS GOOD</li> </ol>			

<b>WO#</b> 31885.01	<b>Type</b> Scheduled	<b>Priority</b> 5	<b>Downtime Hours</b>	<b>Total Cost</b> \$0.00					
<b>Create Reason</b>	Triggered by Calendar	<b>Created By</b> jfanciullo		<table border="1"> <tr><td><b>Created</b> 3/1/2019</td></tr> <tr><td><b>Printed</b></td></tr> <tr><td><b>Scheduled</b> 3/1/2019</td></tr> <tr><td><b>Delinquent</b> 3/31/2019</td></tr> <tr><td><b>Completed</b> 3/21/2019</td></tr> </table>	<b>Created</b> 3/1/2019	<b>Printed</b>	<b>Scheduled</b> 3/1/2019	<b>Delinquent</b> 3/31/2019	<b>Completed</b> 3/21/2019
<b>Created</b> 3/1/2019									
<b>Printed</b>									
<b>Scheduled</b> 3/1/2019									
<b>Delinquent</b> 3/31/2019									
<b>Completed</b> 3/21/2019									
<b>Equipment</b>	5308-GEN	Generators							
<b>Location</b>	5308-Spring Park								
<b>Task</b>	MPM Monthly Preventative Maintenance								
<b>Instructions</b>	Tools Required: wrenches, funnels, oil and coolant Check all fluids levels. Generators #1, 2, 3, 5 run automatically weekly, #6 (runs the 1st Wednesday of every month) and the portable and WTP generator need to be run manually.								
<b>Notes</b>	1. CHECKED AND GOOD 2. CHECKED AND GOOD 3. CHECKED AND GOOD 5. CHECKED AND GOOD 6. CHECKED AND GOOD WTP - CHECKED AND GOOD PORTABLE - GOOD. LUCAS BRAHN INSTALLED NEW CHARGER								

<b>WO#</b> 31886.01	<b>Type</b> Scheduled	<b>Priority</b> 5	<b>Downtime Hours</b>	<b>Total Cost</b> \$0.00					
<b>Create Reason</b>	Triggered by Calendar	<b>Created By</b> jfanciullo		<table border="1"> <tr><td><b>Created</b> 3/1/2019</td></tr> <tr><td><b>Printed</b></td></tr> <tr><td><b>Scheduled</b> 3/1/2019</td></tr> <tr><td><b>Delinquent</b> 3/31/2019</td></tr> <tr><td><b>Completed</b> 3/19/2019</td></tr> </table>	<b>Created</b> 3/1/2019	<b>Printed</b>	<b>Scheduled</b> 3/1/2019	<b>Delinquent</b> 3/31/2019	<b>Completed</b> 3/19/2019
<b>Created</b> 3/1/2019									
<b>Printed</b>									
<b>Scheduled</b> 3/1/2019									
<b>Delinquent</b> 3/31/2019									
<b>Completed</b> 3/19/2019									
<b>Equipment</b>	5308-EXT	Fire Extinguishers							
<b>Location</b>	5308-Spring Park								
<b>Task</b>	MPM Monthly Preventative Maintenance								
<b>Instructions</b>	Inspect, tip upside down bang with rubber hammer, check to see if charged.								
<b>Notes</b>	Tools Required: rubber hammer, pen 3 - WTP CHECKED/GOOD 3 - CITY HALL CHECKED/GOOD 1 - COMPANY TRUCK CHECKED/GOOD 2 - SHOP/OFFICE CHECKED/GOOD								

