Agenda

City of Minnetonka

Study Session

Monday, June 19, 2017

6:30 p.m.

The Minnehaha Room

1. Dementia Friends Minnetonka – An ACT on Alzheimer’s Initiative

2. Discuss proposed ordinance updates related to outdoor recreational fires

3. Adjournment

The purpose of a study session is to allow the city council to discuss matters informally and in greater detail than permitted at formal council meetings. While all meetings of the council are open to the public, study session discussions are generally limited to the council, staff and consultants.
City Council Study Session Item #1
Meeting of June 19, 2017

Brief Description: Dementia Friends Minnetonka – An ACT on Alzheimer’s Initiative

Background

In an effort to better understand how to be respectful, welcoming and supportive of those living with dementia, the city of Minnetonka, along with members of the Minnetonka Senior Advisory Board and other community members is working to make Minnetonka a dementia friendly community.

According to the Alzheimer’s Association, a dementia friendly community is defined as one that is informed, safe and respectful of individuals with dementia and their families, provides supportive options, and fosters quality of life.

To this end, the Minnetonka Senior Advisory Board formed a committee in 2016 comprised of board members and community members from the Ridgedale YMCA, Minnetonka Library and local businesses. Each member of the committee was certified as a “Dementia Friends Trainer,” which allowed the committee to train others in the community. To date, the group has offered 25 free trainings sessions to 325 members of the community, including eight city of Minnetonka departments.

Based on national statistics, approximately 1,000 Minnetonka residents are living with some level of dementia. A number of examples that demonstrate how dementia affects both residents and employees include:

- Individuals with dementia try to enroll in programming in which they have already enrolled.
- On average, the Minnetonka Police Department conducts two welfare checks per day, often involving aging adults living with dementia.
- City staff and residents often remain sedentary as they are caring for a family member with dementia.

Summary

The Dementia Friends Trainers (Scott Burglechener, owner of ComForCare, a Minnetonka based home care business; Dick King, president of the Minnetonka Senior Advisory Board and retired physician; and Steve Pieh, senior services and activities manager) will present on the Dementia Friends Program. The goals for the study session are to share the progress of making Minnetonka a dementia-friendly community and briefly walk through the training materials provided.
Discussion Question

- *Does the city council have any questions or comments about the Dementia Friends Program?*

Submitted through:
- Geralyn Barone, City Manager
- Kelly O’Dea, Recreation Services Director

Originated by:
- Steve Pieh, Senior Services and Activities Manager

**Attachment**
Dementia Friend Minnesota Session Workbook
Dementia: What You Should Know

Dementia is not a specific disease. It's an overall term that describes a wide range of symptoms associated with a decline in memory or other thinking skills severe enough to reduce a person's ability to perform everyday activities. Alzheimer's disease is the most common type of dementia and accounts for 60 to 80 percent of cases. Other types of dementia include Dementia with Lewy Bodies, Frontotemporal, and Vascular.

What is Dementia Friends?

Dementia Friends is a global movement developed by the Alzheimer’s Society in the United Kingdom and now underway in the United States.

The goal is to help everyone in a community understand five key messages about dementia, how it affects people, and how we each can make a difference in the lives of people living with the disease.

People with dementia need to be understood and supported in their communities. You can help by becoming a Dementia Friend.
<table>
<thead>
<tr>
<th>Normal Aging</th>
<th>10 Early Signs and Symptoms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sometimes forgetting names or appointments but remembering them later</td>
<td>Memory loss that disrupts daily life</td>
</tr>
<tr>
<td>Making occasional errors when balancing a checkbook</td>
<td>Challenges in planning or solving problems</td>
</tr>
<tr>
<td>Needing occasional help to use the settings on a microwave or to record a TV show</td>
<td>Difficulty completing familiar tasks at home, at work or at leisure</td>
</tr>
<tr>
<td>Confused about the day of the week but recalling it later</td>
<td>Confusion with time or place</td>
</tr>
<tr>
<td>Vision changes related to cataracts</td>
<td>Trouble understanding visual images and spatial relationships</td>
</tr>
<tr>
<td>Sometimes having trouble finding the right word</td>
<td>New problems with words in speaking or writing</td>
</tr>
<tr>
<td>Misplacing things from time to time and retracing steps to find them</td>
<td>Misplacing things and losing the ability to retrace steps</td>
</tr>
<tr>
<td>Making a bad decision once in a while</td>
<td>Decreased or poor judgment</td>
</tr>
<tr>
<td>Sometimes feeling weary of work, family and social obligations</td>
<td>Withdrawal from work or social activities</td>
</tr>
<tr>
<td>Developing very specific ways of doing things and becoming irritable when a routine is disrupted</td>
<td>Changes in mood and personality</td>
</tr>
</tbody>
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**Source:** 10 Early Signs and Symptoms of Alzheimer’s  
www.alz.org/10-signs-symptoms-alzheimers-dementia.asp
Broken Sentences Worksheet

