



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: December 16, 2020 at 4:30 PM

Meeting Place: South St. Paul, Training Room

- I. Roll Call
Board Members: Berry, Francis, Napier, Seaberg, Wippermann
- II. Adopt Agenda
- III. Communications/Recognitions
 - a. [Karen Vavreck Thank You](#)
 - b. [Steve Arzdorf Resignation Letter](#)
- IV. Consent Agenda
 - a. [November 18, 2020 Meeting Minutes](#)
 - b. [November 2020 List of Claims](#)
 - c. [October 2020 Bank Reconciliation](#)
 - d. [November 2020 Bank Reconciliation](#)
 - e. [November 2020 Month End Budget Report](#)
 - f. [November 2020 Run Summary Report](#)
 - g. [Resolution 2020-09 Adopting Fee Schedule](#)
 - h. [Resolution 2020-10 Approving Liability Coverage Limits](#)
 - i. [Deferral of Capital Purchases](#)
- V. Committee Reports
 - a. None
- VI. Agenda Items
 - a. [2020 Budget](#)
 - b. Labor Negotiations
 - i. *Closed Session*
 1. *Motion to hold closed meeting pursuant to Minn. Stat. 13D.03 to review labor negotiation proposals*
 2. *Motion to re-open meeting*
 - ii. *Fire Chief Performance Evaluation*
 1. *Motion to close pursuant to Minn. Stat. 13D.05 subd. 3 to conduct the performance evaluation of Fire Chief Mark Juelfs, unless he so requests that the meeting be open.*
 2. *Motion to re-open meeting*
 - c. General Service Employee Compensation (Hand Out)
 - d. [Assistant Chief Pay Comparison](#)
 - e. [Updates](#)

VII. Public Comment

VIII. Adjourn

Next Regular Meeting – January 20, 2021 West St. Paul

Mark Juelfs

From: Karen Vavreck
Sent: Wednesday, December 09, 2020 2:21 PM
To: Mark Juelfs
Subject: Parade

Hello Mark and all the SMFD staff,

I just want to say thank you so very much for the parade you put on. I can tell a lot of effort went into making those rigs look as phenomenal as they did. We on Stryker Ave really enjoyed the show. My neighbor called and wanted to make sure I sent an email to thank you. It really was something that brought the community together.

I hope you enjoyed putting in together and driving around as much as we the residents enjoyed watching it.

Thank you so much for the parade and all you do to keep us safe.

Sincerely,

Tom and Karen Vavreck and some other happy residents on Stryker Ave.

[Sent from Yahoo Mail on Android](#)

December 3, 2020

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

Dear Chief Juelfs,

I am writing to you to formally turn in my resignation from the South Metro Fire Department. My last day of employment will be December 31, 2020. I have accepted a new job in a field that I am passionate about and will have the opportunity to use the skills and knowledge that I have acquired throughout my career at South Metro Fire and that I am grateful.

I have truly enjoyed my almost 13 years as a part of this great fire department and the friends that I have made along the way will forever be considered family. I am thankful for all the opportunities that have come my way, as well as all the professional guidance and support. I would also like to thank the Fire Board and the cities of West St. Paul and South St. Paul for all the support and belief in the merger of these two great fire departments. You have something special here that does not get nearly the recognition that everyone deserves.

Finally, if there is anything I can do to ensure a smooth and efficient handover process, please do not hesitate to let me know.

Sincerely,

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.

Steven D. Arzdorf

MINUTES

SOUTH METRO FIRE DEPARTMENT BOARD OF DIRECTORS

Wednesday, November 18, 2020
South St Paul City Hall

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

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

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

ADOPT AGENDA

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

COMMUNICATIONS/RECOGNITIONS

The department received two letters of thanks from residents Kathy Walsh and Debra Selner. Both letters complimented the department on the excellent service their family member received.

CONSENT AGENDA

Motion was made to remove Item C. October Bank Reconciliation and approve the Consent Agenda by Wippermann; seconded by Berry.
Motion carried.

COMMITTEE REPORTS

None

AGENDA ITEMS

2021 Budget Adjustment

Staff has identified reductions that can be made to the 2021 preliminary budget. Those items include eliminating the half-time administration position resulting in a savings of \$41,747. The health insurance renewal came in below budget resulting in a savings of \$28,361 and contracting services resulted in a savings of \$9,810. In addition, the maintenance budget line was not increased saving the department \$6,000. These adjustments will result in a reduction of the 2021 general fund contribution of \$42,958 per City.

Motion was made to adopt the adjusted 2021 Preliminary Budget by Berry; seconded by Wippermann.
Motion carried.

