



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

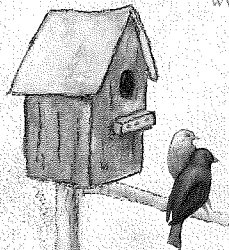
Meeting Date: October 21, 2020 at 4:30 PM
Meeting Place: South St. Paul, Training Room

- I. Roll Call
Board Members: Berry, Flatley, Francis, Napier, Wippermann
- II. Adopt Agenda
- III. Communications/Recognitions
 - a. [Thank you from Vivian Brandel](#)
 - b. [Firefighter Karl Stamm Resignation](#)
 - c. [Firefighter Tom Brooks Resignation](#)
- IV. Consent Agenda
 - a. [September 16, 2020 Meeting Minutes](#)
 - b. [September 2020 List of Claims](#)
 - c. [September 2020 Bank Reconciliation](#)
 - d. [September 2020 Month End Budget Report](#)
 - e. [September 2020 Run Summary Report](#)
- V. Committee Reports
 - a. None
- VI. Agenda Items
 - a. [Fire Chiefs Performance Review](#)
 - b. [Training Chief](#)
 - c. [Captain Discussion](#)
 - d. [Updates](#)
- VII. Public Comment
- VIII. Adjourn

Next Regular Meeting – November 18, 2020 South St. Paul

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STUDIOS
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*Life is a journey
filled with unexpected miracles.*

To Fire Dept: Please post for personnel to see 9-15-20

My daughter dropped off some grocery items as a thank you for your help on different times when my husband was being cared for at home & fell, also the many times you took him to hospital - We had Alzheimer's for many years

Also recently, you have helped me as I had fallen in my home - and last year put up new detectors in my rooms. My name is Vivian Brendel

My husband was Jerome Brendel

1866 So Robert St
W St Paul

Lived here for 27 years.

God Bless



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October 14, 2020

To: Chief Juelfs

This letter serves as my two-week notice and my intent to leave SMFD on October 28, 2020. I have decided to leave SMFD for personal reasons along with various other reasons including, the administrations attitude being "If you don't like it, there is the door". I did enjoy serving these two communities for several years, but I can no longer continue to do it.

Thank you

A handwritten signature in black ink, appearing to read "Karl Stamm".

Karl Stamm

Mark Juelfs

From: Tom Brooks
Sent: Saturday, October 17, 2020 10:46 AM
To: Mark Juelfs
Subject: Letter

Dear Mark,

This letter comes to you with great sadness and joy. I never thought this day would come but like all things, they change. I'm writing to inform you of my resignation/retirement from South Metro Fire Dept. My last day will be October 16, 2020.

I can't thank you, the staff, the board and all of the members enough for what you have done for me and the support you have shown over the years. This truly was a great place to have my career. I look forward to watching this department grow and to see what the future holds for all of you.

Your Friend
Tom Brooks

MINUTES

SOUTH METRO FIRE DEPARTMENT BOARD OF DIRECTORS

Wednesday, September 16, 2020
West St Paul Lobby Conference Room

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

Also Present: Mark Juelfs, Mike Nelson, Clara Hilger, Char Stark

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

ADOPT AGENDA

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

COMMUNICATIONS/RECOGNITIONS

The department received two notes of Thanks. Liam Rose, who thanked the crew at Station 2 for visiting his neighborhood and Shari Richgels of SSP who appreciated the crew attempting to revive her son.

CONSENT AGENDA

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

COMMITTEE REPORTS

None

AGENDA ITEMS

Updates
Graphics were installed on the new engines and the crews have been training on the engines operating procedures.
Due to Covid-19 we were unable to conduct live burn scenarios. In place of that training the crews practiced hose movement skills.

PUBLIC COMMENT

None.

MOTION TO ADJOURN

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

The next regular meeting is scheduled on October 21, at 4:30 pm in South St Paul.

Respectfully submitted By:

Deb Wheeler

Payment Register

From Payment Date: 9/10/2020 - To Payment Date: 10/15/2020

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1-ANCHOR BAN - ANCHOR BANK									
<u>Check</u>									
9191	09/15/2020	Open			Accounts Payable	AT&T MOBILITY	\$30.27	\$30.27	\$0.00
9192	09/15/2020	Open			Accounts Payable	BOUND TREE MEDICAL	\$169.90	\$169.90	\$0.00
9193	09/15/2020	Open			Accounts Payable	BRANDECKER/WILLIAM	\$621.49	\$621.49	\$0.00
9194	09/15/2020	Open			Accounts Payable	DAKOTA COUNTY FIRE CHIEFS ASSOCIATION,	\$100.00		
9195	09/15/2020	Open			Accounts Payable	EMERGENCY APPARATUS MAINTENANC	\$2,531.53	\$2,531.53	\$0.00
9196	09/15/2020	Open			Accounts Payable	EMERGENCY RESPONSE SOLUTIONS	\$458.21	\$458.21	\$0.00
9197	09/15/2020	Open			Accounts Payable	Further	\$128.15	\$128.15	\$0.00
9198	09/15/2020	Open			Accounts Payable	GALLS, LLC	\$476.72	\$476.72	\$0.00
9199	09/15/2020	Open			Accounts Payable	HENRY SCHEIN	\$66.11	\$66.11	\$0.00
9200	09/15/2020	Open			Accounts Payable	IMAGE TREND	\$450.00	\$450.00	\$0.00
9201	09/15/2020	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 1059	\$233.94		
9202	09/15/2020	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 724	\$1,208.69		
9203	09/15/2020	Open			Accounts Payable	LOCAL GOVERNMENT INFORMATION	\$764.00	\$764.00	\$0.00
9204	09/15/2020	Open			Accounts Payable	Merit Electric Co	\$1,724.19	\$1,724.19	\$0.00
9205	09/15/2020	Open			Accounts Payable	NAPA	\$6.10	\$6.10	\$0.00
9206	09/15/2020	Open			Accounts Payable	NINTH BRAIN	\$96.00	\$96.00	\$0.00
9207	09/15/2020	Open			Accounts Payable	OXYGEN SERVICE COMPANY	\$300.21	\$300.21	\$0.00
9208	09/15/2020	Open			Accounts Payable	PERFORMANCE PLUS	\$7,012.00		
9209	09/15/2020	Open			Accounts Payable	PRAXAIR	\$137.94	\$137.94	\$0.00
9210	09/15/2020	Open			Accounts Payable	S ST PAUL/CITY OF	\$6,046.27	\$6,046.27	\$0.00
9211	09/15/2020	Open			Accounts Payable	SPOK, INC	\$68.32	\$68.32	\$0.00
9212	09/15/2020	Open			Accounts Payable	TWINCITIES PIONEER PRESS	\$283.56		
9213	09/15/2020	Open			Accounts Payable	US Bank Equipment Finance	\$156.00	\$156.00	\$0.00
9214	09/23/2020	Open			Accounts Payable	Berry/ Wendy	\$100.00	\$100.00	\$0.00
9215	09/23/2020	Open			Accounts Payable	Flatley, William	\$100.00	\$100.00	\$0.00
9216	09/23/2020	Open			Accounts Payable	Francis, James	\$100.00		
9217	09/23/2020	Open			Accounts Payable	LOWE'S COMMERCIAL SERVICES	\$229.46	\$229.46	\$0.00
9218	09/23/2020	Open			Accounts Payable	WIPPERMANN/DENNIS	\$100.00		
9219	09/29/2020	Open			Accounts Payable	ASPEN MILLS	\$43.00		
9220	09/29/2020	Open			Accounts Payable	AT&T MOBILITY	\$756.41		
9221	09/29/2020	Open			Accounts Payable	CARDMEMBER SERVICES	\$3,620.12		
9222	09/29/2020	Open			Accounts Payable	Cooper Mechanical	\$800.00		
9223	09/29/2020	Open			Accounts Payable	DAKOTA COUNTY TREASURER	\$3,124.45		
9224	09/29/2020	Open			Accounts Payable	EMERGENCY APPARATUS MAINTENANC	\$680.87		
9225	09/29/2020	Open			Accounts Payable	EMERGENCY RESPONSE SOLUTIONS	\$14,044.47		
9226	09/29/2020	Open			Accounts Payable	Further	\$128.15		
9227	09/29/2020	Open			Accounts Payable	Grainger	\$222.90		
9228	09/29/2020	Open			Accounts Payable	HENRY SCHEIN	\$525.09		
9229	09/29/2020	Open			Accounts Payable	IMAGE TREND	\$500.00		
9230	09/29/2020	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 1059	\$233.94		
9231	09/29/2020	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 724	\$1,208.69		
9232	09/29/2020	Open			Accounts Payable	MIDWAY FORD	\$40,134.80		

