



# 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)

## AGENDA BOARD OF DIRECTORS MEETING

**Meeting Date:** July 21, 2021, at 4:30 PM  
**Meeting Place:** West St. Paul, Lobby Conference Room

- I. Roll Call  
*Board Members: Berry, Francis, Napier, Seaberg, Wippermann*
- II. Adopt Agenda
- III. Communications/Recognitions
  - a. Jackie Neve Thank You
  - b. Captain Adam Schewe Retirement Letter
  - c. Probationary Firefighter Sam Severson Resignation Letter
  - d. Presentation by Dr. Margaret Gavian
- IV. Consent Agenda
  - a. June 16, 2021, Meeting Minutes
  - b. June 2021 List of Claims
  - c. June 2021 Bank Reconciliation
  - d. June 2021 Month End Budget Report
  - e. June 2021 Run Summary Report
- V. Committee Reports
  - a. None
- VI. Agenda Items
  - a. 2022 Budget
  - b. Minnesota Task Force One Update (Chief Erickson)
  - c. Other
- VII. Public Comment
- VIII. Adjourn

Next Regular Meeting – August 18, 2021, West St. Paul

**We will be having a badging ceremony for our new personnel following the August 18<sup>th</sup> meeting.**

# THANK YOU.

South St. Paul Fire-

Thanks for leading  
the way for the MN  
Make A Wish ride.

Appreciate it! My first time-  
was a beautiful sight  
from our bike w/ your guys  
up front. Always appreciate  
the work you all do! Stay  
Safe. God bless.

Respectfully,  
Jackie Nuri

June 16, 2021

South Metro Fire Department

Re: Separation from Employment – PERA Duty Disability Approval

Dear Sir or Madam:

As you are aware, I was approved for PERA duty disability benefits as of June 11, 2021. My treating physicians have determined I am unable to perform the duties of a South Metro Firefighter due to my work-related PTSD. As you are aware, I sustained PTSD in the course and scope of my employment with South Metro Fire Department. As such, I am separating from my employment with South Metro Fire Department on **June 30, 2021**, to accept PERA In the Line of Duty Disability Benefits.

Please allow this letter to serve as my request to immediately make full payment of all the benefits owed to me under my employment and union contracts, including my vacation and sick time.

As you are also aware, South Metro Fire Department is responsible for continuing its contribution for my health insurance coverage through age 65, pursuant to Minn. Stat. § 299A.465.

I appreciate your time and attention to this matter.

Sincerely,

A handwritten signature in black ink, appearing to read 'Adam Schewe', with a stylized, flowing script.

Adam Schewe

June 30, 2021

Chief Mark Juelfs  
South Metro Fire  
1650 Humboldt Ave  
West St. Paul MN 55118

Dear Chief Juelfs,

Please regard this as my letter of resignation from the South Metro Fire Department effective immediately.

Respectfully,

A handwritten signature in black ink, appearing to read "Sam Severson", with a long horizontal flourish extending to the right.

Sam Severson

## **MINUTES**

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

Wednesday June 16, 2021  
South St Paul Training Room

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

Also Present: Mark Juelfs, Joel Hanson, Char Stark, Clara Hilger, Deb Wheeler, Sam Seal, Terry Johnson, Paul Fletcher

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

#### **ADOPT AGENDA**

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

#### **COMMUNICATIONS/RECOGNITIONS**

None

#### **CONSENT AGENDA**

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

#### **COMMITTEE REPORTS**

##### **Budget Committee**

Chief Juelfs presented the Budget Committee with three different budget options. The first was a typical year over year budget with increases to the general fund to account for contractual obligations and general increases to health insurance, work comp insurance, and other minor increases. The second budget included hiring two additional personnel to staff Ambulance 3, twelve hours a day, seven days a week. The third budget included adding five additional personnel to staff Ambulance 3, twelve hours a day, seven days a week and adding one more person to each of the three shifts. After discussion, the committee was in support of need to increase staff but at this time agreed to advance the first budget proposal to the Finance Committee. In addition, the Budget Committee recommended forming a work group to explore the options for increasing staff in the near future including applying for a SAFER grant from the federal government.

##### **Finance Committee**

Chief Juelfs presented the budget that was moved out of the Budget Committee for consideration. The only change was an additional \$18,000 for a leadership program for the Officers and Acting Officers. South Metro is going to face a great deal of turnover in its Officer ranks in the next three to six years due to anticipated retirements. Our Chief staff feels it is prudent to get a leadership program in place to ensure our department is

set up for continued success. The Finance Committee elected to advance the proposed budget to the full Board for its consideration.

## **AGENDA ITEMS**

### **Budget Extension**

Due to the staffing increase discussion, we will not be able to meet the July 15 deadline. Chief Juelfs has spoken with the City of South St Paul City Administrator and West St Paul City Manager and neither have issue with a short extension.

Motion was made to extend the deadline until after the July board meeting by Seaberg; seconded by Wippermann.

Motion carried.

### **Compensation Study**

Board member Seaberg requested that Chief Juelfs attend the Compensation Study meeting in South St Paul to see if our participation would be of value. After attending the meeting Chief Juelfs believes there is value in participating and that the cost to do so is not prohibitive.

Seaberg also requested that Chief Juelfs reach out to our Attorney and see about the feasibility of getting assistance with future contract negotiations.

Motion to participate in the compensation study by Francis; seconded by Seaberg.

Motion carried.

### **LMCIT Award of Excellence**

South Metro Fire was nominated and received the Award of Excellence. City Administrator Joel Hanson submitted the nomination based on the efforts department made in creating their mental health program.

## **Updates**

Fire Taxing District Legislation was part of the final tax bill. This new legislation will enable two cities, or more, to create their own taxing district. Board member Seaberg suggested that the two city councils meet to discuss, with a legislator, how this legislation could potentially affect South Metro Fire. Chief Juelfs said he could schedule a meeting later this Fall.

## **PUBLIC COMMENT**

None

## **MOTION TO ADJOURN**

Motion to adjourn by Seaberg; seconded by Francis.

Motion carried.

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

Respectfully submitted By:

Deb Wheeler

## **SOUTH METRO FIRE**

### Summary of List of Claims Board Meeting of July 21, 2021

#### PAYROLL CHECK REGISTER:

Payroll Period	5/31 - 6/13	
Date Paid	6/18/2021	\$ 105,569.98
Direct Deposit		

Payroll Period	6/14/ - 6/28	
Date Paid	7/2/2021	\$ 105,775.32
Direct Deposit		

Payroll Period	6/29 - 7/11	
Date Paid	7/16/2021	\$ 99,355.41
Direct Deposit		

TOTAL NET PAYROLL
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\$ 310,700.71
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#### DISBURSEMENT CHECK REGISTER:

Checks	9646 - 9684	\$ 149,917.95
EFTS	2053 - 2069	\$ 167,638.62

TOTAL DISBURSEMENT CHECKS
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\$317,556.57
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**TOTAL PAYROLL, DISBURSEMENTS, ACH'S**

<u>\$628,257.28</u>
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# Payment Register

