



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: January 15, 2020 at 4:30 PM
Meeting Place: West St Paul, Lobby Conference Room

- I. Roll Call
Board Members: Berry, Flatley, Francis, Napier, Wippermann
- II. Adopt Agenda
- III. Communications/Recognitions
 - a. [Thank You – 360 Communities](#)
- IV. Consent Agenda
 - a. [December 16, 2020 Meeting Minutes](#)
 - b. [December 2019 List of Claims](#)
 - c. [December 2019 Month End Budget Report](#)
 - d. [December 2019 Run Summary Report](#)
- V. Committee Reports
 - a. None
- VI. Agenda Items
 - a. [Property & Casualty Insurance](#)
 - b. [State Fire Aid Payable 2020 Certification](#)
 - c. [Public Board Member Process](#)
- VII. Public Comment
- VIII. Adjourn

Next Regular Meeting – February 19, 2020 West St. Paul

Swearing-In Ceremony for Probationary Firefighter February 19th following the board meeting in WSP Council Chambers



360 Communities®

Help in the moment. Hope for the future.

December 2019

Chief Mark Juelfs
South Metro Fire Department
1650 Humboldt Ave
West St Paul MN 55118

Dear Chief Juelfs,

Thank you for supporting the 360 Communities *Partners For Success*® program with the 2nd Annual Police vs. Fire Charity Hockey Game on October 12, 2019 raising a total of \$12,340!

360 Communities delivers safety and stability that improves lives. School-based family support workers strengthen family stability, prevent child abuse and neglect, and increase high school graduation rates. With your support, we can continue to provide families with a solid foundation on which they can build a successful future.

Thank you for joining with us to provide help in the moment and hope for the future!

Warm Regards,

Jackie Paul
Development Associate

THANK YOU FOR SUPPORTING
THE PARTNERS FOR SUCCESS
PROGRAM WITH THE HOCKEY
GAME - IT WAS A
FANTASTIC EVENT!

360 Communities is a 501(c)(3) organization. Contributions to 360 Communities are tax-deductible to the extent permitted by law. Unless otherwise noted, no goods or services were provided in exchange for this gift.

MINUTES

SOUTH METRO FIRE DEPARTMENT BOARD OF DIRECTORS

Monday, December 16, 2019
South Saint Paul

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

Also Present: Mark Juelfs, Deb Wheeler, Terry Johnson, Joel Hanson

The meeting was called to order by member Flatley at 5:02 p.m.

ADOPT AGENDA

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

COMMUNICATIONS/RECOGNITIONS

None

CONSENT AGENDA

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

COMMITTEE REPORTS

None

AGENDA ITEMS

At 5:10 pm member Napier arrived.

2020 Budget

Chief Juelfs requested one change, to the approved draft budget. The health insurance costs came in \$35,000 under the budget amount and he is requesting that the Board reallocate that savings to provide mental health training and checkups. Chief Juelfs would like to designate \$20,000 to provide mental health checkups to all personnel and provide additional mental health training. The remaining \$15,000 would be allocated to cover the cost of overtime. The Board realizes the importance of mental health and approves of this request.

Motion was made to approve the 2020 budget by Berry; seconded by Flatley.
Motion carried.

Motion was made to accept the proceeds for the EMS Tax Levy to be used for Emergency Medical Service by Flatley; Seconded by Berry.
Motion carried.

Motion to hold closed meeting pursuant to Minn. Stat. 13D.03 to conduct the performance evaluation of Fire Chief Juelfs at 5:15 pm by Wippermann; seconded by Berry.
Motion carried.

Motion to re-open meeting at 5:30 pm by Flatley; seconded by Berry.

Board President Napier stated that Chief Juelfs employment agreement, with South Metro Fire, states that he will be at the top of the pay range by 2023. After reviewing all evaluations that were turned in, the Board feels that Chief Juelfs shall be placed at the top of the range as of January 1, 2020.

Motion was made to increase Chief Juelfs salary, including the 3% 2020 COLA, to the 2019 top scale of \$131,634 by Wippermann; seconded by Berry.
Motion carried.

PUBLIC COMMENT

None

MOTION TO ADJOURN

Motion to adjourn at 5:40 pm by Flatley; seconded by Berry.
Motion carried.

The next regular meeting is scheduled on January 15th, at 4:30 pm, in West St Paul.

