



# 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:** April 21, 2021 at 4:30 PM  
**Meeting Place:** South St. Paul, Training Room

- I. Roll Call  
*Board Members: Berry, Francis, Napier, Seaberg, Wippermann*
- II. Adopt Agenda
- III. Communications/Recognitions
  - a. Introduction of Firefighters; Sam Severson, Anthony Puckett, Mark Domann, and Ramon Murillo
  - b. Presentation by Bonnie Schwieger of Abdo, Eick & Meyers of the 2020 Financial Audit
- IV. Consent Agenda
  - a. [March 17, 2021 Meeting Minutes](#)
  - b. [March 2021 List of Claims](#)
  - c. [March 2021 Bank Reconciliation](#)
  - d. [March 2021 Month End Budget Report](#)
  - e. [March 2021 Run Summary Report](#)
  - f. [Resolution 2021-01 Approving Fund Balance Transfer](#)
- V. Committee Reports
  - a. None
- VI. Agenda Items
  - a. [Internship Program Discussion](#)
  - b. [Updates](#)
  - c. Other
- VII. Public Comment
- VIII. Adjourn

Next Regular Meeting – May 19, 2021 South St. Paul

## MINUTES

### SOUTH METRO FIRE DEPARTMENT BOARD OF DIRECTORS

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

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

Also Present: Mark Juelfs, Joel Hanson, Char Stark, Clara Hilger, Deb Wheeler

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

#### ADOPT AGENDA

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

#### COMMUNICATIONS/RECOGNITIONS

None

#### CONSENT AGENDA

Motion was made to approve the Consent Agenda by Seaberg; seconded by Wippermann.  
Motion carried.

#### COMMITTEE REPORTS

None

#### AGENDA ITEMS

##### **2020 Year End Update**

Chief Juelfs presented a 26-page update of 2020. Some of the topics covered were the Covid-19 pandemic, the PAR360 program implementation, the two new engines, incident responses, BLS transport numbers and training hours. Chief Juelfs said the greatest accomplishment of the year was the PAR360 program.

Motion to accept the 2020 Year End Report by Francis; seconded by Berry.  
Motion carried.

##### **Election of Board Members**

Motion was made to continue the rotation of officers for 2021.

President – Wendy Berry

Vice President – James Francis

Secretary – Dave Napier

Treasure – Tom Seaberg

By Seaberg; seconded by Napier.

Motion carried.

**Committee Appointments**

Motion was made to appoint members to the 2021 Budget and Finance Committees by Napier; seconded by Berry.  
Motion carried.

Budget Committee

Dave Napier, James Francis, Dennis Wippermann

Finance Committee

Tom Seaberg, Wendy Berry

Chief Juelfs provided, as information, a timeline and target dates for the 2022 Budget.

**Updates**

New Hires

The four new Firefighters started the 8-week fire academy. After completion they will be assigned to their shift and complete the 12-week field training program. They will be introduced to the Board at the April meeting.

Covid-19

One person tested positive for Covid-19 last month and has fully recovered.

Ladder 1 Replacement

Chief Juelfs informed the Board that once the 2020 Audit is complete, he will have a better idea what amount SMF can fund, from the Capital Fund, towards the purchase of the new Ladder truck. At that point he will work with both Cities to finalize a plan for replacement. The truck committee is leaning toward Rosenbauer.

The department will not host the annual Banquet again this year.

**PUBLIC COMMENT**

None.

**MOTION TO ADJOURN**

Motion to adjourn by Berry; seconded by Francis.

Motion carried.

The next regular meeting is scheduled on April 21, at 4:30 pm in South St Paul.

Respectfully submitted By:

Deb Wheeler

**SOUTH METRO FIRE**

Summary of List of Claims  
Board Meeting of April 21, 2021

**PAYROLL CHECK REGISTER:**

Payroll Period	3/8 - 3/21	
Date Paid	3/26/2021	\$ 104,454.43
Direct Deposit		

Payroll Period	3/22 - 4/4	
Date Paid	4/9/2021	\$ 104,859.06
Direct Deposit		

Payroll Period		
Date Paid		
Direct Deposit		

**TOTAL NET PAYROLL**

**\$ 209,313.49**

**DISBURSEMENT CHECK REGISTER:**

Checks	9487 - 9553	\$ 125,416.18
EFTS	1987 - 2013	\$ 283,493.75

**TOTAL DISBURSEMENT CHECKS**

**\$408,909.93**

**TOTAL PAYROLL, DISBURSEMENTS, ACH'S**

**\$618,223.42**

# Payment Register

From Payment Date: 3/16/2021 - To Payment Date: 4/15/2021

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1-ANCHOR BAN - ANCHOR BANK									
<u>Check</u>									
9487	03/16/2021	Open			Accounts Payable	ASPEN MILLS	\$630.87	\$630.87	\$0.00
9488	03/16/2021	Open			Accounts Payable	Blue Peak Consulting, LLC	\$9,450.00		
9489	03/16/2021	Open			Accounts Payable	Cooper Mechanical	\$575.00		
9490	03/16/2021	Open			Accounts Payable	DAN'S SOUTHSIDE MARINE	\$1,014.52	\$1,014.52	\$0.00
9491	03/16/2021	Open			Accounts Payable	EMERGENCY APPARATUS MAINTENANC	\$1,304.81	\$1,304.81	\$0.00
9492	03/16/2021	Open			Accounts Payable	EMERGENCY AUTOMOTIVE TECH	\$289.92	\$289.92	\$0.00
9493	03/16/2021	Open			Accounts Payable	HENRY SCHEIN	\$124.23	\$124.23	\$0.00
9494	03/16/2021	Open			Accounts Payable	IMAGE TREND	\$450.00	\$450.00	\$0.00
9495	03/16/2021	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 1059	\$281.05	\$281.05	\$0.00
9496	03/16/2021	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 724	\$1,084.05	\$1,084.05	\$0.00
9497	03/16/2021	Open			Accounts Payable	Jefferson Fire & Safety, Inc	\$102.44	\$102.44	\$0.00
9498	03/16/2021	Open			Accounts Payable	LEAGUE OF MN CITIES INS. TRUST	\$13,632.00	\$13,632.00	\$0.00
9499	03/16/2021	Open			Accounts Payable	LEVANDER, GILLEN & MILLER, P.A	\$637.00	\$637.00	\$0.00
9500	03/16/2021	Open			Accounts Payable	LOCAL GOVERNMENT INFORMATION	\$1,149.00	\$1,149.00	\$0.00
9501	03/16/2021	Open			Accounts Payable	LOWE'S COMMERCIAL SERVICES	\$141.58	\$141.58	\$0.00
9502	03/16/2021	Open			Accounts Payable	MARTIN-MCALLISTER	\$1,650.00	\$1,650.00	\$0.00
9503	03/16/2021	Open			Accounts Payable	NAPA	\$12.49	\$12.49	\$0.00
9504	03/16/2021	Open			Accounts Payable	OXYGEN SERVICE COMPANY	\$70.79	\$70.79	\$0.00
9505	03/16/2021	Open			Accounts Payable	PAUL CONWAY SHIELDS	\$130.98	\$130.98	\$0.00
9506	03/16/2021	Open			Accounts Payable	PRAXAIR	\$89.36	\$89.36	\$0.00
9507	03/16/2021	Open			Accounts Payable	S ST PAUL/CITY OF	\$5,744.53	\$5,744.53	\$0.00
9508	03/16/2021	Open			Accounts Payable	SOS Tech	\$164.95	\$164.95	\$0.00
9509	03/16/2021	Voided	Wrong Amount	03/18/2021	Accounts Payable	WEST ST PAUL/CITY OF	\$14,759.59		
9510	03/18/2021	Open			Accounts Payable	Berry/ Wendy	\$100.00	\$100.00	\$0.00
9511	03/18/2021	Open			Accounts Payable	CARDMEMBER SERVICES	\$4,919.38	\$4,919.38	\$0.00
9512	03/18/2021	Open			Accounts Payable	Francis, James	\$100.00		
9513	03/18/2021	Open			Accounts Payable	Napier/ David	\$100.00		
9514	03/18/2021	Open			Accounts Payable	Seaberg, Thomas	\$100.00	\$100.00	\$0.00
9515	03/18/2021	Open			Accounts Payable	WEST ST PAUL/CITY OF	\$14,777.59	\$14,777.59	\$0.00
9516	03/18/2021	Open			Accounts Payable	WIPPERMANN/DENNIS	\$100.00	\$100.00	\$0.00
9517	03/30/2021	Open			Accounts Payable	ANDERSON VACUUMS	\$65.50		
9518	03/30/2021	Open			Accounts Payable	ASPEN MILLS	\$4,183.13		
9519	03/30/2021	Open			Accounts Payable	AT&T MOBILITY	\$983.42		
9520	03/30/2021	Open			Accounts Payable	BOUND TREE MEDICAL	\$604.28		
9521	03/30/2021	Open			Accounts Payable	DAKOTA COUNTY TREASURER	\$3,032.90		
9522	03/30/2021	Open			Accounts Payable	DINNEEN, MATT	\$299.00		
9523	03/30/2021	Open			Accounts Payable	EMERGENCY APPARATUS MAINTENANC	\$1,952.40		
9524	03/30/2021	Open			Accounts Payable	Further	\$120.70		
9525	03/30/2021	Open			Accounts Payable	GALLS, LLC	\$805.37		
9526	03/30/2021	Open			Accounts Payable	GOODYEAR COMMERCIAL TIRE	\$433.43		
9527	03/30/2021	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 1059	\$281.05		
9528	03/30/2021	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 724	\$1,084.05		
9529	03/30/2021	Open			Accounts Payable	Jefferson Fire & Safety, Inc	\$440.84		
9530	03/30/2021	Open			Accounts Payable	MacQueen Emergency Group	\$433.73		
9531	03/30/2021	Open			Accounts Payable	NAPA	\$59.98		

