



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: March 17, 2021 at 4:30 PM
Meeting Place: West St Paul, Lobby Conference Room

- I. Roll Call
Board Members: Berry, Francis, Napier, Seaberg, Wippermann
- II. Adopt Agenda
- III. Communications/Recognitions
- IV. Consent Agenda
 - a. [February 17, 2021 Meeting Minutes](#)
 - b. [February 2021 List of Claims](#)
 - c. [February 2021 Bank Reconciliation](#)
 - d. [February 2021 Month End Budget Report](#)
 - e. [February 2021 Run Summary Report](#)
- V. Committee Reports
 - a. None
- VI. Agenda Items
 - a. 2020 Year End Report (Separate Attachment)
 - b. [Election of Board Members](#)
 - c. [Appointment of Committee Members](#)
 - d. [2021 Budget Process Timeline](#)
 - e. [Updates](#)
 - f. Other
- VII. Public Comment
- VIII. Adjourn

Next Regular Meeting – April 21, 2021 South St. Paul

MINUTES

SOUTH METRO FIRE DEPARTMENT BOARD OF DIRECTORS

Wednesday, February 17, 2021
West St Paul Lobby Conference Room

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

Also Present: Mark Juelfs, Terry Johnson, Joel Hanson, Sam Seal, Matt Dinneen, Matt Kull, Mike Nelson, Jake McCann, Evan Larsen, Nate Rank

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

ADOPT AGENDA

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

COMMUNICATIONS/RECOGNITIONS

Employee Support of the Guard and Reserve Patriot Award Presentation – Firefighter Jake McCann who is also a member of the Minnesota National Guard presented the department with the ESGR Patriot Award for South Metro’s support of his service to the Country.

CONSENT AGENDA

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

COMMITTEE REPORTS

None

AGENDA ITEMS

Updates

Firefighter Hiring Process

Conditional offers have been made to the top four candidates. Three of the candidates will fill current vacancies in the department. The fourth candidate will be a temporary employee filling in during the deployment of FF McCann.

Par 360

Personnel have begun having their one-on-one resiliency sessions with Dr Gavian. The feedback from the crew has been positive. Chief Juelfs thanked the Board for their support with Health and Wellness.

Covid-19

We have not had any personnel contract Covid-19 in the last month.

Personnel began receiving their second dose of the vaccine.

PUBLIC COMMENT

None.

MOTION TO ADJOURN

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

The next regular meeting is scheduled on March 17, at 4:30 pm in West St Paul.

Respectfully submitted By:

Deb Wheeler

SOUTH METRO FIRE

Summary of List of Claims
Board Meeting of March 17, 2021

PAYROLL CHECK REGISTER:

Payroll Period	2/8 - 2/21	
Date Paid	2/26/2021	\$ 91,275.29
Direct Deposit		

Payroll Period	2/22 - 3/7	
Date Paid	3/12/2021	\$ 95,978.27
Direct Deposit		

Payroll Period		
Date Paid		
Direct Deposit		

TOTAL NET PAYROLL

\$ 187,253.56

DISBURSEMENT CHECK REGISTER:

Checks	9429 - 9486	\$ 142,814.73
EFTS	1968 - 1984	\$ 146,950.72

TOTAL DISBURSEMENT CHECKS

\$289,765.45

TOTAL PAYROLL, DISBURSEMENTS, ACH'S

\$477,019.01

Payment Register

From Payment Date: 2/10/2021 - To Payment Date: 3/4/2021

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1-ANCHOR BAN - ANCHOR BANK									
<u>Check</u>									
9429	02/18/2021	Open			Accounts Payable	ARROW MOWER, INC	\$9.39		
9430	02/18/2021	Open			Accounts Payable	Berry/ Wendy	\$100.00		
9431	02/18/2021	Open			Accounts Payable	Cardinal Investigations	\$3,150.00		
9432	02/18/2021	Open			Accounts Payable	CARDMEMBER SERVICES	\$4,205.93		
9433	02/18/2021	Open			Accounts Payable	EMERGENCY APPARATUS MAINTENANC	\$606.48		
9434	02/18/2021	Open			Accounts Payable	FastSpring	\$1,420.00		
9435	02/18/2021	Open			Accounts Payable	Field Training Solutions	\$1,180.00		
9436	02/18/2021	Open			Accounts Payable	Francis, James	\$100.00		
9437	02/18/2021	Open			Accounts Payable	Further	\$241.40		
9438	02/18/2021	Open			Accounts Payable	GALLS, LLC	\$696.69		
9439	02/18/2021	Open			Accounts Payable	IMAGE TREND	\$450.00		
9440	02/18/2021	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 1059	\$281.05		
9441	02/18/2021	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 724	\$1,084.05		
9442	02/18/2021	Open			Accounts Payable	Jefferson Fire & Safety, Inc	\$609.28		
9443	02/18/2021	Open			Accounts Payable	LEAGUE OF MN CITIES INS. TRUST	\$24,341.00		
9444	02/18/2021	Open			Accounts Payable	LEVANDER, GILLEN & MILLER, P.A	\$712.15		
9445	02/18/2021	Open			Accounts Payable	LOCAL GOVERNMENT INFORMATION	\$774.00		
9446	02/18/2021	Open			Accounts Payable	LOWE'S COMMERCIAL SERVICES	\$99.66		
9447	02/18/2021	Open			Accounts Payable	MARKS AUTO UPHOLSTERY	\$1,550.00		
9448	02/18/2021	Open			Accounts Payable	MARTIN-MCALLISTER	\$550.00		
9449	02/18/2021	Open			Accounts Payable	MN DRIVER & VEHICAL SERVICES	\$25.00		
9450	02/18/2021	Open			Accounts Payable	NAPA	\$37.98		
9451	02/18/2021	Open			Accounts Payable	Napier/ David	\$100.00		
9452	02/18/2021	Open			Accounts Payable	OXYGEN SERVICE COMPANY	\$78.37		
9453	02/18/2021	Open			Accounts Payable	PERFORMANCE PLUS	\$1,511.00		
9454	02/18/2021	Open			Accounts Payable	PRAXAIR	\$89.36		
9455	02/18/2021	Open			Accounts Payable	RED WING SHOE STORE	\$59.99		
9456	02/18/2021	Open			Accounts Payable	S ST PAUL/CITY OF	\$5,744.53		
9457	02/18/2021	Open			Accounts Payable	Seaberg, Thomas	\$100.00		
9458	02/18/2021	Open			Accounts Payable	Simons Appliance	\$119.95		
9459	02/18/2021	Open			Accounts Payable	SPOK, INC	\$46.37		
9460	02/18/2021	Open			Accounts Payable	US Bank Equipment Finance	\$156.00		
9461	02/18/2021	Open			Accounts Payable	WIPPERMANN/DENNIS	\$100.00		
9462	02/26/2021	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 1059	\$281.05		
9463	02/26/2021	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 724	\$1,084.05		
9464	02/26/2021	Open			Accounts Payable	LEAGUE OF MN CITIES TRAINING	\$49,924.00		
9465	02/26/2021	Open			Accounts Payable	STANDARD INSURANCE COMPANY	\$1,291.78		
9466	03/02/2021	Open			Accounts Payable	AirGas USA, LLC	\$342.45		
9467	03/02/2021	Open			Accounts Payable	ASPEN MILLS	\$208.10		
9468	03/02/2021	Open			Accounts Payable	AT&T MOBILITY	\$889.13		
9469	03/02/2021	Open			Accounts Payable	BOUND TREE MEDICAL	\$564.30		
9470	03/02/2021	Open			Accounts Payable	BRANDECKER/WILLIAM	\$129.99		
9471	03/02/2021	Open			Accounts Payable	BURNSVILLE/CITY OF	\$1,750.00		
9472	03/02/2021	Open			Accounts Payable	CURTIS 1000	\$498.40		
9473	03/02/2021	Open			Accounts Payable	Dakota County Fire Chiefs Assn,	\$100.00		
9474	03/02/2021	Open			Accounts Payable	DAKOTA COUNTY TREASURER	\$1,516.45		