<b>WO#</b> 31887.01	<b>Type</b> Scheduled	<b>Priority</b> 5	<b>Downtime Hours</b>	<b>Total Cost</b> \$0.00					
<b>Create Reason</b>	Triggered by Calendar	<b>Created By</b> jfanciullo		<table border="1"> <tr><td><b>Created</b> 3/1/2019</td></tr> <tr><td><b>Printed</b></td></tr> <tr><td><b>Scheduled</b> 3/1/2019</td></tr> <tr><td><b>Delinquent</b> 3/31/2019</td></tr> <tr><td><b>Completed</b> 3/20/2019</td></tr> </table>	<b>Created</b> 3/1/2019	<b>Printed</b>	<b>Scheduled</b> 3/1/2019	<b>Delinquent</b> 3/31/2019	<b>Completed</b> 3/20/2019
<b>Created</b> 3/1/2019									
<b>Printed</b>									
<b>Scheduled</b> 3/1/2019									
<b>Delinquent</b> 3/31/2019									
<b>Completed</b> 3/20/2019									
<b>Equipment</b>	5308-BLW-2	Air Stripper Blower #2							
<b>Location</b>	5308-Spring Park								
<b>Task</b>	QPM Quarterly Preventatvie Maintenance								
<b>Instructions</b>	To get the blower hour meter readings off of the VFD Hit the ESC button Click on the drive mon tab then click on the monitoring tab and scroll down to run time the open end bearing 6208, south grease zerk or see diagram on name plate Should received 1 squirt of grease with my Napa grease gun and the drive end 6311 should receive .9 teaspoons of grease, roughly 7 squirts with my Napa Grease gun There are no removable drain plugs that we need to worry about. Tools: Napa grease gun, Polyrex em grease, Paper towels								
<b>Notes</b>	GAVE 7 SQUIRTS OF GREASE TO THE DRIVE END BEARING. 1 SQUIRT OF GREASE TO THE OPEN END BEARING								

<b>Report Totals</b>	<b>Downtime Hours</b> 0	<b>Part Cost</b> \$0.00
		<b>Labor Cost</b> \$0.00
		<b>Vendor Cost</b> \$0.00
		<b>Equip/Tool Cost</b> \$0.00
		<b>Total Cost</b> \$0.00

# Mound Fire Department 2018 Annual Report

This overview provides a summary of the Mound Fire Department activities, accomplishments, and goals met for the year 2018.

**General Note:** the *2018 Annual Report* is compiled for the Mayor and Councilors for the City of Mound, and shared with Elected Officials of the other cities that we serve. Contact Fire Chief Greg Pederson if you have questions or comments about the information provided in this report.

## Section I. Introduction and Overview

The year 2018 was a transitional year for the Mound Fire Department. In 2018, our staff was involved in the process of implementing our Strategic Plan designed to meet department goals. Our Strategic Plan focused on hiring, training, and maintaining our excellent firefighter staff.

Our well trained and active paid-on-call firefighter staff remains our most important asset. The ever-present dedication and commitment of the Mound firefighters uphold the service quality provided by the department. The commitment of time, effort and job performance by firefighters continues to be substantial as shown in the detailed department activity reports included.

In 2018 our staffing level decreased from 40 to 39 firefighters. Over the past 6 years our staff has made a significant transition to new firefighters and a less experienced staff. This is a major accomplishment in light of the recruiting and retention problem which is a trend nationwide.

Our Fire and Rescue call activity increased from 2017 levels. The emergency call outs in 2018 were 602 vs. 596 in 2017. The call activity level in 2018 was slightly above our five year average of 570. Weather extremes, callout types and other factors determine emergency call volumes.

Firefighter emergency response hours for the year were up slightly from 2017 levels. Our total firefighter emergency response hours in 2018 were 11,006 vs. 10,461 hours in 2017.

### A. Organization, Staff information, and Performance Measurement

The fire department consists of a staff of 38 volunteer firefighters, one full-time administrative assistant and a full-time fire chief for a total staff of 40.

- In 2018, one firefighter retired, and one resigned due moving out of the area.
- One new firefighter was hired in November of 2018. Per the department policy, the new hire is on an intense training rookie program and serving a 1 year probationary period.
- Fire and Rescue calls for service were steady, busy and at a consistent level in 2018. A total of 11,006 personnel hours spent working at fires and other emergency calls.
- MFD responded to 26 Mutual Aid requests in 2018 vs. 17 in 2017, with a total of 793 staff hours for mutual aid assistance to other fire departments and cities.

- In 2018, we generated an average of 19/20 firefighters per emergency call, which is a high number of responders compared to other volunteer or paid-on-call fire departments.
- In 2018 our staff training hours was substantial at 2,063 hours of in-house training, and additional 1,181 hours of outside schools and training. The fire department staff is well trained and based upon a wide variety of call types, must be more diversified than ever.
- MFD firefighters worked a significant number of hours doing repair and maintenance on apparatus, equipment, and fire station upkeep in 2018 for a total of 1,625 hours.
- Public Relations and Fire Prevention events are important as well and a high priority. Our staff led or attended 44 events in 2018, and clocked a total of 523 staff hours.
- The fire department staff, including fire officers and firefighters is a diverse and energetic group. Our staff has transitioned to a grouping of both experienced personnel, plus new younger individuals, with approximately 461 years of accumulated job experience.

