



**AGENDA**  
**FIRE COMMISSION MEETING**  
**MAPLE PLAIN CITY HALL**  
**July 08, 2025**  
**4:00 PM**

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- 1. CALL TO ORDER**
- 2. ADOPT AGENDA**
- 3. CONSENT AGENDA**
  - A. Minutes for Approval from April 14th, 2025
  - B. 2nd Quarter 2025 Financials
- 4. OLD BUSINESS**
  - A. Fire Merger Updates
- 5. NEW BUSINESS**
  - A. End of Year 2024 Payout
  - B. 2nd Quarter MPFD Fire Chief's Report
- 6. FUTURE MEETING DATES**
  - A. September 9, 2025 @ 4pm- Budget Discussion?
  - B. October 14, 2025 @ 4PM
  - C. December 9, 2025 @ 4pm
- 7. COMMISSION OTHER BUSINESS & REPORTS**
- 8. ADJOURNMENT**

This meeting will be recorded and then posted to the City website within 3 to 5 business days.  
The City Council may meet as a group for dinner.



**MINUTES  
FIRE COMMISSION MEETING  
MAPLE PLAIN CITY HALL  
April 14, 2025  
3:30 PM**

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**1. CALL TO ORDER**

Julie Maas-Kusske called the meeting to order promptly at 3:30 PM

Present: Commissioner Julie Maas-Kusske, Commissioner Andrew Burak,  
and Commissioner Brad Spenser

Absent: Commissioner Steve Grotting

Staff Present: Maple Plain City Administrator Jacob Kolander, Independence City  
Administrator Mark Kaltsas, Fire Chief Rick Denneson, Deputy Fire Chief Ed McGinty,  
WHPS Director Matt DuRose, WHPS Director Gary Kroells

**2. ADOPT AGENDA**

Commissioner Spencer made a motion to approve the meeting agenda. Seconded by  
Commissioner Burak.

Voting Yea: Commissioner Maas-Kusske, Commissioner Spencer, and Commissioner  
Burak

Motion passed 3-0

**3. CONSENT AGENDA**

A. Minutes for Approval 01-21-25

B. Fire Rev/Exp for Quarter 1 2025

Commissioner Spencer made a motion to approve the consent agenda. Seconded by  
Commissioner Burak.

Voting Yea: Commissioner Maas-Kusske, Commissioner Spencer, and Commissioner  
Burak

Motion passed 3-0

#### 4. OLD BUSINESS

##### A. Fire District Bylaw Draft Review

Maple Plain City Administrator Kolander reviewed the draft of the adapted bylaws. Key topics of discussion included the board of directors, the board's powers, district funding, and identified challenges. The board of directors' topics included representation based on population size, the number of board members, and term limits. The board powers topic included land and building ownership, potential leasing agreements, and oversight of the fire district. The district funding topic is the funding mechanism based on property tax, using taxable market value, and emphasizes the need for a straightforward and expandable funding model. The challenges identified are ensuring equitable funding without overcomplicating the billing process, managing contributions from non-taxable entities, and aligning service levels across multiple jurisdictions.

##### B. West Suburban Fire Update

Fire Chief Denneson provided an update on the negotiations of the potential merger with the West Suburban Fire Department. The discussions are ongoing, with positive feedback from the initial meetings. Currently, the majority of the Maple Plain firefighters support the merger. Equipment discussions include retaining specific vehicles and upgrading others. Capital Improvement Plan (CIP) considerations for future equipment and facility upgrades. The merger will expand the West Suburban Fire Department to approximately 70 firefighters, with the potential to add full-time assistant chiefs, a fire inspector, and a duty crew. The objective is to streamline training and schedules for firefighters. The next steps are to finalize the CIP items, negotiate funding contributions, and continue the collaboration with Scott Landsman (City Attorney) for legal and procedural alignment.

#### 5. NEW BUSINESS

##### A. Fire Chief Report- not submitted

Fire Chief Denneson provided a verbal report to the commission. The Q1 2025 call load increased by 22 calls in Q1, primarily EMS-related at Haven Homes, while fire calls slightly decreased. Conducted UTV and grass rescue training. The Fire Department is eagerly awaiting the arrival of parts for the new Tahoe truck from Minnetonka. The department conducted the annual vehicle inspections and addressed some minor maintenance issues. The current firefighter roster consists of 20 firefighters. There are two applicants nearing the final hiring stage. Fire Chief Denneson clarified the liability and training requirements for firefighters employed by the Maple Plain Fire Department. There were two significant incidents. 1. A tractor fire on Copeland Road and a barn fire on February 28. 2. A fatal vehicle crash at CR. 6 in 110 involving multiple victims and a critical incident debriefing conducted.

##### B. Staff Report- Ventilation System

Fire Chief Denneson summarized the current ventilation system attached to trucks to collect exhaust fumes during station operations. Post eh merger with the Maple Plain Fire Department and the West Suburban Fire Department, the existing system requires modifications due to potential changes in truck assignments.

##### C. Fire Department Ventilation System

Fire Chief Denneson provided an overview of a bid provided by Plymovent. The Plymovent bid is \$77,000 to retrofit the ventilation system for all diesel motor trucks. Retrofitting the ventilation system is contingent on the final merger agreement with the West Suburban Fire Department and the placement of equipment within the district.

The commission emphasized the necessity of an updated ventilation system to follow MN state requirements. A decision to proceed with the retrofit will be deferred until there is a merger with West Suburban Fire Department is confirmed. The deferral will avoid redundant expenses.

## 6. ADJOURNMENT

Commissioner Spencer made a motion to adjourn the meeting. Seconded by Commissioner Burak.

Voting Yea: Commissioner Maas-Kusske, Commissioner Spencer, and Commissioner Burak

Motion passed 3-0

The Commission Adjourned at 4:49

I, the undersigned, Jacob Kolander, City Administrator in and for the City of Maple Plain, Minnesota, do hereby certify that the above and foregoing is a true and correct copy of the minutes.