Respectfully submitted By:

Deb Wheeler

SOUTH METRO FIRE

Summary of List of Claims Board Meeting of January 15, 2020

PAYROLL CHECK REGISTER:

Payroll Period	12/2 - 12/15	
Date Paid	12/20/2020	\$ 90,348.73
Direct Deposit		

Payroll Period	12/16 - 12/29	
Date Paid	1/3/2020	\$ 90,853.45
Direct Deposit		

Payroll Period	
Date Paid	
Direct Deposit	

TOTAL NET PAYROLL

\$ 181,202.18

DISBURSEMENT CHECK REGISTER:

Checks	8745 - 8798	\$ 249,185.68
EFTS	1662 - 1678	\$ 139,527.47

TOTAL DISBURSEMENT CHECKS

\$388,713.15

TOTAL PAYROLL, DISBURSEMENTS, ACH'S

\$569,915.33

Payment Register

From Payment Date: 12/1/2019 - To Payment Date: 1/7/2020

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1-ANCHOR BAN - ANCHOR BANK									
<u>Check</u>									
8745	12/09/2019	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 1059	\$226.02		
8746	12/09/2019	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 724	\$1,167.77		
8747	12/09/2019	Open			Accounts Payable	STANDARD INSURANCE COMPANY	\$1,396.31	\$1,396.31	\$0.00
8748	12/12/2019	Open			Accounts Payable	APPELHOLM/ANGELINE	\$154.98	\$154.98	\$0.00
8749	12/12/2019	Open			Accounts Payable	ARZDORF/STEVE	\$607.50		
8750	12/12/2019	Open			Accounts Payable	ASPEN MILLS	\$1,662.85		
8751	12/12/2019	Open			Accounts Payable	AT&T MOBILITY	\$756.74	\$756.74	\$0.00
8752	12/12/2019	Open			Accounts Payable	Blue Peak Consulting, LLC	\$850.00		
8753	12/12/2019	Open			Accounts Payable	Crown Rental	\$2,871.84	\$2,871.84	\$0.00
8754	12/12/2019	Open			Accounts Payable	CUB FOODS WEST ST PAUL % JERRY'S ENTERPRISES	\$46.76	\$46.76	\$0.00
8755	12/12/2019	Open			Accounts Payable	DELL MARKETING L.P.	\$4,131.63	\$4,131.63	\$0.00
8756	12/12/2019	Open			Accounts Payable	EMERGENCY APPARATUS MAINTENANC	\$3,986.36	\$3,986.36	\$0.00
8757	12/12/2019	Open			Accounts Payable	EMERGENCY RESPONSE SOLUTIONS	\$289.24	\$289.24	\$0.00
8758	12/12/2019	Open			Accounts Payable	GALLS, LLC	\$1,212.79	\$1,212.79	\$0.00
8759	12/12/2019	Open			Accounts Payable	HEALTH STRATEGIES	\$200.00		
8760	12/12/2019	Open			Accounts Payable	IMAGE TREND	\$450.00	\$450.00	\$0.00
8761	12/12/2019	Open			Accounts Payable	Jefferson Fire & Safety, Inc	\$2,444.60	\$2,444.60	\$0.00
8762	12/12/2019	Open			Accounts Payable	LEAGUE OF MN CITIES INS. TRUST	\$2,906.66	\$2,906.66	\$0.00
8763	12/12/2019	Open			Accounts Payable	Lexipol	\$9,269.00	\$9,269.00	\$0.00
8764	12/12/2019	Open			Accounts Payable	LOCAL GOVERNMENT INFORMATION	\$2,628.00	\$2,628.00	\$0.00
8765	12/12/2019	Open			Accounts Payable	MINNESOTA GLOVE & SAFETY, INC	\$124.98	\$124.98	\$0.00
8766	12/12/2019	Open			Accounts Payable	NAPA	\$225.77	\$225.77	\$0.00
8767	12/12/2019	Open			Accounts Payable	NINTH BRAIN	\$96.00	\$96.00	\$0.00
8768	12/12/2019	Open			Accounts Payable	OXYGEN SERVICE COMPANY	\$52.06	\$52.06	\$0.00
8769	12/12/2019	Open			Accounts Payable	PREMIER SPECIALTY VEHICLES	\$24.00	\$24.00	\$0.00
8770	12/12/2019	Open			Accounts Payable	S ST PAUL/CITY OF	\$5,809.43	\$5,809.43	\$0.00
8771	12/12/2019	Open			Accounts Payable	SOS Tech	\$235.50	\$235.50	\$0.00
8772	12/12/2019	Open			Accounts Payable	US Bank Equipment Finance	\$171.60	\$171.60	\$0.00
8773	12/20/2019	Open			Accounts Payable	ANCOM TECHNICAL CENTER	\$5,149.75	\$5,149.75	\$0.00
8774	12/20/2019	Open			Accounts Payable	APPELHOLM/ANGELINE	\$130.65		
8775	12/20/2019	Open			Accounts Payable	ASPEN MILLS	\$920.32		
8776	12/20/2019	Open			Accounts Payable	Berry/ Wendy	\$100.00		
8777	12/20/2019	Open			Accounts Payable	BOUND TREE MEDICAL	\$145.98	\$145.98	\$0.00
8778	12/20/2019	Open			Accounts Payable	BROOKS/TOM	\$148.56		
8779	12/20/2019	Open			Accounts Payable	DAHLINGER/ANDREW	\$274.22		
8780	12/20/2019	Open			Accounts Payable	EMERGENCY APPARATUS MAINTENANC	\$1,703.83	\$1,703.83	\$0.00
8781	12/20/2019	Open			Accounts Payable	Flatley, William	\$100.00	\$100.00	\$0.00
8782	12/20/2019	Open			Accounts Payable	Further	\$130.05		
8783	12/20/2019	Open			Accounts Payable	GALLS, LLC	\$710.09	\$710.09	\$0.00
8784	12/20/2019	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 1059	\$226.02		
8785	12/20/2019	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 724	\$1,167.77		
8786	12/20/2019	Open			Accounts Payable	Jefferson Fire & Safety, Inc	\$1,825.89	\$1,825.89	\$0.00
8787	12/20/2019	Open			Accounts Payable	LEAGUE OF MN CITIES INS. TRUST	\$622.43	\$622.43	\$0.00

