



# SOUTH METRO FIRE DEPARTMENT

1650 Humboldt Avenue • West St. Paul MN 55118

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[www.southmetrofire.com](http://www.southmetrofire.com)

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## AGENDA BOARD OF DIRECTORS MEETING

**Meeting Date:** February 19, 2020 at 4:30 PM  
**Meeting Place:** West St Paul, Lobby Conference Room

- I. Roll Call  
*Board Members: Berry, Flatley, Francis, Napier, Wippermann*
- II. Adopt Agenda
- III. Communications/Recognitions
  - a. Thank You – Jeff MacDonald
    - i. <https://minnesota.cbslocal.com/2019/12/15/finding-minnesota-vintage-south-st-paul-fire-truck/>
  - b. Thank You – Dale Dahlstrom
- IV. Consent Agenda
  - a. January 15, 2020 Meeting Minutes
  - b. January 2020 List of Claims
  - c. January 2020 Bank Reconciliation
  - d. January 2020 Month End Budget Report
  - e. January 2020 Run Summary Report
  - f. Resolution 2020-01 Accepting Donation
  - g. Resolution 2020-02 Approving Services Agreement
- V. Committee Reports
  - a. None
- VI. Agenda Items
  - a. Par360 Contract
  - b. Public Board Member Application Review
  - c. Updates
  - d. Other
- VII. Public Comment
- VIII. Adjourn

Next Regular Meeting – March 18, 2020 West St. Paul

Chief Ed & crew: 12/2019

Jeff & I wanted to thank you for allowing us to bring in "Ruby" the SSP Fire truck from 1968 into the station for the filming of WCCO TV's "Finding Minnesota". It truly provided for the PERFECT back drop for the segment.

We appreciate all you do & are forever grateful to live in such a wonderful community.

Cheers!  
-Natalia & Jeff...

To all who helped my wife  
Cathy so many times. Her  
Diabetes, COPD Breathing Problems  
When she fell you came and  
helped her up. I have so much  
respect for what you do,  
Every Day & Night. You  
were great with my Wife.

For this I Thank You  
From The Bottom Of  
My Heart.  
Dah Dahlstrom

This isn't near enough  
but maybe you  
can order Pizza,  
or White Castles

In moments of Sorrow,  
it's Family & Friends  
who bring  
Love & Peace.  
Thank You Sincerely.



From the family of  
Cathy Dahlstrom

## **MINUTES**

### **SOUTH METRO FIRE DEPARTMENT BOARD OF DIRECTORS**

Wednesday, January 15, 2020  
West Saint Paul

Members Present: Bill Flatley, Dennis Wippermann, Dave Napier, Wendy Berry, Jimmy Francis  
Also Present: Mark Juelfs, Deb Wheeler, Terry Johnson, Joel Hanson, Ryan Schroeder, Mike Nelson

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

#### **ADOPT AGENDA**

Motion was made to adopt the Agenda with the addition of item D. Worker's Compensation Deductible by Berry; seconded by Wippermann.  
Motion carried.

#### **COMMUNICATIONS/RECOGNITIONS**

Chief Juelfs provided a Thank you letter from 360 Communities for a successful Police vs. Fire Charity Hockey game. The event raised a total of 12,340.

#### **CONSENT AGENDA**

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

#### **COMMITTEE REPORTS**

None

#### **AGENDA ITEMS**

##### **Property Casualty Insurance**

The 2020 renewal rates for property and casualty coverage increase 6.6% and rates for excess liability coverage increased 5.5%. The renewal costs are within the 2020 budgeted amount.

Motion was made to authorize staff to make payments in accordance with the premium renewal notices by Berry; seconded by Flatley.  
Motion carried.

##### **State Fire Aid**

The department has the opportunity to apply for State Fire Aid each year, this aid helps subsidize pension costs.

The projected amount for 2020 is \$166,624.

Motion to authorize the SMF Board Secretary and Fire Chief to sign and submit appropriate documents by Flatley; seconded by Wippermann.  
Motion carried.

Public Board Member Process

Board Member Wippermann's current two-year term is set to expire March 31, 2020. Member Wippermann indicated he is interested in applying again for another two-year term. Chief Juelfs would like to post the opening and have applications available for review at the February meeting.

Motion to post the opening on the website for two weeks by Francis; seconded by Berry.

Motion carried.

Worker's Compensation Deductible

Chief Juelfs requested that the board consider changing the deductible from 10,000 to 5,000 per claim. He provided analysis of the work comp claims we experienced since 2015. After some discussion the board felt that keeping the deductible at 10,000 is a good compromise between risk and reward.

Motion by Francis to keep the Worker's Compensation deductible at 10,000; seconded by Flatley.

Motion carried.

**PUBLIC COMMENT**

Chief Juelfs reminded the board that the Swearing-In Ceremony for Jake McCann will follow the February meeting at 5:30.

Member Flatley asked the Chief if the total EMS transports for 2019 came in around expectation. Juelfs said that we were lower due to the Powershift starting in June and not January like we had hoped.

**MOTION TO ADJOURN**

Motion to adjourn at 5:10 pm by Francis; seconded by Berry.

Motion carried.

The next regular meeting is scheduled on February 19<sup>th</sup> at 4:30 pm, in West St Paul.

Respectfully submitted By:

Deb Wheeler

## **SOUTH METRO FIRE**

### Summary of List of Claims Board Meeting of February 19, 2020

#### PAYROLL CHECK REGISTER:

Payroll Period	12/30 -1/12	
Date Paid	1/17/2020	\$ 93,673.09
Direct Deposit		
Payroll Period	1/13 -1/26	
Date Paid	1/31/2020	\$ 98,222.56
Direct Deposit		
Payroll Period	1/27 - 2/9	
Date Paid	2/14/2020	\$98,278.88
Direct Deposit		

TOTAL NET PAYROLL
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\$ 290,174.53
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#### DISBURSEMENT CHECK REGISTER:

Checks	8804 - 8865	\$ 111,311.06
EFTS	1679 - 1714	\$ 409,049.19

TOTAL DISBURSEMENT CHECKS
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\$520,360.25
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**TOTAL PAYROLL, DISBURSEMENTS, ACH'S**

<u>\$810,534.78</u>
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**South Metro Fire Department  
BANK RECONCILIATION  
January 31, 2020**

**Old National Bank**

Ending Balance	\$ 1,253,197.25
Ending Balance - Savings Account	246,363.90
Outstanding Disbursement Checks	(113,967.39)

Adjustments:

<b>RECONCILED BALANCE</b>	<b>\$ 1,385,593.76</b>
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**CITY TREASURER'S BALANCE:**

Previous Month's Reconciled Balance	\$ 1,036,138.31
Daily Receipts Posted	1,087,827.47
Disbursement Checks Issued	(457,621.35)
Payroll Checks and Direct Deposits	(282,749.10)
Journal Adjustments	752.79
Rev Prior Months Adj	1,245.64

<b>RECONCILED BALANCE</b>	<b>\$ 1,385,593.76</b>
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**CASH ACCOUNT BALANCE:**

Adjustments	-
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<b>RECONCILED BALANCE</b>	<b>\$ 1,385,593.76</b>
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**Cash by Fund:**

	Beginning Balance	Net Activity	Ending Balance
General Fund	844,868.67	(45,919.83)	798,948.84
Grant Fund	(350,250.26)	349,633.70	(616.56)
Fire Assistance Fund		-	
Debt Service Fund	26,730.34	-	26,730.34
Capital Fund	555,904.28	4,626.86	560,531.14
Total	1,077,253.03	308,340.73	1,385,593.76

