



EXCELSIOR FIRE DISTRICT

Proudly serving the communities of: Deephaven, Excelsior, Greenwood, Shorewood, & Tonka Bay

Excelsior Fire District Board Meeting
Wednesday, June 24, 2026
6:00 pm
Excelsior Fire District - EOC (Station 1)
Meeting Agenda

1. Call to Order
2. Approval of Agenda
3. Approval of Meeting Minutes (May)
4. Consent Agenda
 - a. Monthly Fire District Administrative Reports – May 2026
 - b. Report of the Operating Committee minutes – May 2026
 - c. Policies 200, 323, 701, 1024, 1042
5. Matters from the Floor
6. Report Agenda
 - a. Relief pension update formula generated yearly contribution increase.
 - b. Resolution 26-004
 - c. Resolution 26-005
 - d. Fire Chief: Fire District Report/Major All calls/Staffing update.
7. Unfinished Business
 - a. Interim Administrative Coordinator position
8. New Business
 - a. July Board meeting date
9. Next Meeting
 - a. Fire Board Meeting, July 15, 2026, at 18:00.
10. Adjourn to budget work session



EXCELSIOR FIRE DISTRICT

Proudly serving the communities of: Deephaven, Excelsior, Greenwood, Shorewood, & Tonka Bay

Excelsior Fire District Board Meeting
Wednesday, May 27, 2026
6:00 pm
Excelsior Fire District - EOC (Station 1)
Meeting Minutes

Call to Order by Chair Gallagher at 6:01pm.

Attendance: Board members present: Kevin Broas (Tonka Bay), Jennifer Gallagher (Greenwood), Tony Jewett (Deephaven), Dustin Maddy (Shorewood), Jennifer Caron (Excelsior); Operating Committee (ex-officio) members present: Max Peters (Tonka Bay), Dan Madsen (Deephaven), Marc Nevinski (Shorewood), Kristi Luger (Excelsior); Guests: Joe Neubauer (League of MN Cities Claims Adjuster), Julie Fleming-Wolfe (Fleming-Wolfe Law, P.A.)

1. **Approval of Agenda**
Motion by Jewett, seconded by Maddy. Approved 5-0.
2. **Approval of Meeting Minutes (April) –**
Motion by Jewett, seconded by Broas to approve April meeting minutes. Approved 5-0.
3. **Consent Agenda**
Motion by Maddy, seconded by Jewett. Approved 5-0.
4. **Closed Session**
Motion by Maddy and second by Jewett to move into a closed session pursuant to MN Statute §13D.05, Subd. 3(b) under the Attorney-Client privilege exception to discuss threatened litigation. Approved 5-0. The board then entered closed session.

Coming out of closed session, there was a motion by Jewett, second by Broas, to accept the recommendation of Attorney Fleming-Wolfe on how to proceed with the threatened litigation. Approved 5-0.
5. **Matters from the Floor**
None.
6. **Report Agenda**
Interim Chief Basinger updated on recent major all calls. The fire at Haskell's and several fires as mutual aid to other cities. Staffing is still at 43. Planning to hire around six more for a fall start. Anticipating several retirements between August and January. Want to stay in the 45-50 range.
7. **Unfinished Business**
 - a. **Verbal update from OC on Fire Chief process**
Nevinski provided an update to the Board regarding the Operating Committee's work to-date on the fire chief hiring process. The focus has been on providing the District with HR support, and to a lesser extent, finance

support. He reviewed the three options that had been the focus of the Operating Committee. The third option was the one favored by the operating committee, which was to establish the interim fire chief position for a 12-month period and to hire an interim, part-time District Administrator that would take on the HR responsibilities of the District and provide high-level finance oversight and direction for the District. Discussion was had around the viability of a part-time District Administrator, and it was felt that there was a decent pool of former or part-time city administrators that would be interested in a role like this. Interim Chief Basinger was asked his thoughts on the third option and he stated that he was willing to stay on for a twelve-month period and that having a defined period of time would help get buy-in from the firefighters. He stated that he thought the option for an interim district administrator would be helpful and affirmed Luger's position that this would allow the District to try the position without making permanent changes at this time. Basinger stated that they were down a full-time operational position and did not want to give that up permanently. At the end of the 12-month interim period, once a fire chief was hired, the focus should shift back to how to fill that vacant operational position, as the district administrator would not have operational responsibilities. Caron asked what the opinion was of anyone on the Operating Committee that had a differing opinion. Madsen stated that he wanted to ensure that the fire department was being provided with what they needed and to ensure that it was what leadership felt they needed. Madsen stated his concern that the fire department staffing model was build based upon having three Battalion Chiefs, a Fire Chief and an Assistant Fire Chief. The proposed plan appeared to remove one full-time Chief position and replace it with a part-time City Administrator, which would in effect remove a full-time leadership position from the fire department for at least one year. Caron said she appreciated hearing both sides.