**IMPORTANT NOTE:** as of 12/31/2018, 33% of our firefighters have been on the department less than 5 years; therefore increased focus on staff training is a top priority and is critical to our long term success.

Our firefighters, through hard work and dedication, continue to provide many volunteer hours, with a conservative estimate of all work by firefighters in 2018 at **17,240** hours.

## **B. Apparatus and Equipment**

In 2016, improved financial status allowed us to refocus our attention on implementation of our *Apparatus Replacement and Efficiently Plan*. Our expenditures on our Capital Improvement Plan, including apparatus and equipment had been very low for the past 10 years due to budget and financial constraints. We were able to add new apparatus to our fleet in 2016 and 2017, and major progress was made with regard to apparatus purchases and long term planning.

- As our fleet ages, the annual cost of repairs of repairs has been steadily increasing and 2018 was a high cost high maintenance year. Our apparatus and equipment budget of \$20,000 was insufficient and our repair costs were \$35,540.24.
- In 2015, MFD received city council approval of \$731,000 to purchase a new aerial ladder truck to replace the old ladder truck. The new E-One HP78 ladder truck has been very effective and responded to 111 callouts over a period of 12 months in 2018, vs. an average of only 12-13 times per year over a 30 year period for the old ladder truck.
- There were no apparatus or vehicle purchases made in 2018, however two critical pieces of apparatus are on the horizon: Heavy Rescue #22 (1990) and Engine #24 (1996).

**Our Ongoing Strategy:** to continue to analyze and consider new concepts to meet our ever changing fire apparatus and equipment needs. Our apparatus replacement program must consider all of the practical and available options for prudent and cost effective apparatus purchases. One strategy we have implemented is downsizing our fleet and/or purchasing more diverse apparatus.

The Fire Commission is very active and involved in discussions pertaining to apparatus needs, replacement plan, financial feasibility, and future purchases. At our upcoming Fire Commission

meeting (April 2019) the group will be discussion the existing the Long Term Financial Plan, Fire Reserve Fund Balance, and future CIP purchases.

### **C. Facility – Fire Station**

The Mound Public Safety Facility remains ideal for our daily administration, staff activities, apparatus housing, equipment storage, training, and emergency response operations.

The facility is now 16 years old. The facility bonded debt payments of \$282,940 will end in year 2023, which will help our fire department budget significantly. There are expensive facility repair and maintenance items that need to be addressed now, or in the near future.

The repair items that need attention are listed on the CIP for Public Safety Facility. Major expenses for 2019 will be the removal and replacement of badly worn concrete aprons at a cost of \$15-\$20K, plus potential roof replacement or repair in fire apparatus bay.

## **Section II. 2018 Priority Projects**

### **A. Finances and Budget**

The fire department 2018 budget was positive, partly due to the added revenue of grants and donations. A summary of 2018 finances is included in this report. Refer to the “2018 Budget vs. Expenditures Summary”.

Highlights of 2018 finances are:

- The fire reserve account fund balance at the beginning of year 2018 was \$464,870. The fire reserve fund balance increased by \$36,574 in 2018 to a year-end balance of \$511,539
- The fire reserve account actual balance of \$511,539 (audited) is positive variance by \$132,541 vs. Long Term Financial Plan forecasted fund balance of \$378,998.
- **Important note:** the positive fire fund balance will be drawn down over the next 5 years to support the overall financial plan.
- Donations and Grants have become a critical supplement to our yearly budget. In 2018, donations and grants added approximately \$35,834 to our revenue.
- Since 2003, MFD has received \$366,359 in grants, which adds significantly to the reserve fund balance. Substantial grants in 2018 from FEMA-AFG and the Minnesota Board of Fire Training and Education have contributed to help our fund balance.

### **B. Organization, Administration, and Staffing**

In 2018, we continued to hire solid individuals as firefighter recruits. Our goal is to hire solid people that meet our department mission, customer service goals, and long term service tenure.