# Payment Register

From Payment Date: 1/1/2020 - To Payment Date: 2/4/2020

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1-ANCHOR BAN - ANCHOR BANK									
<u>Check</u>									
8804	01/10/2020	Open			Accounts Payable	ANCOM TECHNICAL CENTER	\$501.50	\$501.50	\$0.00
8805	01/10/2020	Open			Accounts Payable	ARROW MOWER, INC	\$32.76	\$32.76	\$0.00
8806	01/10/2020	Open			Accounts Payable	AT&T MOBILITY	\$755.93	\$755.93	\$0.00
8807	01/10/2020	Open			Accounts Payable	BATTERIES PLUS	\$27.36	\$27.36	\$0.00
8808	01/10/2020	Open			Accounts Payable	BOUND TREE MEDICAL	\$576.39	\$576.39	\$0.00
8809	01/10/2020	Open			Accounts Payable	BRANDECKER/WILLIAM	\$822.66	\$822.66	\$0.00
8810	01/10/2020	Open			Accounts Payable	Crew Sense	\$1,824.48		
8811	01/10/2020	Open			Accounts Payable	DAKOTA COUNTY TREASURER	\$3,032.90		
8812	01/10/2020	Open			Accounts Payable	EMERGENCY APPARATUS MAINTENANC	\$1,712.08	\$1,712.08	\$0.00
8813	01/10/2020	Open			Accounts Payable	EMERGENCY AUTOMOTIVE TECH	\$2,242.04	\$2,242.04	\$0.00
8814	01/10/2020	Open			Accounts Payable	EMERGENCY RESPONSE SOLUTIONS	\$238.98	\$238.98	\$0.00
8815	01/10/2020	Open			Accounts Payable	FRIEND/PETE	\$146.63		
8816	01/10/2020	Open			Accounts Payable	GALLS, LLC	\$753.70	\$753.70	\$0.00
8817	01/10/2020	Open			Accounts Payable	GERRY'S FIRE & SAFETY	\$192.20	\$192.20	\$0.00
8818	01/10/2020	Open			Accounts Payable	IMAGE TREND	\$2,890.00	\$2,890.00	\$0.00
8819	01/10/2020	Open			Accounts Payable	Jefferson Fire & Safety, Inc	\$8,405.20	\$8,405.20	\$0.00
8820	01/10/2020	Open			Accounts Payable	JOHNSON/TERRANCE	\$931.50	\$931.50	\$0.00
8821	01/10/2020	Open			Accounts Payable	LOCAL GOVERNMENT INFORMATION	\$764.00	\$764.00	\$0.00
8822	01/10/2020	Open			Accounts Payable	MacQueen Emergency Group	\$623.66	\$623.66	\$0.00
8823	01/10/2020	Open			Accounts Payable	METRO CHIEF FIRE OFFICERS ASSN	\$400.00		
8824	01/10/2020	Open			Accounts Payable	METRO SALES, INC	\$88.54	\$88.54	\$0.00
8825	01/10/2020	Open			Accounts Payable	MN CHAPTER IAAI	\$250.00	\$250.00	\$0.00
8826	01/10/2020	Open			Accounts Payable	MN DRIVER & VEHICAL SERVICES	\$25.00	\$25.00	\$0.00
8827	01/10/2020	Open			Accounts Payable	MN Fire	\$50.00	\$50.00	\$0.00
8828	01/10/2020	Open			Accounts Payable	NINTH BRAIN	\$96.00	\$96.00	\$0.00
8829	01/10/2020	Open			Accounts Payable	PAT NOACK	\$465.75	\$465.75	\$0.00
8830	01/10/2020	Open			Accounts Payable	S ST PAUL/CITY OF	\$6,046.27	\$6,046.27	\$0.00
8831	01/10/2020	Open			Accounts Payable	TWINCITIES PIONEER PRESS	\$213.00	\$213.00	\$0.00
8832	01/10/2020	Open			Accounts Payable	US Bank Equipment Finance	\$156.00	\$156.00	\$0.00
8833	01/17/2020	Open			Accounts Payable	LOWE'S COMMERCIAL SERVICES	\$223.49	\$223.49	\$0.00
8834	01/17/2020	Open			Accounts Payable	OXYGEN SERVICE COMPANY	\$41.07	\$41.07	\$0.00
8835	01/24/2020	Voided	Wrong Amount	01/29/2020	Accounts Payable	INT'L ASSN FIREFIGHTERS 1059	\$467.88		
8836	01/24/2020	Voided	Wrong Amount	01/29/2020	Accounts Payable	INT'L ASSN FIREFIGHTERS 724	\$2,417.38		
8837	01/24/2020	Open			Accounts Payable	STANDARD INSURANCE COMPANY	\$1,397.33		
8838	01/27/2020	Open			Accounts Payable	STANDARD INSURANCE COMPANY	\$1,397.33		
8839	01/30/2020	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 1059	\$459.96		
8840	01/30/2020	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 724	\$2,376.46		
8841	01/31/2020	Open			Accounts Payable	ASPEN MILLS	\$295.85		
8842	01/31/2020	Open			Accounts Payable	AT&T MOBILITY	\$755.72		
8843	01/31/2020	Open			Accounts Payable	Berry/ Wendy	\$100.00		
8844	01/31/2020	Open			Accounts Payable	BOUND TREE MEDICAL	\$1,286.47		
8845	01/31/2020	Open			Accounts Payable	CARDMEMBER SERVICES	\$11,229.33		
8846	01/31/2020	Open			Accounts Payable	EMERGENCY APPARATUS MAINTENANC	\$2,864.88		



# Payment Register

From Payment Date: 1/1/2020 - To Payment Date: 2/4/2020

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
8847	01/31/2020	Open			Accounts Payable	EMERGENCY RESPONSE SOLUTIONS	\$492.57		
8848	01/31/2020	Open			Accounts Payable	Flatley, William	\$100.00		
8849	01/31/2020	Open			Accounts Payable	Francis, James	\$100.00		
8850	01/31/2020	Open			Accounts Payable	GALLS, LLC	\$560.39		
8851	01/31/2020	Open			Accounts Payable	IMAGE TREND	\$800.00		
8852	01/31/2020	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 1059	\$233.94		
8853	01/31/2020	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 724	\$1,208.69		
8854	01/31/2020	Open			Accounts Payable	INTERSTATE POWER SYSTEMS	\$915.69		
8855	01/31/2020	Open			Accounts Payable	LEAGUE OF MN CITIES INS. TRUST	\$21,575.00		
8856	01/31/2020	Open			Accounts Payable	MacQueen Emergency Group	\$198.00		
8857	01/31/2020	Open			Accounts Payable	METRO SALES, INC	\$267.30		
8858	01/31/2020	Open			Accounts Payable	Napier/ David	\$100.00		
8859	01/31/2020	Open			Accounts Payable	NINTH BRAIN	\$96.00		
8860	01/31/2020	Open			Accounts Payable	PREMIER SPECIALTY VEHICLES	\$128.13		
8861	01/31/2020	Open			Accounts Payable	Scuba Center	\$4,405.00		
8862	01/31/2020	Open			Accounts Payable	SPOK, INC	\$68.08		
8863	01/31/2020	Open			Accounts Payable	WIPPERMANN/DENNIS	\$100.00		
8864	02/03/2020	Open			Accounts Payable	Schewe, Logan	\$73.27		
8865	02/03/2020	Open			Accounts Payable	Dinges Fire Company	\$20,311.32		
Type Check Totals:							\$111,311.06	\$29,125.08	\$0.00
1-ANCHOR BAN - ANCHOR BANK Totals									

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	60	\$108,425.80	\$29,125.08
	Reconciled	0	\$0.00	\$0.00
	Voided	2	\$2,885.26	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	62	\$111,311.06	\$29,125.08

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	60	\$108,425.80	\$29,125.08
	Reconciled	0	\$0.00	\$0.00
	Voided	2	\$2,885.26	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	62	\$111,311.06	\$29,125.08

Grand Totals:

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	60	\$108,425.80	\$29,125.08
	Reconciled	0	\$0.00	\$0.00
	Voided	2	\$2,885.26	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	62	\$111,311.06	\$29,125.08
All	Status	Count	Transaction Amount	Reconciled Amount
	Open	60	\$108,425.80	\$29,125.08
	Reconciled	0	\$0.00	\$0.00
	Voided	2	\$2,885.26	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	62	\$111,311.06	\$29,125.08

# Payment Register

From Payment Date: 12/27/2019 - To Payment Date: 2/4/2020

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1-ANCHOR BAN - ANCHOR BANK									
EFT									
1679	12/31/2019	Open			Accounts Payable	OLD NATIONAL BANK	\$106.64	\$106.64	\$0.00
1680	12/31/2019	Open			Accounts Payable	Further	\$244.00		
1681	12/31/2019	Open			Accounts Payable	Further	\$1,139.00	\$1,139.00	\$0.00
1682	12/31/2019	Open			Accounts Payable	HEALTHPARTNERS	\$38,084.44	\$38,084.44	\$0.00
1683	12/31/2019	Open			Accounts Payable	Further	\$895.00		
1684	01/23/2020	Open			Accounts Payable	I C M A RETIREMENT CORP	\$885.00	\$885.00	\$0.00
1685	01/23/2020	Open			Accounts Payable	IRS - PR TAXES	\$16,713.23	\$16,713.23	\$0.00
1686	01/23/2020	Open			Accounts Payable	MN DEPT OF REVENUE	\$5,553.12	\$5,553.12	\$0.00
1687	01/23/2020	Open			Accounts Payable	MN II LIFE -- HSA	\$2,176.54	\$2,176.54	\$0.00
1688	01/23/2020	Open			Accounts Payable	MSRS	\$300.00	\$300.00	\$0.00
1689	01/23/2020	Open			Accounts Payable	MSRS - HCSP	\$1,433.51	\$1,433.51	\$0.00
1690	01/23/2020	Open			Accounts Payable	NATIONWIDE	\$2,025.00	\$2,025.00	\$0.00
1691	01/23/2020	Open			Accounts Payable	PUBLIC EMPLOYEES RETIRE ASSN	\$41,140.08	\$41,140.08	\$0.00
1692	01/23/2020	Open			Accounts Payable	I C M A RETIREMENT CORP	\$885.00	\$885.00	\$0.00
1693	01/23/2020	Open			Accounts Payable	IRS - PR TAXES	\$17,647.63	\$17,647.63	\$0.00
1694	01/23/2020	Open			Accounts Payable	MN DEPT OF REVENUE	\$5,869.76	\$5,869.76	\$0.00
1695	01/23/2020	Open			Accounts Payable	MN II LIFE -- HSA	\$2,145.31	\$2,145.31	\$0.00
1696	01/23/2020	Open			Accounts Payable	MSRS	\$250.00	\$250.00	\$0.00
1697	01/23/2020	Open			Accounts Payable	MSRS - HCSP	\$2,489.86	\$2,489.86	\$0.00
1698	01/23/2020	Open			Accounts Payable	NATIONWIDE	\$2,025.00	\$2,025.00	\$0.00
1699	01/23/2020	Open			Accounts Payable	PUBLIC EMPLOYEES RETIRE ASSN	\$42,663.15	\$42,663.15	\$0.00
1700	01/23/2020	Open			Accounts Payable	MSRS - HCSP	\$993.07	\$993.07	\$0.00
1701	01/23/2020	Open			Accounts Payable	Further	\$0.04	\$0.04	\$0.00
1702	01/23/2020	Open			Accounts Payable	Further	\$59,225.00	\$59,225.00	\$0.00
1703	01/27/2020	Open			Accounts Payable	Further	\$96.00	\$96.00	\$0.00
1704	01/27/2020	Open			Accounts Payable	MSRS	\$46,642.64	\$46,642.64	\$0.00
1705	01/31/2020	Open			Accounts Payable	I C M A RETIREMENT CORP	\$885.00	\$885.00	\$0.00
1706	01/31/2020	Open			Accounts Payable	IRS - PR TAXES	\$18,696.81	\$18,696.81	\$0.00
1707	01/31/2020	Open			Accounts Payable	MN DEPT OF REVENUE	\$6,205.56		
1708	01/31/2020	Open			Accounts Payable	MN II LIFE -- HSA	\$2,145.31		
1709	01/31/2020	Open			Accounts Payable	MSRS	\$250.00		
1710	01/31/2020	Open			Accounts Payable	MSRS - HCSP	\$2,509.82		
1711	01/31/2020	Open			Accounts Payable	NATIONWIDE	\$2,125.00	\$2,125.00	\$0.00
1712	01/31/2020	Open			Accounts Payable	PUBLIC EMPLOYEES RETIRE ASSN	\$42,133.68	\$42,133.68	\$0.00
1713	01/31/2020	Open			Accounts Payable	HEALTHPARTNERS	\$40,293.45		

