



# ANOKA-CHAMPLIN JOINT POWERS FIRE BOARD



## REGULAR MEETING AGENDA

Following is the Agenda for the Regular meeting of the Anoka-Champlin Joint Powers Fire Board to be held on Wednesday, September 10, 2014 following a Work Session at 9:00 a.m. at the Anoka Public Safety Center EOC. The Regular meeting will be held at the Anoka Council Chambers.

1. Call to Order.
2. Roll Call.
3. Changes to the Agenda.
4. Minutes for Approval.
  - 4.1 April 30, 2014, Regular Meeting Minutes.
5. Open Forum.
6. Communications and Information.
  - 6.1 Report from Fire Chief.
7. \*Consent Agenda.
  - 7.1 Financial Reports thru August 2014.
  - 7.2 Approval of Check Register for Fire Department Bills Payable April-Aug. 2014.
  - 7.3 Fire Statistics for 2<sup>nd</sup> Quarter 2014.
  - 7.4 Monthly Incident/Inspections Reports for April-July 2014.
  - 7.5 Set next Anoka-Champlin Fire Board Regular meeting for Wednesday, October 8, 2014 at 9:00 a.m. at the Champlin Council Chambers.
8. Appeals.

None.
9. Committee Reports.

None.
10. Unfinished Business.

None.
11. New Business.
  - 11.1 Discussion and Approval of 2015 Fire Department Budget.
12. Adjournment.

\*The consent agenda contains several separate items that are acted upon by the Board in one motion. Upon request, any consent agenda item may be removed and, if necessary, be placed on the regular agenda for Board discussion and action.

**ANOKA-CHAMPLIN JOINT POWERS  
FIRE BOARD MEETING  
DATE: September 10, 2014**

**AGENDA # 6.1**

DESCRIPTION: Report from Fire Chief

The Fire Department conducted a FAO (Fire Apparatus Operator) class last November thru March. We had 10 students in the class with total cost of the class exceeding \$5,000.00. This information was submitted at the end of the training cycle to the Minnesota Board of Firefighter Training and Education. From July 1, 2013 thru June 31, 2014, the MBFTE awarded the Fire Department \$3,440.00 for allotted training. Because we exceeded this training allocation we were eligible for additional training reimbursements for eligible classes we submitted. These funds are typically residual funds that other departments don't apply for and are then authorized to be reallocated to departments that meet the training requirements. The Fire Department was awarded an additional \$5,160.00 because of the dollar amount spent and submitted on qualified state certified training.

In August of 2014, the MBFTE awarded the Fire Department \$4,365.00 to be used for qualified training from June 31, 2014 thru July 1, 2015.

During the week of July 13, 2014, the Fire Department sent three firefighters to Pueblo Colorado for a training session on Crude Oil by Rail. This training was sponsored by BNSF and was completely paid for by them with minor exceptions. The course was 24 hours long and 60% of the training was actual hands-on training. With the information brought back from this training, we have begun to build response plans should we have a crude oil event in the City. One of the first things we were able to do is identify our immediate needs should we need to respond to a crude oil event. We are currently in the process of compiling the equipment and foam needs to respond to a crude event and have set aside one of our trailers that will be dedicated to the response to a crude or special hazard event in the future.

7.1

CITY OF CHAMPLIN FIRE DEPT  
 REVENUE AND EXPENSE STATEMENT  
 Period Covering JAN 1, 2014 thru AUG 31, 2014  
 FUND: 101 GENERAL FUND

