



SOUTH METRO FIRE DEPARTMENT

1650 Humboldt Avenue • West St. Paul MN 55118

Phone: (651) 552-4176 • FAX: (651) 552-4195

www.southmetrofire.com

AGENDA BOARD OF DIRECTORS MEETING

Meeting Date: May 20, 2020 at 4:30 PM

Meeting Place: WebEx Meeting

- I. Roll Call
Board Members: Berry, Flatley, Francis, Napier, Wippermann
- II. Adopt Agenda
- III. Communications/Recognitions
 - a. Presentation by Bonnie Schwieger of Abdo, Eick & Meyers of the 2019 Financial Audit
 - b. [Thank you note from John and Ruth Ann Stone of South St. Paul](#)
 - c. [Thank you note from Lori Schmidt of Cottage Grove](#)
 - d. [Thank you note from Carol and Carl Yekaldo from West St. Paul](#)
 - e. [Note from Tracy Vener West St. Paul I.T.](#)
- IV. Consent Agenda
 - a. [April 15, 2020 Meeting Minutes](#)
 - b. [April 2020 List of Claims](#)
 - c. [April 2020 Bank Reconciliation](#)
 - d. [April 2020 Month End Budget Report](#)
 - e. [April 2020 Run Summary Report](#)
 - f. [Resolution 2020-04 Approving Fund Balance Transfer](#)
 - g. [Resolution 2020-05 Accepting Donations](#)
- V. Committee Reports
 - a. None
- VI. Agenda Items
 - a. [Par 360 Contract](#)
 - b. [Utility Vehicle Purchase](#)
 - c. [Updates](#)
 - d. Other
- VII. Public Comment
- VIII. Adjourn

Next Regular Meeting – June 17, 2020 South St. Paul

3-28-2020

Dear Local Heroes,

Thank you for your act of
kindness & for always looking out
for us, your community.

We're lucky to have you as
our neighbors & our friends.

Love,

John & Ruth Ann

Dear South Metro Fire Dept.,
Thank you so very much for
coming to our grandson's
birthday celebration parade
on Sunday, and making it such
a memorable occasion for
all of us. We appreciate you
taking the time to make Jayce
feel special. Many thanks,
Leri Schmidt

To: So. Metro Fire -

We just wanted to
thank all of you for
doing such a great job
of taking care of everyone.

We wouldn't feel
safe if you weren't
there. Keep well.

Carol & Carl

a note from Carol -

you are all so HANDSOME!!

Hey Folks ~

Between the Pandemic, and everyone's varied schedules, I wasn't sure I would get the chance to say goodbye to everyone so here goes...

After 9+ years workings for the City, Police and Fire, I have submitted my letter of resignation / retirement, and my last day will be May 14th.

Although I haven't had spent much time in the station since Logis took over the tech support, I have learned so much in those early years, through ride-a-longs, Citizen's Academy, and watching the Friday chores as I worked in the squads.

My first month working for the City, I got to ride on the engine and wear the headset - how many people can say that??? I don't think I will ever forget the excitement of that. **chuckle**

My first ride-a-long involved a mental health crisis, and I got to see how incredibly compassionate you are when there are people in need. That individual was treated with kindness and dignity. On the way back from that call, there was a medical in the Kmart parking lot - a young man was riding a motorcycle and hit a curb. He was not wearing a helmet, and sadly, lost his life. It was a gruesome scene, and one that haunted me for many months. I learned that day that our "firefighters" fight so much more than fire. I have seen the compassion and bravery that you exhibit on a daily basis. I have watched as you follow a weekly routine that is both coordinated and methodical. I know that it is these routines, the planning and the training, that save lives - not just in the event of fire, but in emergencies, injury, or illness. You never brag or boast, but quietly train and prepare for when you will be needed - which is usually during a meal...

I have seen you both laugh and cry with one another while grieving the loss of Deb - she was family, and it was evident. You support not just each other, but your community as well by donating your time and funds to support a good cause. Most notably the boot campaign, but also selling the breast cancer awareness t-shirts. As a breast cancer survivor, I appreciated not only the financial support you gave to those actively fighting, but the visual support you gave to those of us who had survived, by wearing the t-shirts yourselves.

For all you do and stand for, for all the wonderful experiences you gave me, thank you.

Stay safe,

Tracy ☺

MINUTES

SOUTH METRO FIRE DEPARTMENT BOARD OF DIRECTORS

Wednesday, April 15, 2020
WebEx Meeting

Members Present: Bill Flatley, Dennis Wippermann, Dave Napier, Wendy Berry, Jimmy Francis

Also Present: Mark Juelfs

The meeting was called to order by member Flatley at 4:30 p.m.

ADOPT AGENDA

Motion was made to adopt the Agenda by Wippermann; seconded by Berry.
Motion carried.

COMMUNICATIONS/RECOGNITIONS

Chief Juelfs mentioned persons and business that donated to the department.

CONSENT AGENDA

Motion was made to approve the Consent Agenda by Francis; seconded by Wippermann
Motion carried.

COMMITTEE REPORTS

None

AGENDA ITEMS

None

Updates

Par 360 agreement with Blue Peak LLC

The updated contract has been sent to Dr. Gavian for her review. Chief Juelfs is awaiting her response and anticipates having the updated contract for the May meeting.