# Payment Register

From Payment Date: 12/27/2019 - To Payment Date: 2/4/2020

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1714	01/31/2020	Open			Accounts Payable	Further	\$2,176.54		
Type EFT Totals:							\$409,049.19	\$354,329.51	\$0.00
1-ANCHOR BAN - ANCHOR BANK Totals									
				<b>EFTs</b>	<b>Status</b>	<b>Count</b>	<b>Transaction Amount</b>	<b>Reconciled Amount</b>	
					Open	36	\$409,049.19	\$354,329.51	
					Reconciled	0	\$0.00	\$0.00	
					Voided	0	\$0.00	\$0.00	
					<b>Total</b>	<b>36</b>	<b>\$409,049.19</b>	<b>\$354,329.51</b>	
				<b>All</b>	<b>Status</b>	<b>Count</b>	<b>Transaction Amount</b>	<b>Reconciled Amount</b>	
					Open	36	\$409,049.19	\$354,329.51	
					Reconciled	0	\$0.00	\$0.00	
					Voided	0	\$0.00	\$0.00	
					Stopped	0	\$0.00	\$0.00	
					<b>Total</b>	<b>36</b>	<b>\$409,049.19</b>	<b>\$354,329.51</b>	
				<b>EFTs</b>	<b>Status</b>	<b>Count</b>	<b>Transaction Amount</b>	<b>Reconciled Amount</b>	
					Open	36	\$409,049.19	\$354,329.51	
					Reconciled	0	\$0.00	\$0.00	
					Voided	0	\$0.00	\$0.00	
					<b>Total</b>	<b>36</b>	<b>\$409,049.19</b>	<b>\$354,329.51</b>	
				<b>All</b>	<b>Status</b>	<b>Count</b>	<b>Transaction Amount</b>	<b>Reconciled Amount</b>	
					Open	36	\$409,049.19	\$354,329.51	
					Reconciled	0	\$0.00	\$0.00	
					Voided	0	\$0.00	\$0.00	
					Stopped	0	\$0.00	\$0.00	
					<b>Total</b>	<b>36</b>	<b>\$409,049.19</b>	<b>\$354,329.51</b>	

Grand Totals:



Account Classification	Adopted Budget	Current Month Transactions	YTD Transactions	YTD Balance	% used/ Rec'd	Prior Year YTD
<b>Fund 101 - General Fund</b>						
<b>REVENUE</b>						
Taxes	550,000.00	53,262.57	53,262.57	496,737.43	10%	550,000.00
Intergovernmental Revenues	174,035.00	(5,893.68)	(5,893.68)	179,928.68	-3%	166,624.00
Charges for Services	5,464,281.00	609,990.00	609,990.00	4,854,291.00	11%	5,246,563.00
Other Revenue	35,500.00	.00	.00	35,500.00	0%	37,500.00
Other Financing Sources	.00	775.00	775.00	(775.00)	+++	.00
<b>REVENUE TOTALS</b>	<b>\$6,223,816.00</b>	<b>\$658,133.89</b>	<b>\$658,133.89</b>	<b>\$5,565,682.11</b>	<b>11%</b>	<b>\$6,000,687.00</b>
<b>EXPENSE</b>						
Personal Services	5,524,024.00	578,605.27	578,605.27	4,945,418.73	10%	4,885,970.31
Supplies	177,754.00	5,014.11	5,014.11	172,739.89	3%	172,130.30
Contractual Services	389,052.00	30,736.66	30,736.66	358,315.34	8%	333,008.52
Other Charges	132,985.00	8,880.94	8,880.94	124,104.06	7%	125,096.09
Capital Outlay	.00	.00	.00	.00	+++	.00
Debt Service	.00	.00	.00	.00	+++	.00
Other Financing Uses	.00	.00	323,112.00	(323,112.00)	+++	.00
<b>EXPENSE TOTALS</b>	<b>\$6,223,815.00</b>	<b>623,236.98</b>	<b>946,348.98</b>	<b>\$5,277,466.02</b>	<b>15%</b>	<b>\$5,516,205.22</b>
Fund 101 - General Fund Totals						
<b>REVENUE TOTALS</b>	6,223,816.00	658,133.89	658,133.89	5,565,682.11	11%	6,000,687.00
<b>EXPENSE TOTALS</b>	6,223,815.00	623,236.98	5,974,644.35	5,277,466.02	96%	5,516,205.22
Fund 101 - General Fund Totals	\$1.00	\$34,896.91	(\$5,316,510.46)	\$288,216.09		\$484,481.78
<b>Fund 201 - Grant Fund</b>						
<b>REVENUE</b>						
Intergovernmental Revenues	.00	.00	.00	.00	0%	.00
<b>REVENUE TOTALS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$0.00</b>
<b>EXPENSE</b>						
Contractual Services	.00	.00	.00	.00	+++	.00
<b>EXPENSE TOTALS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$0.00</b>
<b>Fund 301 - Debt Service</b>						
<b>REVENUE</b>						
Intergovernmental Revenues	183,650.00	.00	.00	183,650.00	0%	182,506.00
<b>REVENUE TOTALS</b>	<b>\$183,650.00</b>	<b>\$0.00</b>	<b>.00</b>	<b>\$183,650.00</b>	<b>+++</b>	<b>\$182,506.00</b>
<b>EXPENSE</b>						
Contractual Services	183,650.00	.00	.00	183,650.00	+++	182,505.00
<b>EXPENSE TOTALS</b>	<b>\$183,650.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$183,650.00</b>	<b>+++</b>	<b>\$182,505.00</b>
Fund 301 - Debt Totals						
<b>REVENUE TOTALS</b>	183,650.00	.00	.00	183,650.00	+++	182,506.00
<b>EXPENSE TOTALS</b>	183,650.00	.00	.00	183,650.00	+++	182,505.00
Fund 301 - Debt Totals	\$0.00	\$0.00	\$0.00	\$0.00		\$1.00
<b>Fund 401 - Capital Projects</b>						
<b>REVENUE</b>						
Intergovernmental Revenues	.00	.00	.00	.00	+++	.00
Charges for Services	108,354.00	13,544.00	13,544.00	94,810.00	0	90,296.00
Other Revenue	.00	.00	.00	.00	+++	.00
Other Financing Sources	.00	.00	.00	.00	+++	.00
<b>REVENUE TOTALS</b>	<b>\$108,354.00</b>	<b>\$13,544.00</b>	<b>\$13,544.00</b>	<b>\$94,810.00</b>		<b>\$90,296.00</b>
<b>EXPENSE</b>						
Other Charges	.00	.00	.00	.00	+++	.00
Capital Outlay	162,709.00	.00	.00	162,709.00	0%	218,540.76
Other Financing Uses	.00	.00	.00	.00	+++	.00
<b>EXPENSE TOTALS</b>	<b>\$162,709.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$162,709.00</b>	<b>0%</b>	<b>\$218,540.76</b>
Fund 401 - Capital Projects						
<b>REVENUE TOTALS</b>	108,354.00	13,544.00	13,544.00	94,810.00	0	90,296.00
<b>EXPENSE TOTALS</b>	162,709.00	.00	.00	162,709.00	0%	218,540.76
Fund 401 - Capital Projects	(\$54,355.00)	\$13,544.00	\$13,544.00	(\$67,899.00)		(\$128,244.76)
Grand Totals						
<b>REVENUE TOTALS</b>	6,515,820.00	671,677.89	671,677.89	5,844,142.11	10%	6,273,489.00
<b>EXPENSE TOTALS</b>	6,570,174.00	623,236.98	623,236.98	5,946,937.02	9%	5,917,250.98
Grand Totals	(\$54,354.00)	\$48,440.91	\$48,440.91	(\$102,794.91)		\$356,238.02