# Payment Register

From Payment Date: 3/16/2021 - To Payment Date: 4/15/2021

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
9532	03/30/2021	Open			Accounts Payable	PREMIER SPECIALTY VEHICLES	\$1,085.93		
9533	03/30/2021	Open			Accounts Payable	Riverland Laser	\$311.23		
9534	03/30/2021	Open			Accounts Payable	STANDARD INSURANCE COMPANY	\$1,291.78		
9535	03/30/2021	Open			Accounts Payable	Twin Star Equipment	\$14,924.57		
9536	04/15/2021	Open			Accounts Payable	ABDO, EICK & MEYERS, LLP	\$2,100.00		
9537	04/15/2021	Open			Accounts Payable	APPELHOLM/ANGELINE	\$74.99		
9538	04/15/2021	Open			Accounts Payable	ASPEN MILLS	\$545.95		
9539	04/15/2021	Open			Accounts Payable	CUB FOODS WEST ST PAUL % JERRY'S ENTERPRISES	\$45.18		
9540	04/15/2021	Open			Accounts Payable	EMERGENCY APPARATUS MAINTENANC	\$4,083.77		
9541	04/15/2021	Open			Accounts Payable	GALLS, LLC	\$88.35		
9542	04/15/2021	Open			Accounts Payable	IMAGE TREND	\$450.00		
9543	04/15/2021	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 1059	\$281.05		
9544	04/15/2021	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 724	\$1,084.05		
9545	04/15/2021	Open			Accounts Payable	Jefferson Fire & Safety, Inc	\$319.80		
9546	04/15/2021	Open			Accounts Payable	LEAGUE OF MN CITIES INS. TRUST	\$600.00		
9547	04/15/2021	Open			Accounts Payable	LOCAL GOVERNMENT INFORMATION	\$3,040.55		
9548	04/15/2021	Open			Accounts Payable	LOWE'S COMMERCIAL SERVICES	\$228.88		
9549	04/15/2021	Open			Accounts Payable	METRO SALES, INC	\$102.66		
9550	04/15/2021	Open			Accounts Payable	PRAXAIR	\$313.78		
9551	04/15/2021	Open			Accounts Payable	RED WING SHOE STORE	\$170.90		
9552	04/15/2021	Open			Accounts Payable	Rihm Kenworth	\$62.32		
9553	04/15/2021	Open			Accounts Payable	S ST PAUL/CITY OF	\$5,744.53		
Type Check Totals:									
1-ANCHOR BAN - ANCHOR BANK Totals									
							\$125,416.18	\$48,701.54	\$0.00

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	66	\$110,656.59	\$48,701.54
	Reconciled	0	\$0.00	\$0.00
	Voided	1	\$14,759.59	\$0.00
	Stopped	0	\$0.00	\$0.00
	<b>Total</b>	<b>67</b>	<b>\$125,416.18</b>	<b>\$48,701.54</b>

  

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	66	\$110,656.59	\$48,701.54

# Payment Register

From Payment Date: 3/16/2021 - To Payment Date: 4/15/2021

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
					Reconciled		0	\$0.00	\$0.00
					Voided		1	\$14,759.59	\$0.00
					Stopped		0	\$0.00	\$0.00
					Total		67	\$125,416.18	\$48,701.54
<b>Grand Totals:</b>									
					<b>Checks</b>				
					<b>Status</b>		<b>Count</b>	<b>Transaction Amount</b>	<b>Reconciled Amount</b>
					Open		66	\$110,656.59	\$48,701.54
					Reconciled		0	\$0.00	\$0.00
					Voided		1	\$14,759.59	\$0.00
					Stopped		0	\$0.00	\$0.00
					Total		67	\$125,416.18	\$48,701.54
					<b>All</b>				
					<b>Status</b>		<b>Count</b>	<b>Transaction Amount</b>	<b>Reconciled Amount</b>
					Open		66	\$110,656.59	\$48,701.54
					Reconciled		0	\$0.00	\$0.00
					Voided		1	\$14,759.59	\$0.00
					Stopped		0	\$0.00	\$0.00
					Total		67	\$125,416.18	\$48,701.54

