



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: May 19, 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. None
- IV. Consent Agenda
 - a. [April 21, 2021 Meeting Minutes](#)
 - b. [April 2021 List of Claims](#)
 - c. [April 2021 Bank Reconciliation](#)
 - d. [April 2021 Month End Budget Report](#)
 - e. [April 2021 Run Summary Report](#)
- V. Committee Reports
 - a. None
- VI. Agenda Items
 - a. [Staffing Discussion](#)
 - b. [Covid-19 Expenses](#)
 - c. [Civil Unrest Expenses](#)
 - d. [Updates](#)
 - e. Other
- VII. Public Comment
- VIII. Adjourn

Next Regular Meeting – June 16, 2021 South St. Paul

We will be having a badging ceremony for our new personnel following the August 18th meeting.

MINUTES

SOUTH METRO FIRE DEPARTMENT BOARD OF DIRECTORS

Wednesday April 21, 2021
South St Paul Training 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, Mike Nelson, Sam Seal

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

ADOPT AGENDA

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

COMMUNICATIONS/RECOGNITIONS

Introductions of Firefighters; Sam Severson, Anthony Puckett, Mark Domann and Ramon Murillo.

After each Firefighter introduced themselves, Chief Juelfs indicated that they have one and a half weeks left in the academy. Juelfs plans on introducing the recruits to each council in next month or so.

Presentation by Bonnie Schwieger of Abdo, Eick and Meyers of the 2020 Financial Audit. The 2020 Audit has found SMFD to be in good order, no material findings or compliance issues. The Revenues and Expenses both were under budget. The number of transports fell short for the revenue and our personnel expenses were down due to two resignations and one retirement. The fund balance will increase by \$80,000.00.

Motion to accept the 2020 Audit by Seaberg; seconded by Francis.
Motion carried.

CONSENT AGENDA

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

COMMITTEE REPORTS

None

AGENDA ITEMS

Paid Firefighter Internship Discussion

Chief Juelfs discussed the concept of a paid internship program for future firefighter employment. As he has expressed in past hiring processes, the number of qualified firefighter candidates has continued to decrease. The Chief has had discussions with

Burnsville and Egan Fire Departments, and they too have the same concerns. To solve this issue the three departments would like to propose a joint Firefighter Internship program. The consensus of the Board was for staff to explore the concept and to speak with our attorney regarding any unforeseen issues.

Updates

New Hires

The four new Firefighters have a week and a half left of the 8-week fire academy. After completion they will be assigned to their shift and complete the 12-week field training program. By mid-July they will be independent crewmembers.

Covid-19

No personnel have tested positive this last month.

Ladder 1 Replacement

Chief Juelfs will schedule a meeting with both Cities to finalize a plan for the finance portion of the replacement of Ladder 1. With the completion of the audit, and excess funds transferred to the capital account, South Metro will be able to contribute \$650,000.00 towards the purchase.

One of our firefighters has submitted a Workers Compensation Claim for PTSD and the Chief anticipates that he will retire.

Another academy could potentially be starting in September.

PUBLIC COMMENT

Board Member Francis asked the Chief what he has heard from the crew regarding Dr. Gavian and the individual consultations. The Chief said there has been good feedback, and that there are some small issues that need to be addressed. He is meeting with each shift to discuss those issues in hopes to build better relationships.

Board Member Seaberg asked the Chief if Dr. Gavian would be willing to give a presentation to the Board. He is interested to hear what year two of the program, will look like.

MOTION TO ADJOURN

Motion to adjourn by Seaberg; seconded by Francis.

Motion carried.

The next regular meeting is scheduled on May 19, at 4:30 pm in South St Paul.

Respectfully submitted By:

Deb Wheeler

SOUTH METRO FIRE

Summary of List of Claims Board Meeting of May 19, 2021

PAYROLL CHECK REGISTER:

Payroll Period	4/5 - 4/18	
Date Paid	4/23/2021	\$ 104,075.97
Direct Deposit		

Payroll Period	4/18 - 5/2	
Date Paid	5/7/2021	\$ 102,353.26
Direct Deposit		

Payroll Period	
Date Paid	
Direct Deposit	

TOTAL NET PAYROLL

\$ 206,429.23

DISBURSEMENT CHECK REGISTER:

Checks	9554 - 9580	\$ 35,835.82
EFTS	2014 - 2021	\$ 82,466.27

TOTAL DISBURSEMENT CHECKS

\$118,302.09

TOTAL PAYROLL, DISBURSEMENTS, ACH'S

\$324,731.32

Payment Register

From Payment Date: 4/26/2021 - To Payment Date: 5/11/2021

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1-ANCHOR BAN - ANCHOR BANK									
<u>EFT</u>									
2014	04/26/2021	Open			Accounts Payable	I C M A RETIREMENT CORP	\$1,285.00	\$1,285.00	\$0.00
2015	04/26/2021	Open			Accounts Payable	IRS - PR TAXES	\$20,297.85	\$20,297.85	\$0.00
2016	04/26/2021	Open			Accounts Payable	MN DEPT OF REVENUE	\$6,690.92	\$6,690.92	\$0.00
2017	04/26/2021	Open			Accounts Payable	MN II LIFE -- HSA	\$1,698.46		
2018	04/26/2021	Open			Accounts Payable	MSRS	\$275.00	\$275.00	\$0.00
2019	04/26/2021	Open			Accounts Payable	MSRS - HCSP	\$2,332.70	\$2,332.70	\$0.00
2020	04/26/2021	Open			Accounts Payable	NATIONWIDE	\$2,545.00	\$2,545.00	\$0.00
2021	04/26/2021	Open			Accounts Payable	PUBLIC EMPLOYEES RETIRE ASSN	\$47,341.34	\$47,341.34	\$0.00
Type EFT Totals:							\$82,466.27	\$80,767.81	\$0.00
1-ANCHOR BAN - ANCHOR BANK Totals									

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	8	\$82,466.27	\$80,767.81
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	8	\$82,466.27	\$80,767.81

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	8	\$82,466.27	\$80,767.81
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	8	\$82,466.27	\$80,767.81

Grand Totals:

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	8	\$82,466.27	\$80,767.81
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	8	\$82,466.27	\$80,767.81
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	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	8	\$82,466.27	\$80,767.81