Fire Officer and Firefighter Succession Planning: recruiting, training and retaining a staff of 40 firefighters are a major challenge and ongoing priority. Our firefighting crew remains the most important department asset. We have continued to add training programs and learning options

(I.e., Blue Card Incident Command, and Leadership Academy) to continue to develop new leaders and well-trained fire officers.

**Fire District Concept:** in 2016 the West Lake Minnetonka area Fire Chiefs initiated a study of fire protection services in in our west metro area. The study was completed and the area fire chiefs met several times in 2016-2017 about the possibility of forming a fire district. The chief's discussions focused on feasibility of a fire district. Although no fire district has been initiated, a the concept may be the key to long-term success and cost effective fire protection services for the West Hennepin Lake Minnetonka area.

### **C. Capital Improvement Plan, w/focus on Health and Safety and Apparatus Replacement**

**Long Term Financial Plan (including all CIP and apparatus plan):** one of our most significant accomplishments in 2016 was the implementation of the new Capital Improvement Plan (CIP).

With the departure of Minnetonka Beach in 2019 and lost revenue and expenses, the entire Long Term financial plan needs to be updated. The current Long Term Forecast and Financial Plan extend through 2024, but will be updated through 2029. The budget forecast projects all financial impacts: including revenue, expenses, capital improvement plan projects, and pension plan funding. This financial plan is a critical tool needed to supporting future operations and success.

**Apparatus Replacement Program:** major progress has been made towards updating our fire apparatus and support vehicles. We have performed a needs analysis, created a plan, justified our needs, and began implementation of the plan in 2016 (aerial ladder and rescue truck). More needs are on the horizon which will be communicated as the Capital Plan is updated.

### **Section III. Challenges for the Future**

The nationwide trends and struggles that many paid-on-call fire departments face today are related to the lack of recruits or volunteers and the retention of the same. The current *Volunteer Firefighter Business Model* brings an incredible value to the customers and residents. It is clear what a cost effective service the existing business model is, and it should be cultivated and maintained as long as possible.

While the challenges are many, the primary concerns and my focus are on:

- Recruiting, Training, and Retaining Volunteer Firefighters and managing the costs associated with hiring and training new staff.
- Developing new Officers and Leaders, to replace retiring fire officers
- Creatively and effectively managing volunteer staff time, and reducing personnel hours by monitoring call types and utilizing staffing models such as our Duty Officer Program.
- Sharing services (mutual aid or other) among other fire departments and communities to insure cost effective, efficient, and high quality service.
- Revision or update of departments Long Term Financial Plan, by changing and updating all Revenue and Expenses (w/out Minnetonka Beach).
- Revision and update of Capital Improvement Plan, based upon the fire department 2018 account fund balance and new Long Term Budget Forecast including: Prioritizing and

meeting all of the CIP needs, replacement of Major Apparatus, Facility Repairs and Maintenance, Staffing, and Replacement of Tools and Equipment

- Funding the replacement of Old Apparatus that are critically important:
  - Heavy Rescue #22 is 28 Years Old with a Replacement Cost of \$400,00 minimum
  - Engine #24 is 22 Years Old with Replacement Cost of \$475,000 minimum

#### **Section IV. Strategic Plan, Initiatives, and Accomplishments**

Back in 2004, I began a *Strategic Plan Initiative* with a focus on four key areas:

- 1). Personnel and Staffing
- 2). Budget and Financial Management
- 3). Apparatus and Equipment
- 4). Fire Station Facilities

There are new plan priorities that have increased focus on personnel and staffing that will include: succession planning and staff development, expanding our training plan goals, and a substantial increase of attention on Firefighter Health, Wellness, and Firefighter Safety.

*Example:* In the years 2011 thru 2018, we appropriated \$157,718 to upgrading our personal protective equipment for firefighters. This includes safety gear like: turn-out-gear, helmets, boots, gloves, professional gear washing, and other important safety equipment.

I am in the process of updating the fire department strategic plan for 2019 and beyond. The newly updated 2019 Strategic Plan is a priority project that will be submitted and reviewed with the Fire Commission and City Council for approval.

