



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: November 18, 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 Kathy Walsh](#)
 - b. [Thank you from Debra Selner](#)
- IV. Consent Agenda
 - a. [October 21, 2020 Meeting Minutes](#)
 - b. [October 2020 List of Claims](#)
 - c. [October 2020 Bank Reconciliation](#)
 - d. [October 2020 Month End Budget Report](#)
 - e. [October 2020 Run Summary Report](#)
 - f. [2021 Board Meeting Schedule](#)
- V. Committee Reports
 - a. None
- VI. Agenda Items
 - a. [Budget Adjustment](#)
 - b. [Aerial Replacement](#)
 - c. [Health Insurance Renewal](#)
 - d. [Updates](#)
- VII. Public Comment
- VIII. Adjourn

Next Regular Meeting – December 16, 2020 South St. Paul

Mark Juelfs

From: Jesse Mettner <JMettner@wspmn.gov>
Sent: Tuesday, October 27, 2020 2:23 PM
To: Kathy Walsh
Cc: Brian Sturgeon; Mark Juelfs
Subject: RE: Thanksgiving!

Hey Kathy!

I am so glad to hear you and your family had a good experience with our Officers and Fire Fighters. I will pass on your email to Chiefs Sturgeon and Juelfs. Please wish your Dad well for me and I hope his recovery is swift!

Jesse Mettner || Community Engagement Officer West St. Paul Police Department We Serve with Honor and Integrity
1616 Humboldt Avenue
West St. Paul, Minnesota 55118
651-552-4226 || JMettner@wspmn.gov

-----Original Message-----

From: Kathy Walsh <kawalsh@stjosephwsp.org>
Sent: Tuesday, October 27, 2020 2:20 PM
To: Jesse Mettner <JMettner@wspmn.gov>
Subject: Thanksgiving!

Hi Jesse,

Last night we had to call 911 for my Dad as his blood sugar was in the 40s. As I stood there watching all these amazing men care for this old man who was a stranger to them all, I saw the care, patience, and concern for not just my Dad, but for me and my Mom. I don't know how to get a thank you to them all, but I want you to know just how much this family loves our WSP police and fire. If you can pass this on, I thank each and everyone of you who offer this love and sacrifice for all of us.

Blessings,
Kathy Walsh

Sunday, November 8, 2020

Debra Selner
385 Betty Lane
West St. Paul, MN 55118

City of West St. Paul
1616 Humboldt Avenue
West St. Paul, MN 55118

Re: EMT Response Team for Micaela Selner on Monday, November 2, 2020

To Whom it May Concern:

Our family wishes to thank your Emergency Medical Team for the excellent, extremely fast response to our late evening 911 call regarding our 19-year-old daughter's stroke last Monday evening. The ambulance arrived at our house within minutes of our 911 call, and the care they provided was professional and excellent. When she arrived at United Hospital's emergency room, a CT Scan found thrombosis of her right middle cerebral artery. Anti-clotting medication immediately began dissolving the clot, restoring feeling and movement to her left leg, shoulder, arm, and mouth within 30 minutes of her arrival.

Twenty-four hours later, doctors performed an MRI on Micaela. They could find no evidence of stroke—no damage to the brain that they could see! They believe the stroke was caused by a previously undetected hole in the upper chamber of her heart. She was discharged 60 hours later and will undergo occupational therapy to restore full use to her left hand, which still lacks some sensory perception and strength, as well as a procedure to repair her heart.

Besides the powerful prayers that covered her during this time, we attribute her exceptional recovery to the speed and excellence of West St. Paul's EMT response. Every minute mattered. Within minutes of her stroke, your team delivered immediate, professional care at our home and a life-saving, speedy ride to nearby United Hospital. Our family thanks you for your exceptional service, which made all the difference in Micaela's life and future.

God bless all the members of the Emergency Medical Team who were involved in our daughter's care, including the 911 operator.

Gratefully,



Debra Selner
(Micaela Selner's mother)

MINUTES

SOUTH METRO FIRE DEPARTMENT BOARD OF DIRECTORS

Wednesday, October 21, 2020
South St Paul City Hall

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

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

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

ADOPT AGENDA

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

COMMUNICATIONS/RECOGNITIONS

The department received a note of thanks from Vivian Brandel. Vivian had some groceries delivered to the station as well as thanked the crews for the many times they responded to assist her and her husband.
Resignation letter from Karl Stamm.
Resignation letter from Tom Brooks.

CONSENT AGENDA

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

COMMITTEE REPORTS

None

AGENDA ITEMS

Fire Chief's Performance Review

The Board reviews the Fire Chief's performance annually. Historically this evaluation takes place during October or November. Member Wippermann has agreed to facilitate this process.

Training Chief

Training Chief Mike Nelson submitted notice that he will be stepping down from his position and returning to Captain effective January 1, 2021.

Fire Captain

In January Mike Nelson will be returning to the position of Captain. Chief Juelfs would like to discuss temporarily expanding the Captains positions from 6 to 7 and retaining Sean Jansen in his role as Captain. Board member Wippermann asked if there are tasks

that he would be able to assist with while remaining at the pay rate of captain. Chief Juelfs indicated that working on Pre-Plans and Lexipol are two tasks that he could assist with right away. The consensus of the Board was to temporarily have the 7th Captain and reduce back to six upon retirement or separation of employment of a current Captain. Chief Juelfs will have a resolution stating the change available for the November meeting.