Payment Register

From Payment Date: 9/10/2020 - To Payment Date: 10/15/2020

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
9233	09/29/2020	Open			Accounts Payable	NINTH BRAIN	\$96.00		
9234	09/29/2020	Open			Accounts Payable	RIVER VALLEY PRINTING	\$440.24		
9235	09/29/2020	Open			Accounts Payable	Smith/ Robert	\$209.79		
9236	09/29/2020	Open			Accounts Payable	STANDARD INSURANCE COMPANY	\$1,390.53		
9242	10/15/2020	Open			Accounts Payable	ASPEN MILLS	\$48.10		
9243	10/15/2020	Open			Accounts Payable	BOUND TREE MEDICAL	\$315.00		
9244	10/15/2020	Open			Accounts Payable	Duo Safety	\$23.71		
9245	10/15/2020	Open			Accounts Payable	Fire Smart Promotions	\$520.00		
9246	10/15/2020	Open			Accounts Payable	GALLS, LLC	\$588.32		
9247	10/15/2020	Open			Accounts Payable	IMAGE TREND	\$450.00		
9248	10/15/2020	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 1059	\$467.88		
9249	10/15/2020	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 724	\$2,417.38		
9250	10/15/2020	Open			Accounts Payable	Jefferson Fire & Safety, Inc	\$356.23		
9251	10/15/2020	Open			Accounts Payable	LEAGUE OF MN CITIES INS. TRUST	\$38,046.00		
9252	10/15/2020	Open			Accounts Payable	LEVANDER, GILLEN & MILLER, P.A	\$247.00		
9253	10/15/2020	Open			Accounts Payable	LOCAL GOVERNMENT INFORMATION	\$764.00		
9254	10/15/2020	Open			Accounts Payable	NAPA	\$205.80		
9255	10/15/2020	Open			Accounts Payable	PERFORMANCE PLUS	\$469.00		
9256	10/15/2020	Open			Accounts Payable	PREMIER SPECIALTY VEHICLES	\$169.76		
9257	10/15/2020	Open			Accounts Payable	RED WING SHOE STORE	\$187.48		
9258	10/15/2020	Open			Accounts Payable	S ST PAUL/CITY OF	\$6,046.27		
9259	10/15/2020	Open			Accounts Payable	SOS Tech	\$185.45		
9260	10/15/2020	Open			Accounts Payable	TWIN CITIES TRANSPORT & RECOV	\$535.63		
9261	10/15/2020	Open			Accounts Payable	US Bank Equipment Finance	\$156.00		
9262	10/15/2020	Open			Accounts Payable	Wipaire, Inc	\$7.13		
Type Check Totals:							\$144,064.65	\$14,660.87	\$0.00
1-ANCHOR BAN - ANCHOR BANK Totals									

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	67	\$144,064.65	\$14,660.87
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	67	\$144,064.65	\$14,660.87

Payment Register

From Payment Date: 9/10/2020 - To Payment Date: 10/15/2020

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
				All	Status	Count	Transaction Amount	Reconciled Amount	
					Open	67	\$144,064.65	\$14,660.87	
					Reconciled	0	\$0.00	\$0.00	
					Voided	0	\$0.00	\$0.00	
					Stopped	0	\$0.00	\$0.00	
					Total	67	\$144,064.65	\$14,660.87	
Grand Totals:									
				Checks	Status	Count	Transaction Amount	Reconciled Amount	
					Open	67	\$144,064.65	\$14,660.87	
					Reconciled	0	\$0.00	\$0.00	
					Voided	0	\$0.00	\$0.00	
					Stopped	0	\$0.00	\$0.00	
					Total	67	\$144,064.65	\$14,660.87	
				All	Status	Count	Transaction Amount	Reconciled Amount	
					Open	67	\$144,064.65	\$14,660.87	
					Reconciled	0	\$0.00	\$0.00	
					Voided	0	\$0.00	\$0.00	
					Stopped	0	\$0.00	\$0.00	
					Total	67	\$144,064.65	\$14,660.87	