Payment Register

From Payment Date: 12/1/2019 - To Payment Date: 1/7/2020

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
8788	12/20/2019	Open			Accounts Payable	Lexipol	\$6,260.00	\$6,260.00	\$0.00
8789	12/20/2019	Open			Accounts Payable	MacQueen Emergency Group	\$704.10	\$704.10	\$0.00
8790	12/20/2019	Open			Accounts Payable	MES-MIDAM	\$4,864.02	\$4,864.02	\$0.00
8791	12/20/2019	Open			Accounts Payable	METRO SALES, INC	\$62.00	\$62.00	\$0.00
8792	12/20/2019	Open			Accounts Payable	MINNESOTA FIRE SERVICE CERTIFICATION BOARD	\$120.00		
8793	12/20/2019	Open			Accounts Payable	Napier/ David	\$100.00		
8794	12/20/2019	Open			Accounts Payable	S ST PAUL/CITY OF	\$8,684.43		
8795	12/20/2019	Open			Accounts Payable	SPOK, INC	\$67.92		
8796	12/20/2019	Open			Accounts Payable	WIPPERMANN/DENNIS	\$100.00	\$100.00	\$0.00
8797	12/31/2019	Open			Accounts Payable	CARDMEMBER SERVICES	\$18,047.04		
8798	12/31/2019	Open			Accounts Payable	S ST PAUL/CITY OF	\$152,822.22		
Type Check Totals:							\$249,185.68	\$61,532.34	\$0.00
1-ANCHOR BAN - ANCHOR BANK Totals									

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	54	\$249,185.68	\$61,532.34
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	54	\$249,185.68	\$61,532.34

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	54	\$249,185.68	\$61,532.34
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	54	\$249,185.68	\$61,532.34

Grand Totals:

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	54	\$249,185.68	\$61,532.34
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	54	\$249,185.68	\$61,532.34

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	54	\$249,185.68	\$61,532.34
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	54	\$249,185.68	\$61,532.34

Payment Register

From Payment Date: 12/1/2019 - To Payment Date: 1/7/2020

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1-ANCHOR BAN - ANCHOR BANK									
<u>EFT</u>									
1662	12/09/2019	Open			Accounts Payable	I C M A RETIREMENT CORP	\$875.00	\$875.00	\$0.00
1663	12/09/2019	Open			Accounts Payable	IRS - PR TAXES	\$17,063.13	\$17,063.13	\$0.00
1664	12/09/2019	Open			Accounts Payable	MN DEPT OF REVENUE	\$5,671.02	\$5,671.02	\$0.00
1665	12/09/2019	Open			Accounts Payable	MN II LIFE -- HSA	\$2,072.19	\$2,072.19	\$0.00
1666	12/09/2019	Open			Accounts Payable	MSRS	\$250.00	\$250.00	\$0.00
1667	12/09/2019	Open			Accounts Payable	MSRS - HCSP	\$2,460.20	\$2,460.20	\$0.00
1668	12/09/2019	Open			Accounts Payable	NATIONWIDE	\$2,275.00	\$2,275.00	\$0.00
1669	12/09/2019	Open			Accounts Payable	PUBLIC EMPLOYEES RETIRE ASSN	\$39,729.08	\$39,729.08	\$0.00
1670	12/16/2019	Open			Accounts Payable	Further	\$162.80	\$162.80	\$0.00
1671	12/20/2019	Open			Accounts Payable	I C M A RETIREMENT CORP	\$875.00	\$875.00	\$0.00
1672	12/20/2019	Open			Accounts Payable	IRS - PR TAXES	\$16,518.79	\$16,518.79	\$0.00
1673	12/20/2019	Open			Accounts Payable	MN DEPT OF REVENUE	\$5,525.78	\$5,525.78	\$0.00
1674	12/20/2019	Open			Accounts Payable	MN II LIFE -- HSA	\$2,072.19	\$2,072.19	\$0.00
1675	12/20/2019	Open			Accounts Payable	MSRS	\$250.00	\$250.00	\$0.00
1676	12/20/2019	Open			Accounts Payable	MSRS - HCSP	\$2,389.57	\$2,389.57	\$0.00
1677	12/20/2019	Open			Accounts Payable	NATIONWIDE	\$2,275.00	\$2,275.00	\$0.00
1678	12/20/2019	Open			Accounts Payable	PUBLIC EMPLOYEES RETIRE ASSN	\$39,062.72	\$39,062.72	\$0.00
Type EFT Totals:							\$139,527.47	\$139,527.47	\$0.00
1-ANCHOR BAN - ANCHOR BANK Totals							17 Transactions		