	BUDGET	ACTUAL	DIFFERENCE	COMPL
<b>Revenues</b>				
OTHER LICENSES & PERMITS	3,000.00	0.00	3,000.00	0.0
STATE AID - FIRE	140,000.00	0.00	140,000.00	0.0
ADMINISTRATIVE FEES	9,570.00	0.00	9,570.00	0.0
SPECIAL FIRE SERVICES	1,039,001.00	787,250.50	251,750.50	75.7
INSPECTIONS	2,300.00	2,480.00	180.00	107.8
INTEREST ON INVESTMENTS	13,000.00	0.00	13,000.00	0.0
MISCELLANEOUS REVENUE	0.00	122.00	122.00	0.0
REFUNDS & REIMBURSEMENTS	0.00	2,582.25	2,582.25	0.0
<b>Total Revenues:</b>	1,206,871.00	792,434.75	414,436.25	65.6
<b>Expenditures:</b>				
SALARIES & WAGES	539,172.00	320,821.68	218,350.32	59.5
OVERTIME	6,000.00	5,023.84	976.16	83.7
PERA CONTRIBUTION	57,600.00	32,138.53	25,461.47	55.7
FICA CONTRIBUTION	19,409.00	12,924.24	6,484.76	66.5
FIRE PENSION CONTRIBUTION	140,000.00	0.00	140,000.00	0.0
FIRE RELIEF ASSOC. CITIES	11,140.00	0.00	11,140.00	0.0
HEALTH/DENTAL INSURANCE	51,591.00	44,079.48	7,511.52	85.4
LIFE INSURANCE	182.00	121.60	60.40	66.8
DISABILITY INSURANCE	889.00	902.47	13.47	101.5
OFFICE SUPPLIES	4,600.00	4,744.42	144.42	103.1
COMPUTER SUPPLIES	500.00	2,434.08	1,934.08	486.8
PRINTS, FORMS & SUPPLIES	500.00	1,188.64	688.64	237.7
OPERATING SUPPLIES	12,400.00	4,766.63	7,633.37	38.4
MOTOR FUEL/LUBRICANTS	9,000.00	296.42	8,703.58	3.2
UNIFORMS	10,500.00	7,467.42	3,032.58	71.1
MEDICAL SUPPLIES	2,000.00	0.00	2,000.00	0.0
PROTECTIVE EQUIPMENT	0.00	8,676.96	8,676.96	0.0
VEHICLE/EQUIPMENT PARTS	2,800.00	1,876.62	923.38	67.0
MINOR EQUIPMENT	13,400.00	12,137.36	1,262.64	90.5
EXPERT & PROFESSIONAL SERV.	1,300.00	600.00	700.00	46.1
AUDITING & ACCOUNTING SERV.	600.00	0.00	600.00	0.0
LEGAL SERVICES	1,000.00	4,207.11	3,207.11	420.7
ADMINISTRATION FEES	13,500.00	50.00	13,450.00	0.3
TRAINING & EDUCATION	13,000.00	14,040.81	1,040.81	108.0
CONTRACT SERVICES	0.00	28.37	28.37	0.0
TELEPHONE/CELLULAR	800.00	12,188.16	11,388.16	523.5
POSTAGE	350.00	239.66	110.34	68.4
RADIO/PAGERS	22,350.00	110.90	22,239.10	0.4
TRAVEL EXPENSE	500.00	4,505.83	4,005.83	901.1
ADVERTISING & PUBLISHING	1,000.00	240.00	760.00	24.0
INSURANCE & BONDS	65,204.00	50,472.00	14,732.00	77.4
REFUSE DISPOSAL	1,000.00	760.87	239.13	76.0

CITY OF CHAMPLAIN FIRE DEPT  
 REVENUE AND EXPENSE STATEMENT  
 Period Covering JAN 1, 2014 thru AUG 31, 2014

FUND: 101 GENERAL FUND

	BUDGET	ACTUAL	DIFFERENCE	COMPL
MACHINERY/EQUIPMENT REPAIRS	22,000.00	4,338.51	17,661.49	19.7
CLEANING SERVICE & SUPPLIES	600.00	1,351.26	751.26-	225.2
MISCELLANEOUS CHARGES	300.00	106.31	193.69	35.4
SUBSCRIPTION MEMBERSHIP	2,000.00	1,898.22	101.78	94.9
AWARDS & PRIZES	400.00	1,371.02	971.02-	342.7
TAXES & LICENSES	500.00	0.00	500.00	0.0
OSHA	8,000.00	1,408.45	6,591.55	17.6
MACHINERY & EQUIPMENT	170,784.00	0.00	170,784.00	0.0
	-----	-----	-----	-----
Total Expenditures:	1,206,871.00	557,517.87	649,353.13	46.1
	=====	=====	=====	=====
Total Revenue (over) under Expenditures	0.00	234,916.88	234,916.88-	0.0
	=====	=====	=====	=====

CITY OF CHAMPLAIN FIRE DEPT  
 REVENUE AND EXPENSE STATEMENT  
 Period Covering JAN 1, 2014 thru AUG 31, 2014

