



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 18, 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 – Eagan Fire](#)
 - b. [Thank You – Pat Riley](#)
 - c. [Thank You – USDA](#)
- IV. Consent Agenda
 - a. [February 19, 2020 Meeting Minutes](#)
 - b. [February 2020 List of Claims](#)
 - c. [February 2020 Bank Reconciliation](#)
 - d. [February 2020 Month End Budget Report](#)
 - e. [February 2020 Run Summary Report](#)
- V. Committee Reports
 - a. None
- VI. Agenda Items
 - a. [Appointment of Public Board Member](#)
 - 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 15, 2020 South St. Paul

THANKS
4
EVERYTHING
Kevin "chevy" TEAT
#95

Thanks Bobby
you the man!
-Treyner

Love

THANKS!
-Doug

Thank You
-Morris

Thank You!
Jack

LT. CONLEY,
THANK YOU FOR DEDICATION & EXCELLENCE!

WE APPRECIATE THE GREAT TRAINING

-EFD ACADEMY CLASS

Keegan
Geste

Thank you!

-Danielle Fasching

Thank you!
James Guy

Nick
Wegner

Jacob
Lortz

Natalie
Holter

Jan

Jeff Belzke

Paul Burgett

Rob
Kuntzsch

Chase
Heller

Thank You!
-Long J

Thank you
Cynthia
Asfield

THANKS

4
EVERYTHING

KEVIN "Chevy" TEAT
#95

Thank you for your time
and direction.

Leon C.

Thank You
Chief!
Treyner

THANKS!
-Doug S

Thank you!
-Morris

Thank You!
Josh G

CHIEF NELSON,
THANK YOU FOR THE EXCELLENT TRAINING!
WE APPRECIATE EVERYTHING YOU DO.

- 2020 EFD ACADEMY

Thank you for everything! You
are a great Instructor.

-Danielle Pasching

Keegan
Geske

Nick
Wegner

Jacob
Gatz

Jeff Bahrke

Thank you
James Guy

PAUL BURGESS

Thank you Chief!
-Natalie Holter

Thank you for
everything!!
Leray

Rob
Kewitson

Thank you
Cynthia
empfield

Chris
Huerfano

SOUTH METRO
PROFESSIONAL FIREFIGHTERS

Thank you
Leon!

Paul Burgett

Thank You!
-Danielle Fasching

Thank You!
-Trey


Thanks!
-Dave

Thank you
-Morris

TO OUR FRIENDS AT SOUTH METRO,
THANK YOU SO MUCH FOR TAKING THE TIME
TO INSTRUCT US, SPEND DAYS AT OUR
LIVE BURNS, AND JUST GENERALLY
BEING AWESOME!

-2020 EAGAN ACADEMY CLASS

-Jess
Nick
Wagner
Chad

Keegan
Geste


Thank you
Cynthia

Rob
Kewitson

Thanks Guys!
-Natalie Holter
Jacob
Cordt

Attn: Fire Chief^{and}

3/4/2020

To the three Fire men who came quickly
to my house 3/4/2020 - a BIG Thank
You!

To The Fire Chief...
You can be proud of Your workers
who came to my house so quickly and
fixed my problem!! Amazing!

How lucky people are to have
a wonderful Fire Dept. in So. St Paul

Sincerely Ms. Pat Riley

Good Morning Terry,

I just wanted to take a moment and thank your team for presenting the CPR and AED skills course to our USDA group. I was not there (on vacation ☺), but the feedback I have received was all very positive. We really appreciate you sharing this life saving information with us. I am hoping to set up some fire extinguisher training this spring and hoping you can assist with that as well. I do not have time frame yet but will be in touch at a later date.

Thank you again! ☺

Lisa Liddell

USDA NVAP Coordinator
100 Bridgepoint Drive, Suite 180
South St. Paul, MN 55075
(P) 651-234-5683
(F) 651-234-5681
Lisa.m.liddell@usda.gov



MINUTES

SOUTH METRO FIRE DEPARTMENT BOARD OF DIRECTORS

Wednesday, February 19, 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 by Wippermann; seconded by Berry.
Motion carried.