May Board Meeting

In years past the Board invites both city councils to attend the May Board meeting. This opportunity provides a review of the previous year and discussion of future needs of the department. Due to the Covid-19 Chief Juelfs suggests the May meeting be held via WebEx. The Board felt it best to postpone inviting both City Councils to a board meeting until it could be held in person.

Corona Virus

Chief Juelfs reported that the department continues to monitor the EMS recommendations from the CDC as well as extra disinfecting at the station and the

apparatus. All staff must wear a mask in the station if they cannot maintain social distancing.

We had one firefighter test positive for Covid-19. He returned to work on April 13th.

Fire Engines

The two new engines have entered the next phase of production and should be completed and in service by early June.

PUBLIC COMMENT

None

MOTION TO ADJOURN

Motion to adjourn by Francis; seconded by Berry.

Motion carried.

The next regular meeting is scheduled on May 20 at 4:30 pm, via WebEx.

Respectfully submitted By:

Deb Wheeler

SOUTH METRO FIRE

Summary of List of Claims Board Meeting of May 20, 2020

PAYROLL CHECK REGISTER:

Payroll Period	4/6 - 4/19	
Date Paid	4/24/2020	
Direct Deposit		\$ 92,750.52

Payroll Period	4/20 - 5/3	
Date Paid	5/8/2020	\$ 93,150.24
Direct Deposit		

Payroll Period	
Date Paid	
Direct Deposit	

TOTAL NET PAYROLL

\$ 185,900.76

DISBURSEMENT CHECK REGISTER:

Checks	8973 - 9012	\$ 27,670.68
EFTS	1755 - 1770	\$ 147,214.04

TOTAL DISBURSEMENT CHECKS

\$174,884.72

TOTAL PAYROLL, DISBURSEMENTS, ACH'S

\$360,785.48

**South Metro Fire Department
BANK RECONCILIATION
April 30, 2020**

Old National Bank

Ending Balance - Checking	\$ 1,809,184.67
Ending Balance - Savings Account	246,854.90
Outstanding Disbursement Checks	(54,584.42)

Adjustments:

RECONCILED BALANCE	\$ 2,001,455.15
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CITY TREASURER'S BALANCE:

Previous Month's Reconciled Balance	\$ 450,865.04
Daily Receipts Posted	1,909,696.47
Disbursement Checks Issued	(174,884.72)
Payroll Checks and Direct Deposits	(185,534.68)
Journal Adjustments	1,311.22
Rev Prior Months Adj	(3,487.76)

Deposit not recorded-Feb	2,176.54
Deposit not recorded-4/13	650.00
Deposit not recorded-4/24	103.00
Deposit not recorded-4/30	272.50
Savings Interest-April	84.95
Checking Interest	309.23
Charges for April	(106.64)

RECONCILED BALANCE	\$ 2,001,455.15
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CASH ACCOUNT BALANCE:

	\$ 1,997,965.57
Adjustments	3,489.58

RECONCILED BALANCE	\$ 2,001,455.15
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Cash by Fund:

	Beginning Balance	Net Activity	Ending Balance
General Fund	(108,492.40)	1,509,956.29	1,401,463.89
Grant Fund	(650.56)	-	(650.56)
Fire Assistance Fund	-	-	-
Debt Service Fund	26,730.34	-	26,730.34
Capital Fund	529,789.90	40,632.00	570,421.90
Total	447,377.28	1,550,588.29	1,997,965.57