Payment Register

From Payment Date: 4/29/2021 - To Payment Date: 5/11/2021

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1-ANCHOR BAN - ANCHOR BANK									
<u>Check</u>									
9554	04/29/2021	Open			Accounts Payable	AirGas USA, LLC	\$420.00		
9555	04/29/2021	Open			Accounts Payable	ANCOM TECHNICAL CENTER	\$150.00		
9556	04/29/2021	Open			Accounts Payable	ARROW MOWER, INC	\$55.42		
9557	04/29/2021	Open			Accounts Payable	ASPEN MILLS	\$191.78		
9558	04/29/2021	Open			Accounts Payable	AT&T MOBILITY	\$983.59		
9559	04/29/2021	Open			Accounts Payable	Berry/ Wendy	\$100.00		
9560	04/29/2021	Open			Accounts Payable	BROOKS/TOM	\$516.13		
9561	04/29/2021	Open			Accounts Payable	EMERGENCY AUTOMOTIVE TECH	\$14.19		
9562	04/29/2021	Open			Accounts Payable	Francis, James	\$100.00		
9563	04/29/2021	Open			Accounts Payable	Further	\$120.70		
9564	04/29/2021	Open			Accounts Payable	GALLS, LLC	\$90.80		
9565	04/29/2021	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 1059	\$281.05		
9566	04/29/2021	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 724	\$1,043.90		
9567	04/29/2021	Open			Accounts Payable	Jefferson Fire & Safety, Inc	\$2,183.01		
9568	04/29/2021	Open			Accounts Payable	LEAGUE OF MN CITIES INS. TRUST	\$2,171.35		
9569	04/29/2021	Open			Accounts Payable	MacQueen Emergency Group	\$506.18		
9570	04/29/2021	Open			Accounts Payable	Metro Chief Fire Officers Assoc	\$300.00		
9571	04/29/2021	Open			Accounts Payable	METRO SALES, INC	\$235.07		
9572	04/29/2021	Open			Accounts Payable	Napier/ David	\$100.00		
9573	04/29/2021	Open			Accounts Payable	NINTH BRAIN	\$96.00		
9574	04/29/2021	Open			Accounts Payable	OXYGEN SERVICE COMPANY	\$168.97		
9575	04/29/2021	Open			Accounts Payable	PERFORMANCE PLUS	\$6,818.00		
9576	04/29/2021	Open			Accounts Payable	Seaberg, Thomas	\$100.00		
9577	04/29/2021	Open			Accounts Payable	SPOK, INC	\$47.33		
9578	04/29/2021	Open			Accounts Payable	STANDARD INSURANCE COMPANY	\$1,401.74		
9579	04/29/2021	Open			Accounts Payable	WEST ST PAUL/CITY OF	\$17,540.61		

Payment Register

From Payment Date: 4/29/2021 - To Payment Date: 5/11/2021

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
9580	04/29/2021	Open			Accounts Payable	WIPPERMANN/DENNIS	\$100.00		
Type Check Totals:					27 Transactions		\$35,835.82		
1-ANCHOR BAN - ANCHOR BANK Totals									

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	27	\$35,835.82	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	27	\$35,835.82	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	27	\$35,835.82	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	27	\$35,835.82	\$0.00

Grand Totals:

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	27	\$35,835.82	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	27	\$35,835.82	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	27	\$35,835.82	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	27	\$35,835.82	\$0.00

South Metro Fire Department
BANK RECONCILIATION
April 30, 2021

Old National Bank

Ending Balance - Checking	\$	2,192,680.93
Ending Balance - Savings Account		247,221.88
Outstanding Disbursement Checks		(42,346.59)
DIT		0.00
Adjustments:		

RECONCILED BALANCE	\$	2,397,556.22
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CITY TREASURER'S BALANCE:

Previous Month's Reconciled Balance	\$	1,525,658.14
Daily Receipts Posted		1,342,397.69
Disbursement Checks Issued		(261,564.58)
Payroll Checks and Direct Deposits		(208,935.03)
Net Je's		0.00
Rev Prior Month Adj:		16.00
Mar21 Returned Item Service Charge		(11.00)
Returned Deposit		(5.00)

RECONCILED BALANCE	\$	2,397,556.22
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CASH ACCOUNT BALANCE:

	\$	2,397,572.22
Adjustments		(16.00)

RECONCILED BALANCE	\$	2,397,556.22
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Cash by Fund:

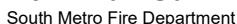
		Beginning Balance	Net Activity	Ending Balance
General Fund	101-10101	682,958.98	839,392.08	1,522,351.06
Grant Fund		899.44	-	899.44
Fire Assistance Fund		-	-	-
Debt Service Fund	301-10101	(124.66)	-	(124.66)
Capital Fund	401-10101	841,940.38	32,506.00	874,446.38
	Total	1,525,674.14	871,898.08	2,397,572.22