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	17	\$139,527.47	\$139,527.47
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	17	\$139,527.47	\$139,527.47

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	17	\$139,527.47	\$139,527.47
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	17	\$139,527.47	\$139,527.47

Grand Totals:

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	17	\$139,527.47	\$139,527.47
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	17	\$139,527.47	\$139,527.47
All	Status	Count	Transaction Amount	Reconciled Amount
	Open	17	\$139,527.47	\$139,527.47
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	17	\$139,527.47	\$139,527.47

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	203,566.26	557,533.17	(7,533.17)	101%	558,050.66
Intergovernmental Revenues	166,624.00	(4,850.11)	263,248.23	(96,624.23)	158%	187,035.28
Charges for Services	5,246,799.00	40,159.98	5,180,729.32	66,069.68	99%	4,862,133.78
Other Revenue	37,500.00	3,024.84	65,601.45	(28,101.45)	175%	22,917.87
Other Financing Sources	.00	.00	.00	.00	+++	.00
REVENUE TOTALS	\$6,000,923.00	\$241,900.97	\$6,067,112.17	(\$66,189.17)	101%	\$5,630,137.59
EXPENSE						
Personal Services	5,334,465.00	337,128.14	5,065,398.61	269,066.39	95%	4,704,431.07
Supplies	176,240.00	25,621.45	139,757.11	36,482.89	79%	142,742.15
Contractual Services	361,261.00	20,181.10	305,447.91	55,813.09	85%	318,152.95
Other Charges	128,957.00	11,016.93	140,928.72	(11,971.72)	109%	138,428.32
Capital Outlay	.00	.00	.00	.00	+++	.00
Debt Service	.00	.00	.00	.00	+++	.00
Other Financing Uses	.00	.00	323,112.00	(323,112.00)	+++	.00
EXPENSE TOTALS	\$6,000,923.00	393,947.62	5,974,644.35	\$26,278.65	100%	\$5,303,754.49
Fund 101 - General Fund Totals						
REVENUE TOTALS	6,000,923.00	241,900.97	6,067,112.17	(66,189.17)	101%	5,630,137.59
EXPENSE TOTALS	6,000,923.00	393,947.62	5,974,644.35	26,278.65	100%	5,303,754.49
Fund 101 - General Fund Totals	\$0.00	(\$152,046.65)	\$92,467.82	(\$92,467.82)		\$326,383.10
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	182,506.00	45,626.25	182,504.00	2.00	0%	102,674.00
REVENUE TOTALS	\$182,506.00	\$0.00	96,963.25	\$2.00	+++	\$102,674.00
EXPENSE						
Contractual Services	182,505.00	155,697.22	155,697.22	26,807.78	+++	205,811.94
EXPENSE TOTALS	\$182,505.00	\$0.00	\$0.00	\$26,807.78	+++	\$205,811.94
Fund 301 - Debt Totals						
REVENUE TOTALS	182,506.00	45,626.25	182,504.00	2.00	+++	102,674.00
EXPENSE TOTALS	182,505.00	155,697.22	155,697.22	26,807.78	+++	205,811.94
Fund 301 - Debt Totals	\$0.00	(\$110,070.97)	\$26,806.78	(\$26,805.78)		(\$103,137.94)
Fund 401 - Capital Projects						
REVENUE						
Intergovernmental Revenues	.00	.00	.00	.00	+++	.00
Charges for Services	90,296.00	.00	90,297.00	(1.00)	0	.00
Other Revenue	.00	.00	.00	.00	+++	.00
Other Financing Sources	.00	.00	323,112.00	.00	+++	.00
REVENUE TOTALS	\$90,296.00	\$0.00	\$413,409.00	(\$1.00)		\$0.00
EXPENSE						
Other Charges	.00	.00	.00	.00	+++	.00
Capital Outlay	221,451.00	22,648.24	210,468.27	10,982.73	95%	332,495.50
Other Financing Uses	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS	\$221,451.00	\$22,648.24	\$210,468.27	\$10,982.73	95%	\$332,495.50
Fund 401 - Capital Projects						
REVENUE TOTALS	90,296.00	.00	413,409.00	(323,113.00)	0	.00
EXPENSE TOTALS	319,271.00	22,648.24	210,468.27	108,802.73	66%	332,495.50
Fund 401 - Capital Projects	(\$228,975.00)	(\$22,648.24)	\$202,940.73	(\$431,915.73)		(\$332,495.50)
Grand Totals						
REVENUE TOTALS	6,273,725.00	287,527.22	6,663,025.17	(389,300.17)	106%	5,732,811.59
EXPENSE TOTALS	6,404,879.00	572,293.08	6,340,809.84	161,889.16	99%	5,842,061.93
Grand Totals	(\$131,154.00)	(\$284,765.86)	\$322,215.33	(\$551,189.33)		(\$109,250.34)

