



SOUTH METRO FIRE DEPARTMENT

1650 Humboldt Avenue • West St. Paul MN 55118

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www.southmetrofire.com

AGENDA BOARD OF DIRECTORS MEETING

Meeting Date: January 20, 2021 at 4:30 PM
Meeting Place: West St Paul, Lobby Conference Room

- I. Roll Call
Board Members: Berry, Francis, Napier, Seaberg, Wippermann
- II. Adopt Agenda
- III. Communications/Recognitions
 - a. Introduction of Training Chief Sam Seal
- IV. Consent Agenda
 - a. [December 16, 2020 Meeting Minutes](#)
 - b. [December 2020 List of Claims](#)
 - c. [December 2020 Month End Budget Report](#)
 - d. [December 2020 Run Summary Report](#)
- V. Committee Reports
 - a. None
- VI. Agenda Items
 - a. [Workers Compensation Renewal](#)
 - b. [Property & Casualty Insurance Renewal](#)
 - c. [State Fire Aid Payable 2021 Certification](#)
 - d. [Updates](#)
- VII. Public Comment
- VIII. Adjourn

Next Regular Meeting – February 17, 2021 West St. Paul

MINUTES

SOUTH METRO FIRE DEPARTMENT BOARD OF DIRECTORS

Wednesday, December 16, 2020
South St Paul Training Room

Members Present: Tom Seaberg, Dennis Wippermann, Wendy Berry, Jimmy Francis, Dave Napier

Also Present: Mark Juelfs, Deb Wheeler, Terry Johnson, Joel Hanson, Char Stark, Clara Hilger

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

ADOPT AGENDA

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

COMMUNICATIONS/RECOGNITIONS

The department received a letter of thanks from Tom and Karen Vavreck. They expressed their appreciation for the effort put into the holiday parade and mentioned their neighborhood enjoyed watching it.

A letter of resignation was received from Steve Arzdorf. Steve worked as an inspector and is leaving on December 31st.

CONSENT AGENDA

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

COMMITTEE REPORTS

None

AGENDA ITEMS

Deferral of Capital Purchases

There were 12 capital projects scheduled to be completed in 2020. There were four projects that were not completed due to the time the other projects took to complete. Chief Juelfs recommended that those Capital items be deferred and purchased in 2021. Those items are replacement of Utility 2, Training Props, Laserfiche Document Management System, and a Post Detoxification Unit.

2021 Budget Adoption

Motion to approve Resolution 2020-11 Approving the 2021 budget by Francis; seconded by Berry.
Motion carried.

Motion to approve Resolution 2020-12 Accepting Proceeds from the EMS Tax Levy to be used for Emergency Medical Services by Wippermann; seconded by Francis.

Motion carried.

Motion to hold closed meeting pursuant to Minn. Stat. 13D.03 to review labor negotiations proposals by Francis; seconded by Berry.

Motion carried.

Motion to re-open meeting by Francis; seconded by Berry

Motion carried.

The Board agreed to a 2-year term beginning January 2021 – December 2022. Both years will have a 3% wage increase. In 2021 the Health Insurance increase will be split equally. The cost per month for Family coverage will be \$587.05. In 2022 the Health Insurance cost will be re-opened for negotiation. In addition, the Board agrees to increase the employer contribution to each employees HSA by \$250.00 a year.

Motion to approve the Labor Agreement for Local 724 and Local 1059 for 2021 and 2022 by Wippermann; seconded by Francis.

Motion carried.

Motion to close pursuant to Minn. Stat. 12D.05 subd.3 to conduct the performance evaluation of Fire Chief Mark Juelfs by Napier; seconded by Berry.

Motion carried.

Motion to re-open the meeting by Francis; seconded by Berry.

Motion carried.

Motion was made to increase Chief Juelfs salary by 3%, \$135,583 annually, and to pay him a 3% bonus by Napier; seconded by Francis.

Motion carried.

General Service Compensation

Motion to increase GS employees wages by 3% for 2021 and 2022 aligning them with the two labor groups by Berry; seconded by Seaberg.

Motion carried.

Assistant Chief Pay Range

Chief Juelfs completed the annual employee compensation comparison and found that the Assistant Chiefs have fallen below the average in comparison to other Fire Departments. The 2020 range is \$99,088 – 116,058.

Motion to increase the pay range of the Assistant Chief position, including the 3% COLA for 2021, to \$105,429 – 123,595 by Wippermann; seconded by Napier.

Motion carried.

Updates

Firefighter Hiring Process

We received 120 applications, 96 candidates met the minimum qualifications, and 87 candidates were interviewed over three days. The first interviews yielded 27 candidates that will be given a second interview to be conducted early January.

Covid-19

We continue to have enough PPE available and believe we have adequate supply until Spring. The first allotment of the Covid-19 vaccine will be given to those in the highest

priority category. All first responders have been moved to that category. The vaccinations will begin on December 28, 2020.

PUBLIC COMMENT

None.

MOTION TO ADJOURN

Motion to adjourn by Napier; seconded by Berry.
Motion carried.