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	.00	5,928.18	177,605.82	3%	868.81
Charges for Services	5,576,741.00	49,418.40	1,390,817.99	4,185,923.01	25%	2,571,383.10
Other Revenue	50,000.00	64.00	205.77	49,794.23	0%	4,689.33
Other Financing Sources	.00	.00	9,984.22	(9,984.22)	+++	775.00
REVENUE TOTALS	\$6,360,275.00	\$49,482.40	\$1,469,741.49	\$4,890,533.51	23%	\$2,630,978.81
EXPENSE						
Personal Services	5,667,793.00	222,225.67	1,547,212.77	4,120,580.23	27%	1,880,137.93
Supplies	178,279.00	1,850.15	29,193.94	149,085.06	16%	23,695.84
Contractual Services	382,443.00	10,899.47	116,452.56	265,990.44	30%	98,899.28
Other Charges	131,759.00	7,574.32	38,156.36	93,602.64	29%	28,429.79
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	242,549.61	1,731,015.63	\$4,629,258.37	27%	\$2,031,162.84
Fund 101 - General Fund Totals						
REVENUE TOTALS	6,360,275.00	49,482.40	1,469,741.49	4,890,533.51	23%	2,630,978.81
EXPENSE TOTALS	6,360,274.00	242,549.61	1,731,015.63	4,629,258.37	27%	2,031,162.84
Fund 101 - General Fund Totals	\$1.00	(\$193,067.21)	(\$261,274.14)	\$261,275.14		\$599,815.97
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	26,855.00	156,795.00	+++	.00
EXPENSE TOTALS	\$183,650.00	.00	26,855.00	\$156,795.00	+++	\$0.00
Fund 301 - Debt Totals						
REVENUE TOTALS	183,650.00	.00	.00	183,650.00	+++	.00
EXPENSE TOTALS	183,650.00	.00	26,855.00	156,795.00	+++	.00
Fund 301 - Debt Totals	\$0.00	\$0.00	(\$26,855.00)	\$26,855.00		\$0.00
Fund 401 - Capital Projects						
REVENUE						
Intergovernmental Revenues	.00	.00	.00	.00	+++	40,632.00
Charges for Services	130,026.00	.00	32,506.00	97,520.00	0	13,544.00
Other Revenue	.00	.00	.00	.00	+++	.00
Other Financing Sources	.00	.00	.00	.00	+++	.00
REVENUE TOTALS	\$130,026.00	\$0.00	\$32,506.00	\$97,520.00		\$54,176.00
EXPENSE						
Motor Vehicles	276,000.00	.00	14,924.57	261,075.43	5%	.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	\$19,523.57	\$286,319.43	6%	\$10,429.92
Fund 401 - Capital Projects						
REVENUE TOTALS	130,026.00	.00	32,506.00	97,520.00	0	54,176.00
EXPENSE TOTALS	305,843.00	.00	19,523.57	286,319.43	6%	10,429.92
Fund 401 - Capital Projects	(\$175,817.00)	\$0.00	\$12,982.43	(\$188,799.43)		\$43,746.08
Grand Totals						
REVENUE TOTALS	6,673,951.00	49,482.40	1,502,247.49	5,171,703.51	23%	2,685,154.81
EXPENSE TOTALS	6,849,767.00	242,549.61	1,777,394.20	5,072,372.80	26%	2,014,737.76
Grand Totals	(\$175,816.00)	(\$193,067.21)	(\$275,146.71)	\$99,330.71		\$670,417.05



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	3	1									11	14		
112 Fire in structure other than in a building													0			
113 Cooking fire, confined to container	1		1	1									3	1		
114 Chimney fire													0	1		
116 Fuel	1			1									2			
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				1									1	1		
143 Grass Fire													0	1		
151 Outside rubbish fire													0			
154 Dumpster fire													0	1		
163 Outside equipment fire													0	2		
	8	6	5	4	0	0	0	0	0	0	0	0	23	24		
OVERPRESSURE RUPTURE, EXPLOSION, OVERHEAT (NO FIRE)																
200 Overpressure rupture, explosion, overhear other													0			
243 Fireworks explosion (no fire)													0			
251 Excessive heat, scorch burns with no ignition	5	1	3	1									10	13		
	5	1	3	1	0	0	0	0	0	0	0	0	10	13		
RESCUE & EMERGENCY MEDICAL SERVICE																
311 Medical assist, assist EMS crew													0	2		
321 EMS call, excluding vehicle accident with injury	410	379	432	440									1661	1604		
322 Motor vehicle accident with injuries	4	8	5	8									25	20		
323 Motor vehicle/pedestrian accident (MV Ped)													0			
324 Motor vehicle accident with no injuries.	2	6	4	3									15	11		
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	451	0	0	0	0	0	0	0	0	1704	1639		
HAZARDOUS CONDITION (NO FIRE)																
400 Hazardous condition, other													0	1		
411 Gasoline or other flammable liquid spill				2									2	4		
412 Gas leak (natural gas or LPG)	2	4	4	1									11	9		
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	2									8	1		
440 Electrical equipment problem				2									2	3		
442 Overheated motor	1	3	4	3										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	10	0	0	0	0	0	0	0	0	37	26		
SERVICE CALL																
500 Service Call, other													0	2		
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	2									6	2		
551 Assist police or other governmental agency	5	5	11	9									30	30		
553 Public service	1	9	1										11	16		
554 Assist invalid	42	41	39	46									168	128		
561 Unauthorized burning		1	4	2									7	14		
	49	59	56	59	0	0	0	0	0	0	0	0	223	195		



BLS Transports	138	139	154	149	580	537
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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: May 19, 2021

TO: President and Board

FROM: Mark Juelfs, Fire Chief

RE: Fire Department Staffing Discussion

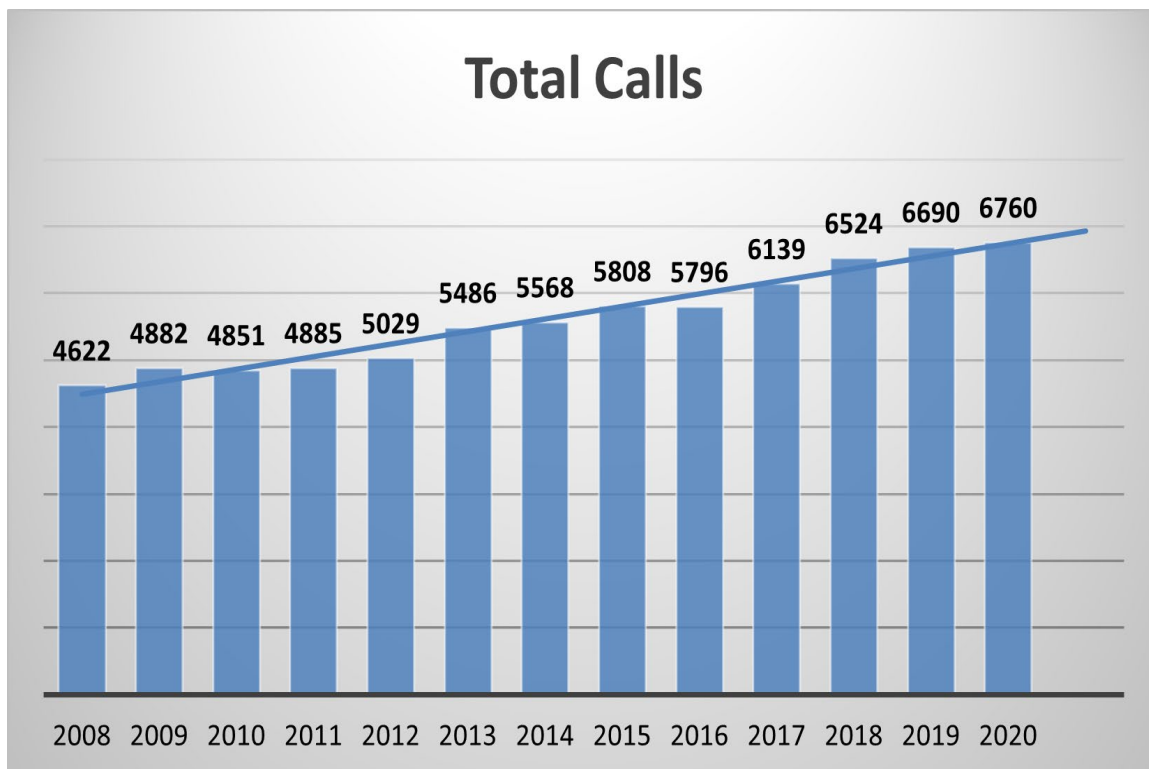
Summary:

Prior to the 2022 budget discussions I wanted to bring forth a staffing plan for Board discussion.