Updates

Training Chief

Chief Juelfs informed the Board that the position was posted internally and had two candidates apply. He plans to have a new Chief identified and in place by November 1st.

Firefighter Hiring Process

The position will be posted by early November and hopefully have new crew members on board by March.

PAR360

Chief Juelfs was interviewed by KARE11 for a story on firefighters dealing with mental health challenges. He and the Board are both proud that the department is a leader in the fire service addressing this issue.

Health Insurance Renewal

The initial information from Marsh & McLennan indicates a 5.5% increase. This amount is under the 2021 budgeted amount for the health insurance renewal.

PUBLIC COMMENT

None.

MOTION TO ADJOURN

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

The next regular meeting is scheduled on November 18, at 4:30 pm in South St Paul.

Respectfully submitted By:

Deb Wheeler

Payment Register

From Payment Date: 10/26/2020 - To Payment Date: 11/11/2020

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1-ANCHOR BAN - ANCHOR BANK									
<u>Check</u>									
9263	10/26/2020	Open			Accounts Payable	AMERICAN TEST CENTER	\$1,832.00		
9264	10/26/2020	Open			Accounts Payable	ASPEN MILLS	\$402.58		
9265	10/26/2020	Open			Accounts Payable	BOUND TREE MEDICAL	\$886.81		
9266	10/26/2020	Open			Accounts Payable	DAKOTA COUNTY TREASURER	\$1,516.45		
9267	10/26/2020	Open			Accounts Payable	EMERGENCY APPARATUS MAINTENANC	\$3,272.31		
9268	10/26/2020	Open			Accounts Payable	GALLS, LLC	\$1,422.40		
9269	10/26/2020	Open			Accounts Payable	HENRY SCHEIN	\$1,403.00		
9270	10/26/2020	Open			Accounts Payable	Lexipol	\$8,750.50		
9271	10/26/2020	Open			Accounts Payable	LOWE'S COMMERCIAL SERVICES	\$968.32		
9272	10/26/2020	Open			Accounts Payable	MacQueen Emergency Group	\$25.60		
9273	10/26/2020	Open			Accounts Payable	METRO SALES, INC	\$329.00		
9274	10/26/2020	Open			Accounts Payable	OXYGEN SERVICE COMPANY	\$71.99		
9275	10/26/2020	Open			Accounts Payable	PREMIER SPECIALTY VEHICLES	\$47.22		
9276	10/26/2020	Open			Accounts Payable	Rihm Kenworth	\$30.16		
9277	10/26/2020	Open			Accounts Payable	SPOK, INC	\$44.61		
9278	11/09/2020	Open			Accounts Payable	ASPEN MILLS	\$92.69		
9279	11/09/2020	Open			Accounts Payable	AT&T MOBILITY	\$758.19		
9280	11/09/2020	Open			Accounts Payable	Berry/ Wendy	\$100.00		
9281	11/09/2020	Open			Accounts Payable	BOUND TREE MEDICAL	\$236.80		
9282	11/09/2020	Open			Accounts Payable	Flatley, William	\$100.00		
9283	11/09/2020	Open			Accounts Payable	Francis, James	\$100.00		
9284	11/09/2020	Open			Accounts Payable	GALLS, LLC	\$293.42		
9285	11/09/2020	Open			Accounts Payable	GERRY'S FIRE & SAFETY	\$41.58		
9286	11/09/2020	Open			Accounts Payable	Jefferson Fire * Safety	\$5,588.82		
9287	11/09/2020	Open			Accounts Payable	LEAGUE OF MN CITIES INS. TRUST	\$356.06		
9288	11/09/2020	Open			Accounts Payable	LEVANDER, GILLEN & MILLER, P.A	\$1,456.50		
9289	11/09/2020	Open			Accounts Payable	LOCAL GOVERNMENT INFORMATION	\$889.00		
9290	11/09/2020	Open			Accounts Payable	MES-MIDAM	\$5,339.90		
9291	11/09/2020	Open			Accounts Payable	Metro Chief Fire Officers Assoc	\$100.00		
9292	11/09/2020	Open			Accounts Payable	Napier/ David	\$100.00		
9293	11/09/2020	Open			Accounts Payable	NINTH BRAIN	\$96.00		
9294	11/09/2020	Open			Accounts Payable	PREMIER SPECIALTY VEHICLES	\$39.51		
9295	11/09/2020	Open			Accounts Payable	S ST PAUL/CITY OF	\$6,046.27		
9296	11/09/2020	Open			Accounts Payable	US Bank Equipment Finance	\$156.00		
9297	11/09/2020	Open			Accounts Payable	WIPPERMANN/DENNIS	\$100.00		
9298	11/10/2020	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 1059	\$233.94		
9299	11/10/2020	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 724	\$1,130.71		

Payment Register

From Payment Date: 10/26/2020 - To Payment Date: 11/11/2020

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
9300	11/10/2020	Open			Accounts Payable	STANDARD INSURANCE COMPANY	\$1,390.53		
Type Check Totals:									
1-ANCHOR BAN - ANCHOR BANK Totals							\$45,748.87		