FUND: 212

	BUDGET	ACTUAL	DIFFERENCE	COMPL
Revenues				
STATE GRANTS - OTHER	0.00	11,560.00	11,560.00-	0.0
Total Revenues:	0.00	11,560.00	11,560.00-	0.0
Expenditures:				
PROTECTIVE EQUIPMENT	0.00	6,400.00	6,400.00-	0.0
Total Expenditures:	0.00	6,400.00	6,400.00-	0.0
Total Revenue (over) under Expenditures	0.00	5,160.00	5,160.00-	0.0

CITY OF CHAMPLAIN FIRE DEPT  
 REVENUE AND EXPENSE STATEMENT  
 Period Covering JAN 1, 2014 thru AUG 31, 2014

FUND: 434 CAPITAL EQUIPMENT

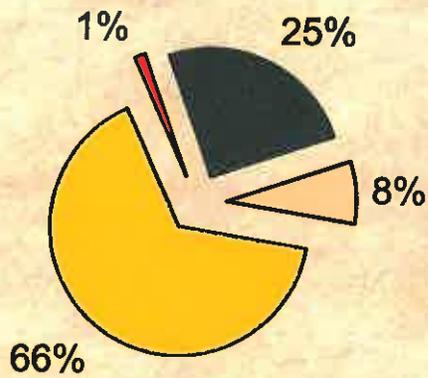
	BUDGET	ACTUAL	DIFFERENCE	COMPL
Revenues				
SALES OF GEN FIXED ASSETS	0.00	17,610.00	17,610.00-	0.0
Total Revenues:	0.00	17,610.00	17,610.00-	0.0
Expenditures:				
EXPERT & PROFESSIONAL SERV	0.00	1,320.75	1,320.75-	0.0
RADIO/PAGERS	0.00	6,680.00	6,680.00-	0.0
MACHINERY & EQUIPMENT	0.00	47,871.23	47,871.23-	0.0
Total Expenditures:	0.00	55,871.98	55,871.98-	0.0
Total Revenue (over) under Expenditures	0.00	38,261.98-	38,261.98	0.0