Payment Register

From Payment Date: 4/12/2020 - To Payment Date: 5/11/2020

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1-ANCHOR BAN - ANCHOR BANK									
<u>Check</u>									
8973	04/15/2020	Open			Accounts Payable	BOUND TREE MEDICAL	\$846.54	\$846.54	\$0.00
8974	04/15/2020	Open			Accounts Payable	Conley/Robert	\$396.00	\$396.00	\$0.00
8975	04/15/2020	Open			Accounts Payable	GALLS, LLC	\$501.80	\$501.80	\$0.00
8976	04/15/2020	Open			Accounts Payable	IMAGE TREND	\$450.00	\$450.00	\$0.00
8977	04/15/2020	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 1059	\$233.94		
8978	04/15/2020	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 724	\$1,208.69		
8979	04/15/2020	Open			Accounts Payable	JUELF/ MARK	\$465.75	\$465.75	\$0.00
8980	04/15/2020	Open			Accounts Payable	LEAGUE OF MN CITIES INS. TRUST	\$2,225.07	\$2,225.07	\$0.00
8981	04/15/2020	Open			Accounts Payable	LOCAL GOVERNMENT INFORMATION	\$1,780.55	\$1,780.55	\$0.00
8982	04/15/2020	Open			Accounts Payable	LOWE'S COMMERCIAL SERVICES	\$264.42	\$264.42	\$0.00
8983	04/15/2020	Open			Accounts Payable	NAPA	\$59.99	\$59.99	\$0.00
8984	04/15/2020	Open			Accounts Payable	S ST PAUL/CITY OF	\$6,046.27	\$6,046.27	\$0.00
8985	04/15/2020	Open			Accounts Payable	Schewe, Logan	\$214.24		
8986	04/15/2020	Open			Accounts Payable	Scuba Center	\$2,248.00	\$2,248.00	\$0.00
8987	04/15/2020	Open			Accounts Payable	Smith/ Robert	\$312.25	\$312.25	\$0.00
8988	04/15/2020	Open			Accounts Payable	SOS Tech	\$122.80	\$122.80	\$0.00
8989	04/15/2020	Open			Accounts Payable	South St Paul Police Department, SSP PD	\$70.00	\$70.00	\$0.00
8990	04/15/2020	Open			Accounts Payable	US Bank Equipment Finance	\$156.00	\$156.00	\$0.00
8991	04/23/2020	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 1059	\$233.94		
8992	04/23/2020	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 724	\$1,208.69		
8993	04/23/2020	Open			Accounts Payable	STANDARD INSURANCE COMPANY	\$1,397.33	\$1,397.33	\$0.00
8994	04/29/2020	Open			Accounts Payable	ASPEN MILLS	\$354.30		
8995	04/29/2020	Open			Accounts Payable	AT&T MOBILITY	\$726.37		
8996	04/29/2020	Open			Accounts Payable	Berry/ Wendy	\$100.00		
8997	04/29/2020	Open			Accounts Payable	CARDMEMBER SERVICES	\$1,429.98		
8998	04/29/2020	Open			Accounts Payable	DAKOTA COUNTY TREASURER	\$1,516.45		
8999	04/29/2020	Open			Accounts Payable	Flatley, William	\$100.00		
9000	04/29/2020	Open			Accounts Payable	Francis, James	\$100.00		
9001	04/29/2020	Open			Accounts Payable	Further	\$128.15		
9002	04/29/2020	Open			Accounts Payable	Glassing Florist	\$108.48		
9003	04/29/2020	Open			Accounts Payable	Grainger	\$256.40		
9004	04/29/2020	Open			Accounts Payable	HENRY SCHEIN	\$536.08		
9005	04/29/2020	Open			Accounts Payable	MacQueen Emergency Group	\$769.82	\$769.82	\$0.00
9006	04/29/2020	Open			Accounts Payable	METRO SALES, INC	\$316.02		
9007	04/29/2020	Open			Accounts Payable	NAPA	\$95.97		
9008	04/29/2020	Open			Accounts Payable	Napier/ David	\$100.00		
9009	04/29/2020	Open			Accounts Payable	OXYGEN SERVICE COMPANY	\$53.99		
9010	04/29/2020	Open			Accounts Payable	PRAXAIR	\$368.32		
9011	04/29/2020	Open			Accounts Payable	SPOK, INC	\$68.08		

Payment Register

From Payment Date: 4/12/2020 - To Payment Date: 5/11/2020

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
9012	04/29/2020	Open			Accounts Payable	WIPPERMANN/DENNIS	\$100.00		
Type Check Totals:					40 Transactions		\$27,670.68	\$18,112.59	\$0.00

1-ANCHOR BAN - ANCHOR BANK Totals

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	40	\$27,670.68	\$18,112.59
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	40	\$27,670.68	\$18,112.59

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	40	\$27,670.68	\$18,112.59
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	40	\$27,670.68	\$18,112.59

Grand Totals:

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	40	\$27,670.68	\$18,112.59
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	40	\$27,670.68	\$18,112.59

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	40	\$27,670.68	\$18,112.59
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	40	\$27,670.68	\$18,112.59

Payment Register

From Payment Date: 4/12/2020 - To Payment Date: 5/11/2020

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1-ANCHOR BAN - ANCHOR BANK									
<u>EFT</u>									
1755	04/14/2020	Open			Accounts Payable	I C M A RETIREMENT CORP	\$985.00	\$985.00	\$0.00
1756	04/14/2020	Open			Accounts Payable	IRS - PR TAXES	\$17,129.20	\$17,129.20	\$0.00
1757	04/14/2020	Open			Accounts Payable	MN DEPT OF REVENUE	\$5,616.59	\$5,616.59	\$0.00
1758	04/14/2020	Open			Accounts Payable	MN II LIFE -- HSA	\$2,145.31	\$2,145.31	\$0.00
1759	04/14/2020	Open			Accounts Payable	MSRS	\$250.00	\$250.00	\$0.00
1760	04/14/2020	Open			Accounts Payable	MSRS - HCSP	\$2,448.40	\$2,448.40	\$0.00
1761	04/14/2020	Open			Accounts Payable	NATIONWIDE	\$2,750.00	\$2,750.00	\$0.00
1762	04/14/2020	Open			Accounts Payable	PUBLIC EMPLOYEES RETIRE ASSN	\$42,081.43	\$42,081.43	\$0.00
1763	04/24/2020	Open			Accounts Payable	I C M A RETIREMENT CORP	\$985.00	\$985.00	\$0.00
1764	04/24/2020	Open			Accounts Payable	IRS - PR TAXES	\$17,259.66	\$17,259.66	\$0.00
1765	04/24/2020	Open			Accounts Payable	MN DEPT OF REVENUE	\$5,659.00	\$5,659.00	\$0.00
1766	04/24/2020	Open			Accounts Payable	MN II LIFE -- HSA	\$2,145.31	\$2,145.31	\$0.00
1767	04/24/2020	Open			Accounts Payable	MSRS	\$250.00	\$250.00	\$0.00
1768	04/24/2020	Open			Accounts Payable	MSRS - HCSP	\$2,446.86	\$2,446.86	\$0.00
1769	04/24/2020	Open			Accounts Payable	NATIONWIDE	\$2,750.00	\$2,750.00	\$0.00
1770	04/24/2020	Open			Accounts Payable	PUBLIC EMPLOYEES RETIRE ASSN	\$42,312.28	\$42,312.28	\$0.00
Type EFT Totals:							\$147,214.04	\$147,214.04	\$0.00
1-ANCHOR BAN - ANCHOR BANK Totals							\$147,214.04	\$147,214.04	\$0.00