Payment Register

From Payment Date: 2/10/2021 - To Payment Date: 3/4/2021

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
9475	03/02/2021	Open			Accounts Payable	DEL RIO/TONY	\$180.00		
9476	03/02/2021	Open			Accounts Payable	EMERGENCY APPARATUS MAINTENANC	\$453.08		
9477	03/02/2021	Open			Accounts Payable	EQUIPMENT MANAGEMENT CO	\$1,998.00		
9478	03/02/2021	Open			Accounts Payable	GALLS, LLC	\$718.97		
9479	03/02/2021	Open			Accounts Payable	Hennepin County Fire Chiefs	\$100.00		
9480	03/02/2021	Open			Accounts Payable	HENRY SCHEIN	\$93.99		
9481	03/02/2021	Open			Accounts Payable	Jefferson Fire & Safety, Inc	\$1,773.39		
9482	03/02/2021	Open			Accounts Payable	NAPA	\$89.97		
9483	03/02/2021	Open			Accounts Payable	NINTH BRAIN	\$96.00		
9484	03/02/2021	Open			Accounts Payable	PERFORMANCE PLUS	\$1,391.00		
9485	03/02/2021	Open			Accounts Payable	US Bank Equipment Finance	\$156.00		
9486	03/04/2021	Open			Accounts Payable	WEST ST PAUL/CITY OF	\$26,855.00		
Type Check Totals:									
1-ANCHOR BAN - ANCHOR BANK Totals									
							58 Transactions	\$142,814.73	

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	58	\$142,814.73	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	58	\$142,814.73	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	58	\$142,814.73	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	58	\$142,814.73	\$0.00

Grand Totals:

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	58	\$142,814.73	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	58	\$142,814.73	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	58	\$142,814.73	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	58	\$142,814.73	\$0.00

Payment Register

From Payment Date: 2/10/2021 - To Payment Date: 3/4/2021

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1-ANCHOR BAN - ANCHOR BANK									
EFT									
1968	02/18/2021	Open			Accounts Payable	I C M A RETIREMENT CORP	\$1,235.00		
1969	02/18/2021	Open			Accounts Payable	IRS - PR TAXES	\$17,188.31		
1970	02/18/2021	Open			Accounts Payable	MN DEPT OF REVENUE	\$5,629.38		
1971	02/18/2021	Open			Accounts Payable	MN II LIFE -- HSA	\$1,671.19		
1972	02/18/2021	Open			Accounts Payable	MSRS	\$275.00		
1973	02/18/2021	Open			Accounts Payable	MSRS - HCSP	\$2,173.90		
1974	02/18/2021	Open			Accounts Payable	NATIONWIDE	\$2,545.00		
1975	02/18/2021	Open			Accounts Payable	PUBLIC EMPLOYEES RETIRE ASSN	\$41,505.64		
1976	02/26/2021	Open			Accounts Payable	I C M A RETIREMENT CORP	\$1,285.00		
1977	02/26/2021	Open			Accounts Payable	IRS - PR TAXES	\$17,721.35		
1978	02/26/2021	Open			Accounts Payable	MN II LIFE -- HSA	\$1,698.46		
1979	02/26/2021	Open			Accounts Payable	MSRS	\$275.00		
1980	02/26/2021	Open			Accounts Payable	MSRS - HCSP	\$2,193.42		
1981	02/26/2021	Open			Accounts Payable	NATIONWIDE	\$2,545.00		
1982	02/26/2021	Open			Accounts Payable	PUBLIC EMPLOYEES RETIRE ASSN	\$42,257.18		
1983	02/25/2021	Open			Accounts Payable	Further	\$977.94		
1984	02/26/2021	Open			Accounts Payable	MN DEPT OF REVENUE	\$5,773.95		
Type EFT Totals:									
1-ANCHOR BAN - ANCHOR BANK Totals								\$146,950.72	