Respectfully submitted by:



## CITY OF MAPLE PLAIN

Section 3, Item B.

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## Abdo Fire Fund Revenue Guideline W/O Zeros

Account Descr	2024 Amt	2025 YTD Budget	June 2025 Amt	2025 YTD Amt	%YTD Budget
801 FIRE PARTNERSHIP FUND					
R 801-34207 Maple Plain Fire Protect. Pmt.	\$224,304.96	\$206,080.00	\$0.00	\$85,866.65	41.67%
R 801-34208 Independence Fire Protect. Pmt	\$278,809.00	\$252,549.00	\$21,045.75	\$126,274.50	50.00%
R 801-36210 Interest Earnings	\$5,781.02	\$4,500.00	\$0.00	\$178.02	3.96%
R 801-36250 Refunds & Reimbursements	\$180.00	\$0.00	\$0.00	\$439.07	0.00%
801 FIRE PARTNERSHIP FUND	\$509,074.98	\$463,129.00	\$21,045.75	\$212,758.24	
802 FIRE EQUIP & CAPITAL FUND					
R 802-36210 Interest Earnings	\$7,789.23	\$0.00	\$0.00	\$2,811.45	0.00%
802 FIRE EQUIP & CAPITAL FUND	\$7,789.23	\$0.00	\$0.00	\$2,811.45	
	\$516,864.21	\$463,129.00	\$21,045.75	\$215,569.69	

## CITY OF MAPLE PLAIN

Section 3, Item B.

Page 1

## Abdo Fire Fund Expenditure Guideline W/O Zeros

Account Descr	2024 Amt	2025 YTD Budget	June 2025 Amt	2025 YTD Amt	%YTD Budget
<b>801 FIRE PARTNERSHIP FUND</b>					
42210 Fire Administration					
E 801-42210-309 EDP, Software and	\$5,114.02	\$7,235.00	\$1,388.46	\$6,804.42	94.05%
E 801-42210-108 Fire Officers	\$18,900.00	\$18,900.00	\$0.00	\$4,725.00	25.00%
E 801-42210-444 Wellness	\$0.00	\$9,940.00	\$0.00	\$4,830.00	48.59%
E 801-42210-434 Awards & Indemnity	\$2,834.94	\$800.00	\$585.74	\$635.74	79.47%
E 801-42210-433 Dues & Subscriptio	\$2,570.00	\$2,360.00	\$0.00	\$2,785.00	118.01%
E 801-42210-363 Automotive Insura	\$3,642.00	\$3,642.00	\$0.00	\$3,140.00	86.22%
E 801-42210-361 General Liability In	\$5,063.00	\$5,063.00	\$0.00	\$5,176.00	102.23%
E 801-42210-311 Contract Service	\$7,826.90	\$0.00	\$750.00	\$1,332.20	0.00%
E 801-42210-304 Legal Services	\$1,840.00	\$950.00	\$5,923.00	\$8,373.50	881.42%
E 801-42210-301 Auditing & Account	\$2,668.00	\$22,500.00	\$1,722.59	\$13,056.39	58.03%
E 801-42210-300 Management Servi	\$9,153.75	\$7,396.00	\$0.00	\$1,849.00	25.00%
E 801-42210-201 Operating Supplies	\$403.60	\$550.00	\$341.30	\$403.95	73.45%
E 801-42210-180 Psychological Eval	\$7,270.00	\$3,300.00	\$0.00	\$930.00	28.18%
E 801-42210-170 Medical Evaluation	\$4,578.00	\$6,000.00	\$0.00	\$4,475.00	74.58%
E 801-42210-151 Worker s Comp Ins	\$12,331.43	\$12,180.00	\$1,053.00	\$12,494.00	102.58%
E 801-42210-122 FICA Contribution	\$1,546.32	\$1,450.00	\$0.00	\$389.11	26.84%
E 801-42210-322 Postage	\$105.00	\$150.00	\$0.00	\$7.00	4.67%
42210 Fire Administration	\$85,846.96	\$102,416.00	\$11,764.09	\$71,406.31	
42220 Fire Fighting					
E 801-42220-417 Uniforms & Unifor	\$498.98	\$2,000.00	\$9.99	\$612.91	30.65%
E 801-42220-240 Small Tools & Mino	\$5,130.74	\$3,000.00	\$0.00	\$4,016.04	133.87%
E 801-42220-103 Part-Time Employe	\$78,738.65	\$95,700.00	\$0.00	\$26,071.00	27.24%
E 801-42220-443 Turnout Gear	\$29,678.91	\$31,050.00	\$24,009.99	\$26,567.90	85.56%
E 801-42220-122 FICA Contribution	\$5,970.29	\$7,320.00	\$0.00	\$1,966.80	26.87%
42220 Fire Fighting	\$120,017.57	\$139,070.00	\$24,019.98	\$59,234.65	
42240 Fire Training					
E 801-42240-208 Training and Instru	\$7,825.50	\$15,000.00	\$0.00	\$4,376.36	29.18%
E 801-42240-331 Training & Travel	\$15,039.88	\$15,000.00	\$235.00	\$1,470.00	9.80%
42240 Fire Training	\$22,865.38	\$30,000.00	\$235.00	\$5,846.36	
42250 Fire Communications					
E 801-42250-221 Equipment Parts	\$52.00	\$2,500.00	\$0.00	\$72.00	2.88%
E 801-42250-309 EDP, Software and	\$3,127.54	\$7,440.00	\$0.00	\$4,003.65	53.81%
E 801-42250-323 Radio Units/Techn	\$28,954.77	\$22,762.00	\$2,032.48	\$14,533.28	63.85%
42250 Fire Communications	\$32,134.31	\$32,702.00	\$2,032.48	\$18,608.93	
42260 Fire Apparatus/Equipment					
E 801-42260-404 Machinery & Equip	\$1,162.38	\$1,500.00	\$0.00	\$2,665.59	177.71%
E 801-42260-406 Apparatus & Equip	\$59,775.72	\$60,700.00	\$12,927.90	\$47,089.41	77.58%
E 801-42260-221 Equipment Parts	\$32.52	\$1,500.00	\$0.00	\$332.57	22.17%
E 801-42260-212 Motor Fuels	\$3,701.04	\$7,000.00	\$0.00	\$2,404.97	34.36%
42260 Fire Apparatus/Equipment	\$64,671.66	\$70,700.00	\$12,927.90	\$52,492.54	
42270 Medical Services					
E 801-42270-240 Small Tools & Mino	\$0.00	\$1,500.00	\$0.00	\$215.96	14.40%
E 801-42270-218 Medical Supplies	\$1,295.06	\$2,500.00	\$0.00	\$628.79	25.15%
42270 Medical Services	\$1,295.06	\$4,000.00	\$0.00	\$844.75	
42280 Fire Stations and Bldgs					
E 801-42280-211 Cleaning/Custodial	\$0.00	\$1,400.00	\$0.00	\$457.83	32.70%
E 801-42280-311 Contract Service	\$6,469.31	\$2,000.00	\$0.00	\$1,247.00	62.35%
E 801-42280-321 Telephone & Inter	\$2,335.01	\$2,300.00	\$165.70	\$994.20	43.23%