#### **Section V. Summary of Accomplishments**

The year 2018 was successful and a continuation of a transitional time for the Mound Fire department. I feel our department accomplishments in 2018 were very significant. Although about 33% of our staff has less than 5 years of service, we have continued to achieve our goal of serving our residents and customers well by providing an essential public service at a low cost.

- While the Fire, Rescue, Service calls and Training requirements continue to grow. Our staff continues to meet the challenges of the substantial time commitment, hard work, consistency, and professionalism,
- Our staff of firefighters and administrative personnel continues to be our most important asset and is being sustained as a key strong element. Hiring, training, and development of our staff have been very successful in 2018 with new hires and several promotions.
- Prudent Budget Management in 2018 has created a positive year end fund balance. Grants and donations have been a priority to help sustain operations. More Grant \$\$ are in line for 2019, with FEMA-AFG and MBFTE Grants being awarded to MFD.

- Duty Officer Program: in 2018, our duty officers responded to a total of 225 calls which approximately 37% of our calls. This program greatly improves our response times and efficiency. The Duty Officer Response hours for 2018, amounted to 36 staff hours vs. an estimated 684 staff hours if they would have been “All Call Page Outs” per the OLD system. Staff time and efficiency savings of an estimated 648 staff hour is the result.
- In 2018, the Mound Volunteer Fire Department Relief Association Pension Special Fund increased to a \$\$ level that allowed for a 5% pension increase for our volunteer staff. This benefit increase was well deserved and went into effect on January 1, 2019
- We successfully increased our focus on Firefighter Health, Wellness and Safety in 2018. I am proud that this program has made major strides forward in 2018.

### **2019 Priorities and Focus: Top 5 Priorities**

- Update our Long Term Capital Improvement Plan \$\$, consider and discuss options for advancing CIP purchases to improve our fire department operations and safety.
- Create a new updated 2019 MFD Strategic Business Plan so it correlates with and supports the (to be updated) 2018-2029 Long-Term Budget Forecast and Financial Plan.
- Continued focus on developing our entire staff, all of our Officers and Firefighters: through Recruiting, Hiring, Training, and Retaining Volunteers.
- Continue our focus on and attention to Firefighter Health, Wellness and Safety Programs
- Shared Services, Fire District, Expanding Services, and Continuous Improvement.

Looking to the future, we anticipate improving our department operations by considering all options for partnering with Minnetrista, and other fire departments. A fire district concept would create an expanded fire service protection plan. A larger fire district partnership will lead to more efficient use of our fire staff, apparatus, and equipment.

A fire district partnership will likely be a financial benefit to the residents of Mound, Minnetrista, Spring Park, St. Bonifacius, Orono, and other West Lake Minnetonka area communities.