Background Information

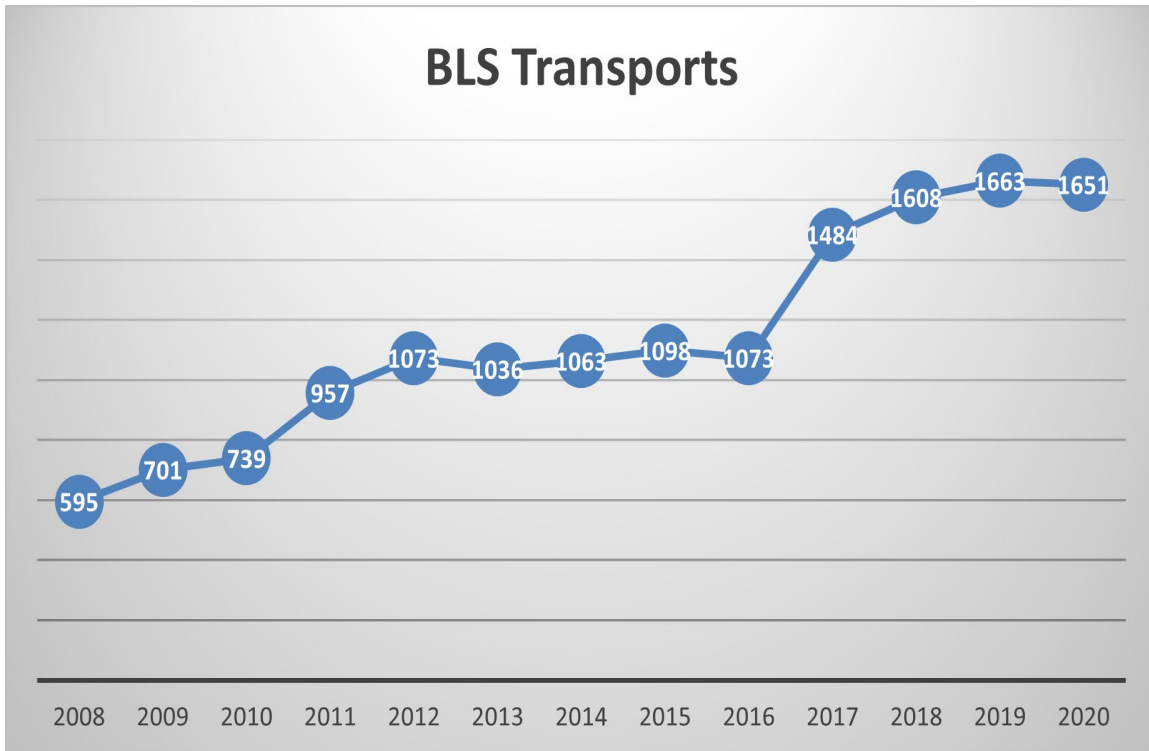
Calls for Service

In 2008, our first operational year, South Metro responded to 4622 calls. In 2020, South Metro responded to 6760 calls. In 2008, South Metro had 33 operational staff. In 2020, South Metro had 35 operational staff. Currently South Metro remains at 35 operational staff. In 12 years of operations, our call volume has risen by 46.3% while our operational staffing has increased by 6%. Through the first four months of 2021 our call volume is up 5%.



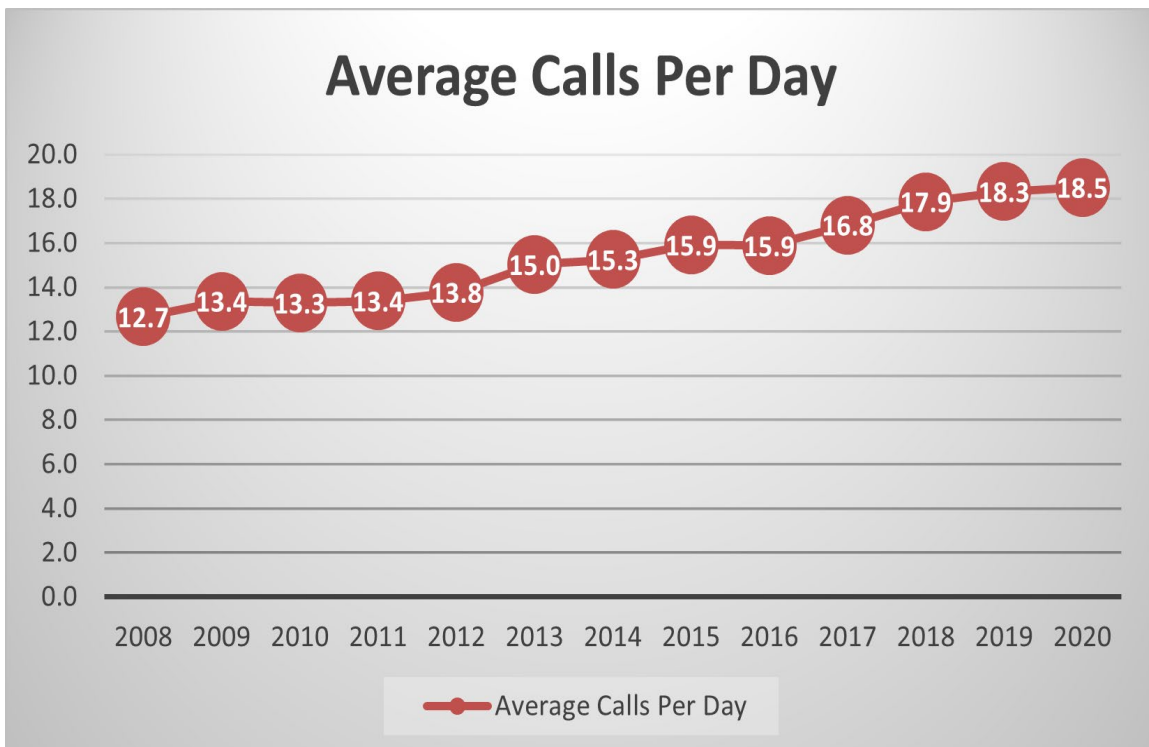
BLS Transports

In 2008, South Metro transported 565 patients. In 2020, South Metro transported 1651 patients an increase of 192%. In 2020 there was a slight reduction in transports due primarily to Covid-19, industry wide EMS calls were down. Through the first four months of 2021 we are on pace to meet our budgeted amount of 1750 transports.