Basinger stated that he would be bringing the proposal to the firefighters to get their reaction and feedback. The Board gave direction to the Operating Committee to put together a proposal for an interim district administrator for the Board to review at the next meeting.

b. Interim Fire Chief wage adjustment

Motion by Caron, seconded by Maddy to adjust Interim Chief Basinger's salary to that of the budgeted amount for the Fire Chief, to be back-dated to April 8, 2026, per the recommendation of the Operating Committee in the memo provided by Fletcher. Approved 5-0.

c. 2027 Budget update

Interim Chief Basinger updated that there were no significant changes to the 2027 budget. He stated that his task was to work with Chief Ballsrud and Kraus Anderson to level out the deferred maintenance and put together a prioritized list of building projects that were needed. He stated that there had been discussions of either some members of the Coordinating Committee and Fire Board working on it together, or perhaps the full group from both PD and Fire. But that his task was to work with Chief Ballsrud to figure out building costs and schedules for the next Board meeting. Basinger stated that at the last Board meeting where the budget was discussed, there did not seem to be any issues with the proposed Operating and CIP budgets. That they were proposed with the flat roofs and the third Battalion Chief for 2027. He stated that they may need to add in Fire's portion of the battery backup system, which would be around \$50,000. Maddy asked what the battery backup system was for. Basinger explained that it provided constant power to specific electronics when the building switched over to generator power. Maddy confirmed that was the same as a "UPS" system. Basinger agreed. Basinger stated that he needed to know if there was anything that the Board wanted worked on or changed with the proposed 2027 budget but said it seemed like everyone had been good with it and that it was about a 1.8% increase.

8. New Business

a. Policy Review process

Basinger referenced the memo regarding the policy review process, recommending the types of policies the Board should review and the recommended cadence of the review process. The Board gave direction to proceed with the recommendations laid out in the memo.

b. EFO

Basinger referenced the memo regarding his acceptance into the EFO program. He stated that he had discussed this with the Operating Committee and felt this was good opportunity. He explained that there were four in-person sessions over two years and requested that be counted as salaried time and not the use of paid-time-off/vacation time. He explained that there were no out-of-pocket costs for tuition, airfare, or lodging for the EFO program. The only costs were for meals. He stated that the District had a policy provision for per diems and that the EFO program provided meal passes at approximately \$10 per day less than the standard per diem. Motion by Gallagher, seconded by Maddy to approve the recommendations stated in the memo. Approved 5-0.

c. Discussion of Joint Powers Agreement Draft Amendment

Jewett read through the JPA draft amendments proposed by Deephaven. Discussion was had regarding the proposed amendments and requested actions. Jewett requested that the other Board members bring the draft amendments to their city councils and bring feedback to the July Board meeting.

9. Next Meeting

a. Fire Board Meeting, June 24, 2026, at 18:00.

10. Motion by Maddy, and second by Broas, to adjourn. Approved 5-0.

May Call Information

Total Calls	140
Duty Crew Hours	63
Non Duty Crew Hours	73
Info-only	4

		Monthly Average		
		90th%	Median	Mean
Non-Duty Crew	In Service	5:59	2:56	3:27
	At Scene	11:25	7:42	7:28
Duty Crew Hours	In Service	3:37	1:52	2:14
	At Scene	10:22	7:01	7:26

Call Times Per City				
City	# of calls		Median	FF/Call
Deephaven	8	In Service	2:19	7.9
		On Scene	9:58	
Duty Crew hours	17	In Service	1:44	
		On Scene	7:12	

Call Types Per City						
	Deephaven	Excelsior	Greenwood	Shorewood	Tonka Bay	Mutual Aid
Total Calls	36	31	7	53	9	4

NERIS Call Types	Medical	16	19	2	28	6
	False Alarm/Cxl	8	4	1	7	1
	Hazardous Situation	6	1	2	4	1
	Public Service	2	3	2	8	1
	Fire	2	3	0	5	0
	Rescue	0	0	0	1	0
	None	2	1	0	0	0

City	# of calls		Median	FF/Call
Excelsior	15	In Service	3:12	7.8
		On Scene	6:20	
Duty Crew hours	8	In Service	1:51	
		On Scene	7:12	

City	# of calls		Median	FF/Call
Greenwood	3	In Service	3:51	7.3
		On Scene	8:58	
Duty Crew hours	1	In Service	2:18	
		On Scene	6:05	

City	# of calls		Median	FF/Call
Shorewood	20	In Service	2:56	7.8
		On Scene	6:40	
Duty Crew hours	18	In Service	2:01	
		On Scene	6:23	

City	# of calls		Median	FF/Call
Tonka Bay	5	In Service	2:01	10.6
		On Scene	5:06	
Duty Crew hours	2	In Service	2:01	
		On Scene	5:53	

Legend

Times

Excludes DO calls, DO times, routine calls

90th% = "guaranteed" time

Median = doesn't factor in "outliers"

Mean = true average of every call

Call Types

Medical: any medical-related call, excluding lift assists

False Alarm/Cxl: No incident found or FD not needed

Hazardous Situation: power lines, gas odors/leaks, motor vehicle accidents

Public Service: lift assists, assisting PD

Fire: smoke calls, structure fire, vehicle fire, grass fire, etc.