Match the sentences in Column 1 to Column 2 by drawing a line from each sentence start to the corresponding sentence end. You should end up with ten sentences that make sense.

**Column 1**

1. Dementia is not ...

2. Dementia is caused by ...

3. Alzheimer’s disease is the most common ...

4. Dementia is progressive ...

5. Alzheimer’s disease usually starts by...

6. Dementia is not just ...

7. Dementia affects ...

8. It is possible to have a ...

9. There’s more to the person than ...

10. Dementia Friends is about ...

**Column 2**

a) ... affecting someone’s short term/recent/current memory.

b) ... form of dementia.

c) ... diseases of the brain.

d) ... which means the person will continue to have more difficulty.

e) ... each person in different ways.

f) ... the dementia.

g) ... about having memory problems.

h) ... good quality of life with dementia.

i) ... a normal part of aging.

j) ... turning understanding into action.
Bookcase Story

Imagine a 70-year-old woman who has dementia. Now imagine there is a full bookcase beside her. Each book inside the bookcase represents one of her skills or memories.

On the top shelves are her memories of facts and her skill for thinking in complex or complicated ways. For people with dementia, the top or outer part of the brain is damaged first. Skills like math, using language and keeping one’s behavior in check are in this part of the brain. In our bookcase story, these skills are also books on the top shelves.

When dementia rocks the woman’s bookcase, the books on the top shelf begin to fall out. The woman may not remember what she ate for breakfast, or that she has to pay for items at the drugstore or that someone came to visit this morning.

Emotions and feelings are lower down within the bookcase just like they are in the lower or inner part of the brain. This is the instinct area of the brain.

Feelings like love, happiness, frustration and sensing respect reside here. As dementia continues to rock her bookcase, the books on these lower shelves stay for a much longer time.

The bookcase story helps explain different thinking skills and memories and the effects of dementia. Facts and complex thinking will fall away quickly. Emotions and feelings will remain longer.
Everyday Tasks

Write a step-by-step instruction list to complete a task you do daily or often. Make sure someone reading your list could follow the instructions successfully to complete the task.
Consider these tips when communicating with a person with dementia.

Treat the person with dignity and respect. Avoid talking past the person as if he or she isn’t there.

Be aware of your feelings. Your tone of voice may communicate your attitude. Use positive, friendly facial expressions.

Be patient and supportive. Let the person know that you are listening and trying to understand. Show that you care about what he or she is saying and be careful not to interrupt.

Offer comfort and reassurance. If he or she is having trouble communicating, reassure them that it’s okay and encourage the person to continue.

Avoid criticizing or correcting. Don’t tell the person what he or she is saying is incorrect. Instead, listen and try to find the meaning in what is being said.

Avoid arguing. If the person says something you don’t agree with, let it be. Arguing usually only makes things worse and often increases agitation for the person with dementia.

Offer a guess. If the person uses the wrong word or cannot find a word, try guessing the right word. If you understand what the person means, finding the right word may not be necessary.

Encourage nonverbal communication. If you don’t understand what is being said, ask the person to point or gesture.
Conversation Tips

When approaching the person with dementia and starting a conversation:
- Come from the front, identify yourself, and keep good eye contact. If the person is seated or reclined, go down to that level.
- Call the person by their preferred name to get his or her attention.
- Use short, simple phrases and repeat information as needed. Ask one question at a time.
- Speak slowly and clearly. Use a gentle and relaxed tone.
- Patiently wait for a response while the person takes time to process what you said.