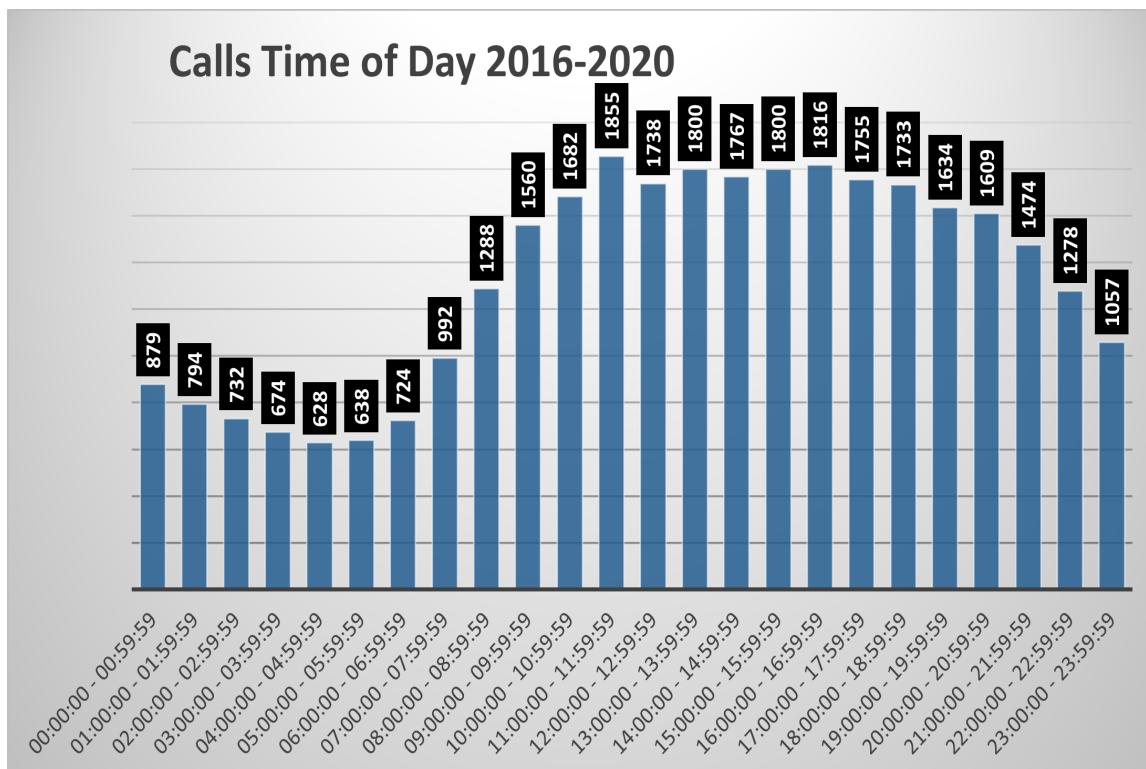
Average Calls Per Day

In 2008, South Metro averaged 12.7 calls for service a day. In 2020, South Metro averaged 18.5 calls for service a day, an increase of 45.7%.



Calls by Time of Day

Our busiest time for incidents during the day is from 0800-2200 hours.