**South Metro Fire Department
BANK RECONCILIATION
December 31, 2019**

Old National Bank

Ending Balance	\$	1,026,836.12
Ending Balance - Savings Account		246,097.09
Outstanding Disbursement Checks		(196,925.82)

Adjustments:

RECONCILED BALANCE	\$	1,076,007.39
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CITY TREASURER'S BALANCE:

Previous Month's Reconciled Balance	\$	1,317,523.40
Daily Receipts Posted		88,352.62
Disbursement Checks Issued		(388,713.15)
Payroll Checks and Direct Deposits		(182,626.58)
Journal Adjustments		203,566.26
Interest - Journal Adj		1,066.04
Rev prior months adj		38,084.44

MN State ACH		
Bank Fee		(106.64)
Further		(1,139.00)

RECONCILED BALANCE	\$	1,076,007.39
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CASH ACCOUNT BALANCE:

	\$	1,077,253.03
Adjustments		(1,245.64)

RECONCILED BALANCE	\$	1,076,007.39
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2019 Run Summary

South Metro Fire Department

	January	February	March	April	May	June	July	August	September	October	November	December	YTD TOTAL	2018 YTD TOTAL
FIRE INCIDENTS														
111 Building fire	2	3	4	5	4	3	5	2	1		1	1	31	23
112 Fire in structure other than in a building													0	5
113 Cooking fire, confined to container	1	1	2		1	1	1	1	1				9	11
114 Chimney fire													0	1
116 Fuel	1												1	
118 Trash	1	1				2	2			1		1	8	
121 Fire in mobile home used as fixed residence													0	1
130 Mobile property (vehicle) fire, other								2					2	
131 Passenger vehicle fire	1	2				2	1	4	1		3	2	16	12
132 Road Freight or transport vehicle fire	1									1			2	
133 Rail vehicle fire													0	
134 Water vehicle fire													0	
135 Aircraft Fire													0	
138 Off-road vehicle or heavy equipment fire						1							1	
142 Brush or bursh & grass mixture fire			2		1		1						4	8
143 Grass Fire						1							1	2
151 Outside rubbish fire				1	1	1	1		1		1		6	3
154 Dumpster fire	1		1				1	1	1				5	7
163 Outside equipment fire					1								1	1
	8	7	9	6	8	11	12	10	5	2	5	4	87	74
OVERPRESSURE RUPTURE, EXPLOSION, OVERHEAT (NO FIRE)														
200 Overpressure rupture, explosion, overhear other													0	
243 Fireworks explosion (no fire)													0	
251 Excessive heat, scorch burns with no ignition	3	3	4	2	1	4	1	4	2	5	4	4	37	40
	3	3	4	2	1	4	1	4	2	5	4	4	37	40
RESCUE & EMERGENCY MEDICAL SERVICE														
311 Medical assist, assist EMS crew		1		1			1	2	1				6	4
321 EMS call, excluding vehicle accident with injury	407	375	399	410	439	431	450	376	436	369	399	416	4907	4742
322 Motor vehicle accident with injuries	9	11	4	6	11	14	9	4	12	11		10	101	89
323 Motor vehicle/pedestrian accident (MV Ped)										2	9		11	12
324 Motor vehicle accident with no injuries.	2	3	3	2	4	3	3	7	3	7	5	5	47	34
341 Search for person on land					1			2					3	
350 Extrication, rescue, other			1										1	
352 Extrication of victims from vehicle				1									1	
353 Removal of victim(s) from stalled elevator	1	1	4	2	2	1	5	1					17	11
355 Confined Space Rescue													0	
357 Extrication of victim(s) from machinery													0	
360 Water & ice related rescue, other					1			1					2	1
361 Swimming/recreational water areas rescue					1								1	
362 Ice Rescue													0	
365 Watercraft rescue							1						1	
372 Trapped by power lines0													0	
381 Rescue or EMS standby												1	1	1
	419	391	411	422	459	449	469	393	452	389	413	432	5099	4894
HAZARDOUS CONDITION (NO FIRE)														
400 Hazardous condition, other	1	1							1	1			4	4
411 Gasoline or other flammable liquid spill						2		2		3	1		8	8
412 Gas leak (natural gas or LPG)		3	3	2	2		1	2	5	5	3		26	37
413 Oil spill										2	1		1	1
421 Chemical hazard (no spill or leak)										1			1	4
422 Chemical spill or leak							1						1	1
424 Carbon monoxide incident	8	3	2	1	1	1	1	4	1	2	4	4	32	15
