



Excelsior Fire District

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24100 Smithtown Road, Shorewood, MN 55331

Fire Operating Committee Meeting **December 17, 2025 at 9:00 AM**

CALL TO ORDER & ATTENDANCE

Operating Committee Chair, Dan Madsen, called the meeting to order at 9:10 AM

Members Present: Dan Madsen (Deephaven City Administrator), Kristi Luger (Excelsior City Manager), Tom Fletcher (Greenwood Mayor in the capacity of City Administrator), and Marc Nevinski (Shorewood City Administrator).

Members Absent: CJ Holl (Tonka Bay City Administrator), Fire Chief Curt Mackey

Staff Members Present: Assistant Fire Chief Nate Bassinger

1. Approval of Agenda

Motion by Luger Second by Nevinski to approve the Agenda – Motion passed

2. Minutes

Motion by Luger, Second by Nevinski to approve the November 2025 minutes – Motion passed

3. Bills

Motion by Fletcher, Second by Luger to approve the November 2025 bills – Motion Passed

4. Budget Updates

- a. Budget is prepared
- b. Staffing Plan – Basinger discussed the roles of various positions in the department. The Operating Committee discussed the importance of a thoughtful and detailed staffing plan to guide the department's planning and decision making.
- c. Battalion Chief hiring in early January.

5. Administration

- a. Responses and Calls
 - i. 1268 as of today. 100 over highest amount in 2023.
 - ii. Mutual aid assists to Minnetonka

6. Board Meeting

- a. Next Fire Board meeting January 28, 2026, 18:00 EOC Station 1.
- b. Major "All Call": None

7. Admin Updates

- a. Leadership Development & Succession Planning
 - i. Scott nelson will conduct formal leadership development
 - ii. Reworking lieutenant program to create pathways to this role
- b. Personnel & Staffing
 - i. 48 FF – two retirements
 - ii. 3 on leave of absence, one may not come back
 - iii. These retirements and LOA were all drivers, so a skills gap is opening. Have several FF working through training to drive.
- c. Chiller Replacement Project
 - i. Chiller is in place as of 12/12/25. Will start up in Spring. Currently replacing controls in the building.
- d. Dual Service
 - i. This can be discussed as part of the staffing plan and recommend to the Board to discontinue dual service. **Motion by Madson to support Chief in discontinuing dual service. Nevinski Seconded. Motion passed 4-0.**
- e. Backpay for Shifts
 - i. Revised shift sign up policy to require shift sign up and process to do so.
 - ii. Employee claiming had worked shifts but did not sign up.
- f. Policy Management Software
 - i. \$5K/yr + \$4500 set up; manages policy documents and acknowledgements.
 - ii. **Motion by Fletcher, second by Lugar, that the Operating Committee supports the purchase subscription to Lexipol policy management software.**

8. Other Items

- a. Krause Anderson Capital Improvement Plan
 - i. Starting work and will use info in 2027 budget
- b. Operating Committee Chair
 - i. OC discussed Madsen staying on as Chair until approximately March.

9. Adjournment

- a. Motion by Madsen, Second by Fletcher to adjourn at 11:20 AM – Motion Passed

Next meeting Wednesday, January 21, 2026. 9:00 AM Fire Station 1 Conference Room