The next regular meeting is scheduled on January 20, 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 20, 2021

PAYROLL CHECK REGISTER:

Payroll Period	11/30 - 12/13	
Date Paid	12/18/2021	\$ 91,084.43
Direct Deposit		

Payroll Period	12/14 - 12/27	
Date Paid	1/1/2021	
Direct Deposit		\$ 95,063.21

Payroll Period	12/28 - 1/10	
Date Paid	1/15/2021	\$ 94,127.68
Direct Deposit		

TOTAL NET PAYROLL

\$ 280,275.32

DISBURSEMENT CHECK REGISTER:

Checks	9326 - 9379	\$ 216,714.35
EFTS	1921 - 1946	\$ 296,041.79

TOTAL DISBURSEMENT CHECKS

\$512,756.14

TOTAL PAYROLL, DISBURSEMENTS, ACH'S

<u>\$793,031.46</u>

Payment Register

From Payment Date: 12/10/2020 - To Payment Date: 1/8/2021

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1-ANCHOR BAN - ANCHOR BANK									
<u>Check</u>									
9326	12/11/2020	Open			Accounts Payable	ASPEN MILLS	\$88.98		
9327	12/11/2020	Open			Accounts Payable	AT&T MOBILITY	\$756.19		
9328	12/11/2020	Open			Accounts Payable	BOUND TREE MEDICAL	\$934.95		
9329	12/11/2020	Open			Accounts Payable	GALLS, LLC	\$287.98		
9330	12/11/2020	Open			Accounts Payable	HENRY SCHEIN	\$561.16		
9331	12/11/2020	Open			Accounts Payable	IMAGE TREND	\$450.00		
9332	12/11/2020	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 1059	\$233.94		
9333	12/11/2020	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 724	\$1,130.71		
9334	12/11/2020	Open			Accounts Payable	LEVANDER, GILLEN & MILLER, P.A	\$104.00		
9335	12/11/2020	Open			Accounts Payable	LOCAL GOVERNMENT INFORMATION	\$764.00		
9336	12/11/2020	Open			Accounts Payable	LOWE'S COMMERCIAL SERVICES	\$93.29		
9337	12/11/2020	Open			Accounts Payable	NAPA	\$14.98		
9338	12/11/2020	Open			Accounts Payable	NINTH BRAIN	\$96.00		
9339	12/11/2020	Open			Accounts Payable	S ST PAUL/CITY OF	\$6,046.27		
9340	12/11/2020	Open			Accounts Payable	US Bank Equipment Finance	\$156.00		
9341	12/11/2020	Open			Accounts Payable	WEST ST PAUL/CITY OF	\$52,642.92		
9342	12/31/2020	Open			Accounts Payable	ANCOM TECHNICAL CENTER	\$2,019.00		
9343	12/31/2020	Open			Accounts Payable	ASPEN MILLS	\$659.60		
9344	12/31/2020	Open			Accounts Payable	Berry/ Wendy	\$100.00		
9345	12/31/2020	Open			Accounts Payable	BESSERMIN/JASON	\$49.57		
9346	12/31/2020	Open			Accounts Payable	Boyer Trucks	\$191.62		
9347	12/31/2020	Open			Accounts Payable	CARDMEMBER SERVICES	\$6,042.37		
9348	12/31/2020	Open			Accounts Payable	DAKOTA COUNTY TREASURER	\$1,516.45		
9349	12/31/2020	Open			Accounts Payable	EMC FIRE	\$244.55		
9350	12/31/2020	Open			Accounts Payable	Francis, James	\$100.00		
9351	12/31/2020	Open			Accounts Payable	Further	\$128.15		
9352	12/31/2020	Open			Accounts Payable	GALLS, LLC	\$255.72		
9353	12/31/2020	Open			Accounts Payable	GERRY'S FIRE & SAFETY	\$158.05		
9354	12/31/2020	Open			Accounts Payable	Hanco Corporation	\$732.60		
9355	12/31/2020	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 1059	\$233.94		
9356	12/31/2020	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 724	\$1,130.71		
9357	12/31/2020	Open			Accounts Payable	Jefferson Fire & Safety, Inc	\$5,326.70		
9358	12/31/2020	Open			Accounts Payable	LEAGUE OF MN CITIES INS. TRUST	\$1,752.92		
9359	12/31/2020	Open			Accounts Payable	Napier/ David	\$100.00		
9360	12/31/2020	Open			Accounts Payable	OXYGEN SERVICE COMPANY	\$71.99		
9361	12/31/2020	Open			Accounts Payable	PRAXAIR	\$248.09		
9362	12/31/2020	Voided	Wrong Amount	01/05/2021	Accounts Payable	S ST PAUL/CITY OF	\$91,826.00		
9363	12/31/2020	Open			Accounts Payable	SPOK, INC	\$160.59		
9364	12/31/2020	Open			Accounts Payable	Tenzinga	\$5,524.00		
9365	12/31/2020	Open			Accounts Payable	WIPPERMANN/DENNIS	\$100.00		
9366	01/05/2021	Open			Accounts Payable	Apple Inc.	\$5,592.00		
9367	01/05/2021	Open			Accounts Payable	ASPEN MILLS	\$1,304.76		
9368	01/05/2021	Open			Accounts Payable	AT&T MOBILITY	\$756.19		
9369	01/05/2021	Voided	Wrong Amount	01/05/2021	Accounts Payable	Besser Welding and Fabrication	\$17,790.00		
9370	01/05/2021	Open			Accounts Payable	BOUND TREE MEDICAL	\$789.14		
9371	01/05/2021	Open			Accounts Payable	EMERGENCY APPARATUS MAINTENANC	\$39.60		

