

# AGENDA



## Long Lake Fire Department Fire Advisory Meeting

**August 13, 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  
Cody Farley

#### Orono

Adam Edwards  
Steve Persian  
Bob Tunheim  
Shea Chwialkowski

#### Medina

Erin Barnhart  
Jason Nelson  
Dino Deslauriers

#### Minnetonka Beach

Jennifer Halverson  
Heidi Honey

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## Welcome & Introductions

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### Topics

Receive Minutes of July 9, 2025 Fire Advisory Board Meeting  
Review Operating Expenses as of July 31  
Call Numbers to Date:

|                  |     |        |
|------------------|-----|--------|
| Long Lake        | 65  | 19.75% |
| Medina           | 20  | 6.07%  |
| Minnetonka Beach | 24  | 7.29%  |
| Orono            | 203 | 61.70% |
| Mutual Aid       | 17  | 5.16%  |
| Total            | 329 |        |

Discuss Draft 2026 FD Budget  
Discuss SCBAs and other FD items  
Transition Update  
Joint Duty Crew Update  
JPA Update  
Establish Next Meeting Date

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### Other Topics

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Any Additional Topics

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## Fire Advisory Board Meeting Meeting Minutes July 9, 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  
Cody Farley  
Jahn Dyvik

#### Orono

Adam Edwards  
Shea Chwialkowski  
Bob Tuneim

#### Medina

Erin Barnhart  
Jason Nelson  
Dino Deslauriers

#### Minnetonka Beach

Jennifer Halverson

### 1. Welcome & Introductions

Chief Heiland noted that year to date, Long Lake has had 52 calls, Medina has had 24 calls, Minnetonka Beach has had 16 calls, Orono has had 160 calls, and there have been 18 mutual aid calls. He stated that the mutual aid number may be a bit misleading because of the way they have been logging things between the different departments, and asked Orono Interim Fire Chief Chwialkowski to share details from Orono.

Orono Interim Fire Chief Chwialkowski noted that of the 275 Long Lake incidents, 174 were what would traditionally be the Long Lake CAD zones. He stated that combined, Orono did 199 calls, and 101 of those were in the Navarre area. He explained that in total, there had been a combined 376 calls, and 98 of those were a combined response from both Long Lake and Orono.

Chief Heiland stated that when Long Lake and Orono are combined and have a signed JPA, they will be working off the same page, so it will be easier for them to have accurate information. He stated that he felt the joint duty crews and working together at the station had been going well, and there did not appear to be any internal issues. He noted that the JPA was giving the firefighters some angst because everything was on hold until the JPA was signed, so they couldn't start moving forward yet.

Orono Interim Fire Chief Chwialkowski stated that he would echo the sentiments shared by Chief Heiland related to the angst related to the JPA from both an operational and psychological viewpoint. He stated that previously, there had been a lot of momentum for the JPA, but now it appeared to be stalling out a bit.

Chief Heiland asked if representatives from the FAB would be able to attend their upcoming business meeting to give the firefighters an update.

Orono Interim Fire Chief Chwialkowski and Chief Heiland shared examples of things that were being held up by the fact that the JPA had not yet been signed.

The Fire Advisory Board discussed differing opinions on what areas may be able to move forward before the JPA had been signed, what the overall organizational chart would look like, and whether leadership would all have to reapply for their positions or not.

## **2. Topics**

### **a. Receive Minutes of June 4, 2025, Fire Advisory Board Meeting**

Tunheim mentioned that he had been in attendance at the June 4, 2025, meeting and needed to be added to the list of attendees.

### **b. Review Operating Expenses as of June 30, 2025**

Chief Heiland noted that overall, everything was good and highlighted that Fire Call Pay was on target. He explained that the Chemicals line item was slightly over budget because they had to get all new foam for the new engine, and Equipment Parts was slightly over budget because they had been doing repairs on one of the truck pumps. He noted that Training was also a bit over budget, but reminded the FAB that they will get reimbursed for that. He referenced that Light Truck Maintenance and Repairs was also a bit over budget, due to refurbishment of Utility 11, but they were under budget for Heavy Truck Maintenance and Repair.