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	16	\$147,214.04	\$147,214.04
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	16	\$147,214.04	\$147,214.04

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	16	\$147,214.04	\$147,214.04
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	16	\$147,214.04	\$147,214.04

Grand Totals:

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	16	\$147,214.04	\$147,214.04
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	16	\$147,214.04	\$147,214.04

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	16	\$147,214.04	\$147,214.04
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	16	\$147,214.04	\$147,214.04



Account Classification	Adopted Budget	Current Month Transactions	YTD Transactions	YTD Balance	% used/ Rec'd	Prior Year YTD
Fund 101 - General Fund						
REVENUE						
Taxes	550,000.00	.00	53,262.57	496,737.43	10%	64,654.60
Intergovernmental Revenues	174,035.00	508.92	868.81	173,166.19	0%	2,476.17
Charges for Services	5,464,281.00	1,869,645.83	2,571,383.10	2,892,897.90	47%	2,533,277.84
Other Revenue	35,500.00	1,316.22	4,689.33	30,810.67	13%	24,205.82
Other Financing Sources	.00	.00	775.00	(775.00)	+++	9,600.00
REVENUE TOTALS	\$6,223,816.00	\$1,871,470.97	\$2,630,978.81	\$3,592,837.19	42%	\$2,634,214.43
EXPENSE						
Personal Services	5,524,024.00	347,283.04	1,880,137.93	3,643,886.07	34%	1,642,601.10
Supplies	177,754.00	7,869.08	23,695.84	154,058.16	13%	28,483.53
Contractual Services	389,052.00	13,714.53	98,899.28	290,152.72	25%	126,563.61
Other Charges	132,985.00	1,226.82	28,429.79	104,555.21	21%	35,970.52
Capital Outlay	.00	.00	.00	.00	+++	.00
Debt Service	.00	.00	.00	.00	+++	.00
Other Financing Uses	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS	\$6,223,815.00	370,093.47	2,031,162.84	\$4,192,652.16	33%	\$1,833,618.76
Fund 101 - General Fund Totals						
REVENUE TOTALS	6,223,816.00	1,871,470.97	2,630,978.81	3,592,837.19	42%	2,634,214.43
EXPENSE TOTALS	6,223,815.00	370,093.47	2,031,162.84	4,192,652.16	33%	1,833,618.76
Fund 101 - General Fund Totals	\$1.00	\$1,501,377.50	\$599,815.97	(\$599,814.97)		\$800,595.67
Fund 201 - Grant Fund						
REVENUE						
Intergovernmental Revenues	.00	.00	.00	.00	0%	.00
REVENUE TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
EXPENSE						
Contractual Services	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Fund 301 - Debt Service						
REVENUE						
Intergovernmental Revenues	183,650.00	.00	.00	183,650.00	0%	51,337.00
REVENUE TOTALS	\$183,650.00	\$0.00	.00	\$183,650.00	+++	\$51,337.00
EXPENSE						
Contractual Services	183,650.00	.00	.00	183,650.00	+++	.00
EXPENSE TOTALS	\$183,650.00	\$0.00	\$0.00	\$183,650.00	+++	\$0.00
Fund 301 - Debt Totals						
REVENUE TOTALS	183,650.00	.00	.00	183,650.00	+++	51,337.00
EXPENSE TOTALS	183,650.00	.00	.00	183,650.00	+++	.00
Fund 301 - Debt Totals	\$0.00	\$0.00	\$0.00	\$0.00		\$51,337.00
Fund 401 - Capital Projects						
REVENUE						
Intergovernmental Revenues	.00	.00	.00	.00	+++	.00
Charges for Services	108,354.00	27,088.00	40,632.00	67,722.00	0	.00
Other Revenue	.00	13,544.00	13,544.00	.00	+++	.00
Other Financing Sources	.00	.00	.00	.00	+++	.00
REVENUE TOTALS	\$108,354.00	\$40,632.00	\$54,176.00	\$67,722.00		\$0.00
EXPENSE						
Other Charges	.00	.00	.00	.00	+++	.00
Capital Outlay	162,709.00	.00	10,429.92	152,279.08	6%	86,466.19
Other Financing Uses	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS	\$162,709.00	\$0.00	\$10,429.92	\$152,279.08	6%	\$86,466.19
Fund 401 - Capital Projects						
REVENUE TOTALS	108,354.00	40,632.00	54,176.00	54,178.00	0	.00
EXPENSE TOTALS	162,709.00	.00	10,429.92	152,279.08	6%	86,466.19
Fund 401 - Capital Projects	(\$54,355.00)	\$40,632.00	\$43,746.08	(\$98,101.08)		(\$86,466.19)
Grand Totals						
REVENUE TOTALS	6,515,820.00	1,912,102.97	2,685,154.81	3,830,665.19	41%	2,685,551.43
EXPENSE TOTALS	6,570,174.00	370,093.47	2,014,737.76	4,613,436.24	31%	1,920,084.95
Grand Totals	(\$54,354.00)	\$1,542,009.50	\$670,417.05	(\$782,771.05)		\$765,466.48