From Payment Date: 6/23/2021 - To Payment Date: 7/14/2021

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1-ANCHOR BAN - ANCHOR BANK									
<u>Check</u>									
9646	06/23/2021	Open			Accounts Payable	Berry/ Wendy	\$100.00		
9647	06/23/2021	Open			Accounts Payable	BOUND TREE MEDICAL	\$1,688.36	\$1,688.36	\$0.00
9648	06/23/2021	Open			Accounts Payable	CARDMEMBER SERVICES	\$2,916.41	\$2,916.41	\$0.00
9649	06/23/2021	Open			Accounts Payable	DAKOTA COUNTY TREASURER	\$1,516.45		
9650	06/23/2021	Open			Accounts Payable	Francis, James	\$100.00		
9651	06/23/2021	Open			Accounts Payable	Further	\$134.20	\$134.20	\$0.00
9652	06/23/2021	Open			Accounts Payable	GALLS, LLC	\$565.27	\$565.27	\$0.00
9653	06/23/2021	Open			Accounts Payable	HENRY SCHEIN	\$1,174.00	\$1,174.00	\$0.00
9654	06/23/2021	Open			Accounts Payable	Insight Public Sector	\$760.16	\$760.16	\$0.00
9655	06/23/2021	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 1059	\$281.05	\$281.05	\$0.00
9656	06/23/2021	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 724	\$1,204.50		
9657	06/23/2021	Open			Accounts Payable	LEAGUE OF MN CITIES INS. TRUST	\$102,046.00	\$102,046.00	\$0.00
9658	06/23/2021	Open			Accounts Payable	NAPA	\$18.31	\$18.31	\$0.00
9659	06/23/2021	Open			Accounts Payable	OXYGEN SERVICE COMPANY	\$78.37	\$78.37	\$0.00
9660	06/23/2021	Open			Accounts Payable	PREMIER SPECIALTY VEHICLES	\$47.54		
9661	06/23/2021	Open			Accounts Payable	Scuba Center	\$9,976.90	\$9,976.90	\$0.00
9662	06/23/2021	Open			Accounts Payable	Seaberg, Thomas	\$100.00	\$100.00	\$0.00
9663	06/23/2021	Open			Accounts Payable	SPOK, INC	\$22.03		
9664	06/23/2021	Open			Accounts Payable	Teleflex LLC	\$308.50	\$308.50	\$0.00
9665	06/23/2021	Open			Accounts Payable	TWINCITIES PIONEER PRESS	\$375.72		
9666	06/23/2021	Open			Accounts Payable	WIPPERMANN/DENNIS	\$100.00		
9667	07/09/2021	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 1059	\$240.90		
9668	07/09/2021	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 724	\$1,204.50		
9669	07/09/2021	Open			Accounts Payable	STANDARD INSURANCE COMPANY	\$1,401.74		
9670	07/12/2021	Open			Accounts Payable	AT&T MOBILITY	\$983.59		
9671	07/12/2021	Open			Accounts Payable	BOUND TREE MEDICAL	\$148.99		
9672	07/12/2021	Open			Accounts Payable	EMERGENCY APPARATUS MAINTENANC	\$2,336.75		
9673	07/12/2021	Open			Accounts Payable	EMERGENCY AUTOMOTIVE TECH	\$8,073.17		
9674	07/12/2021	Open			Accounts Payable	GALLS, LLC	\$674.73		
9675	07/12/2021	Open			Accounts Payable	HENRY SCHEIN	\$1,578.80		
9676	07/12/2021	Open			Accounts Payable	IMAGE TREND	\$450.00		
9677	07/12/2021	Open			Accounts Payable	Insight Public Sector	\$97.94		
9678	07/12/2021	Open			Accounts Payable	LOCAL GOVERNMENT INFORMATION	\$2,024.00		
9679	07/12/2021	Open			Accounts Payable	MN Fire Service Certification Board	\$120.00		
9680	07/12/2021	Open			Accounts Payable	POMP'S TIRE	\$193.27		
9681	07/12/2021	Open			Accounts Payable	PRO HYDRO-TESTING	\$520.00		
9682	07/12/2021	Open			Accounts Payable	RIVER VALLEY PRINTING	\$455.27		
9683	07/12/2021	Open			Accounts Payable	S ST PAUL/CITY OF	\$5,744.53		

# Payment Register

From Payment Date: 6/23/2021 - To Payment Date: 7/14/2021

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
9684	07/12/2021	Open			Accounts Payable	US Bank Equipment Finance	\$156.00		
Type Check Totals:					39 Transactions		\$149,917.95	\$120,047.53	\$0.00
1-ANCHOR BAN - ANCHOR BANK Totals									

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	39	\$149,917.95	\$120,047.53
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	39	\$149,917.95	\$120,047.53

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	39	\$149,917.95	\$120,047.53
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	39	\$149,917.95	\$120,047.53

Grand Totals:

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	39	\$149,917.95	\$120,047.53
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	39	\$149,917.95	\$120,047.53

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	39	\$149,917.95	\$120,047.53
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	39	\$149,917.95	\$120,047.53

# Payment Register

From Payment Date: 6/23/2021 - To Payment Date: 7/14/2021

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1-ANCHOR BAN - ANCHOR BANK									
<u>EFT</u>									
2053	06/23/2021	Open			Accounts Payable	I C M A RETIREMENT CORP	\$1,285.00	\$1,285.00	\$0.00
2054	06/23/2021	Open			Accounts Payable	IRS - PR TAXES	\$21,073.80	\$21,073.80	\$0.00
2055	06/23/2021	Open			Accounts Payable	MN DEPT OF REVENUE	\$6,891.46	\$6,891.46	\$0.00
2056	06/23/2021	Open			Accounts Payable	MN II LIFE -- HSA	\$1,818.46	\$1,818.46	\$0.00
2057	06/23/2021	Open			Accounts Payable	MSRS	\$275.00	\$275.00	\$0.00
2058	06/23/2021	Open			Accounts Payable	MSRS - HCSP	\$2,469.42	\$2,469.42	\$0.00
2059	06/23/2021	Open			Accounts Payable	NATIONWIDE	\$2,700.00	\$2,700.00	\$0.00
2060	06/23/2021	Open			Accounts Payable	PUBLIC EMPLOYEES RETIRE ASSN	\$48,251.14	\$48,251.14	\$0.00
2061	06/30/2021	Open			Accounts Payable	OLD NATIONAL BANK	\$106.96	\$106.96	\$0.00
2062	07/02/2021	Open			Accounts Payable	I C M A RETIREMENT CORP	\$1,235.00		
2063	07/02/2021	Open			Accounts Payable	IRS - PR TAXES	\$20,803.92		
2064	07/02/2021	Open			Accounts Payable	MN DEPT OF REVENUE	\$6,828.48		
2065	07/02/2021	Open			Accounts Payable	MN II LIFE -- HSA	\$1,818.46		
2066	07/02/2021	Open			Accounts Payable	MSRS	\$250.00		
2067	07/02/2021	Open			Accounts Payable	MSRS - HCSP	\$2,888.84		
2068	07/02/2021	Open			Accounts Payable	NATIONWIDE	\$2,700.00		
2069	07/02/2021	Open			Accounts Payable	PUBLIC EMPLOYEES RETIRE ASSN	\$46,242.68		
Type EFT Totals:							\$167,638.62	\$84,871.24	\$0.00
1-ANCHOR BAN - ANCHOR BANK Totals									

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	17	\$167,638.62	\$84,871.24
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	17	\$167,638.62	\$84,871.24

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	17	\$167,638.62	\$84,871.24
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	17	\$167,638.62	\$84,871.24

Grand Totals:

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	17	\$167,638.62	\$84,871.24
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	17	\$167,638.62	\$84,871.24

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	17	\$167,638.62	\$84,871.24
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	17	\$167,638.62	\$84,871.24

**South Metro Fire Department**  
**BANK RECONCILIATION**  
June 30, 2021

**Old National Bank**

Ending Balance - Checking	\$ 1,862,607.01
Ending Balance - Savings Account	247,234.28
Outstanding Disbursement Checks	(5,653.84)
DIT	0.00
Adjustments:	

<b>RECONCILED BALANCE</b>	<b>\$ 2,104,187.45</b>
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**CITY TREASURER'S BALANCE:**

Previous Month's Reconciled Balance	\$ 1,968,663.99
Daily Receipts Posted	752,609.49
Disbursement Checks Issued	(404,985.13)
Payroll Checks and Direct Deposits	(212,100.90)
Net Je's	0.00
Rev Prior Month Adj:	5.00
Returned Deposit 3/22/21 - Lexis Nexis	(5.00)

<b>RECONCILED BALANCE</b>	<b>\$ 2,104,187.45</b>
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**CASH ACCOUNT BALANCE:**

	\$ 2,104,192.45
Adjustments	(5.00)

<b>RECONCILED BALANCE</b>	<b>\$ 2,104,187.45</b>
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**Cash by Fund:**

		Beginning Balance	Net Activity	Ending Balance
General Fund	101-10101	731,279.59	84,319.53	815,599.12
Grant Fund	201-10100	(1,818.32)	2,717.76	899.44
Fire Assistance Fund		-	-	-
Debt Service Fund	301-10101	(124.66)	45,913.00	45,788.34
Capital Fund	401-10101	1,239,332.38	2,573.17	1,241,905.55
	Total	1,968,668.99	135,523.46	2,104,192.45