Replacement of Ladder 1

Ladder 1 is scheduled to be replaced in 2022. Staff did explore if refurbishing was a viable option and due to the age of the truck refurbishing is not. The current pricing for a ladder truck is approximately \$1,250,000. 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.

Motion was made to move forward with exploring financing options to replace Ladder 1 by Francis; seconded by Wippermann.
Motion carried.

Health Insurance Renewal

After receiving and reviewing the renewal information the Labor-Management Committee agreed the most appropriate coverage for 2021 is to remain with HealthPartners. Health insurance will be increased by 5%, however, dental, LTD, life and vision will all be renewed with no premium increase.

Motion was made to authorize staff to make payments in accordance with the premium renewals outlined by Francis; seconded by Berry.
Motion carried.

Updates

Training Chief

Two internal candidates were interviewed for the position. Both candidates had successful interviews. Chief Juelfs announced Sam Seal was offered and accepted the position.

Firefighter Hiring Process

The position was posted on November 2nd and will close on November 23rd. Interviews will begin in early December.

Covid-19

The department has experienced an uptick in positive cases. One person has been recovering over the last two weeks, two more tested positive and we are waiting on results of a third.

PUBLIC COMMENT

None.

MOTION TO ADJOURN

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

The next regular meeting is scheduled on December 16, at 4:30 pm in South St Paul.

Respectfully submitted By:

Deb Wheeler

SOUTH METRO FIRE

Summary of List of Claims
Board Meeting of December 16, 2020

PAYROLL CHECK REGISTER:

Payroll Period	11/2 - 11/15		
Date Paid	11/20/2020	\$	96,865.09
Direct Deposit			

Payroll Period	11/16 - 11/29		
Date Paid	12/4/2020	\$	93,383.73
Direct Deposit			

Payroll Period			
Date Paid			
Direct Deposit			

TOTAL NET PAYROLL

\$ 190,248.82

DISBURSEMENT CHECK REGISTER:

Checks	9301 - 9325	\$	25,534.15
EFTS	1911 - 1918	\$	77,243.15

TOTAL DISBURSEMENT CHECKS

\$102,777.30

TOTAL PAYROLL, DISBURSEMENTS, ACH'S

\$293,026.12

**South Metro Fire Department
BANK RECONCILIATION
October 31, 2020**

Old National Bank	
Ending Balance - Checking	\$ 2,307,265.52
Ending Balance - Savings Account	247,176.43
Outstanding Disbursement Checks	(65,126.72)
Adjustments:	
RECONCILED BALANCE	\$ 2,489,315.23

CITY TREASURER'S BALANCE:	
Previous Month's Reconciled Balance	\$ 1,263,888.81
Daily Receipts Posted	1,682,480.60
Disbursement Checks Issued	(265,149.70)
Payroll Checks and Direct Deposits	(190,130.49)
Rev Prior Month Adj:	184.01
10/14/20 IRS Clrd higher than GL	(1,958.00)
RECONCILED BALANCE	\$ 2,489,315.23

CASH ACCOUNT BALANCE:	
Adjustments	(1,958.00)
RECONCILED BALANCE	\$ 2,491,273.23

Cash by Fund:

	Beginning Balance	Net Activity	Ending Balance
General Fund	423,110.39	1,202,473.00	1,625,583.39
Grant Fund	(0.56)	-	(0.56)
Fire Assistance Fund	-	-	-
Debt Service Fund	26,730.34	-	26,730.34
Capital Fund	811,872.06	27,088.00	838,960.06
Total	1,261,712.23	1,229,561.00	2,491,273.23

South Metro Fire Department
BANK RECONCILIATION
November 30, 2020

Old National Bank

Ending Balance - Checking	\$	1,936,322.11
Ending Balance - Savings Account		247,185.14
Outstanding Disbursement Checks		(54,960.74)
DIT		66.50
Adjustments:		

RECONCILED BALANCE \$ 2,128,613.01

CITY TREASURER'S BALANCE:

Previous Month's Reconciled Balance	\$	2,489,315.23
Daily Receipts Posted		52,379.54
Disbursement Checks Issued		(222,083.69)
Payroll Checks and Direct Deposits		(190,998.07)
Rev Prior Month Adj:		1,958.00
10/14/20 IRS Clrd higher than GL		(1,958.00)

RECONCILED BALANCE \$ 2,128,613.01

CASH ACCOUNT BALANCE:

Adjustments	\$	2,130,571.01
		(1,958.00)