440 Electrical equipment problem	1	1	2	2	1	1	2	5		1	1		17	19
442 Overheated motor	1	1	1	1		1		1		2				0
444 Power line down			6	1	4	2	4		3	2	1		23	48
445 Arch, shorted electrical equipment					1		4	3	3	1		1	13	8
451														
461 Building or structure weakened or collapsed													0	
462 Aircraft standby													0	
463 Vehicle accident, cleanup	1					1							2	1
471 Explosive, bomb removal													0	0
481 Attempt to burn													0	1
	12	9	14	7	9	8	13	17	13	16	13	7	138	147
SERVICE CALL														
500 Service Call, other	3	1		1	1								6	6
510 Person in distress, other			1			1							2	1
519 Person in distress													0	
520 Water problem, other	1												1	1
522 Water or steam leak											1		1	4
531 Smoke or odor removal		2		1	2	3	2	3		1		2	16	20
551 Assist police or other governmental agency	9	14	7	13	9	6	11	12	18	4	9	13	125	70
553 Public service	1	2	3	1	1	5		2	1	11	1	2	30	39
554 Assist invalid	35	24	27	25	28	32	28	31	31	23	32	33	349	353
561 Unauthorized burning	3		2	9	5	7	1	4	4	9	8	2	54	48
	52	43	40	50	46	54	42	52	54	48	50	53	584	542



2019 Run Summary

South Metro Fire Department

	January	February	March	April	May	June	July	August	September	October	November	December	YTD TOTAL	2018 YTD TOTAL
GOOD INTENT CALL														
600 Good intent call, other	2	4	2	4	2	1	1	1	2	1	1	1	22	21
611 Dispatched & canceled en route	10	24	22	18	14	11	18	16	16	14	17	20	200	184
621 Wrong location					1								1	4
622 No incident found on arrival at dispatch address	6	5	6	7	8	6	5	11	8	6	6	7	81	74
631 Authorized controlled burning	1	1					1			2			5	10
650 Steam, gas, other mistaken for smoke								1	1				2	1
651 Smoke scare, odor of smoke	3	1	2		1	1	2	3	2	2	5	2	24	33
652 Steam, vapor, fog or dust thought to be smoke						1	1						2	2
653 Smoke from barbeque, tar kettle								1					1	3
661 EMS call, party transported by non-fire agency (661)													0	
671 HazMat release investigation w/no HazMat	3	2	1	2			2	2	2				14	19
	25	37	33	31	26	20	30	35	31	25	29	30	352	351
FALSE ALARM & FALSE CALL														
700 False alarm or false call, other													0	9
710 Malicious false call								1					1	2
714 Central Station, malicious false alarm	1	1	1			2	2			2	2	1	12	12
715 Local alarm system, malicious false call	2			1		1		1		1			6	9
721 Bomb scare - no bomb													0	1
730 System malfunction, other				1							1		2	
731 Sprinkler activation due to malfunction	4	4		2	1		2		1			2	16	7
732 Extinguishment system activation malfunction													0	1
733 Smoke detector activation due to malfunction	3	1	2	3	1	2	5	1	3	2	1		24	30
735 Alarm system sounded due to malfunction	3	2	6	4	3	5	5	2	4	4	1	2	41	57
736 CO detector activation due to malfunction			3	3	1	1	7	1	1		1		18	18
740 Unintentional transmission of alarm, other													0	6
741 Sprinkler activation, no fire - unintentional				1		1							2	4
743 Smoke detector activation, unintentional	2	1	2	6	7	8	3	3	4	3	4	6	49	32
744 Detector activation, no fire - unintentional			1		6	3			1			2	13	16
745 Alarm system activation, no fire - unintentional	1	4	3		3	2	2	2	1	5	2	4	29	117
7451 False Alarm	5	7	12	8	16	7	13	11	8	12	11	9	119	22
746 Carbon monoxide detector activation, no CO	1	1	3		3	6	3	2	4	1	2	4	30	18
	22	21	33	29	41	38	42	24	27	30	25	30	362	361
SEVERE WEATHER & NATURAL DISASTER														
814 Lightning strike (no fire)													0	
	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SPECIAL INCIDENT TYPE														
900 Special type of incident, other					1								1	1
911 Citizen Complaint		1				2							3	5
	0	1	0	0	0	2	0	0	0	0	0	0	3	6
Not Reported	2	2	3		1	1	3	3	2	3	4		24	43
	2	2	3	0	1	1	3	3	2	3	4	0	24	43
MONTHLY RUN TOTAL														
	543	514	547	547	591	587	612	538	590	518	543	560	6690	6458
BLS Transports														
	123	123	127	130	146	145	150	134	152	146	127	160	1663	1608