Account Descr	2024 Amt	2025 YTD Budget	June 2025 Amt	2025 YTD Amt	%YTD Budget
E 801-42280-381 Electric Utilities	\$6,020.31	\$6,000.00	\$440.29	\$2,169.65	36.16%
E 801-42280-383 Gas Utilities	\$6,283.39	\$10,000.00	\$178.41	\$1,459.53	14.60%
E 801-42280-401 Building Repair &	\$401.80	\$0.00	\$0.00	\$14.36	0.00%
42280 Fire Stations and Bldgs	\$21,509.82	\$21,700.00	\$784.40	\$6,342.57	
801 FIRE PARTNERSHIP FUND	\$348,340.76	\$400,588.00	\$51,763.85	\$214,776.11	
802 FIRE EQUIP & CAPITAL FUND					
42265 Fire Fleet Vehicles					
E 802-42265-580 Other Equipment	\$122,960.33	\$0.00	\$0.00	\$355.47	0.00%
42265 Fire Fleet Vehicles	\$122,960.33	\$0.00	\$0.00	\$355.47	
802 FIRE EQUIP & CAPITAL FUND	\$122,960.33	\$0.00	\$0.00	\$355.47	
	\$471,301.09	\$400,588.00	\$51,763.85	\$215,131.58	



## West Suburban & Maple Plain Fire Meeting Notes

May 8<sup>th</sup> 18:00 – 20:00, WSFD Office

### 1. Rumors

- a. Both sides are curious about the current situation/next steps
- b. Both departments seem eager and excited about the process!

### 2. Office/Duty Crew Quarters Tour

- a. Chief Leuer showed the group the recently acquired office space and duty crew quarters
- b. The space includes a large meeting room, offices for leadership, duty crew quarters with beds and a kitchen

### 3. Chief's Report

- a. Chief Leuer presented his quarterly report to the group to show MPFD what information he presents to the cities each quarter
- b. Chief Leuer also shared that he met with each firefighter from his department to allow them to ask questions. Most firefighters were curious about Chief Leuer and how long he would remain chief. Others were curious about expanding the duty crew, updates on the fire station study, and time commitment
- c. WSFD was 85<sup>th</sup> out of 772 fire departments statewide for call volume
- d. WSFD ordered a new “do-all” pumper truck that will be delivered in 2029 and used as the primary response vehicle for the duty crew
- e. Chief Leuer showed videos from new dash cams installed in their duty officer and main apparatus

### 4. Merger Tasks

- a. *Legal* – **Jeff**
  - i. Jeff is continuing to work with the cities on the legal aspects of the merger
- b. *Onboarding/Hiring process* – **Terry & Rick**
  - i. Transitioning and hiring employees; medical, psych eval, agility test, etc.
- c. *Rebranding Apparatus* – **Brian & Brad**
  - i. Plan graphics for MPFD trucks with Transport Graphics & Loretto Auto Body
    - 1. Black, white, and red color scheme with WSFD badge
    - 2. MPFD will move to truck numbers starting with a 3 (ex. Ladder 31, Engine 31, etc)
- d. *Uniforms* – **Brittany**
  - i. Roughly \$20,000 for 25 ffs to be outfitted with uniforms
- e. *SCBA Replacement* – **Rick & Terry**
  - i. MPFD moving to Scott packs to match WSFD (20 packs & 25 facepieces = \$180,000)