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	17	\$146,950.72	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	17	\$146,950.72	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	17	\$146,950.72	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	17	\$146,950.72	\$0.00

Grand Totals:

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	17	\$146,950.72	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	17	\$146,950.72	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	17	\$146,950.72	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	17	\$146,950.72	\$0.00

**South Metro Fire Department
BANK RECONCILIATION
February 28, 2021**

Old National Bank	
Ending Balance - Checking	\$ 1,214,737.14
Ending Balance - Savings Account	247,209.49
Outstanding Disbursement Checks	(90,848.02)
DIT	0.00
Adjustments:	
RECONCILED BALANCE	\$ 1,371,098.61

CITY TREASURER'S BALANCE:	
Previous Month's Reconciled Balance	\$ 1,162,132.78
Daily Receipts Posted	702,842.71
Disbursement Checks Issued	(310,360.08)
Payroll Checks and Direct Deposits	(183,466.59)
Net Je's	(50.21)
Rev Prior Month Adj:	0.00
	-
	-
RECONCILED BALANCE	\$ 1,371,098.61

CASH ACCOUNT BALANCE:	
	\$ 1,371,098.61
Adjustments	-
RECONCILED BALANCE	\$ 1,371,098.61

Cash by Fund:

		Beginning Balance	Net Activity	Ending Balance
General Fund	101-10101	310,093.84	192,763.04	502,856.88
Grant Fund		899.44	-	899.44
Fire Assistance Fund		-	-	-
Debt Service Fund	301-10101	26,730.34	-	26,730.34
Capital Fund	401-10101	824,358.95	16,253.00	840,611.95
	Total	1,162,082.57	209,016.04	1,371,098.61



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	62,805.33	487,194.67	11%	53,262.57
Intergovernmental Revenues	183,534.00	5,928.18	5,928.18	177,605.82	3%	349.89
Charges for Services	5,576,741.00	626,150.15	626,623.29	4,950,117.71	11%	661,191.87
Other Revenue	50,000.00	7.00	7.00	49,993.00	0%	2,718.43
Other Financing Sources	.00	8,982.72	8,982.72	(8,982.72)	+++	775.00
REVENUE TOTALS	\$6,360,275.00	\$641,068.05	\$704,346.52	\$5,655,928.48	11%	\$718,297.76
EXPENSE						
Personal Services	5,667,793.00	422,366.21	922,427.10	4,745,365.90	16%	1,032,241.96
Supplies	178,279.00	3,283.11	7,091.99	171,187.01	4%	8,272.72
Contractual Services	382,443.00	40,019.65	47,450.10	334,992.90	12%	46,411.17
Other Charges	131,759.00	5,665.48	20,819.36	110,939.64	16%	16,596.83
Capital Outlay	.00	.00	.00	.00	+++	.00
Debt Service	.00	.00	.00	.00	+++	.00
Other Financing Uses	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS	\$6,360,274.00	471,334.45	997,788.55	\$5,362,485.45	16%	\$1,103,522.68
Fund 101 - General Fund Totals						
REVENUE TOTALS	6,360,275.00	641,068.05	704,346.52	5,655,928.48	11%	718,297.76
EXPENSE TOTALS	6,360,274.00	471,334.45	997,788.55	5,362,485.45	16%	1,103,522.68
Fund 101 - General Fund Totals	\$1.00	\$169,733.60	(\$293,442.03)	\$293,443.03		(\$385,224.92)
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	.00	183,650.00	0%	.00
REVENUE TOTALS	\$183,650.00	.00	.00	\$183,650.00	+++	\$0.00
EXPENSE						
Contractual Services	183,650.00	.00	.00	183,650.00	+++	.00
EXPENSE TOTALS	\$183,650.00	.00	.00	\$183,650.00	+++	\$0.00
Fund 301 - Debt Totals						
REVENUE TOTALS	183,650.00	.00	.00	183,650.00	+++	.00
EXPENSE TOTALS	183,650.00	.00	.00	183,650.00	+++	.00
Fund 301 - Debt Totals	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Fund 401 - Capital Projects						
REVENUE						
Intergovernmental Revenues	.00	.00	.00	.00	+++	13,544.00
Charges for Services	130,026.00	16,253.00	16,253.00	113,773.00	0	.00
Other Revenue	.00	.00	.00	.00	+++	.00
Other Financing Sources	.00	.00	.00	.00	+++	.00
REVENUE TOTALS	\$130,026.00	\$16,253.00	\$16,253.00	\$113,773.00		\$13,544.00
EXPENSE						
Motor Vehicles	276,000.00	.00	.00	276,000.00	0%	.00
Office Equipment	20,843.00	.00	4,599.00	16,244.00	22%	10,429.92
Other Equipment	9,000.00	.00	.00	9,000.00	0%	.00
EXPENSE TOTALS	\$305,843.00	\$0.00	\$4,599.00	\$301,244.00	2%	\$10,429.92
Fund 401 - Capital Projects						
REVENUE TOTALS	130,026.00	16,253.00	16,253.00	113,773.00	0	13,544.00
EXPENSE TOTALS	305,843.00	.00	4,599.00	301,244.00	2%	10,429.92
Fund 401 - Capital Projects	(\$175,817.00)	\$16,253.00	\$11,654.00	(\$187,471.00)		\$3,114.08
Grand Totals						
REVENUE TOTALS	6,673,951.00	657,321.05	720,599.52	5,953,351.48	11%	731,841.76
EXPENSE TOTALS	6,849,767.00	471,334.45	1,002,387.55	5,847,379.45	15%	1,113,952.60
Grand Totals	(\$175,816.00)	\$185,986.60	(\$281,788.03)	\$105,972.03		(\$382,110.84)



