

AGENDA



Long Lake Fire Department Fire Advisory Meeting

July 9, 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 June 4, 2025 Fire Advisory Board Meeting
Review Operating Expenses as of June 30
Call Numbers to Date:
Long Lake - 52 calls
Medina - 24 calls
Minnetonka Beach - 16
Orono - 160
Mutual Aid - 18
Transition Update
Joint Duty Crew Update
JPA Update
Establish Next Meeting Date

Other Topics

Any Additional Topics



Fire Advisory Board Meeting Meeting Minutes June 4, 2025

Roll Call of Attendees

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

Long Lake

Scott Weske
Mike Heiland
Todd Newcomer
Cody Farley
Jahn Dyvik (arrived at 4:09 p.m.)

Orono

Adam Edwards
Steve Persian
Shea Chwialkowski

Medina

Erin Barnhart
Jason Nelson
Dino DesLauriers

Minnetonka Beach

Jennifer Halverson

Welcome & Introductions

Topics

- A. Receive Minutes of March 5, 2025, Fire Advisory Board Meeting
- B. Review Operating Expenses as of Year-to-Date

Fire Chief Heiland highlighted a few line items, provided explanations for various expenses, and noted that, budget-wise, the Department was still doing well.

Ms. Barnhart asked if there had been any internal discussions related to the upcoming changes to OSHA requirements and the possibility of beefing up the budget in order to be ready for those future changes.

Fire Chief Heiland stated that they weren't sure where the new OSHA requirements were going to land, but noted that when the two departments merge, there are plans to get all the firefighters a second set of equipment, which could address one of the OSHA changes. He noted that they were also planning to work with an outside vendor to go through the building and evaluate everything they have, including the eyewash station, and the decontamination showers, to ensure they are OSHA certified and can make plans for things within the CIP. He explained that they were also estimating that the eventual rebranding, when the two departments merge, will cost around \$100,000.

- C. Call Numbers to Date

Fire Chief Heiland stated that the Long Lake Fire Department had responded to 191 calls and the Orono Fire Department had responded to 110 calls. He noted that about half of the 110 calls that Orono Fire responded to were overlap calls from the beginning of the merger. He

explained that they were estimating that the total number of calls would be around 250 calls, which would be up from 177 calls last year during the same period.

D. Transition Update

Assistant Fire Chief Farley briefly reviewed the transition punch list items and explained that they put together this 'to-do' list in order to get the two departments working together, separate from what things will look like with the future JPA. He highlighted details of the new duty crew hours and how they were being paged out.

Fire Chief Heiland reviewed some of the activities they had been doing for training, including familiarizing the firefighters with the different apparatus and equipment. He stated that the transition was going slowly, but he felt that they had a good plan and were continuing to move forward.

Assistant Fire Chief Farley stated that they have incorporated the larger membership into decisions and noted that the first meeting of the Transition Committee met last night, which was members from both Long Lake Fire and Orono Fire. He stated that their first item for discussion is the name of the Fire Department.

Ms. Barnhart stated that she felt the two departments were making tremendous headway and asked if they were simultaneously working on a budget or if the thought was to get the JPA in place before that takes place.

Interim Orono Fire Chief Chwialkowski noted they have a spreadsheet that was being updated as ideas came in, with the idea of being ready, once the JPA is signed, so decisions can start being made right away.

Weske stated that work on the draft JPA was ongoing and explained that they had a meeting coming up with the Excelsior Fire District to discuss how they had put together their JPA. He stated that he expected Long Lake would be able to release a good working draft of the JPA later this week.

E. Joint Duty Crew Update

The Board discussed the differences between what was happening in the short term with relation to duty crews and the expected long-term discussion.

Assistant Fire Chief Farley explained that the Orono CAD zones were left as is, and duty crew responders would be the only ones responding during the day. He noted that for an Orono All Call, the Long Lake Fire Department pagers would go off and would respond, and for overnight duty officer calls, those would go through the Long Lake Fire membership. He stated that the northern CAD zones are all paged to Long Lake Fire for everything, and during duty crew hours, they would also be paged to Orono's duty crew.