Payment Register

From Payment Date: 12/10/2020 - To Payment Date: 1/8/2021

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
9372	01/05/2021	Open			Accounts Payable	GALLS, LLC	\$521.40		
9373	01/05/2021	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 1059	\$240.90		
9374	01/05/2021	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 724	\$1,084.05		
9375	01/05/2021	Open			Accounts Payable	KREMER SPRING,ALIGNMENT & BODY	\$3,844.80		
9376	01/05/2021	Open			Accounts Payable	PAUL CONWAY SHIELDS	\$69.74		
9377	01/05/2021	Open			Accounts Payable	Seaberg, Thomas	\$200.00		
9378	01/05/2021	Open			Accounts Payable	STANDARD INSURANCE COMPANY	\$1,291.78		
9379	01/05/2021	Open			Accounts Payable	US Bank Equipment Finance	\$156.00		
Type Check Totals:							\$216,714.35		
1-ANCHOR BAN - ANCHOR BANK Totals									

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	52	\$107,098.35	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	2	\$109,616.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	54	\$216,714.35	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	52	\$107,098.35	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	2	\$109,616.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	54	\$216,714.35	\$0.00

Grand Totals:

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	52	\$107,098.35	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	2	\$109,616.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	54	\$216,714.35	\$0.00

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Payment Register

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1-ANCHOR BAN - ANCHOR BANK									
EFT									
1921	12/10/2020	Open			Accounts Payable	I C M A RETIREMENT CORP	\$1,235.00		
1922	12/10/2020	Open			Accounts Payable	IRS - PR TAXES	\$17,679.92		
1923	12/10/2020	Open			Accounts Payable	MN DEPT OF REVENUE	\$5,770.20		
1924	12/10/2020	Open			Accounts Payable	MN II LIFE -- HSA	\$1,914.54		
1925	12/10/2020	Open			Accounts Payable	MSRS	\$250.00		
1926	12/10/2020	Open			Accounts Payable	MSRS - HCSP	\$2,372.81		
1927	12/10/2020	Open			Accounts Payable	NATIONWIDE	\$2,535.00		
1928	12/10/2020	Open			Accounts Payable	PUBLIC EMPLOYEES RETIRE ASSN	\$42,486.04		
1929	12/28/2020	Open			Accounts Payable	I C M A RETIREMENT CORP	\$1,235.00		
1930	12/28/2020	Open			Accounts Payable	IRS - PR TAXES	\$17,200.79		
1931	12/28/2020	Open			Accounts Payable	MN DEPT OF REVENUE	\$5,617.79		
1932	12/28/2020	Open			Accounts Payable	MN II LIFE -- HSA	\$1,914.54		
1933	12/28/2020	Open			Accounts Payable	MSRS	\$250.00		
1934	12/28/2020	Open			Accounts Payable	MSRS - HCSP	\$2,268.82		
1935	12/28/2020	Open			Accounts Payable	NATIONWIDE	\$2,535.00		
1936	12/28/2020	Open			Accounts Payable	PUBLIC EMPLOYEES RETIRE ASSN	\$41,669.80		
1937	12/28/2020	Open			Accounts Payable	HEALTHPARTNERS	\$30,067.85		
1938	01/05/2021	Open			Accounts Payable	I C M A RETIREMENT CORP	\$1,235.00		
1939	01/05/2021	Open			Accounts Payable	IRS - PR TAXES	\$18,039.48		
1940	01/05/2021	Open			Accounts Payable	MN DEPT OF REVENUE	\$5,922.34		
1941	01/05/2021	Open			Accounts Payable	MN II LIFE -- HSA	\$1,671.19		
1942	01/05/2021	Open			Accounts Payable	MSRS	\$250.00		
1943	01/05/2021	Open			Accounts Payable	MSRS - HCSP	\$2,247.09		
1944	01/05/2021	Open			Accounts Payable	NATIONWIDE	\$2,545.00		
1945	01/05/2021	Open			Accounts Payable	PUBLIC EMPLOYEES RETIRE ASSN	\$43,116.95		

Payment Register

From Payment Date: 12/10/2020 - To Payment Date: 1/8/2021

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1946	01/05/2021	Open			Accounts Payable	HEALTHPARTNERS	\$44,011.64		
Type EFT Totals:					26 Transactions		\$296,041.79		
1-ANCHOR BAN - ANCHOR BANK Totals									