COMMUNICATIONS/RECOGNITIONS

Chief Juelfs provided a Thank you letter from Jeff MacDonald for allowing them to bring their old SSP fire truck to the station for the filming of WCCO's Finding Minnesota. The department also received a cash donation from the family of Cathy Dahlstrom for all the times the crews responded to help her.

CONSENT AGENDA

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

COMMITTEE REPORTS

None

AGENDA ITEMS

Par360 Contract

In recent months the Board has discussed the increased awareness of mental health issues in the fire service. Chief Juelfs has been working with Dr. Margaret Gavian of Blue Peak LLC to provide mental health evaluations and training. Our attorney Kori Land has reviewed that contract and incorporated the suggested changes. The Chief provided the contract for the Board to examine and approve. The 2020 budget amount is sufficient to cover the contract amount of \$12,600. Discussion was had on tightening up the language in the contract to protect the department if something happened to Dr. Gavian as she is the only provider at Blue Peak LLC. Chief Juelfs will work with our attorney to review and revise the contract language.

Motion to approve the contract with Blue Peak Consulting LLC by Francis; seconded by Berry.
Motion carried.

Service Agreement Renewal

The service agreement with South Metro the Cities of West St Paul and South St Paul expired on December 31, 2019. No changes or issues were noted in this agreement. Staff supports renewing the current agreement for a two-year period.

Motion was made to approve resolution 2020-02 Approving Services Agreement with West St Paul and South St Paul by Francis; seconded by Berry.
Motion carried.

Public Board Member Selection Process

Board Member Wippermann's current two-year term is set to expire March 31, 2020. Chief Juelfs posted the opening on the department's website and received one application, our current board member, Dennis Wippermann.

Motion to forward Dennis Wippermann's name for consideration to both City Councils by Francis; seconded by Flatley.
Motion carried.

Updates

Fire Engines

We have received word that both engines are being assembled and it is our hope they will be here for the Open House in May.

Lexipol has reviewed our current policies and cross referenced them to the Lexipol policies. The work group will be working with Lexipol to build our new policy manual. This process is expected to take until the end of the year.

Collaboration

Burnsville and Eagan have received a grant from the State Fire Marshal's office to explore further collaboration between the two departments. Chief Juelfs continues to have conversations with both departments. Currently the Eagan and Burnsville City administrations feel it is best to see the results of the study before including other agencies.

PUBLIC COMMENT

St Croix Lutheran staff appreciated SMF being at Nite to Shine.

MOTION TO ADJOURN

A reminder that the Firefighter's Banquet is April 25 at Southview Country Club.

Motion to adjourn at 5:12 pm by Francis; seconded by Flatley.
Motion carried.

The next regular meeting is scheduled on March 18th 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 18, 2020

PAYROLL CHECK REGISTER:

Payroll Period	1/27 - 2/9	
Date Paid	2/14/2020	\$ 98,196.23
Direct Deposit		

Payroll Period	2/10 - 2/23	
Date Paid	2/28/2020	\$ 94,486.20
Direct Deposit		

Payroll Period	2/24 - 3/8	\$ 100,575.82
Date Paid		
Direct Deposit		

TOTAL NET PAYROLL

\$ 293,258.25

DISBURSEMENT CHECK REGISTER:

Checks	8867 - 8919	\$ 79,640.52
EFTS	1716- 1735	\$ 230,636.16

TOTAL DISBURSEMENT CHECKS

\$310,276.68

TOTAL PAYROLL, DISBURSEMENTS, ACH'S

\$603,534.93

Payment Register

From Payment Date: 2/10/2020 - To Payment Date: 3/10/2020

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1-ANCHOR BAN - ANCHOR BANK									
<u>Check</u>									
8867	02/19/2020	Open			Accounts Payable	ARZDORF/STEVE	\$607.50		
8868	02/19/2020	Open			Accounts Payable	ASPEN MILLS	\$401.94		
8869	02/19/2020	Open			Accounts Payable	CENTURY COLLEGE	\$70.00		
8870	02/19/2020	Open			Accounts Payable	DAKOTA COUNTY TREASURER	\$1,516.45	\$1,516.45	\$0.00
8871	02/19/2020	Open			Accounts Payable	Dinges Fire Company	\$67.49	\$67.49	\$0.00
8872	02/19/2020	Open			Accounts Payable	EMERGENCY AUTOMOTIVE TECH	\$189.96	\$189.96	\$0.00
8873	02/19/2020	Open			Accounts Payable	EMERGENCY RESPONSE SOLUTIONS	\$1,380.00	\$1,380.00	\$0.00
8874	02/19/2020	Open			Accounts Payable	GALLS, LLC	\$613.94	\$613.94	\$0.00
8875	02/19/2020	Open			Accounts Payable	GERRY'S FIRE & SAFETY	\$22.50	\$22.50	\$0.00
8876	02/19/2020	Open			Accounts Payable	HENRY SCHEIN	\$127.35	\$127.35	\$0.00
8877	02/19/2020	Open			Accounts Payable	IMAGE TREND	\$450.00	\$450.00	\$0.00
8878	02/19/2020	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 1059	\$233.94		
8879	02/19/2020	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 724	\$1,246.36	\$1,246.36	\$0.00
8880	02/19/2020	Open			Accounts Payable	INTERSTATE POWER SYSTEMS	\$1,167.20	\$1,167.20	\$0.00
8881	02/19/2020	Open			Accounts Payable	LEAGUE OF MN CITIES INS. TRUST	\$38,048.00	\$38,048.00	\$0.00
8882	02/19/2020	Open			Accounts Payable	LOCAL GOVERNMENT INFORMATION	\$826.50		
8883	02/19/2020	Open			Accounts Payable	MacQueen Emergency Group	\$2,182.56	\$2,182.56	\$0.00
8884	02/19/2020	Open			Accounts Payable	METRO SALES, INC	\$62.00	\$62.00	\$0.00
8885	02/19/2020	Open			Accounts Payable	NAPA	\$55.45	\$55.45	\$0.00
8886	02/19/2020	Open			Accounts Payable	OXYGEN SERVICE COMPANY	\$35.87	\$35.87	\$0.00
8887	02/19/2020	Open			Accounts Payable	RACOM CORPORATION	\$10,429.92	\$10,429.92	\$0.00
8888	02/19/2020	Open			Accounts Payable	S ST PAUL/CITY OF	\$6,046.27	\$6,046.27	\$0.00
8889	02/19/2020	Open			Accounts Payable	SPOK, INC	\$68.08	\$68.08	\$0.00
8890	02/19/2020	Open			Accounts Payable	US Bank Equipment Finance	\$156.00	\$156.00	\$0.00
8891	02/19/2020	Open			Accounts Payable	Willems, Dan	\$154.99	\$154.99	\$0.00
8892	02/19/2020	Open			Accounts Payable	Zamzow/Aaron	\$500.00	\$500.00	\$0.00
8893	02/25/2020	Open			Accounts Payable	AT&T MOBILITY	\$726.37		
8894	02/25/2020	Open			Accounts Payable	Berry/ Wendy	\$100.00		
8895	02/25/2020	Open			Accounts Payable	CARDMEMBER SERVICES	\$5,235.91		
8896	02/25/2020	Open			Accounts Payable	Flatley, William	\$100.00	\$100.00	\$0.00
8897	02/25/2020	Open			Accounts Payable	Francis, James	\$100.00		
8898	02/25/2020	Open			Accounts Payable	Further	\$256.30		
8899	02/25/2020	Open			Accounts Payable	KREMER SPRING, ALIGNMENT & BODY	\$167.94	\$167.94	\$0.00
8900	02/25/2020	Open			Accounts Payable	LEAGUE OF MN CITIES INS. TRUST	\$11.47	\$11.47	\$0.00
8901	02/25/2020	Open			Accounts Payable	LOWE'S COMMERCIAL SERVICES	\$176.77		
8902	02/25/2020	Open			Accounts Payable	MacQueen Emergency Group	\$407.58	\$407.58	\$0.00
8903	02/25/2020	Open			Accounts Payable	NAPA	\$23.34		
8904	02/25/2020	Open			Accounts Payable	Napier/ David	\$100.00		
8905	02/25/2020	Open			Accounts Payable	Riverland Laser	\$72.80		
8906	02/25/2020	Open			Accounts Payable	WIPPERMANN/DENNIS	\$100.00		
8907	03/03/2020	Open			Accounts Payable	AT&T MOBILITY	\$29.26		
8908	03/03/2020	Open			Accounts Payable	BOUND TREE MEDICAL	\$329.32		
8909	03/03/2020	Open			Accounts Payable	BRANDECKER/WILLIAM	\$64.99		
8910	03/03/2020	Open			Accounts Payable	EMERGENCY APPARATUS MAINTENANC	\$1,576.53		