Mr. Nelson asked how they planned to bring in police chiefs to help weigh in on the ability to leverage duty crews as a resource.

Interim Orono Fire Chief Chwialkowski stated that they had spoken with the Orono Police Chief pretty extensively, who had supplied them with some good data to make those decisions. He

noted that they have not quite gotten to this point in their discussions, but it would be something that would weigh heavily on the decisions about the best model.

Mr. Nelson noted that the Wayzata Police Department covers Long Lake and felt that they should also be brought into this discussion, at some point.

Assistant Fire Chief Farley and Interim Orono Fire Chief Chwialkowski gave examples of how responses happen in different CAD zones, different cities, training changes, and how they were arranging housing for the various crews at both locations.

Fire Chief Heiland stated that morale among the firefighters was surprisingly high, considering everything that has been going on. He acknowledged that there are some issues and 'scars' amongst them, but overall, he thinks that everyone was pretty excited about bringing the two departments together.

F. Establish Next Meeting Date

There was consensus to schedule the next FAB meeting for July 9, 2025, at 4:00 p.m.

Other Topics

LLFD Public Events

Wrap-Up / Adjourn

The meeting was adjourned by general consent at 4:36 p.m.

LONG LAKE, MN
Monthly Exp/Rev Accounts -FD

06/30/2025 Section 2B.

Account Descr	2025 Budget	2025 YTD Amt	%YTD Budget	JUNE 2025 Amt
R 205-33402 FD Training Grants	\$0.00	\$13,384.50	0.00%	\$0.00
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%	\$0.00
R 205-34951 Rent - Fire Dept.	\$5,078.00	\$2,538.84	50.00%	\$1,269.42
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	\$456,516.82	46.15%	\$1,269.42
42280 Fire Dept Administration				
E 205-42280-1000 FT Admin Office Salaries	\$116,035.94	\$54,866.62	47.28%	\$8,925.84
E 205-42280-1055 FD Duty Crew Pay	\$0.00	\$1,590.00	0.00%	\$1,590.00
E 205-42280-1060 OFD Duty Crew Pay	\$0.00	\$1,360.00	0.00%	\$1,360.00
E 205-42280-1080 Fire Officer Pay	\$21,638.00	\$9,267.80	42.83%	\$1,853.56
E 205-42280-1130 Insurance Opt Out Pay	\$14,500.00	\$7,382.58	50.91%	\$1,200.42
E 205-42280-1210 PERA	\$21,464.06	\$9,711.43	45.25%	\$1,579.88
E 205-42280-1220 FICA	\$7,500.00	\$1,840.87	24.54%	\$514.89
E 205-42280-1310 Employer Paid Health	\$985.00	\$526.10	53.41%	\$86.30
E 205-42280-1510 Workers Comp Insurance	\$44,000.00	\$25,723.16	58.46%	-\$3,444.25
E 205-42280-2010 Office Supplies	\$1,000.00	\$555.73	55.57%	\$0.00
E 205-42280-2030 Printed Forms	\$500.00	\$144.24	28.85%	\$0.00
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	\$391.50	9.79%	\$172.00
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%	\$0.00
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%	\$0.00
E 205-42280-3230 Cell Phones	\$520.00	\$246.00	47.31%	\$40.00
E 205-42280-3310 Travel / Mileage Reimb	\$400.00	\$125.96	31.49%	\$0.00
E 205-42280-3350 Education / Conferences	\$4,500.00	\$178.20	3.96%	\$98.00
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%	\$0.00
E 205-42280-4450 Food & Beverage (Mtgs/	\$1,500.00	\$861.71	57.45%	\$0.00
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	\$1,570.25	39.26%	\$219.75
42280 Fire Dept Administration	\$303,043.00	\$162,046.42	53.47%	\$14,196.39
42281 Fire Dept Operations				
E 205-42281-1055 FD Duty Crew Pay	\$51,600.00	\$15,200.00	29.46%	\$3,100.00