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													3	2
112 Fire in structure other than in a building														0	
113 Cooking fire, confined to container														0	1
114 Chimney fire														0	
116 Fuel														0	1
118 Trash														0	1
121 Fire in mobile home used as fixed residence														0	
130 Mobile property (vehicle) fire, other														0	
131 Passenger vehicle fire	1													1	1
132 Road Freight or transport vehicle fire														0	1
133 Rail vehicle fire														0	
134 Water vehicle fire														0	
135 Aircraft Fire														0	
138 Off-road vehicle or heavy equipment fire														0	
142 Brush or bursh & grass mixture fire														0	
143 Grass Fire														0	
151 Outside rubbish fire														0	
154 Dumpster fire														0	1
163 Outside equipment fire														0	
	4	0	0	0	0	0	0	0	0	0	0	0	0	4	8
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													3	2
	3	0	0	0	0	0	0	0	0	0	0	0	0	3	2
RESCUE & EMERGENCY MEDICAL SERVICE															
311 Medical assist, assist EMS crew	1													1	
321 EMS call, excluding vehicle accident with injury	435													435	405
322 Motor vehicle accident with injuries	6													6	8
323 Motor vehicle/pedestrian accident (MV Ped)														0	
324 Motor vehicle accident with no injuries.	5													5	2
341 Search for person on land														0	
350 Extrication, rescue, other														0	
352 Extrication of victims from vehicle														0	
353 Removal of victim(s) from stalled elevator	1													1	1
355 Confined Space Rescue														0	
357 Extrication of victim(s) from machinery														0	
360 Water & ice related rescue, other														0	
361 Swimming/recreational water areas rescue														0	
362 Ice Rescue														0	
365 Watercraft rescue														0	
372 Trapped by power lines0														0	
381 Rescue or EMS standby														0	
	448	0	0	0	0	0	0	0	0	0	0	0	0	448	416
HAZARDOUS CONDITION (NO FIRE)															
400 Hazardous condition, other														0	1
411 Gasoline or other flammable liquid spill														0	
412 Gas leak (natural gas or LPG)	3													3	
413 Oil spill	1													1	1
421 Chemical hazard (no spill or leak)														0	
422 Chemical spill or leak														0	
424 Carbon monoxide incident														0	8
440 Electrical equipment problem														0	1
442 Overheated motor	2														
444 Power line down	1													1	
445 Arch, shorted electrical equipment	1													1	
451															
461 Building or structure weakened or collapsed														0	
462 Aircraft standby														0	
463 Vehicle accident, cleanup														0	1
471 Explosive, bomb removal														0	
481 Attempt to burn														0	
	8	0	0	0	0	0	0	0	0	0	0	0	0	8	12
SERVICE CALL															
500 Service Call, other														0	3
510 Person in distress, other														0	
519 Person in distress														0	
520 Water problem, other														0	1
522 Water or steam leak	1													1	
531 Smoke or odor removal	1													1	
551 Assist police or other governmental agency	4													4	10
553 Public service	7													7	1
554 Assist invalid	33													33	35
561 Unauthorized burning														0	3
	46	0	0	0	0	0	0	0	0	0	0	0	0	46	53



2020 Run Summary		South Metro Fire Department												2019 YTD TOTAL	
	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													0	2	
611 Dispatched & canceled en route	11												11	10	
621 Wrong location													0		
622 No incident found on arrival at dispatch address	6												6	6	
631 Authorized controlled burning													0	1	
650 Steam, gas, other mistaken for smoke													0		
651 Smoke scare, odor of smoke	3												3	3	
652 Steam, vapor, fog or dust thought to be smoke													0		
653 Smoke from barbeque, tar kettle													0		
661 EMS call, party transported by non-fire agency (661)													0		
671 HazMat release investigation w/no HazMat	1												1	3	
	21	0	0	0	0	0	0	0	0	0	0	0	21	25	
FALSE ALARM & FALSE CALL															
700 False alarm or false call, other													0		
710 Malicious false call													0		
714 Central Station, malicious false alarm													0	1	
715 Local alarm system, malicious false call													0	2	
721 Bomb scare - no bomb													0		
730 System malfunction, other													0		
731 Sprinkler activation due to malfunction	3												3	2	
732 Extinguishment system activation malfunction													0		
733 Smoke detector activation due to malfunction	4												4	3	
735 Alarm system sounded due to malfunction	1												1	2	
736 CO detector activation due to malfunction													0	2	
740 Unintentional transmission of alarm, other													0		
741 Sprinkler activation, no fire - unintentional													0	2	
743 Smoke detector activation, unintentional	8												8	3	
744 Detector activation, no fire - unintentional	1												1		
745 Alarm system activation, no fire - unintentional	2												2	1	
7451 False Alarm	2												2	5	
746 Carbon monoxide detector activation, no CO	6												6	1	
	27	0	0	0	0	0	0	0	0	0	0	0	27	24	
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		
	1	0	0	0	0	0	0	0	0	0	0	0	1	1	
Not Reported	2												2	2	
	2	0	0	0	0	0	0	0	0	0	0	0	2	2	
MONTHLY RUN TOTAL															
	560	0	0	0	0	0	0	0	0	0	0	0	560	543	
BLS Transports															
	160												160		



# SOUTH METRO FIRE DEPARTMENT

1650 Humboldt Avenue • West St. Paul MN 55118

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

[www.southmetrofire.com](http://www.southmetrofire.com)

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DATE: February 14, 2020

TO: President and Board

FROM: Mark Juelfs, Fire Chief

RE: **Donation**

**Summary:**

South Metro received a thank you card and donation of \$100.00 from Dale Dahlstrom. Dale wanted to show his appreciation for the service that South Metro personnel provided his wife during the end stages of her life.

**Budget Impact:**

This \$100.00 donation will help pay the expenses related to the Department's 2020 Employee Recognition Event costs.

**Recommendation:**

Approve Resolution 2020-01 accepting the donation of \$100.00 from Dale Dahlstrom.

**Attachment:**

Resolution 2020-01 Accepting McAdams Donation

# South Metro Fire Department

## Resolution Number 2020-01

### RESOLUTION ACCEPTING DONATION

**WHEREAS,** The Fire Department responded to the assist Cathy Dahlstrom several times at the end stages of her life; and

**WHEREAS,** Cathy's husband Dale recognized our compassionate care; and

**WHEREAS,** Dale Dahlstrom wanted to recognize the service provided by the Department to his wife by graciously donating \$100.00 to show his gratitude; and

**WHEREAS,** the South Metro Board of Directors acknowledges Dale Dahlstrom's generosity and extends their sincere appreciation for the donation.

**NOW, THEREFORE, BE IT RESOLVED** the Board of Directors accepts the \$100.00 donation on behalf of the South Metro Fire Department.

Passed by the Board of Directors on February 19, 2020.

Attest:

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Wendy Berry, Secretary





# SOUTH METRO FIRE DEPARTMENT

1650 Humboldt Avenue • West St. Paul MN 55118

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

[www.southmetrofire.com](http://www.southmetrofire.com)

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DATE: February 19, 2020

TO: President and Board

FROM: Mark Juelfs, Fire Chief

RE: **Services Agreement Renewal**

**Summary:**

In addition to the Joint and Cooperative Agreement for Fire Protection Services (commonly referred to as the JPA) signed by both cities in 2005, there is also a Services Agreement between both cities and South Metro. The existing Services Agreement between South Metro Fire and the Cities of South St Paul and West St Paul expired on December 31, 2019. This agreement has worked well with only a few minor changes since first being implemented in 2007.

No changes or issues were noted with this agreement. Staff supports renewing the current agreement for a two-year period.

**Budget Impact:**

There have been no identified changes to the budget as a result of renewing this agreement.

**Recommendation:**

Approve Resolution 2020-02 Approving Services Agreement with West St Paul and South St Paul

**Attachments:**

Services Agreement

Resolution 2020-02 Approving Services Agreement with West St Paul and South St Paul

## **SERVICES AGREEMENT**

**THIS AGREEMENT FOR SERVICES** is entered into as of January 31, 2020, by and among South Metro Fire Department, a Minnesota joint powers entity, the City of South St. Paul, a Minnesota municipal corporation, and the City of West St. Paul, a Minnesota municipal corporation.

### **RECITALS**

**WHEREAS**, the City of West St. Paul and the City of South St. Paul formed a joint powers consolidated fire department pursuant to Minnesota Statute, Section 471.59, named the “South Metro Fire Department.”

**WHEREAS**, the South Metro Fire Department agrees to provide fire prevention, protection, and related services within the corporate limits of the Cities, upon the terms and subject to the conditions of this Agreement.

**WHEREAS**, each City agrees to provide certain services pursuant to this Agreement.

### **AGREEMENT**

**NOW, THEREFORE**, in consideration of the promises and the covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which are acknowledged, the Parties, intending to be legally bound by the terms and conditions of this Agreement, agree as follows:

### **ARTICLE ONE** **DEFINITIONS**

Section 1.01 **Definitions.** Unless the context clearly indicates a different meaning is intended, the following words and terms shall for the purposes of this Agreement have the meanings given them:

A. “Agreement” means this Agreement, as it may be amended, supplemented, or restated from time to time.

B. “Board” means the Board of Directors of South Metro Fire Department.

C. “Budget” means the budget adopted annually by the City Councils of the Cities in accordance with the procedure under Sections 7.3, 7.4, and 7.5 of the Joint Powers Agreement.

