

AGENDA



Long Lake Fire Department Fire Advisory Meeting

June 4, 2025

4:00 pm – 5:00 pm

Long Lake Fire Station 1
340 Willow Drive N
Orono, MN

Representatives:

Long Lake

Scott Weske
Jahn Dyvik
Todd Newcomer
Mike Heiland

Orono

Adam Edwards
Steve Persian
Bob Tunheim
Shea Chwialkowski

Medina

Erin Barnhart
Jason Nelson
Dino Deslauriers

Minnetonka Beach

Jennifer Halverson
Heidi Honey

Welcome & Introductions

Topics

Receive Minutes of March 5, 2025 Fire Advisory Board Meeting
Review Operating Expenses as of Year to Date
Call Numbers to Date
Transition Update
Joint Duty Crew Update
JPA Update
Establish Next Meeting Date

Other Topics

Any Additional Topics



Fire Advisory Board Meeting Meeting Minutes March 5, 2025

Roll Call of Attendees

The meeting was called by Fire Chief Mike Heiland. Please note that members in attendance:

Long Lake

Scott Weske
Mike Heiland
Todd Newcomer
Jahn Dyvik
Cody Farley

Orono

Adam Edwards
James Van Eyll

Medina

Erin Barnhart
Dino DesLauriers

Minnetonka Beach

Jennifer Halverson

Welcome & Introductions

The attendees of the Fire Advisory Board introduced themselves.

Topics

Receive Minutes of October 23, 2024, Fire Advisory Board Meeting

Review Unaudited December 2024/Year End Expenses

Long Lake City Administrator Weske gave a brief overview and highlighted some of the items included in the unaudited year-end expenses for 2024. He noted that it looked like they will end 2024 about \$99,000 under budget, which would be refunded to the member cities. He asked if the member cities wanted to get a check or just have this amount credited to their next quarterly bill.

There was consensus of the Fire Advisory Board to just apply the refund amount from 2024 as a credit towards the member cities next payments.

Long Lake Councilmember Dyvik asked why they ended up under budget for the call volume.

Chief Heiland stated that in 2023 they had 507 calls and in 2024 had 467 calls, which was a difference of 40 calls. He noted that in addition to that, it was also related to the manpower because their overall numbers were down. He asked how many calls the Orono Fire Department had for the last 6 months of the year.

Orono Fire Chief VanEyll stated that he believed it was around 96 calls.

Weske explained that it added up quite a bit on an hourly basis. He stated that this information did not show the roll up information, so he would send out that information to the FAB.

Review Operating Expenses – Year to Date

Weske gave a brief overview of the Long Lake Fire Department operation expenses up to the end of February 2025. He stated that it appeared that the LLFD was relatively on par for where they needed to be for budgeting purposes.

Long Lake Councilmember Dyvik asked about the 2% pass through payment and if it was based on the number of calls.

Weske explained that it would be based on a specific formula with inputs including population, market value, and State need. He stated that he felt the LLFD had done pretty well in relation to worker's compensation and had come in better than they had expected.

Long Lake Councilmember Dyvik asked why the worker's compensation percentage wasn't closer to 25% and was closer to 66%.

Weske clarified that it was a one-time payment along with the general liability insurance.

Fire Chief Heiland noted that they had spent a lot of money on building repairs and maintenance and also on the heavy truck budget in 2024. He noted that they had equipped the new truck purchased last year with all new hand tools, and noted that in 2025 they sold the old engine 11. He outlined some of the expenses such as, new tires for the tanker, refurbishing the suspension and brake system on Utility 11, repair of the air exchanger and all 5 rooftop units. He explained that he was hopeful that in 2025 they would not be bombarded with building and heavy truck expenses.

Review Duty Crew Report for December 2024 and January 2025

Fire Chief Heiland noted that the LLFD was currently sitting at 38 members, with 3 on a leave of absence. He noted that one of their Station 2 firefighters had moved out of the area, so he had resigned. He explained that, as of today, the LLFD had run 79 calls compared to 69 in the same time period in 2024. He stated that they also have 3 members of the LLFD that were attending the EMT class and 3 firefighters that were currently in Firefighter 1 and 2 classes.