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%	268,222.48
Intergovernmental Revenues	183,534.00	2,412.51	8,340.69	175,193.31	5%	868.81
Charges for Services	5,576,741.00	688,387.50	3,378,554.88	2,198,186.12	61%	3,254,621.43
Other Revenue	50,000.00	.00	1,685.51	48,314.49	3%	5,551.47
Other Financing Sources	.00	.00	18,484.22	(18,484.22)	+++	775.00
<b>REVENUE TOTALS</b>	<b>\$6,360,275.00</b>	<b>\$690,800.01</b>	<b>\$3,469,870.63</b>	<b>\$2,890,404.37</b>	<b>55%</b>	<b>\$3,530,039.19</b>
<b>EXPENSE</b>						
Personal Services	5,667,793.00	570,592.50	2,733,614.69	2,934,178.31	48%	2,728,421.21
Supplies	178,279.00	17,035.27	73,043.32	105,235.68	41%	34,246.02
Contractual Services	382,443.00	14,915.81	175,043.04	207,399.96	46%	128,936.03
Other Charges	131,759.00	2,931.03	55,529.98	76,229.02	42%	39,510.61
Capital Outlay	.00	.00	.00	.00	+++	.00
Debt Service	.00	.00	.00	.00	+++	.00
Other Financing Uses	.00	.00	366,171.00	(366,171.00)	+++	.00
<b>EXPENSE TOTALS</b>	<b>\$6,360,274.00</b>	<b>605,474.61</b>	<b>3,403,402.03</b>	<b>\$2,956,871.97</b>	<b>54%</b>	<b>\$2,931,113.87</b>
Fund 101 - General Fund Totals						
<b>REVENUE TOTALS</b>	<b>6,360,275.00</b>	<b>690,800.01</b>	<b>3,469,870.63</b>	<b>2,890,404.37</b>	<b>55%</b>	<b>3,530,039.19</b>
<b>EXPENSE TOTALS</b>	<b>6,360,274.00</b>	<b>605,474.61</b>	<b>3,403,402.03</b>	<b>2,956,871.97</b>	<b>54%</b>	<b>2,931,143.87</b>
Fund 101 - General Fund Totals	<b>\$1.00</b>	<b>\$85,325.40</b>	<b>\$66,468.60</b>	<b>(\$66,467.60)</b>		<b>\$598,895.32</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	45,913.00	45,913.00	137,737.00	0%	.00
<b>REVENUE TOTALS</b>	<b>\$183,650.00</b>	<b>45,913.00</b>	<b>45,913.00</b>	<b>\$137,737.00</b>	<b>+++</b>	<b>\$0.00</b>
<b>EXPENSE</b>						
Contractual Services	183,650.00	.00	26,855.00	156,795.00	+++	.00
<b>EXPENSE TOTALS</b>	<b>\$183,650.00</b>	<b>.00</b>	<b>26,855.00</b>	<b>\$156,795.00</b>	<b>+++</b>	<b>\$0.00</b>
Fund 301 - Debt Totals						
<b>REVENUE TOTALS</b>	<b>183,650.00</b>	<b>45,913.00</b>	<b>45,913.00</b>	<b>137,737.00</b>	<b>+++</b>	<b>.00</b>
<b>EXPENSE TOTALS</b>	<b>183,650.00</b>	<b>.00</b>	<b>26,855.00</b>	<b>156,795.00</b>	<b>+++</b>	<b>.00</b>
Fund 301 - Debt Totals	<b>\$0.00</b>	<b>\$45,913.00</b>	<b>\$19,058.00</b>	<b>(\$19,058.00)</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	16,253.00	81,265.00	48,761.00	0	54,176.00
Other Revenue	.00	.00	.00	.00	+++	.00
Other Financing Sources	.00	.00	366,171.00	.00	+++	.00
<b>REVENUE TOTALS</b>	<b>\$130,026.00</b>	<b>\$16,253.00</b>	<b>\$447,436.00</b>	<b>\$48,761.00</b>		<b>\$54,176.00</b>
<b>EXPENSE</b>						
Motor Vehicles	276,000.00	10,962.07	31,770.64	244,229.36	12%	.00
Office Equipment	20,843.00	.00	4,599.00	16,244.00	22%	17,804.16
Other Equipment	9,000.00	.00	.00	9,000.00	0%	.00
<b>EXPENSE TOTALS</b>	<b>\$305,843.00</b>	<b>\$10,962.07</b>	<b>\$36,369.64</b>	<b>\$269,473.36</b>	<b>12%</b>	<b>\$17,804.16</b>
Fund 401 - Capital Projects						
<b>REVENUE TOTALS</b>	<b>130,026.00</b>	<b>16,253.00</b>	<b>447,436.00</b>	<b>(317,410.00)</b>	<b>0</b>	<b>67,720.00</b>
<b>EXPENSE TOTALS</b>	<b>305,843.00</b>	<b>10,962.07</b>	<b>31,770.64</b>	<b>274,072.36</b>	<b>10%</b>	<b>17,804.16</b>
Fund 401 - Capital Projects	<b>(\$175,817.00)</b>	<b>\$5,290.93</b>	<b>\$415,665.36</b>	<b>(\$591,482.36)</b>		<b>\$49,915.84</b>
Grand Totals						
<b>REVENUE TOTALS</b>	<b>6,673,951.00</b>	<b>752,966.01</b>	<b>3,963,219.63</b>	<b>2,710,731.37</b>	<b>59%</b>	<b>3,643,672.19</b>
<b>EXPENSE TOTALS</b>	<b>6,849,767.00</b>	<b>616,436.68</b>	<b>3,462,027.67</b>	<b>3,387,739.33</b>	<b>51%</b>	<b>2,922,093.03</b>
Grand Totals	<b>(\$175,816.00)</b>	<b>\$136,529.33</b>	<b>\$501,191.96</b>	<b>(\$677,007.96)</b>		<b>\$721,579.16</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	
FIRE INCIDENTS															
111 Building fire	3	4	3	1	4	8							23	24	
112 Fire in structure other than in a building													0		
113 Cooking fire, confined to container	1		1	1	1	1							5	1	
114 Chimney fire													0	1	
116 Fuel	1			1									2		
118 Trash		1	1										2	1	
121 Fire in mobile home used as fixed residence													0		
130 Mobile property (vehicle) fire, other													0	1	
131 Passenger vehicle fire	3	1			1	3							8	4	
132 Road Freight or transport vehicle fire													0	1	
133 Rail vehicle fire													0		
134 Water vehicle fire													0		
135 Aircraft Fire													0		
138 Off-road vehicle or heavy equipment fire													0		
142 Brush or bursh & grass mixture fire				1		8							9	3	
143 Grass Fire													0	1	
151 Outside rubbish fire					1	1							2		
154 Dumpster fire					1	2							3	1	
163 Outside equipment fire													0	2	
	8	6	5	4	8	23	0	0	0	0	0	0	54	40	
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	2	3							15	18	
	5	1	3	1	2	3	0	0	0	0	0	0	15	18	
RESCUE & EMERGENCY MEDICAL SERVICE															
311 Medical assist, assist EMS crew						1							1	2	
321 EMS call, excluding vehicle accident with injury	410	379	432	440	473	433							2567	2352	
322 Motor vehicle accident with injuries	4	8	5	8	8	6							39	39	
323 Motor vehicle/pedestrian accident (MV Ped)					1								1	3	
324 Motor vehicle accident with no injuries.	2	6	4	3		3							18	15	
341 Search for person on land			1										1		
350 Extrication, rescue, other													0	1	
352 Extrication of victims from vehicle													0		
353 Removal of victim(s) from stalled elevator			1										1	4	
355 Confined Space Rescue													0		
357 Extrication of victim(s) from machinery			1										1		
360 Water & ice related rescue, other						1							1	2	
361 Swimming/recreational water areas rescue													0		
362 Ice Rescue													0		
365 Watercraft rescue						1							1	1	
372 Trapped by power lines0													0		
381 Rescue or EMS standby													0		
	416	393	444	451	482	445	0	0	0	0	0	0	2631	2419	
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	3	7							21	10	
413 Oil spill													1	1	
421 Chemical hazard (no spill or leak)													0		
422 Chemical spill or leak													0	1	
424 Carbon monoxide incident	3	2	1	2	2	2							12	2	
440 Electrical equipment problem				2	1	3							6	7	
442 Overheated motor	1	3	4	3		3								0	
444 Power line down	1		1		1	1							4	10	
445 Arch, shorted electrical equipment		1			3	1							5	8	
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	10	17	0	0	0	0	0	0	64	44	
SERVICE CALL															
500 Service Call, other					2								2	2	
510 Person in distress, other						1							1		
519 Person in distress													0		
520 Water problem, other													0	1	
522 Water or steam leak		1											1	3	
531 Smoke or odor removal	1	2	1	2	1								7	4	
551 Assist police or other governmental agency	5	5	11	9	7								37	47	
553 Public service	1	9	1		14	17							42	26	
554 Assist invalid	42	41	39	46	53	40							261	228	
561 Unauthorized burning	1	4	2	2	6	4							17	26	
	49	59	56	59	83	62	0	0	0	0	0	0	368	337	