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	532,293.82	17,706.18	97%	557,533.17
Intergovernmental Revenues	174,035.00	.00	199,870.67	(25,835.67)	115%	263,248.23
Charges for Services	5,464,281.00	6,960.93	5,328,662.41	135,618.59	98%	5,180,729.32
Other Revenue	35,500.00	11,671.90	30,334.90	5,165.10	85%	65,601.45
Other Financing Sources	.00	1,674.98	2,449.98	(2,449.98)	+++	.00
REVENUE TOTALS	\$6,223,816.00	\$20,307.81	\$6,093,611.78	\$130,204.22	98%	\$6,067,112.17
EXPENSE						
Personal Services	5,524,024.00	335,769.37	5,216,180.13	307,843.87	94%	5,065,398.61
Supplies	177,754.00	37,178.96	128,885.14	48,868.86	73%	139,757.11
Contractual Services	389,052.00	48,175.90	301,260.30	87,791.70	77%	305,447.91
Other Charges	132,985.00	15,671.05	88,445.45	44,539.55	67%	140,928.72
Capital Outlay	.00	.00	.00	.00	+++	.00
Debt Service	.00	.00	.00	.00	+++	.00
Other Financing Uses	.00	.00	309,160.00	(309,160.00)	+++	323,112.00
EXPENSE TOTALS	\$6,223,815.00	436,795.28	6,043,931.02	\$179,883.98	97%	\$5,974,644.35
Fund 101 - General Fund Totals						
REVENUE TOTALS	6,223,816.00	20,307.81	6,093,611.78	130,204.22	98%	6,067,112.17
EXPENSE TOTALS	6,223,815.00	436,795.28	6,043,931.02	179,883.98	97%	5,974,644.35
Fund 101 - General Fund Totals	\$1.00	(\$416,487.47)	\$49,680.76	(\$49,679.76)		\$92,467.82
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	137,739.00	229,565.00	(45,915.00)	0%	182,504.00
REVENUE TOTALS	\$183,650.00	137,739.00	229,565.00	(\$45,915.00)	+++	\$182,504.00
EXPENSE						
Contractual Services	183,650.00	183,652.00	248,623.00	(64,973.00)	+++	155,697.22
EXPENSE TOTALS	\$183,650.00	183,652.00	248,623.00	(\$64,973.00)	+++	\$155,697.22
Fund 301 - Debt Totals						
REVENUE TOTALS	183,650.00	137,739.00	229,565.00	(45,915.00)	+++	182,504.00
EXPENSE TOTALS	183,650.00	183,652.00	248,623.00	(64,973.00)	+++	155,697.22
Fund 301 - Debt Totals	\$0.00	(\$45,913.00)	(\$19,058.00)	\$19,058.00		\$26,806.78
Fund 401 - Capital Projects						
REVENUE						
Intergovernmental Revenues	.00	.00	13,544.00	.00	+++	.00
Charges for Services	108,354.00	.00	94,808.00	13,546.00	0	90,297.00
Other Revenue	.00	.00	.00	.00	+++	.00
Other Financing Sources	.00	.00	309,160.00	.00	+++	323,112.00
REVENUE TOTALS	\$108,354.00	\$0.00	\$417,512.00	\$13,546.00		\$413,409.00
EXPENSE						
Other Charges	60,168.00	.00	40,134.80	20,033.20	67%	.00
Capital Outlay	59,061.00	(21,463.12)	21,361.71	37,699.29	36%	210,468.27
Other Financing Uses	101,480.00	23,813.28	48,141.36	53,338.64	47%	.00
EXPENSE TOTALS	\$220,709.00	\$2,350.16	\$109,637.87	\$111,071.13	50%	\$210,468.27
Fund 401 - Capital Projects						
REVENUE TOTALS	108,354.00	.00	417,512.00	(309,158.00)	0	413,409.00
EXPENSE TOTALS	220,709.00	2,059.95	107,287.71	113,421.29	49%	210,468.27
Fund 401 - Capital Projects	(\$112,355.00)	(\$2,059.95)	\$310,224.29	(\$422,579.29)		\$202,940.73
Grand Totals						
REVENUE TOTALS	6,515,820.00	2,325.30	6,536,011.39	1,667,835.21	100%	6,663,025.17
EXPENSE TOTALS	6,628,174.00	409,624.68	5,776,965.79	1,716,754.15	87%	6,340,809.84
Grand Totals	(\$112,354.00)	(\$407,299.38)	\$759,045.60	(\$48,918.94)		\$322,215.33