Payment Register

From Payment Date: 9/10/2020 - To Payment Date: 10/13/2020

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1-ANCHOR BAN - ANCHOR BANK									
<u>EFT</u>									
1855	09/15/2020	Open			Accounts Payable	I C M A RETIREMENT CORP	\$1,085.00	\$1,085.00	\$0.00
1856	09/15/2020	Open			Accounts Payable	IRS - PR TAXES	\$18,861.11	\$18,861.11	\$0.00
1857	09/15/2020	Open			Accounts Payable	MN DEPT OF REVENUE	\$6,123.29	\$6,123.29	\$0.00
1858	09/15/2020	Open			Accounts Payable	MN II LIFE -- HSA	\$2,145.31	\$2,145.31	\$0.00
1859	09/15/2020	Open			Accounts Payable	MSRS	\$250.00	\$250.00	\$0.00
1860	09/15/2020	Open			Accounts Payable	MSRS - HCSP	\$2,725.27	\$2,725.27	\$0.00
1861	09/15/2020	Open			Accounts Payable	NATIONWIDE	\$2,750.00	\$2,750.00	\$0.00
1862	09/15/2020	Open			Accounts Payable	PUBLIC EMPLOYEES RETIRE ASSN	\$44,715.97	\$44,715.97	\$0.00
1863	09/15/2020	Open			Accounts Payable	HEALTHPARTNERS	\$37,286.15	\$37,286.15	\$0.00
1864	09/29/2020	Open			Accounts Payable	I C M A RETIREMENT CORP	\$1,085.00	\$1,085.00	\$0.00
1865	09/29/2020	Open			Accounts Payable	IRS - PR TAXES	\$19,494.49	\$19,494.49	\$0.00
1866	09/29/2020	Open			Accounts Payable	MN DEPT OF REVENUE	\$6,335.22	\$6,335.22	\$0.00
1867	09/29/2020	Open			Accounts Payable	MN II LIFE -- HSA	\$2,145.31	\$2,145.31	\$0.00
1868	09/29/2020	Open			Accounts Payable	MSRS	\$250.00	\$250.00	\$0.00
1869	09/29/2020	Open			Accounts Payable	MSRS - HCSP	\$2,705.41	\$2,705.41	\$0.00
1870	09/29/2020	Open			Accounts Payable	NATIONWIDE	\$2,835.00	\$2,835.00	\$0.00
1871	09/29/2020	Open			Accounts Payable	PUBLIC EMPLOYEES RETIRE ASSN	\$45,877.00	\$45,877.00	\$0.00
Type EFT Totals:							\$196,669.53	\$196,669.53	\$0.00
1-ANCHOR BAN - ANCHOR BANK Totals							17 Transactions		

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	17	\$196,669.53	\$196,669.53
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	17	\$196,669.53	\$196,669.53

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	17	\$196,669.53	\$196,669.53
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	17	\$196,669.53	\$196,669.53

Grand Totals:

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	17	\$196,669.53	\$196,669.53
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	17	\$196,669.53	\$196,669.53

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	17	\$196,669.53	\$196,669.53
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	17	\$196,669.53	\$196,669.53

South Metro Fire Department
BANK RECONCILIATION
September 30, 2020

Old National Bank

Ending Balance - Checking	\$ 1,143,759.42
Ending Balance - Savings Account	247,149.22
Outstanding Disbursement Checks	(58,860.38)
Adjustments:	
RECONCILED BALANCE	\$ 1,332,048.26

CITY TREASURER'S BALANCE:

Previous Month's Reconciled Balance	\$ 1,707,565.18
Daily Receipts Posted	358,688.26
Disbursement Checks Issued	(535,877.52)
Payroll Checks and Direct Deposits	(198,396.15)
Rev Prior Month Adj:	(2,108.09)
Dep not recorded - Feb	2,176.54
8/14/20 - IRS Pymt cleared for .04 less	0.04
RECONCILED BALANCE	\$ 1,332,048.26

CASH ACCOUNT BALANCE:

Adjustments	\$ 1,329,871.68
	2,176.58
RECONCILED BALANCE	\$ 1,332,048.26

Cash by Fund:

	Beginning Balance	Net Activity	Ending Balance
General Fund	1,119,311.79	(683,021.22)	436,290.57
Grant Fund	(0.56)	-	(0.56)
Fire Assistance Fund	-	-	-
Debt Service Fund	26,730.34	-	26,730.34
Capital Fund	559,415.52	307,435.81	866,851.33
Total	1,705,457.09	(375,585.41)	1,329,871.68