RECONCILED BALANCE \$ 2,128,613.01

Payment Register

From Payment Date: 11/11/2020 - To Payment Date: 12/7/2020

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1-ANCHOR BAN - ANCHOR BANK									
<u>Check</u>									
9301	11/19/2020	Open			Accounts Payable	CARDMEMBER SERVICES	\$6,105.52		
9302	11/19/2020	Open			Accounts Payable	LOWE'S COMMERCIAL SERVICES	\$281.76	\$281.76	\$0.00
9303	11/20/2020	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 1059	\$233.94		
9304	11/20/2020	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 724	\$1,130.71		
9305	11/20/2020	Open			Accounts Payable	STANDARD INSURANCE COMPANY	\$1,273.41		
9306	12/02/2020	Open			Accounts Payable	ACROSS THE STREET PRODUCTIONS	\$1,400.00		
9307	12/02/2020	Open			Accounts Payable	ASPEN MILLS	\$111.54		
9308	12/02/2020	Open			Accounts Payable	Berry/ Wendy	\$100.00		
9309	12/02/2020	Open			Accounts Payable	BOUND TREE MEDICAL	\$357.83		
9310	12/02/2020	Open			Accounts Payable	BROOKS/TOM	\$100.00		
9311	12/02/2020	Open			Accounts Payable	CARDMEMBER SERVICES	\$5,332.20		
9312	12/02/2020	Open			Accounts Payable	EMERGENCY APPARATUS MAINTENANC	\$663.66		
9313	12/02/2020	Open			Accounts Payable	Francis, James	\$100.00		
9314	12/02/2020	Open			Accounts Payable	Further	\$256.30		
9315	12/02/2020	Open			Accounts Payable	GALLS, LLC	\$580.52		
9316	12/02/2020	Open			Accounts Payable	HENRY SCHEIN	\$55.26		
9317	12/02/2020	Open			Accounts Payable	IMAGE TREND	\$450.00		
9318	12/02/2020	Open			Accounts Payable	Jefferson Fire & Safety, Inc	\$83.25		
9319	12/02/2020	Open			Accounts Payable	LEAGUE OF MN CITIES INS. TRUST	\$700.14		
9320	12/02/2020	Open			Accounts Payable	OXYGEN SERVICE COMPANY	\$74.39		
9321	12/02/2020	Open			Accounts Payable	PS Trax	\$5,133.34		
9322	12/02/2020	Open			Accounts Payable	Riverland Laser	\$37.98		
9323	12/02/2020	Open			Accounts Payable	SPOK, INC	\$68.40		
9324	12/02/2020	Open			Accounts Payable	VEOLIA ENVIROMENTAL SERVICE	\$804.00		

Payment Register

From Payment Date: 11/11/2020 - To Payment Date: 12/7/2020

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
9325	12/02/2020	Open			Accounts Payable	WIPPERMANN/DENNIS	\$100.00		
Type Check Totals:							\$25,534.15	\$281.76	\$0.00
1-ANCHOR BAN - ANCHOR BANK Totals									

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	25	\$25,534.15	\$281.76
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	25	\$25,534.15	\$281.76

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	25	\$25,534.15	\$281.76
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	25	\$25,534.15	\$281.76

Grand Totals:

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	25	\$25,534.15	\$281.76
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	25	\$25,534.15	\$281.76

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	25	\$25,534.15	\$281.76
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	25	\$25,534.15	\$281.76

Payment Register

From Payment Date: 11/11/2020 - To Payment Date: 12/7/2020

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference	
1-ANCHOR BAN - ANCHOR BANK										
<u>EFT</u>										
1911	11/25/2020	Open			Accounts Payable	I C M A RETIREMENT CORP	\$1,085.00	\$1,085.00	\$0.00	
1912	11/25/2020	Open			Accounts Payable	IRS - PR TAXES	\$18,485.08	\$18,485.08	\$0.00	
1913	11/25/2020	Open			Accounts Payable	MN DEPT OF REVENUE	\$6,069.98	\$6,069.98	\$0.00	
1914	11/25/2020	Open			Accounts Payable	MN II LIFE -- HSA	\$1,914.54	\$1,914.54	\$0.00	
1915	11/25/2020	Open			Accounts Payable	MSRS	\$250.00	\$250.00	\$0.00	
1916	11/25/2020	Open			Accounts Payable	MSRS - HCSP	\$2,472.37	\$2,472.37	\$0.00	
1917	11/25/2020	Open			Accounts Payable	NATIONWIDE	\$2,885.00	\$2,885.00	\$0.00	
1918	11/25/2020	Open			Accounts Payable	PUBLIC EMPLOYEES RETIRE ASSN	\$44,081.18	\$44,081.18	\$0.00	
Type EFT Totals:							\$77,243.15	\$77,243.15	\$0.00	
1-ANCHOR BAN - ANCHOR BANK Totals							8 Transactions	\$77,243.15	\$77,243.15	\$0.00