Long Lake City Councilmember Newcomer asked about big ticket items such as SCBAs and turnouts.

Fire Chief Heiland explained that they had budgeted for them so they were able to buy 6 sets every year and noted that they have a 10-year shelf life. He stated that felt that this system would help the LLFD be able to keep up.

Long Lake City Councilmember Newcomer referenced the OSHA proposal and noted that he felt that there was both good and bad included in it but wasn't sure when the final version would come out.

Fire Chief Heiland agreed that there were both positive and negative things included and noted that generally when this kind of thing comes out there were also grants and other funding available through the State. He noted that he appeared to be missing the page in his packet related to Duty Crew data.

Weske reviewed the Duty Crew data on behalf of Fire Chief Heiland and explained that, in December, there were 69 weekday shifts filled, which equated to 39.2%; 9 Saturdays filled, which equated to 22.5%, for a total of 78 slots for the month that were filled. He noted that there

was 1 call on December 2, 2024, which was a Station 2 call for a personal injury rollover incident with injuries. He explained that in service time was 1 minute, 42 seconds and the on scene time was 5:56 seconds.

Fire Chief Heiland reviewed the Duty Crew information for January 2025 and reminded the FAB that he calculated this information for shifts during the day where they have 2 people on a Duty Crew shift. He stated that for the month of January they had 5 calls on Duty Crew shifts and reviewed details of the call information. He noted that the LLFD had been pretty consistent at around 50% with their volunteer Duty Crew program and felt the Duty Crew program was still going well.

Long Lake Councilmember Dyvik asked about the first 2 in-service times, which were longer than the LLFD would like.

Fire Chief Heiland noted that the second call, which had the on-scene time of around 14 minutes, was a mutual aid call, which was something that they would wait for a full crew to arrive. He noted that the first call was for a medical call and noted there were times with that type of call that they also would wait for a full crew.

Long Lake Councilmember Dyvik asked about the breakdown of remote work and asked if those were for the Firefighters that chose to have the lower stipend amount in order to also work their normal job.

Fire Chief Heiland confirmed that was correct and reviewed how the remote work option was set up for the Firefighters and explained that he felt it was a helpful option for the LLFD. He noted that he felt Saturday afternoons had been kind of a bust for Duty Crews and reminded the Board that at the last meeting they had discussed the possibility of experimenting with a weeknight.

Discuss PT Duty Crews

Weske explained that he had added this to the agenda as a placeholder because he thought there may end up being an opportunity for it, but did not know if they were in a position to even be able to talk about it.

Long Lake Councilmember Dyvik suggested that they hold off on this discussion because Long Lake and Orono were still negotiating on what this may look like. He explained that he felt the negotiations were looking good and felt that they were pretty close. He noted that the current fire services contract goes through the end of 2025, so the question also becomes what the rest of 2025 would look like and also what will things look like beginning January 1, 2026.

Long Lake Councilmember Newcomer asked what kind of drills the LLFD was planning for 2025.

Fire Chief Heiland noted that they currently have 2 houses that may be burned.

Long Lake Councilmember Newcomer expressed frustration that the City of Wayzata had not reached out with an opportunity to conduct some drills during their recent tear down of the old bank building. He suggested that the LLFD may want to reach out to every nearby city and communicate that if they have permits that involve a tear down that they consider allowing the LLFD to do a drill. He noted that they would not even have to burn them, but it would still provide drilling opportunities for the LLFD.

Establish Next Meeting Date

Fire Chief Heiland stated that he was pleased that Long Lake and Orono representatives had been meeting to discuss fire service in the area.

There was consensus of the FAB to tentatively schedule the next meeting for May 21, 2025 at 4:00 p.m.

Wrap-Up / Adjourn

The meeting was adjourned by general consent at 4:31 p.m.