2020 Run Summary

South Metro Fire Department

	January	February	March	April	May	June	July	August	September	October	November	December	YTD TOTAL	2019 YTD TOTAL
FIRE INCIDENTS														
111 Building fire	3	4	3	4	5	5	6	2	5	2	2	4	45	31
112 Fire in structure other than in a building									1				1	0
113 Cooking fire, confined to container				1					3			1	5	9
114 Chimney fire				1									1	
116 Fuel													0	1
118 Trash					1								1	8
121 Fire in mobile home used as fixed residence													0	
130 Mobile property (vehicle) fire, other			1										1	2
131 Passenger vehicle fire	1	1			1	1	3	1	2	1	1	1	13	16
132 Road Freight or transport vehicle fire						1							1	2
133 Rail vehicle fire													0	
134 Water vehicle fire								1					1	
135 Aircraft Fire													0	
138 Off-road vehicle or heavy equipment fire													0	1
142 Brush or bursh & grass mixture fire				1		2				1			4	4
143 Grass Fire				1							2		3	1
151 Outside rubbish fire				1			1			1	2		5	6
154 Dumpster fire			1	1			2	1		1	1		7	5
163 Outside equipment fire										1			1	1
	4	5	5	10	7	9	12	5	10	8	8	6	89	87
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	2	5	3	3	2	1	1			6	1	27	37
	3	2	5	3	3	2	1	1	0	0	6	1	27	37
RESCUE & EMERGENCY MEDICAL SERVICE														
311 Medical assist, assist EMS crew	1			1					2	1		1	6	6
321 EMS call, excluding vehicle accident with injury	435	378	409	382	378	370	436	439	401	407	397	429	4861	4907
322 Motor vehicle accident with injuries	6	4	2	8	4	15	9	18	9	7	7	7	96	101
323 Motor vehicle/pedestrian accident (MV Ped)					2	1	1		1				5	11
324 Motor vehicle accident with no injuries.	5		4	2	4		3	4	5	5	1	5	38	47
341 Search for person on land								1					1	3
350 Extrication, rescue, other					1		1						2	1
352 Extrication of victims from vehicle													0	1
353 Removal of victim(s) from stalled elevator	1				2	1			1				5	17
355 Confined Space Rescue													0	
357 Extrication of victim(s) from machinery									1	1			2	
360 Water & ice related rescue, other					1	1			1				3	2
361 Swimming/recreational water areas rescue													0	1
362 Ice Rescue													0	
365 Watercraft rescue			1										1	1
372 Trapped by power lines0													0	
381 Rescue or EMS standby							1						1	1
	448	382	416	393	392	388	451	462	421	421	405	442	5021	5099
HAZARDOUS CONDITION (NO FIRE)														
400 Hazardous condition, other		1											1	4
411 Gasoline or other flammable liquid spill		1		3			1	2		1	1		9	8
412 Gas leak (natural gas or LPG)	3	3	1	2	1		4	3	2		1	4	24	26
413 Oil spill	1												1	1
421 Chemical hazard (no spill or leak)											1		1	1
422 Chemical spill or leak			1					1					2	1
424 Carbon monoxide incident		1				1	1	2		1	3	1	10	32
440 Electrical equipment problem			1	2	2	2	4	1	3	1			16	17
442 Overheated motor	2			2	2			3		2	1	2		
444 Power line down	1				3	6	5	4	3	4		1	27	
445 Arch, shorted electrical equipment	1		1		3	3	1		3	3	3		18	23
451														13
461 Building or structure weakened or collapsed													0	
462 Aircraft standby													0	
463 Vehicle accident, cleanup									1	1			2	2
471 Explosive, bomb removal													0	
481 Attempt to burn								1					1	
	8	6	4	9	11	12	16	17	12	13	10	8	126	128
SERVICE CALL														
500 Service Call, other				2			1		1		1		5	6
510 Person in distress, other											1		1	2
519 Person in distress													0	
520 Water problem, other						1							1	1
522 Water or steam leak	1	2						1	1			1	6	1
531 Smoke or odor removal	1		1		1	1	3	4	1	4			16	16
551 Assist police or other governmental agency	4	4	11	11	8	9	8	16	13	5	9	7	105	125
553 Public service	7	5	1	3	4	6	1	3	4	18	3	2	57	30
554 Assist invalid	33	23	19	53	61	39	39	31	33	47	52	45	475	349
561 Unauthorized burning			3	11	6	6	3	7	11	5	9	3	64	54
	46	34	35	80	80	62	55	62	64	79	75	58	730	584