2021 Run Summary															2020 YTD TOTAL	
South Metro Fire Department																
	January	February	March	April	May	June	July	August	September	October	November	December	YTD TOTAL	2020 YTD TOTAL		
GOOD INTENT CALL																
600 Good intent call, other	2	4		1	2	2							11	7		
611 Dispatched & canceled en route	21	8	8	19	12	23							91	106		
621 Wrong location													0	1		
622 No incident found on arrival at dispatch address	10	6	9	6	6	9							46	36		
631 Authorized controlled burning			1	1	1								3	11		
650 Steam, gas, other mistaken for smoke		1											1			
651 Smoke scare, odor of smoke		2	5	1	3	2							13	10		
652 Steam, vapor, fog or dust thought to be smoke	1		1			1							3	1		
653 Smoke from barbeque, tar kettle					1								1			
661 EMS call, party transported by non-fire agency (661)													0			
671 HazMat release investigation w/no HazMat	2	1	3			1							7	7		
	36	22	27	28	25	38	0	0	0	0	0	0	176	179		
FALSE ALARM & FALSE CALL																
700 False alarm or false call, other						2							2			
710 Malicious false call													0			
714 Central Station, malicious false alarm			1			1							2	3		
715 Local alarm system, malicious false call	2	1	3	2	1	1							10	4		
721 Bomb scare - no bomb													0			
730 System malfunction, other													0	2		
731 Sprinkler activation due to malfunction	1	5		2		1							9	5		
732 Extinguishment system activation malfunction							2						2	2		
733 Smoke detector activation due to malfunction	1	3	4	1	2	2							13	17		
735 Alarm system sounded due to malfunction	1	6	3		3	3							16	13		
736 CO detector activation due to malfunction		1		3	2	1							7	4		
740 Unintentional transmission of alarm, other						1							1	1		
741 Sprinkler activation, no fire - unintentional			2	1	2								5	13		
743 Smoke detector activation, unintentional	4	5	6	5	2	2							24	30		
744 Detector activation, no fire - unintentional		2			1	2							5	9		
745 Alarm system activation, no fire - unintentional	2	4	2	3	4	2							17	17		
7451 False Alarm	4	4	5	5	7	10							35	27		
746 Carbon monoxide detector activation, no CO	2	1	2	1		1							7	19		
	17	32	28	23	25	30	0	0	0	0	0	0	155	166		
SEVERE WEATHER & NATURAL DISASTER																
814 Lightning strike (no fire)													0	0		
	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
SPECIAL INCIDENT TYPE																
900 Special type of incident, other													0			
911 Citizen Complaint				1									1	4		
	0	0	0	1	0	0	0	0	0	0	0	0	1	4		
Not Reported																
			2			1							3	5		
	0	0	2	0	0	1	0	0	0	0	0	0	3	5		
MONTHLY RUN TOTAL																
	538	523	575	577	635	619	0	0	0	0	0	0	3467	3218		
BLS Transports																
	138	139	154	149	173	152							905	776		



# SOUTH METRO FIRE DEPARTMENT

1650 Humboldt Avenue • West St. Paul MN 55118

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

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

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DATE: July 21, 2021

TO: President and Board

FROM: Mark Juelfs, Fire Chief

RE: **2022 Budget and Capital Plan**

**Summary:**

Over the last two months the Budget Committee and the Finance Committee have had the opportunity to review and discuss the proposed 2022 Budget draft, including the Capital Plan.

Attached is the draft budget and capital plan discussed at the Budget and Finance Committee meetings.

As a reminder, I asked both South St. Paul and West St. Paul staff for a budget extension prior to the June meeting, both agreed to allow South Metro to submit its gross budget after the July meeting.

For your information, the JPA states that the Board must approve the budget by a four-fifths vote of all its members.

**Recommendation:**

- Adopt the 2022 budget and forward it to both Cities.

**Attachment:**

- 2022 Budget Overview
- 2022 Draft Budget – including Summary, Capital Fund, Debt Service
- 2022 Draft 10-Year Capital Plan

# 2022 Budget Overview

July 16, 2021

## Introduction

The 2022 budget package includes this summary along with the general fund spread sheet, a summary sheet of all funds, and the 10-year capital plan.

## General Fund

- A General fund increase of 4.7% or \$297,393.
- The proposed increase results in a general fund budget of \$6,657,667 up from \$6,360,274 in 2021.
- The proposed budget results in a general fund contribution increase to each City of 5.1% or \$127,565 per City for a total general fund contribution of \$2,627,438 per City. The 2021 per City contribution was \$2,499,873.

## Revenues

### Ambulance Services

- Estimating a 2% CPI increase on transport rate per contract agreement with M Health Fairview. CPI for January 2020-December 2020 was 1.6%. The five-year average is 1.6%.
- 2022 transports increase by 50 in 2021 budget.
  - o Initial projections show we are on pace to meet or exceed our projected transports for 2021.
- Proposed 2020 transport revenue increase of \$26,670 above the 2021 budgeted amounts due to the above factors.

### Fire Services (Permit Fees)

- Given the redevelopment efforts in both cities, anticipate construction activities to remain at a similar level.

### Other Revenue

- State Fire Aid has increased an average of 3% a year since 2015. Project a 3% increase in state fire aid.
- Although Revenues received from insurance dividends were down in 2020, we have left the budget number the same as in 2021 as the amount fluctuates from year to year.

## Expenditures

### Personal Services

#### Salaries

- Both labor contracts include a 3% increase for 2022. As a result, the salary line item has been increased by \$116,953 or 2.5%.

#### Overtime

- Slightly increased from 2021 levels due to the increase in base salaries which results in an increase in the overtime rate.

#### Insurance - Medical, Dental, Life

- Increase of \$67,434 or 13.1%
- Current indications show a continued increase in health insurance base premiums for 2022. The premiums will also increase an additional 3% or so based solely on the fact that everyone is a year older. The total increase assumption is currently 12%.
  - o This assumption does not provide any allowance for changes during open-enrollment, which can significantly change premiums costs...because we are a small employer with age-banded rates.
- Dental insurance premiums expected to increase about 2.5%.
- Life insurance base premium rate is not expected to increase; however, there is an actual increase in premium cost as everyone gets a year older each year of about 2.5%.

#### Worker's Compensation

- We have had a considerable number of claims over the last two years which has significantly increased our experience modification number. In 2020 our mod was .64 and jumped to .84 in 2021. Marsh and McLennan performed a work comp analysis and predicts our mod will go up to .91 in 2022. This results in another significant premium increase of \$26,731 or 12%. However, I underestimated the increase for 2021. The actual increase from the 2021 budgeted amount is \$58,724 or 34.1%.

#### Supplies

- o Remained flat for 2022.

#### Other Services & Charges

##### Operational Services & Charges

- Auto fleet insurance was increased slightly based on 2021 actuals.
- Increase in software and IT support of \$21,000 due to new platforms that we initialized in the last two years including a new scheduling system and Lexipol.
- Equipment maintenance remained flat for 2022 as we did realize some savings upon the delivery of the new fire engines.

##### Professional Services

- Increase by \$21,567 which include new leadership program and reflects an increase in the cost of medical testing for annual physicals.