LONG LAKE, MN

05/29

Section 2B.

Monthly Exp/Rev Accounts -FD

Account Descr	2025 Budget	2025 YTD Amt	%YTD Budget	MAY 2025 Amt
R 205-33402 FD Training Grants	\$0.00	\$13,384.50	0.00%	\$1,694.68
R 205-33420 Fire Relief Assoc 2% State Aid	\$165,000.00	\$1,000.00	0.61%	\$0.00
R 205-34210 Orono Fire Capital Funding	\$0.00	\$0.00	0.00%	\$0.00
R 205-34212 Orono Fire Contract Revenue	\$577,849.00	\$288,924.50	50.00%	\$0.00
R 205-34213 Long Lake Fire Capital Funding	\$0.00	\$0.00	0.00%	\$0.00
R 205-34214 Long Lake Fire ContractRevenue	\$103,954.00	\$51,977.00	50.00%	\$0.00
R 205-34215 Medina Fire Capital Funding	\$0.00	\$0.00	0.00%	\$0.00
R 205-34217 Medina Fire ContractRevenue	\$68,245.00	\$34,122.50	50.00%	\$0.00
R 205-34218 Minnetonka Beach contract rev	\$63,000.00	\$31,500.00	50.00%	\$0.00
R 205-34220 FD Other Non-Contract Revenue	\$5,998.00	\$2,483.92	41.41%	\$2,483.92
R 205-34951 Rent - Fire Dept.	\$5,078.00	\$1,269.42	25.00%	\$0.00
R 205-36230 Contributions and Donations	\$0.00	\$2,085.56	0.00%	\$0.00
R 205-36260 Refunds & Reimbursements	\$0.00	\$0.00	0.00%	\$0.00
R 205-39100 Sales of Land/Capital Assets	\$0.00	\$28,500.00	0.00%	\$0.00
	\$989,124.00	\$455,247.40	46.03%	\$4,178.60
42280 Fire Dept Administration				
E 205-42280-1000 FT Admin Office Salaries	\$116,035.94	\$45,940.78	39.59%	\$13,388.76
E 205-42280-1055 FD Duty Crew Pay	\$0.00	\$0.00	0.00%	\$0.00
E 205-42280-1060 OFD Duty Crew Pay	\$0.00	\$0.00	0.00%	\$0.00
E 205-42280-1080 Fire Officer Pay	\$21,638.00	\$7,414.24	34.26%	\$1,853.56
E 205-42280-1130 Insurance Opt Out Pay	\$14,500.00	\$6,182.16	42.64%	\$1,800.63
E 205-42280-1210 PERA	\$21,464.06	\$8,131.55	37.88%	\$2,369.82
E 205-42280-1220 FICA	\$7,500.00	\$1,325.98	17.68%	\$362.91
E 205-42280-1310 Employer Paid Health	\$985.00	\$439.80	44.65%	\$86.60
E 205-42280-1510 Workers Comp Insurance	\$44,000.00	\$29,167.41	66.29%	\$0.00
E 205-42280-2010 Office Supplies	\$1,000.00	\$555.73	55.57%	\$39.98
E 205-42280-2030 Printed Forms	\$500.00	\$144.24	28.85%	\$144.24
E 205-42280-2080 Training/Instruct Material	\$250.00	\$0.00	0.00%	\$0.00
E 205-42280-2175 Fire Prevention Materials	\$1,500.00	\$0.00	0.00%	\$0.00
E 205-42280-2410 Fire Department Uniform	\$500.00	\$0.00	0.00%	\$0.00
E 205-42280-3000 Professional Svcs	\$4,000.00	\$219.50	5.49%	\$0.00
E 205-42280-3010 Auditing and Actg Servic	\$7,500.00	\$4,000.00	53.33%	\$0.00
E 205-42280-3090 Software Support	\$8,500.00	\$8,351.18	98.25%	\$10.83
E 205-42280-3110 W.A.F.T.A	\$2,000.00	\$2,000.00	100.00%	\$0.00
E 205-42280-3120 Legal Fees - Civil	\$2,500.00	\$0.00	0.00%	\$0.00
E 205-42280-3150 LL Admin Fee	\$18,000.00	\$18,000.00	100.00%	\$18,000.00
E 205-42280-3230 Cell Phones	\$520.00	\$206.00	39.62%	\$60.00
E 205-42280-3310 Travel / Mileage Reimb	\$400.00	\$125.96	31.49%	\$0.00
E 205-42280-3350 Education / Conferences	\$4,500.00	\$80.20	1.78%	\$0.00
E 205-42280-3355 Motor Vehicle Lic & Reg	\$100.00	\$0.00	0.00%	\$0.00
E 205-42280-3610 General Liability Ins	\$9,500.00	\$10,809.50	113.78%	\$0.00
E 205-42280-4045 Insurance Claim Expense	\$250.00	\$0.00	0.00%	\$0.00
E 205-42280-4135 Copier Maintenance	\$650.00	\$0.00	0.00%	\$0.00
E 205-42280-4300 Miscellaneous	\$1,500.00	\$0.00	0.00%	\$0.00
E 205-42280-4330 Dues and Subscriptions	\$2,750.00	\$2,150.75	78.21%	\$214.99
E 205-42280-4450 Food & Beverage (Mtgs/	\$1,500.00	\$861.71	57.45%	\$119.52
E 205-42280-4600 Recognition Expenditures	\$1,000.00	\$0.00	0.00%	\$0.00
E 205-42280-5710 Computer/Printer Replac	\$4,000.00	\$392.84	9.82%	\$0.00
E 205-42280-5800 Other Equipment	\$4,000.00	\$1,350.50	33.76%	\$0.00
42280 Fire Dept Administration	\$303,043.00	\$147,850.03	48.79%	\$38,451.84
42281 Fire Dept Operations				
E 205-42281-1055 FD Duty Crew Pay	\$51,600.00	\$12,100.00	23.45%	\$1,650.00