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	345,015.32	204,984.68	63%	353,966.91
Intergovernmental Revenues	174,035.00	.00	4,312.81	169,722.19	2%	84,710.62
Charges for Services	5,464,281.00	49,526.59	4,004,722.73	1,459,558.27	73%	3,882,527.29
Other Revenue	35,500.00	664.00	10,908.93	24,591.07	31%	49,387.34
Other Financing Sources	.00	.00	775.00	(775.00)	+++	.00
REVENUE TOTALS	\$6,223,816.00	\$50,190.59	\$4,365,734.79	\$1,858,081.21	70%	\$4,370,592.16
EXPENSE						
Personal Services	5,524,024.00	398,839.91	4,078,849.07	1,445,174.93	74%	3,990,881.84
Supplies	177,754.00	6,406.77	70,277.80	107,476.20	40%	91,859.23
Contractual Services	389,052.00	24,346.14	220,359.82	168,692.18	57%	245,131.71
Other Charges	132,985.00	6,826.20	62,574.40	70,410.60	47%	117,199.23
Capital Outlay	.00	.00	.00	.00	+++	.00
Debt Service	.00	.00	.00	.00	+++	.00
Other Financing Uses	.00	309,160.00	309,160.00	(309,160.00)	+++	323,112.00
EXPENSE TOTALS	\$6,223,815.00	745,579.02	4,741,221.09	\$1,482,593.91	76%	\$4,768,184.01
Fund 101 - General Fund Totals						
REVENUE TOTALS	6,223,816.00	50,190.59	4,365,734.79	1,858,081.21	70%	4,370,592.16
EXPENSE TOTALS	6,223,815.00	745,579.02	4,741,221.09	1,482,593.91	76%	4,768,183.01
Fund 101 - General Fund Totals	\$1.00	(\$695,388.43)	(\$375,486.30)	\$375,487.30		(\$397,590.85)
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	91,826.00	91,824.00	0%	96,963.25
REVENUE TOTALS	\$183,650.00	.00	91,826.00	\$91,824.00	+++	\$96,963.25
EXPENSE						
Contractual Services	183,650.00	.00	64,971.00	118,679.00	+++	.00
EXPENSE TOTALS	\$183,650.00	.00	64,971.00	\$118,679.00	+++	\$0.00
Fund 301 - Debt Totals						
REVENUE TOTALS	183,650.00	.00	91,826.00	91,824.00	+++	96,963.25
EXPENSE TOTALS	183,650.00	.00	64,971.00	118,679.00	+++	.00
Fund 301 - Debt Totals	\$0.00	\$0.00	\$26,855.00	(\$26,855.00)		\$96,963.25
Fund 401 - Capital Projects						
REVENUE						
Intergovernmental Revenues	.00	.00	13,544.00	.00	+++	.00
Charges for Services	108,354.00	.00	67,720.00	40,634.00	0	436,460.25
Other Revenue	.00	.00	.00	.00	+++	.00
Other Financing Sources	.00	309,160.00	309,160.00	.00	+++	.00
REVENUE TOTALS	\$108,354.00	\$309,160.00	\$390,424.00	\$40,634.00		\$436,460.25
EXPENSE						
Other Charges	.00	.00	.00	.00	+++	.00
Capital Outlay	220,709.00	56,703.46	105,227.76	115,481.24	48%	140,922.98
Other Financing Uses	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS	\$220,709.00	\$56,703.46	\$105,227.76	\$115,481.24	48%	\$140,922.98
Fund 401 - Capital Projects						
REVENUE TOTALS	108,354.00	309,160.00	390,424.00	(282,070.00)	0	436,460.25
EXPENSE TOTALS	220,709.00	56,703.46	105,227.76	115,481.24	48%	140,922.98
Fund 401 - Capital Projects	(\$112,355.00)	\$252,456.54	\$285,196.24	(\$397,551.24)		\$295,537.27
Grand Totals						
REVENUE TOTALS	6,515,820.00	359,350.59	4,847,984.79	1,667,835.21	74%	4,904,015.66
EXPENSE TOTALS	6,628,174.00	802,282.48	4,911,419.85	1,716,754.15	74%	4,909,105.99
Grand Totals	(\$112,354.00)	(\$442,931.89)	(\$63,435.06)	(\$48,918.94)		(\$5,090.33)