2021 Run Summary

South Metro Fire Department

	January	February	March	April	May	June	July	August	September	October	November	December	YTD TOTAL	2020 YTD TOTAL
FIRE INCIDENTS														
111 Building fire	3	4											7	7
112 Fire in structure other than in a building													0	
113 Cooking fire, confined to container	1												1	
114 Chimney fire													0	
116 Fuel	1												1	
118 Trash		1											1	
121 Fire in mobile home used as fixed residence													0	
130 Mobile property (vehicle) fire, other													0	
131 Passenger vehicle fire	3	1											4	2
132 Road Freight or transport vehicle fire													0	
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	
163 Outside equipment fire													0	
	8	6	0	0	0	0	0	0	0	0	0	0	14	9
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	5	1											6	5
	5	1	0	0	0	0	0	0	0	0	0	0	6	5
RESCUE & EMERGENCY MEDICAL SERVICE														
311 Medical assist, assist EMS crew													0	1
321 EMS call, excluding vehicle accident with injury	410	379											789	813
322 Motor vehicle accident with injuries	4	8											12	10
323 Motor vehicle/pedestrian accident (MV Ped)													0	
324 Motor vehicle accident with no injuries.	2	6											8	5
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													0	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	
	416	393	0	0	0	0	0	0	0	0	0	0	809	830
HAZARDOUS CONDITION (NO FIRE)														
400 Hazardous condition, other													0	1
411 Gasoline or other flammable liquid spill													0	1
412 Gas leak (natural gas or LPG)	2	4											6	6
413 Oil spill													1	1
421 Chemical hazard (no spill or leak)													0	
422 Chemical spill or leak													0	
424 Carbon monoxide incident	3	2											5	1
440 Electrical equipment problem													0	
442 Overheated motor	1	3												2
444 Power line down	1												1	1
445 Arch, shorted electrical equipment		1											1	1
451														
461 Building or structure weakened or collapsed													0	
462 Aircraft standby													0	
463 Vehicle accident, cleanup													0	
471 Explosive, bomb removal													0	
481 Attempt to burn													0	
	7	10	0	0	0	0	0	0	0	0	0	0	17	14
SERVICE CALL														
500 Service Call, other													0	
510 Person in distress, other													0	
519 Person in distress													0	
520 Water problem, other													0	
522 Water or steam leak		1											1	3
531 Smoke or odor removal	1	2											3	1
551 Assist police or other governmental agency	5	5											10	8
553 Public service	1	9											10	12
554 Assist invalid	42	41											83	56
561 Unauthorized burning		1											1	
	49	59	0	0	0	0	0	0	0	0	0	0	108	80



