

TO: Mayor and City Council
FROM: Matt Fulton, City Manager
DATE: December 12, 2016
SUBJECT: Appointment to South Metro Fire
Department Board of Directors



City of West St. Paul

BACKGROUND INFORMATION : With the departure of Councilmember Armon from the City Council, a vacancy will result on the South Metro Fire Department Board effective at the end of the year. This vacancy needs to be filled by a member of the West St Paul City Council. The Joint Powers agreement with the SMFD includes the following guidance relating to the appointment process:

Section 3.1. The governing body of the Fire Department is its Board of Directors. The Board consists of 5 members selected as follows:

- a. Two members of the City Council of the City of South St. Paul, appointed by the City Council;
- b. Two members of the City Council of the City of West St. Paul, appointed by the City Council;**
- c. One public member, not an employee of either City or of the Fire Department, not a resident of either City nor having been employed in the fire service of any governmental unit, appointed as follows:
 - i. The Board shall approve three (3) names for consideration by each City Council.
 - ii. Each City Council shall rank each nominee by the number one, two, or three in the order of its preference – where one (1) is the highest preference. If a nominee receives the same ranking on each list, that nominee shall be appointed. If more than one nominee receives the same ranking, the nominee with the highest ranking shall be appointed.

If a nominee is not appointed within 30 days from receipt of the list by the City Councils, the list without rankings shall be submitted to the Chief Judge of the Dakota County District Court to select and appoint the public member from the list.

There are two members of the City Council who have indicated an interest in serving on the SMFD Board of Directors. Councilmember Bellows and Napier have each expressed interest in serving.

Staff Recommendation : The City Council should make an appointment to the South Metro Fire Department