Account Descr	2025 Budget	2025 YTD Amt	%YTD Budget	MAY 2025 Amt
E 205-42281-1065 Fire Call Pay	\$78,250.00	\$30,047.68	38.40%	\$5,513.04
E 205-42281-1075 Fire Fighter Training Pay	\$63,774.00	\$12,331.80	19.34%	\$3,546.40
E 205-42281-1085 Duty Officer Stipend	\$0.00	\$0.00	0.00%	\$0.00
E 205-42281-1220 FICA	\$7,500.00	\$4,167.68	55.57%	\$819.24
E 205-42281-2080 Training/Instruct Material	\$650.00	\$82.28	12.66%	\$0.00
E 205-42281-2120 Motor Fuels	\$15,300.00	\$3,671.54	24.00%	\$551.50
E 205-42281-2150 Shop Supplies	\$2,200.00	\$235.60	10.71%	\$79.58
E 205-42281-2160 Chemicals and Chem Pro	\$1,500.00	\$1,630.66	108.71%	\$0.00
E 205-42281-2190 Medical Supplies	\$3,800.00	\$3,254.65	85.65%	\$2,978.63
E 205-42281-2210 Equipment Parts	\$3,500.00	\$5,323.32	152.09%	\$0.00
E 205-42281-2215 SCBA Equipment Parts	\$900.00	\$386.97	43.00%	\$0.00
E 205-42281-2400 Small Tools and Minor Eq	\$6,800.00	\$4,789.38	70.43%	\$615.31
E 205-42281-2410 Fire Department Uniform	\$10,000.00	\$2,689.70	26.90%	\$0.00
E 205-42281-2415 Turn Out Gear	\$34,000.00	\$24,588.00	72.32%	\$0.00
E 205-42281-3050 Physicals / Other Medical	\$16,000.00	\$630.00	3.94%	\$0.00
E 205-42281-3080 Training	\$24,000.00	\$20,452.75	85.22%	\$3,080.00
E 205-42281-3225 Truck Communication Se	\$5,250.00	\$2,721.04	51.83%	\$665.26
E 205-42281-3235 Cty 800mhz Radio Admin	\$20,000.00	\$5,536.44	27.68%	\$1,384.11
E 205-42281-3280 Pagers/Radios Repairs &	\$1,500.00	\$0.00	0.00%	\$0.00
E 205-42281-3285 Radio Lease	\$7,200.00	\$1,834.88	25.48%	\$458.72
E 205-42281-3310 Travel / Mileage Reimb	\$1,000.00	\$0.00	0.00%	\$0.00
E 205-42281-4030 Light Truck Maint & Repa	\$8,000.00	\$8,674.69	108.43%	\$258.71
E 205-42281-4035 Heavy Truck Maint & Rep	\$19,000.00	\$7,575.93	39.87%	\$447.45
E 205-42281-4040 Equip Maint & Repair	\$5,500.00	\$4,504.01	81.89%	\$445.56
42281 Fire Dept Operations	\$387,224.00	\$157,229.00	40.60%	\$22,493.51
42282 Willow Stn Facility Costs				
E 205-42282-2230 Bldg & Grnds Maint Supp	\$1,000.00	\$91.14	9.11%	\$0.00
E 205-42282-3000 Professional Svcs	\$1,000.00	\$314.50	31.45%	\$62.90
E 205-42282-3275 Internet Access (Mediacom)	\$8,300.00	\$2,310.05	27.83%	\$528.35
E 205-42282-3810 Electricity Expense	\$12,500.00	\$3,574.90	28.60%	\$598.67
E 205-42282-3820 City Utilities (Wat,Sew,St)	\$3,100.00	\$1,066.25	34.40%	\$223.75
E 205-42282-3830 Natural Gas Expense	\$8,000.00	\$5,411.79	67.65%	\$763.31
E 205-42282-3840 Custodial & Waste Remo	\$9,000.00	\$3,546.69	39.41%	\$859.18
E 205-42282-3845 Lawn & Turf Maintenanc	\$2,600.00	\$139.00	5.35%	\$139.00
E 205-42282-4010 Bldg Maint & Repairs	\$16,000.00	\$17,304.49	108.15%	\$0.00
42282 Willow Stn Facility Costs	\$61,500.00	\$33,758.81	54.89%	\$3,175.16
42283 FD Non-Operational Costs				
E 205-42283-1240 State Fire Aid Pension Co	\$165,000.00	\$0.00	0.00%	\$0.00
E 205-42283-5000 Capital Outlay	\$0.00	\$0.00	0.00%	\$0.00
42283 FD Non-Operational Costs	\$165,000.00	\$0.00	0.00%	\$0.00
42286 Navarre Stn Facility Costs				
E 205-42286-2230 Bldg & Grnds Maint Supp	\$250.00	\$0.00	0.00%	\$0.00
E 205-42286-3000 Professional Svcs	\$1,000.00	\$314.50	31.45%	\$62.90
E 205-42286-3275 Internet Access (Mediacom)	\$7,000.00	\$1,793.70	25.62%	\$85.26
E 205-42286-3810 Electricity Expense	\$4,500.00	\$1,796.13	39.91%	\$276.62
E 205-42286-3820 City Utilities (Wat,Sew,St)	\$2,300.00	\$766.58	33.33%	\$185.45
E 205-42286-3830 Natural Gas Expense	\$3,500.00	\$3,057.79	87.37%	\$232.93
E 205-42286-3840 Custodial & Waste Remo	\$7,000.00	\$1,704.72	24.35%	\$312.49
E 205-42286-3845 Lawn & Turf Maintenanc	\$1,000.00	\$0.00	0.00%	\$0.00
E 205-42286-4010 Bldg Maint & Repairs	\$9,500.00	\$2,910.67	30.64%	\$0.00
42286 Navarre Stn Facility Costs	\$36,050.00	\$12,344.09	34.24%	\$1,155.65