None: Utility work, test, misc. notification

Excelsior Fire District
Administrative Report
MAY 2026

MONTH	CALL INFORMATION								CALL/CITY						BUDGET INFORMATION						AVERAGES			
	CALL TOTAL	# MEDICALS	# FALSE ALARM/CXL	# HAZARDOUS	# FIRE	# PUBLIC SERVICE	# NONE	# RESCUES	DEEPHAVEN	EXCELSIOR	GREENWOOD	SHOREWOOD	TONKA BAY	MUTUAL AID	FF CALL HOURS	FF CALL \$ (\$22/HR)	TRAIN HOURS	FF TRAINING \$ (\$22/HR)	DUTY CREW \$	OVERNIGHT DC \$	WEEKEND OVERNIGHT DC \$	ENROUTE	ONSCENE	FFs PER CALL
January	98	67	22	6		2	1		11	29	4	47	5	1	472	10,384.00	248	5,456.00	16,188.00	7,725.71	4,800.00	2.01	4.09	7.18
February	77	40	25	6	2	2	2		16	15	2	35	8	1	327	7,194.00	324	7,128.00	13,813.50	7,040.00	3,600.00	1.87	4.23	6.39
March	112	61	23	16	4	5	2	1	26	29	5	45	4	3	528	11,616.00	206	4,532.00	15,198.00	8,000.00	4,000.00	1.81	4.01	6.63
April	92	50	18	7	6	8	3		23	30	5	29	3	2	488	10,736.00	538	11,836.00	15,069.00	7,520.00	3,700.00	2.08	6.15	10.4
May	140	71	21	14	14	16	3	1	36	31	7	53	9	4	700	15,400.00	328	7,216.00	14,133.24	6,880.00	3,900.00	1.9	6.16	7.6
June															0.00		0.00							
July															0.00		0.00							
August															0.00		0.00							
September															0.00		0.00							
October															0.00		0.00							
November															0.00		0.00							
December															0.00		0.00							
TOTALS	519	289	109	49	26	33	11	2	112	134	23	209	29	11	2,515	55,330.00	1,644	36,168.00	74,401.74	37,165.71	20,000.00	1.93	4.93	7.64
MAY 2025 TOTALS	127	79	12		39				24	31	6	55	8	3	713	14,260.00	344	6,880.00	15,082.00	8,480.00	4,700.00	2.28	4.09	8.13
2025 YTD TOTALS	527	389	44		120				95	154	34	199	36	9	3324	66,480.00	2519	50,385.00	71,932.00	41,280.00	21,400.00	2.06	4.22	7.72

Call Types
Medical: any medical-related call, excluding lift assists
False Alarm/Cxl: No incident found or FD not needed
Hazardous Situation: power lines, gas odors/leaks, motor vehicle accidents
Public Service: lift assists, assisting PD
Fire: smoke calls, structure fire, vehicle fire, grass fire, etc.
None: Utility work, test, misc. notification

Payroll YTD:

FF Call	\$ 55,330.00
Training Hrs	\$ 36,168.00
Officer Stipend Pay YTD	\$ 9,751.81
DO Pay YTD	\$ 8,561.57
Special Pay YTD	\$ 6,545.00
Weekend Overnight DC YTD	\$ 20,000.00
Overnight DC YTD	\$ 37,165.71

Payroll Monthly:

Officer monthly Stipend	\$ 1,833.47
DO Monthly Pay	\$ 1,068.74
Special Pay Monthly	\$ 1,408.00
ESST	\$ 902.00
	<u>\$ 5,212.21</u>

last Month Payroll total:	\$ 52,882.41
Monthly Payroll Total	\$ 52,741.45
YTD Payroll	\$ 248,825.83