Orono Interim Chief Chwialkowski explained that they have a new engine that is on order and is scheduled to be delivered in about a year. He stated that they had talked about the possibility of cancelling that engine and collaboratively building an engine, but in looking at it decided it would not be worth the money. He noted that they have discussed the idea of rebranding it to the new department name once the truck is delivered, rather than start the process over and cost themselves another \$300,000-\$400,000.

Chief Heiland explained that they had been doing a lot of work on the equipment, what would be staying or going, and the expected arrival of new equipment/vehicles. He noted that it was important for the FAB to understand that rebranding everything was going to cost some money. He gave a brief explanation about the volunteer portion of the paid on-call duty crew not existing anymore and would now be done as part of the joint duty crew. He returned the discussion to the operating expenses and stated that Building Maintenance and Repairs was also slightly over budget. He explained that they had 5 rooftop units that were original and were nearing the end of their lives, and believed that they would have to be replaced within the next year or so. He reviewed some of the quote information he had gotten for replacing them and stated that each time one is replaced, they needed to rent a crane, so spreading out their replacement may not make the best sense. He noted that they have done a lot of work on both buildings and repaired air exchangers and generators, but cannot continue to put Band-Aids on the rooftop units.

The FAB discussed response times, in-service times, use of the boat, and the uptick in busyness of the Fourth of July weekend.

Dyvik expressed his appreciation to Chief Heiland, Interim Orono Chief Chwialkowski, and Long Lake Assistant Chief Farley for keeping everything together so well, despite going through so much turmoil. He stated that their leadership throughout this process was much appreciated and believes that there is a light at the end of the tunnel.

### **3. Other Topics**

The FAB discussed how the budget process would be followed and deadlines would be met since the JPA has not yet been signed, and once it is signed, a new advisory board would need to be formed. Following the discussion, they agreed that the next meeting date would be August 13, 2025.

Dyvik noted that he thought the new JPA would be with Long Lake, Orono, and Medina.

Barnhart stated that Medina has always said that they were not part of the JPA discussions and wanted Orono and Long Lake to come up with the new JPA and put things back together. She explained that Medina felt that they didn't need to be part of those discussions and stated that right now they are looking at a possible contract for next year before they decide if they would commit, long term, to Long Lake or move forward with West Suburban Fire.

### **Wrap-Up / Adjourn**

Chief Heiland adjourned the meeting.

**LONG LAKE, MN**  
**Monthly Exp/Rev Accounts-205**

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Section 2B.