During the conversation:
- Provide a statement rather than ask a question. For example, say “The bathroom is right here,” instead of asking, “Do you need to use the bathroom?”
- Avoid confusing and vague statements about something you want the person to do. Instead, speak directly: “Please come here. Your shower is ready.” Name an object or place. For example, rather than “Here it is,” say “Here is your hat.”
- Turn negatives into positives. Instead of saying, “Don't go there,” say, “Let’s go here.”
- Give visual cues. Point or touch the item you want the person to use or begin the task for him or her.
- Avoid quizzing. Reminiscing may be healthy, but avoid asking, “Do you remember when?”
- Try using written notes or pictures as reminders if the person is able to understand them.
Five Key Messages

- Dementia is not a normal part of aging. Not everyone who grows old will develop dementia.
- Dementia is caused by diseases of the brain. The most common is Alzheimer’s.
- Dementia is not just about having memory problems. It can affect thinking, communication and doing everyday tasks.
- It is possible to have a good quality of life with dementia.
- There’s more to the person than the dementia. People with dementia are a valuable part of the community.

Turn Your Understanding into Action

As a Dementia Friend, I will...

___ get in touch and stay in touch with someone I know living with dementia.
___ be patient.
___ be more understanding.
___ carry out a personal action:

Resources in Your Community

Alzheimer’s Association MN/ND 24/7 Helpline serves people with memory loss, caregivers, health care professionals, general public, diverse populations, and concerned friends and family, and provides referrals to local community programs and services, dementia-related education, crisis assistance and emotional support. 1-800-272-3900 or www.alz.org/mnnd

Senior LinkAge Line® provides information and assistance and connects people with resources in their community. 1-800-333-2433 or www.MinnesotaHelp.info®
City Council Study Session Item #2
Meeting of June 19, 2017

Brief Description: Discuss proposed ordinance updates related to outdoor recreational fires

Background

In April of 2017, the city council adopted the new fire code for the city of Minnetonka. As part of that process, council members noted that they continue to hear concerns from residents regarding recreational fires, especially from individuals with health issues. Staff has researched the topic and is proposing changes to the current ordinance that would mitigate some neighborhood disputes by addressing health and safety concerns.

The 2010 community survey included several questions regarding recreational fires. Results indicated that of those with an opinion, 23% supported and 77% opposed outright prohibition of outdoor recreational fires. When asked about restricting the time and frequency of such fires, the numbers shifted to 48% in support and 52% in opposition.

Given the research and community sentiment, staff is suggesting imposing objective restrictions rather than outright prohibition of outdoor recreational fires. Components of an updated program are outlined below and include links to additional information to provide a full understanding of the recommendations. If council supports the proposed direction, staff will draft an ordinance amendment for consideration at a regular city council meeting. Changes would be widely publicized in the community prior to enforcement.

Proposed Amendments

Staff recently compared the city’s outdoor recreational fire rules to the cities of Hopkins, St. Louis Park, Edina, Plymouth, Chanhassen, Excelsior, Golden Valley, Bloomington, Eden Prairie and Fridley to research how other cities address outdoor recreational fires, specifically pertaining to smoke related nuisances. Our current rules are primarily consistent with the fire code, which does not address smoke migration. After reviewing all of the different rules, staff recommends the following to be added to our recreational fire ordinance to address increased fire safety, smoke migration and public health.

1. Add a requirement for annual renewal of outdoor recreational fire permits.
   Current practice in place since the early 2000s involves a free, one-time permit application. Shifting to requiring free, annual renewal accomplishes two things. First, our database would now provide accurate numbers and contact information for current recreational fire permit holders. Presently the number of “expired” recreational fire permits due to people moving out of their homes is unknown, potentially resulting in multiple permits for the same address. Second, with this
enhanced requirement, any new information can be posted to ensure residents are aware of updates each year when they renew their permits.