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	38	\$45,748.87	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	38	\$45,748.87	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	38	\$45,748.87	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	38	\$45,748.87	\$0.00

Grand Totals:

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	38	\$45,748.87	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	38	\$45,748.87	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	38	\$45,748.87	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	38	\$45,748.87	\$0.00

Payment Register

From Payment Date: 9/30/2020 - To Payment Date: 11/11/2020

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1-ANCHOR BAN - ANCHOR BANK									
EFT									
1872	09/30/2020	Open			Accounts Payable	OLD NATIONAL BANK	\$114.96		
1873	09/30/2020	Open			Accounts Payable	OLD NATIONAL BANK	\$106.64		
1874	09/30/2020	Open			Accounts Payable	Further	\$230.00		
1875	09/30/2020	Open			Accounts Payable	I C M A RETIREMENT CORP	\$1,085.00		
1876	09/30/2020	Open			Accounts Payable	IRS - PR TAXES	\$19,494.49		
1877	09/30/2020	Open			Accounts Payable	MN DEPT OF REVENUE	\$6,335.22		
1878	09/30/2020	Open			Accounts Payable	MN II LIFE -- HSA	\$2,145.31		
1879	09/30/2020	Open			Accounts Payable	MSRS	\$250.00		
1880	09/30/2020	Open			Accounts Payable	MSRS - HCSP	\$2,705.41		
1881	09/30/2020	Open			Accounts Payable	NATIONWIDE	\$2,835.00		
1882	09/30/2020	Open			Accounts Payable	PUBLIC EMPLOYEES RETIRE ASSN	\$45,877.00		
1883	10/14/2020	Open			Accounts Payable	I C M A RETIREMENT CORP	\$1,085.00		
1884	10/14/2020	Open			Accounts Payable	IRS - PR TAXES	\$17,012.49		
1885	10/14/2020	Open			Accounts Payable	MN DEPT OF REVENUE	\$5,584.88		
1886	10/14/2020	Open			Accounts Payable	MN II LIFE -- HSA	\$2,145.31		
1887	10/14/2020	Open			Accounts Payable	MSRS	\$250.00		
1888	10/14/2020	Open			Accounts Payable	MSRS - HCSP	\$2,449.99		
1889	10/14/2020	Open			Accounts Payable	NATIONWIDE	\$2,835.00		
1890	10/14/2020	Open			Accounts Payable	PUBLIC EMPLOYEES RETIRE ASSN	\$42,086.36		
1891	10/23/2020	Open			Accounts Payable	HEALTHPARTNERS	\$40,690.91		
1892	10/23/2020	Open			Accounts Payable	I C M A RETIREMENT CORP	\$1,085.00		
1893	10/23/2020	Open			Accounts Payable	IRS - PR TAXES	\$18,957.40		
1894	10/23/2020	Open			Accounts Payable	MN DEPT OF REVENUE	\$6,141.43		
1895	10/23/2020	Open			Accounts Payable	MN II LIFE -- HSA	\$2,145.31		
1896	10/23/2020	Open			Accounts Payable	MSRS	\$250.00		
1897	10/23/2020	Open			Accounts Payable	MSRS - HCSP	\$2,701.37		
1898	10/23/2020	Open			Accounts Payable	NATIONWIDE	\$2,835.00		
1899	10/23/2020	Open			Accounts Payable	PUBLIC EMPLOYEES RETIRE ASSN	\$43,348.52		
1900	10/23/2020	Open			Accounts Payable	Further	\$230.00		
1901	11/10/2020	Open			Accounts Payable	HEALTHPARTNERS	\$39,421.34		
1902	11/10/2020	Open			Accounts Payable	I C M A RETIREMENT CORP	\$1,085.00		
1903	11/10/2020	Open			Accounts Payable	IRS - PR TAXES	\$17,469.83		
1904	11/10/2020	Open			Accounts Payable	MN DEPT OF REVENUE	\$5,756.69		
1905	11/10/2020	Open			Accounts Payable	MN II LIFE -- HSA	\$2,114.54		
1906	11/10/2020	Open			Accounts Payable	MSRS	\$250.00		
1907	11/10/2020	Open			Accounts Payable	MSRS - HCSP	\$2,444.70		
1908	11/10/2020	Open			Accounts Payable	NATIONWIDE	\$2,685.00		

Payment Register

From Payment Date: 9/30/2020 - To Payment Date: 11/11/2020

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1909	11/10/2020	Open			Accounts Payable	PUBLIC EMPLOYEES RETIRE ASSN	\$42,379.98		
Type EFT Totals:							\$386,620.08		
1-ANCHOR BAN - ANCHOR BANK Totals									

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	38	\$386,620.08	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	38	\$386,620.08	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	38	\$386,620.08	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	38	\$386,620.08	\$0.00

Grand Totals:

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	38	\$386,620.08	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	38	\$386,620.08	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	38	\$386,620.08	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	38	\$386,620.08	\$0.00