# Payment Register

From Payment Date: 3/16/2021 - To Payment Date: 4/15/2021

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1-ANCHOR BAN - ANCHOR BANK									
EFT									
1987	03/16/2021	Open			Accounts Payable	I C M A RETIREMENT CORP	\$1,285.00	\$1,285.00	\$0.00
1988	03/16/2021	Open			Accounts Payable	IRS - PR TAXES	\$18,865.88	\$18,865.88	\$0.00
1989	03/16/2021	Open			Accounts Payable	MN DEPT OF REVENUE	\$6,123.09	\$6,123.09	\$0.00
1990	03/16/2021	Open			Accounts Payable	MN II LIFE -- HSA	\$1,698.46	\$1,698.46	\$0.00
1991	03/16/2021	Open			Accounts Payable	MSRS	\$275.00	\$275.00	\$0.00
1992	03/16/2021	Open			Accounts Payable	MSRS - HCSP	\$2,294.83	\$2,294.83	\$0.00
1993	03/16/2021	Open			Accounts Payable	NATIONWIDE	\$2,545.00	\$2,545.00	\$0.00
1994	03/16/2021	Open			Accounts Payable	PUBLIC EMPLOYEES RETIRE ASSN	\$43,850.97	\$43,850.97	\$0.00
1995	03/29/2021	Open			Accounts Payable	I C M A RETIREMENT CORP	\$1,285.00	\$1,285.00	\$0.00
1996	03/29/2021	Open			Accounts Payable	IRS - PR TAXES	\$20,379.38	\$20,379.38	\$0.00
1997	03/29/2021	Open			Accounts Payable	MN DEPT OF REVENUE	\$6,678.22	\$6,678.22	\$0.00
1998	03/29/2021	Open			Accounts Payable	MN II LIFE -- HSA	\$1,698.46	\$1,698.46	\$0.00
1999	03/29/2021	Open			Accounts Payable	MSRS	\$275.00	\$275.00	\$0.00
2000	03/29/2021	Open			Accounts Payable	MSRS - HCSP	\$2,276.94	\$2,276.94	\$0.00
2001	03/29/2021	Open			Accounts Payable	NATIONWIDE	\$2,545.00	\$2,545.00	\$0.00
2002	03/29/2021	Open			Accounts Payable	PUBLIC EMPLOYEES RETIRE ASSN	\$47,492.59	\$47,492.59	\$0.00
2003	03/31/2021	Open			Accounts Payable	OLD NATIONAL BANK	\$106.00	\$106.00	\$0.00
2004	04/02/2021	Open			Accounts Payable	HEALTHPARTNERS	\$41,306.03		
2005	04/02/2021	Open			Accounts Payable	Further	\$161.02		
2006	04/15/2021	Open			Accounts Payable	I C M A RETIREMENT CORP	\$1,285.00		
2007	04/15/2021	Open			Accounts Payable	IRS - PR TAXES	\$20,188.06		
2008	04/15/2021	Open			Accounts Payable	MN DEPT OF REVENUE	\$6,657.61		
2009	04/15/2021	Open			Accounts Payable	MN II LIFE -- HSA	\$1,698.46		
2010	04/15/2021	Open			Accounts Payable	MSRS	\$275.00		
2011	04/15/2021	Open			Accounts Payable	MSRS - HCSP	\$2,306.66		
2012	04/15/2021	Open			Accounts Payable	NATIONWIDE	\$2,545.00		



# Payment Register

From Payment Date: 3/16/2021 - To Payment Date: 4/15/2021

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
2013	04/15/2021	Open			Accounts Payable	PUBLIC EMPLOYEES RETIRE ASSN	\$47,396.09		
Type EFT Totals:							\$283,493.75	\$159,674.82	\$0.00
1-ANCHOR BAN - ANCHOR BANK Totals									

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	27	\$283,493.75	\$159,674.82
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	<b>Total</b>	<b>27</b>	<b>\$283,493.75</b>	<b>\$159,674.82</b>

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	27	\$283,493.75	\$159,674.82
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	<b>Total</b>	<b>27</b>	<b>\$283,493.75</b>	<b>\$159,674.82</b>

