



West Suburban & Maple Plain Fire Meeting Notes

May 8th 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 85th 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 29th 18:00 hrs at WSFD office