EXCELSIOR FIRE DISTRICT
2026 Operating Budget SNAPSHOT
 5/31/2026

Account Code	Item	2024 Budget	2024 Actual	2025 Budget	2025 Actual	2026 Budget	2026 Monthly	2026 YTD	% of Budget	YTD Variance Over (Under)
Personal Services										
230-42200-101	Employees Regular	343617.80	301,315.00	521,986	480,460.00	641,549	38,539.08	266,533.90	41.5%	-375,015
230-42200-103	Part-Time Employees	32596.20	31,816.00	34,221	42,692.00	35,927	0.00	2,559.80	7.1%	-33,367
230-42200-106	Firefighter's Salaries	581610.60	733,221.00	689,650	706,059.00	713,688	53,782.85	294,474.25	41.3%	-419,214
230-42200-121	PERA	54438.15	48,148.00	80,032	80,788.00	104,547	1,716.75	36,650.64	35.1%	-67,896
230-42200-122	FICA/MC	55874.41	64,076.00	73,175	70,991.00	71,169	5,025.61	28,573.96	40.1%	-42,595
230-42200-129	State Fire Aid									
230-42200-131	Health & Dental Insurance	55975.00	44,907.00	82,461	84,915.00	114,895	4,594.94	38,718.91	33.7%	-76,176
230-42200-133	Life Insurance	892.00	278.00	1,115	756.00	1,115	30.00	39.69	3.6%	-1,075
230-42200-151	Worker's Comp	47099.36	32,518.00	47,099	39,963.00	47,099	0.00	58,362.00	123.9%	11,263
	Total Personal Services	1,172,104	1,256,279	1,529,738	1,506,624	1,729,988	103,689	725,913	42.0%	-1,004,075
Pension										
230-42200-170	Fire Pension Contribution	220000.00	244,137.00	231,000	283,795.00	268,550			0.0%	-268,550
	Total Pension Contribution	220,000	244,137.00	231,000	283,795.00	268,550	0	0	0.0%	-268,550
Supplies										
230-42200-200	Office Supplies	3000.00	2,974.00	3,000.00	3,115.00	3,000	43.59	273.90	9.1%	-2,726
230-42200-212	Motor Fuels	25000.00	20,533.00	25,000.00	19,714.00	20,000	4,630.42	8,853.60	44.3%	-11,146
230-42200-217	Clothing	45971.00	43,576.00	45,971.00	43,748.00	44,570	1,665.25	24,365.82	54.7%	-20,204
230-42200-220	Repair/Maint. Supplies	11200.00	9,120.00	15,000.00	12,455.00	12,250	1,628.23	5,758.22	47.0%	-6,492
230-42200-221	First Aid Supplies	6000.00	8,535.00	6,000.00	3,774.00	6,000	620.16	1,468.88	24.5%	-4,531
230-42200-222	Firefighting Supplies	13000.00	8,516.00	22,600.00	23,871.00	12,910	975.00	1,146.54	8.9%	-11,763
230-42200-241	Fire Prevention Tools	7000.00	6,463.00	7,000.00	5,610.00	7,000	0.00	75.00	1.1%	-6,925
	Total Supplies	111171.00	99,717.00	124,571	112,287.00	105,730	9,563	41,942	39.7%	-63,788
Professional Services										
230-42200-304	Legal	6000.00		6,000.00	17,919.00	3,000	5,919.59	14,335.14	477.8%	11,335
230-42200-307	Fiscal Mgmt Fees	8060.00	5,537.00	7,400.00	6,665.00	7,400	431.81	2,247.55	30.4%	-5,152
230-42200-311	Auditing	18860.00	15,425.00	18,860.00	15,500.00	18,860	0.00	12,685.00	67.3%	-6,175
230-42200-312	Refuse & Recycling	3000.00	3,537.00	3,600.00	4,525.00	3,600	0.00	1,207.86	33.6%	-2,392
230-42200-313	Janitorial Services	3000.00	1,993.00	5,000.00	3,679.00	3,000	29.07	854.73	28.5%	-2,145
230-42200-318	Medical Fees	13000.00	11,292.00	13,000.00	5,300.00	12,000	0.00	362.00	3.0%	-11,638
230-42200-319	Other Prof. Services	34300.00	14,623.00	17,800.00	19,225.00	14,800	1,719.11	7,475.45	50.5%	-7,325
	Total Prof. Services	86220.00	52,407.00	71,660	72,813.00	62,660	8,100	39,168	62.5%	-23,492
Other Services and Charges										
230-42200-321	Telephone	25450.00	15,779.00	25,450.00	16,642.00	18,500	1,388.72	7,180.04	38.8%	-11,320
230-42200-322	Postage	600.00	621.00	600.00	609.00	600	0.00	267.53	44.6%	-332
230-42200-323	Radio Units	42650.00	35,369.00	42,650.00	40,483.00	42,650	2,318.82	9,734.48	22.8%	-32,916
230-42200-330	Recruitment/Retention	25000.00	33,266.00	25,000.00	13,961.00	25,000	-421.58	7,226.12	28.9%	-17,774
230-42200-331	Conferences	15250.00	19,776.00	20,250.00	11,991.00	16,250	233.20	2,647.00	16.3%	-13,603
230-42200-332	Mileage	1500.00	872.00	1,500.00	492.00	1,000	432.10	535.70	53.6%	-464
230-42200-333	Meeting Expenses	5500.00	4,799.00	5,500.00	2,394.00	4,000	364.40	704.59	17.6%	-3,295
230-42200-334	Training & Schools	28500.00	11,267.00	28,500.00	34,208.00	28,500	1,796.13	3,042.85	10.7%	-25,457
230-42200-350	Printing & Publishing	1400.00	345.00	1,700.00	1,264.00	1,475	16.15	174.29	11.8%	-1,301
230-42200-360	Insurance	28300.00	24,326.00	35,000.00	33,274.00	35,000	0.00	49,551.00	141.6%	14,551
230-42200-381	Electric Utilities	40000.00	29,893.00	40,000.00	32,826.00	35,000	269.82	6,762.87	19.3%	-28,237
230-42200-383	Gas Utilities	21000.00	16,398.00	21,000.00	17,200.00	19,000	94.16	8,194.84	43.1%	-10,805
230-42200-386	Other Utilities	2310.00	2,655.00	2,500.00	3,089.00	3,000	0.00	1,324.80	44.2%	-1,675
230-42200-401	Contracted Repairs	28100.00	38,912.00	28,100.00	27,169.00	30,800	510.00	9,469.90	30.7%	-21,330
230-42200-404	Machinery/Equipment	49255.00	63,330.00	52,255.00	34,531.00	52,255	87,235.31	95,212.08	182.2%	42,957
230-42200-405	Other Maintenance	24050.00	16,955.00	25,050.00	8,224.00	20,325	4,634.25	4,909.25	24.2%	-15,416
230-42200-430	Misc Expenses	1226.00	2,033.00	1,726.00	2,894.00	750	-21.47	26,705.21	3560.7%	25,955
230-42200-433	Dues and Subscriptions	16005.00	19,502.00	21,705.00	16,147.00	34,210	12,411.42	32,260.30	94.3%	-1,950
	Total Other Services	356096.00	336,098.00	378,486	297,398.00	368,315	111,261	265,903	72.2%	-102,412
	Total Operating Budget	1945590.52	1,988,638.00	2,335,455	2,272,917.00	2,535,243	232,613	1,072,926	42.3%	-1,462,317
Capital Outlay										
230-42200-720	CIP Tranfer	285000.00	285000.00	225,000.00	307,159.85	450,605	6,585.14	325,000.32	72.1%	-125,605
230-42200-560	Building Fund Transfer	24000.00	24000.00	30,000.00	139,079.94	30,000	0.00	0.00	0.0%	-30,000
230-42200-720	Facilities Transfer	0.00	0.00	0.00		0				0
	Total Capital Outlay	309000.00	309000.00	255,000	321,079.79	480,605	6,585	325,000	67.6%	-155,605
	Total Fund 230	2254590.52	2,297,638.00	2,590,455	2,593,987.79	3,015,848	239,198	1,397,926	46.4%	-1,617,922
Operating Revenues										
230-33400	State Fire Aid	220,000	244,137.00	231,000	283,795.00	268,550			0.0%	-268,550
230-34202	Municipal Fire Contracts	2,054,000	2,054,000.00	2,304,733.00	2,487,247.00	2,725,948	0.00	1,226,816.11	45.0%	-1,499,132
230-36210	Interest Earnings	1,100	6,221.00	1,100.00	2,061.00	1,100	523.75	2,691.92	244.7%	1,592
230-36228	Refunds & Reimbursements	5,000	17,002.00	5,000.00	37,807.00	5,000	86,220.05	109,512.58	2190.3%	104,513
230-36230	Donations	2,000	4,755.00	2,500.00	30,207.00	2,500	1,000.00	1,000.00	40.0%	-1,500
230-36230	Shared Services Income	0		0.00		0				0
230-39203	Special Event Permits	10,000	11,340.00	12,750.00		12,750	280.00	600.00	4.7%	-12,150
230-39203	Transfers	0		0.00		0				0
	Total Operating Revenues	2,292,100	2,337,455.00	2,557,083	2,841,117.00	3,015,848	88,024	1,340,621	44.5%	-1,675,227
	Balance			-33,372		0	-151,174	-57,305	#DIV/0!	0
	Balance January 1st		323,919		363,817	495,033		0		
	Balance December 31st		363,817		495,033	495,033		-57,305		
	Unassigned Fund Balance %		17.75%		22.05%					