Grand Totals:

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	27	\$283,493.75	\$159,674.82
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	<b>Total</b>	<b>27</b>	<b>\$283,493.75</b>	<b>\$159,674.82</b>

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	27	\$283,493.75	\$159,674.82
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	<b>Total</b>	<b>27</b>	<b>\$283,493.75</b>	<b>\$159,674.82</b>

**South Metro Fire Department  
BANK RECONCILIATION  
March 31, 2021**

<b>Old National Bank</b>	
Ending Balance - Checking	\$ 1,323,077.25
Ending Balance - Savings Account	247,215.79
Outstanding Disbursement Checks	(44,634.90)
DIT	0.00
Adjustments:	
<b>RECONCILED BALANCE</b>	<b>\$ 1,525,658.14</b>

<b>CITY TREASURER'S BALANCE:</b>	
Previous Month's Reconciled Balance	\$ 1,371,098.61
Daily Receipts Posted	687,213.13
Disbursement Checks Issued	(332,204.90)
Payroll Checks and Direct Deposits	(200,432.70)
Net Je's	0.00
Rev Prior Month Adj:	0.00
Mar21 Returned Item Service Charge	(11.00)
Returned Deposit	(5.00)
<b>RECONCILED BALANCE</b>	<b>\$ 1,525,658.14</b>

<b>CASH ACCOUNT BALANCE:</b>	<b>\$ 1,525,674.14</b>
Adjustments	(16.00)
<b>RECONCILED BALANCE</b>	<b>\$ 1,525,658.14</b>

**Cash by Fund:**

		Beginning Balance	Net Activity	Ending Balance
General Fund	101-10101	502,856.88	180,102.10	682,958.98
Grant Fund		899.44	-	899.44
Fire Assistance Fund		-	-	-
Debt Service Fund	301-10101	26,730.34	(26,855.00)	(124.66)
Capital Fund	401-10101	840,611.95	1,328.43	841,940.38
	<b>Total</b>	<b>1,371,098.61</b>	<b>154,575.53</b>	<b>1,525,674.14</b>