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				37	29
112 Fire in structure other than in a building													0	0
113 Cooking fire, confined to container				1					3				4	9
114 Chimney fire				1									1	
116 Fuel													0	1
118 Trash					1								1	6
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				10	11
132 Road Freight or transport vehicle fire						1							1	1
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							3	4
143 Grass Fire				1									1	1
151 Outside rubbish fire				1			1						2	5
154 Dumpster fire			1	1			2	1					5	5
163 Outside equipment fire													0	1
	4	5	5	10	7	9	12	5	10	0	0	0	67	76
OVERPRESSURE RUPTURE, EXPLOSION, OVERHEAT (NO FIRE)														
200 Overpressure rupture, explosion, overheat other													0	
243 Fireworks explosion (no fire)													0	
251 Excessive heat, scorch burns with no ignition	3	2	5	3	3	2	1	1					20	24
	3	2	5	3	3	2	1	1	0	0	0	0	20	24
RESCUE & EMERGENCY MEDICAL SERVICE														
311 Medical assist, assist EMS crew	1			1					2				4	5
321 EMS call, excluding vehicle accident with injury	435	378	409	382	378	370	436	439	401				3628	3723
322 Motor vehicle accident with injuries	6	4	2	8	4	15	9	18	9				75	80
323 Motor vehicle/pedestrian accident (MV Ped)					2	1	1		1				5	0
324 Motor vehicle accident with no injuries.	5		4	2	4		3	4	5				27	30
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	
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	
	448	382	416	393	392	388	451	462	421	0	0	0	3753	3864
HAZARDOUS CONDITION (NO FIRE)														
400 Hazardous condition, other		1											1	3
411 Gasoline or other flammable liquid spill		1		3			1	2					7	4
412 Gas leak (natural gas or LPG)	3	3	1	2	1		4	3	2				19	18
413 Oil spill	1												1	1
421 Chemical hazard (no spill or leak)													0	
422 Chemical spill or leak			1					1					2	1
424 Carbon monoxide incident		1				1	1	2					5	22
440 Electrical equipment problem			1	2	2	2	4	1	3				15	15
442 Overheated motor	2			2	2			3						
444 Power line down	1				3	6	5	4	3				22	
445 Arch, shorted electrical equipment	1		1		3	3	1		3				12	20
451														11
461 Building or structure weakened or collapsed													0	
462 Aircraft standby													0	
463 Vehicle accident, cleanup									1				1	2
471 Explosive, bomb removal													0	
481 Attempt to burn								1					1	
	8	6	4	9	11	12	16	17	12	0	0	0	95	97
SERVICE CALL														
500 Service Call, other				2			1		1				4	6
510 Person in distress, other													0	2
519 Person in distress													0	
520 Water problem, other						1							1	1
522 Water or steam leak	1	2						1	1				5	
531 Smoke or odor removal	1		1		1	1	3	4	1				12	13
551 Assist police or other governmental agency	4	4	11	11	8	9	8	16	13				84	99
553 Public service	7	5	1	3	4	6	1	3	4				34	16
554 Assist invalid	33	23	19	53	61	39	39	31	33				331	261
561 Unauthorized burning			3	11	6	6	3	7	11				47	35
	46	34	35	80	80	62	55	62	64	0	0	0	518	433



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				14	19
611 Dispatched & canceled en route	11	14	23	16	29	13	20	26	26				178	149
621 Wrong location		1											1	1
622 No incident found on arrival at dispatch address	6	6	3	7	7	7	8	10	8				62	62
631 Authorized controlled burning			2	5	2	2	2	2	3				18	3
650 Steam, gas, other mistaken for smoke													0	2
651 Smoke scare, odor of smoke	3	2	2		2	1	1	3	5				19	15
652 Steam, vapor, fog or dust thought to be smoke					1								1	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						8	14
	21	30	32	29	43	24	35	44	44	0	0	0	302	268
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					4	7
715 Local alarm system, malicious false call			1	2	1		2	5					11	5
721 Bomb scare - no bomb													0	
730 System malfunction, other						2							2	1
731 Sprinkler activation due to malfunction	3	1				1		1					6	14
732 Extinguishment system activation malfunction		2											2	
733 Smoke detector activation due to malfunction	4	4	1	1	7		2	7	2				28	21
735 Alarm system sounded due to malfunction	1	4		1	1	6	2	6	1				22	34
736 CO detector activation due to malfunction		1	1			2	4	3	4				15	17
740 Unintentional transmission of alarm, other			1										1	
741 Sprinkler activation, no fire - unintentional		1		1	7	4		1					14	2
743 Smoke detector activation, unintentional	8	6	6	1	6	3	4	1	1				36	36
744 Detector activation, no fire - unintentional	1	2	2		2	2	2	2	1				14	11
745 Alarm system activation, no fire - unintentional	2		5	1	4	5	1	2	5				25	18
7451 False Alarm	2	6	2	2	9	6	9	1	6				43	87
746 Carbon monoxide detector activation, no CO	6	3	3		3	4	2	1					22	23
	27	30	23	10	41	35	28	32	20	0	0	0	246	277
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													0	1
911 Citizen Complaint	1			1	2		1						5	3
	1	0	0	1	2	0	1	0	0	0	0	0	5	4
Not Reported	2	1	1			1	1	2					8	17
	2	1	1	0	0	1	1	2	0	0	0	0	8	17
MONTHLY RUN TOTAL														
	560	490	521	535	579	533	600	625	571	0	0	0	5014	5060
BLS Transports														
	160	125	134	118	111	128	152	152	151				1231	1230



SOUTH METRO FIRE DEPARTMENT

1650 Humboldt Avenue • West St. Paul MN 55118

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

www.southmetrofire.com

DATE: October 21, 2020

TO: President and Board

FROM: Mark Juelfs, Fire Chief

RE: **Fire Chief's Performance Evaluation**

Summary:

One element of my Employment Agreement relates to a performance evaluation.