2021 Run Summary

South Metro Fire Department

	January	February	March	April	May	June	July	August	September	October	November	December	YTD TOTAL	2020 YTD TOTAL
GOOD INTENT CALL														
600 Good intent call, other	2	4											6	2
611 Dispatched & canceled en route	21	8											29	25
621 Wrong location													0	1
622 No incident found on arrival at dispatch address	10	6											16	12
631 Authorized controlled burning													0	
650 Steam, gas, other mistaken for smoke		1											1	
651 Smoke scare, odor of smoke		2											2	5
652 Steam, vapor, fog or dust thought to be smoke	1												1	
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	2	1											3	6
	36	22	0	0	0	0	0	0	0	0	0	0	58	51
FALSE ALARM & FALSE CALL														
700 False alarm or false call, other													0	
710 Malicious false call													0	
714 Central Station, malicious false alarm													0	
715 Local alarm system, malicious false call	2	1											3	
721 Bomb scare - no bomb													0	
730 System malfunction, other													0	
731 Sprinkler activation due to malfunction	1	5											6	4
732 Extinguishment system activation malfunction													0	2
733 Smoke detector activation due to malfunction	1	3											4	8
735 Alarm system sounded due to malfunction	1	6											7	5
736 CO detector activation due to malfunction		1											1	1
740 Unintentional transmission of alarm, other													0	
741 Sprinkler activation, no fire - unintentional													0	1
743 Smoke detector activation, unintentional	4	5											9	14
744 Detector activation, no fire - unintentional		2											2	3
745 Alarm system activation, no fire - unintentional	2	4											6	2
7451 False Alarm	4	4											8	8
746 Carbon monoxide detector activation, no CO	2	1											3	9
	17	32	0	0	0	0	0	0	0	0	0	0	49	57
SEVERE WEATHER & NATURAL DISASTER														
814 Lightning strike (no fire)													0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SPECIAL INCIDENT TYPE														
900 Special type of incident, other													0	
911 Citizen Complaint													0	1
	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Not Reported														
	0	0	0	0	0	0	0	0	0	0	0	0	0	3
	0	0	0	0	0	0	0	0	0	0	0	0	0	3
MONTHLY RUN TOTAL														
	538	523	0	0	0	0	0	0	0	0	0	0	1061	1050
BLS Transports														
	138	139											277	285



SOUTH METRO FIRE DEPARTMENT

1650 Humboldt Avenue • West St. Paul MN 55118

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

www.southmetrofire.com

DATE: March 17, 2021

TO: President and Board

FROM: Mark Juelfs, Fire Chief

RE: **Election of Board Officers**

Summary:

In accordance with Article Five, Section 5.1 of the Joint and Cooperative Agreement for Fire Protection Services, the Board must elect officers in March of each year. The Article also states that the position of President will alternate between cities on an annual basis. The current President is a representative of South St Paul; therefore, the next President elected must be a representative of West St Paul. For reference, Article Five, Section 5.1 of the Agreement is provided below.

*ARTICLE FIVE
Officers, Committees*

Section 5.1. In March of each year, the Board shall elect from among its Members the following officers: a President, Vice President, Secretary and Treasurer. The officers are to be elected for a term of one year and shall serve until the successors are elected. The President must be a City Council member from West St. Paul or South St. Paul. Each City shall alternate the position of the President on an annual basis.

The Bylaws provide no other qualifications or restrictions for the remaining positions of Vice President, Secretary or Treasurer. In the recent past, the Board has utilized a rotation for filling the positions, i.e., from President to Treasurer to Secretary to Vice President. However, this Board can choose its own process. The current Board positions are:

President – Tom Seaberg
Vice President – Wendy Berry
Secretary – James Francis
Treasurer – Dave Napier

Recommendation:

Conduct the 2021 election of Board Officers as defined in the Joint and Cooperative Agreement.