Payment Register

From Payment Date: 2/10/2020 - To Payment Date: 3/10/2020

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
8911	03/03/2020	Open			Accounts Payable	GALLS, LLC	\$177.10		
8912	03/03/2020	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 1059	\$233.94		
8913	03/03/2020	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 724	\$1,208.69		
8914	03/03/2020	Open			Accounts Payable	INTERSTATE POWER SYSTEMS	\$682.52		
8915	03/03/2020	Open			Accounts Payable	JUELFs/MARK	\$465.75		
8916	03/03/2020	Open			Accounts Payable	MINNESOTA FIRE SERVICE CERTIFICATION BOARD	\$200.00		
8917	03/03/2020	Open			Accounts Payable	MINNESOTA GLOVE & SAFETY, INC	\$181.67		
8918	03/03/2020	Open			Accounts Payable	NINTH BRAIN	\$96.00		
8919	03/03/2020	Open			Accounts Payable	US Bank Equipment Finance	\$156.00		
Type Check Totals:							\$79,640.52	\$65,207.38	\$0.00
1-ANCHOR BAN - ANCHOR BANK Totals									

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	53	\$79,640.52	\$65,207.38
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	53	\$79,640.52	\$65,207.38

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	53	\$79,640.52	\$65,207.38
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	53	\$79,640.52	\$65,207.38

Grand Totals:

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	53	\$79,640.52	\$65,207.38
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	53	\$79,640.52	\$65,207.38

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	53	\$79,640.52	\$65,207.38
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	53	\$79,640.52	\$65,207.38

Payment Register

From Payment Date: 2/10/2020 - To Payment Date: 3/10/2020

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1-ANCHOR BAN - ANCHOR BANK									
<u>EFT</u>									
1716	02/19/2020	Open			Accounts Payable	I C M A RETIREMENT CORP	\$985.00	\$985.00	\$0.00
1717	02/19/2020	Open			Accounts Payable	IRS - PR TAXES	\$18,642.67	\$18,642.67	\$0.00
1718	02/19/2020	Open			Accounts Payable	MN DEPT OF REVENUE	\$6,154.35	\$6,154.35	\$0.00
1719	02/19/2020	Open			Accounts Payable	MN II LIFE -- HSA	\$2,145.31	\$2,145.31	\$0.00
1720	02/19/2020	Open			Accounts Payable	MSRS	\$250.00	\$250.00	\$0.00
1721	02/19/2020	Open			Accounts Payable	MSRS - HCSP	\$2,605.14	\$2,605.14	\$0.00
1722	02/19/2020	Open			Accounts Payable	NATIONWIDE	\$2,125.00	\$2,125.00	\$0.00
1723	02/19/2020	Open			Accounts Payable	PUBLIC EMPLOYEES RETIRE ASSN	\$44,385.83	\$44,385.83	\$0.00
1724	02/19/2020	Open			Accounts Payable	HEALTHPARTNERS	\$40,318.26	\$40,318.26	\$0.00
1725	02/19/2020	Open			Accounts Payable	Further	\$143.27	\$143.27	\$0.00
1726	02/28/2020	Open			Accounts Payable	I C M A RETIREMENT CORP	\$985.00	\$985.00	\$0.00
1727	02/28/2020	Open			Accounts Payable	IRS - PR TAXES	\$17,635.29	\$17,635.29	\$0.00
1728	02/28/2020	Open			Accounts Payable	MN DEPT OF REVENUE	\$5,846.60	\$5,846.60	\$0.00
1729	02/28/2020	Open			Accounts Payable	MN II LIFE -- HSA	\$2,145.31		
1730	02/28/2020	Open			Accounts Payable	MSRS	\$250.00		
1731	02/28/2020	Open			Accounts Payable	MSRS - HCSP	\$2,506.90		
1732	02/28/2020	Open			Accounts Payable	NATIONWIDE	\$2,125.00	\$2,125.00	\$0.00
1733	02/28/2020	Open			Accounts Payable	PUBLIC EMPLOYEES RETIRE ASSN	\$42,884.95	\$42,884.95	\$0.00
1734	02/28/2020	Open			Accounts Payable	HEALTHPARTNERS	\$38,387.32		
1735	02/28/2020	Open			Accounts Payable	OLD NATIONAL BANK	\$114.96		
Type EFT Totals:							\$230,636.16	\$187,231.67	\$0.00
1-ANCHOR BAN - ANCHOR BANK Totals									