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	.00	62,805.33	487,194.67	11%	53,262.57
Intergovernmental Revenues	183,534.00	.00	5,928.18	177,605.82	3%	349.89
Charges for Services	5,576,741.00	44,914.85	716,431.59	4,860,309.41	13%	701,685.77
Other Revenue	50,000.00	5.00	106.97	49,893.03	0%	3,373.11
Other Financing Sources	.00	1,001.50	9,984.22	(9,984.22)	+++	775.00
<b>REVENUE TOTALS</b>	<b>\$6,360,275.00</b>	<b>\$45,921.35</b>	<b>\$795,256.29</b>	<b>\$5,565,018.71</b>	<b>13%</b>	<b>\$759,446.34</b>
<b>EXPENSE</b>						
Personal Services	5,667,793.00	401,339.00	1,323,766.10	4,344,026.90	23%	1,532,854.89
Supplies	178,279.00	12,261.81	19,353.80	158,925.20	11%	15,826.76
Contractual Services	382,443.00	53,120.96	101,237.77	281,205.23	26%	85,824.75
Other Charges	131,759.00	7,164.85	28,090.21	103,668.79	21%	27,202.97
Capital Outlay	.00	.00	.00	.00	+++	.00
Debt Service	.00	.00	.00	.00	+++	.00
Other Financing Uses	.00	.00	.00	.00	+++	.00
<b>EXPENSE TOTALS</b>	<b>\$6,360,274.00</b>	<b>473,886.62</b>	<b>1,472,447.88</b>	<b>\$4,887,826.12</b>	<b>23%</b>	<b>\$1,661,709.37</b>
<b>Fund 101 - General Fund Totals</b>						
<b>REVENUE TOTALS</b>	<b>6,360,275.00</b>	<b>45,921.35</b>	<b>795,256.29</b>	<b>5,565,018.71</b>	<b>13%</b>	<b>759,446.34</b>
<b>EXPENSE TOTALS</b>	<b>6,360,274.00</b>	<b>473,886.62</b>	<b>1,472,447.88</b>	<b>4,887,826.12</b>	<b>23%</b>	<b>1,661,709.37</b>
<b>Fund 101 - General Fund Totals</b>	<b>\$1.00</b>	<b>(\$427,965.27)</b>	<b>(\$677,191.59)</b>	<b>\$677,192.59</b>		<b>(\$902,263.03)</b>
<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%	.00
<b>REVENUE TOTALS</b>	<b>\$183,650.00</b>	<b>.00</b>	<b>.00</b>	<b>\$183,650.00</b>	<b>+++</b>	<b>\$0.00</b>
<b>EXPENSE</b>						
Contractual Services	183,650.00	26,855.00	26,855.00	156,795.00	+++	.00
<b>EXPENSE TOTALS</b>	<b>\$183,650.00</b>	<b>26,855.00</b>	<b>26,855.00</b>	<b>\$156,795.00</b>	<b>+++</b>	<b>\$0.00</b>
<b>Fund 301 - Debt Totals</b>						
<b>REVENUE TOTALS</b>	<b>183,650.00</b>	<b>.00</b>	<b>.00</b>	<b>183,650.00</b>	<b>+++</b>	<b>.00</b>
<b>EXPENSE TOTALS</b>	<b>183,650.00</b>	<b>26,855.00</b>	<b>26,855.00</b>	<b>156,795.00</b>	<b>+++</b>	<b>.00</b>
<b>Fund 301 - Debt Totals</b>	<b>\$0.00</b>	<b>(\$26,855.00)</b>	<b>(\$26,855.00)</b>	<b>\$26,855.00</b>		<b>\$0.00</b>
<b>Fund 401 - Capital Projects</b>						
<b>REVENUE</b>						
Intergovernmental Revenues	.00	.00	.00	.00	+++	13,544.00
Charges for Services	130,026.00	.00	16,253.00	113,773.00	0	.00
Other Revenue	.00	.00	.00	.00	+++	.00
Other Financing Sources	.00	.00	.00	.00	+++	.00
<b>REVENUE TOTALS</b>	<b>\$130,026.00</b>	<b>\$0.00</b>	<b>\$16,253.00</b>	<b>\$113,773.00</b>		<b>\$13,544.00</b>
<b>EXPENSE</b>						
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
<b>EXPENSE TOTALS</b>	<b>\$305,843.00</b>	<b>\$0.00</b>	<b>\$4,599.00</b>	<b>\$301,244.00</b>	<b>2%</b>	<b>\$10,429.92</b>
<b>Fund 401 - Capital Projects</b>						
<b>REVENUE TOTALS</b>	<b>130,026.00</b>	<b>.00</b>	<b>16,253.00</b>	<b>113,773.00</b>	<b>0</b>	<b>13,544.00</b>
<b>EXPENSE TOTALS</b>	<b>305,843.00</b>	<b>.00</b>	<b>4,599.00</b>	<b>301,244.00</b>	<b>2%</b>	<b>10,429.92</b>
<b>Fund 401 - Capital Projects</b>	<b>(\$175,817.00)</b>	<b>\$0.00</b>	<b>\$11,654.00</b>	<b>(\$187,471.00)</b>		<b>\$3,114.08</b>
<b>Grand Totals</b>						
<b>REVENUE TOTALS</b>	<b>6,673,951.00</b>	<b>45,921.35</b>	<b>811,509.29</b>	<b>5,862,441.71</b>	<b>12%</b>	<b>772,990.34</b>
<b>EXPENSE TOTALS</b>	<b>6,849,767.00</b>	<b>500,741.62</b>	<b>1,503,901.88</b>	<b>5,345,865.12</b>	<b>22%</b>	<b>1,672,139.29</b>
<b>Grand Totals</b>	<b>(\$175,816.00)</b>	<b>(\$454,820.27)</b>	<b>(\$692,392.59)</b>	<b>\$516,576.59</b>		<b>(\$899,148.95)</b>