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	187,278.50	532,293.82	17,706.18	97%	353,966.91
Intergovernmental Revenues	174,035.00	194,904.22	199,217.03	(25,182.03)	114%	268,098.34
Charges for Services	5,464,281.00	1,268,628.67	5,273,484.40	190,796.60	97%	4,512,579.14
Other Revenue	35,500.00	4,856.46	16,217.25	19,282.75	46%	59,408.41
Other Financing Sources	.00	.00	775.00	(775.00)	+++	.00
REVENUE TOTALS	\$6,223,816.00	\$1,655,667.85	\$6,021,987.50	\$201,828.50	97%	\$5,194,052.80
EXPENSE						
Personal Services	5,524,024.00	420,430.87	4,499,279.94	1,024,744.06	81%	4,365,249.40
Supplies	177,754.00	7,839.46	78,117.26	99,636.74	44%	107,493.40
Contractual Services	389,052.00	20,464.84	240,824.66	148,227.34	62%	271,022.12
Other Charges	132,985.00	6,857.85	69,653.85	63,331.15	52%	122,935.24
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	455,593.02	5,197,035.71	\$1,026,779.29	84%	\$5,189,812.16
Fund 101 - General Fund Totals						
REVENUE TOTALS	6,223,816.00	1,655,667.85	6,021,987.50	201,828.50	97%	5,194,052.80
EXPENSE TOTALS	6,223,815.00	455,593.02	5,197,035.71	1,026,779.29	84%	5,190,374.80
Fund 101 - General Fund Totals	\$1.00	\$1,200,074.83	\$824,951.79	(\$824,950.79)		\$3,678.00
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	27,088.00	94,808.00	13,546.00	0	124,635.25
Other Revenue	.00	.00	.00	.00	+++	.00
Other Financing Sources	.00	.00	309,160.00	.00	+++	.00
REVENUE TOTALS	\$108,354.00	\$27,088.00	\$417,512.00	\$13,546.00		\$124,635.25
EXPENSE						
Other Charges	.00	.00	.00	.00	+++	.00
Capital Outlay	220,709.00	.00	105,227.76	115,481.24	48%	173,973.10
Other Financing Uses	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS	\$220,709.00	\$56,703.46	\$105,227.76	\$115,481.24	48%	\$173,973.10
Fund 401 - Capital Projects						
REVENUE TOTALS	108,354.00	27,088.00	417,512.00	(309,158.00)	0	124,635.25
EXPENSE TOTALS	220,709.00	.00	105,227.76	115,481.24	48%	173,973.10
Fund 401 - Capital Projects	(\$112,355.00)	\$27,088.00	\$312,284.24	(\$424,639.24)		(\$49,337.85)
Grand Totals						
REVENUE TOTALS	6,515,820.00	1,682,758.85	6,531,325.50	1,667,835.21	100%	5,738,763.30
EXPENSE TOTALS	6,628,174.00	455,593.02	5,367,234.47	1,716,754.15	81%	5,364,347.90
Grand Totals	(\$112,354.00)	\$1,227,165.83	\$1,164,091.03	(\$48,918.94)		\$374,415.40



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			39	29
112 Fire in structure other than in a building									1				1	0
113 Cooking fire, confined to container				1					3				4	9
114 Chimney fire				1									1	
116 Fuel													0	1
118 Trash					1								1	7
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			11	11
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									1	1
151 Outside rubbish fire				1			1			1			3	5
154 Dumpster fire			1	1			2	1		1			6	5
163 Outside equipment fire										1			1	1
	4	5	5	10	7	9	12	5	10	8	0	0	75	78
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	29
	3	2	5	3	3	2	1	1	0	0	0	0	20	29
RESCUE & EMERGENCY MEDICAL SERVICE														
311 Medical assist, assist EMS crew	1			1					2	1			5	6
321 EMS call, excluding vehicle accident with injury	435	378	409	382	378	370	436	439	401	407			4035	4092
322 Motor vehicle accident with injuries	6	4	2	8	4	15	9	18	9	7			82	91
323 Motor vehicle/pedestrian accident (MV Ped)					2	1	1		1				5	2
324 Motor vehicle accident with no injuries.	5		4	2	4		3	4	5	5			32	37
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	
	448	382	416	393	392	388	451	462	421	421	0	0	4174	4254
HAZARDOUS CONDITION (NO FIRE)														
400 Hazardous condition, other			1										1	4
411 Gasoline or other flammable liquid spill		1		3			1	2		1			8	4
412 Gas leak (natural gas or LPG)	3	3	1	2	1		4	3	2				19	23
413 Oil spill	1												1	1
421 Chemical hazard (no spill or leak)													0	1
422 Chemical spill or leak			1					1					2	1
424 Carbon monoxide incident		1				1	1	2		1			6	24
440 Electrical equipment problem			1	2	2	2	4	1	3	1			16	15
442 Overheated motor	2			2	2			3		2				
444 Power line down	1			3	6	5	4	3	4				26	
445 Arch, shorted electrical equipment	1		1	3	3	1		3	3				15	22
451														12
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	0	0	108	109
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	4			16	14
551 Assist police or other governmental agency	4	4	11	11	8	9	8	16	13	5			89	103
553 Public service	7	5	1	3	4	6	1	3	4	18			52	27
554 Assist invalid	33	23	19	53	61	39	39	31	33	47			378	284
561 Unauthorized burning			3	11	6	6	3	7	11	5			52	44
	46	34	35	80	80	62	55	62	64	79	0	0	597	481