[illegible]



BLS Transports	160	125	134	118	537	503
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SOUTH METRO FIRE DEPARTMENT

1650 Humboldt Avenue • West St. Paul MN 55118

Phone: (651) 552-4176 • FAX: (651) 552-4195

www.southmetrofire.com

DATE: May 20, 2020

TO: President and Board

FROM: Mark Juelfs, Fire Chief

RE: **Fund Balance Transfer**

Summary:

At fiscal year-end, the General Fund had a balance in excess of the established 5% limit. By policy, these excess funds are to be transferred to the Capital Fund, to support the 10-year Capital Plan. Following the 2019 Financial Audit, it was determined that the General Fund had an excess balance of \$309,160. The 2019 excess balance was unusually large due to six main factors:

- 1) In 2019 we received additional monies from the Minnesota Board of Firefighter Training and education that accounted for over \$80,000 of the excess fund balance.
- 2) An open firefighter position for 6 months in 2019 accounted for roughly \$50,000 in savings. A department employee left the department to pursue a full time Assistant Chief position at another department. We did fill the open position in September of 2019.
- 3) Work comp premium was \$41,000 less than budgeted.
- 4) Health Insurance premium was \$35,600 under budget
- 5) Overtime savings of \$17,000.
- 6) The continued practice of prudent purchases and expenses by the department members.

Budget Impact:

The General Fund balance will be maintained at the established 5% maximum limit and \$309,160 identified as excess funds will be transferred into the Capital Fund.

Recommendation:

Approve Resolution 2020-04 retaining a 5% General Fund balance and transferring the excess funds in the amount of \$309,160 to the Capital Fund.

Attachment:

Resolution 2020-04 Approving Fund Balance Transfer

South Metro Fire Department

Resolution Number 2020-04

RESOLUTION APPROVING FUND BALANCE TRANSFER

WHEREAS, the Board has previously established a financial policy limiting the year-end General Fund Balance to a maximum limit of 5% of the upcoming year's General Fund budgeted amount; and

WHEREAS, the financial policy states that any balance in excess of the 5% General Fund balance is considered excess funds; and

WHEREAS, the financial policy states the Board shall retain the excess funds to support the approved 10-year Capital Plan;

NOW, THEREFORE, BE IT RESOLVED the Board of Directors approves retaining a 5% General Fund balance and transferring the General Fund excess balance in the amount of \$309,160 to the Capital Fund.

Passed by the Board of Directors on May 20, 2020.

Attest:

James Francis, Secretary

South Metro Fire Department

Resolution 2020-05

Resolution Accepting Donations to South Metro

WHEREAS, the below listed organizations or individuals donated equipment or supplies to South Metro Fire Department:

Sportsman's Guide has graciously donated 295 N95 masks

Factory Motor Parts has graciously donated 12 gallons of bleach

Airgas Specialty Products has graciously donated 60 N95 masks

Lowe's has graciously donated masks, hand sanitizer and cleaning supplies

Costco has graciously donated cleaning supplies and disinfecting supplies

Sailcrafters has graciously donated 150 face shields

My Pillow has graciously donated 40 cloth masks

Farmington Police Department has graciously donated 960 N95 masks

Roberta Pedersen has graciously donated 17 N95 masks

Jim Kermes has graciously donated N95 masks and gloves

AND WHEREAS, the donated equipment and supplies will be used during the Covid-19 pandemic, and

WHEREAS, the South Metro Fire Board acknowledges the generosity of these organizations and citizens and extends their appreciation to them for their consideration and generous donations.

NOW, THEREFORE, BE IT RESOLVED the Board of Directors of the South Metro Fire Department accepts these donations on behalf of South Metro Fire Department and authorizes Fire Department staff to use the equipment and supplies in the manner described therein.

Passed by the Board of Directors on May 20,2020.

Attest:

James Francis, Secretary



SOUTH METRO FIRE DEPARTMENT

1650 Humboldt Avenue • West St. Paul MN 55118

Phone: (651) 552-4176 • FAX: (651) 552-4195

www.southmetrofire.com

DATE: May 20, 2020

TO: President and Board

From: Mark Juelfs, Fire Chief

RE: **Par360 Contract**

Summary:

At the February meeting the board approved a contract with Blue Peak LLC for mental health services included those listed below.

- Direct access to mental health expert
- Monthly and/or Bi-Monthly conference calls
- Yearly in person training for Chiefs and Chief Officers
- List of vetted providers
- Educational resources for how to recognize warning signs
- Yearly training for spouses & family members
- Online resilience training for all department members
- Access to Facebook page to answer questions, get additional support and learn from others
- Annual mental health check-ups

At the time of approval there were some concerns about various aspects of the contract. Our legal counsel reviewed the contract a second time and adjusted it based on the concerns and comments. The language of the current contract is significantly different from the one approved at the February meeting. Therefore, the new contract is presented for your approval.

Budget:

The board approved the 2020 budget in December with monies dedicated to mental health evaluations and training. The budget amount is sufficient to cover the contract amount of \$12,600.