# Anoka-Champlin Fire Department

Quarterly  
Fire  
Statistics  
2<sup>nd</sup> Quarter 2014

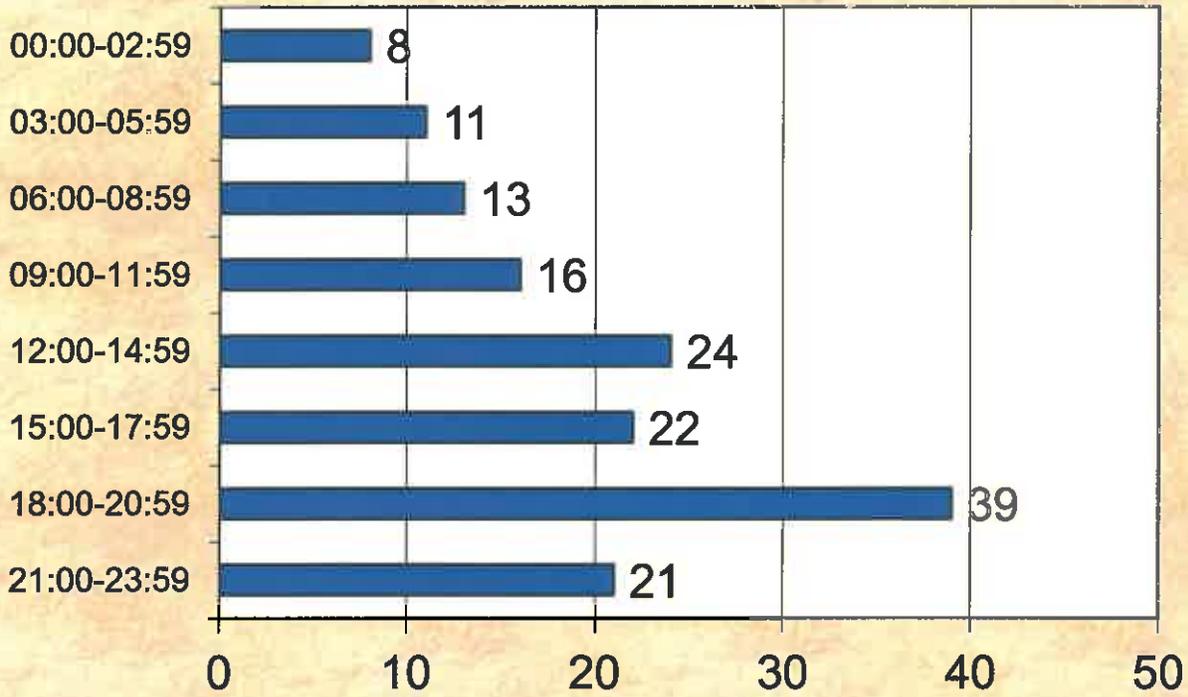


## Percentage of Calls By City- 2nd Quarter 2014

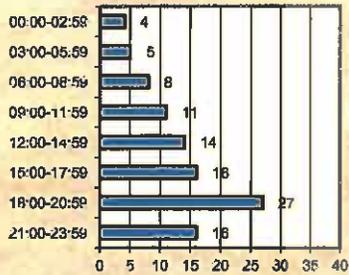