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| Account Descr                                 | 2025 Budget         | 2025 YTD Amt        | %YTD Budget  | JULY 2025 Amt       |
|-----------------------------------------------|---------------------|---------------------|--------------|---------------------|
| <b>R Revenue</b>                              |                     |                     |              |                     |
| R 205-33402 FD Training Grants                | \$0.00              | \$15,109.50         | 0.0%         | \$1,725.00          |
| R 205-34210 Orono Fire Capital Funding        | \$0.00              | \$0.00              | 0.0%         | \$0.00              |
| R 205-34212 Orono Fire Contract Revenue       | \$577,849.00        | \$445,190.25        | 77.0%        | \$156,265.75        |
| R 205-34213 Long Lake Fire Capital Funding    | \$0.00              | \$0.00              | 0.0%         | \$0.00              |
| R 205-34214 Long Lake Fire ContractRevenue    | \$103,954.00        | \$71,246.50         | 68.5%        | \$19,269.50         |
| R 205-34215 Medina Fire Capital Funding       | \$0.00              | \$0.00              | 0.0%         | \$0.00              |
| R 205-34217 Medina Fire ContractRevenue       | \$68,245.00         | \$46,105.25         | 67.6%        | \$11,982.75         |
| R 205-34218 Minnetonka Beach contract reve    | \$63,000.00         | \$31,500.00         | 50.0%        | \$0.00              |
| R 205-34220 FD Other Non-Contract Revenue     | \$5,998.00          | \$7,183.92          | 119.8%       | \$4,700.00          |
| R 205-34222 Orono Reimb-Duty Crew             | \$0.00              | \$0.00              | 0.0%         | \$0.00              |
| R 205-34223 Orono Reimb-Duty Officer          | \$0.00              | \$0.00              | 0.0%         | \$0.00              |
| R 205-34951 Rent - Fire Dept.                 | \$5,078.00          | \$2,961.98          | 58.3%        | \$423.14            |
| R 205-36230 Contributions and Donations       | \$0.00              | \$2,085.56          | 0.0%         | \$0.00              |
| R 205-36260 Refunds & Reimbursements          | \$0.00              | \$0.00              | 0.0%         | \$0.00              |
| R 205-39100 Sales of Land/Capital Assets      | \$0.00              | \$28,500.00         | 0.0%         | \$0.00              |
| <b>R Revenue</b>                              | <b>\$824,124.00</b> | <b>\$649,882.96</b> | <b>78.9%</b> | <b>\$194,366.14</b> |
| <b>E Expenditure</b>                          |                     |                     |              |                     |
| E 205-42280-1000 FT Admin Office Salaries     | \$116,035.94        | \$63,792.46         | 55.0%        | \$8,925.84          |
| E 205-42280-1055 FD Duty Crew Pay             | \$0.00              | \$650.00            | 0.0%         | -\$940.00           |
| E 205-42280-1060 FD Administrative Assistant  | \$0.00              | \$1,040.00          | 0.0%         | -\$320.00           |
| E 205-42280-1080 Fire Officer Pay             | \$21,638.00         | \$11,121.36         | 51.4%        | \$1,853.56          |
| E 205-42280-1085 Duty Officer Stipend         | \$0.00              | \$1,740.00          | 0.0%         | \$1,740.00          |
| E 205-42280-1130 Insurance Opt Out Pay        | \$14,500.00         | \$8,583.00          | 59.2%        | \$1,200.42          |
| E 205-42280-1210 PERA                         | \$21,464.06         | \$11,291.31         | 52.6%        | \$1,579.88          |