### **Capital Fund**

- Beginning with the 2017 Budget, the Board implemented a 10-year plan to increase the contribution rate (revenue) by 20% per year to assist in building fund balance.
- If we continue to follow the current plan, the 10-year Capital Fund is adequately funded and will support all level 1 and two purchases that have been identified.
- Capital fund contribution increase of 20% or \$26,005.
- The proposed budget results in an increase to each City in the amount of \$13,003 for a total capital fund contribution of \$78,016 per City which is up from \$65,013 in 2021.
- The 2022 capital fund also reflects the one-time contribution of \$650,000 from South St. Paul and West St. Paul for the purchase of the new ladder truck. This amount is not reflected in the percentage increase to the Cities as it is a one-time contribution from nonoperational funds.

### **Debt Service Fund**

- The amount due in 2022 is the same as in 2021.
- Each City contribution remains at \$91,825.

### **Grant Fund**

- Continue to pursue grant opportunities – Assistance to Firefighters Grant, Hazmat, and Prevention.

### **Scholarship Fund**

- Continue to award one recipient annually.

### **City Impacts All Funds**

The proposed budget results in an increase to each city of 5.3% or \$140,568. The total contribution from each City in 2022 is \$2,797,278 up from \$2,656,711 in 2021.

# 2022 Preliminary Budget

7/16/2021

## General Fund

<b>Per City Contribution</b>	\$ 2,331,544	\$ 2,435,848	\$ 2,499,873	\$ 2,627,438	5.1%	\$ 127,565
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	Actual 2019	Actual 2020	Budget 2021	Proposed 2022	Change 2022-2021	Change 2022-2021
<b>General Fund</b>						
<b>Revenues</b>						
Ambulance Services (34205)	\$ 510,027	\$ 575,759	\$ 559,480	\$ 586,150	4.8%	\$ 26,671
Fire Services (34956)	\$ 21,182	\$ 16,826	\$ 17,515	\$ 18,052	3.1%	\$ 537
Charges for Services - South St Paul (34961)	\$ 2,331,544	\$ 2,435,848	\$ 2,499,873	\$ 2,627,438	5.1%	\$ 127,565
Charges for Services - West St Paul (34960)	\$ 2,331,544	\$ 2,435,848	\$ 2,499,873	\$ 2,627,438	5.1%	\$ 127,565
EMS Taxing District Revenue (31000, 31020, 31040,31910)	\$ 546,437	\$ 550,000	\$ 550,000	\$ 550,000	0.0%	\$ -
Other Revenue	\$ 337,233	\$ 209,535	\$ 233,534	\$ 248,589	6.4%	\$ 15,056
<i>State Fire Aid (33420)</i>	\$ 178,188	\$ 174,035	\$ 183,534	\$ 198,589	8.2%	\$ 15,056
<i>Insurance Dividend (36235)</i>	\$ 14,715	\$ 7,500	\$ 15,000	\$ 15,000	0.0%	\$ -
<i>Other Revenue (33455, 33499, 33699, 36210, 36230, 36236)</i>	\$ 144,330	\$ 28,000	\$ 35,000	\$ 35,000	0.0%	\$ -
<b>Total Revenues</b>	<b>\$ 6,077,967</b>	<b>\$ 6,223,816</b>	<b>\$ 6,360,274</b>	<b>\$ 6,657,667</b>	<b>4.7%</b>	<b>\$ 297,393</b>

	Actual 2019	Actual 2020	Budget 2021	Proposed 2022	Change 2022-2021	Change 2022-2021
<b>Expenditures</b>						
<b>Personal Services</b>						
Salaries - Regular (101)	\$ 3,474,891	\$ 3,692,598	\$ 3,845,278	\$ 3,941,787	2.5%	\$ 96,508
Salaries - Overtime (102)	\$ 267,912	\$ 194,496	\$ 285,624	\$ 290,032	1.5%	\$ 4,408
<i>Staffing - Emergency Callback</i>	\$ 26,890	\$ 20,650	\$ 21,203	\$ 21,756	2.6%	\$ 553
<i>Staffing - Maintain Minimum</i>	\$ 90,753	\$ 97,874	\$ 100,494	\$ 99,714	-0.8%	\$ (780)
<i>Staffing - National Guard/Reserve</i>	\$ 19,361	\$ 7,744	\$ 10,602	\$ 10,878	2.6%	\$ 276
<i>Fire Prevention Division</i>	\$ 12,705	\$ 13,810	\$ 13,650	\$ 16,543	21.2%	\$ 2,894
<i>Operations - DCSOT/MN-TF1</i>	\$ 13,068	\$ 13,939	\$ 14,312	\$ 14,685	2.6%	\$ 373
<i>Admin - Meetings</i>	\$ 15,125	\$ 19,962	\$ 20,496	\$ 24,022	17.2%	\$ 3,526
<i>EMS Training</i>	\$ 29,969	\$ 29,814	\$ 29,949	\$ 28,554	-4.7%	\$ (1,395)
<i>Operational Training</i>	\$ 65,665	\$ 68,146	\$ 72,002	\$ 73,879	2.6%	\$ 1,877
Sick Leave Buyout (112)	\$ 46,117	\$ 46,643	\$ 47,680	\$ 48,884	2.5%	\$ 1,205
PERA (121)	\$ 629,829	\$ 679,688	\$ 723,850	\$ 741,493	2.4%	\$ 17,643
FICA & Medicare (122)	\$ 54,891	\$ 57,333	\$ 64,347	\$ 65,944	2.5%	\$ 1,597

Insurance - Medical, Dental, Life (131)	\$ 458,497	\$ 424,138	\$ 514,031	\$ 581,465	13.1%	\$ 67,434
Worker's Compensation Premium (151)	\$ 159,313	\$ 152,186	\$ 171,983	\$ 230,707	34.1%	\$ 58,724
Worker's Compensation Deductible (152)	\$ 11,279	\$ 5,146	\$ 15,000	\$ 15,000	0.0%	\$ -
<b>Supplies</b>						
Office Supplies (200)	\$ 12,251	\$ 9,649	\$ 11,965	\$ 11,965	0.0%	\$ -
<i>General Supplies</i>	\$ 5,500	\$ 6,000	\$ 6,000	\$ 6,000	0.0%	\$ -
<i>Fire Code Books</i>	\$ 240	\$ 240	\$ 240	\$ 240	0.0%	\$ -
<i>Training Manuals</i>	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	0.0%	\$ -
<i>Public Education Materials</i>	\$ 1,725	\$ 1,725	\$ 1,725	\$ 1,725	0.0%	\$ -
<i>Department Meeting Expenses</i>	\$ 3,500	\$ 3,000	\$ 3,000	\$ 3,000	0.0%	\$ -
Fuel (212)	\$ 45,849	\$ 39,297	\$ 50,914	\$ 50,914	0.0%	\$ -
<i>Unleaded Gasoline</i>	\$ 21,875	\$ 31,200	\$ 31,200	\$ 31,200	0.0%	\$ -
<i>Diesel Fuel</i>	\$ 17,875	\$ 19,714	\$ 19,714	\$ 19,714	0.0%	\$ -
Uniforms (217)	\$ 28,541	\$ 26,030	\$ 35,075	\$ 33,900	-3.3%	\$ (1,175)
Equipment Parts (220)	\$ 18,450	\$ 11,763	\$ 19,500	\$ 19,500	0.0%	\$ -
Building Supplies (223)	\$ 7,535	\$ 3,445	\$ 6,800	\$ 6,800	0.0%	\$ -
General Supplies (230)	\$ 19,759	\$ 20,628	\$ 20,050	\$ 20,050	0.0%	\$ -
<i>Firefighting Consumables</i>	\$ 6,350	\$ 4,850	\$ 4,850	\$ 4,850	0.0%	\$ -
<i>EMS Consumables</i>	\$ 10,600	\$ 10,600	\$ 10,600	\$ 10,600	0.0%	\$ -
<i>General Supplies</i>	\$ 3,600	\$ 4,600	\$ 4,600	\$ 4,600	0.0%	\$ -
Minor Equipment (240)	\$ 39,446	\$ 33,797	\$ 33,975	\$ 36,975	8.8%	\$ 3,000
<i>Firefighting Equipment</i>	\$ 23,000	\$ 23,250	\$ 21,100	\$ 24,100	14.2%	\$ 3,000
<i>EMS Equipment</i>	\$ 3,750	\$ 1,000	\$ 1,000	\$ 1,000	0.0%	\$ -
<i>Station Equipment</i>	\$ 7,875	\$ 7,875	\$ 7,875	\$ 7,875	0.0%	\$ -
<b>Other Services &amp; Charges</b>						
Training, Conferences & Schools (310)	\$ 41,175	\$ 23,392	\$ 57,800	\$ 57,800	0.0%	\$ -
<i>Professional Development</i>	\$ 12,100	\$ 19,000	\$ 20,500	\$ 20,500	0.0%	\$ -
<i>Operational Training</i>	\$ 25,280	\$ 30,705	\$ 31,950	\$ 31,950	0.0%	\$ -
<i>Prevention &amp; Enforcement Training</i>	\$ 5,285	\$ 5,350	\$ 5,350	\$ 5,350	0.0%	\$ -
Communications (320)	\$ 38,873	\$ 33,666	\$ 51,200	\$ 51,200	0.0%	\$ -
<i>Responder Notification</i>	\$ 1,400	\$ 1,500	\$ 1,500	\$ 1,500	0.0%	\$ -
<i>Cell Phones/Air Cards/Stipends</i>	\$ 18,100	\$ 18,000	\$ 16,500	\$ 16,500	0.0%	\$ -
<i>Radio User Fees</i>	\$ 18,200	\$ 21,300	\$ 21,300	\$ 21,300	0.0%	\$ -
<i>CAD Mobile Fees</i>	\$ 3,600	\$ 3,600	\$ 3,600	\$ 3,600	0.0%	\$ -
<i>Station Alerting License</i>	\$ 8,300	\$ 8,300	\$ 8,300	\$ 8,300	0.0%	\$ -
General Liability Insurance (361)	\$ 43,007	\$ 34,667	\$ 37,096	\$ 42,528	14.6%	\$ 5,432
<i>Auto Fleet</i>	\$ 23,134	\$ 17,689	\$ 18,857	\$ 20,366	8.0%	\$ 1,509
<i>Excess Liability Coverage - HealthEast</i>	\$ 18,666	\$ 17,286	\$ 18,239	\$ 22,163	21.5%	\$ 3,924