SOUTH METRO FIRE DEPARTMENT

1650 Humboldt Avenue • West St. Paul MN 55118

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

www.southmetrofire.com

DATE: January 10, 2020

TO: President and Board

FROM: Mark Juelfs, Fire Chief

RE: **Property/Casualty Insurance Renewal**

Summary:

Working with Marsh & McLennan Agency (MMA) representatives, we received the renewal rates for our property, casualty, and HealthEast excess liability coverage policies from the LMCIT.

The 2020 renewal premiums for property and casualty coverage increased by 6.6% or \$1,081, as compared to the 2019 rates. The premium renewal costs for the excess liability coverage, as required by our contract with HealthEast, increased by 5.5% or \$899 as compared to the 2019 rate.

Budget Impact:

Overall, the premium renewal costs for 2020 are within the budgeted amount.

	2020 Budget	2020 Premium	%Difference
Property, Casualty & Data Breach	\$17,689	\$17,460	-1.3%
HealthEast Excess Liability	\$17,286	\$17,207	-0.5%
Total	\$34,975	\$34,667	-0.9%

Recommendations:

Authorize staff to make payments in accordance with the premium renewal notices.

Attachments:

Renewal Summary

2020-2021 Insurance Renewal South Metro Fire

	2019-20 Exposure	2019-2020 Premium	19-20 Rate	2020 -2021 Exposure	2020 -2021 Premium	20-21 Rate
Business Personal Property	866,293	\$ 884	0.10204	907,875	\$ 428	0.04714
Mobile Property valued at greater than \$250,000	187,823	\$ 161		1,006,942	\$ 30	
Mobile Property valued at \$250,000 or less	included	included		included	included	
Deductible	10,000			10,000		
Data Breach - \$500,000		included			\$ 500	
Equipment Breakdown	not covered		n/c	not covered		n/c
Municipal Liability						
Municipal Liability - expenditures	\$ 5,235,825	9,975	0.19051	\$ 5,531,214	11,221	0.20287
Employment - #	42.50	included		43.00	included	
Automobile Physical Damage - number of vehicles	17	4,161	245	18	4,114	229
Automobile Liability - number of vehicles	19	935	49	18	931	52
Defense Cost Reimbursement Coverage	included			included		
Bond - Faithful Performance - \$50,000		263			236	
<i>total package premium</i>		\$16,379			\$17,460	
Excess Liability - Limit \$9,000,000		16,308			17,207	
TOTAL PREMIUM		\$32,687			\$34,667	

Experience mod factor
Aggregate Factor Modifier

0.9
1.01

0.937
1.01



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www.southmetrofire.com

DATE: January 10, 2020

TO: President and Board

FROM: Mark Juelfs, Fire Chief

RE: State Fire Aid

Summary:

Again for 2020 we have the opportunity to apply for State Fire Aid. This aid is to help subsidize pension costs for local governments and fire departments. There are numerous factors involved to determine the amount of aid received, including our service areas. After reviewing the application form, there appear to be no changes for SMFD and our application will be similar to our 2019 submission.

Budget Impact:

The actual amount received can change annually due to changes in revenues received at the State and/or legislative action. Based on the fluctuation of this revenue source over the last several years, it is difficult to accurately project this revenue amount from year to year. The amount of the State Fire Aid payable in 2020 will not be determined until late September, and then paid in early October. The actual amount for 2019 Fire Aid was \$178,187.72 or 7% more than projected. The projected 2019 budget amount is \$166,624.

Recommendation:

Authorize the SMF Board Secretary and the Fire Chief to sign and submit appropriate documents.