CATAGORY	TASK	OWNER	COMPLETE BY	DETAILS	STATUS
OFD DUTY CREWS					
	Limit crews to 4 in Vector	Shea			
	Place appropriate limits on the first two slots for LLFD members	Shea			
	Place appropriate limits on the second two slots for OFD members	Shea	ASAP	OFD members are already freely signing up for that slot	
	The first shift M-F is 5 hours vs. 4. Is our \$80 stipend going to remain for these shifts?	Mike		Changing the stipend should be a pain for LLFD payroll	
	Develop notification process for OPD	Shea			
	Develop training criteria for LLFD members who serve on crews. Should include details for driver, officer, and crew members	Shea			
	Determine new DC hours and shifts	Shea		M-F 7a-8p, Sat 8a-4p, none on Sun	Complete
	Load all LLFD members into Vector	Shea			Complete
	Train crews to wait to check into service until they are in the apparatus prepared to roll	Shea		This should coincide with the June 1 update	
	Meet with Steve P. to provide update on progress	Shea/Mike/ Cody	5/29/25		
LLFD DUTY CREWS					
	Limit crew slots to 2 per shift?	Mike		No. limitless	Complete
APPARATUS & EQUIPMENT					
	Move L-1 to station 1	Ryan			Complete
	Move T-1 to station 2	Ryan/Jackson			
	Empty and move R-12 to HQ	Ryan			
	Move T-12 to HQ	Ryan			
	Is there a known issue with the pump on L-1? when is it scheduled to be fixed?	Shea			
	Create an equipment list with equipment ownership	Ryan			
TRAINING					
	Update the driving booklets to be more printer/user friendly and include T-1, E-1	Cody			
	Create a ladder truck booklet.	Cody/Shea			