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	20
611 Dispatched & canceled en route	11	14	23	16	29	13	20	26	26	21			199	163
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			76	68
631 Authorized controlled burning			2	5	2	2	2	2	3	2			20	5
650 Steam, gas, other mistaken for smoke													0	2
651 Smoke scare, odor of smoke	3	2	2		2	1	1	3	5	4			23	17
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	41	0	0	343	293
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	9
715 Local alarm system, malicious false call			1	2	1		2	5		1			12	6
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	3			31	23
735 Alarm system sounded due to malfunction	1	4		1	1	6	2	6	1	1			23	38
736 CO detector activation due to malfunction		1	1			2	4	3	4	3			18	17
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			41	39
744 Detector activation, no fire - unintentional	1	2	2		2	2	2	2	1	1			15	11
745 Alarm system activation, no fire - unintentional	2	5	1	4	5	1	2	5	3				28	23
7451 False Alarm	2	6	2	2	9	6	9	1	6				43	99
746 Carbon monoxide detector activation, no CO	6	3	3		3	4	2	1		4			26	24
	27	30	23	10	41	35	28	32	20	22	0	0	268	307
SEVERE WEATHER & NATURAL DISASTER														
814 Lightning strike (no fire)	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			9	20
	2	1	1	0	0	1	1	2	0	1	0	0	9	20
MONTHLY RUN TOTAL	560	490	521	535	579	533	600	625	571	587	0	0	5601	5575
BLS Transports	160	125	134	118	111	128	152	152	151	149			1380	1376



SOUTH METRO FIRE DEPARTMENT

1650 Humboldt Avenue • West St. Paul MN 55118

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

www.southmetrofire.com

DATE: November 18, 2020

TO: President and Board

FROM: Mark Juelfs, Fire Chief

RE: **2021 Board Meeting Schedule**

Summary:

Per Section 4.2 of the Joint and Cooperative Agreement, the Board is required to hold a meeting at least once each calendar quarter. Attached is the proposed Board Meeting Schedule for 2021. Historically, these meetings have been scheduled on the third Wednesday of each month at 4:30 pm; similar scheduling is proposed for 2021 with one exception. With the Boards permission I would like to schedule the October meeting for the second Wednesday due to a conflict on the third Wednesday with the Minnesota State Fire Chiefs Conference. If approved the October meeting will be held on October 13th instead of October 20th.

To assist with planning for 2021, the following is an overview of several significant topics that will come before the Board for consideration.

March

- Election of Board Officers & Committee Appointments

May

- 2020 Audit Report

July

- Approve 2022 Budget and submit to cities

September

- Certify 2022 Proposed Levy Amount

December

- Adopt 2022 Budget
- Certify 2022 Levy
- Adopt 2022 Fee Schedule
- Insurance Renewals
- Fire Chief's Performance Review

Recommendation:

Adopt the 2021 Board Meeting Schedule

Attachment:

2021 Board Meeting Schedule



SOUTH METRO FIRE DEPARTMENT

1650 Humboldt Avenue • West St. Paul MN 55118

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SOUTH METRO FIRE BOARD OF DIRECTORS 2021 MEETING CALENDAR

<u>Date</u>	<u>Time</u>	<u>Location</u>
January 20 th	4:30 PM	West St Paul Lobby Conference Room
February 17 th	4:30 PM	West St Paul Lobby Conference Room
March 17 th	4:30 PM	West St Paul Lobby Conference Room
April 21 st	4:30 PM	South St Paul Training Room
May 19 th	4:30 PM	South St Paul Training Room
June 16 th	4:30 PM	South St Paul Training Room
July 21 st	4:30 PM	West St Paul Lobby Conference Room
August 18 th	4:30 PM	West St Paul Lobby Conference Room
September 15 th	4:30 PM	West St Paul Lobby Conference Room
October 13 th	4:30 PM	South St Paul Training Room
November 17 th	4:30 PM	South St Paul Training Room
December 15 th	4:30 PM	South St Paul Training Room



SOUTH METRO FIRE DEPARTMENT

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

www.southmetrofire.com

DATE: November 18, 2020

TO: President and Board

FROM: Mark Juelfs, Fire Chief

RE: **2021 Budget Adjustments**

Summary:

At the June 17, 2020 meeting the Board adopted a preliminary budget that included an overall increase to the general fund of 3.6%. The adopted budget resulted in the general fund increasing from \$6,223,816 in 2020 to \$6,446,191 in 2021. Also, the adopted budget resulted in a general fund contribution increase to each City of 4.4% or \$106,983 per City for a total general fund contribution of \$2,542,831 per City. The 2020 per City contribution was \$2,435,848.

Staff continued to evaluate the preliminary budget since its adoption. As a result, we have identified reductions that can be made to the 2021 budget.