D. “Cities” means the City of South St. Paul and the City of West St. Paul; “City” means either one of the Cities.

E. “City Council” means the governing body of the City of South St. Paul or of the City of West St. Paul.

F. “Effective Date” means the Operational Date.

G. “Fire Chief” means the chief of the Fire Department.

H. “Fire Department” means the South Metro Fire Department.

I. “Joint Powers Agreement” means the Joint Powers Agreement dated October 25, 2005, between the Cities.

J. “Operational Date” means the date the employees, capital equipment, personal property and accounts receivable from the West St. Paul Fire Department and the South St. Paul Fire Department are transferred to the South Metro Fire Department and it becomes fully functional and operational.

K. “Parties” and “Party” means all of the entities named in the preamble of this Agreement, or any one of them.

L. “Service Center” means the South St. Paul Municipal Service Center that provides Vehicle Maintenance Services as outlined in Article Five.

M. “Station 1” means the portion of the building that the Fire Department leases from West St. Paul.

N. “Station 2” means the portion of the building that the Fire Department leases from South St. Paul.

O. “Uncontrollable Circumstances” means a delay resulting from a cause over which the Party required to make performance does not have control and that cannot or could not have been avoided by the exercise of reasonable care, including acts of God, accidents, war, civil unrest, embargoes, strikes, litigation, and delays of other Parties in the performance of its obligations under or incidental to this Agreement.

## **ARTICLE TWO**

### **FIRE SERVICES**

Section 2.01 **Engagement for Fire Services.** The Cities hereby engage the Fire Department to furnish Fire Services as of its Operational Date, within the present and future corporate limits of the Cities, and the Fire Department agrees to provide the Fire Services upon the terms and subject to the conditions of this Agreement, and subject to the occurrence of Uncontrollable Circumstances. In the event of Uncontrollable

Circumstances, the Fire Chief shall have the discretion to allocate resources as deemed in the best interest of the Parties.

Section 2.02 **Definition of Fire Services.** “Fire Services” means fire prevention services, fire protection services, and related services, including structural fire fighting, fire suppression, rescue, hazardous materials operational level response, fire code inspection and enforcement, fire code, confined space operational level response, preconstruction building plan review, fire investigation, vehicle extrication, basic life support, emergency medical services, public education about fire prevention and safety, and fire cause and origin determination.

Section 2.03 **Leased Space.** Each City shall provide and maintain adequate facilities within its jurisdiction in which the Fire Department Station 1 and Station 2 shall be located, pursuant to lease agreements entered into by each City with the Fire Department.

### **ARTICLE THREE** **BUDGET MATTERS**

Section 3.01 **Budget Process.** The Fire Department shall provide each City Council with its proposed gross Budget by July 15 each year. Each City shall equally share the cost of the annual Budget, which shall be due and payable in quarterly installments on January 1, April 1, July 1 and a final payment reconciling the balance due by October 31.

Section 3.02 **Advances in the Budget.** The Fire Department may request an advance from each City for a payment not yet due, but at no point shall the total annual payments made to the Fire Department by each City exceed its portion of the amount of the Budget, unless approved by both City Councils. Each City agrees to pay such advance within 30 days of the request.

Section 3.03 **Judgment and Liabilities.** In the event that the Fire Department is levied a judgment or liability or incurs an unanticipated and reasonably necessary expense that is not covered by insurance or another funding source, each City shall equally share the costs of such judgment, liability or necessary expense and shall pay the Fire Department within 30 days of the request by the Fire Department.

Section 3.04 **Quarterly Reporting to Councils.** The Fire Chief shall present written budget reports to the City Councils on a quarterly basis, or more often, if so requested by the Councils.

Section 3.05 **Audit.** The Board shall cause an annual audit of the financial affairs of the Fire Department to be performed by an independent certified accountant in accordance with generally accepted auditing principles. A copy of the audit shall be provided to each City Council by June 30 of each year, unless an extension is approved by both city Councils.

Section 3.06 **Billing Residents.** The Fire Department may charge property owners, residents or non-residents who use the Fire Services by directly invoicing them for Fire Services provided, including, but not limited to ambulance fees, fire permits, special equipment costs, false alarms, hazardous material response and inspections.

#### **ARTICLE FOUR** **FINANCIAL SERVICES**

Section 4.01 **Contributed Financial Services.** West St. Paul shall provide the Fire Department with Financial Services on the attached Exhibit A.

#### **ARTICLE FIVE** **VEHICLE MAINTENANCE SERVICES**

Section 5.01 **Contributed Vehicle Maintenance Services.** Fire Department shall engage South St. Paul to provide Vehicle Maintenance Services for all vehicles owned and operated by the Fire Department to keep them in good, operating condition. The Vehicle Maintenance Services shall be performed pursuant to the schedule provided on Exhibit B. The Fire Department may elect to undertake simple repairs and parts replacements when South St. Paul maintenance services are not available or when the Department can more practicably perform the work. Upon submittal of an appropriate parts billing invoice, South St. Paul shall duly reimburse the Department for that part's cost.

Section 5.02 **Definition of Vehicle Maintenance Services.** "Vehicle Maintenance Services" means scheduled, preventative, and/or routine vehicle maintenance such as oil changes, tire changes, brake servicing, tune-ups, replacement of filters, and coolant flushing. It also includes routine and ordinary repair and replacement of damaged, failing or worn vehicle components, including batteries and headlights. Vehicle Maintenance Services does not include the purchase of tires for engine and ladder trucks, bodywork or the repair or replacement of ancillary equipment related to the fire fighting operations.

Section 5.03 **Location of Services.** Most truck chassis repairs shall be performed at the South St. Paul Municipal Service Center, with the exception of pump testing, spring repair and tire repair. The Service Center will stock items needed for routine and ordinary maintenance. In unique cases, the work may be performed at Station 1, Station 2 or roadside.

#### **ARTICLE SIX** **INFORMATION TECHNOLOGY MATTERS**

Section 6.01 **Contributed Information Technology Services in West St. Paul.** The Fire Department shall engage West St. Paul to provide Information Technology Services to the Fire Department for the members of the Fire Department in Station 1 at no cost to the Fire Department.

Section 6.02 **Contributed Information Technology Services in South St. Paul.** The Fire Department shall engage South St. Paul to provide Information Technology Services to the Fire Department for the members of the Fire Department in Station 2 at no cost to the Fire Department.

Section 6.03 **Definition of Information Technology Services.** “Information Technology Services” means first-response trouble-shooting of computer and Internet systems, basic systems maintenance and user support.

## **ARTICLE SEVEN** **INDEMNIFICATION**

Section 8.01 **Mutual Indemnification.** The Parties shall mutually indemnify and hold each other, and each of their respective elected official, officers, and employees, harmless from and against any and all liability and expense of any kind, including legal costs and reasonable attorneys’ fees, arising from the negligent acts or omissions of the other Parties, their elected officials, officers, and employees with respect to their performance of this Agreement.

Section 8.02 **Liability Limitation.** The indemnity under Section 8.01 above does not constitute a waiver by any of the Parties of limitations of liability provided by applicable Minnesota law, including Minnesota Statutes, Chapter 466.

## **ARTICLE EIGHT** **INSURANCE**

Section 9.01 **Insurance.** The Parties and their personnel shall be covered by a policy or policies of general liability insurance in amounts of coverage not less than the limitations of liability under Minnesota Statute, Section 466.04, as it may be amended from time to time, or a successor statute.

## **ARTICLE NINE** **TERM**

Section 10.01 **Term.** This Agreement shall be effective on January 1, 2020, and shall continue until December 31, 2021, unless terminated (a) by agreement of the Parties; or (b) upon dissolution of the Fire Department under Article Nine of the Joint Powers Agreement.

**ARTICLE TEN**  
**GENERAL PROVISIONS**

Section 11.01 **Notices.** Each notice, approval, consent, communication, and delivery required or permitted under this Agreement shall be delivered in person, by facsimile transmission, or first class mail to facsimile numbers or addresses provided below and shall be deemed received (a) if delivered in person, on the date of personal delivery; (b) if transmitted by facsimile, on the date of telephonic confirmation of receipt; or (c) if sent by first class mail, on the third business day after mailing.

If to the City of South St. Paul:	City of South St. Paul Municipal Building 125 Third Avenue North South St. Paul, MN 55075 Attn: City Administrator Fax: (651) 554-3201
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If to the City of West St. Paul:	City of West St. Paul City Hall 1616 Humboldt Avenue West St. Paul, MN 55118 Attn: City Manager Fax: (651) 552-4190
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If to Fire Department, by certified mail:	South Metro Fire Department 1650 Humboldt Avenue West St. Paul, MN 55118 Attn: Fire Chief Fax: (651) 552-4195
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Any Party, by written notice to the other Parties, may change its address or addressee.

Section 11.02 **Counterparts.** This Agreement may be signed in more than one counterpart, each of which shall be deemed to be an original, but all of which taken together shall be deemed a single instrument.

Section 11.03 **Effect of Termination.** This Agreement shall continue in effect upon and after its termination, to the extent necessary for the enforcement of any of its provisions that apply subsequent to any such termination.

Section 11.04 **Non-assignability.** A Party shall not assign any interest in this Agreement nor shall transfer any interest in the same, without the prior written consent of the other Parties.

Section 11.05 **Alteration**. Any alteration, amendment, variation, modification, or waiver of the provision(s) of this Agreement shall not be valid until it has been reduced to writing and signed by the Parties.

Section 11.06 **Waiver**. The waiver of any of the rights or remedies under this Agreement on any one occasion by any Party shall not constitute a waiver of any rights or remedies with respect to any subsequent breach or default of the same terms of this Agreement. The rights and remedies provided or referred to under the terms of this Agreement are cumulative and not mutually exclusive.