<i>Data Breach Coverage</i>	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
Professional Services (398)	\$ 202,844	\$ 216,412	\$ 236,347	\$ 257,914	9.1%	\$ 21,567
<i>Financial Services - Audit, etc.</i>	\$ 14,700	\$ 17,800	\$ 17,650	\$ 17,900	1.4%	\$ 250
<i>SMF Board Member Compensation</i>	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	0.0%	\$ -
<i>HealthEast Administrative Support</i>	\$ 18,078	\$ 28,434	\$ 27,685	\$ 29,052	4.9%	\$ 1,367
<i>Legal Services</i>	\$ 8,700	\$ 8,000	\$ 8,000	\$ 8,000	0.0%	\$ -
<i>Dispatch Services</i>	\$ 140,990	\$ 148,644	\$ 145,757	\$ 145,757	0.0%	\$ -
<i>Copier Lease and Maintenance</i>	\$ 4,500	\$ 4,000	\$ 2,000	\$ 2,000	0.0%	\$ -
<i>Annual Medical Review/Fit Testing/Mantoux</i>	\$ 15,564	\$ 12,694	\$ 14,505	\$ 16,755	15.5%	\$ 2,250
<i>Employee Assistance Program</i>	\$ 700	\$ 750	\$ 750	\$ 750	0.0%	\$ -
<i>Par360 and Mental Health Checkups</i>			\$ 12,000	\$ 12,000	0.0%	\$ -
<i>Firefighter Background Check</i>				\$ 1,700		\$ 1,700
<i>Leadership Training</i>				\$ 18,000		
<i>Grant Writing Services</i>	\$ 1,000	\$ -	\$ -	\$ -		\$ -
Software / IT Support (401)	\$ 35,635	\$ 43,446	\$ 47,183	\$ 68,183	44.5%	\$ 21,000
<i>Fire/EMS Records Management Licensing</i>	\$ 11,100	\$ 11,150	\$ 11,150	\$ 11,150	0.0%	\$ -
<i>LOGIS Server Contract &amp; Support</i>	\$ 18,750	\$ 18,700	\$ 19,245	\$ 19,245	0.0%	\$ -
<i>Software &amp; Applications</i>	\$ 9,400	\$ 15,588	\$ 14,788	\$ 35,788	142.0%	\$ 21,000
<i>GIS Support Services</i>			\$ 2,000	\$ 2,000	0.0%	\$ -
Equipment Maintenance (404)	\$ 102,922	\$ 37,051	\$ 71,420	\$ 71,420	0.0%	\$ -
<i>Vehicle &amp; Equipment Repair</i>	\$ 51,350	\$ 59,250	\$ 53,250	\$ 53,250	0.0%	\$ -
<i>Annual Equipment Certification &amp; Testing</i>	\$ 8,875	\$ 10,350	\$ 11,770	\$ 18,170	54.4%	\$ 6,400
Certifications & Memberships (433)	\$ 6,877	\$ 14,406	\$ 12,331	\$ 12,381	0.4%	\$ 50
<i>Licensing &amp; Certifications</i>	\$ 2,325	\$ 9,500	\$ 6,605	\$ 7,250	9.8%	\$ 645
<i>Professional Memberships</i>	\$ 4,060	\$ 4,977	\$ 5,081	\$ 5,131	1.0%	\$ 50
Operational Expenses (490)	\$ 311	\$ 329	\$ 825	\$ 825	0.0%	\$ -
<i>Kitchen Fire Trailer Rental</i>	\$ 700	\$ 825	\$ 825	\$ 825	0.0%	\$ -
Total Expenditures	\$ 5,746,204	\$ 5,800,205	\$ 6,360,274	\$ 6,657,667	4.7%	\$ 297,393

# South Metro Fire Department

2022 Preliminary Budget

7/16/2021

Per City Contribution	\$ 2,467,945	\$ 2,581,851	\$ 2,656,711	\$ 2,797,278	5.3%	\$ 140,568
	Actual 2019	Actual 2020	Budget 2021	Proposed 2022	Change 2022-2021	Change 2022-2021
<b>General Fund</b>						
<b>Revenues</b>						
Ambulance Services	\$ 510,027	\$ 575,759	\$ 559,480	\$ 586,150	4.8%	\$ 26,671
Fire Services <i>(Permit Fees)</i>	\$ 21,182	\$ 16,826	\$ 17,515	\$ 18,052	3.1%	\$ 537
Charges for Services <i>(Cities)</i>	\$ 4,663,088	\$ 4,871,696	\$ 4,999,745	\$ 5,254,876	5.1%	\$ 255,130
EMS Taxing District Revenue	\$ 546,437	\$ 550,000	\$ 550,000	\$ 550,000	0.0%	\$ -
Other Revenue	\$ 337,233	\$ 209,535	\$ 233,534	\$ 248,589	6.4%	\$ 15,056
Total Revenues	\$ 6,077,967	\$ 6,223,816	\$ 6,360,274	\$ 6,657,667	4.7%	\$ 297,393
<b>Expenditures</b>						
Personal Services <i>(Salaries, Overtime, Insurance, Work Comp)</i>	\$ 5,102,729	\$ 5,252,227	\$ 5,667,793	\$ 5,915,311	4.4%	\$ 247,519
Supplies <i>(Operational, Fuel, Minor Equipment)</i>	\$ 171,831	\$ 144,609	\$ 178,279	\$ 180,104	1.0%	\$ 1,825
Other Services & Charges <i>(Operational, Professional Services, Equipment Maintenance)</i>	\$ 471,644	\$ 403,369	\$ 514,202	\$ 562,252	9.3%	\$ 48,049
Total Expenditures	\$ 5,355,143	\$ 5,473,648	\$ 6,360,274	\$ 6,657,667	4.7%	\$ 297,393
<b>Capital Fund</b>						
<b>Revenues</b>						
Charges for Services <i>(Cities)</i>	\$ 90,296	\$ 108,355	\$ 130,026	\$ 156,031	520%	\$ 676,005
One time City contribution for Ladder 1				\$ 650,000		
Total Revenues	\$ 90,296	\$ 108,355	\$ 130,026	\$ 806,031		
<b>Expenditures</b>						
Motor Vehicles	\$ 55,629	\$ 60,168	\$ 301,862	\$ 1,300,000	330.7%	\$ 998,138
Other Equipment	\$ 143,463	\$ 43,480	\$ 9,000	\$ 65,725	630.3%	\$ 56,725
Office Equipment	\$ 120,179	\$ 117,061	\$ 86,414	\$ 42,300	-51.0%	\$ (44,114)
Total Expenditures	\$ 319,271	\$ 220,709	\$ 397,276	\$ 1,408,025	254.4%	\$ 1,010,749
<b>Debt Service Fund</b>						
<b>Revenues</b>						
Charges for Services <i>(Cities)</i>	\$ 182,505	\$ 183,650	\$ 183,650	\$ 183,650	0.0%	\$ -
Total Revenues	\$ 182,505	\$ 183,650	\$ 183,650	\$ 183,650		
<b>Expenditures</b>						
Lease Purchase - 2010 Fire Engines	\$ 155,650	\$ -	\$ -	\$ -	0.0%	\$ -
Lease Purchase - 2014 Ambulance	\$ 26,855	\$ -	\$ -	\$ -	0.0%	\$ -
Lease Purchase - 2020 Fire Engines	\$ -	\$ -	\$ 183,650	\$ 183,650	0.0%	\$ -
Total Expenditures	\$ 182,505	\$ 183,650	\$ 183,650	\$ 183,650	0.0%	\$ -
<b>Grant Fund</b>						
<b>Revenues</b>						
Federal Grants	\$ -	\$ -	\$ -	\$ -		
State Grants	\$ -	\$ -	\$ -	\$ -		
Other Grants	\$ 5,420	\$ 3,300	\$ -	\$ -		
Total Revenues	\$ 5,420	\$ 3,300	\$ -	\$ -		
<b>Expenditures</b>						
Personal Services	\$ -	\$ -	\$ -	\$ -		
Supplies	\$ -	\$ -	\$ -	\$ -		
Other Services & Charges	\$ 5,420	\$ 3,300	\$ -	\$ -		
Total Expenditures	\$ 5,420	\$ 3,300	\$ -	\$ -		
<b>Scholarship Fund</b>						
<b>Revenues</b>						
Donations	\$ -	\$ -	\$ -	\$ -		
Total Revenues	\$ -	\$ -	\$ -	\$ -		
<b>Expenditures</b>						
Supplies	\$ -	\$ -	\$ -	\$ -		
Other Services & Charges	\$ -	\$ 2,500	\$ 2,500	\$ 2,500		
Total Expenditures	\$ -	\$ 625	\$ 2,500	\$ 2,500		