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	20	\$230,636.16	\$187,231.67
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	20	\$230,636.16	\$187,231.67
All	Status	Count	Transaction Amount	Reconciled Amount
	Open	20	\$230,636.16	\$187,231.67
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	20	\$230,636.16	\$187,231.67

Grand Totals:

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	20	\$230,636.16	\$187,231.67
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	20	\$230,636.16	\$187,231.67
All	Status	Count	Transaction Amount	Reconciled Amount
	Open	20	\$230,636.16	\$187,231.67
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	20	\$230,636.16	\$187,231.67

South Metro Fire Department
BANK RECONCILIATION
February 29, 2020

Old National Bank		
Ending Balance	\$	704,579.30
Ending Balance - Savings Account		246,613.76
Outstanding Disbursement Checks		(57,874.15)
Adjustments:		
RECONCILED BALANCE	\$	893,318.91

CITY TREASURER'S BALANCE:		
Previous Month's Reconciled Balance	\$	1,385,593.76
Daily Receipts Posted		51,950.27
Disbursement Checks Issued		(354,623.72)
Payroll Checks and Direct Deposits		(192,682.43)
Journal Adjustments		
Rev Prior Months Adj		
Missing Deposit		2,176.54
Missing Withdraw		
Savings Interest		249.86
Checking Interest		654.63
RECONCILED BALANCE	\$	893,318.91

CASH ACCOUNT BALANCE:	\$	890,237.88
Adjustments		3,081.03

RECONCILED BALANCE	\$	893,318.91
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Cash by Fund:

	Beginning Balance	Net Activity	Ending Balance
General Fund	798,948.84	(464,114.64)	334,834.20
Grant Fund	(616.56)	(500.00)	(1,116.56)
Fire Assistance Fund		-	
Debt Service Fund	26,730.34	-	26,730.34
Capital Fund	560,531.14	(30,741.24)	529,789.90
Total	1,385,593.76	(495,355.88)	890,237.88