Section 11.07 **Severability**. If any part, term, or provision of this Agreement is held by a court of competent jurisdiction to be unenforceable, the validity of the remaining provisions shall not be affected, and the rights and obligations of the Parties shall be construed and enforced as if this Agreement did not contain the particular part, term, or provision held to be unenforceable.

Section 11.08 **Governing Law**. This Agreement shall be governed by, and construed in accordance with the laws of the State of Minnesota.

Section 11.09 **Headings**. The headings to the sections of this Agreement are only for convenience of reference and are not intended, nor shall they be construed, to modify, limit, or expand the intent of the Parties as expressed in this Agreement.

Section 11.10 **Further Actions**. The Parties agree to execute such further documents and take such further actions as may reasonably be required to carry out the provisions and intentions of this Agreement.

Section 11.11 **Parties in Interest**. This Agreement shall be binding upon and inure solely to the benefit of the Parties, and nothing in this Agreement, express or implied, is intended to confer upon any other person or entity any rights or remedies of any nature under or by reason of this Agreement.

Section 11.12 **Effective Date**. This Agreement shall be effective as of the date first written above.

Section 11.13 **Review of Services**. Services contributed by each City shall be reviewed biennially by the Fire Chief as to whether the monetary value of the contributed services is roughly equivalent. Unresolved differences of opinion from the Parties about the rough equivalence of contributed services shall be forwarded to the South Metro Fire Board for consideration and direction.



The Parties have executed this Agreement by their respective duly authorized representatives in the date set forth opposite their names.

Dated: January 31, 2020.

SOUTH METRO FIRE DEPARTMENT

By: \_\_\_\_\_  
Name: Dave Napier  
Title: President

Dated: \_\_\_\_\_, 2020.

CITY OF SOUTH ST. PAUL

By: \_\_\_\_\_  
Name: James P. Francis  
Title: Mayor

and

By: \_\_\_\_\_  
Name: Christy Wilcox  
Title: City Clerk

Dated: \_\_\_\_\_, 2020.

CITY OF WEST ST. PAUL

By: \_\_\_\_\_  
Name: Dave Napier  
Title: Mayor

and

By: \_\_\_\_\_  
Name: Ryan Schroeder  
Title: City Manager

**EXHIBIT A**  
**FINANCIAL SERVICES**

- Prepare and submit all W-9s and 1099s.
- Enter receipts into New World accounting system
- Prepare various financial related reports as needed
- Cash-flow analysis and recommendations
- Reconcile bank statements on a monthly basis
- Prepare and track federal and state gas tax refunds
- Prepare and track quarterly MN Care tax payments
- Reconcile petty cash and operating cash funds as needed
- Coordinate annual audit and prepare audit workpapers

**EXHIBIT B**  
**VEHICLE MAINTENANCE SERVICES SCHEDULE**

- Front line trucks will be serviced three (3) (150 hrs) times per year.
- Front line ambulances will be serviced four (4) (150 hrs) times per year.
- Second line trucks will be serviced two (2) times per year.
- Administrative vehicles will be serviced every 3,000 miles.
- Small engine components mounted on trucks will be incorporated into the service interval times.
- Trailers, boats and ATV will be serviced one (1) time per year and inspected periodically for safety defects.
- Small engine equipment stored in the vehicles or Department facilities will be inspected periodically and serviced accordingly or as needed.
- One (1) time per year a Department of Transportation inspection will be included in one of the regular scheduled services for the above vehicles. No certificate is required; however, all forms related to such inspection shall be completed by the Service Center and submitted to the Fire Department.
- All vehicles will have a service slip outlining repair or Preventative Maintenance initiated by the Fire Department. Forms will be completed by the Service Center and returned with the vehicle.
- The Fire Department and Service Center will designate members for a Quality Assurance Process (QA). The QA will meet a minimum of once per quarter.
- All phone calls to the Service Center will be returned within 4 hours.
- The Fire Department will forward to the Service Center staff all NIOSH safety directives. The Service Center personnel will review the documentation and reports.

# South Metro Fire Department

## Resolution Number 2020-02

### **RESOLUTION APPROVING SERVICES AGREEMENT WITH WEST SAINT PAUL AND SOUTH SAINT PAUL**

**WHEREAS,** the Joint and Cooperative Agreement for Fire Protection Services made on October 25, 2005 between the cities of West St. Paul and South St. Paul authorized the Board of Directors ("Board") to contract for fire services; and

**WHEREAS,** a Services Agreement ("Agreement") was approved by the Board and the Councils of the cities of West St. Paul and South St. Paul that articulates the services each party will provide; and

**WHEREAS,** the Agreement terminated on December 31, 2019; and

**WHEREAS,** the parties have hereby negotiated the appropriate modifications and desire to approve the agreement as amended.

**NOW, THEREFORE, BE IT RESOLVED** that the board of Directors hereby approves the Services Agreement with the City of West St. Paul and the City of South St. Paul.

Passed by the Board of Directors on February 19, 2020.

Attest:

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Wendy Berry, Secretary



# SOUTH METRO FIRE DEPARTMENT

1650 Humboldt Avenue • West St. Paul MN 55118

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

[www.southmetrofire.com](http://www.southmetrofire.com)

---

DATE: February 19, 2020

TO: President and Board

From: Mark Juelfs, Fire Chief

**RE: Par360 Contract**

## Summary:

The mental health of firefighters has been brought to the forefront of concerns within the fire service in recent years. In fact, according to the Ruderman Family Foundation more firefighters died by suicide than in the line of duty in 2017, 103 to 93 respectively. In recent months the South Metro Fire Board has been discussing opportunities to increase the awareness of mental health issues at South Metro. Two critical areas relating to mental health were identified, the need for increased training geared toward mental health resilience and performing on going mental health evaluations.

As a result of the afore mentioned discussions I am proposing that South Metro enter a contract with Blue Peak LLC to provide the following services;

- Direct access to mental health expert
- Monthly and/or Bi-Monthly conference calls
- Yearly in person training for Chiefs and Chief Officers
- List of vetted providers
- Educational resources for how to recognize warning signs
- Yearly training for spouses & family members
- Online resilience training for all department members
- Access to Facebook page to answer questions, get additional support and learn from others
- Annual mental health check-ups

Blue Peak LLC is owned and operated by Doctor Margaret Gavian. Below is her bio from her website.

I completed my PhD in Psychology from the University of Minnesota and am a licensed psychologist in the state of Minnesota. I'm also humbled to serve as Medical Director of the Minnesota Fire Initiative ([www.mnfire.org](http://www.mnfire.org)), leading their emotional wellness programming for the 22,000 firefighters in Minnesota. I completed my training at the Veterans Administration Medical Center in Minneapolis, Hazelden Foundation and community mental health centers focused on delivering evidence-based care. I have extensive experience with a variety of populations who have experienced extreme stress including in Israel, Gaza, Kosovo, with the FDNY after 9/11, refugees, gang members, firefighters & police, school shooting communities, as well as with executives, professionals, teachers and those with a variety of medical conditions. I have held leadership positions in healthcare, designing and delivering care for an urban population and have served as a consultant and trainer to community and healthcare organizations nationwide. I enjoy teaching graduate students at the University of Minnesota and also serve as Faculty for The Center for Mind-Body Medicine ([www.cmbm.org](http://www.cmbm.org)), an organization focused on providing resilience skills to professionals and communities affected by stress and trauma.

Our attorney Kori Land has reviewed the contract and all suggested changes were incorporated into the contract.

**Budget:**

The board approved the 2020 budget in December with monies dedicated to mental health evaluations and training. The budget amount is sufficient to cover the contract amount of \$12,600.

**Recommendation:**

Approve the contract with Blue Peak Consulting LLC

**Attachment:**

Blue Peak Consulting LLC Contract

## **ORGANIZATIONAL SERVICES AGREEMENT**

This Event Agreement is entered into and effective as of this 19<sup>th</sup> day of February, 2020 (the “Effective Date”), by and between South Metro Fire Department (“Client”), having an address of 1650 Humboldt Ave, West St. Paul, MN 55118 and Blue Peak Consulting LLC (“Company”), having an address of 1640 Hampshire Ave North, Golden Valley, MN 55427.

In consideration of Client retaining Company to provide event services, it is agreed as follows:

### **1. SCOPE OF EVENT SERVICES**

Client hereby retains the Company to provide event services in the area of mental health and resilience at PAR360 from 2/17/20 until 2/16/21 (the “Event” of “Events”).

(a) The services shall include the following:

- (i) Direct access to mental health expert
- (ii) Monthly and/or Bi-Monthly conference calls
- (iii) Yearly in person training for Chiefs and Chief Officers
- (iv) List of vetted providers
- (v) Educational resources for how to recognize warning signs
- (vi) Yearly training for spouses & family members
- (vii) Online resilience training for all department members
- (viii) Access to Facebook page to answer questions, get additional support and learn from others
- (xv) Annual mental health check up

(b) Additional services, beyond those described above, will require additional fees to be discussed and agreed upon by the parties.

### **2. CLIENT DUTIES**

(a) Compensation: In consideration for the services provided by Company to Client as set forth in paragraph 1 above, Client agrees to pay Company an event fee of \$12,600.

(the “Event Fee”). Company’s obligation to render services hereunder is conditioned upon Client’s payment of said fee on a timely basis. The Event Fee shall be paid according to the following schedule:

The total Event Fee is due upon signing of this Agreement.