■ Anoka-101   ■ SRT/FIT-2   ■ Champlin-39   ■ Mut/Auto Aid-12

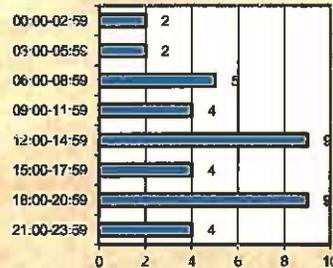
## Alarm Time Analysis-2nd Quarter 2014



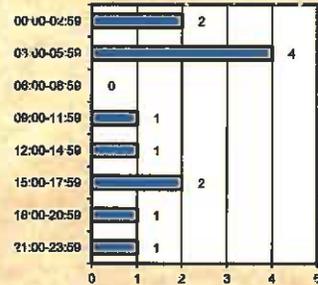
**Alarm Time Analysis-  
Anoka**



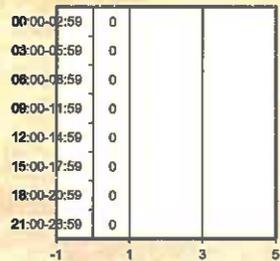
**Alarm Time Analysis-  
Champlin**



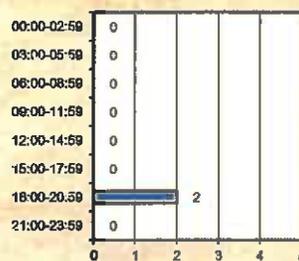
**Alarm Time Analysis-  
Mut. Aid**



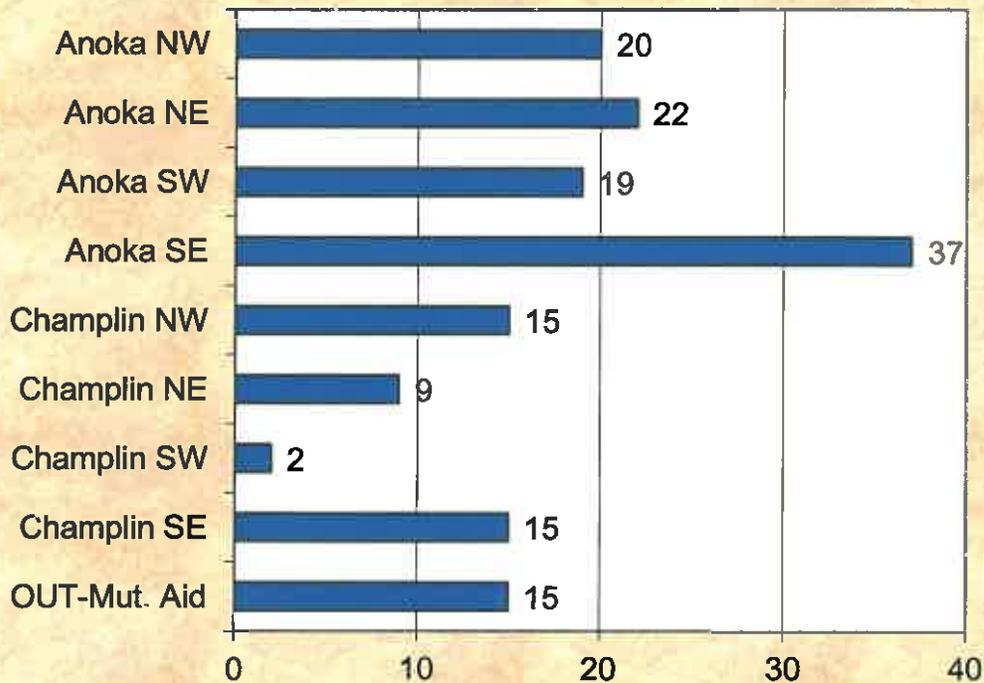
**Alarm Time Analysis-  
Auto Aid**



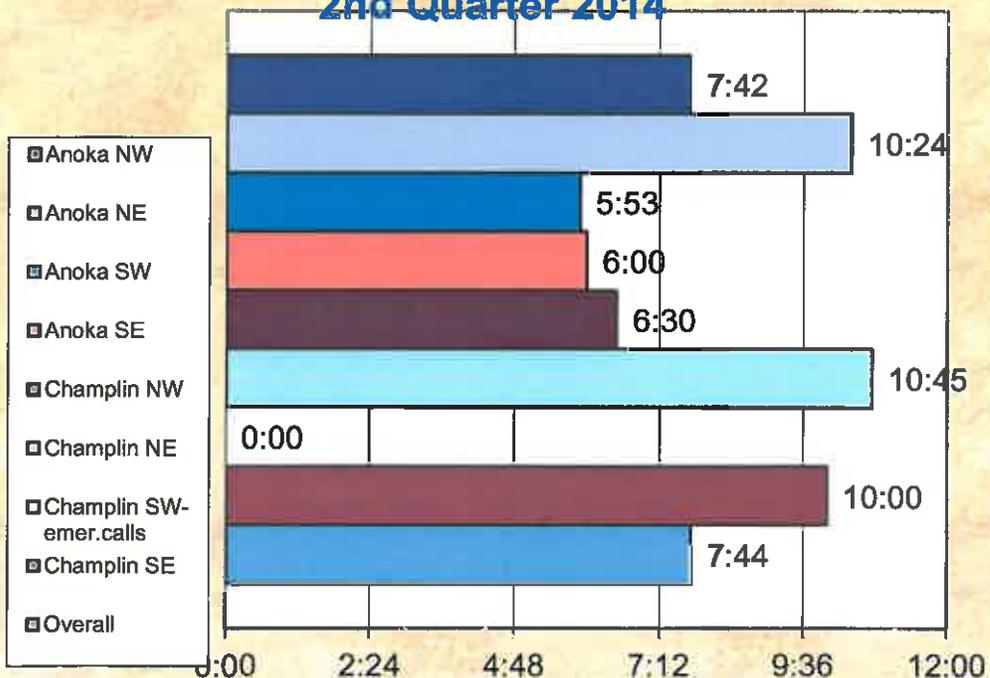
**Alarm Time Analysis-  
SRT/FIT/RIT**