1. South Metro has a half-time administration position open. The position was created to allow an overlap between Deb Wheeler and Debbie Kermes when she retired. Debbie was going to work half-time for a year and then the position would be reevaluated for need. In consultation with Deb we feel a half-time administrative position is not needed at the time. The elimination of this position results in a budget savings of \$41,747 including salary and payroll taxes.
2. The health insurance renewal numbers came in lower than our budget estimate resulting in a savings of \$28,361.
3. We also realized some savings related to contract services, including our dispatch fees and PAR360, which resulted in a savings of \$9,810.
4. With the purchase of the new fire engines we anticipate our maintenance costs will not increase over the 2020 budget due to both engines being under warranty. Not increasing or maintenance budget line resulted in a savings of \$6,000.

The above savings reduces the 2021 general fund increase from 3.6% down to 2.2%. The adjusted budget proposal results in the general fund increasing from \$6,223,816 in 2020 to \$6,360,274 in 2021. The general fund contribution for each City will be reduced from the previously adopted amount of \$2,542,831 to \$2,499,873 which is a savings of \$42,958 per City.

There were no reductions in the other funds within the budget. The adjusted budget for all funds reduces the increase for each city from 4.6% to 2.9%. The total per City contribution for the 2021 adjusted budget is \$2,656,711, down from \$2,699,669 in the 2021 adopted preliminary budget.

Recommendation:

Adopt the Adjusted 2021 Preliminary Budget

Attachment:

- 2021 Adopted Preliminary Budget Summary
- 2021 Adjusted Preliminary Budget Summary

South Metro Fire Department

2021 Budget

6/15/2020

Per City Contribution	\$ 2,371,791	\$ 2,467,945	\$ 2,581,851	\$ 2,699,669	4.6%	\$ 117,819
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	Actual 2018	Actual 2019	Budget 2020	Proposed 2021	Change 2021-2020	Change 2021-2020
General Fund						
Revenues						
Ambulance Services	\$ 453,536	\$ 510,027	\$ 575,759	\$ 559,480	-2.8%	\$ (16,280)
Fire Services <i>(Permit Fees)</i>	\$ 16,470	\$ 21,182	\$ 16,826	\$ 17,515	4.1%	\$ 689
Charges for Services <i>(Cities)</i>	\$ 4,462,988	\$ 4,663,088	\$ 4,871,696	\$ 5,085,662	4.4%	\$ 213,966
EMS Taxing District Revenue	\$ 550,627	\$ 546,437	\$ 550,000	\$ 550,000	0.0%	\$ -
Other Revenue	\$ 212,702	\$ 337,233	\$ 209,535	\$ 233,534	11.5%	\$ 23,999
Total Revenues	\$ 5,696,323	\$ 6,077,967	\$ 6,223,816	\$ 6,446,191	3.6%	\$ 222,375
Expenditures						
Personal Services <i>(Salaries, Overtime, Insurance, Work Comp)</i>	\$ 4,705,216	\$ 5,103,179	\$ 5,524,026	\$ 5,737,900	3.9%	\$ 213,875
Supplies <i>(Operational, Fuel, Minor Equipment)</i>	\$ 229,653	\$ 257,166	\$ 177,754	\$ 178,279	0.3%	\$ 525
Other Services & Charges <i>(Operational, Professional Services, Equipment Maintenance)</i>	\$ 783,367	\$ 776,794	\$ 522,037	\$ 530,012	1.5%	\$ 7,975
Total Expenditures	\$ 5,335,128	\$ 5,746,058	\$ 6,223,816	\$ 6,446,191	3.6%	\$ 222,374

Capital Fund						
Revenues						
Charges for Services <i>(Cities)</i>	\$ 75,246	\$ 90,296	\$ 108,355	\$ 130,026		
Total Revenues	\$ 75,246	\$ 90,296	\$ 108,355	\$ 130,026	20%	\$ 21,671
Expenditures						
Motor Vehicles	\$ 277,502	\$ 55,629	\$ 60,168	\$ 276,000	358.7%	\$ 215,832
Other Equipment	\$ 54,366	\$ 143,463	\$ 43,480	\$ 9,000	-79.3%	\$ (34,480)
Office Equipment	\$ 26,205	\$ 120,179	\$ 117,061	\$ 20,843	-82.2%	\$ (96,218)
Total Expenditures	\$ 358,074	\$ 319,271	\$ 220,709	\$ 305,843	38.6%	\$ 85,134

Debt Service Fund						
Revenues						
Charges for Services <i>(Cities)</i>	\$ 205,348	\$ 182,505	\$ 183,650	\$ 183,650		
Total Revenues	\$ 205,348	\$ 182,505	\$ 183,650	\$ 183,650	0.0%	\$ -
Expenditures						
Lease Purchase - 2010 Fire Engines	\$ 159,900	\$ 155,650	\$ -	\$ -	0.0%	\$ -
Lease Purchase - 2014 Ambulance	\$ 27,510	\$ 26,855	\$ -	\$ -	0.0%	\$ -
Lease Purchase - 2014 Turnout Gear / PPE	\$ 17,938	\$ -	\$ -	\$ -	0.0%	\$ -
Total Expenditures	\$ 205,348	\$ 182,505	\$ 183,650	\$ 183,650	0.0%	\$ -