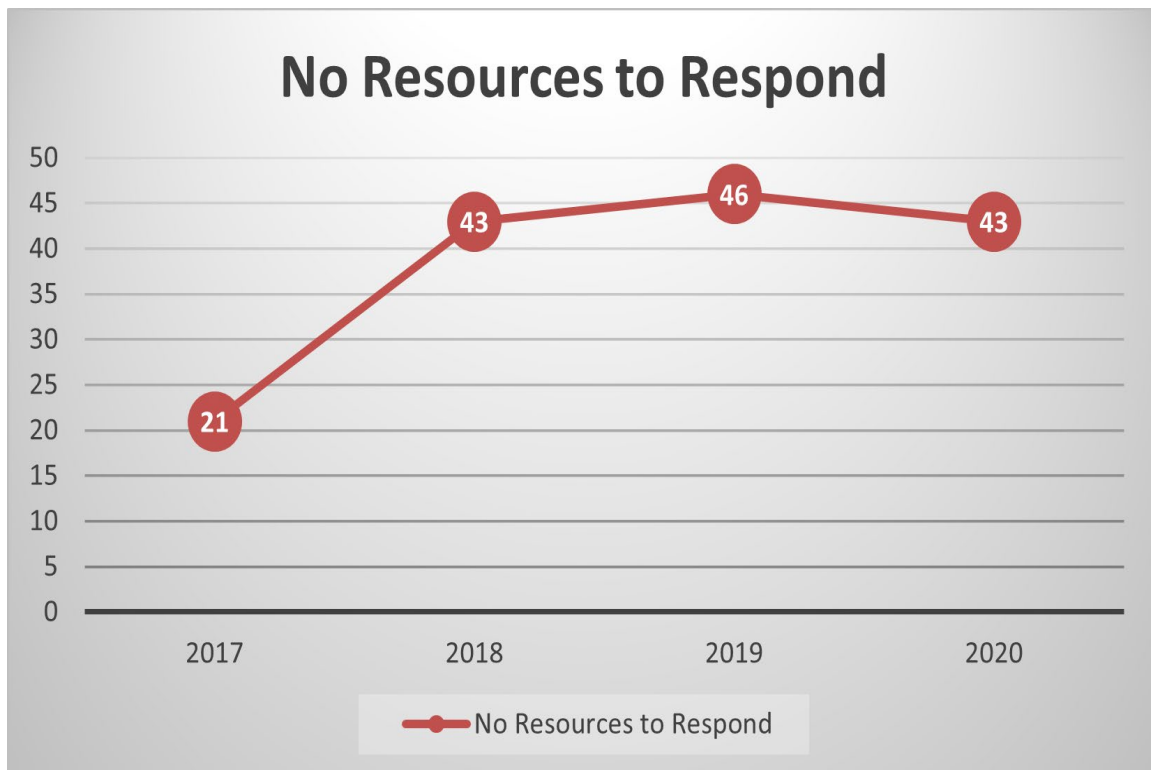


Redevelopment

Both South St. Paul and West St. Paul have seen a significant increase in the development of large multi-family housing complexes. Currently there are roughly 1000 units under construction between the two cities. With this increase in population and density South Metro will see an increase in call volume. In addition to the current units under development there are several projects in the development or the concept stages that will bring a considerable number of additional housing units into our communities. Our data since 2018 indicates that the average number of calls for market rate, workforce, and senior housing combined is .56 calls per unit a year. The average number of calls for assisted living is 1.36 calls per unit a year. Based on the historical averages, we can anticipate an additional 500-1500 calls per year in the future because of the current and conceptual developments.

Inadequate resources to respond to all incidents

While the average number of calls per day in 2020 was 18.5, it is not uncommon for us to respond to 25-30 calls on a particular day. When those days occur, there are occasions when we do not have the resources to respond to a particular incident. In 2017, when we began collecting this data, there were 21 incidents that we did not have any resources available to respond. In 2018 there were 43 incidents, 2019 46 incidents, and 2020 43 incidents. In late 2019 we added two additional personnel to staff Ambulance 3 40 hours per week. The addition of Ambulance 3 (having a fifth unit available for response) is the reason we did not see an increase in the number of incidents where we had no resources to respond. In some cases, we can free up a unit for response but not always. However, as our call volume continues to rise, we will see this number continue to trend upwards.



Burnout

As a department we have made great strides in the last two years regarding our personnel's mental health. However, as our call volume continues to increase our staff is exposed to more and more trauma each day which leads to an increase in burnout. Below are some details on burnout furnished by Dr. Gavian.

- Burnout costs between \$125 billion and \$190 billion every year in healthcare costs. Researchers estimate that workplace stress accounts for 8% of national spending on healthcare.
- Burnout often leads to disengaged employees, who cost their employers 34% of their annual salary as a result.
- Burnout is responsible for a significant amount of employee turnover, between 20% and 50% or more, depending on the organization.
- Burnt out employees are
 - Over 60% more likely to take a sick day
 - 2.5 times more likely to be seeking a new job
 - Have much lower confidence in their performance and less likely to discuss performance goals with supervisors/managers

Staffing Increase Proposal

I am proposing increasing our staff by five operational personnel over the next five years. Ideally, we would hire two additional Firefighters in 2022 or 2023 to increase the staff available for Ambulance 3. The additional firefighters would enable us to staff Ambulance 3 seven days a week from 0800-2000 hours each day. With the anticipated increase in call volume in the coming years we would have a fifth unit available for response during our peak times. With an increase in call volume also comes an increase in transports. Having Ambulance 3

staffed for more hours during the week will result in an increase in transports. This additional unit would also spread out the call load as there is another unit available more hours of the week.

In each subsequent year, one additional Firefighter would be hired and placed on shift, increasing the current shift total from 11 to 12 by 2025 or 2026. The additional personnel will allow us to have more flexibility in scheduling and meet staffing goals of having an engine company with three personnel assigned. With our limited staffing most days our staffing is at minimums resulting in each engine having two personnel assigned, and each ambulance having two personnel assigned. This leaves an inadequate number of personnel to fully staff an engine company for fire response. As a result, when we arrive on scene, we may not be able to accomplish all critical fireground operations in a timely manner. The increase in shift personnel will bring us closer to meeting the NFPA 1910 standard on deployment of fire suppression operations for career departments. NFPA 1910 recommends the following for an initial alarm deployment:

- Low hazard (residential single-family dwellings) 15 firefighters
- Medium hazard (three story garden apartments or strip malls) 28 firefighters
- High hazard (high-rise buildings) 43 firefighters

In addition, whenever personnel are off because of an injury or we have personnel leave the department, we are short staffed for six to eight months as we hire and train a new firefighter. This results in a significant amount of overtime for shift personnel. The result is our firefighters are exposed to more calls and the associated trauma.

Grant Opportunity

To offset the impact of the additional personnel the federal government offers a Staffing for Adequate Fire and Emergency Response (SAFER) grant. The grant pays a portion of salary and benefits of Firefighters hired under the grant. In 2021 the grant covered 75% of the salary and benefits for the first two years and 35% of the salary and benefits for the third year. The application period for the grant opens in February with a submission deadline of March. The next available opportunity to apply is February of 2022 with funding being announced in the summer of 2022. I would recommend we either hire two additional personnel in 2022 and apply for a grant for the remaining three personnel or if the Cities budgets cannot support the two additional personnel immediately, we apply for a SAFER grant for five personnel in 2022 with hiring to commence in 2023.

Please note, this grant is not guaranteed, therefore we should be prepared to hire the additional personnel if we do not receive the grant.

Budget Impact:

Using 2022 rates, an increase of one staff member is \$101,000.50 including salary, benefits, and equipment. Increasing staff by two personnel in 2022 would add \$202,001 to the general fund. Some of this cost will be offset by the anticipated increase in transports from having Ambulance 3 staffed 84 hours a week compared to the current 40 hours a week.

Recommendation:

Discuss staffing plan and review impacts on the budget.

Attachment:

1910 Standard Handout

NFPA Standard 1710

Organization and Deployment of Fire Suppression Operations, EMS and Special Operations in Career Fire Departments

History and Purpose

- The 1710 Standard was originally released in 2001. Following, there have been three revisions (2004, 2010, 2016) with the most recent released in September 2016.
- The standard is applicable to substantially all CAREER fire departments and provides the MINIMUM requirements for resource deployment for fire suppression, EMS and Special Operations while also addressing fire fighter occupational health and safety.
- The 1710 Standard addresses structure fire in three hazard levels. These included low hazard (residential single-family dwellings), medium hazard (three story garden apartments or strip malls), and high hazard structures (high-rise buildings).
- The Standard addresses fire suppression, EMS, Aircraft Rescue and Firefighting, Marine Rescue and Firefighting, Wildland Firefighting, and Mutual and Auto Aid.