2020 Run Summary

South Metro Fire Department

	January	February	March	April	May	June	July	August	September	October	November	December	YTD TOTAL	2019 YTD TOTAL
GOOD INTENT CALL														
600 Good intent call, other		2	1	1	3		2	3	2		2	2	18	22
611 Dispatched & canceled en route	11	14	23	16	29	13	20	26	26	21	17	28	244	200
621 Wrong location		1											1	1
622 No incident found on arrival at dispatch address	6	6	3	7	7	7	8	10	8	14	10	11	97	81
631 Authorized controlled burning			2	5	2	2	2	2	3	2	1		21	5
650 Steam, gas, other mistaken for smoke												1	1	2
651 Smoke scare, odor of smoke	3	2	2		2	1	1	3	5	4	2	3	28	24
652 Steam, vapor, fog or dust thought to be smoke					1						1		2	2
653 Smoke from barbeque, tar kettle													0	1
661 EMS call, party transported by non-fire agency (661)							1						1	
671 HazMat release investigation w/no HazMat	1	5	1				1					1	9	14
	21	30	32	29	43	24	35	44	44	41	33	46	422	352
FALSE ALARM & FALSE CALL														
700 False alarm or false call, other								1					1	0
710 Malicious false call													0	1
714 Central Station, malicious false alarm			1	1	1			1			2		6	12
715 Local alarm system, malicious false call			1	2	1		2	5		1	1	1	14	6
721 Bomb scare - no bomb													0	
730 System malfunction, other						2					1		3	2
731 Sprinkler activation due to malfunction	3	1				1		1			3	3	12	16
732 Extinguishment system activation malfunction		2											2	
733 Smoke detector activation due to malfunction	4	4	1	1	7		2	7	2	3	3	3	37	24
735 Alarm system sounded due to malfunction	1	4		1	1	6	2	6	1	1	3	2	28	41
736 CO detector activation due to malfunction		1	1			2	4	3	4	3	1	2	21	18
740 Unintentional transmission of alarm, other			1										1	
741 Sprinkler activation, no fire - unintentional		1		1	7	4		1		1			15	2
743 Smoke detector activation, unintentional	8	6	6	1	6	3	4	1	1	5	2	5	48	49
744 Detector activation, no fire - unintentional	1	2	2		2	2	2	2	1	1	1	3	19	13
745 Alarm system activation, no fire - unintentional	2		5	1	4	5	1	2	5	3	3	3	34	29
7451 False Alarm	2	6	2	2	9	6	9	1	6		6	10	59	119
746 Carbon monoxide detector activation, no CO	6	3	3		3	4	2	1		4		2	28	30
	27	30	23	10	41	35	28	32	20	22	24	36	328	362
SEVERE WEATHER & NATURAL DISASTER														
814 Lightning strike (no fire)													0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SPECIAL INCIDENT TYPE														
900 Special type of incident, other													0	1
911 Citizen Complaint	1			1	2		1			2			7	3
	1	0	0	1	2	0	1	0	0	2	0	0	7	4
Not Reported	2	1	1			1	1	2		1	1		10	24
	2	1	1	0	0	1	1	2	0	1	1	0	10	24
MONTHLY RUN TOTAL														
	560	490	521	535	579	533	600	625	571	587	562	597	6760	6677
BLS Transports														
	160	125	134	118	111	128	152	152	151	149	133	138	1651	1663



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 20, 2021

TO: President and Board

FROM: Mark Juelfs, Fire Chief

RE: **Worker's Compensation Insurance Renewal**

Summary:

Working with Marsh & McLennan Agency (MMA) representatives, we have received the renewal rates for our worker's compensation policy from the LMCIT. The current policy expired on December 31st, however coverage continued into 2021 until our renewal is received. The renewal cost of the Worker's Compensation coverage is higher than anticipated and appears to be the result of a combination of factors. The most significant factor is that our experience modification rate increased from a 0.64 to a 0.84 which was more than forecasted.

A rating of 1.0 is the benchmark; a rating >1.0 will incur more premium costs, while a rating <1.0 will experience a savings in premiums. For the last five years, South Metro's rating has ranged from 0.64 – 0.86. A rating of 0.84 is said to be low for a career fire department, given the types and frequency of hazards encountered by firefighters. This rating reflects our firefighter's, and the department's, continued commitment to safety.

In addition, the LMCIT also offers a premium reduction if at least 90% of the department staff are non-smokers. For this renewal, we have >90% of staff who signed the non-smoker certification, which translates to a premium savings.

Budget Impact:

The worker's compensation renewal premiums for 2021 are more than the budgeted amount. The budgeted amount for workers compensation insurance in 2021 was \$171,983 the actual premium is \$204,094 which is 15.7% or \$32,111 more than the budgeted amount. The increase from 2020 to 2021 is 25.4% or \$51,908.

Recommendation:

Remain at the \$10,000 deductible level for the Worker's Compensation coverage and authorize staff to make payments in accordance with the premium renewal notices.

Attachment:

Insurance Policy Renewal Information

Class Description**Firefighters (not volunteer) non smoking****Clerical Office employees****Elected or appointed officials****experience mod factor****deductible credit - \$10,000****premium discount**

Code	20-21 Payroll	rate	premium
7716	3,755,849	7.83	294,083
8810	97,558	0.78	761
9411	18,200	0.54	98
			294,942
		0.64	-106,179
		0.9	-16,989
			-19,588
			152,186

Code	21-22 Payroll	rate	premium
7716	3,810,798	8.18	311,723
8810	71,761	0.82	588
9411	18,200	0.56	102
			312,413
		0.83	-53,110
		10.5	-27,227
			-27,982
			204,094

League of Minnesota Cities Insurance Trust
Group Self-Insured Workers' Compensation Plan
145 University Avenue West St. Paul, MN 55103-2044 Phone (651) 215-4173

Notice of Premium Options for Standard Premiums of \$150,000 - \$300,000

SOUTH METRO FIRE DEPARTMENT
1650 HUMBOLDT AVENUE
WEST SAINT PAUL, MN 55118-3905

Agreement No.: WC 1001100_Q-5
Agreement Period:
From: 01/01/2021
To: 01/01/2022

Enclosed is a quotation for workers' compensation deposit premium. **Note: Renewal Coverage will be bound as per the expiring coverage arrangement, including coverage for elected and appointed officials, with the premium indicated on the quote, unless the member or agent sends a written request not to bind renewal coverage.**