Section 5. Performance Evaluation.

The Board shall conduct a performance evaluation of Juelfs on a periodic basis, as frequently and at such times as are deemed advisable by the Board. Regular performance evaluations shall occur at least once each calendar year during the month of December.

In previous years, the Board has typically started the process in October or November, allowing the Board to review the results of the performance evaluation with the Fire Chief at the December Board meeting.

Recommendation:

Determine the process and timeline for this year's performance evaluation of the Fire Chief.



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DATE: October 21, 2020

TO: President and Board

FROM: Mark Juelfs, Fire Chief

RE: Training Chief

Summary:

On September 16, 2020 Training Chief Mike Nelson submitted notice of his intent to step down from his current position to that of Fire Captain effective January 1, 2021 at midnight.

Mike Nelson was appointed the Department's first Training Chief in December of 2016. Chief Nelson took the helm of the training program on January 1, 2017. Chief Nelson has and continues to work tirelessly to improve the training provided to all members of the department. As a result, the department and its firefighters have become more efficient and effective in the delivery of fire and EMS services to our two communities and surrounding area. Not only has Chief Nelson lead the department's training since 2017, he has also contributed to many other department projects that are not related to training and education. Specifically, Chief Nelson lead efforts to improve the water rescue program and engine hose loads. He has led or assisted with a variety of other projects related to the purchase of department apparatus and equipment, including ambulances, fire engines and utility vehicles. In summary, the South Metro Fire Department is now better positioned to deliver services more safely and effectively than it was in 2017, thanks in large part to the continued efforts of Chief Nelson.

I would like to thank Chief Nelson for his years of dedicated service as South Metro's Training Chief.

Budget Impact:

None

Attachments:

Chief Nelsons letter



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9/16/20

Fire Chief Juelfs,

Please accept this letter as notice of my intent to step down from my position as Training Chief effective at 12:00 a.m. on Friday, January 1st, 2021.

By providing this notice in advance I hope to allow for time to evaluate the critical role this position fills within our organization and allow for the selection someone who can be successful in it. If asked, I am more than willing to assist in this process and also provide training for the incoming person on the needs and requirements of this position. It is my desire to make this transition as smooth as possible for both our organization and this person so we are able to not only meet our basic requirements but also move forward as an organization.

I would like to take this opportunity to thank our board for creating this much needed position. Our administration for selecting me as our first Training Chief and for the level of trust they placed in me with the design and overall direction I that tried to take our training program. And those from both within and outside of our organization who supported me or provided their expertise along the way. This position has provided me with a remarkable amount of opportunity and has been an incredible learning experience. I feel I have grown tremendously as both a firefighter and a leader during my time in this position and I can only hope that in some small way I was able to do the same for others within our organization.

I believe the development and growth of our organization is directly tied to the passion and effort of our Training Division. I look forward to seeing where the next person will bring us and I commit to supporting that person in my role as a Captain. I am also looking forward to my role as a Captain. I believe an organization cannot be successful without a dedicated group of front line supervisors who are committed to self-improvement; who strive to guide, inspire, develop, challenge, and advocate for our firefighters and who believe in the advancement and promotion of our organization.

Thank you for your support during my time in this position.

Sincerely,

Mike Nelson



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DATE: October 21, 2020

TO: President and Board

FROM: Mark Juelfs, Fire Chief

RE: **Captain Discussion**

Summary:

Training Chief Mike Nelson is stepping down from his current position into that of a Captain, which is allowed by the following section of both Local 1059 and Local 724's current labor agreements

20.1 When a current or previous member of IAFF Local 724 has been promoted to IAFF Local 1059 or a member of IAFF Local 1059 is assigned to a General Service position, if that employee is demoted, voluntarily requests a demotion, there is a reduction in classification or is removed from the assignment, they shall be allowed to return to IAFF Local 1059 or IAFF Local 724 as follows;

20.2 If due to a voluntary demotion or removed from the assignment, approved by the fire chief, the employee seeking demotion/reassignment shall return to the position previously held prior to their promotion/assignment. If no vacancy exists, the least senior employee in classification holding the position being sought by the employee seeking demotion or reassignment shall be required to return to the position they previously held. If no position/vacancy is available, the involuntarily demoted employee shall go to the top of the eligibility list and shall be appointed to the next available position from which he/she was demoted. The involuntarily demoted employee shall remain on the top of the current list or subsequent list until he/she is appointed.