Fire Suppression and Special Operations Provisions

- "Company" is defined as:
 - Group of members under direct supervision
 - Trained and equipped to perform assigned tasks
 - Organized and identified as engine, ladder, rescue, squad or multi-functional companies
 - Group of members who arrive at scene and operate with one apparatus
- EXCEPTION to company arriving on one apparatus:
 - Multiple apparatuses are assigned, dispatched and arrive together
 - Continuously operate together
 - Managed by a single officer

- An Initial Alarm is personnel, equipment and resources originally dispatched upon notification of a structure fire.

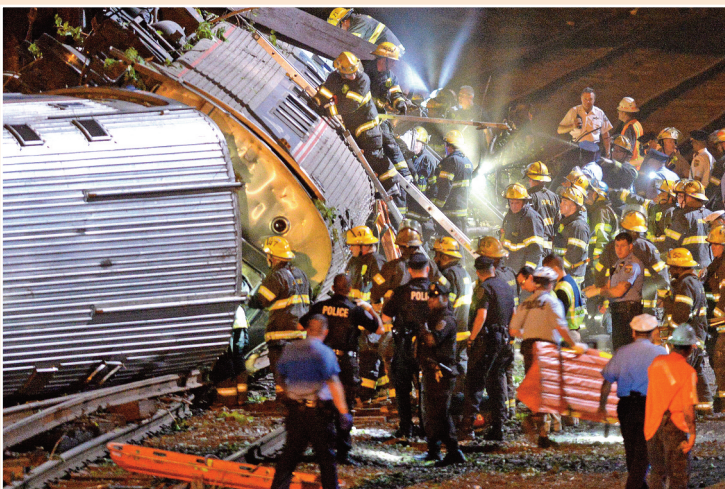
■ Performance Objectives

- Alarm Answering Time
 - 15 sec 95%
 - 40 sec 99%
- Alarm Processing Time
 - 64 sec 90%
 - 106 sec 95%
- Turnout Time =
 - 60 sec EMS
 - 80 sec Fire
- First Engine Arrive on Scene Time
 - 240 sec (4 min)
- Initial Full Alarm (Low and Medium Hazard) Time
 - 480 sec (8 min)
- Initial Full Alarm – High Hazard/ High-Rise Time
 - 610 sec (10 min 10 sec)



- Fire departments shall set forth criteria for various types of incidents to which they are required/expected to respond. These types of incidents should include but not be limited to the following:

- Natural disaster
- Acts of terrorism
- WMD
- Large-scale mass casualty



- Given expected firefighting conditions, the number of on-duty members shall be determined through task analysis considering the following criteria:

- Life hazard protected population
- Safe and effective performance
- Potential property loss
- Hazard levels of properties
- Fireground tactics employed

- Company Staffing (Crew Size)

- Engine = minimum 4 on duty
 - High volume/geographic restrictions = 5 minimum on duty
 - Tactical hazards dense urban area = 6 minimum on duty
- Truck = minimum 4 on duty
 - High volume/geographic restrictions = 5 minimum on duty
 - Tactical hazards dense urban area = 6 minimum on duty

- Initial Alarm Deployment (*number of fire fighters including officers)

- Low hazard = 15 Fire fighters
- Medium hazard = 28 Fire fighters
- High hazard = 43 Fire fighters

EMS Provisions

- The fire department shall clearly document its role, responsibilities, functions and objectives for the delivery of EMS. EMS operations shall be organized to ensure the fire department's capability and includes members, equipment and resources to deploy the initial arriving company and additional alarm assignments.

- EMS Treatment Levels include:

- First Responder
- Basic Life Support (BLS)
- Advanced Life Support (ALS)

- MINIMUM EMS Provision = First responder/AED

- Authority-Having Jurisdiction (AHJ) should determine if Fire Department provides BLS, ALS services, and/or transport. Patient treatment associated with each level of EMS should be determined by the AHJ based on requirements and licensing within each state/province.

- On-duty EMS units shall be staffed with the minimum members necessary for emergency medical care relative to the level of EMS provided by the fire department.

- Personnel deployed to ALS emergency responses shall include:

- A minimum of two members trained at the emergency medical technician–paramedic level
- AND two members trained at the BLS level arriving on scene within the established travel time.

- All fire departments with ALS services shall have a named **medical director** with the responsibility to oversee and ensure quality medical care in accordance with state or provincial laws or regulations and must have a mechanism for immediate communication with EMS supervision and medical oversight.





SOUTH METRO FIRE DEPARTMENT

1650 Humboldt Avenue • West St. Paul MN 55118

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

www.southmetrofire.com

DATE: May 19, 2021

TO: President and Board

FROM: Mark Juelfs, Fire Chief

RE: Covid-19 Expenses

Summary:

At the April board meeting I was asked to bring the Board information on our Covid-19 expenses. Below are the details of our expenses from March 2020 through October 2020. As part of the CARES act distribution the State of Minnesota required all Cities account for their Covid-19 expenses by the end of October 2020 therefore I quit tracking the related expenses at the beginning of November 2020. Shortly after October DCC changed the way Covid-19 calls were coded and we have limited ability to identify which of the calls were related to Covid-19. We have not had significant supply or sick leave expenses related to Covid-19 since the end of October 2020.

Covid-19 Expense Report			
Personnel Costs			
Covid-19 Sick Leave Costs		\$8,210.84	Covid-19 sick leave covered by CARES Act
Covid-19 Overtime Costs		\$0.00	Overtime for backfill
Covid-19 Response Costs		\$15,755.80	Personnel costs to respond to the 367 calls
Apparatus Costs			
Covid-19 Response Costs		\$52,514.06	Apparatus costs to respond to the 367 calls
Dispatch Costs			
Total Calls	367	\$10,393.44	Dispatch cost for the 367 calls
Cost Per Call	\$28.32		
Supply Costs			
		\$4,391.86	Supplies purchased for COVID-19 response
Total		\$91,266.00	

Recommendation:

Information only



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DATE: May 19, 2021

TO: President and Board

FROM: Mark Juelfs, Fire Chief

RE: Civil Unrest Expenses

Summary:

At the April board meeting I was asked to bring the Board information on our civil unrest expenses. Below are the details of our personnel expenses for the four dates that we staffed up in preparation for any possible civil unrest in our communities. On May 29, 2020 we did send resources to Saint Paul to assist with the numerous fires in their community. Fortunately, we did not have any fires or emergency calls related to civil unrest in our communities.