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	8	\$77,243.15	\$77,243.15
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	8	\$77,243.15	\$77,243.15

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	8	\$77,243.15	\$77,243.15
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	8	\$77,243.15	\$77,243.15

Grand Totals:

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	8	\$77,243.15	\$77,243.15
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	8	\$77,243.15	\$77,243.15

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	8	\$77,243.15	\$77,243.15
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	8	\$77,243.15	\$77,243.15



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%	353,966.91
Intergovernmental Revenues	174,035.00	653.64	199,870.67	(25,835.67)	115%	268,098.34
Charges for Services	5,464,281.00	1,666.66	5,275,151.06	189,129.94	97%	5,140,569.34
Other Revenue	35,500.00	5.00	18,582.84	16,917.16	52%	62,576.61
Other Financing Sources	.00	.00	775.00	(775.00)	+++	.00
REVENUE TOTALS	\$6,223,816.00	\$2,325.30	\$6,026,673.39	\$197,142.61	97%	\$5,825,211.20
EXPENSE						
Personal Services	5,524,024.00	381,130.82	4,880,410.76	643,613.24	88%	4,728,270.47
Supplies	177,754.00	13,588.92	91,706.18	86,047.82	52%	114,135.66
Contractual Services	389,052.00	9,948.75	250,773.41	138,278.59	64%	285,266.81
Other Charges	132,985.00	2,896.24	72,656.73	60,328.27	55%	129,911.79
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	407,564.73	5,604,707.08	\$619,107.92	90%	\$5,580,696.73
Fund 101 - General Fund Totals						
REVENUE TOTALS	6,223,816.00	2,325.30	6,026,673.39	197,142.61	97%	5,825,211.20
EXPENSE TOTALS	6,223,815.00	407,564.73	5,604,707.08	619,107.92	90%	5,190,374.80
Fund 101 - General Fund Totals	\$1.00	(\$405,239.43)	\$421,966.31	(\$421,965.31)		\$634,836.40
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%	136,877.75
REVENUE TOTALS	\$183,650.00	.00	91,826.00	\$91,824.00	+++	\$136,877.75
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	+++	136,877.75
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)		\$136,877.75
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	.00	.00	.00	.00	+++	.00
Capital Outlay	220,709.00	2,059.95	107,287.71	113,421.29	49%	187,820.03
Other Financing Uses	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS	\$220,709.00	\$2,059.95	\$107,287.71	\$113,421.29	49%	\$187,820.03
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%	187,820.03
Fund 401 - Capital Projects	(\$112,355.00)	(\$2,059.95)	\$310,224.29	(\$422,579.29)		\$225,588.97
Grand Totals						
REVENUE TOTALS	6,515,820.00	2,325.30	6,536,011.39	1,667,835.21	100%	6,375,497.95
EXPENSE TOTALS	6,628,174.00	409,624.68	5,776,965.79	1,716,754.15	87%	5,768,516.76
Grand Totals	(\$112,354.00)	(\$407,299.38)	\$759,045.60	(\$48,918.94)		\$606,981.19



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		41	30
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	1		12	14
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	0	83	83
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			6		26	33
	3	2	5	3	3	2	1	1	0	0	6	0	26	33
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	397		4432	4491
322 Motor vehicle accident with injuries	6	4	2	8	4	15	9	18	9	7	7		89	91
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		33	42
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	405	0	4579	4667
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	7
412 Gas leak (natural gas or LPG)	3	3	1	2	1		4	3	2		1		20	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		9	28
440 Electrical equipment problem			1	2	2	2	4	1	3	1			16	16
442 Overheated motor	2			2	2			3		2	1			
444 Power line down	1			3	6	5	4	3	4				26	
445 Arch, shorted electrical equipment	1		1	3	3	1		3	3	3			18	23
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	10	0	118	121
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				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	9		98	112
553 Public service	7	5	1	3	4	6	1	3	4	18	3		55	28
554 Assist invalid	33	23	19	53	61	39	39	31	33	47	52		430	316
561 Unauthorized burning			3	11	6	6	3	7	11	5	9		61	52
	46	34	35	80	80	62	55	62	64	79	75	0	672	531