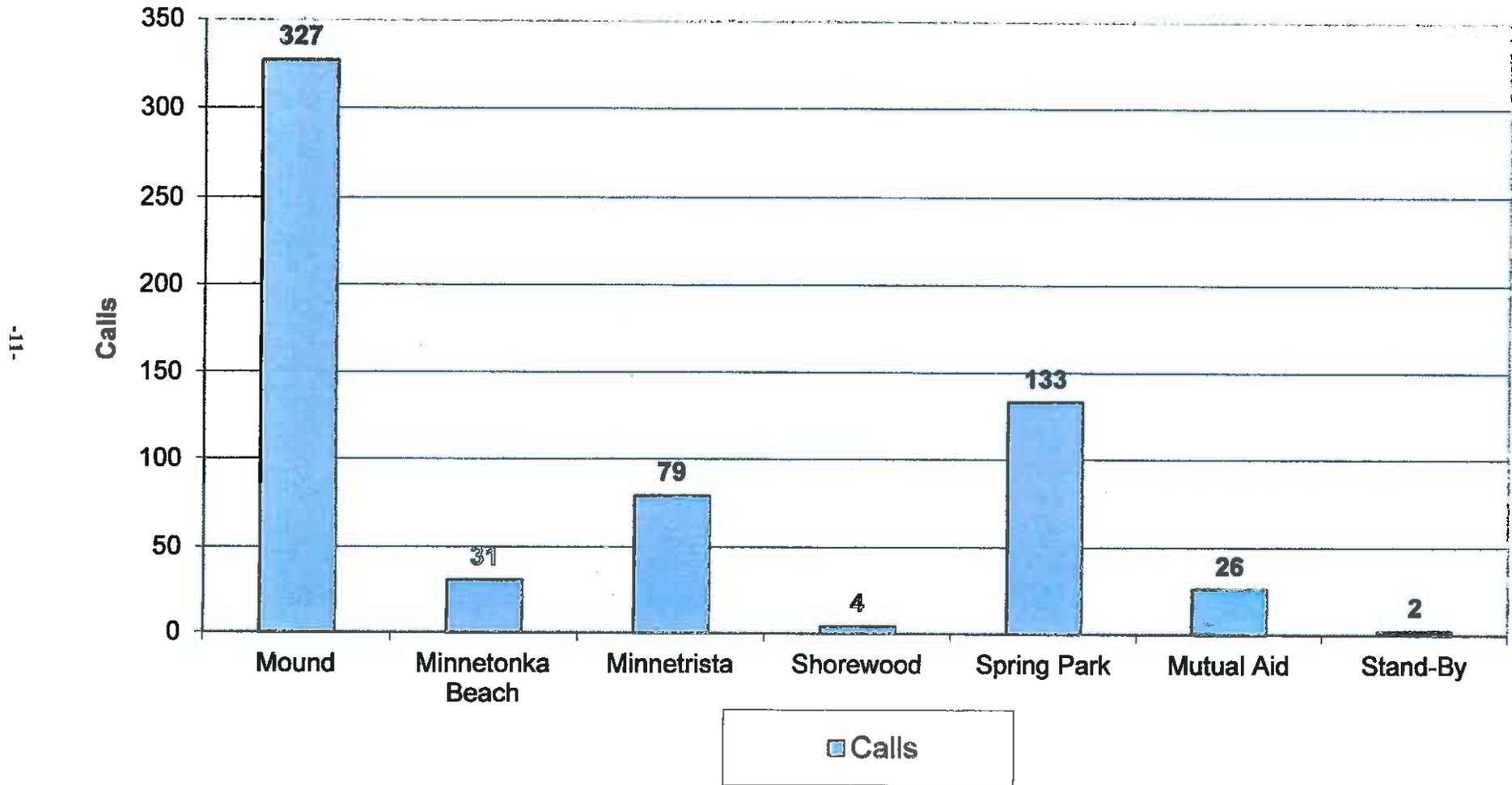
In closing, a special thank you to our city officials, fire commission members, and citizens for their continued cooperation and support of the Mound Fire Department.