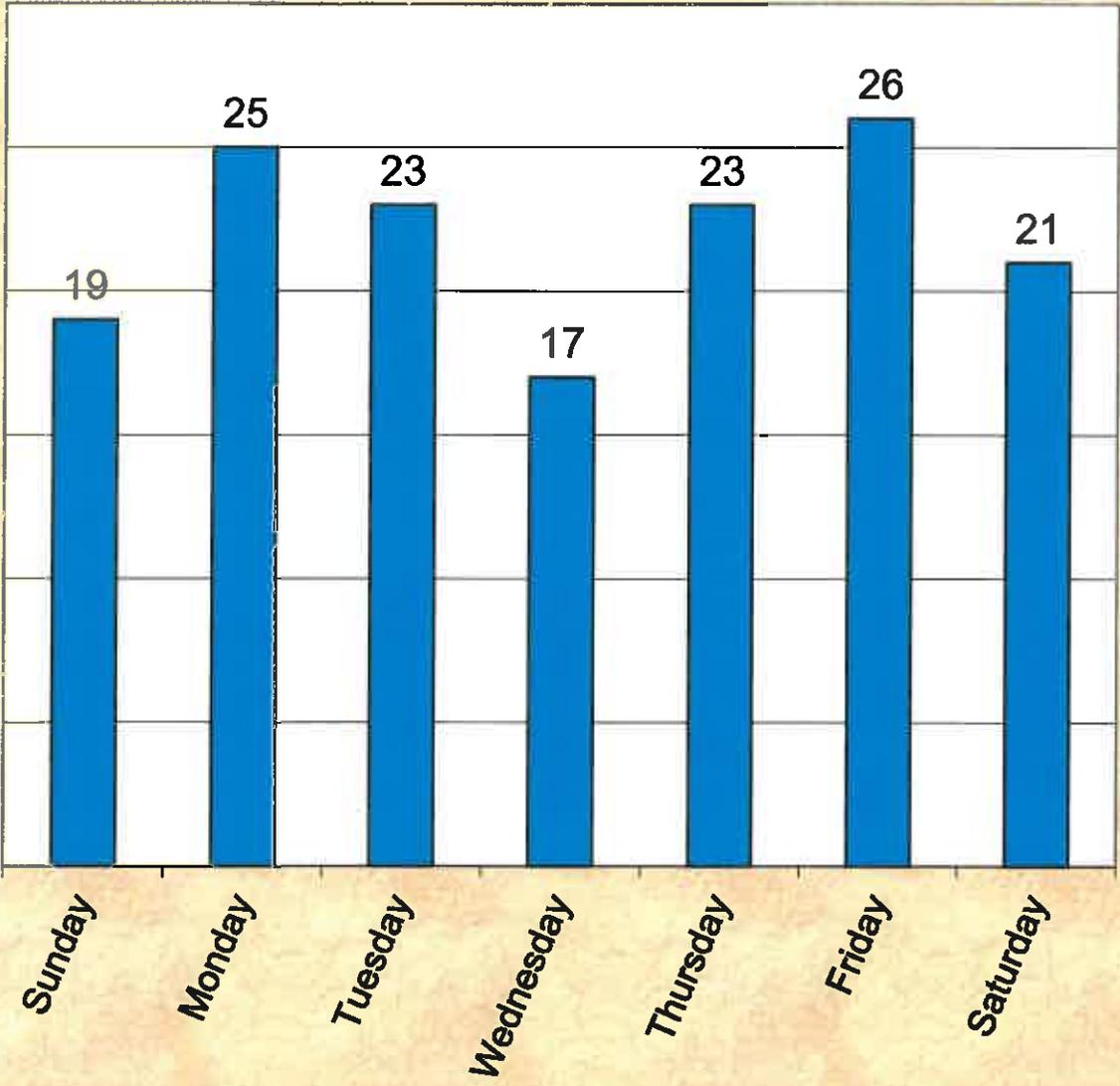
## Calls By District 2nd Quarter - 2014



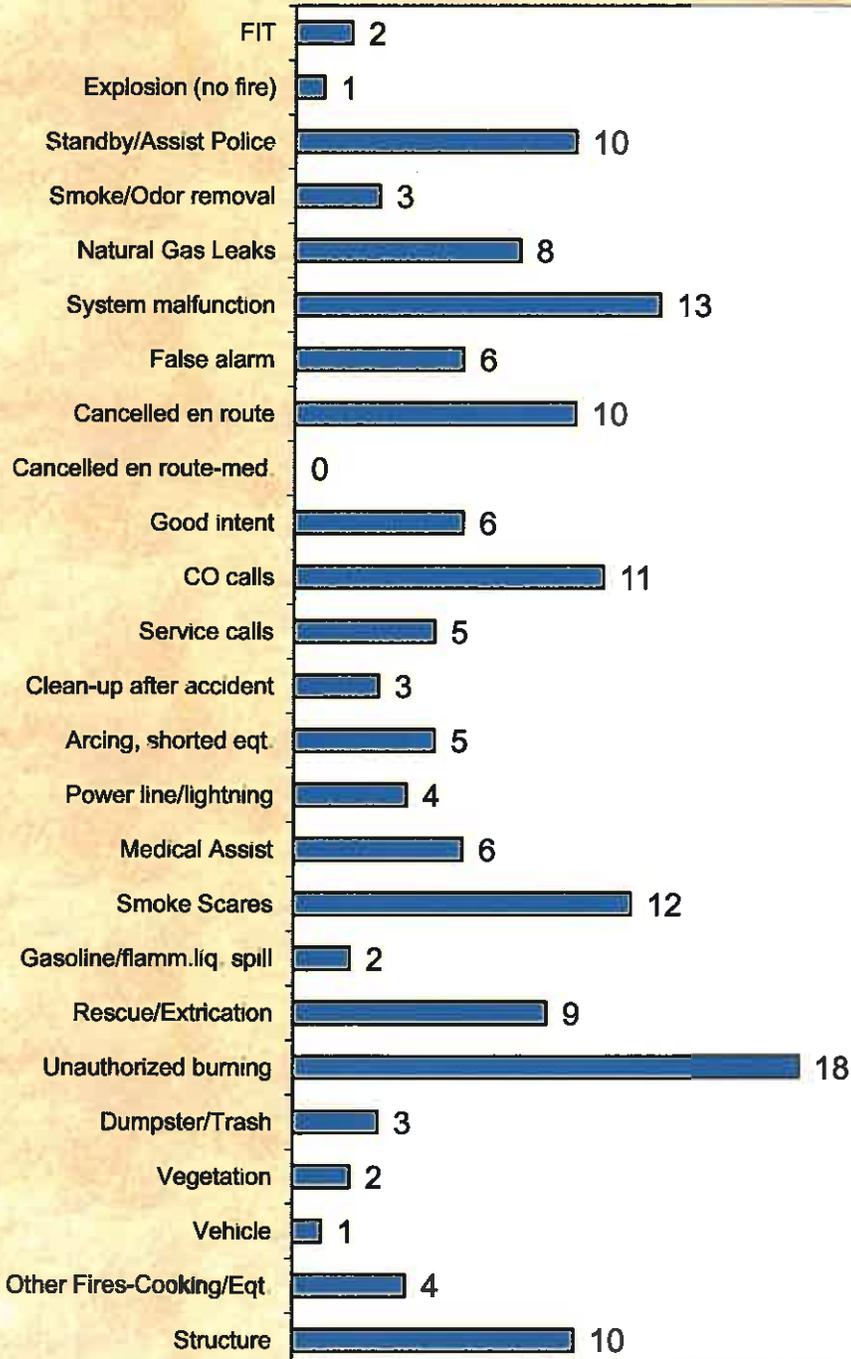
## Average Response Time by District 2nd Quarter 2014



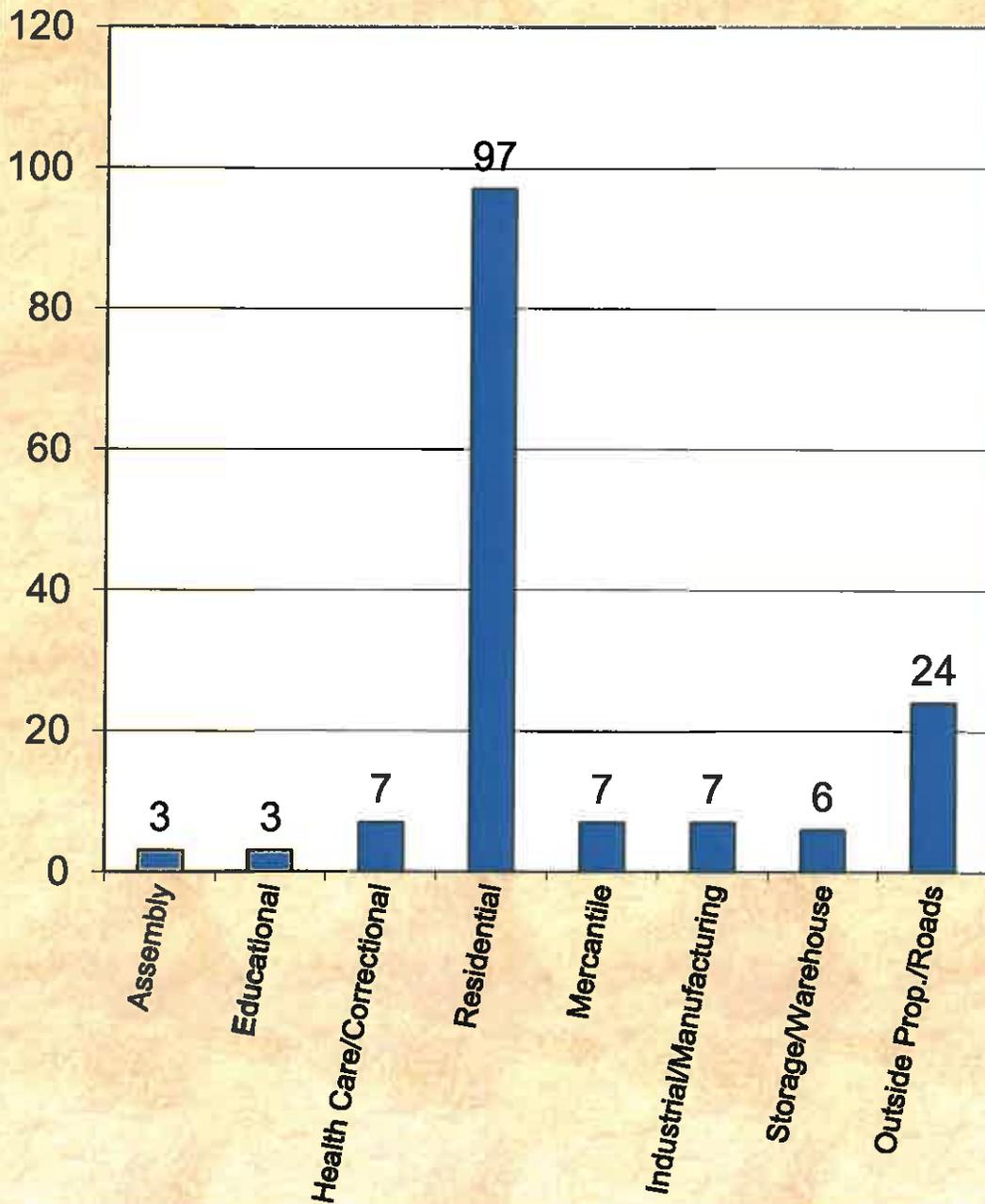
### Calls By Day of Week 2nd Quarter-2014