Rochelle Johnson:
Curt vacation pay out \$25,608

Rochelle Johnson:
Additional payment due for recoding of firefighters from volunteer to non-volunteer per League of MN Cities

Rochelle Johnson:
Payment received from SLMPD for \$16,313. Applied to refunds/reimbursements per ABDO

Rochelle Johnson:
payment to E21 damages

Rochelle Johnson:
Soldo Consulting Invoice \$10,000 Kraus Anderson \$9000 Mailbox Repair \$4399.20

Rochelle Johnson:
all reimbursement checks per ABDO - check from LoFMC for E21 damage



Excelsior Fire District

Proudly serving the Communities of
Deephaven • Excelsior • Greenwood • Shorewood • Tonka Bay

24100 Smithtown Road, Shorewood, MN 55331

Fire Operating Committee Meeting May 20, 2026 at 9:00 AM

CALL TO ORDER & ATTENDANCE

Operating Committee Member Kristi Luger called the meeting to order at 9:10 AM

Present: Kristi Luger (Excelsior City Manager), and Marc Nevinski (Shorewood City Administrator), Max Peters (Tonka Bay City Administrator), Dan Madsen Tom Fletcher (Greenwood Mayor in the capacity of City Administrator), (Deephaven City Administrator), Interim Fire Chief Nate Bassinger

Absent: None

1. Approval of Agenda
Nevinski/Luger – Passed 5-0
2. Approval of Minutes – April
Madsen/Fletcher – Passed 5-0
3. Approval of Bills – April
Fletcher/Peters – Passed 5-0
4. Budget Updates
2027 Budget – Bassinger will include Flat Roof and Battery backup costs into 2027 budget.

Building Analysis – It was noted that the SLMPD CC discussed at its meeting how to move forward with planning for improvements. Bassinger said direction was needed on how to move forward with the planning process. Peters will work with the Chiefs and Krause Anderson to develop a building plan.

5. Administrative Reports – April
 - a. Responses and calls for service
Bassinger reviewed a new report to provide more detail about response time and call typed with duty crew and all-call times. The OC discussed keeping detailed reports on calls responded to as well as response metrics such as response times and the number fire fighter responding. The OC felt this type of data will be very helpful for the EFD in improving outcomes and inform Councils.
6. Board meeting items
 - a. Next Fire Board meeting – May 27, 2026 – 6PM at EOC Station 1
 - b. Major All Calls
 - Haskell Fire was the major event.
 - c. Interim Chief compensation
 - The OC recommends paying the Interim Chief the same wage as the Fire Chief based on the amount of work and responsibilities he has taken on. \$140,526, retroactive.

- d. Closed Session: Pending Litigation Update
 - e. JPA
 - Deephaven expected to have recommendations for changes to the JPA.
7. Administrative Updates
- a. Personnel and staffing
 - 43 members; Expecting several retirements; working to get a recruit class in place in the fall.
 - b. Apparatus and stations
 - Engine 21 will get graphics in June
 - Repair Rescue 12 following impact with school bus. Repairs covered by insurance.
8. Follow up from May 6 meeting.
- a. The OC discussed different options for department structure and the possible implications. The OC will meet again to prepare a summary for the next EFD Board meeting.
9. Executive Fire Officer program participation
- a. Basinger accepted to the EFO program through the National Fire Academy. Two-year program with four trips. First trip is in July/August for two weeks, then three one-week trips. NFA covers all costs except for meals. Basinger will prepare a memo for board awareness.
10. Policy review procedure
memo for Board
- a. Policies 200, 323, 1013, 1024, 1042
11. Next Meeting Date and Time
- a. Wednesday May 27 at 2:00PM
 - b. Motion by Madsen/Peters to adjourn at 12:10PM

Excelsior Fire District Board

Fire Chief Hiring Process

Meeting Date: May 27, 2026

Background

The Operating Committee (OC) discussed options for hiring a new Fire Chief. The OC identified administrative gaps within the Excelsior Fire District (EFD), particularly in **Human Resources** and, to a lesser extent, **Finance**.