Date	Hours	Costs
5/28/2020	117	\$7,586.27
5/29/2020	101.5	\$5,725.48
5/30/2020	101.5	\$5,421.31
4/12/2021	24	\$1,317.02
Totals	344	\$20,050.08

Date	First Name	Last Name	Type	Hours	Cost
5/28/2020	Ange	Appelholm	Overtime/Emergency Callback	6.75	\$441.61
5/28/2020	Steve	Arzdorf	Overtime/Emergency Callback	7.5	\$525.40
5/28/2020	Bill	Brandecker	Overtime/Emergency Callback	7.25	\$479.26
5/28/2020	Billy	Brandecker	Overtime/Emergency Callback	6.75	\$446.21
5/28/2020	Tim	Congdon	Overtime/Emergency Callback	6.25	\$413.16
5/28/2020	Bobby	Conley	Overtime/Emergency Callback	7	\$412.24
5/28/2020	Steven	Jensen	Overtime/Emergency Callback	6.75	\$375.47
5/28/2020	Matt	Kull	Overtime/Emergency Callback	6.75	\$375.47
5/28/2020	Shawn	Kutney	Overtime/Emergency Callback	6.75	\$463.82
5/28/2020	Evan	Larsen	Overtime/Emergency Callback	7.25	\$474.32
5/28/2020	Pat	Noack	Overtime/Emergency Callback	6.25	\$413.16
5/28/2020	Nate	Rank	Overtime/Emergency Callback	7.25	\$474.32
5/28/2020	Robby	Smith	Overtime/Emergency Callback	6.75	\$375.47
5/28/2020	Chris	Snyder	Overtime/Emergency Callback	7.25	\$589.50
5/28/2020	Steve	Wenzel	Overtime/Emergency Callback	7	\$509.79
5/28/2020	Dan	Willems	Overtime/Emergency Callback	6.75	\$441.61
5/28/2020	Joe	Zinniel	Overtime/Emergency Callback	6.75	\$375.47
			Totals	117	\$7,586.27

Date	First Name	Last Name	Type	Hours	Cost
5/29/2020	Ange	Appelholm	Overtime/Emergency Callback	3	\$196.27
5/29/2020	Steve	Arzdorf	Overtime/Emergency Callback	3.5	\$245.19
5/29/2020	Bill	Brandecker	Overtime/Emergency Callback	3	\$198.32
5/29/2020	Billy	Brandecker	Overtime/Emergency Callback	3.5	\$231.37
5/29/2020	Tim	Congdon	Overtime/Emergency Callback	3.5	\$231.37
5/29/2020	Bobby	Conley	Overtime/Emergency Callback	3	\$176.67
5/29/2020	Rob	Ehlert	Overtime/Emergency Callback	3	\$206.14
5/29/2020	Pat	Noack	Overtime/Emergency Callback	3	\$198.32
5/29/2020	Brad	Quiggle	Overtime/Emergency Callback	3	\$248.16
5/29/2020	Chris	Snyder	Overtime/Emergency Callback	3.5	\$284.59
5/29/2020	Dan	Willems	Overtime/Emergency Callback	3.5	\$228.98
5/29/2020	Joe	Zinniel	Overtime/Emergency Callback	3.5	\$194.69
5/29/2020	Bill	Brandecker	Overtime/Minimum Staffing	8.5	\$442.34
5/29/2020	Bobby	Conley	Overtime/Minimum Staffing	8.5	\$394.07
5/29/2020	Evan	Larsen	Overtime/Minimum Staffing	8.5	\$437.78
5/29/2020	Nate	Rank	Overtime/Minimum Staffing	8.5	\$437.78
5/29/2020	Robby	Smith	Overtime/Minimum Staffing	7	\$306.53
5/29/2020	Joe	Zinniel	Overtime/Minimum Staffing	7	\$306.53
5/29/2020	Jason	Bessermin	Overtime/Minimum Staffing	6	\$312.24
5/29/2020	Sam	Seal	Overtime/Minimum Staffing	4.5	\$231.77
5/29/2020	Shawn	Kutney	Overtime/Minimum Staffing	4	\$216.38
			Total	101.5	\$5,725.48

Date	First Name	Last Name	Type	Hours	Cost
4/12/2021	Bobby	Conley	Overtime/Minimum Staffing	5	\$231.81
4/12/2021	Jason	Bessermin	Overtime/Minimum Staffing	4	\$208.16
4/12/2021	Brad	Quiggle	Overtime/Minimum Staffing	4	\$260.48
4/12/2021	Nate	Rank	Overtime/Minimum Staffing	4	\$206.02
4/12/2021	Chris	Snyder	Overtime/Minimum Staffing	4	\$256.04
4/12/2021	Evan	Larsen	Overtime/Minimum Staffing	3	\$154.51
			Totals	24	\$1,317.02

Recommendation:
Information only.



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www.southmetrofire.com

DATE: May 19, 2021

TO: President and Board

FROM: Mark Juelfs, Fire Chief

RE: **General Updates**

Summary:

Below are updates on some current topics:

New Hires

Sam Severson, Anthony Puckett, Mark Domann, and Ramon Murillo started on their respective shifts on May 8th. They will spend the next 12-weeks in the field training program before being considered independent crew members and counting toward our minimum staffing.

Covid-19

The mask mandate has been lifted in Minnesota. Those who are not vaccinated are encouraged to continue wearing masks. Individual Cities and businesses can still require masks. We have not had any personnel with Covid-19 in the last month. After a long year it is nice to see a return to more normalcy.

Ladder 1 Replacement

After our last meeting I had conversation with each Cities staff to ensure they were still on board with the ladder 1 replacement plan. Both Cities indicated they are and can contribute \$325,000 in 2022 to replace ladder 1. With the \$650,000 dollar contribution from South Metro's capital fund, we will be able to prepay with cash for ladder 1, initial plans had us bonding for the replacement. When we have a firm price and timeline for ordering I will bring the replacement plan back to the board for final approval.