(b) Late Payments: All payments due under this Agreement will be considered late and in arrears if not paid within ten (10) days of the due dates specified in Paragraph 1(a), and will become subject to a late penalty fee of 2.5% of the balance owed plus interest calculated at the annualized rate of 18% per annum, or 1.5% compounded monthly, or the maximum allowed by law.

(c) Tools to be Provided by Client: Client agrees to provide all tools, information and documentation that may be required by Company to effectively perform said responsibilities in connection with the performance of event services.

(d) Travel Expenses: Client agrees to reimburse Company for travel expenses incurred by Company on Client's behalf. These expenses include the following: airfare, transportation, all meals during the travel period and hotel (up to 2 nights). Company agrees to provide Client with a travel expense invoice, and Client agrees to make payment to Company within 60 days from the date of delivery of said travel expense invoice to Client.

(e) Additional Client Duties: Client shall provide laptop, or other mechanism in which to project power point presentation materials, as well as a microphone and water for any in-person educational training events, at Client's expense.

### 3. TERM

This engagement shall commence on the Effective Date and shall continue through completion of the event services or cancellation by either party in accordance with paragraph 4.

### 4. CANCELLATION

Client may cancel this Agreement for any reason by providing written notice to the Company with 30 days notice. The Company will provide a 50% refund of the total Event Fee to Client if cancels within first six months of subscription period. After 6 months, no refunds will be given. Cancellation of this Agreement by Client will not extinguish Client's obligation to pay the travel expenses specified in Paragraph 2(d) and incurred by Company prior to the cancellation date. Company may cancel this Agreement at any time for any reason by providing written notice to Client. In the event that Company cancels this Agreement, Company will provide a prorated refund of the Event Fee paid.

### 5. NO GUARANTEES

Company cannot guarantee the outcome of event services and Company's comments about the outcome are expressions of opinion only. Company makes no guarantees other than that the services described in Paragraph 1(a) shall be provided to Client in accordance with the terms of this agreement. Client acknowledges that Company cannot guarantee any results for event services and such outcomes are based on subjective factors that cannot be controlled by Company.

In performing its services, Company will use that degree of care and skill ordinarily exercised, under similar circumstances, by reputable members of its profession in the same locality at the time the services are provided. No warranty, express or implied, is made or intended by Company's undertaking herein or its performance of services.

### 6. CONFIDENTIALITY

(a) Client Information: Any and all Client information and data of a confidential nature, including but not limited to any and all design, creative, marketing, sales, operating, performance, know how, business and process information (hereinafter referred to as "Confidential Information"), shall be treated by Company in the strictest confidence and not disclosed to third parties or used by Company for any purpose other than for providing Client with the services specified hereunder without Client's



express written consent. Confidential Information shall not include any information which (a) becomes available to the public through no breach of confidentiality by Company, (b) was in Company's possession prior to receipt from the disclosure, (c) is received by Company independently from a third party free to disclose such information, or (d) is independently developed by Company without use of the Client's Confidential Information. Upon request, Company hereto will promptly return or destroy all documents containing Confidential Information and delete all electronic records of or containing the same.

(b) Data Practices Compliance. All data collected by the Company pursuant to this Agreement shall be subject to the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13.

## 7. INDEPENDENT CONTRACTORS

(a) Independent Contractor Relationship: This Agreement shall not render Company an employee, partner, agent of or joint venturer with the Client for any purpose. Company is and will remain an independent contractor in its relationship to the Client. Company is or remains open to conducting similar tasks or activities for entities other than the Client and holds itself out to the public to be a separate business entity. Company shall retain sole and absolute discretion in the manner and means of carrying out the activities and responsibilities under this Agreement. Company shall be responsible to the ownership and management of the Client, but Company will not be required to follow or establish a regular or daily work schedule. Company will not rely solely on the equipment or offices of Client for completion of tasks and duties set forth pursuant to this Agreement. Any advice given to Company regarding services performed for the Client shall be considered a suggestion only, not an instruction. Client retains the right to inspect, stop or alter the work of Company to assure its conformity with this Agreement and Client needs. Company and Client agree to conform to any and all IRS tests necessary to establish and demonstrate the independent contractor relationship between Client and Company.

(b) Taxes & Benefits: Company will be responsible for filing its own tax returns and to pay taxes in accordance with all provisions of applicable Federal and State law. Client shall not be responsible for withholding taxes with respect to Company's compensation. Company shall have no claim against Client for vacation pay, sick leave, retirement benefits, social security, worker's compensation, health or disability benefits, unemployment insurance benefits or employee benefits of any kind.

## 8. LIMITED LICENSE

The Company hereby grants to Client a limited license to use Company's name, photograph, and likeness in, and in connection with advertising and promotional materials to promote this singular event. The Company also grants the Client a limited license to record Client's Event and use the audio and/or video recording of the Event after the event for any purpose, provided that attribution of the content of the video is given to Company and no derivative works are created therefrom without prior written consent of the Company.

## 9. FORCE MAJEURE

Neither party is liable for failure or delay in performance of the party's obligations under said agreement if such failure or delay in performance is as a result of causes and/or circumstances beyond the parties reasonable control and without its fault or negligence, including but not limited to accident, illness, Acts of God (including fire, flood, earthquake, storm, hurricane, or other natural disaster) or of the Public Enemy, acts of war, acts of the government in its sovereign capacity, fires, floods, epidemics, quarantine restrictions, unusually severe weather, terrorist activities, nationalization, government sanction, blockage, embargo, labor dispute, strike, lockout or interruption or failure of electricity or telephone service.

Should any such occurrence impede or delay travel and execution of any obligation under said agreement, every reasonable effort will be made by both parties to mitigate, modify or alter said agreement as to meet their stated and agreed upon obligations. No party is entitled to terminate this Agreement under Paragraph 3(Term) in such circumstances, except by mutual consent and agreement in writing pursuant to the Force Majeure provisions. If a party asserts Force Majeure as an excuse for failure to perform the party's obligation, then the nonperforming party must prove that the party took reasonable steps to minimize delay or damages caused by foreseeable events, that the party substantially fulfilled all non-excused obligations, and that the other party was timely notified of the likelihood or actual occurrence of an event described in in this Paragraph 10. Should Force Majeure render the need for Company's services null and void, each party to this contract agrees to terminate the contract amicably and bear their own expenses incurred to date unless otherwise indicated or specified.

## 10. WARRANTIES

(a) Company's Warranties: Company represents, warrants and covenants that Company has full authority to enter into this Agreement and that all of the services, will be rendered using sound, professional practices and in a competent and professional manner by knowledgeable and qualified personnel.

(b) Client's Warranties: Client represents, warrants and covenants that Client has full authority to enter into this Agreement and has or will obtain, during all times relevant hereunder, all of the necessary consents, rights, licenses, clearances, releases or other permissions to lawfully consummate the transactions and lawfully discharge, in all material respects, each and every of Client's obligations or duties set forth hereunder, whether performance is due now or hereafter during the Term.

(c) EXCEPT FOR THE EXPRESS WARRANTIES PROVIDED THROUGHOUT THIS AGREEMENT, NEITHER PARTY MAKES ANY OTHER WARRANTIES, EXPRESS OR IMPLIED.

## 11. LIMITATION OF LIABILITY

With regard to the services to be performed by the Company pursuant to the terms of this Agreement, the Company shall not be liable to Client, or to anyone who may claim any right due to any relationship with Client, for any acts or omissions in the performance of services on the part of the Company or on the part of the agents or employees of the Company, except when said acts or omissions of the

Company are due to willful misconduct or gross negligence. Client and its clients, agents, employees, heirs or assigns shall hold the Company free and harmless from any obligations, costs, claims, judgments, attorneys' fees, and attachments arising from or growing out of the services rendered to Client pursuant to the terms of this Agreement or in any way connected with the rendering of services, except when the same shall arise due to the willful misconduct or gross negligence of the Company and the Company is adjudged to be guilty of willful misconduct or gross negligence by a court of competent jurisdiction. The services provided by Blue Peak Consulting LLC DO NOT create a doctor-patient or therapist-patient relationship. Information provided DOES NOT create a doctor-patient or healthcare practitioner-patient relationship between you and Blue Peak Consulting LLC or its personnel.

## 12. EFFECT OF HEADINGS

The subject headings of the paragraphs and subparagraphs of this Agreement are included for convenience only and shall not affect the construction or interpretation of any of its provisions.

## 13. ENTIRE AGREEMENT; MODIFICATION; WAIVER

This Agreement constitutes the entire agreement between the parties pertaining to the subject matter contained in it and supersedes all prior and contemporaneous agreements, representations, and understandings of the parties. No supplement, modification or amendment of this Agreement shall be binding unless executed in writing by all the parties. No waiver of any of the provisions of this Agreement shall be deemed, or shall constitute, a waiver of any other provision, whether or not similar, nor shall any waiver constitute a continuing waiver. No waiver shall be binding unless executed in writing by the party making the waiver.

## 15. COUNTERPARTS

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

## 16. ASSIGNMENT

This Agreement shall be binding on, and shall inure to the benefit of, the parties to it and their respective heirs, legal representatives, successors, and assigns; provided, however, that neither party may assign any of its rights under this Agreement, except to a wholly owned subsidiary entity, without the written consent of the other party.