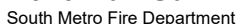


Month End Report

Through 2/29/2020
Prior Fiscal Year Activity Included
Summary Listing

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	53,262.57	496,737.43	10%	546,158.30
Intergovernmental Revenues	174,035.00	349.89	349.89	173,685.11	0%	165,178.49
Charges for Services	5,464,281.00	51,201.87	661,191.87	4,803,089.13	12%	4,612,776.86
Other Revenue	35,500.00	1,858.98	2,718.43	32,781.57	8%	28,152.67
Other Financing Sources	.00	.00	775.00	(775.00)	+++	.00
REVENUE TOTALS	\$6,223,816.00	\$53,410.74	\$718,297.76	\$5,505,518.24	12%	\$5,352,266.32
EXPENSE						
Personal Services	5,524,024.00	423,640.24	1,032,241.96	4,491,782.04	19%	4,506,689.06
Supplies	177,754.00	3,258.61	8,272.72	169,481.28	5%	167,391.29
Contractual Services	389,052.00	15,674.51	46,411.17	342,640.83	12%	318,731.92
Other Charges	132,985.00	7,609.25	16,596.83	116,388.17	12%	117,569.43
Capital Outlay	.00	.00	.00	.00	+++	.00
Debt Service	.00	.00	.00	.00	+++	.00
Other Financing Uses	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS	\$6,223,815.00	450,182.61	1,103,522.68	\$5,120,292.32	18%	\$5,110,381.70
Fund 101 - General Fund Totals						
REVENUE TOTALS	6,223,816.00	53,410.74	718,297.76	5,505,518.24	12%	5,352,266.32
EXPENSE TOTALS	6,223,815.00	450,182.61	1,103,522.68	5,120,292.32	18%	5,110,381.70
Fund 101 - General Fund Totals	\$1.00	(\$396,771.87)	(\$385,224.92)	\$385,225.92		\$241,884.62
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%	182,506.00
REVENUE TOTALS	\$183,650.00	\$0.00	.00	\$183,650.00	+++	\$182,506.00
EXPENSE						
Contractual Services	183,650.00	.00	.00	183,650.00	+++	182,505.00
EXPENSE TOTALS	\$183,650.00	\$0.00	\$0.00	\$183,650.00	+++	\$182,505.00
Fund 301 - Debt Totals						
REVENUE TOTALS	183,650.00	.00	.00	183,650.00	+++	182,506.00
EXPENSE TOTALS	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
Fund 401 - Capital Projects						
REVENUE						
Intergovernmental Revenues	.00	.00	.00	.00	+++	.00
Charges for Services	108,354.00	.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
REVENUE TOTALS	\$108,354.00	\$0.00	\$13,544.00	\$94,810.00		\$90,296.00
EXPENSE						
Other Charges	.00	.00	.00	.00	+++	.00
Capital Outlay	162,709.00	10,429.92	10,429.92	152,279.08	6%	218,540.76
Other Financing Uses	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS	\$162,709.00	\$10,429.92	\$10,429.92	\$152,279.08	6%	\$218,540.76
Fund 401 - Capital Projects						
REVENUE TOTALS	108,354.00	.00	13,544.00	94,810.00	0	90,296.00
EXPENSE TOTALS	162,709.00	10,429.92	10,429.92	152,279.08	6%	218,540.76
Fund 401 - Capital Projects	(\$54,355.00)	(\$10,429.92)	\$3,114.08	(\$57,469.08)		(\$128,244.76)
Grand Totals						
REVENUE TOTALS	6,515,820.00	53,410.74	731,841.76	5,783,978.24	11%	5,625,068.32
EXPENSE TOTALS	6,570,174.00	460,612.53	1,113,952.60	5,456,221.40	17%	5,511,427.46
Grand Totals	(\$54,354.00)	(\$407,201.79)	(\$382,110.84)	\$327,756.84		\$113,640.86

[illegible]



BLS Transports	160	125	285	246
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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 18, 2020

TO: President and South Metro Fire Board

FROM: Mark Juelfs, Fire Chief

RE: **Appointment of Public Board Member**

Summary:

The current appointment of the Public Member on the Board of Directors is set to expire on March 31, 2020. An application process was recently conducted in accordance with guidelines established in the Joint Powers Agreement. At the close of the application period, one application was received, from Mr. Dennis Wippermann. At the February 19, 2020 meeting, the Board recommended to approve Mr. Wippermann for consideration by each City Council.

On March 2, 2020 the South St. Paul City Council adopted Resolution No. 2020-31, to rank Mr. Wippermann as their number 1 preference for the Public Member of the South Metro Fire Department Board of Directors.

On March 9, 2020 the West St. Paul City Council adopted Resolution No. 20-32 to rank Mr. Wippermann as their number 1 preference for the Public Member of the South Metro Fire Department Board of Directors.