Recommendation:

Approve the contract with Blue Peak Consulting LLC

Attachment:

Blue Peak Consulting LLC Contract

SERVICES AGREEMENT

This Agreement is entered into and effective as of this 1st day of June, 2020 (the “Effective Date”), by and between South Metro Fire Department, a joint powers agency (“SMFD”), having an address of 1650 Humboldt Ave, West St. Paul, MN 55118 and Blue Peak Consulting, L.L.C., a Minnesota limited liability company (“Consultant”), having an address of 1640 Hampshire Ave North, Golden Valley, MN 55427.

WHEREAS, Consultant is a license psychologist in the State of Minnesota who has the experience, knowledge, and training to counsel and treat soldiers, veterans, policer officers, fire fighters, and other emergency responders; and

WHEREAS, SMFD does endeavor to engage the services and assistance of a third-party consultant to provide mental health and resiliency services to employees and staff of SMFD;

NOW, THEREFORE, in consideration of SMFD retaining Consultant to provide mental health services, it is agreed as follows:

1. SCOPE OF SERVICES

SMFD hereby retains the Consultant to provide Services in the area of mental health and resilience (the “Services”).

(a) The Services shall include the following:

- i. Direct access to Consultant on an as needed basis;
- ii. Monthly and/or Bi-Monthly conference calls;
- iii. Yearly in person training for Chiefs and Chief Officers;
- iv. List of providers for additional consultations;
- v. Educational resources for how to recognize warning signs;
- vi. Yearly training for spouses & family members;
- vii. Online resilience training for all department members;
- viii. Access to Facebook page to answer questions, get additional support and learn from others; and
- ix. Two mental health check-ups with each staff person per year.

(b) Additional Services, beyond those described above, will require additional fees to be discussed and agreed upon by the parties.

2. SMFD DUTIES

(a) Compensation: In consideration for the Services provided by Consultant to SMFD as set forth in paragraph 1 above, SMFD agrees to pay Consultant a fee of \$12,600 (the “Fee”) to be paid in quarterly installments of \$4,200, the first installment payable within 30 days from execution of this Agreement and every 3 months thereafter. Consultant’s obligation to render Services hereunder is conditioned upon SMFD’s payment of said Fee on a timely basis.

- (b) Tools to be Provided by SMFD: SMFD agrees to provide all tools, information, and documentation that may be required by Consultant to effectively perform said responsibilities in connection with the performance of Services. SMFD shall provide laptop, or other mechanism in which to project power point presentation materials, as well as a microphone and water for any in-person educational training events, at SMFD's expense.

3. TERM

This Agreement shall commence on the Effective Date and shall terminate on May 31st, 2021 or cancellation by either party in accordance with paragraph 4, whichever occurs first.

4. CANCELLATION

Except as provided in Section 8, SMFD may cancel this Agreement for any reason by providing 30 days' written notice to the Consultant. Consultant shall be paid for any unpaid work, if any, prorating the compensation rate in paragraph 2 within 15 days of cancellation. Consultant may cancel this Agreement for any reason by providing 30 days' written notice to SMFD.

5. NO GUARANTEES

Consultant cannot guarantee the outcome of Services and Consultant's comments about the outcome are expressions of opinion only. Consultant makes no guarantees other than that the Services described in Paragraph 1(a) shall be provided to SMFD in accordance with the terms of this Agreement. SMFD acknowledges that Consultant cannot guarantee any results for Services and such outcomes are based on subjective factors that cannot be controlled by Consultant.

In performing its Services, Consultant will use that degree of care and skill ordinarily exercised, under similar circumstances, by reputable members of its profession in the same locality at the time the Services are provided. No warranty, express or implied, is made or intended by Consultant's undertaking herein or its performance of Services.

6. CONFIDENTIALITY

- (a) SMFD Information: Any and all SMFD information and data of a confidential nature, including but not limited to any and all personnel data or medical data (hereinafter referred to as "Confidential Information"), shall be treated by Consultant in the strictest confidence and not disclosed to third parties or used by Consultant for any purpose other than for providing SMFD with the Services specified hereunder. Upon request, Consultant hereto will promptly return or destroy all documents containing Confidential Information and delete all electronic records of or containing the same.
- (b) Data Practices Compliance. All data collected by the Consultant pursuant to this Agreement shall be subject to the Minnesota Government Data Practices Act, Minn. Stat., Chapter 13.

7. INDEPENDENT CONTRACTOR

- (a) Independent Contractor Relationship: This Agreement shall not render Consultant an employee, partner, agent of or joint venturer with SMFD for any purpose. Consultant is and will remain an independent contractor in its relationship to SMFD. Consultant is or remains open to conducting similar tasks or activities for entities other than SMFD and holds itself out to the public to be a separate business entity. Consultant shall retain sole and absolute discretion in the manner and means of carrying out the activities and responsibilities under this Agreement. Consultant shall be responsible to the ownership and management of SMFD, but Consultant will not be required to follow or establish a regular or daily work schedule, however Consultant will be available pursuant to the Services listed in paragraph 1(a). Consultant will not rely solely on the equipment or offices of SMFD for completion of tasks and duties set forth pursuant to this Agreement. Any advice given to Consultant regarding Services performed for SMFD shall be considered a suggestion only, not an instruction. SMFD retains the right to inspect, stop or alter the work of Consultant to assure its conformity with this Agreement and SMFD needs. Consultant and SMFD agree to conform to any and all IRS tests necessary to establish and demonstrate the independent contractor relationship between SMFD and Consultant.
- (b) Taxes & Benefits: Consultant will be responsible for filing its own tax returns and to pay taxes in accordance with all provisions of applicable Federal and State law. SMFD shall not be responsible for withholding taxes with respect to Consultant's compensation. Consultant shall have no claim against SMFD for vacation pay, sick leave, retirement benefits, social security, worker's compensation, health or disability benefits, unemployment insurance benefits or employee benefits of any kind.