| E 205-42280-1220 FICA                         | \$7,500.00          | \$2,239.46          | 29.9%        | \$398.59            |
| E 205-42280-1310 Employer Paid Health         | \$985.00            | \$612.40            | 62.2%        | \$86.30             |
| E 205-42280-1510 Workers Comp Insurance Prem  | \$44,000.00         | \$25,723.16         | 58.5%        | \$0.00              |
| E 205-42280-2010 Office Supplies              | \$1,000.00          | \$776.60            | 77.7%        | \$48.32             |
| E 205-42280-2030 Printed Forms                | \$500.00            | \$144.24            | 28.9%        | \$0.00              |
| E 205-42280-2080 Training/Instruct Materials  | \$250.00            | \$137.35            | 54.9%        | \$125.14            |
| E 205-42280-2175 Fire Prevention Materials    | \$1,500.00          | \$0.00              | 0.0%         | \$0.00              |
| E 205-42280-2410 Fire Department Uniforms     | \$500.00            | \$0.00              | 0.0%         | \$0.00              |
| E 205-42280-3000 Professional Svcs            | \$4,000.00          | \$563.50            | 14.1%        | \$172.00            |
| E 205-42280-3010 Auditing and Actg Services   | \$7,500.00          | \$4,000.00          | 53.3%        | \$0.00              |
| E 205-42280-3090 Software Support             | \$8,500.00          | \$8,648.84          | 101.8%       | \$10.83             |
| E 205-42280-3110 W.A.F.T.A                    | \$2,000.00          | \$2,000.00          | 100.0%       | \$0.00              |
| E 205-42280-3120 Legal Fees - Civil           | \$2,500.00          | \$0.00              | 0.0%         | \$0.00              |
| E 205-42280-3150 LL Admin Fee                 | \$18,000.00         | \$18,000.00         | 100.0%       | \$0.00              |
| E 205-42280-3230 Cell Phones                  | \$520.00            | \$286.00            | 55.0%        | \$40.00             |
| E 205-42280-3310 Travel / Mileage Reimb       | \$400.00            | \$125.96            | 31.5%        | \$0.00              |
| E 205-42280-3350 Education / Conferences      | \$4,500.00          | \$478.20            | 10.6%        | \$300.00            |
| E 205-42280-3355 Motor Vehicle Lic & Reg      | \$100.00            | \$0.00              | 0.0%         | \$0.00              |
| E 205-42280-3610 General Liability Ins        | \$9,500.00          | \$10,809.50         | 113.8%       | \$0.00              |
| E 205-42280-4045 Insurance Claim Expense      | \$250.00            | \$0.00              | 0.0%         | \$0.00              |
| E 205-42280-4135 Copier Maintenance           | \$650.00            | \$0.00              | 0.0%         | \$0.00              |
| E 205-42280-4300 Miscellaneous                | \$1,500.00          | \$37.50             | 2.5%         | \$37.50             |
| E 205-42280-4330 Dues and Subscriptions       | \$2,750.00          | \$2,180.73          | 79.3%        | \$14.99             |
| E 205-42280-4450 Food & Beverage (Mtgs/Trng)  | \$1,500.00          | \$1,082.25          | 72.2%        | \$0.00              |
| E 205-42280-4600 Recognition Expenditures     | \$1,000.00          | \$0.00              | 0.0%         | \$0.00              |
| E 205-42280-5710 Computer/Printer Replacement | \$4,000.00          | \$392.84            | 9.8%         | \$0.00              |
| E 205-42280-5800 Other Equipment              | \$4,000.00          | \$1,570.25          | 39.3%        | \$0.00              |