Respectfully submitted,

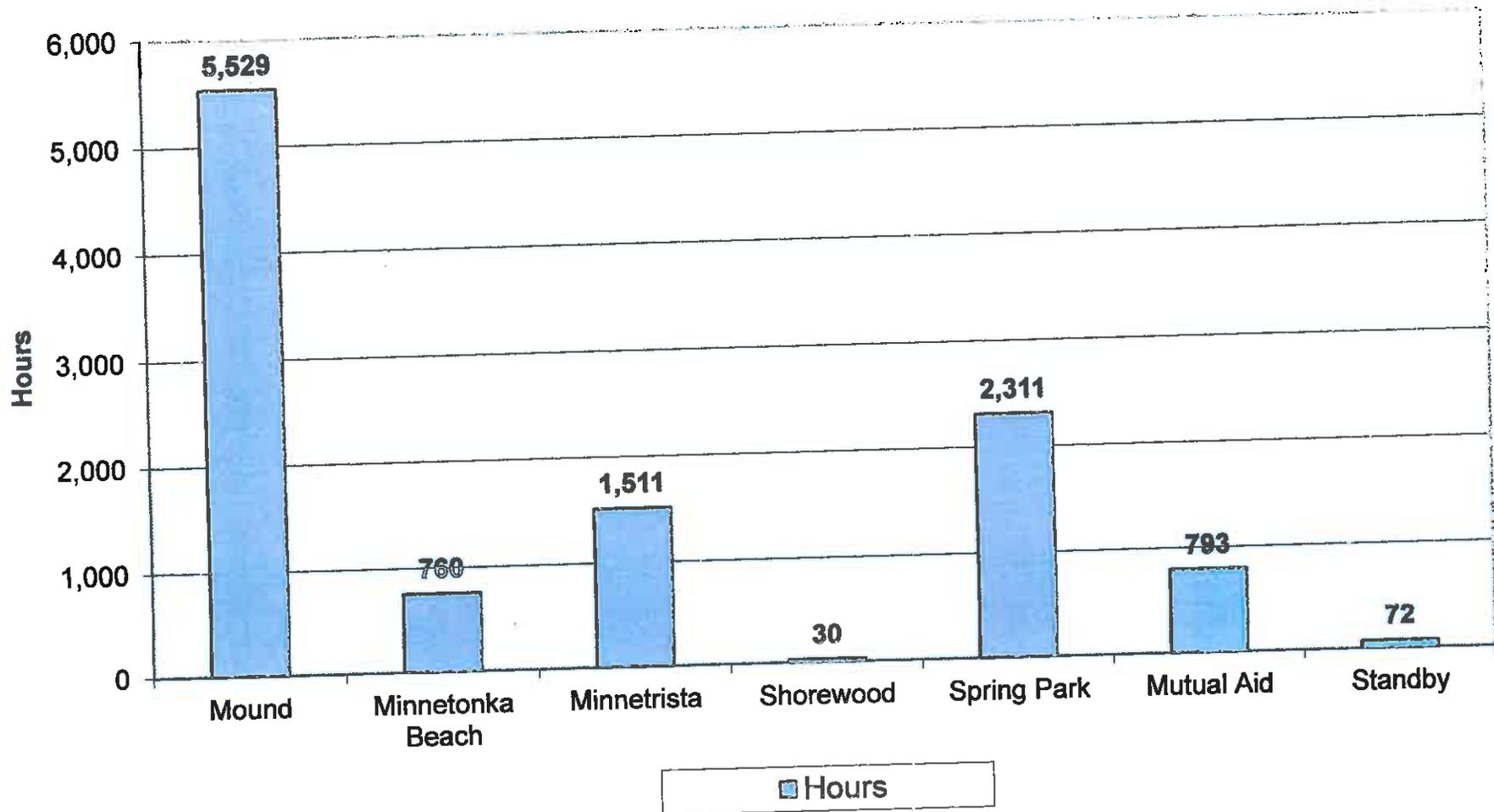
Gregory S. Pederson  
Mound Fire Chief

11 April 2019

**Mound Fire Department**  
2018  
Fire / Rescue Total Calls by City



# Mound Fire Department 2018 Firefighter Hours by City



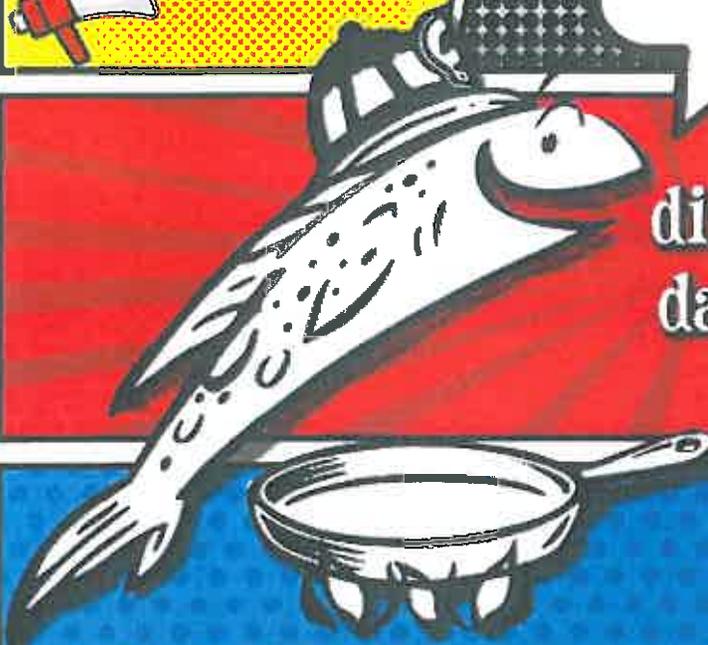
68th Annual  
**Fish Fry & Dance**



**JOIN US!!!**

**SATURDAY  
JUNE 1, 2019**

dinner 3:00 to 8:00 pm  
dance 8:00 to midnight



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ROCKS**

**FEATURING**

**tickets:**

**\$10.00 advance \$15.00 at the door**

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[www.moundfire.com](http://www.moundfire.com)