Attachment:

Form FA-1 – 2019 Fire Equipment Certification for Fire State Aid Payable in 2020

Form FA-1
2019 Fire Equipment Certification for Fire State Aid Payable in 2020

Submit by email to PropTax.Admin@state.mn.us or by mail to Minnesota Revenue, Mail Station 3340, St. Paul, MN 55146-3340

All fields must be completed and all questions answered. The answers should reflect your department's equipment and personnel as of December 31, 2019. This form must be submitted by **March 16, 2020**, to avoid penalty. Answering "No" to any question will not affect your aid amount, but may affect qualification for aid. (Minnesota Statutes, section 477B.02)

Name of Fire Department SOUTH METRO FIRE DEPARTMENT	Street Address <i>1650 Humboldt Ave</i>
County Where Fire Department is Located <i>Dakota</i>	City, State, Zip <i>West St. Paul MN 55118</i>
Name of Person Filling Out Form <i>Mark Juelfs</i>	Phone Number <i>651-552-4176</i>

- Has your fire department provided service for at least one year prior to December 31, 2019?
Yes ☒ No ☐
- Does your fire department have at least 10 active firefighters, including a chief and assistant chief?
Yes ☒ No ☐
- Does your fire department hold regularly scheduled meetings and frequent firefighting drills?
Yes ☒ No ☐
- Is your equipment housed in a building of good construction with facilities for care of hose and equipment?
Yes ☒ No ☐
- Does your fire department have a reliable and adequate method of receiving fire alarms by telephone, paging system, or with electric siren and suitable means of sounding an alarm?
Yes ☒ No ☐
- If response is provided to calls from outside the corporate limits of the municipality where the fire department is located, does the department have at least one other piece of motorized apparatus remaining within the corporate limits, or a written agreement for a neighboring fire department to assist on a second call?
Yes ☒ No ☐ Not applicable (no response outside of corporate limits) ☐
- Does your fire department have a motorized fire truck equipped with the following items?

a. Motorized pump	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
b. 250-gallon or larger tank	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
c. Fire hose – two lines with combination spray and straight stream nozzles, and at least 300 feet 1" or larger hose	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
d. Five-gallon hand pumps/tank extinguisher or equivalent	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
e. Dry-chemical extinguisher or equivalent	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
f. Regular and extension ladders	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
g. Pike poles	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
h. Crow bars	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
i. Axes	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
j. Hand lights	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
k. Fire coats, helmets, and boots	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

We certify that the above information is true and correct. **(Both lines must be completed and signed.)**

Signature of Municipal Clerk or Secretary of Independent Nonprofit Firefighting Corporation	Printed Name	<i>Secretary</i> Title	Date
<i>Mark Juelfs</i> Signature of Fire Chief	<i>Mark Juelfs</i> Printed Name	<i>Fire Chief</i> Title	<i>1-10-2020</i> Date



**Certification of Service Areas Protected in Calendar Year 2019
SOUTH METRO FIRE DEPARTMENT**

By March 16, 2020, complete and return to:

Email PropTax.Admin@state.mn.us	<div style="border: 1px solid black; padding: 2px; display: inline-block;">OR</div>	Mail Department of Revenue Property Tax Division Mail Station 3340 St. Paul, MN 55146-3340
-------------------------------------------	--------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------

Certification

I hereby certify that the information presented below, with any changes noted, is a correct and complete list of the service areas protected by the above named fire department, and of the percentage of each service area covered as of **December 31, 2019**.

Signature of municipal clerk/secretary of independent nonprofit fire department/
designate of joint powers board

Date

NOTE: If there are any changes in service areas indicated below, copies of fire services contracts and apportionment agreements must be sent to our office. No changes will be made without sufficient documentation.

Service Areas as of December 31, 2019

Percentages that are less than 100% are those agreed on by all fire departments that provide protection to the indicated municipality. **The percentages are based on population and estimated market value, not land area.**

COUNTY CODE	CITY/TOWN CODE	<u>SERVICE AREAS*</u>	% SERVED
19	1300	WEST ST PAUL CITY OF	100.0
19	1100	SOUTH ST PAUL CITY OF	100.0

* If your service areas include any unorganized areas, the percentage shown is based on information we have received from the county to apportion those areas between fire departments.



SOUTH METRO FIRE DEPARTMENT

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

www.southmetrofire.com

DATE: January 10, 2020

TO: President and Board

FROM: Mark Juelfs, Fire Chief

RE: Public Board Member Process

Summary:

Public Board Member Position to Expire in 2020

The current two-year term for Board Member Wippermann is set to expire March 31, 2020. The Board has previously established an application process to assist with the selection of the Public Board Member. In the past we have posted the position on our department website and presented the applications to the board at the February meeting for your consideration.

Recommendation:

Discuss and approve the process for selecting the public board member.