- ii. Need to find a company that will buy MPFDs MSA packs
- f. *Financial – Jeff*
  - i. Jeff is currently building a budget and capital improvement plan to include the addition of MPFD to WSFD
- g. *Record Management – Brian & Rick*
  - i. Moving ERS data to First Due
    - 1. Need to transfer data without talking to ERS about the eventual change
- h. *Target (Vector) Solutions – Brian & Joe*
  - i. Should be easy to combine MPFD account with WSFD
- i. *Bylaws – Jeff*
  - i. Attendance requirements, staffing requirements, etc
  - ii. Jeff sent out the current bylaws and would like MPFD staff to look at them and ask questions if needed
- j. *Lexipol SOPs – Brittany*
  - i. Sent to merger group. Will need to be compared and combined/modified with MPFD
- k. *Response Protocols – Jeff & Brad*
  - i. Apparatus protocol and response will need to be modified to include MPFD
  - ii. Modify box alarms and station vs all call
- l. *Officer and Firefighter Requirements – Jeff*
  - i. Sent out by Jeff to merger group
  - ii. Highlights training requirements to be an officer (FAO, Blue Card, etc)
- m. *Membership Engagement – Terry & Ed*
  - i. WSFD and MPFD will start assisting each other with events such as the rodeo, open houses, etc
  - ii. Need a list of all events for each department and start working with each other
- n. *Training – Jeff, Joe, Ed, & Jake*
  - i. MPFD and WSFD need to start training together
  - ii. The group will compare schedules and include more joint training/offer group from WSFD to join training nights
- o. *Duty Crews & Duty Officer – Jeff*
  - i. WSFD operates duty crews (3-4 ffs) on Friday and Saturday
    - 1. Each ff is required to complete 24 hours per quarter (8 hours per month)
  - ii. Jeff would like to start incorporating MPFD members into the duty crew shifts
    - 1. Need to figure out the SCBA mask/gear situation
  - iii. Duty Officer shifts are 1 week long (Sunday to Sunday)
    - 1. See duty officer document from Jeff for requirements

p. *Organizational Chart* – Jeff

- i. Jeff is building a command chart that includes MPFD
  - 1. Some changes will need to happen to align with current WSFD structure
    - a. Station chief, training chief, etc.

5. **Open Forum/Discussion**

- a. Both departments are excited about the next steps and look forward to working together (not only with the merger process, but working together at events, trainings, and duty crews)
  - i. More time spent together will make the merging process easier

6. **Sharing of Information**

- a. The merger group wants to be as transparent as possible with members of each department
- b. The group agreed that they need to be unified and share the same message
  - i. Both departments need to be kept in the loop with the process and answer any questions they may have
- c. The group pointed out that the public may also start questioning the process and some may be negative. Both departments agreed that they should explain that the process will make each department stronger with increased staffing, resources, and the ability of faster response with duty crews
- d. NEED to stress the 5 Fs to both departments as it is the framework for the department.

In order of importance/priority:

- i. Faith
- ii. Family
- iii. Friends
- iv. Finances (work)
- v. Fire Department

**Next Meeting:** May 29<sup>th</sup> 18:00 hrs at WSFD office



## West Suburban & Maple Plain Meeting Communications

May 29<sup>th</sup> 18:00 hrs

### ▪ Merger Questions/Rumors:

- a. *What does WSFD use for notifying spouses of calls?*
  - i. They use the “family plan” on Active911 which is a \$10 per year add-on that ff significant others may purchase to get notified of calls
- b. *What will the officer positions be like after the merger?*
  - i. Chief Leuer is currently building different versions organizational charts to discuss with the merger group. All officers must adhere to WSFD officer requirements within first year of employment (see attached document)
- c. *Are some MPFD firefighters against the merger?*
  - i. If any firefighters have concerns or questions about the merger, please reach out to anyone in the merger group for clarification or answers! We don’t want anyone having doubts without addressing their concerns!

### ▪ Merger Plan/Tasks

- a. The leadership teams have been working together to complete steps/items for the merger
  - i. Legal/Financial – Jeff is working with Independence and Maple Plain to build a transfer of equipment contract
    - *Maple Plain would still own the building and maintenance, but WSFD would pay for any changes/modifications (ex. Logos, sleeping/crew quarters, etc.)*
  - ii. Onboarding Process (merging/hiring firefighters)
    - *Modifying the WSFD onboarding process for MPFD firefighters*
  - iii. Rebranding trucks (new paint jobs, logos, etc)
    - *Same helmets but new helmet fronts to match WSFD*
    - *Building a quote for graphics that will be implemented once merger happens*
  - iv. Equipment changes (moving to Scott SCBAs to match WSFD, new uniforms, etc)
    - *Going through Clarey’s to see how much we will get for our MSA SCBA*
  - v. Record management (moving info from ERS to First Due)
    - *Looking to start with First Due while we transition from ERS*
  - vi. Bylaws and SOPs (updates and additions with MPFD apparatus)
    - *Will be sharing WSFD bylaws with MPFD*
  - vii. Response protocols (apparatus response, all calls vs. station calls, etc)

- *Looking into responding to certain call types together (fires, accidents, Albertville and St. Michael departments)*
- viii. Officer and firefighter requirements to be part of WSFD (Blue Card, FAO, etc)
- *Sharing requirements document with MPFD*
- ix. Training (comparing schedules to train together)
- *Looking to establish dual training nights (same training on Monday at MPFD and Wednesday at WSFD)*
- x. Events (helping each other with event coverage)
- *See event links to sign up for MPFD or WSFD events this summer!*
- xi. Duty Crews (MPFD will be given opportunities to cover WSFD duty crew shifts)
- *Looking for clarification from cities but MPFD will likely be allowed to cover WSFD shifts while being paid by Maple Plain/Independence*
- xii. Organizational Structure (leadership structure changes to accommodate MPFD)
- *Chief Leuer developing an organizational chart*
- b. The next big step will be for all MPFD members to read through the WSFD bylaws, information about the point system, and duty crew policy. The two departments are going to meet on **June 26<sup>th</sup>** to go over the items and clarify any questions/issues that MPFD firefighters have.
- i. These documents will be sent out in the email so expectations are understood as we begin to work with them.

