

**MINUTES OF A REGULAR MEETING OF THE PRINCETON FIRE ADVISORY BOARD HELD
AT 7:00 P.M., ON SEPTEMBER 4, 2007, AT THE PRINCETON CITY HALL**

1. Call to Order – Chair Whitcomb called the meeting to order at 7:00 P.M.

Members present:

Paul Whitcomb, Chair	City of Princeton
Bill Andresen (@ 7:06)	Blue Hill Twsp.
John Roxbury	Princeton Twsp.
Stephen L. Dolin	Greenbush Twsp.
Cathy Lundeen	Wyanett Twsp.

Staff present:

Mary Lou DeWitt, Secretary
Jim Roxbury, Chief P.F.R.D.

2. Review/Consideration of August 7, 2007

DOLIN MOVED TO APPROVE THE MINUTES OF THE AUGUST 7, 2007, MEETING. JOHN ROXBURY SECOND THE MOTION. ALL IN FAVOR, THE MOTION CARRIED UNANIMOUSLY.

3. Agenda Additions/Deletions – There were no additions or deletions to the agenda.

4. Reports:

A. Run Reports – will be mailed

B. Department Update – Jim Roxbury

Chief Roxbury updated the Fire Advisory Board that the Fire Department has been busy with calls. Regarding the PFRD doing Fire Inspections on businesses located outside the city, the Chief suggested that inspections be done on a fee basis, just like building permits. He said that would be less expensive than having a yearly billing.

John Roxbury agreed that a fee schedule should be developed and said that the townships should be contacted and asked to acknowledge that plan by memo so they understand the process. It could be made a requirement that inspection for business/commercial needs to be done.

Chief Roxbury suggested that it be kept out of the budget and bill per basis. He's working with Chris Wilke, Fire Department Inspector, to come up with a fee schedule.

The Chief advised that the Department needs a new 6 passenger 4-wheel drive/4-door truck to be used for medical calls and, possibly, grass fires. It would also be used to tow the relocation and smoke house trailers and would replace their present one ton truck.

The current CIP has budgeted for two trucks at \$150,000. The Chief believes he could get both within that cost. The Chief advised the Board that he will be requesting the purchase of the second vehicle in the future. That truck would primarily be a grass rig but would also be first out for medicals as well. He noted that \$10,000 of annual funding for that second vehicle is in the Relocation Grant. Cost for the first truck is approximately \$30,000. It will run on regular fuel, not diesel. Because the PFRD is getting more medical calls and this truck would be helpful when answering those calls. Chief Roxbury added that these two vehicles would replace existing trucks.

Dolin acknowledged that discussion about purchasing the first truck has been going on for some time on the FAB, so this is not new.

Whitcomb suggested that, since it's already in the CIP, the Chief get firm prices and bring that information back to the Board. Dolin agreed.

Dolin suggested that a special FAB meeting could be called if the Chief finds a vehicle so the board could consider the purchase lest the Fire Department miss out on an opportunity.

Chief Roxbury advised that Sherburne County will soon have their 800 megahertz radio operational and the PFRD is working on the change over. They are looking at getting 800 megahertz radios from other Counties that are applying for grants. Neither Mille Lacs or Isanti County are ready for the 800 megahertz radio systems as yet. He noted that the 800 megahertz radio provides more range and the band width is much larger. Mpls is currently working with it now and apparently there are some problems being worked on.

Chief Roxbury would like the Board's support for his initiating discussions with Glendorado Township and see what is happening with their fire protection contract with the Foley FD. He would like to see if they would be receptive to going back with Princeton for contract fire protection. The PFRD used to service about half of Glendorado township several years ago. He will check to see if Glendorado is interested in working on a substation that would allow the PFRD to provide more extensive coverage. The addition of a substation would not provide complete coverage, but the coverage would be very much improved. The Chief said that setting up a small pole building as a substation would not be that expensive.

The Board agreed to authorize Chief Roxbury to initiate discussions with Glendorado about setting up a substation and switching contract coverage to the PFRD.

John Roxbury agreed that it could be beneficial and give more service to a larger area.

Lundeen said she had not heard anything about their fire protection.

Chief Roxbury said that Santiago Township recently had a fire in their downtown area and called upon numerous departments, including Princeton, who responded.

Isanti is looking at having firefighters sleep-in at their fire station from 6 PM to 8 AM. They've determined that it will be cheaper to pay sleep-ins then have separate medical run call outs throughout the night. Response time should improve as well.

The Chief noted that the PFRD would also like to develop a medical response team contract agreement with Baldwin Township. He's not optimistic that it will be agreed to.

C. Correspondence – None

5. Old Business:

A. Public Safety Building Update

It was reported that the Public Safety Building Committee is focusing on a building location in the City's Aero Business Park – Lots 7 & 8. If the City is not successful in getting State Bonding funds to assist in the cost of building the new facility, the site may change.

Members of the committee have toured several similar facilities in other cities and are discussing the building's layout with the S.E.H. team.

6. New Business:

A. 2008 General Fund & CIP Budget Review

Chief Roxbury said the PFRD has met and discussed the 2008 budget and agree that the bottom line provides a very workable budget. They are trying to keep it as tight as possible. He noted that a couple areas need to be increased. He suggested the PFRD could operate within

the current funding levels and just move moneys around and possibly propose an increase in 2009. Otherwise they would like approval for a 2% increase for air packs. The Chief explained that Maintenance with those needs to be done otherwise insurance costs might increase.

Dolin suggested that a two or three percent annual increase in specific areas would be more workable than one larger increase in 2009.

John Roxbury said the budget should be kept to a minimum. Princeton Township is also doing trying to adjust their budget to keep the 2008 tax rate the same with no or a minimal increase.

Lundeen agreed that a small amount at a time would be better than a large amount next year.

Chief Roxbury will be sitting down with the Captains and going over the budget before the Cities study session.

Dolin suggested that a three percent increase would be reasonable.

Chief Roxbury added that if the PFRD does not spend its entire budget that the residual amount is rolled over for to the following year's budget.

JOHN ROXBURY MOVED TO APPROVE THE A INCREASE OF THREE PERCENT OR LESS TO THE BUDGET. DOLIN SECOND THE MOTION. ALL IN FAVOR, THE MOTION CARRIED UNANIMOUSLY.

B. 2008 Capital Improvement Plan (CIP) Review

Chief Roxbury said they are trying to reduce their general CIP needs to provide funding for the proposed new building. New GPS mapping for trucks will be proposed for next year and the 800 megahertz radio will also be included and rolled over from this year to next year. Otherwise for the CIP plan is for the new truck.

The Chief advised that Relocation has two outdated laptops to donate to the PFRD and the Chief requested approval to accept the gift. The consensus of the FAB was to approve accepting the computers.

7. Next Meeting(s) & Agenda - October 2, 2007

The next meeting will be on October 2nd. There were no suggested additions to the proposed agenda by the Fire Advisory Board.

There being no further business:

JOHN ROXBURY MOVED TO ADJOURN. LUNDEEN SECONDED THE MOTION. ALL VOTED IN FAVOR. THE MOTION CARRIED UNANIMOUSLY AT 8:02 P.M.

Respectfully Submitted,

Mary Lou DeWitt
Secretary