# 2021 Run Summary

South Metro Fire Department

	January	February	March	April	May	June	July	August	September	October	November	December	YTD TOTAL	2020 YTD TOTAL
<b>FIRE INCIDENTS</b>														
111 Building fire	3	4	3										10	10
112 Fire in structure other than in a building													0	
113 Cooking fire, confined to container	1		1										2	
114 Chimney fire													0	
116 Fuel	1												1	
118 Trash		1	1										2	
121 Fire in mobile home used as fixed residence													0	
130 Mobile property (vehicle) fire, other													0	1
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	1
163 Outside equipment fire													0	
	8	6	5	0	0	0	0	0	0	0	0	0	19	14
<b>OVERPRESSURE RUPTURE, EXPLOSION, OVERHEAT (NO FIRE)</b>														
200 Overpressure rupture, explosion, overheat other													0	
243 Fireworks explosion (no fire)													0	
251 Excessive heat, scorch burns with no ignition	5	1	3										9	10
	5	1	3	0	0	0	0	0	0	0	0	0	9	10
<b>RESCUE &amp; EMERGENCY MEDICAL SERVICE</b>														
311 Medical assist, assist EMS crew													0	1
321 EMS call, excluding vehicle accident with injury	410	379	432										1221	1222
322 Motor vehicle accident with injuries	4	8	5										17	12
323 Motor vehicle/pedestrian accident (MV Ped)													0	
324 Motor vehicle accident with no injuries.	2	6	4										12	9
341 Search for person on land			1										1	
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			1										1	
360 Water & ice related rescue, other													0	
361 Swimming/recreational water areas rescue													0	
362 Ice Rescue													0	
365 Watercraft rescue													0	1
372 Trapped by power lines0													0	
381 Rescue or EMS standby													0	
	416	393	444	0	0	0	0	0	0	0	0	0	1253	1246
<b>HAZARDOUS CONDITION (NO FIRE)</b>														
400 Hazardous condition, other													0	1
411 Gasoline or other flammable liquid spill													0	1
412 Gas leak (natural gas or LPG)	2	4	4										10	7
413 Oil spill													1	1
421 Chemical hazard (no spill or leak)													0	1
422 Chemical spill or leak													0	1
424 Carbon monoxide incident	3	2	1										6	1
440 Electrical equipment problem													0	
442 Overheated motor	1	3	4											1
444 Power line down	1		1										2	2
445 Arch, shorted electrical equipment		1											1	2
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	10	0	0	0	0	0	0	0	0	0	27	18
<b>SERVICE CALL</b>														
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	1										4	2
551 Assist police or other governmental agency	5	5	11										21	19
553 Public service	1	9	1										11	13
554 Assist invalid	42	41	39										122	75
561 Unauthorized burning		1	4										5	3
	49	59	56	0	0	0	0	0	0	0	0	0	164	115



# 2021 Run Summary

South Metro Fire Department

	January	February	March	April	May	June	July	August	September	October	November	December	YTD TOTAL	2020 YTD TOTAL
<b>GOOD INTENT CALL</b>														
600 Good intent call, other	2	4											6	3
611 Dispatched & canceled en route	21	8	8										37	48
621 Wrong location													0	1
622 No incident found on arrival at dispatch address	10	6	9										25	15
631 Authorized controlled burning			1										1	2
650 Steam, gas, other mistaken for smoke		1											1	
651 Smoke scare, odor of smoke		2	5										7	7
652 Steam, vapor, fog or dust thought to be smoke	1		1										2	
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	7
	36	22	27	0	0	0	0	0	0	0	0	0	85	83
<b>FALSE ALARM &amp; FALSE CALL</b>														
700 False alarm or false call, other													0	
710 Malicious false call													0	
714 Central Station, malicious false alarm			1										1	1
715 Local alarm system, malicious false call	2	1	3										6	1
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	9
735 Alarm system sounded due to malfunction	1	6	3										10	5
736 CO detector activation due to malfunction		1											1	2
740 Unintentional transmission of alarm, other													0	1
741 Sprinkler activation, no fire - unintentional			2										2	1
743 Smoke detector activation, unintentional	4	5	6										15	20
744 Detector activation, no fire - unintentional		2											2	5
745 Alarm system activation, no fire - unintentional	2	4	2										8	7
7451 False Alarm	4	4	5										13	10
746 Carbon monoxide detector activation, no CO	2	1	2										5	12
	17	32	28	0	0	0	0	0	0	0	0	0	77	80
<b>SEVERE WEATHER &amp; NATURAL DISASTER</b>														
814 Lightning strike (no fire)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>SPECIAL INCIDENT TYPE</b>														
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			2										2	4
	0	0	2	0	0	0	0	0	0	0	0	0	2	4
<b>MONTHLY RUN TOTAL</b>	<b>538</b>	<b>523</b>	<b>575</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1636</b>	<b>1571</b>
<b>BLS Transports</b>	<b>138</b>	<b>139</b>	<b>154</b>										<b>431</b>	<b>419</b>



# 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: April 21, 2021

TO: President and Board

FROM: Mark Juelfs, Fire Chief

RE: **Fund Balance Transfer**

**Summary:**

At fiscal year-end, the General Fund had a balance more than the established 5% limit. By policy, these excess funds are to be transferred to the Capital Fund, to support the 10-year Capital Plan. After completion of the 2020 Financial Audit, it was determined that the General Fund had an excess balance of \$366,171. The 2020 excess balance was primarily realized in the personal services categories including salaries, overtime, PERA contributions, FICA contributions, medical insurance, and work comp. Savings in these categories were \$267,241 primarily because of two personnel leaving the department during 2020 and their positions were not filled until March of 2021. The bulk of the remaining savings came from reduced maintenance costs due to the delivery of our two new engines and savings from our limited outside training opportunities due to Covid-19.