*Next Meeting: June 12<sup>th</sup>*



## West Suburban & Maple Plain Meeting Communications

June 12<sup>th</sup> 18:00 hrs

### Merger Questions/Rumors:

- Meeting notes from a May 12<sup>th</sup> Maple Plain workshop referred to a “West Hennepin Fire District” and talked about hiring of a chief and establishing an ambulance service. This caused some concern from WSFD as they were not aware this was being talked about.
  - The group discussed and believed this was focused on creation of a taxing district rather than the fire department merger. More clarification was going to be made with the cities.
- Maple Plain and Independence city councils have not yet met to discuss merger details as a group (each city has met separately or with the Fire Commission)
  - The merger group will be inviting Independence and Maple Plain mayors to future merger meetings to help facilitate discussion and answer rumors/questions

### Merger Plan/Tasks

1. *Legal/Financial*
  - a. Jeff spoke with Mayor Spencer from Independence who stated the Joint Powers Agreement could be signed at any point once full approval is voted on and approved.
  - b. Attorneys and PERA staff have reviewed the merger and have said merging a public agency to a private agency would not be a problem as long as all parties (WSFD and both cities) were in favor of moving forward.
  - c. Jeff is modifying the proposed budget for the merged departments and will be presenting it to both cities
  - d. The insurance coverage of MPFD equipment/apparatus appears to be set up as an umbrella policy rather than each truck individually. WSFD looking into adding coverage for MPFD apparatus and station equipment (washer, fill station, generator, computers, etc.)
2. *Onboarding Process (merging/hiring & training firefighters)*
  - a. The current onboarding process is being evaluated at both departments with changes coming so we all have the same steps/process
3. *Rebranding trucks (new paint jobs, logos, etc)*
  - a. MPFD apparatus photos were sent to WSFD to build a quote for new truck graphics/paint
4. *Equipment changes (moving to Scott SCBAs to match WSFD, new uniforms, etc)*
  - a. MPFD MSA packs are being evaluated for a price. This money will be used to offset purchase of new Scott SCBAs (\$180,000 for 20 packs, masks, RIT bottles, etc.) to match WSFD
  - b. New uniform cost for MPFD firefighters = \$21,000
5. *Record management (moving info from ERS to First Due)*

- a. MPFD will continue using Emergency Reporting through the end of the contract (e but will be given access to First Due training module to practice and become familiar with the new documentation software we will be switching to in 2026.
6. *Bylaws and SOPs (updates and additions with MPFD apparatus)*
  - a. WSFD bylaws and SOPs were shared with MPFD. Both departments are updating SOPs to accommodate the merging of departments with different personnel training and apparatus
7. *Response protocols (apparatus response, all calls vs. station calls, etc)*
  - a. Looking into responding to certain call types together (fires, accidents, etc), like Albertville and St. Michael departments. A document will be created with the cities to operate together.
8. *Officer and firefighter requirements to be part of WSFD (Blue Card, FAO, etc)*
  - a. WSFD requirements shared with MPFD. Changes to firefighter driving/pump operations will be coming for both departments to have more structure/formal approval
9. *Training*
  - a. MPFD and WSFD have shared training dates for firefighters to join the other department. Looking at combining during the last quarter so all training is the same and done together with 2 training night options
10. *Events*
  - a. See event links to sign up for MPFD or WSFD events this summer!
11. *Duty Crews (MPFD will be given opportunities to cover WSFD duty crew shifts)*
  - a. MPFD will be fit tested for Scott SCBA masks on **Sept. 24<sup>th</sup> 1-8pm** at **WSFD**. Following this fit test, MPFD firefighters will be able to wear Scott SCBA during duty crew shifts
12. *Organizational Structure (leadership structure changes to accommodate MPFD)*
  - a. Chief Leuer is building an organizational chart with current MPFD officers retaining their officer position but may change role/title.

### **Looking Forward:**

- Both departments are fully prepared to complete this merger by the end of the year
- The merger is happening and both departments need to start talking/working together as future coworkers.

### **Total Membership Meeting**

- **June 26<sup>th</sup> 6:00pm** at **WSFD Office** (279 Medina St, Suite 150 Loretto, MN 55357)
- **ALL MEMBERS** from both departments. This will be an introduction to the steps of the merger process, what we have done so far, as well as time for questions/concerns about the merger or how we will operate once the merger is completed.
- Food will be provided!

*Next Meeting: June 26<sup>th</sup>*



## West Suburban & Maple Plain Meeting Communications

June 26<sup>th</sup> 17:00 hrs

*The merger group met with Independence mayor Brad Spencer to discuss the current situation and clarify any rumors or questions that the departments had about the merger process. Maple Plain mayor Maas-Kusske was unable to attend due to a conference in Duluth.*

### Merger Questions/Rumors:

- Meeting notes from a May 12<sup>th</sup> Maple Plain workshop referred to a “West Hennepin Fire District” and talked about hiring of a chief and establishing an ambulance service. This caused some concern from WSFD as they were not aware this was being talked about.
  - Mayor Spencer indicated that the cities agreed that they needed plan B if the merger between WSFD and MPFD fell through. Both cities are confident and support the WSFD/MPFD merger and have no interest in creating a separate fire district or exploring other options with other departments in the area. This option was simply a framework and was not intended to be the goal of either city.
- Maple Plain and Independence city councils have not yet met to discuss merger details as a group (each city has met separately or with the Fire Commission)
  - Mayor Spencer stated that traction with the merger process has increased dramatically over the past 2 months. Mayor Spencer has been heavily involved and meeting with Chief Leuer regularly about the process. Mayor Maas-Kusske has been updated and has also been in contact with mayor Spencer throughout the process.
  - The two cities will be having a formal meeting about the process following the next Fire Commission meeting on July 8<sup>th</sup>

### Merger Plan/Tasks

- The merger group will continue to meet roughly every 2 weeks while working on the items needed to proceed with the merger.
- The two cities next step is to discuss the merger at the Fire Commission meeting on July 8<sup>th</sup> at Maple Plain city hall. Following that meeting, a joint city council meeting will take place (date TBD) to formally discuss and vote on the merger.
  - A budget for the merger of the departments was presented to the cities by Chief Leuer
- Mayor Spencer has been talking to Representative Kristin Robbins about changing taxing district language that would allow for a better fit to fund the WSFD following a merger with MPFD. A taxing district would provide the greatest value and funding to the fire district, especially when building a new fire station(s).