8. FORCE MAJEURE

Neither party is liable for failure or delay in performance of the party's obligations under said Agreement if such failure or delay in performance is as a result of causes and/or circumstances beyond the party's reasonable control and without its fault or negligence. Such Force Majeure events include but are not limited to accident, illness, Acts of God (including death, fire, flood, earthquake, storm, hurricane, or other natural disaster) or of the Public Enemy, acts of war, acts of the government in its sovereign capacity, fires, floods, epidemics, quarantine restrictions, unusually severe weather, terrorist activities, nationalization, government sanction, blockage, embargo, labor dispute, strike, lockout or interruption or lack of funding, failure of electricity or telephone service.

Should any such occurrence impede or delay travel and execution of any obligation under said Agreement, every reasonable effort will be made by both parties to mitigate, modify or alter said Agreement as to meet their stated and agreed upon obligations.

Either party may terminate this Agreement effective immediately without 30 days' notice for a Force Majeure event and Consultant will reimburse SMFD a prorated refund of the Fee within 30 days of the effective date of termination.

9. WARRANTIES

- (a) Consultant's Warranties: Consultant represents, warrants and covenants that Consultant has full authority to enter into this Agreement and that all of the Services, will be rendered using sound, professional practices and in a competent and professional manner by knowledgeable and qualified personnel.
- (b) SMFD's Warranties: SMFD represents, warrants and covenants that SMFD has full authority to enter into this Agreement and has or will obtain, during all times relevant hereunder, all of the necessary consents, rights, licenses, clearances, releases or other permissions to lawfully consummate the transactions and lawfully discharge, in all material respects, each and every of SMFD's obligations or duties set forth hereunder, whether performance is due now or hereafter during the Term.

10. LIMITATION OF LIABILITY

With regard to the Services to be performed by the Consultant pursuant to the terms of this Agreement, the Consultant shall not be liable to SMFD, or to anyone who may claim any right due to any relationship with SMFD, for any acts or omissions in the performance of Services on the part of the Consultant or on the part of the agents or employees of the Consultant, except when said acts or omissions of the Consultant are due to willful misconduct or gross negligence. SMFD and its SMFDs, agents, employees, heirs or assigns shall hold the Consultant free and harmless from any obligations, costs, claims, judgments, attorneys' fees, and attachments arising from or growing out of the Services rendered to SMFD pursuant to the terms of this Agreement or in any way connected with the rendering of Services, except when the same shall arise due to the willful misconduct or gross negligence of the Consultant and the Consultant is adjudged to be guilty of willful misconduct or gross negligence by a court of competent jurisdiction. The Services provided by Consultant DO NOT create a doctor-patient or therapist-patient relationship. Information provided DOES NOT create a doctor-patient or healthcare practitioner-patient relationship between SMFD employees and Consultant or its personnel.

11. EFFECT OF HEADINGS

The subject headings of the paragraphs and subparagraphs of this Agreement are included for convenience only and shall not affect the construction or interpretation of any of its provisions.

12. ENTIRE AGREEMENT; MODIFICATION; WAIVER

This Agreement constitutes the entire Agreement between the parties pertaining to the subject matter contained in it and supersedes all prior and contemporaneous Agreements, representations, and understandings of the parties. No supplement, modification or amendment of this Agreement shall be binding unless executed in writing by all the parties. No waiver of any of the provisions of this Agreement shall be deemed, or shall constitute, a waiver of any other provision, whether or not similar, nor shall any waiver constitute a continuing waiver. No waiver shall be binding unless executed in writing by the party making the waiver.

13. COUNTERPARTS

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

14. ASSIGNMENT

This Agreement shall be binding on, and shall inure to the benefit of, the parties to it and their respective heirs, legal representatives, successors, and assigns; provided, however, that neither party may assign any of its rights under this Agreement, except to a wholly owned subsidiary entity, without the written consent of the other party.

15. NOTICES

All notices, requests, demands, and other communications under this Agreement shall be in writing and shall be deemed to have been duly given on the date of service if served personally on the party to whom notice is to be given, or 3 calendar days after mailing if mailed to the party to whom notice is to be given, by first class mail, registered or certified, postage prepaid, and properly addressed as follows:

To Consultant at: Blue Peak Consulting, LLC
 1640 Hampshire Ave N.
 Golden Valley, MN 55427

To SMFD at: South Metro Fire Department
 1650 Humboldt Ave
 West St. Paul, MN 55118

With Copy to: South Metro Fire Department Attorney
 LeVander, Gillen & Miller, P.A.
 C/O Korine Land
 633 South Concord Street, Suite 400
 South St. Paul, MN 55075

Any party may change its address for purposes of this paragraph by giving the other parties written notice of the new address in the manner set forth above.

16. GOVERNING LAW; VENUE; MEDIATION; ARBITRATION

This Agreement shall be construed in accordance with, and governed by, the laws of the State of Minnesota as applied to contracts that are executed and performed entirely in Minnesota.