10 Year Capital Plan - Level 3 - All Capital

Capital Level	Capital Fund													
		2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	
	Budget Revenue	\$ 130,025	\$ 156,030	\$ 187,236	\$ 224,683	\$ 269,620	\$ 323,544	\$ 336,486	\$ 349,945	\$ 363,943	\$ 378,500	\$ 393,641	\$ 409,386	
	General Fund Balance Transfer	\$ 366,171	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	
	Capital Fund Balance January 1st	\$ 828,958	\$ 927,878	\$ 425,882	\$ 576,939	\$ 403,005	\$ 690,430	\$ 868,303	\$ 785,377	\$ 1,085,009	\$ 1,235,057	\$ 1,200,130	\$ 846,285	
Level 3	Replace Engine 1										\$ 1,278,682			
	Replace Engine 2										\$ 1,278,682			
	Replace Ladder 1		\$ 650,000											
Level 2	Replace Ambulance 2				\$ 300,983						\$ 403,346			
	Replace Ambulance 1	\$ 276,000						\$ 369,866						
	Boat												\$ 561,249	
Level 1	Utility 1	\$ 25,862										\$ 113,139		
	Utility 2													
	Inspector (Pickup)							\$ 73,873						
	Replace Admin Vehicle (Chief 1)						\$ 70,355							
	Replace Admin Vehicle (Chief 3)						\$ 70,355							
	Replace Admin Vehicle (Chief 2 SUV Long)			\$ 70,195						\$ 94,069				
	Command Modules			\$ 6,862			\$ 7,719			\$ 8,683				
	SCBA											\$ 612,836		
	Rapid Diver Equipment	\$ 9,000										\$ 16,431		
	Turnout Gear				\$ 134,832					\$ 164,044				
	Helmets				\$ 15,000									
	Ballistic Vests								\$ 37,006					
	Firefighter Self-Rescue Equipment						\$ 19,500							
	Class A Uniform													
	Thermal Imagers		\$ 22,227					\$ 25,783				\$ 29,909		
	Air Bags											\$ 30,493		
	Rope Rescue Equipment								\$ 20,300					
	Extrication Equipment - Ambulances								\$ 29,000					
	Hose Tester													
	Monitoring		\$ 30,000				\$ 33,746			\$ 37,960			\$ 42,699	
	AEDs (5 every three years)		\$ 13,498				\$ 15,183			\$ 17,079			\$ 19,212	
	Power Stair Chair													
	Training Prop - house/moveable walls	\$ 30,000												
	Training Props	\$ 7,571	\$ 8,189			\$ 8,857		\$ 9,580		\$ 10,362		\$ 11,207		\$ 12,122
	Beds					\$ 8,540	\$ 8,882							\$ 11,688
	Chairs		\$ 6,000	\$ 6,240						\$ 7,592	\$ 7,896			
	Office Furniture		\$ 6,434			\$ 6,959		\$ 7,527		\$ 8,141		\$ 8,806		\$ 9,524
	Gear Washer													
	Gear Dryer													
	SCBA Equipment Washer													
	Fitness Equipment				\$ 8,439			\$ 9,493			\$ 10,678			\$ 12,011
	Post-Fire Detoxification Equipment	\$ 8,000											\$ 12,316	
	Station Alerting													\$ 270,142
	Investigation - Camera				\$ 3,900					\$ 4,745				
	Computers	\$ 11,924	\$ 12,401	\$ 12,897	\$ 13,413	\$ 13,949	\$ 14,507	\$ 15,088	\$ 15,691	\$ 16,319	\$ 16,972	\$ 17,650	\$ 18,356	
	Mobile Computers	\$ 8,919	\$ 9,276	\$ 9,647	\$ 10,033	\$ 10,434	\$ 10,851	\$ 11,285	\$ 11,737	\$ 12,206	\$ 12,695	\$ 13,202	\$ 13,730	
800 MHz Radio - mobile and portable													\$ 582,776	
Boat Electronics			\$ 18,000											
LaserFiche Document System	\$ 20,000													
Payroll Software														
Total		\$ 397,276	\$ 758,026	\$ 136,180	\$ 498,617	\$ 82,194	\$ 245,671	\$ 519,412	\$ 150,313	\$ 313,895	\$ 513,427	\$ 847,486	\$ 1,491,599	
Year-end Capital Fund Balance		\$ 927,878	\$ 425,882	\$ 576,939	\$ 403,005	\$ 690,430	\$ 868,303	\$ 785,377	\$ 1,085,009	\$ 1,235,057	\$ 1,200,130	\$ 846,285	\$ (135,928)	

- 1) 20% annual increase in contribution
  - Year 5 of 10-Year contribution increase plan
  - Following years 4% increase
- 2) Assumption of a minimum of a \$100,000 carry over per year



# SOUTH METRO FIRE DEPARTMENT

1650 Humboldt Avenue • West St. Paul MN 55118

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

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

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DATE: July 21, 2021

TO: President and Board

FROM: Mark Erickson, Chief of Operations

RE: **Minnesota Task Force 1**

## **Background:**

Since 2004, South Metro has participated in the Dakota County Special Operations Team (DCSOT). This team provides additional, specialized response capabilities (hazardous materials, technical rescue, etc.) to Dakota County municipalities under a joint power's agreement. By providing these specialized services with one team, individual cities are relieved of the burden to cover the cost of equipment and training of providing these services on their own – the costs are shared for these low frequency/high risk events.

Additionally, about the same time DCSOT was being formed, the State of Minnesota published an RFP, looking for agencies to form a structural collapse rescue team. Five agencies (Minneapolis Fire, St. Paul Fire, Edina Fire, Rochester Fire and DCSOT) responded to the RFP and subsequently formed Minnesota Task Force 1 (MN-TF1), who now serves as a response asset under the State Fire Marshal's Office. This task force provides a highly specialized response to deal with rescues in collapsed buildings and other similar emergencies. (Look to the current collapse in Florida as an example of the kind of work this task force prepares for.) MN-TF1 receives its funding (\$975K for the coming fiscal year) from State's public safety budget.