Grant Fund						
Revenues						
Federal Grants	\$ -	\$ -	\$ -	\$ -		
State Grants	\$ -	\$ -	\$ -	\$ -		
Other Grants	\$ 4,025	\$ 5,420	\$ 3,300	\$ -		
Total Revenues	\$ 4,025	\$ 5,420	\$ 3,300	\$ -		
Expenditures						
Personal Services	\$ -	\$ -	\$ -	\$ -		
Supplies	\$ -	\$ -	\$ -	\$ -		
Other Services & Charges	\$ 4,025	\$ 5,420	\$ 3,300	\$ -		
Total Expenditures	\$ 4,025	\$ 5,420	\$ 3,300	\$ -		

South Metro Fire Department

2021 Adjusted Budget

11/3/2020

Per City Contribution	\$ 2,371,791	\$ 2,467,945	\$ 2,581,851	\$ 2,656,711	2.9%	\$ 74,860
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	Actual 2018	Actual 2019	Budget 2020	Proposed 2021	Change 2021-2020	Change 2021-2020
General Fund						
Revenues						
Ambulance Services	\$ 453,536	\$ 510,027	\$ 575,759	\$ 559,480	-2.8%	\$ (16,280)
Fire Services (Permit Fees)	\$ 16,470	\$ 21,182	\$ 16,826	\$ 17,515	4.1%	\$ 689
Charges for Services (Cities)	\$ 4,462,988	\$ 4,663,088	\$ 4,871,696	\$ 4,999,745	2.6%	\$ 128,049
EMS Taxing District Revenue	\$ 550,627	\$ 546,437	\$ 550,000	\$ 550,000	0.0%	\$ -
Other Revenue	\$ 212,702	\$ 337,233	\$ 209,535	\$ 233,534	11.5%	\$ 23,999
Total Revenues	\$ 5,696,323	\$ 6,077,967	\$ 6,223,816	\$ 6,360,274	2.2%	\$ 136,457
Expenditures						
Personal Services (Salaries, Overtime, Insurance, Work Comp)	\$ 4,705,216	\$ 5,103,179	\$ 5,524,026	\$ 5,667,792	2.6%	\$ 143,767
Supplies (Operational, Fuel, Minor Equipment)	\$ 229,653	\$ 257,166	\$ 177,754	\$ 178,279	0.3%	\$ 525
Other Services & Charges (Operational, Professional Services, Equipment Maintenance)	\$ 783,367	\$ 776,794	\$ 522,037	\$ 514,202	-1.5%	\$ (7,834)
Total Expenditures	\$ 5,335,128	\$ 5,746,058	\$ 6,223,816	\$ 6,360,274	2.2%	\$ 136,457

Capital Fund						
Revenues						
Charges for Services (Cities)	\$ 75,246	\$ 90,296	\$ 108,355	\$ 130,026		
Total Revenues	\$ 75,246	\$ 90,296	\$ 108,355	\$ 130,026	20%	\$ 21,671
Expenditures						
Motor Vehicles	\$ 277,502	\$ 55,629	\$ 60,168	\$ 276,000	358.7%	\$ 215,832
Other Equipment	\$ 54,366	\$ 143,463	\$ 43,480	\$ 9,000	-79.3%	\$ (34,480)
Office Equipment	\$ 26,205	\$ 120,179	\$ 117,061	\$ 20,843	-82.2%	\$ (96,218)
Total Expenditures	\$ 358,074	\$ 319,271	\$ 220,709	\$ 305,843	38.6%	\$ 85,134

Debt Service Fund						
Revenues						
Charges for Services (Cities)	\$ 205,348	\$ 182,505	\$ 183,650	\$ 183,650		
Total Revenues	\$ 205,348	\$ 182,505	\$ 183,650	\$ 183,650	0.0%	\$ -
Expenditures						
Lease Purchase - 2010 Fire Engines	\$ 159,900	\$ 155,650	\$ -	\$ -	0.0%	\$ -
Lease Purchase - 2014 Ambulance	\$ 27,510	\$ 26,855	\$ -	\$ -	0.0%	\$ -
Lease Purchase - 2020 Fire Engines	\$ -	\$ -	\$ 183,650	\$ 183,650	0.0%	\$ -
Total Expenditures	\$ 205,348	\$ 182,505	\$ 183,650	\$ 183,650	0.0%	\$ -

Grant Fund						
Revenues						
Federal Grants	\$ -	\$ -	\$ -	\$ -		
State Grants	\$ -	\$ -	\$ -	\$ -		
Other Grants	\$ 4,025	\$ 5,420	\$ 3,300	\$ -		
Total Revenues	\$ 4,025	\$ 5,420	\$ 3,300	\$ -		
Expenditures						
Personal Services	\$ -	\$ -	\$ -	\$ -		
Supplies	\$ -	\$ -	\$ -	\$ -		
Other Services & Charges	\$ 4,025	\$ 5,420	\$ 3,300	\$ -		
Total Expenditures	\$ 4,025	\$ 5,420	\$ 3,300	\$ -		

Scholarship Fund						
Revenues						
Donations	\$ -	\$ -	\$ -	\$ -		
Total Revenues	\$ -	\$ -	\$ -	\$ -		
Expenditures						
Supplies	\$ -	\$ -	\$ -	\$ -		
Other Services & Charges	\$ 2,542	\$ -	\$ 2,500	\$ 2,500		
Total Expenditures	\$ 2,542	\$ -	\$ 2,500	\$ 2,500		