## 17. NOTICES

All notices, requests, demands, and other communications under this Agreement shall be in writing and shall be deemed to have been duly given on the date of service if served personally on the party to whom notice is to be given, or on the day after mailing if mailed to the party to whom notice is to be given, by first class mail, registered or certified, postage prepaid, and properly addressed as follows:

To Company at: Blue Peak Consulting LLC: 1640 Hampshire Ave N., Golden Valley, MN 55427  
To Client at: South Metro Fire Department; 1650 Humboldt Ave, West St. Paul, MN 55118

Any party may change its address for purposes of this paragraph by giving the other parties written notice of the new address in the manner set forth above.

#### 18. GOVERNING LAW; VENUE; MEDIATION; ARBITRATION

This Agreement shall be construed in accordance with, and governed by, the laws of the State of Minnesota as applied to contracts that are executed and performed entirely in Minnesota.

#### 20. SEVERABILITY

If any term, provision, covenant or condition of this Agreement is held by an arbitrator or court of competent jurisdiction to be invalid, void or unenforceable, the rest of the Agreement shall remain in full force and effect and shall in no way be affected, impaired or invalidated.

#### 21. SIGNATURES

IN WITNESS WHEREOF, the parties to this Agreement have duly executed it on the day and year first above written.

Blue Peak Consulting LLC

South Metro Fire Department

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Name: Margaret Gavian

Name: \_\_\_\_\_

Title: Owner

Title: \_\_\_\_\_



# SOUTH METRO FIRE DEPARTMENT

1650 Humboldt Avenue • West St. Paul MN 55118

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

[www.southmetrofire.com](http://www.southmetrofire.com)

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DATE: February 19, 2020

TO: President and Board

FROM: Mark Juelfs, Fire Chief

**Re: Public Board Member Selection Process**

**Summary:**

The current two-year term for the Public Member of the Board of Directors is set to expire on March 31, 2020. The Board has previously established an application process to assist with the selection of the Public Board Member. As discussed at the January meeting, the official notice for the Board of Directors Public Member position was posted on the Department's web site from Tuesday, January 16, 2020 through Wednesday, January 30, 2020. At the close of the application period, one application was received.

The application received is from our current Public Board Member, Dennis Wippermann. A copy of his application and reference list will be available at the meeting for your review.

**Recommendation:**

After review of the application, if the Board is supportive of the candidate, direct staff to forward the Board's approved name for consideration by each City Council.

**SOUTH METRO FIRE DEPARTMENT  
BOARD OF DIRECTORS  
MEMBERSHIP APPLICATION**

**SOUTH METRO FIRE DEPARTMENT  
1650 HUMBOLDT AVE.  
WEST ST. PAUL, MN 55118**

The South Metro Fire Department welcomes your application to serve on the South Metro Fire Department Board of Directors. Please furnish complete information to assist us in giving your application full consideration. Additional information, which further qualifies you, may be attached to this application.

Data Privacy Notice: This application requests that you furnish both public and private information about yourself. Your name, address, current employment position, previous work history, education and training are public data under the Minnesota Data Act (Minn. Stat. Sect. 13.43, Subd. 2 & 3). It is available to anyone who requests this information. The data you give us about yourself is needed to identify you and assist in determining your suitability for the Board of Directors position for which you are applying. This data is not legally required, but refusal to supply the information requested may affect the South Metro Fire Department's ability to evaluate your application.

APPLICANT INFORMATION	
Name: <b>Dennis Wippermann</b>	Employer: <b>Retired - John Deere Company</b>
Address: <b>11512 Ashley Court</b>	Position: <b>Manager, Human Resources</b>
City, State, Zip <b>Inver Grove Heights, MN 55077</b>	Home Phone: <b>651-207-4638</b>
Cell Phone: <b>651-403-3525</b>	Business Phone: <b>n/a</b>
<b>EDUCATION:</b> Institution(s) Attended	Major/Area of Emphasis
<b>U of W - Milwaukee</b>	<b>BBA Degree - Personnel Management / Finance</b>
<b>MEMBERSHIPS/ACTIVITIES/CIVIC EXPERIENCES:</b> Organization Name(s)	Position(s) Held/Date of Participation(s)
<b>South Metro Fire Department</b>	<b>Board Member - 2012 to Present</b>
<b>City of Inver Grove Heights</b>	<b>Planning Commission - 2004 to Present</b>
<b>Flint Hills Resources Community Advisory Council</b>	<b>Chair, Membership &amp; Operations Committee - 2005 to 2011</b>
<b>City of Rosemount</b>	<b>City Council Member - 1988 to 1999</b>
<b>EMPLOYMENT EXPERIENCE:</b>	<b>DATES:</b>
<b>John Deere Company</b>	<b>1967 - 2001</b>
<b>My work with John Deere included policy administration, labor</b>	
<b>relations, staffing, recruiting, training, safety, salary administration,</b>	
<b>benefits administration, performance management, purchasing</b>	
<b>and facility management.</b>	

**WHAT IS YOUR PRIMARY INTEREST IN SERVING ON THE SOUTH METRO FIRE DEPARTMENT BOARD OF DIRECTORS?**

I enjoy civic activities, particularly local government. Fire departments are critically important to communities. I would be honored to continue to serve on your Board of Directors.

**WHY DO YOU BELIEVE THAT YOUR SERVICE WOULD BE OF VALUE TO THE SOUTH METRO FIRE DEPARTMENT?**

In addition to my civic experience, I believe my past work experience will be of benefit to the South Metro Fire Department. In addition to living in Minnesota, I have experienced living in communities in Wisconsin, Illinois, New York and Kansas.

**APPLICANT SIGNATURE:**

*Dennis Wippermann*

**DATE:**

*1/22/2020*

This application will be kept on file for one year; after that time a new application must be filed.

The South Metro Fire Department does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its services, programs, or activities. Upon request, accommodation will be provided to allow individuals with disabilities to participate in all South Metro Fire Department services, programs, and activities.

The South Metro Fire Department does not discriminate on the basis of race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status or status with regard to public assistance in employment or the provision of services.

Administration Office • 1650 Humboldt Ave. • West St. Paul, MN 55118 • 651-552-4176 • Fax: 651-552-4195

Return completed application to:

Mark Juelfs  
South Metro Fire Department, Station 1  
1650 Humboldt Ave.  
West St. Paul, MN 55118

## References For Dennis Wippermann

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### ++Personal References++

Loren Carlson  
12537 Danbury Way  
Rosemount, MN 55068  
612-366-0122

Roberta Gerlach  
13605 Crosscroft Ave.  
Rosemount, MN 55068  
651-454-5546

Molly Wangsness  
11516 Ashley Ct.  
Inver Grove Heights, MN 55077  
651-271-8271

### ++Professional References++

Tom Bartholomew  
Chair, Planning Commission - Inver Grove Heights  
8120 Claymore Ave.  
Inver Grove Heights, MN 55076  
612-799-4417

Tim Claus  
John Deere Training Center Manager - Retired  
8505 Penn Circle  
Bloomington, MN 55431  
952-884-0609

Mariann Johnson  
Facilitator, Community Advisory Council - Flint Hills Resources  
M. T. Johnson & Associates  
3507 W. 50<sup>th</sup> Street Suite 104  
Minneapolis, MN 55410  
612-872-7959





# SOUTH METRO FIRE DEPARTMENT

1650 Humboldt Avenue • West St. Paul MN 55118

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

[www.southmetrofire.com](http://www.southmetrofire.com)

DATE: February 19, 2020

TO: President and Board

FROM: Mark Juelfs, Fire Chief

RE: General Updates

## Summary:

Below are updates on some current topics:

### Fire Engines

We have received word that both of our Rosenbauer fire engines are currently being assembled. The cabs are currently being mounted. Below are a few pictures and a link to a photo album with more pictures and a few videos. <https://www.icloud.com/sharedalbum/#B0iJ8GySPJISqNE>







## Lexipol

At the end of 2019, South Metro entered a contract with Lexipol to provide us with and updated policy manual. Lexipol, LLC, provides legally defensible policies that are continually updated. Lexipol monitors law changes and incorporates the changes in ongoing updates to the policy manual. Lexipol's service is used by over 3,000 public safety agencies across the United States including both South St. Paul and West St. Paul police departments.

Lexipol has reviewed all our current policies and cross referenced them to the Lexipol provided policies. The cross reference identifies areas that South Metro and Lexipol policies coincide and where the policies differ. In addition, Lexipol identified policies that South Metro has that Lexipol does not and policies Lexipol has that South Metro does not currently have.

On Friday February 7, we had our kickoff meeting with our Lexipol representative to review the cross reference. Our work group will begin working with Lexipol to build our new policy manual. This process involves reviewing all the content in our existing policies and deciding whether our content or Lexipol's content best fits our department. This process is expected to take until the end of the year. At the end of the process South Metro will have an updated policy manual that reflects current industry standards, federal, state, and local laws.

## Collaboration

Burnsville and Eagan have received a grant from the State Fire Marshal's office to explore further collaboration between the two departments. See the article in the link.

[https://www.hometownsource.com/sun\\_thisweek/community/burnsville/fire-departments-seek-collaboration/article\\_93ac2dd8-4399-11ea-8a6d-c704ac94c455.html](https://www.hometownsource.com/sun_thisweek/community/burnsville/fire-departments-seek-collaboration/article_93ac2dd8-4399-11ea-8a6d-c704ac94c455.html)

I have had ongoing conversations the Chiefs from both departments. Currently their respective City administrations feel it is best to see what the results of the study on how Burnsville and Eagan can increase collaboration before including any other agencies. Both Chiefs are aware of South Metro's interest in exploring way to collaborate with both Burnsville and Eagan in the future.