Recommendation:

Given that both City Councils ranked Mr. Wippermann as their number 1 preference, the Board should officially appoint Mr. Dennis Wippermann as the Public Board Member for a term from April 1, 2020 to March 31, 2022.

Attachment:

Resolution 2020-03 Appointing Dennis Wippermann Public Board Member

South Metro Fire Department

Resolution Number 2020-03

APPOINTING DENNIS WIPPERMANN AS THE PUBLIC BOARD MEMBER ON THE SOUTH METRO FIRE BOARD

WHEREAS, the South Metro Fire Department (SMFD) is a joint powers entity created by the Cities of West St. Paul and South St. Paul; and

WHEREAS, the governing body of the South Metro Fire Department comprises two members from each City Council and one public member; and

WHEREAS, the term of the public member is two years and a new term will commence on April 1, 2020; and

WHEREAS, the SMFD Board received one application for the public member role; and

WHEREAS, pursuant to the Joint Powers Agreement, the Board, the South St Paul City Council, and the West St Paul City Council all approved Mr. Dennis Wippermann for consideration as the public member.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the South Metro Fire Department that Mr. Dennis Wippermann is hereby appointed as the Public Member to the South Metro Fire Department Board of Directors serving a term from April 1, 2020 to March 31, 2022.

Passed by the Board of Directors on March 18, 2020.

Attest:

Wendy Berry, Secretary



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www.southmetrofire.com

DATE: March 18, 2020

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 West St Paul; therefore, the next President elected must be a representative of South 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 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 – Dave Napier
Vice President – Bill Flatley
Secretary – Wendy Berry
Treasurer – James Francis

Recommendation:

Conduct the 2020 election of Board Officers as defined in the Joint and Cooperative Agreement.



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DATE: March 18, 2020

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 chair person, 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 previous 2019 Budget Committee appointments were:

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

The previous 2019 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 18, 2020

TO: President and Board

FROM: Mark Juelfs, Fire Chief

RE: **2021 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 12 th	All Department budget requests submitted
April 24 th	Chief Officers complete draft budget
April 27 th – June 12 th	Budget Committee and Finance Committee meetings
June 17 th	Board receives draft of the 2021 Budget for review
June 28 th – July 3 rd	Budget Committee and Finance Committee meet as necessary
July 8 th	Special Board Meeting, if necessary, for approval of the 2021 Budget
July 13 th	Board President submits the approved 2021 Budget to both cities
August 19 th	EMS Taxing District Meeting <ul style="list-style-type: none">- Adopt proposed 2021 Tax Levy
September 30 th	Certify the proposed 2021 tax levy to the County Auditor; prior to this date.
November 18 th	EMS Taxing District Meeting <ul style="list-style-type: none">- Adopt final 2021 Tax Levy
December 30 th	Certify the final 2021 tax levy to the County Auditor; prior to this date.

Recommendation:

Informational



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www.southmetrofire.com

DATE: March 18, 2020

TO: President and Board

FROM: Mark Juelfs, Fire Chief

RE: General Updates

Summary:

Below are updates on some current topics:

Par360 agreement with Blue Peak LLC

I met with our attorney Kori Land and reviewed the current draft of the contract. After discussions Kori is updating the language to alleviate the concerns expressed at the February board meeting. I anticipate having the updated contract for the board to review and approve at the April board meeting.

May Board Meeting

In years past the board has chosen to invite both city councils to the May board meeting. This meeting has included a presentation by the Fire Chief reviewing the previous year and discussion on future needs of the department.

If the board would like to continue with this format, I will reserve the meeting space, typically Thompson Lodge.

Corona Virus

We continue to work with the administrations of both cities to prepare for any effects from the Corona virus. We are also in contact with MHealth Fariview (our medical director) and will implement any procedure changes that they recommended. We are continually monitoring the EMS recommendations from the CDC <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-for-ems.html>. DCC has implemented their emerging infectious disease surveillance tool which increases the screening of callers that report symptoms such as fever, cough, sneezing, or difficulty breathing. This information will be available to our crews upon dispatch allowing proper precautions to be taken.