### Looking Forward:

- Both departments are fully prepared to complete this merger by the end of the year
- WSFD and MPFD will be using the same training schedules for the last quarter of the year with the goal of training together and offering multiple training dates

*Next Meeting: August 14<sup>th</sup>*

# Maple Plain Fire Commission

## Memorandum

**To:** Mayors and Commissioners

**From:** Mark Kaltsas, Independence City Administrator

**CC:** Jacob Kolander, City Administrator

**Date:** July 1, 2025

**Re:** Fire Commission Meeting – July 8th, 2025

**Correspondence:**

The city's received a draft budget from West Suburban Fire District which projects the costs associated with the merger of Maple Plain Fire and West Suburban Fire Departments. The draft budget is just that... a draft budget. There are items included that are still being fully vetted and will likely change as more information is obtained by both departments. There are several assumptions and considerations that should be noted when considering the draft budget:

- It is anticipated that a merger will require an agreement between both cities and West Suburban Fire District. It has been discussed that the city's would agree to a five (5) year contract (a standard annual percentage increase would be negotiated and is currently being discussed at 5%). At the end of the contract, the cities would fall under the same formula and agreement as all other contracting cities.
- The cities of Independence and Maple Plain will need to discuss and agree how the breakdown of the budget will be paid (i.e., will we continue to use the same formula as the partnership has historically used or another formula?).
- The proposed budget does not include one-time expenses associated with a merger – new uniforms and new decals/logos equipment stickers, etc. It is currently estimate that this will cost approximately \$30,000 and will be paid for by the cities (breakdown again needs to be determined).
- The following breaks down the current fire Maple Plain Fire budget v. the proposed West Suburban Fire budget:



2025 Maple Plain Budget		2026 West Suburban Budget	
	IND	MP	Combined (breakdown TBD)
General	\$192,023.84	\$151,569.16	\$465,500
Capital	\$32,500	\$32,500	\$25,000
Pension	\$31,100.16	\$24,435.84	\$62,000
SUBTOTAL	\$255,624	\$208,505	
<b>TOTAL</b>	<b>\$464,129</b>		<b>\$552,500</b>
DIFFERENCE			(\$88,371)

- Key differences to consider:
  - Full time Chief and Assistant Chief
  - Part time administrative assistant
  - Weekend Duty Crews
  - Significant pension increase
  - Significant hourly pay increase

2026 West Suburban Fire District Budget				Draft 3	
Code	Description	2025 Budget	2026 Budget	MPFD Budget	2026 Budget
101	Fire Chief Salary	\$115,000.00	\$125,000.00	\$20,000.00	\$105,000.00
150	Fire Chief Benefits	\$12,000.00	\$15,000.00	\$2,000.00	\$13,000.00
151	Deputy Fire Chief Salary		\$100,000.00	\$20,000.00	\$80,000.00
153	Deputy Fire Chief Benefits		\$15,000.00	\$2,000.00	
155	Training Officer Salary	\$13,000.00	\$12,000.00	\$3,000.00	\$9,000.00
160	Admin Assist Salary		\$20,000.00	\$3,000.00	\$17,000.00
175	Admin/Fire Inspector Salary	\$67,600.00	\$67,600.00	\$2,000.00	\$65,600.00
190	FF Salaries	\$250,000.00	\$475,000.00	\$125,000.00	\$350,000.00
121	FICA	\$60,000.00	\$65,000.00	\$15,000.00	\$50,000.00
151	Workers Comp. Insurance	\$10,000.00	\$20,000.00	\$6,000.00	\$14,000.00
200	Office Supplies	\$1,000.00	\$2,000.00	\$500.00	\$1,500.00
205	Computer Software	\$10,000.00	\$10,000.00	\$3,000.00	\$7,000.00
208	Training Supplies	\$24,000.00	\$40,000.00	\$15,000.00	\$25,000.00
209	Uniforms	\$5,000.00	\$8,000.00	\$0.00	\$8,000.00
210	Equipment	\$30,000.00	\$40,000.00	\$8,500.00	\$31,500.00
211	PPE Supplies	\$55,000.00	\$90,000.00	\$30,000.00	\$60,000.00
212	Motor Fuels	\$20,000.00	\$25,000.00	\$7,000.00	\$18,000.00
216	Pancake Breakfast	\$7,000.00	\$7,000.00	\$0.00	\$7,000.00
217	Fire Prevention	\$6,000.00	\$8,000.00	\$3,000.00	\$5,000.00
218	Medical Supplies	\$15,000.00	\$25,000.00	\$7,000.00	\$18,000.00
219	Safety Supplies	\$500.00	\$500.00	\$0.00	\$500.00
300	Professional Services	\$8,000.00	\$50,000.00	\$18,000.00	\$32,000.00
305	Medical Services	\$5,000.00	\$15,000.00	\$5,000.00	\$10,000.00
310	Fitness Memberships	\$3,000.00	\$3,000.00	\$0.00	\$3,000.00
321	Internet, Phone and TV	\$14,000.00	\$16,000.00	\$2,300.00	\$13,700.00
322	Postage	\$500.00	\$500.00	\$180.00	\$320.00
325	Pagers - Fire Department	\$6,000.00	\$10,000.00	\$4,000.00	\$6,000.00
331	Mileage & Travel	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00
350	Printing	\$500.00	\$500.00	\$0.00	\$500.00
361	General Liability	\$45,000.00	\$65,000.00	\$15,320.00	\$49,680.00
371	Life/Income/Impairment	\$2,700.00	\$2,700.00	\$1,000.00	\$1,700.00
375	PAR 360 - Mental Health	\$15,000.00	\$25,000.00	\$10,000.00	\$15,000.00
381	Electricity	\$6,500.00	\$14,000.00	\$6,000.00	\$8,000.00
383	Gas Service	\$8,000.00	\$12,000.00	\$4,000.00	\$8,000.00
401	Office Rent	\$17,100.00	\$44,237.52	\$5,000.00	\$39,237.52
402	Building Maintenance/Repair	\$40,000.00	\$40,000.00	\$1,400.00	\$38,600.00
405	General Supplies	\$50,000.00	\$70,000.00	\$20,000.00	\$50,000.00
409	Other Equipment Repair	\$75,000.00	\$150,000.00	\$60,700.00	\$89,300.00
418	Radio Rental	\$50,000.00	\$75,000.00	\$22,600.00	\$52,400.00
433	Dues & Subscriptions	\$20,000.00	\$25,000.00	\$2,360.00	\$22,640.00
434	Conferences & Schools	\$25,000.00	\$35,000.00	\$15,000.00	\$20,000.00
450	Donations	\$1,000.00	\$1,000.00	\$180.00	\$820.00
500	Capital Outlay	\$160,000.00	\$200,000.00	\$25,000.00	\$175,000.00
550	Property Expense	\$4,000.00	\$5,000.00	\$0.00	\$5,000.00
600	Pension	\$30,000.00	\$62,000.00	\$62,000.00	\$0.00
650	Rental Space - Medina Storage	\$10,000.00	\$10,000.00	\$0.00	\$10,000.00
700	Fire Prevencion Spec/Events	\$10,000.00	\$10,000.00	\$0.00	\$10,000.00
	All Expenses	\$1,308,400.00	\$2,112,037.52	\$552,040.00	\$1,559,997.52