2. Add a requirement that outdoor recreational fires are not allowed with sustained winds of 10 or 15 mph or greater. This prohibition will help to reduce smoke migration through neighborhoods. Most of the cities researched prohibit recreational fires when the winds are 10 or 15 mph or greater. This link can be posted on our website for current wind speeds: 
   http://forecast.weather.gov/MapClick.php?lat=44.9101&lon=-93.4655#.WQIkSE2GPDA

3. Prohibit outdoor recreational fires when the Department of Natural Resources (DNR) fire danger rating is very high or extreme, or when the National Weather Service (NWS) declares a Red Flag Warning. This is primarily a fire safety issue, but will also reduce the available days our residents can have a recreational fire. Although only a few cities address DNR fire danger rating criteria, staff feels it is advisable with our natural and wooded vegetation.

   Explanation of fire danger ratings:
   http://www.dnr.state.mn.us/forestry/fire/ratingDescriptions.html

   This link regarding fire danger ratings can be posted on our website and is updated daily: http://www.dnr.state.mn.us/forestry/fire/firerating_restrictions.html

   The NWS’ Red Flag Warning is a term used by fire weather forecasters to call attention to limited weather conditions of particular importance that may result in extreme burning conditions. It is issued for an ongoing event or when the fire weather forecaster has a high degree of confidence that Red Flag criteria will occur within 24 hours of issuance. Red Flag criteria occur whenever a geographical area has been in a dry spell for a week or two, or for a shorter period if prior to spring green-up or after fall color and the National Fire Danger Rating System (NFDRS) is high to extreme and the following forecast weather parameters are forecasted to be met:

   1) A sustained wind averaging 15 mph or greater;
   2) relative humidity less than or equal to 25 percent; and
   3) a temperature of greater than 75 degrees F.

   In some states, dry lightning and unstable air are criteria. A Fire Weather Watch may be issued prior to the Red Flag Warning.

4. Require that outdoor recreational fires only be conducted when the Minnesota Pollution Control Agency (PCA) current air quality is good or moderate (0-100). When the air quality index (AQI) reaches a rating of 101 or more, it can become
unhealthy for sensitive groups of people. Although the general public is not likely to be affected at this AQI range, people with lung disease, older adults and children are at a greater risk from exposure to ozone. Persons with heart and lung disease, older adults and children are at greater risk from the presence of particles in the air. Two cities researched include this as a requirement.

This link can be posted on our website and is updated daily.
https://www.pca.state.mn.us/air/current-air-quality

Air quality index ratings explanation:
https://www.airnow.gov/index.cfm?action=aqibasics.aqi

The MN PCA recommends that wood burning be discontinued when there are air pollution health alerts issued. The National Weather Service also states that burning should not occur during an air quality alert.

5. Add a requirement for certain timeframes when outdoor recreational fires are allowed. This will prevent residents from burning at all times of the day and night. Most cities researched allow recreational fires starting between 6 – 7 a.m. and ending between 10 p.m. and midnight. This would provide relief from smoke during typical sleeping hours.

6. Add the following educational information to the outdoor recreational fire permit application with an acknowledgement that applicants can check off indicating they have read this information.

Backyard fire fact sheet:

Wood moisture meter information:

Learn Before You Burn brochure:
http://learnbeforeyouburn.com/

Summary

Staff is proposing changes to the current ordinance on outdoor recreational fires to mitigate some neighborhood disputes, with a focus on health and safety concerns. Costs to administer the permit program are expected to be minimal. Complaints would be handled by the police department, as they already are today, with a greater ability to address concerns.
Should the city council support and adopt changes to the current ordinance, staff would conduct a comprehensive public education campaign. Once implemented, new permit holders would be notified of any conditions that prohibit recreational fires via the city’s Facebook and Twitter accounts, and city email/text notification system. Additionally, there are many free apps, social media pages, email and/or text subscriptions available for residents to utilize that pertain to air quality, weather conditions, and fire danger restrictions that can be promoted.

Discussion Points

- Does the city council support the free, annual renewal of outdoor recreational fire permits?

- Does the city council support designating certain weather and air quality conditions in which recreation fires are prohibited?

- Does the city council support restricting outdoor recreational fires during certain hours of the day?

Submitted through:
  Geralyn Barone, City Manager

Originated by:
  John Vance, Fire Chief
  Luke Berscheit, Fire Marshal