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DATE: March 17, 2021

TO: President and Board

FROM: Mark Juelfs, Fire Chief

RE: **Committee Appointments**

Summary:

In accordance with Article Five, Section 5.7 of the Joint and Cooperative Agreement, *the Board may in its bylaws provide for committees as it deems necessary.* The Board has previously established a Budget Committee and a Finance Committee. Although a process is not specifically defined, it may be prudent to review the need and membership of the existing committees at this time. For reference, Article Three of the Bylaws is provided below.

ARTICLE THREE

Committees

Section 3.1. Establishment of Committees. The Board may establish committees to exercise powers and perform duties delegated to the committee by the Board. At the time the committee is established, the Board shall designate a chairperson, who shall be responsible for organizing meetings of the committee and presiding over the meetings. Each committee shall present a full report of its activities at each regular meeting of the Board. Meetings of the committees are subject to the Open Meeting Law. Notice of committee meetings shall be provided as required in Section 1.4.

The 2020 Budget Committee appointments were:

Dave Napier
Bill Flatley
Dennis Wippermann
SSP Finance Director
WSP Finance Director
Fire Chief
Assistant Chief

The 2020 Finance Committee appointments were:

Jimmy Francis
Wendy Berry
SSP Finance Director
WSP Finance Director
Fire Chief
Assistant Fire Chief

Recommendation:

- 1) Reaffirm the need for a Budget Committee and a Finance Committee.
- 2) Appoint members to the appropriate committee(s).



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DATE: March 17, 2021

TO: President and Board

FROM: Mark Juelfs, Fire Chief

RE: **2022 Budget Process Timeline**

Summary:

Once again it is time to begin work on next year's Budget. Below is a list of target dates for this process:

April 5 th	All Department budget requests submitted
April 23 rd	Chief Officers complete draft budget
April 26 th – June 11 th	Budget Committee and Finance Committee meetings
June 16 th	Board receives draft of the 2022 Budget for review
June 21 st – July 2 nd	Budget Committee and Finance Committee meet as necessary
July 7 th	Special Board Meeting to approve the Preliminary Budget
July 12 th	Board President submits the approved 2022 Budget to both cities
August 18 th	EMS Taxing District Meeting <ul style="list-style-type: none">- Adopt proposed 2022 Tax Levy
September 30 th	Certify the proposed 2022 tax levy to the County Auditor; prior to this date.
November 17 th	EMS Taxing District Meeting <ul style="list-style-type: none">- Adopt final 2022 Tax Levy
December 30 th	Certify the final 2022 tax levy to the County Auditor; prior to this date.

Recommendation:

Informational



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DATE: March 17, 2021

TO: President and Board

FROM: Mark Juelfs, Fire Chief

RE: General Updates

Summary:

Below are updates on some current topics:

New Hires

Four new Firefighters, Sam Severson, Anthony Puckett, Mark Domann, and Ramon Murillo started on Monday March 8th. All four will spend 8 weeks in the fire academy and then they will be assigned to their respective shifts. The new Firefighters will then complete a 12-week field training program before being counted toward our minimum staffing. We are very excited to have all of them here at South Metro.

Covid-19

We had one person contract Covid-19 in the last month. This person has since recovered and is back to work. Personnel that did not get the vaccine during the first rounds of offerings have had the opportunity to receive the vaccine and my sign up as appointments are available. We continue to monitor our PPE and have a sufficient amount in stock. We also continue to monitor any new guidance that will allow us to relax mask requirements within the stations. Although the CDC has relaxed guidelines for vaccinated personnel, we are still under the Governors executive order that requires wearing masks inside public areas.

Ladder 1 Replacement

Our Audit should be finalized in a week or two and then I will have a firm number on the amount South Metro can fund from its Capital Fund for the purchase of a new Ladder. When that amount is confirmed I will work with both Cities to finalize a plan for the replacement of Ladder 1. In the meantime, the truck committee has begun reviewing specifications and determining what is the most appropriate replacement for our department.