Section 4, Item A.

LORETTO FIRE DEPARTMENT 2026 BUDGET - BREAKDOWN

- Budget
- Break Down
- Operational
- Capital
- Pension

LORETTO FIRE DEPARTMENT BUDGET - REVENUE

	Income	2025 Budget	2026 Budget	MPFD Budget	2026 Budget
	City Contracts	\$1,160,000.00	\$1,900,000.00	\$485,000.00	\$1,415,000.00
	Donations	\$25,000.00	\$35,000.00		\$35,000.00
	Donation (Charitable Gambling	\$60,000.00	\$50,000.00		\$50,000.00
	Pancake Breakfast	\$10,000.00	\$10,000.00		\$10,000.00
	Interest	\$50.00	\$550.00	\$500.00	\$50.00
	Pension		\$62,000.00	\$62,000.00	\$0.00
	Fire Inspector (Medina)	\$5,000.00	\$7,000.00		\$7,000.00
	Refunds	\$100.00	\$100.00		\$100.00
	Grants	\$15,000.00	\$25,000.00	\$5,000.00	\$20,000.00
	Capital Payments from Medina	\$80,000.00	\$80,000.00		\$80,000.00
	Total	\$1,355,150.00	\$2,169,650.00	\$552,500.00	\$1,617,150.00

City Amount Budget Difference

2025

- Operational
- Capital
- Pension

CITY OF MAPLE PLAIN  
STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCE  
GOVERNMENTAL FUNDS  
YEAR ENDED DECEMBER 31, 2023

	Major Funds		
	General	Fire Partnership	Capital Project
<b>REVENUES</b>			
Taxes	\$ 1,468,142	\$ -	\$ -
Franchise Taxes	12,096	-	-
Special Assessments	1,479	-	-
Licenses and Permits	81,089	-	-
Fines and Forfeitures	11,831	-	-
Investment Earnings	43,431	13,570	113,762
Intergovernmental	452,377	65,170	67,364
Charges for Services	128,282	521,152	-
Miscellaneous	23,694	9,144	-
Total Revenues	2,222,991	600,036	171,116
<b>EXPENDITURES</b>			
Current:			
General Government	658,650	-	-
Public Safety	1,001,541	589,584	-
Public Works	218,083	-	-
Culture and Recreation	215,128	-	-
Economic Development	2,500	-	-
Capital Outlay			
General Government	351	-	75,285
Public Safety	-	123,026	4,175
Public Works	-	-	121,887
Culture and Recreation	692	-	8,249
Debt Service:			
Principal Retirement	37,923	-	-
Interest and Fiscal Charges	700	-	-
Total Expenditures	2,135,669	712,610	209,596
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	87,025	(103,574)	(38,480)
<b>OTHER FINANCING SOURCES (USES)</b>			
Debt Issuance	-	-	-
Premiums on Debt Issued	-	-	-
Transfers In	-	-	110,000
Transfers Out	(140,500)	-	(189,879)
Total Other Financing Sources (Uses)	(140,500)	-	(79,879)
NET CHANGE IN FUND BALANCE	(53,475)	(103,574)	(118,459)
Fund Balance - Beginning of Year, as Previously Presented	1,069,608	412,144	2,165,472
Change Within Financial Reporting Entity (Nonmajor to Major Fund)	-	-	-
FUND BALANCE - END OF YEAR	\$ 1,046,333	\$ 308,570	\$ 2,047,013

See accompanying Notes to Basic Financial Statements

Shortage for 2024		\$ (103,574.00)
Add: MP payment (2023)		\$ 59,591.00
Add: Independence payment (2023)		\$ 69,227.00
Actual Overage		\$ 25,244.00
Due to (from) Maple Plain	47.49%	\$ 11,988.38
Due to (from) Independence	52.51%	\$ 13,255.62
Total		\$ 25,244.00



City Contribution - 2024 Budget  
Formula



Budget Maple Plain / Independence Responsible For	
Total Budget	\$582,801
Less 2% Money	\$ (36,000)
Less Medina's Contribution	\$ (15,000)
Less Three River's Contribution	\$ (1,500)
Less State Training Reimbursement	\$ (4,500)
Less Capital Improvement	\$ (65,000)
Retirement Reimbursement (Supplemental)	\$ (1,000)
Other State Aid Grants	\$ -
Total General Fund	\$459,801