**Budget Impact:**

The General Fund balance will be maintained at the established 5% maximum limit and \$366,171 identified as excess funds will be transferred into the Capital Fund.

**Recommendation:**

Approve Resolution 2021-01 retaining a 5% General Fund balance and transferring the excess funds in the amount of \$366,171 to the Capital Fund.

**Attachment:**

Resolution 2021-01 Approving Fund Balance Transfer

# South Metro Fire Department

## Resolution Number 2021-01

### RESOLUTION APPROVING FUND BALANCE TRANSFER

**WHEREAS**, the Board has previously established a financial policy limiting the year-end General Fund Balance to a maximum limit of 5% of the upcoming year's General Fund budgeted amount; and

**WHEREAS**, the financial policy states that any balance in excess of the 5% General Fund balance is considered excess funds; and

**WHEREAS**, the financial policy states the Board shall retain the excess funds to support the approved 10-year Capital Plan;

**NOW, THEREFORE, BE IT RESOLVED** the Board of Directors approves retaining a 5% General Fund balance and transferring the General Fund excess balance in the amount of \$366,171 to the Capital Fund.

Passed by the Board of Directors on April 21, 2021.

Attest:

---

Dave Napier, Secretary



# SOUTH METRO FIRE DEPARTMENT

1650 Humboldt Avenue • West St. Paul MN 55118

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

www.southmetrofire.com

---

DATE: April 21, 2021

TO: President and Board

FROM: Mark Juelfs, Fire Chief

**RE: Paid Firefighter Internship Discussion**

## Summary:

In previous discussions with the board, I have expressed the importance of finding well qualified candidates for employment with South Metro. I have also discussed how the number of quality applicants have decreased with each hiring process making finding quality candidates more difficult. Historically we have drawn our candidate pool from suburban paid on call Fire Departments throughout the metro region. It is my opinion that in the future finding quality candidates is going to become even more difficult as more of our suburban neighbors transition to a career staffing model for their respective Fire Departments. Our most recent process was a resounding success and I believe we found four outstanding candidates from a diverse hiring pool. However, I want to be proactive in finding solutions to finding top quality candidates for employment here at South Metro.

In recent meetings with both Burnsville and Eagan we have concluded that we are all facing the same issue related to finding quality candidates. To solve this problem, we are proposing creating a joint Firefighter internship program. This concept is in its infancy therefore there are many issues remaining that need to be discussed and many questions that will need to be answered before we are ready to open the program to perspective candidates.

The current concepts we have discussed.

- Each Fire Department will share the cost equally.
- Limit the initial internship number to 6-9 individuals.
- Each person selected will complete a process very similar to what we currently do when hiring new Firefighters.
- The program will pay for the interns EMT and Firefighter training.
- After training interns will spend a minimum number of hours working at the various departments (number of hours is yet to be determined).
- The interns will not supplant our current minimum staffing.
- Persons will be able to remain in the program for up to 3 years.
- When an opening in one of the member departments occurs priority will be to hire from the current intern pool.
- The internship concept will enable our current staff to get to know likely future hires personalities and work ethic prior to hiring.
- This program can be used to increase the diversity of our candidate pool by opening the internship to nontraditional Firefighter candidates.
- This program will give a pathway to residents of South St. Paul and West St. Paul to join their local Fire Department without having to first be on a paid-on call department.



Getting this internship from concept to reality will take a significant effort by all of those involved. Therefore, the estimate start date is January 2023.

**Budget Impact**

There is a very limited budget impact in 2021 and 2022. Most of the initial costs will be limited to staff time to develop the program. In 2023, the estimated budget impact is \$25,000 to \$35,000 to pay for training and an hourly wage for the intern.

**Recommendation**

Have a discussion on the paid internship program and give staff direction on if South Metro should move forward with Burnsville and Eagan regarding this concept.



# 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: April 21, 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 have completed the first six weeks of the eight-week academy. All are progressing well, and we look forward to having them report to their respective shifts beginning on May 3<sup>rd</sup>.

### Covid-19

We have not had any personnel out with Covid-19 in the past month. We continue to monitor our PPE and have enough in stock. Vaccines are now available to all of those over 16 that would like to get vaccinated.

### Ladder 1 Replacement

Now that our audit is complete, I will schedule a meeting with both Cities to finalize a plan for the finance portion of the replacement of Ladder 1. After the finance portion is in place, I will bring back the information to the Board for discussion and approval of the replacement plan.