<u>PAYROLL DESCRIPTION</u>	<u>CODE</u>	<u>RATE</u>	<u>ESTIMATED PAYROLL</u>	<u>DEPOSIT PREMIUM</u>
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SEE ATTACHED SCHEDULE FOR DETAILS

Manual Premium		312,413
Experience Modification	0.83	-53,110
Standard Premium		259,303
Deductible Credit	0.00%	0
Premium Discount		-27,982
Net Deposit Premium		\$231,321
Adjustment for Commission*		0
Total Net Deposit Premium		\$231,321

*Workers compensation rates assume a 2% standard commission. The commission adjustment accounts for the commission difference, above or below 2%.

Agent:
00543 Marsh & McLennan Agency
6160 Golden Hills Drive
Minneapolis, MN 55416-1020

Notice of Premium Options for Standard Premiums of \$150,000 - \$300,000 (Con't)

OPTIONS

Please indicate below the premium option you wish to select. You may choose only one option and you cannot change options during the agreement period.

1.	☐	Regular Premium Option	<u>Net Deposit Premium</u>	<u>Commission Adjustment</u>	<u>Total Net Deposit Premium</u>
			231,321	0	231,321

2. ☐ **Deductible Premium Option**
 Deductible options are available in return for a premium credit applied to your estimated standard Premium of \$ 259,303. The deductible will apply per occurrence to paid medical costs only. There is no aggregate limit.

	<u>Deductible per Occurrence</u>	<u>Premium Credit</u>	<u>Credit Amount</u>	<u>Net Deposit Premium</u>	<u>Commission Adjustment</u>	<u>Total Net Deposit Premium</u>
☐	\$250	1.00%	-2,593	228,728	0	228,728
☐	\$500	1.70%	-4,408	226,913	0	226,913
☐	\$1,000	2.90%	-7,520	223,801	0	223,801
☐	\$2,500	5.00%	-12,965	218,356	0	218,356
☐	\$5,000	7.50%	-19,448	211,873	0	211,873
☐	\$10,000	10.50%	-27,227	204,094	0	204,094
☐	\$25,000	17.00%	-44,082	187,239	0	187,239
☐	\$50,000	22.50%	-58,343	172,978	0	172,978

3. ☐ **Retrospective Rates Premium Option**

	<u>Retro-Rated Minimum Factor</u>	<u>Est. Minimum Premium</u>	<u>Retro-Rated Maximum Factor</u>	<u>Est. Maximum Premium</u>
☐	0.415 %	107,611	1.300 %	337,094
☐	0.364 %	94,386	1.500 %	388,954
☐	0.280 %	72,605	2.000 %	518,606

This quotation is for a deposit premium based on your estimate of payroll and selected options. Your final actual premium will be computed after an audit of payroll subsequent to the close of your agreement year and will be subject to revisions in rates, payrolls and experience modification. While you are a member of the LMCIT Workers' Compensation Plan, you will be eligible to participate in dividend distributions from the Trust based upon claims experience and earnings of the Trust.

If you desire the coverage offered above, please return this signed document for the option you have selected.

This quotation should be signed by an authorized representative of the city requesting coverage.

_____ Signature	_____ Title	_____ Date
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**Notice of Premium Options for Standard Premiums of \$150,000 - \$300,000
(Con't)**

CONTINUATION SCHEDULE FOR QUOTATION PAGE

REMUNERATION	RATE	CODE	DESCRIPTION	EST. PREM
3,810,798	8.18	7716	FIREFIGHTERS (NOT VOLUNTEER)NON SMOKING	311,723
71,761	0.82	8810	CLERICAL OFFICE EMPLOYEES NOC	588
18,200	0.56	9411	ELECTED OR APPOINTED OFFICIALS	102
Manual Premium				312,413



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 20, 2021

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 2021 renewal premiums for property and casualty coverage increased by 4.0% or \$725, as compared to the 2020 rates. The premium renewal costs for the excess liability coverage, as required by our contract with HealthEast, increased by 13% or \$2,581 as compared to the 2020 rate. Per (MMA) they have seen double digit increases in Excess policies across the board since July 1.

Budget Impact:

Overall, the premium renewal costs for 2021 are slightly more than the budgeted amount.