Operationally, the EFD is performing well and has been strengthened by the recent addition of two Battalion Chiefs, with a third planned for 2027.

In light of these considerations, the OC evaluated several potential approaches.

Hiring Structure Options

1. Maintain Current Structure (Chief+ Assistant Chief)

Pros:

- Familiar organizational structure and defined roles

Cons:

- Limited pool of Assistant Chiefs with Human Resources expertise
-

2. Hire Consultants for HR and Finance Support

Pros:

- Flexible and temporary solution
- Allows time to assess needs and complete key tasks or projects

Cons:

- Potentially high cost
 - May lack familiarity with local government and fire service operations
 - Limited availability and integration with EFD personnel
-

3. Interim Chief+ Interim District Administrator (*former City Administrator*)

Pros:

- Experience in both fire service and local government operations
- Flexible, temporary approach
- Provides opportunity to pilot a District Administrator model

Cons:

- Delays establishment of a permanent leadership structure
 - Reduced operational (fire/rescue) capacity for Interim Chief
 - Staffing impact (reduced from "1.0 FTE to "0.5 FTE equivalent)
-

Considerations

- Are there additional gaps or needs within the EFD that should be considered?
 - How might constituents, member cities, or EFD personnel view these options?
 - Is there urgency in hiring a permanent Fire Chief, or is a phased approach acceptable?
 - Are there specific questions or analyses the Board would like addressed before proceeding?
-

Next Steps

- The Operating Committee to develop a position description and/or Request for Proposals (RFP)
 - Does the Board wish to review additional information?
 - Authorize the OC to begin a formal recruitment or procurement process?

Memo



To: Excelsior Fire District Fire Board

From: Interim Fire Chief Nate Basinger

cc: Operating Committee

Date: 06/03/2026

Re: Policy Review – June 2026

Background

These are the first five policies that we are asking for the Fire Board to review. These policies are written and reviewed by the Lexipol attorneys. We have reviewed them and changed some of the language to conform to specific EXFD operations and functions. Our current Employee Handbook (aka Personnel Policy) and policy manual has a lot of this language in it, but it is scattered, redundant, or difficult to find. These policies pull a lot of that together. I will reference specific current policies where applicable.

Policies

200 – Organizational Structure. This policy formalizes the organizational structure of the Excelsior Fire District and is meant to ensure that chain of command is followed and unity of command is maintained. It replaces the respective portions of the current Employee Handbook. The primary difference from current policy in the handbook to this is that if a member has a complaint against the Fire Chief, they would now be directed to go to the Operating Committee Chair instead of the Fire Board Chair. If a District Administrator is put in place, this policy would be updated to have that person field complaints against the Fire Chief.

323 – Performance of Duties. This policy addresses member performance and sets expectations that supervisors can refer to when addressing performance issues. Some of this is language is currently found throughout the Employee Handbook. This policy puts it all in one place and would replace those respective policies.

701 – Personal Communication Devices. This policy combines, updates, and replaces current policies 3.8.1 *Cell phone and handheld electronic communications* and 4.2.4 *Cell phone and handheld electronic communications*.

1024 – Conduct and Behavior. This policy addresses ethical behavior and replaces any similar language currently in the Employee Handbook.

1042 Member Speech, Expression, and Social Networking. This policy updates and replaces the applicable parts of policy 3.8.4 *Digital Images/Social Media Policy* and it expands upon it to be current with best practices.

Action

The ask is a review and feedback from each member of the Board in the weeks leading up to the next Fire Board meeting so that these policies can be efficiently approved at that meeting I have included a link in the email to the current policy manual that you can save to your computer for reference throughout this process.

Attached: Policies 200, 323, 701, 1024, 1042

Memo

Date: March 21st, 2026
To: EFD Fire Board
From: Kyle Green
Subject: 2026 Retirement Benefit Increase & Board Salary Increase

2026 Retirement Benefit Increase

Summary

Each year, if the audit supports an increase, the Relief Association asks the Fire Board to ratify the membership-approved retirement benefit adjustment. The process is outlined below.

Under the 2014 Memorandum of Understanding between the Relief Association and the Fire Board, the Relief Association Board calculates the proposed benefit increase based on the Abdo annual audit and the Minnesota State Auditor's office. The Board then recommends an increase to the membership; the membership sets the new benefit, and the Fire Board ratifies to guarantee the final amount.

Requested Action

The Relief Association respectfully requests that the Fire Board ratify the membership-approved 2026 retirement benefit increase of \$725 per year of service, raising the benefit from \$12,075 to \$12,800 per year of service, effective August 1, 2026.