Through a slightly complex combination of joint powers agreements, South Metro Fire has been a part of MN-TF1 since its inception. Additionally, South Metro has participated in a leadership role on the task force from the beginning as well. Through our participation and leadership roles, South Metro has benefited greatly from these partnerships by having many of its members trained to these higher levels and by being intimately familiar with the inner workings of these response partners that enable us to leverage the associated capabilities should they ever be needed within our service area. South Metro also sees some financial return from its participation through reimbursement received from MN-TF1 for the additional training our employees attend as members of the task force.

## **Current Issue:**

At the end of June, MN-TF1 was unexpectedly notified by the State Fire Marshal's Office that it was ending its 15-year relationship with the five agencies. The notification advised the State would be forming a new task force with the Minneapolis and St. Paul Fire Departments to start on August 1<sup>st</sup>, 2021. The letter cited a lack of oversight, fiscal responsibility, and size of the team as reasons for the change. The three remaining agencies (Edina, Rochester and DCSOT) do not believe any of these reasons are valid reasons for reorganization.

Since receipt of this letter, the MN-TF1 Board of Directors has met and worked with its legal counsel to provide a reply to the Fire Marshal's letter. In summary, the letter states that Minnesota Task Force 1 is a legal entity, and the Fire Marshal does not have the authority to take such action. The Fire Marshal has yet to reply.

**Recommendation:**

Additional information and comments will be provided for discussion at the Board Meeting.

**Attachments:**

- Letter from the State Fire Marshal
- Letter from Minnesota Task Force 1 legal counsel

# MINNESOTA DEPARTMENT OF PUBLIC SAFETY



Alcohol  
And Gambling  
Enforcement

ARMER/911  
Program

Bureau of  
Criminal  
Apprehension

Driver and  
Vehicle  
Services

Homeland  
Security and  
Emergency  
Management

Minnesota  
State Patrol

Office of  
Communications

Office of  
Justice Programs

Office of  
Traffic Safety

State Fire  
Marshal and  
Pipeline Safety



## State Fire Marshal

445 Minnesota Street • Suite 145 • Saint Paul, Minnesota 55101-5145

Phone: 651-201-7200 • TTY: 651-282-6555

[www.sfm.dps.mn.gov](http://www.sfm.dps.mn.gov)

June 28, 2021

Board of Directors, Minnesota Task Force 1  
6250 Tracy Avenue  
Edina, MN 55436

Dear Chairman Battig,

Over the past 15 years, the State of Minnesota has supported the activities of Minnesota Task Force-1 (MNFT-1) and during that time, it has grown to be a tremendous asset to the state's emergency response program. Currently, MNFT-1 consists of nearly 200 well-trained personnel. With state of the art equipment and emergency response vehicles, MNFT-1 has become a dependable and professional resource. Everyone associated with the program should be proud of the level of expertise attained by the men and women who make up MNFT-1.

In the November of 2020, the Minnesota State Fire Marshal Division (SFMD) requested the state's Management, Administration, and Development (MAD) agency conduct an in-depth study of the MNFT-1 program. The study included:

1. Review of overall program structure (e.g., size and components);
2. Consultation with national and state subject matter experts for best practices
3. Assessment of funding and expenditures; and
4. How MNFT-1 compares to other task forces across the nation.

The study also identified strengths and weaknesses within the program. Upon reviewing the final report (which has been remitted to you in a previous email), DPS found significant areas of concern such as the size of the team, allocation of funding, and general oversight of the program.

The Commissioner of Public Safety wishes to retain an Urban Search & Rescue (USAR) team under the direction of the SFMD. To that point, and in accordance with the recent study, he believes this is best accomplished through a re-organization of MNFT-1.

# MINNESOTA DEPARTMENT OF PUBLIC SAFETY



Alcohol  
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## State Fire Marshal

445 Minnesota Street • Suite 145 • Saint Paul, Minnesota 55101-5145

Phone: 651-201-7200 • TTY: 651-282-6555

[www.sfm.dps.mn.gov](http://www.sfm.dps.mn.gov)

Currently, there is no Memorandum of Understanding in effect between Department of Public Safety and MNTF-1. Therefore, as of August 1, 2021, the Minneapolis Fire Department (MFD) will become the new fiscal agent and lead agency for MNTF-1. Recognizing that MFD cannot fulfill the state's USAR Type II requirements on its own, MFD, in cooperation with SFMD, will contract with other local/regional agencies/departments to fill this anticipated void.

In moving forward, the SFMD will assume a greater role in the oversight of the new USAR/Technical Rescue program, as it does with the state's hazardous materials response teams and bomb squad programs.

MNTF-1 should be proud of their many accomplishments over the past years. The team has become a very professional and well-trained asset for the state. It is time for a restructuring of this program and build upon past success, which will better serve all of Minnesota with needed USAR/technical rescue assets.

On behalf of Commissioner Harrington, Assistant Commissioner West, and myself, I wish to thank you and all of those involved with MNTF-1 for your participation in and dedication to MNTF-1 program over the past 15 years.

Respectfully,

James G. Smith  
State Fire Marshal  
Minnesota Department of Public Safety



Writer's Email: [debert@quinlivan.com](mailto:debert@quinlivan.com)

Writer's Direct Dial: (320) 258-7846

**VIA E-MAIL ONLY**

July 8, 2021

Jim Smith  
State Fire Marshal  
Minnesota Department of Public Safety  
445 Minnesota St., Ste. 145  
St. Paul, MN 55101-5145

RE: Minnesota Task Force 1  
Our File #226230.26230

Dear Mr. Smith:

This letter is sent in response to yours dated June 28, 2021, to MNTF-1. As previously advised, I am legal counsel for MNTF-1 and I ask that you please include me on future communications relating to MNTF-1.

In your letter you indicate that the Commissioner of the Department of Public Safety "wishes to retain an Urban Search & Rescue (US&R) team under the direction of the SFMD" and that the Commissioner "believes this is best accomplished through a reorganization MNTF-1." Your letter then goes on to state that "as of August 1, 2021, the Minneapolis Fire Department (MFD) will become the new fiscal agent and lead agency for MNTF-1."

Please be advised that MNTF-1 is a separate, government entity formed pursuant to Minn. Stat. § 471.59. The Minnesota Department of Public Safety and the Minnesota Fire Marshal division are not parties to the joint powers agreement and, accordingly have no legal authority over MNTF-1 and, correspondingly no ability to determine which entity serves as either MNTF-1's fiscal agent or its lead agency. Further, as you recognize in your letter, there is no current Memorandum of Understanding in effect between MNTF-1 and the Department of Public Safety. As a result, there is absolutely no basis for you or the Department to assert any authority over the operation of MNTF-1 as purported in your letter.

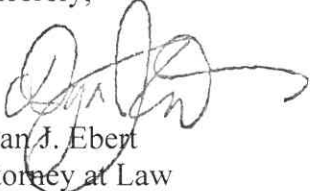
As you are likely aware, the Minnesota legislature recently appropriated \$975K to MNTF-1 for fiscal year 2021-22 as part of the Public Safety bill that was signed by Gov. Walz on June 30. MNTF-1 was specifically identified in the bill as the recipient of these funds and, as a result, your office and the Department of Public Safety does not have the authority to unilaterally divert this funding to another US&R.

In an effort to avoid unnecessary litigation regarding this issue, I respectfully request that you acknowledge receipt of this letter and confirm that MNTF-1's legislatively approved funding will be appropriately administered by your office and the Department of Public Safety.

Jim Smith  
July 8, 2021  
Page 2

If you have any questions regarding this matter, or if you would like to discuss it further, please contact me.

Sincerely,



Dyan J. Ebert  
Attorney at Law  
DJE/rar

C: **VIA EMAIL ONLY**  
Pete Knaeble

BJ Battig

Bruce West

Amanda Swenson

John Ehret

Tom McDonough

Sydnee Woods

Lynn Mueller

Raymond Cruz

Michael Gaede

Craig Latch

Eric Kerska

Pete Fisher

Rodger Coppa

John Harrington, DPS Commissioner