SOUTH METRO FIRE DEPARTMENT

1650 Humboldt Avenue • West St. Paul MN 55118

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

www.southmetrofire.com

DATE: November 18, 2020

TO: President and Board

FROM: Mark Juelfs, Fire Chief

RE: **Replacement of Ladder 1**

Summary:

One of our Ladders, Ladder 1 which was built in 1993, is scheduled for replacement in 2022 as outlined in the Capital Plan. Our current replacement schedule for Ladder Trucks is roughly 30 years. Ladder 1 has been in service for 28 years and all its systems and safety features are outdated. The National Fire Protection Association (NFPA) standard for fire apparatus has been updated four times since Ladder 1 was built, most recently in 2017. According to the 2017 edition of NFPA 1911: Standard for the Inspection, Maintenance, Testing, and Retirement of In-Service Emergency Vehicles “fire departments should seriously consider the value (or risk) to fire fighters of keeping fire apparatus more than 15 years old in first-line service”.

Staff did explore if refurbishing Ladder 1 was a viable option. Refurbishment can be an alternative to replacement if done early enough in the life cycle of the truck. We contacted several vendors to solicit information on the costs associated with a refurbishment. One vendor would not give us a cost estimate because they felt refurbishment was cost prohibitive due to the age of Ladder 1. The second vendor did give us an estimate of \$350,000 but also stated due to the age refurbishment was not a good option. The estimate did not include any work on the engine and transmission. It is staff’s opinion that refurbishment is not a viable option due to the age of Ladder 1.

Therefore, staff is recommending that Ladder 1 be replaced with a new purchase. The current lead time for building a Ladder Truck is about one year, so staff is expecting to seek the purchase approval sometime in 2021. The current philosophy for the Capital Fund is to support all necessary department purchases, except for Engines and Ladders due to the significant costs. Current pricing for a Ladder is approximately \$1,250,000 which is less than the \$1,519,383 currently in the Capital plan.

The previously accepted method of financing for these purchases has been the issuance of debt. As a joint power entity, we do not have the ability to issue bonds, so we must rely on one of the cities for bond issuance or find an alternative financing source. Our current engines were financed through the City of South St Paul with a bond issuance.

If the Fire Board agrees that staff should proceed with the Ladder replacement project, staff will work with both Cities Administrations to identify possible financing options. After financing options are identified Staff will bring the information to a future Board meeting for final approval.

Budget Impact:

Once the final cost of the Ladder and the financing options are determined, an estimated budget impact can be calculated.

Recommendation:

Give Staff direction on the Ladder 1 replacement project.



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

www.southmetrofire.com

DATE: November 18, 2020

TO: President and Board

FROM: Mark Juelfs, Fire Chief

RE: **Health Insurance Renewal**

Summary:

During the renewal process for 2021, the Labor-Management Committee compared rates of five different insurance providers. HealthPartners, Blue Cross, Medica, Preferred One, and United Healthcare all offer comparable (not identical) plans. Each plan for 2021 would be at an increased cost as compared to our current premium costs with the exception on Medica:

- HealthPartners – 5%
- Blue Cross – 12%
- Medica – 3%
- Preferred One – 14%
- United Healthcare – 11%

In addition to the above plans we also got quotes from PEIP (Public Employees Insurance Plan). After evaluation, the Labor Management Committee ruled it out. It appeared the plan would only benefit those who live within the metro area. Our members that live outside the metro would have had reduced access and increased costs.

After reviewing the renewal information, members of the Labor-Management Committee agreed the most appropriate coverage for 2021 would be to remain with HealthPartners and offer the two plans that are most like the current plans. The main change to the HSA plan is the annual deductible amount increased by \$200 single / \$400 family to \$4,300 & \$8,600, respectively. The change to the co-pay plan is an increase in maximum out-of-pocket limits.

Along with the health insurance, dental, life and long-term disability insurance plans also need to be renewed. The current dental plan is to be renewed with no increase. The life and long-term disability plan premiums remain at the current rate, with no premium increase. The department also offers interested employees the option to voluntarily participate in a vision care plan, which rates will also remain the same.

Budget Impact:

The increases outlined above are below 2021 budget estimates.

Recommendation:

Authorize staff to make payments in accordance with the premium renewals as outlined above for health insurance, dental insurance, life insurance and long-term disability insurance, and voluntary vision care plans.



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DATE: November 18, 2020

TO: President and Board

FROM: Mark Juelfs, Fire Chief

RE: General Updates

Summary:

Below are updates on some current topics:

Training Chief

Two internal candidates were interviewed for the Training Chief position. Both candidates had successful interviews. I am happy to announce that Firefighter Sam Seal was offered and accepted the position. Sam will work with current Training Chief Mike Nelson until the end of the year to ensure a smooth transition.

Firefighter Hiring Process

The open Firefighter position was posted on Monday November 2nd and it will close on Monday November 23rd. We have received several applications but historically we receive most of the applications in the final couple days of the posting. After application are reviewed to ensure the candidate meets the minimum qualifications, we will schedule the first interview.

Covid-19

As the cases in Minnesota continue to rise, we have also experienced and uptick in positive cases in the department. One person has been out for the last two weeks recovering, two more tested positive in the last few days and we are awaiting test results from a third.