Make a plan for moving all non-shift training to Monday nights	Scott/Shea
Evaluate % tracking for part time firefighters	Shea
Update driving matrix and confirm credentials	Scott
Get LLFD members signed off on T-1	
Get LLFD members signed off on driving L-1	
 Get LLFD members signed off on pumping L-1	
 Distribute planning efforts for Monday trainings	Scott/Shea

OPERATIONS

Update the rollout matrix to include T-1, L-1, and E-1 (during DC hours)	Mike	Draft complete, will be reviewed in the next Chiefs meeting
Determine a new location for ice rescue gear	Ryan / John	Separate lockers in the apparatus bay?
Develop response procedures for LLFD for when OFD duty crews are on shift	Mike/John	
Make a decision on smooth bore vs. fog	John	
Make a decision on hose loads	John	

TRANSITION COMMITTEE

Collect volunteers and notify them	Cody / Shea	6/18/2025 for 5 options	Adams, Veach, Hoster, Johnsrud, Spinks, Brooks, Flerimoen, Hayden	Complete
Assign them the task of selecting a new name	Cody			
Establish a Chief liaison	Mike		Mike can be the committee's point of contact	

DISPATCH AND PAGING

Notify dispatch of desired changes	Ryan	ASAP	Can the changes be effective 6/1/25?
Do we switch LL area daytime call to OFD DC only?	Mike	ASAP	

DUTY OFFICER

Make sure the old DO phone has cell service and put it back in C2 with a charger.	Mike	put a label on the phone displaying the phone number. Phone does not have service.
Get all DOs set up in Vector	Cody	Still waiting on a couple
 Update DO shifts with recurring names	Cody	 Need all DOs to get set up before this can happen

ADMINISTRATION

Make sure all members get logged into Vector	Mike
Enable LLFD to see OFD in Active 911 maps and vice versa	Ryan/ Tom D.
Email an LLFD roster with contact info to OFD	Mike
Email an OFD roster with contact info to LLFD	Shea

JPA PLANNING

Paging between DC vs POC vs Station 1 vs Station 2	
Finish on-boarding packet	Cody
Make recruiting plans and timeline	