17. SEVERABILITY

If any term, provision, covenant or condition of this Agreement is held by an arbitrator or court of competent jurisdiction to be invalid, void or unenforceable, the rest of the Agreement shall remain in full force and effect and shall in no way be affected, impaired or invalidated.

18. SIGNATURES

IN WITNESS WHEREOF, the parties to this Agreement have duly executed it on the day and year first above written.

Consultant:

Blue Peak Consulting, L.L.C.,
a Minnesota limited liability company

Signed: _____

Name: Margaret Gavian

Title: Owner

Client:

South Metro Fire Department
a joint powers agency under Minn. Stat. § 471.59

Signed: _____

Name: _____

Title: _____



SOUTH METRO FIRE DEPARTMENT

1650 Humboldt Avenue • West St. Paul MN 55118

Phone: (651) 552-4176 • FAX: (651) 552-4195

www.southmetrofire.com

DATE: May 15, 2020

TO: SMFD President and Board

FROM: Mark Juelfs, Fire Chief

RE: Authorization to Purchase Vehicle

Background:

The 2020 Capital Budget allows for the purchase of one administrative support vehicle for the department. This purchase is intended to replace the department's 2005 Chevrolet pickup that is currently in use by one of our inspectors and also serving as the support vehicle for fire station 1. The department also has a need to obtain a more substantial tow vehicle for our boat and to increase that vehicle's water rescue equipment carrying capacity. To solve all these needs, the department proposes the purchase of a Ford F450 pickup truck outfitted with a utility body. This will give us additional towing capacity and a place to store water rescue equipment that is secured and protected within compartments. Storing the water rescue equipment in compartments keeps the main cargo area open, thus allowing this tow vehicle to more easily serve in a support capacity for fire station 2. In this proposal, the current tow vehicle would be repurposed for use as an inspection and support vehicle for Station 1, replacing the 2005 pickup mentioned above.

Budget:

Staff has obtained state contract pricing for this purchase. With the utility body, emergency vehicle lighting, and graphics, the estimated cost of this vehicle is \$64,680. The budgeted amount for this purchase is \$60,168. The additional money needed to complete this purchase will be found through savings on other projects in this year's capital plan. It is also possible that a trade-in of the 2005 pickup will offset some of the cost and bring the total closer to the budgeted amount.

Recommended Action:

- 1) Authorize the purchase of the above vehicle with a total cost not to exceed \$66,000 to allow for unexpected costs that may arise by the time the vehicle is delivered. (A delivery timeframe is uncertain at this time as production lines have been impacted by the COVID-19 crisis.)
- 2) Authorize the sale or trade-in of the 2005 Chevrolet pickup.

Samples of pickups with utility bodies:





SOUTH METRO FIRE DEPARTMENT

1650 Humboldt Avenue • West St. Paul MN 55118

Phone: (651) 552-4176 • FAX: (651) 552-4195

www.southmetrofire.com

DATE: May 20, 2020

TO: President and Board

FROM: Mark Juelfs, Fire Chief

RE: **General Updates**

Summary:

Below are updates on some current topics:

Budget

The budget continues to be refined for presentation to the Budget and Finance committees. I anticipate scheduling those meetings the first week in June.

Corona Virus

We have had one firefighter test positive for Covid-19 since the pandemic began. We have not had any other positive cases within the fire department. We have begun to work on reopening plans.

Currently, we have enough PPE, but we are always sourcing more to increase our stock.

2020 Fire Engines

We have received word that due to Covid-19 some materials needed to complete the trucks has been delayed. Anticipated delivery date is now mid to late June.

2010 Engines

Recently, Engine 1 was in for maintenance when a suspected crack on the frame rail was found. Upon further investigation the issue turned out to be corrosion, not a crack. However, the corrosion has reduced the amount of metal remaining on the frame rail. Factory specifications only allow for a certain amount of metal loss. The starting thickness of the frame rail is .375 inches. The current thickness of the frame rail on Engine 1 is .296 inches. The factory allows the loss of 1/3 of the thickness or .250 inches of metal remaining before deeming the frame rail unsafe for operation. At the current rate of degradation, the frame rails would last another 4-5 years. However, the design of the frame rail inhibits using a micrometer on all but the very edge. Therefore, it cannot be said with certainty what the thickness of the metal is on the remainder of the frame rail. Because Engine 2 is the same model and year we also had it inspected. Engine 2 is also showing the same evidence of corrosion, the thickness of its frame rail is .295 inches.

When purchasing the new engines, the intent was to keep both Engine 1 and 2 as reserve engines for the next 8-10 years.

South Metro was presented with three options to remedy the corrosion issue by McQueen and Pierce:

1. Needle the frame rails and coat with a corrosion inhibitor. This process would cost \$10,000 per truck. There is no guarantee that this process would not have to be repeated in the future.
2. Replace the frame rails. This would cost \$35,000 per truck and would come with a warranty.
3. Trade the trucks.
4. A fourth option is to do nothing and see if the corrosion gets worse over the next few years. (Not presented to us by McQueen or Pierce).

At this time, we are seeking a second opinion to see if it can be determined if the frame rail degradation exists over the entire cross section or if it is localized at the edge.

We will bring back our findings and recommendation at a future board meeting.