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		16	21
611 Dispatched & canceled en route	11	14	23	16	29	13	20	26	26	21	17		216	180
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		86	74
631 Authorized controlled burning			2	5	2	2	2	2	3	2	1		21	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	2		25	22
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						8	14
	21	30	32	29	43	24	35	44	44	41	33	0	376	322
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	11
715 Local alarm system, malicious false call			1	2	1		2	5		1	1		13	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		9	14
732 Extinguishment system activation malfunction		2											2	
733 Smoke detector activation due to malfunction	4	4	1	1	7		2	7	2	3	3		34	24
735 Alarm system sounded due to malfunction	1	4		1	1	6	2	6	1	1	3		26	39
736 CO detector activation due to malfunction		1	1			2	4	3	4	3	1		19	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		43	43
744 Detector activation, no fire - unintentional	1	2	2		2	2	2	2	1	1	1		16	11
745 Alarm system activation, no fire - unintentional	2	5	1	4	5	1	2	5	3	3			31	25
7451 False Alarm	2	6	2	2	9	6	9	1	6		6		49	110
746 Carbon monoxide detector activation, no CO	6	3	3		3	4	2	1		4			26	26
	27	30	23	10	41	35	28	32	20	22	24	0	292	332
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	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	0	6163	6117
BLS Transports	160	125	134	118	111	128	152	152	151	149	133		1513	1503



SOUTH METRO FIRE DEPARTMENT

1650 Humboldt Avenue • West St. Paul MN 55118

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

www.southmetrofire.com

DATE: December 16, 2020

TO: President and Board

FROM: Mark Juelfs, Fire Chief

RE: **Fee Schedule**

Summary:

The annual review and approval of the Department's Fee Schedule has been identified as a best practice. Staff has reviewed the current fee schedule and believes the charges currently listed are appropriate without any modification.

Budget Impact:

Staff is recommending no changes to the fee schedule, which would result in no discernable change to the budget.

Recommendation:

Approve Resolution 2020-09 Establishing Fee Schedules Rates

Attachment:

Resolution 2020-09 Establishing Fee Schedules Rates

South Metro Fire Department

Resolution No. 2020-09

RESOLUTION ESTABLISHING FEE SCHEDULE RATES

WHEREAS, the Board most recently approved the fee schedule by Resolution 2018-10 on December 19, 2018, which is the fee schedule for services provided by the South Metro Fire Department; and

WHEREAS, the Fire Chief recommends no increase to the listed fees; and

NOW, THEREFORE, BE IT RESOLVED the Board of Directors approves the following Fees for the South Metro Fire Department.

SERVICE PROVIDED

FEE

Fire Alarm Installation Permit	1.25% of value of the work or \$66.50 minimum
Sprinkler System Permit	1.25% of value of the work or \$66.50 minimum
General Fire Prevention Permit	1.25% of value of the work or \$66.50 minimum
Hood Cleaning Permit	\$51.50
Fuel Tank Installation/Removal Permit	\$66.50
Temporary LP System Permit	\$66.50
Temporary Tents and Membrane Structures Permit	\$66.50

****Failure to obtain a permit prior to starting work will result in a permit fee two times the regular permit fee established herein****

Firework Sales – Inspection Fee	\$75.00
Re-Inspection Fee	\$71.50

False Alarm Response	
0-3 Alarms per year	No Charge
4-6 Alarms per year	\$117.50
More than 6 Alarms per year	\$170.50

Aerial Ladder	\$440.00 per hour
Ambulance/Rescue	\$240.00 per hour
ATV (off-road vehicle)	\$40.00 per hour
Command Vehicle	\$140.00 per hour
Engine	\$340.00 per hour
Fire Boat	\$270.00 per hour
Utility Vehicle (pickup truck)	\$100.00 per hour

Personnel – On-duty	Hourly wage + 35% benefits
Personnel – Off-duty/call back	Double time + 35% benefits

Passed by the Board of Directors on December 16, 2020.

Attest:

James Francis, Secretary



SOUTH METRO FIRE DEPARTMENT

1650 Humboldt Avenue • West St. Paul MN 55118

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

www.southmetrofire.com

DATE: December 16, 2020

TO: President and Board

FROM: Mark Juelfs, Fire Chief

RE: **2021 Waiver of Liability**

Summary:

We are currently waiting to receive renewal information related to our property & casualty, liability and worker's compensation coverages that expire on 12/31/2020. At each renewal, the LMCIT requires the completion of a Liability Coverage Waiver Form indicating our desire to waive or not waive tort liability limits. Historically, South Metro Fire has not waived the tort liability limits established by Minnesota Statute 466 except as defined in the HealthEast contract, which is covered by a specific liability policy. Since the LMCIT Waiver Form does not reflect South Metro Fire's needs, including the excess coverage required by the HealthEast contract, attached is a resolution that achieves our objective. This resolution is essentially the same as in years past.