Background

As of December 31, 2025, the Relief Association's financial position and the resulting benefit increase were as follows:

Item	Amount
Current retirement benefit	\$12,075 per year of service
Assets	\$10,829,091
Liabilities	\$7,153,020
Surplus	\$3,676,071
Funding percentage	151%
Supported increase	6% (\$725 per year of service)
New retirement benefit	\$12,800 per year of service

On February 20, the Relief Association membership approved this increase, effective August 1, 2026.

Board Salary Increase

Summary

The Relief Association requests Fire Board approval of the membership-approved increases to officer and trustee salaries. Because these salaries are paid from the Relief Association Special Fund, Fire Board approval is required under Minnesota Statute 424A.05, subdivision 3b.

Requested Action

At its annual meeting, the Relief Association membership approved the following salary increases. The Relief Association now requests Fire Board approval of these annual amounts.

The proposed annual salaries are:

Position	Current Annual Salary	Proposed Annual Salary
Officers	\$2,200	\$2,500
Trustees	\$1,000	\$2,000

Background

Relief Association officer and trustee salaries were last increased in 2023. Since then, the trustee role has expanded significantly. Trustees now serve on committees and own key Relief Association functions, increasing both the responsibility and the time commitment associated with the role.

The proposed salary adjustments reflect those added responsibilities and provide a modest increase to officer compensation. These payments are made from the Special Fund as compensation for duties performed on behalf of the Relief Association, which is why Fire Board approval is required.

Final Recommendation

Recommended Motion:

Move to ratify and approve the following membership-approved actions of the Relief Association:

- Ratification of the 2026 retirement benefit increase of \$725 per year of service, raising the benefit from \$12,075 to \$12,800 per year of service, effective August 1, 2026.
- Approval of the Relief Association officer salary increase from \$2,200 to \$2,500 annually.
- Approval of the Relief Association trustee salary increase from \$1,000 to \$2,000 annually.

Excelsior Fire District
Serving the Communities of:
Deephaven-Excelsior-Greenwood-Shorewood-Tonka Bay
24100 Smithtown Road
Shorewood, MN. 55331

RESOLUTION # 14-003 UPDATED

**A Resolution Establishing Policy Guidelines
For the Excelsior Fire District Pension Benefit**

The motion below for the establishment of policy guidelines for the Excelsior Fire District Pension Benefit was approved. Motion made by Fletcher, seconded by Miller. Voting in favor, Siakel, Fletcher, Miller. Ansari, Hackney. Voting against – none. Motion approved 5 to 0.

WHEREAS, the Excelsior Fire District (EFD) strives to provide excellent facilities and equipment while also compensating EFD Firefighters through an hourly pay rate for service calls and through payment of a pension benefit for each year of service. The pension benefit becomes partially vested after 10 years of credited service and fully vested after 20 years of credited service.

WHEREAS, the pension benefit is funded by the Excelsior Firefighters Relief Association (EFRA) investment portfolio. The EFRA investment portfolio increases in value through investment earnings, insurance funds (referred to as the 2% money) and EFD member city contributions when the Funding Coverage Percentage (FCP) falls below 100% as mandated by Minnesota State Law. The FCP (often referred to as the coverage ratio) equals total portfolio assets divided by total pension liabilities. The FCP gives an indication of the funds available in excess of current liabilities.

WHEREAS, the EFRA Board operates independently of the EFD Board and manages the EFRA portfolio using best investment practices and professional managers that provide diversified and balanced investment alternatives. The EFRA Board oversees all aspects of the investment portfolio which is summarized in the EFRA Investment Policy public document.

WHEREAS, the EFD Board strives to provide competitive Firefighter compensation to help attract and retain high quality personnel. The EFD Board recognizes that direct comparisons of compensation are difficult. For example, the EFRA currently provides a guaranteed 5% investment option for retired members which many other organizations do not provide.

WHEREAS, the EFD Board strives for adequate controls over pension benefit increases to protect both member cities and Firefighters' interests. Prudent investment management will minimize the need for mandatory member city contributions while also providing a pension benefit for EFD Firefighters which is guaranteed by the EFD member cities. The EFD Board and the EFRA membership recommends smaller more frequent pension benefit increases as more effective for all parties as opposed to larger infrequent benefit increases. Investment portfolio volatility may cause mandatory contributions in any given year. Provisions should be taken to actively prepare for these risks. In addition, the EFD Board will continue to perform detailed financial analysis of the pension benefit through various modeling techniques and recommendations from the EFRA Board and investment professionals.

NOW THEREFORE, BE IT RESOLVED, that the EFD Board recommends the following pension benefit policy guidelines:

1. The EFRA membership set the benefit level for the EFRA. The EFD Board ratifies a benefit level based on the various limitations as defined in this resolution. For the purposes of this resolution, ratify is defined as the EFD Board approval/guarantee of the pension benefit level. "Ratify" is the statutory term used in Minn. Stat. 424A.02 and 424A.092 to describe this process.
2. Annually, at the January EFD Board meeting, the EFD Board should receive an investment update from the EFRA Board and selected professional investment managers recapping the past year and outlook for the current year.
3. Annually, at the January EFD Board meeting, the EFD Board should review the previously ratified per year of service EFD pension benefit and revise this resolution as needed to update the recommended policy guidelines.
4. Annually, the process would involve the following steps:
 - a. The EFRA Board will calculate the Funding Coverage Percentage (FCP) (defined as the ratio of investment portfolio assets divided by pension fund liabilities effective December 31st of the previous year, which values shall be confirmed by the EFRA auditor).
 - b. In conjunction with its Auditor, the EFRA Board will prepare and present, according to applicable state statutes, the following information to the EFRA and the EFD Board:
 - i. The previous year audit
 - ii. The Maximum Benefit Worksheet
 - iii. The FDCP calculationAll of the above calculations shall be established prior to ratifying / approving any benefit increase to assure the EFD Board is in compliance with state law.
 - c. The report in item 2 and 4b above will be important information to discuss potential pension benefit increases. This discussion should occur at the March EFD Board meeting of the current year. Any proposed benefit increase would be contingent upon the final audited FCP.
 - d. Any pension benefit increase from 4.c. above should be contingent upon majority approval by the EFRA Board in January. This demonstrates the EFRA Board's commitment to the new pension benefit level.
 - e. Any pension benefit increase from 4.c. above should be contingent upon majority approval of the full EFRA Membership at their annual meeting in