Account Descr	2025 Budget	2025 YTD Amt	%YTD Budget	JUNE 2025 Amt
E 205-42281-1065 Fire Call Pay	\$78,250.00	\$35,383.40	45.22%	\$5,335.72
E 205-42281-1075 Fire Fighter Training Pay	\$63,774.00	\$15,064.14	23.62%	\$2,732.34
E 205-42281-1085 Duty Officer Stipend	\$0.00	\$0.00	0.00%	\$0.00
E 205-42281-1220 FICA	\$7,500.00	\$5,022.05	66.96%	\$854.37
E 205-42281-2080 Training/Instruct Material	\$650.00	\$82.28	12.66%	\$0.00
E 205-42281-2120 Motor Fuels	\$15,300.00	\$4,254.35	27.81%	\$582.81
E 205-42281-2150 Shop Supplies	\$2,200.00	\$235.60	10.71%	\$0.00
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	\$3,605.63	94.89%	\$350.98
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%	\$0.00
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	\$28,975.50	120.73%	\$8,522.75
E 205-42281-3225 Truck Communication Se	\$5,250.00	\$3,386.30	64.50%	\$665.26
E 205-42281-3235 Cty 800mhz Radio Admin	\$20,000.00	\$6,920.55	34.60%	\$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	\$2,293.60	31.86%	\$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%	\$0.00
E 205-42281-4035 Heavy Truck Maint & Rep	\$19,000.00	\$7,575.93	39.87%	\$0.00
E 205-42281-4040 Equip Maint & Repair	\$5,500.00	\$6,731.01	122.38%	\$2,227.00
42281 Fire Dept Operations	\$387,224.00	\$183,443.06	47.37%	\$26,214.06
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	\$377.40	37.74%	\$62.90
E 205-42282-3275 Internet Access (Mediacom)	\$8,300.00	\$2,857.74	34.43%	\$547.69
E 205-42282-3810 Electricity Expense	\$12,500.00	\$4,433.90	35.47%	\$859.00
E 205-42282-3820 City Utilities (Wat,Sew,St)	\$3,100.00	\$1,315.10	42.42%	\$248.85
E 205-42282-3830 Natural Gas Expense	\$8,000.00	\$5,691.84	71.15%	\$280.05
E 205-42282-3840 Custodial & Waste Remo	\$9,000.00	\$4,166.36	46.29%	\$619.67
E 205-42282-3845 Lawn & Turf Maintenanc	\$2,600.00	\$139.00	5.35%	\$0.00
E 205-42282-4010 Bldg Maint & Repairs	\$16,000.00	\$17,534.49	109.59%	\$230.00
42282 Willow Stn Facility Costs	\$61,500.00	\$36,606.97	59.52%	\$2,848.16
42283 FD Non-Operational Costs				
E 205-42283-1240 State Fire Aid Pension Co	\$165,000.00	\$1,000.00	0.61%	\$1,000.00
E 205-42283-5000 Capital Outlay	\$0.00	\$0.00	0.00%	\$0.00
42283 FD Non-Operational Costs	\$165,000.00	\$1,000.00	0.61%	\$1,000.00
42286 Navarre Stn Facility Costs				
E 205-42286-2230 Bldg & Grnds Maint Supp	\$250.00	\$230.00	92.00%	\$230.00
E 205-42286-3000 Professional Svcs	\$1,000.00	\$377.40	37.74%	\$62.90
E 205-42286-3275 Internet Access (Mediacom)	\$7,000.00	\$2,234.68	31.92%	\$440.98
E 205-42286-3810 Electricity Expense	\$4,500.00	\$2,073.05	46.07%	\$276.92
E 205-42286-3820 City Utilities (Wat,Sew,St)	\$2,300.00	\$960.29	41.75%	\$193.71
E 205-42286-3830 Natural Gas Expense	\$3,500.00	\$3,103.18	88.66%	\$45.39
E 205-42286-3840 Custodial & Waste Remo	\$7,000.00	\$1,997.22	28.53%	\$292.50
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	\$13,886.49	38.52%	\$1,542.40