**LONG LAKE, MN**  
**Monthly Exp/Rev Accounts-205**

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Section 2B.

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| Account Descr                                   | 2025 Budget  | 2025 YTD Amt | %YTD Budget | JULY 2025 Amt |
|-------------------------------------------------|--------------|--------------|-------------|---------------|
| E 205-42281-1055 FD Duty Crew Pay               | \$51,600.00  | \$20,090.00  | 38.9%       | \$4,890.00    |
| E 205-42281-1065 Fire Call Pay                  | \$78,250.00  | \$49,440.04  | 63.2%       | \$14,056.64   |
| E 205-42281-1075 Fire Fighter Training Pay      | \$63,774.00  | \$19,086.08  | 29.9%       | \$4,021.94    |
| E 205-42281-1220 FICA                           | \$7,500.00   | \$6,706.48   | 89.4%       | \$1,684.43    |
| E 205-42281-2080 Training/Instruct Materials    | \$650.00     | \$275.64     | 42.4%       | \$193.36      |
| E 205-42281-2120 Motor Fuels                    | \$15,300.00  | \$5,675.81   | 37.1%       | \$1,421.46    |
| E 205-42281-2150 Shop Supplies                  | \$2,200.00   | \$379.83     | 17.3%       | \$59.24       |
| E 205-42281-2160 Chemicals and Chem Products    | \$1,500.00   | \$1,630.66   | 108.7%      | \$0.00        |
| E 205-42281-2190 Medical Supplies               | \$3,800.00   | \$4,232.57   | 111.4%      | \$626.94      |
| E 205-42281-2210 Equipment Parts                | \$3,500.00   | \$5,323.32   | 152.1%      | \$0.00        |
| E 205-42281-2215 SCBA Equipment Parts           | \$900.00     | \$1,011.53   | 112.4%      | \$624.56      |
| E 205-42281-2400 Small Tools and Minor Equip    | \$6,800.00   | \$4,789.38   | 70.4%       | \$0.00        |
| E 205-42281-2410 Fire Department Uniforms       | \$10,000.00  | \$2,689.70   | 26.9%       | \$0.00        |
| E 205-42281-2415 Turn Out Gear                  | \$34,000.00  | \$24,588.00  | 72.3%       | \$0.00        |
| E 205-42281-3050 Physicals / Other Medical      | \$16,000.00  | \$630.00     | 3.9%        | \$0.00        |
| E 205-42281-3080 Training                       | \$24,000.00  | \$30,775.50  | 128.2%      | \$1,800.00    |
| E 205-42281-3225 Truck Communication Services   | \$5,250.00   | \$6,075.73   | 115.7%      | \$2,689.43    |
| E 205-42281-3235 Cty 800mhz Radio Admin Fee     | \$20,000.00  | \$8,304.66   | 41.5%       | \$1,384.11    |
| E 205-42281-3280 Pagers/Radios Repairs & Supply | \$1,500.00   | \$0.00       | 0.0%        | \$0.00        |
| E 205-42281-3285 Radio Lease                    | \$7,200.00   | \$2,752.32   | 38.2%       | \$458.72      |
| E 205-42281-3310 Travel / Mileage Reimb         | \$1,000.00   | \$0.00       | 0.0%        | \$0.00        |
| E 205-42281-4030 Light Truck Maint & Repair     | \$8,000.00   | \$10,579.63  | 132.3%      | \$1,847.17    |
| E 205-42281-4035 Heavy Truck Maint & Repair     | \$19,000.00  | \$8,405.87   | 44.2%       | \$829.94      |
| E 205-42281-4040 Equip Maint & Repair           | \$5,500.00   | \$6,731.01   | 122.4%      | \$0.00        |
| E 205-42282-2230 Bldg & Grnds Maint Supplies    | \$1,000.00   | \$91.14      | 9.1%        | \$0.00        |
| E 205-42282-3000 Professional Svcs              | \$1,000.00   | \$440.30     | 44.0%       | \$62.90       |
| E 205-42282-3275 Internet Access (Mediacom)     | \$8,300.00   | \$3,405.43   | 41.0%       | \$547.69      |
| E 205-42282-3810 Electricity Expense            | \$12,500.00  | \$5,341.21   | 42.7%       | \$907.31      |
| E 205-42282-3820 City Utilities (Wat,Sew,Storm) | \$3,100.00   | \$1,755.50   | 56.6%       | \$440.40      |
| E 205-42282-3830 Natural Gas Expense            | \$8,000.00   | \$5,862.45   | 73.3%       | \$170.61      |
| E 205-42282-3840 Custodial & Waste Removal      | \$9,000.00   | \$4,896.70   | 54.4%       | \$730.34      |
| E 205-42282-3845 Lawn & Turf Maintenance        | \$2,600.00   | \$556.00     | 21.4%       | \$417.00      |
| E 205-42282-4010 Bldg Maint & Repairs           | \$16,000.00  | \$18,620.01  | 116.4%      | \$1,085.52    |
| E 205-42286-2230 Bldg & Grnds Maint Supplies    | \$250.00     | \$0.00       | 0.0%        | \$0.00        |
| E 205-42286-3000 Professional Svcs              | \$1,000.00   | \$440.30     | 44.0%       | \$62.90       |
| E 205-42286-3275 Internet Access (Mediacom)     | \$7,000.00   | \$2,675.66   | 38.2%       | \$440.98      |
| E 205-42286-3810 Electricity Expense            | \$4,500.00   | \$2,264.48   | 50.3%       | \$191.43      |
| E 205-42286-3820 City Utilities (Wat,Sew,Storm) | \$2,300.00   | \$1,145.74   | 49.8%       | \$185.45      |
| E 205-42286-3830 Natural Gas Expense            | \$3,500.00   | \$3,136.52   | 89.6%       | \$33.34       |
| E 205-42286-3840 Custodial & Waste Removal      | \$7,000.00   | \$2,419.60   | 34.6%       | \$335.54      |
| E 205-42286-3845 Lawn & Turf Maintenance        | \$1,000.00   | \$0.00       | 0.0%        | \$0.00        |
| E 205-42286-4010 Bldg Maint & Repairs           | \$9,500.00   | \$4,191.80   | 44.1%       | \$1,051.13    |
| E Expenditure                                   | \$787,817.00 | \$455,443.51 | 57.8%       | \$58,523.85   |



## Ultimate Safety Concepts, Inc.

DBA: Clarey's Safety Equipment

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Section 2E.