	2020 Budget	2020 Premium	%Difference
Property, Casualty & Data Breach	\$18,857	\$18,185	-3.7%
HealthEast Excess Liability	\$18,239	\$19,788	8.5%
Total	\$37,096	\$37,973	2.3%

Recommendations:

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

Attachments:

Renewal Summary

2021-2022 Insurance Renewal South Metro Fire

	2020 -2021 Exposure	2020 -2021 Premium	20-21 Rate	2021 -2022 Exposure	2021 -2022 Premium	21-22 Rate
Business Personal Property	907,875	\$ 428	0.04714	907,875	\$ 428	0.04714
Mobile Property valued at greater than \$250,000	1,006,942	\$ 30		1,006,942	\$ 100	
Mobile Property valued at \$250,000 or less	included	included		included	included	
Deductible	10,000			10,000		
Data Breach - \$500,000		\$ 500			\$ 500	
Equipment Breakdown	not covered		n/c	not covered		n/c
Municipal Liability						
Municipal Liability - expenditures	\$ 5,531,214	11,221	0.20287	\$ 5,768,334	11,315	0.19616
Employment - #	43.00	included		42.00	included	
Automobile Physical Damage - number of vehicles	18	4,114	229	20	4,646	232
Automobile Liability - number of vehicles	18	931	52	20	961	48
Defense Cost Reimbursement Coverage	included			included		
Bond - Faithful Performance - \$50,000		236			235	
total package premium		\$17,460			\$18,185	
Excess Liability - Limit \$9,000,000		17,207			19,788	
TOTAL PREMIUM		\$34,667			\$37,973	

Experience mod factor
Aggregate Factor Modifier

0.937
1.01

0.937
1.01



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 20, 2021

TO: President and Board

FROM: Mark Juelfs, Fire Chief

RE: State Fire Aid

Summary:

Again for 2021 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 2020 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 2021 will not be determined until late September, and then paid in early October. The actual amount for 2020 Fire Aid was \$192,805.03 or 9.7% more than projected. The 2021 budget amount is \$183,534.

Recommendation:

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

Attachment:

Form FA-1 – 2020 Fire Equipment Certification for Fire State Aid Payable in 2021

Form FA-1
2020 Fire Equipment Certification for Fire State Aid Payable in 2021

Submit as a PDF 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, 2020. This form must be submitted by **March 15, 2021**, 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 1650 Humboldt Ave
County Where Fire Department is Located Dakota	City, State, Zip West St Paul MN 55118
Name of Person Filling Out Form Mark Juelfs	Phone Number 651-552-4176

- Has your fire department provided service for at least one year prior to December 31, 2020?
Yes X No _____
- Does your fire department have at least 10 active firefighters, including a chief and assistant chief?
Yes X No _____
- Does your fire department hold regularly scheduled meetings and frequent firefighting drills?
Yes X No _____
- Is your equipment housed in a building of good construction with facilities for care of hose and equipment?
Yes X 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 X 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 X 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 <u>X</u>	No _____
b. 250-gallon or larger tank	Yes <u>X</u>	No _____
c. Fire hose – two lines with combination spray and straight stream nozzles, and at least 300 feet 1" or larger hose	Yes <u>X</u>	No _____
d. Five-gallon hand pumps/tank extinguisher or equivalent	Yes <u>X</u>	No _____
e. Dry-chemical extinguisher or equivalent	Yes <u>X</u>	No _____
f. Regular and extension ladders	Yes <u>X</u>	No _____
g. Pike poles	Yes <u>X</u>	No _____
h. Crow bars	Yes <u>X</u>	No _____
i. Axes	Yes <u>X</u>	No _____
j. Hand lights	Yes <u>X</u>	No _____
k. Fire coats, helmets, and boots	Yes <u>X</u>	No _____

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

Signature of Municipal Clerk or Secretary of Independent Nonprofit Firefighting Corporation	<u>James Francis</u> Printed Name	<u>Secretary</u> Title	<u>1-20-2021</u> Date
<u>Mark Juelfs</u> Signature of Fire Chief	<u>Mark Juelfs</u> Printed Name	<u>Fire Chief</u> Title	<u>1-8-2021</u> Date



**Certification of Service Areas Protected in Calendar Year 2020
SOUTH METRO FIRE DEPARTMENT**

By March 15, 2021, complete and return to:

Email Save as PDF, then sent to PropTax.Admin@state.mn.us	OR	Mail Department of Revenue Property Tax Division Mail Station 3340 St. Paul, MN 55146-3340
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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, 2020**.

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

1-20-2021
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, 2020

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	SERVICE AREAS*	% 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

1650 Humboldt Avenue • West St. Paul MN 55118

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

www.southmetrofire.com

DATE: January 20, 2021

TO: President and Board

FROM: Mark Juelfs, Fire Chief

RE: General Updates

Summary:

Below are updates on some current topics:

Firefighter Hiring Process

We recently conducted the second round of interviews for the Firefighter position. 27 candidates were interviewed, 17 of which moved on to the physical ability test. The physical ability test will be conducted on Wednesday January 20th. Following the physical ability test conditional offers will be made to the top three candidates. The candidates will need to complete a background check, as well as a medical and psychological exam prior to starting the academy in early March.

Fire Inspector

Chief Johnson and I interviewed one internal and five external candidates for the Fire Inspector position. This position opened when Steve Arzdorf resigned to pursue an opportunity in the private sector. We anticipate making our decision by Tuesday January 19th.

Covid-19

We have not had any personnel contract Covid-19 in the last month. Those personnel that elected to receive the vaccine have received their first dose. I received mine on January 4th, my second dose will be administered on February 3rd. Other than a sore arm the vaccine administration was uneventful.