Recommendation:

Approve Resolution 2020-10 Approving Liability Coverages

Attachments:

Resolution 2020-10 Approving Liability Coverages for the South Metro Fire Department
LMCIT Liability Coverage – Waiver Form

- | | | |
|----|-----------------------------------|---|
| 2. | Automobile liability | \$1 million per claim
\$5 million annual aggregate |
| 3. | Umbrella coverage over both 1 & 2 | \$10 million |

Passed by the Board of Directors on December 16, 2020.

Attest:

James Francis, Secretary



CONNECTING & INNOVATING
SINCE 1913

LIABILITY COVERAGE – WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before the member’s effective date of coverage. Return completed form to your underwriter or email to pstech@lmc.org.

The decision to waive or not waive the statutory tort limits must be made annually by the member’s governing body, in consultation with its attorney if necessary.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits*, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.
- *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member’s liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
- *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name: _____

Check one:

- The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#).
- The member **WAIVES** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#), to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member’s governing body meeting: _____

Signature: _____ Position: _____



SOUTH METRO FIRE DEPARTMENT

1650 Humboldt Avenue • West St. Paul MN 55118

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

www.southmetrofire.com

DATE: December 16, 2020

TO: SMFD President and Board

FROM: Mark Juelfs, Fire Chief

RE: **Deferral of Capital Purchases**

Background:

There were 12 capital projects scheduled to be completed in 2020. Several of these projects were significant and took considerable time to complete. In total, 7 projects were completed and there were four other capital projects scheduled for 2020 that we did not get to.

- 1) Utility 2 Replacement (\$25,862)
 - At the May Board meeting the replacement of Utility 2 was approved. We have received the chassis but there has been a delay getting the utility box. We expect to have it by the end of the year or early January. After the utility box gets mounted the vehicle will get the lights and graphics installed.
- 2) Training Prop – moveable walls (\$30,000)
 - Although a training facility continues to be a high-priority need, the plan for this capital project was to build a moveable training prop to help with short-term needs. Staff has explored several different ideas throughout the year that were eventually determined to not be practical for one reason or another. The recommendation is to defer this project into 2021 to allow the incoming Training Chief to conduct additional research to identify an appropriate training prop.
- 3) Training Props (\$7,521)
 - In addition to the above moveable wall prop there were monies in the Capital plan to purchase additional training props. It was decided to allow the incoming Training Chief to evaluate the departments needs and make recommendations.
- 4) Laserfiche Document Management System (\$20,000)
 - Given numerous other priorities during the year, Administration did not have available resources to pursue the implementation of this project. In addition, we were notified that LOGIS is evaluating the Laserfiche system and if they decide to host the system it would likely be more cost-effective for South Metro to implement. The recommendation is to defer this project until 2021.
- 5) Post Detoxification Unit (\$8,000)
 - In 2017 South Metro received a donated post detoxification unit from Good Health Saunas. Our wellness committee continues to evaluate the research to ensure that the purchase of a second post detoxification unit is appropriate for the department. Currently, we do not have room for a unit like what is in Station 1. With the possibility of future remodeling at the South St. Paul station the recommendation is to defer this project until any remodeling decisions are made.

Budget Impact:

In consultation with the Finance Director, given the Board has previously approved the purchase of these items and they are being funded by the Capital Fund, it would not be detrimental to the Capital Fund or the 2021 Budget to defer these purchases into 2021.

Recommendation:

Approve the purchases of the Capital items specified above be deferred into the 2021 budget year.



SOUTH METRO FIRE DEPARTMENT

1650 Humboldt Avenue • West St. Paul MN 55118

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

www.southmetrofire.com

DATE: December 16, 2020

TO: President and Board

FROM: Mark Juelfs, Fire Chief

RE: **2021 Budget Adoption**

Summary:

Earlier this year, a 2021 Budget was drafted utilizing a process that included input from the Department Administration, the Budget Committee, and the Finance Committee. On June 17th, the draft budget was approved by the Board and forwarded to both Cities. At the November 18 board meeting, an adjusted budget was approved. The attached resolution formalizes the approval of the 2021 budget.

At the November 18th meeting, the South St Paul and West St Paul EMS Taxing District Board adopted a resolution allowing South Metro Fire to use the EMS tax levy proceeds for out of hospital emergency medical services. The attached resolution accepts those proceeds for use by South Metro Fire.