☐

**ORDER**

☒

**QUOTE**

|                |                        |                          |                        |
|----------------|------------------------|--------------------------|------------------------|
| DATE           | 5-5-25                 | ACCOUNT #                |                        |
|                | BILL TO:               | SHIP TO:                 |                        |
| CUSTOMER:      | LONG LAKE FIRE DEPT    |                          | LONG LAKE FIRE DEPT    |
| ADDRESS        | 340 WILLOW DRIVE NORTH |                          | 340 WILLOW DRIVE NORTH |
| CITY/STATE/ZIP | LONG LAKE, MN 55356    |                          | LONG LAKE, MN 55356    |
| CONTACT NAME:  | RYAN GONSIOR           | PO #                     |                        |
| PHONE:         | 612-701-3942           | EMAIL                    |                        |
| FAX:           |                        | SHIPPING CHARGES QUOTED? | INCLUDED               |

|       |               |              |  |
|-------|---------------|--------------|--|
| FROM: | CORY LATTENER | 952-607-7225 |  |
|-------|---------------|--------------|--|

|                  |   |
|------------------|---|
| NUMBER OF PAGES: | 1 |
|------------------|---|

### WE ARE PLEASED TO QUOTE YOU ON THE FOLLOWING EQUIPMENT:

| QUANTITY | PART NUMBER | DESCRIPTION                             | UNIT PRICE | AMOUNT      |
|----------|-------------|-----------------------------------------|------------|-------------|
| 40       |             | SCOTT QD EZ FLOW REGULATOR              | \$1688.26  | \$67,530.40 |
| 40       | 201215-03   | SCOTT HT FACPIECE                       | \$309.51   | \$12,380.40 |
| 2        |             | RIT PACK CONVERSION REGULATOR FACEPIECE | \$2,000    | \$4000.00   |
| 42       |             | JPA LABELS FOR TRACKING SYSTEM          | \$38.00    | \$1596.00   |
| 1        |             | JPA SILVER SERVICE PACKAGE              | \$163.77   | \$6,878.34  |
|          |             |                                         |            |             |
|          |             |                                         |            |             |
|          |             |                                         |            |             |
|          |             |                                         |            |             |
|          |             |                                         |            |             |



5500 QUEENS AVENUE NE, OTSEGO, MN 55330  
Phone: (763) 416-2732 | Fax: (763) 416-2734



ELECTRICAL



PLUMBING



HEATING & COOLING



HOME IMPROVEMENT

QUOTE

Section 2E.

Quote Number:  
23109

Work Order Id:

Date:  
07/15/2025  
Expiration Date:  
08/14/2025  
Submitted By:  
Dusko  
Page: 1 of 1

**Proposal To:**

Long Lake Fire Station #1  
340 Willow Dr N  
Long Lake MN 55356  
12386

**Service Location:**

Long Lake Fire Station #1  
340 Willow Dr N  
Long Lake MN 55356  
12386

We are pleased to present the replacement quote for your 5T Trane roof top unit.

**Includes:**

- \*Regular time labor
- \*Roof top unit
- \*Curb adapter
- \*Shipping and receiving
- \*Crane and rigging
- \*Recycling of old unit
- \*Line voltage electrical
- \*Control disconnect/reconnect
- \*Gas piping disconnect/reconnect
- \*Start up
- \*Permit
- \*Start up
- \*One year parts and labor warranty

**Excludes:**

- \*Overtime
- \*Emergency replacements
- \*Industry supply chain price increases

**Description**

HVAC Labor Regular  
Electrical Labor

Truck Charge  
5T RTU  
Curb Adapter  
Permits & Bonds  
Gas piping material  
Electrical material  
Crane Rental  
Shipping & Handling  
Disposal Fees  
Curb extension

Initial: \_\_\_\_\_

Total

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22,949.05