20.3 If due to a reduction in the position, refer to Article 8.2 REDUCTION IN FORCE of this agreement.

20.4 If due to demotion by the department, the employee's position will be determined through the disciplinary and if necessary, grievance process and the employee's seniority shall be based on prior classification seniority or total seniority as appropriate.

In 2017, South Metro reorganized its officer ranks. Prior to 2017 the department had three Captains and six Lieutenants. These nine positions were reorganized into six Captains and the Lieutenant position was eliminated. When the reorganization was announced it was determined that any reductions would be accomplished via attrition. At the time, I was promoted from Captain to Assistant Chief and then Lieutenant Nelson was promoted to Training Chief. After those two promotions there were two

Captains and five Lieutenants to fill six Captains positions. The two Captains retained their position and four of the Lieutenants were promoted in October of 2017 leaving one remaining Lieutenant, Sean Jansen. Sean was promoted to Captain in January of 2018 following the retirement of Captain John Mohs.

Currently South Metro has six Captains positions. As a result of Chief Nelson stepping down from Training Chief to Captain, we now have seven Captains to fill six positions. Per the contract the least Senior Captain, Sean Jansen, would be involuntarily demoted to the position of firefighter because his former position of Lieutenant no longer exists. Captain Jansen would be placed at the top of the current Captains list and would remain there until a Captains position opens and he is promoted once again.

I would like to have a discussion on temporarily expanding the Captains positions from six to seven and retaining Sean Jansen in his role as Captain. The number of Captains positions would be reduced back to six upon a retirement or separation from employment of a current Captain.

Prior to being promoted to Captain in 2017 Sean held the position of Lieutenant for approximately 4 years. He has been an officer for approximately seven years. I do not feel it benefits the organization nor Captain Jansen to demote him to the rank of Firefighter. Captain Jansen is an exceptional employee and a valuable part of our team. His leadership and experience are better utilized as a Captain rather than a firefighter. In addition, this will enable South Metro to honor our commitment to Captain Jansen that no officer would lose their position during the reorganization. Captain Jansen would still be a Lieutenant today if the reorganization had not happened or if Captain Mohs had not retired. Therefore, I do not believe he should lose his role as an officer because of this situation.

Budget Impact:

\$13,000 – The difference between Captain Jansen's wages as a Captain and his wage if he were a Firefighter

Attachments:

None



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DATE: October 21, 2020

TO: President and Board

FROM: Mark Juelfs, Fire Chief

RE: **General Updates**

Summary:

Below are updates on some current topics:

2020 Fire Engines

I am happy to report that both the new engines have been placed in service. I want to thank all the members of the department that had a hand in the getting these trucks in service.

Purchasing a new engine is a long and arduous process. From concept to placing the engines in service took more than two years. Chief Erickson did a fantastic job once again heading up our truck committee.

Training Chief

We have posted internally for our next Training Chief. The application period closes on Monday October 19, at 4:00pm. Following the application period, we will schedule interviews with each candidate. My intention is to have the next Training Chief identified by November 1st. The successful candidate will then have 2 months to work with Chief Nelson on the transition.

Firefighter Hiring Process

With the resignation of Firefighter Karl Stamm and Tom Brooks, we will be advertising for the position of Firefighter. We anticipate posting for the position in the late October to early November time frame.

PAR360

Kare11 did a story on PAR360 that aired on October 14th. Both Dr. Gavian and I were interviewed for the story. Here is the link <https://www.kare11.com/article/news/local/new-program-aims-to-help-firefighters-deal-with-mental-health-challenges/89-eedcef4b-255d-4d84-9ab6-8a3fac31c9e4>. I am proud that our department is a leader in the fire service as we attempt to deal with the mental health impacts of this profession.

Health Insurance Renewal

We have received initial information from Marsh & McLennan (MMA) regarding health insurance renewal options with HealthPartners. MMA will be sending out comparison data with other insurance carriers within a week or two. A Labor Management Committee meeting will be

scheduled shortly to review the information. With the preliminary information, it appears the health insurance renewal will be within the budgeted amount for 2021.

Both Union contracts expire at the end of 2020. Any proposed changes in employer contribution rates will be brought to the Board for consideration at a future date.