January. This demonstrates the EFRA Membership's commitment to the new pension benefit level.

- f. All pension benefit ratification votes above would be contingent upon the final FCP. If the FCP is not consistent with the EFRA Board calculations, the EFD Board has the option to make any change to the new pension benefit level to be consistent with the pension benefit policy.
 - g. The EFD Board will ratify the new benefit level at the March meeting after reviewing the information described in 4b.
 - h. Should the EFD Board recommend the EFRA Board and Membership consider a benefit change based upon inconsistencies with the pension benefit policy, the EFRA Board and EFRA membership may hold meetings and act on that recommendation.
 - i. The recommended implementation date of the new pension benefit level once all contingencies are met would be August 1st of the current year to ensure the completion of the final audit, obtain the necessary Board and membership approvals, and the filing of bylaw amendments.
 - j. In the event that the full EFRA Membership does not have majority approval of the same pension benefit level approved by the EFD Board, the pension benefit level ratified by the EFD will remain at the previously ratified pension benefit level.
5. The recommended Funding Coverage Percentages and corresponding per year of service pension benefit percentage increases are as follows:
 - a. FCP less than 112% no increase
 - b. FCP 112% or greater 2% increase
 - c. FCP 117% or greater 3% increase
 - d. FCP 124% or greater 4% increase
 - e. FCP 132% or greater 5% increase
 - f. FCP 142% or greater 6% increase
 - g. FCP 160% or greater calculate percent increase to move FCP back to 150%
 6. The actual dollar amount increase would be rounded to the nearest twenty five dollar increment.
 7. As a further protection and control, it is recommended that there should be no increases in the pension benefit for one year after the last mandatory city contribution. This provides a buffer and additional safeguard for the volatility that may occur when large market corrections occur.
 8. All spreadsheets and financial models created by EFD Board members, EFRA Board members and investment professionals should be regularly updated with current information and reviewed at the annual pension benefit discussion in January.
 9. Market corrections will occur resulting in mandatory city contributions. Typically when these corrections occur there are significant budgetary strains in most municipalities. Therefore, it is recommended that the Pension Liability Reserve would be reviewed annually. For example, fifty percent of the prior year's annual Operating Budget surplus could be used to fund the Pension Liability Reserve. This would allow proactive management and preparation for this certain risk when the member cities are not in the middle of turbulent financial circumstances.

Adopted this 22nd day of January, 2014
Updated and Adopted this 28th day of May, 2014

Gregory A. Miller, Chair, EFD Board

ATTEST:

Christine Freeman, Recording Secretary

Scott Gerber, EFD Fire Chief

Excelsior Fire District

Serving the Communities of:

Deephaven-Excelsior-Greenwood-Shorewood-Tonka Bay

24100 Smithtown Road

Shorewood, MN. 55331

RESOLUTION #26-004

2026 Guaranteed Pension Benefit Level

BE IT RESOLVED, that the Excelsior Fire District Board hereby ratifies a guaranteed per-year-of-service pension benefit in the amount of \$12,800.00 (twelve thousand eight hundred) effective August 1, 2026.

This new benefit level was approved by majority vote in favor by the EFRA Board and the EFFRA membership at their meetings in February 2026. The new benefit level was determined in accordance with the established EFD Board resolution #14-003.

Adopted this 24th day of June 2026.

Jennifer Gallagher, Chair, EFD Board

ATTEST:

Recording Secretary

Nate Basinger, EFD Fire Chief

Excelsior Fire District

Serving the Communities of:

Deephaven-Excelsior-Greenwood-Shorewood-Tonka Bay

24100 Smithtown Road

Shorewood, MN. 55331

RESOLUTION # 26-005

2026 Relief Board Salary Increase

BE IT RESOLVED, that the Excelsior Fire District Board hereby approves increasing the Excelsior Firefighters Relief Association's Officer salary from \$2,200 to \$2500 annually and the Fire Membership Trustee salary from \$1,000 to \$2,000.

This new benefit level was approved by a majority vote in favor by the EFRA Board and the EFFRA membership at their meetings in February 2026.

As compensation for services to the Association by the officers, the membership may at its annual meeting authorize payment of an aggregate salary expense payable from the Special Fund to one (1) or more of these officers. The remaining trustees may also receive a salary from the Special Fund if the amount is approved by the Municipality.

Adopted this 24th day of June 2026.

Jennifer Gallagher, Chair, EFD Board

ATTEST:

Recording Secretary

Nate Basinger, EFD Fire Chief