Recommendation:

Approve Resolution 2020-11 Approving 2021 Budget

Approve Resolution 2020-12 Accepting EMS Tax Levy Proceeds

Attachments:

2021 Budget

2021 CEP

Resolution 2020-11 Approving 2021 Budget

Resolution 2020-12 Accepting Proceeds from the EMS Tax Levy to be Used for Emergency Medical Services

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
------------------------------	--------------	--------------	--------------	--------------	------	-----------

	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		

10 Year Capital Plan - Level 3 - All Capital

Capital Level	Capital Fund	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
		Budget Revenue	\$ 108,354	\$ 130,025	\$ 156,030	\$ 187,236	\$ 224,683	\$ 269,619	\$ 323,543	\$ 336,485	\$ 349,944	\$ 363,942	\$ 378,500
	General Fund Balance Transfer	\$ 309,160											
	Capital Fund Balance January 1st	\$ 526,675											
Level 3	Replace Engine 1	\$ 785,000										\$ 1,278,682	
	Replace Engine 2	\$ 785,000										\$ 1,278,682	
	Replace Ladder 1			\$ 1,519,383									
Level 2	Replace Ambulance 2					\$ 300,983						\$ 403,346	
	Replace Ambulance 1		\$ 276,000						\$ 369,866				
	Boat												
Level 1	Utility 1												\$ 113,139
	Utility 2	\$ 60,168											
	Inspector (Pickup)								\$ 73,873				
	Replace Admin Vehicle (Chief 1)							\$ 70,355					
	Replace Admin Vehicle (Chief 3)							\$ 70,355					
	Replace Admin Vehicle (Chief 2 SUV Long)				\$ 73,705							\$ 98,772	
	Command Modules				\$ 6,862			\$ 7,944			\$ 9,196		
	SCBA												\$ 612,836
	Rapid Diver Equipment		\$ 9,000										\$ 16,431
	Turnout Gear					\$ 134,832						\$ 164,044	
	Helmets					\$ 15,000							
	Ballistic Vests									\$ 37,006			
	Firefighter Self-Rescue Equipment								\$ 19,500				
	Class A Uniform												
	Thermal Imagers			\$ 22,227				\$ 26,003					\$ 30,419
	Air Bags	\$ 20,600											\$ 30,493
	Rope Rescue Equipment									\$ 20,300			
	Extrication Equipment - Ambulances									\$ 29,000			
	Hose Tester												
	Monitoring			\$ 22,847			\$ 25,700				\$ 28,909		\$ 32,519
	AEDs (5 every three years)			\$ 13,498			\$ 15,183				\$ 17,079		\$ 19,212
	Power Stair Chair												
	Training Prop - house/moveable walls	\$ 30,000											
	Training Props	\$ 7,571		\$ 8,189		\$ 8,857		\$ 9,580		\$ 10,361		\$ 11,207	
	Beds					\$ 8,540	\$ 8,882						
	Chairs			\$ 6,000	\$ 6,240					\$ 7,592	\$ 7,896		
	Office Furniture	\$ 5,949		\$ 6,434		\$ 6,959		\$ 7,527		\$ 8,142		\$ 8,806	
	Gear Washer												
	Gear Dryer	\$ 18,000											
	SCBA Equipment Washer	\$ 22,880											
	Fitness Equipment	\$ 7,500			\$ 8,436			\$ 9,490				\$ 10,675	
	Post-Fire Detoxification Equipment	\$ 8,000											\$ 12,316
Investigation - Camera				\$ 3,900					\$ 4,745				
Computers	\$ 11,465	\$ 11,924	\$ 12,401	\$ 12,897	\$ 13,412	\$ 13,949	\$ 14,507	\$ 15,087	\$ 15,691	\$ 16,318	\$ 16,971	\$ 17,650	
Mobile Computers	\$ 8,576	\$ 8,919	\$ 9,276	\$ 9,647	\$ 10,033	\$ 10,434	\$ 10,851	\$ 11,285	\$ 11,737	\$ 12,206	\$ 12,695	\$ 13,202	
Boat Electronics				\$ 18,000									
LaserFiche Document System	\$ 20,000												
Payroll Software													
Total	\$ 220,709	\$ 305,843	\$ 100,872	\$ 139,687	\$ 498,617	\$ 74,148	\$ 246,112	\$ 519,412	\$ 141,262	\$ 319,107	\$ 513,937	\$ 837,305	
Year-end Capital Fund Balance	\$ 723,480	\$ 547,662	\$ 602,820	\$ 650,368	\$ 376,435	\$ 571,906	\$ 649,338	\$ 466,411	\$ 675,094	\$ 719,929	\$ 584,492	\$ 140,827	

1) 20% annual increase in contribution

- Year 4 of 10-Year contribution increase plan
- Following years 4% increase

2) Will need to issue new debt for all Level 3 purchases

Deferred purchase from 2019 to 2020

SOUTH METRO FIRE DEPARTMENT

Resolution Number 2020-11

RESOLUTION ADOPTING THE 2021 BUDGET

WHEREAS, the Board submitted a gross budget to the City Councils of West St. Paul and South St. Paul prior to the July 15, 2020 deadline, pursuant to the Joint Powers Agreement and the Services Agreement; and

WHEREAS, the South Metro Fire Department has not received comment from the Cities prior to September 15th as referenced in the Joint Powers Agreement; and

WHEREAS, the South St. Paul and West St. Paul City Councils have received the South Metro budget and have previously adopted their respective 2021 budgets, which support the gross budget of South Metro.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby approves the 2021 Budget and CEP for the South Metro Fire Department.