Estimated Market Values	2023	2022	2021	3 Year Average
Maple Plain	336,900,000	267,452,400	237,476,500	280,609,633
Independence	717,441,014	595,437,030	497,006,400	603,294,815
TOTAL	1,054,341,014	862,889,430	734,482,900	883,904,448
Maple Plain's Percentage of 3 year Market Value Average	32%			
Independence's Percentage of 3 year Market Value Average	68%			

Emergency Response Hours	2022	2021	2020	3 Year Average
Maple Plain	2435	1645	1470	1850
Independence	1188	1157	883	1076
TOTAL	3,623	2,802	2,353	2,926
Maple Plain's Percentage of 3 year Emergency Response Hours Average	63%			
Independence's Percentage of 3 year Emergency Response Hours Average	37%			

Formula	
City Contribution = ((50%*General Fund Budget)*Market Value) + ((50%*General Fund Budget)*Call Hours)	

Municipalities Share of Fire Partnership					% of Operations
	General Budget	Bond Payments	Capital Improvement	Total	
Maple Plain	\$218,343	\$0	\$40,000	\$258,343	47.49%
Independence	\$241,458	\$0	\$40,000	\$281,458	52.51%
Total	\$459,801	\$0	\$80,000	\$539,801	



# Maple Plain Fire Department

## Fire Chief's Report

2<sup>nd</sup> Quarter 2025

Maple Plain Fire Department – Chief Rick Denneson

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### Vision as Fire Chief

To build an organizational structure that provides unity, compassion, necessary tools, equipment, training, and leadership for firefighters to be successful when in action.

### Calls Year to Date June 30<sup>th</sup> – report #857 & #553

In the second quarter of 2025, we responded to 90 calls for service. That is up 6 calls from the same time last year. We are at 205 total calls for service in 2025 compared to 177 at this time last year.

- 70 EMS & Rescue calls
- 2 Alarm calls
- 9 Fire calls including mutual aid to our neighboring departments
- 2 Good intent or service calls – Smoke in the area, burn permit, gas purge
- 7 Hazardous calls – no fire – Gas leak, gas spill, wire down

### Where these calls are occurring – report #384

Independence – 33 calls for service

Maple Plain – 52 calls for service

Three Rivers Parks – 0 calls

Mutual Aid Given – 5 calls for service

Mutual Aid Received – 3 calls

### Training Update

As the weather starts to get nicer this time of year, we can do more training outside. We can do more dynamic types of training such as car fires, vehicle extrication and stabilization, and fire response using dump tanks and pumper relay practice. We also had an instructor come in from Hennepin Vo Tech to give us an in depth look at each of our pumper trucks – which include the ladder truck and Tanker 11 as they both pump water also and show us some techniques for both efficient pumping strategies and in station periodic maintenance we can do with our pumps to keep things operational.

### Equipment Update

I am still waiting on the Tahoe from Minnetonka Fire Department. There has been a delay in the outfitter that Minnetonka and MPFD use for setting up vehicles. They have been short-handed and unable to keep up with the workload. This is not unusual for this industry as other departments with other outfitters are waiting 6-8 months for getting a vehicle set up.

### Personnel

We currently have 19 fire fighters on our department. In April, we received the resignation of 10-year member Kevin Kolkind. Kevin was a strong asset to our department and was our treasurer for the relief association. Kevin was also very active with our steak fry fundraiser and

silent auction that we used to host. Kevin's full-time employment has changed, demanding more of his time, leaving less for the FD. Kevin will be missed.

We have recently completed application and background checks on 2 applicants that we have been working on, and they will go for council approval for hiring in July.

### **Merger / Taxing District**

On Monday April 7<sup>th</sup>, we invited WSFD Chief Leuer and several members of his department to come over and meet with our department to answer questions and get everyone caught up with the status of the merger.

Since that meeting, we have gotten together twice in May and twice in June with what we call our "transition teams". This is a group of 6 of us from our department, meeting with their board members at their station office. We have divided up a list of operational and administrative tasks, assigning them to firefighters to look at what it will take to combine these in a merger. This has been effective in making large strides forward. At the June 12<sup>th</sup> meeting, both departments agreed that January 1<sup>st</sup>, 2026, is our target date to be merged. At the June 26<sup>th</sup> meeting, both departments got together to go over the progress that the transition teams have made, to air out any concerns and have questions answered. As part of our discussions with our transition teams, notes from the discussions have been taken and have been attached to this report.

Our 2 departments have started working together on community events such as Party in the Park and the Hamel Rodeo. We also have other events this summer that we will be working together such as the Polo Classic and Tour De Tonka.

Training schedules have been exchanged, and we are signing up to have members come to each other's training sessions.

MPFD is working towards supplementing the WSFD duty crews that currently work Friday and Saturday evenings later this summer / fall.

### **Significant Events**

#### **Awards banquet**

On Friday May 9<sup>th</sup>, we held our annual MPFD awards banquet at the Independence City Hall. At the banquet, we recognized several members of our department for their continued dedication to our communities through their service. Recognitions for most training hours, the highest call percentage response and years of service pins were given. We also recognized Mayor Emeritus Marvin Johnson and retired West Hennepin Public Safety Director Gary Kroells as "friends of the Maple Plain Fire Department" for their years of support and working relationship with the fire department. This award is something that we give to an individual or business annually.

#### **Grass Fires**

Earlier this spring, things were dry. We responded to several grass fires both in our area and assisting the WSFD. 2 fires in our area were significant swamp fires – one of which required the assistance of the DNR helicopter to help extinguish the fire. Luckily there was no property damage, or anyone injured in these fires.