## Calls by Incident Type 2nd Quarter-2014



## Number of Calls by Property Use- 2nd Quarter 2014







7.4

## Monthly Incident Calls and Inspections June 2014

Station #	No. of Calls	Percentage	Year to Date
1-Anoka only	13	30%	88
2-Champlin only	4	9%	45
3-Both Stations	12	28%	55
4-FIT	0	0%	3
5-SRT	0	0%	0
6-Duty FF-Anoka	11	26%	76
7-Duty FF-Champlin	3	7%	29

#6 and #7 are calls where only the Duty Firefighter is sent out. Examples of these calls are alarm resets, CO calls, illegal burns, outside gas odors, etc.

Approximate June savings using Duty Firefighters: \$3,700.00  
(14 calls @ \$250 = \$3,500.00; 8 hood inspections @ \$25 = \$200.00)

Year to date savings using Duty Firefighters: \$27,300.00  
(105 calls @ \$250 = \$26,250.00; 42 hood inspections @ \$25 = \$1,050.00)

	1/14	2/14	3/14	4/14	5/14	6/14	7/14	8/14	9/14	10/14	11/14	12/14	Total
Inspections/ Plan Review	71	74	81	117	100	125							
Public Educ.	10	20	25	25	85	15							
Code Quest./ Issues	37	39	40	31	45	39							

7.4

## Monthly Incident Calls and Inspections July 2014

Station #	No. of Calls	Percentage	Year to Date
1-Anoka only	17	40%	105
2-Champlin only	9	21%	54
3-Both Stations	5	12%	60
4-FIT	01	2%	4
5-SRT	0	0%	0
6-Duty FF-Anoka	9	21%	85
7-Duty FF-Champlin	1	2%	30

#6 and #7 are calls where only the Duty Firefighter is sent out. Examples of these calls are alarm resets, CO calls, illegal burns, outside gas odors, etc.

Approximate July savings using Duty Firefighters: \$2,600.00  
(10 calls @ \$250 = \$2,500.00; 4 hood inspections @ \$25 = \$100.00)

Year to date savings using Duty Firefighters: \$29,900.00  
(115 calls @ \$250 = \$28,750.00; 46 hood inspections @ \$25 = \$1,150.00)

	1/14	2/14	3/14	4/14	5/14	6/14	7/14	8/14	9/14	10/14	11/14	12/14	Total
Inspections/ Plan Review	71	74	81	117	100	125	144						
Public Educ.	10	20	25	25	85	15	23						
Code Quest./ Issues	37	39	40	31	45	39	35						