Passed by the Board of Directors on December 16, 2020.

Attest:

James Francis, Secretary

South Metro Fire Department

Resolution Number 2020-12

RESOLUTION ACCEPTING PROCEEDS FROM THE EMS TAX LEVY TO BE USED FOR EMERGENCY MEDICAL SERVICES

WHEREAS, on May 1, 2012, the cities of South St. Paul and West St. Paul entered into a Joint and Cooperative Agreement for an Emergency Medical Services Special Taxing District (hereinafter the "EMS Taxing District" or the "District") and established a Board of Directors to govern, oversee, equip and manage the EMS Taxing District; and

WHEREAS, the Board of the EMS Taxing District adopted a tax levy of \$550,000 on August 19, 2020; and

WHEREAS, the Board of the EMS Taxing District authorized the South Metro Fire Department to use those levy proceeds for out-of hospital emergency medical services as defined by Minn. Stat. §144F.01 subd. 5, or as may be amended; and

WHEREAS, the South Metro Fire Department desires to use such proceeds as authorized by the EMS Taxing District Board.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the South Metro Fire Department that it agrees to use the EMS Taxing District's adopted tax levy proceeds for out-of hospital emergency medical services as authorized by Minn. Stat. §144F.01 subd. 5, or as may be amended.

Passed by the Board of Directors on December 16, 2020.

Attest:

James Francis, Secretary



SOUTH METRO FIRE DEPARTMENT

1650 Humboldt Avenue • West St. Paul MN 55118

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

www.southmetrofire.com

DATE: December 16, 2020

TO: President and Board

FROM: Mark Juelfs, Fire Chief

RE: **Assistant Chief Pay Range**

Summary:

During our annual review of employee compensation, a comparison of the pay range for the Assistant Chief position was completed. The comparison showed the pay range of our Assistant Chiefs has fallen below the average compared to the Police Lieutenants in West St. Paul, the Police Commanders in South St. Paul, and Assistant Fire Chiefs in comparison Fire Departments. Below are the respective comparisons.

South Metro Compared to Police Departments

	South Metro	South St. Paul	West St. Paul
Low	\$110,268	\$91,196	\$106,307
High	\$116,058	\$119,995	\$119,509

Comparable Fire Departments

	South Metro	Burnsville	Coon Rapids	Eagan	Edina	Richfield	St Louis Park
Low	\$99,088	\$107,777	\$104,749	\$111,109	\$95,290	\$96,034	\$94,351
High	\$116,058	\$134,417	\$130,520	\$140,752	\$127,053	\$123,448	\$117,936
Avg. Low	\$101,200						
Avg. High	\$127,169						

Recommendation:

Adjust the pay range of the Assistant Chief position in 2020 dollars to \$110,268 – \$119,995. If a 2021 COLA increase is approved, the pay range would be further adjusted by the approved amount. This adjustment would bring our Assistant Chiefs in line with comparable positions in the two respective Police Departments.



SOUTH METRO FIRE DEPARTMENT

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

www.southmetrofire.com

DATE: December 16, 2020

TO: President and Board

FROM: Mark Juelfs, Fire Chief

RE: General Updates

Summary:

Below are updates on some current topics:

Firefighter Hiring Process

We received 120 applications by the deadline. After review, 96 applicants met the minimum qualifications. Over the course of three days 87 candidates were interviewed by two separate interview panels. The panels were headed up by Chief Erickson and Chief Johnson, respectively. The first interviews yielded 27 candidates that we felt met our hiring standards and will be given a second interview. The second interviews will be conducted in early January.

Covid-19

Since our last meeting three more of our personnel contracted Covid-19. All have returned to work. As a department we continue to follow CDC guidelines and make every effort to prevent the transmission of Covid-19 in the workplace. As of now we have enough PPE to get us to early Spring, Chief Johnson conducts weekly inventories to ensure we have an adequate supply. As you may have heard Minnesota will be accepting the first allotment of Covid-19 vaccine by the end of the month. While Firefighter who provide direct patient care, all our staff, have been moved into the highest priority category (group 1A) to receive the vaccine there will not be enough for all those in group 1A to get vaccinated with the first allotment.