



SOUTH METRO FIRE DEPARTMENT

1650 Humboldt Avenue • West St. Paul MN 55118

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www.southmetrofire.com

AGENDA BOARD OF DIRECTORS MEETING

Meeting Date: December 15, 2021, at 4:30 PM

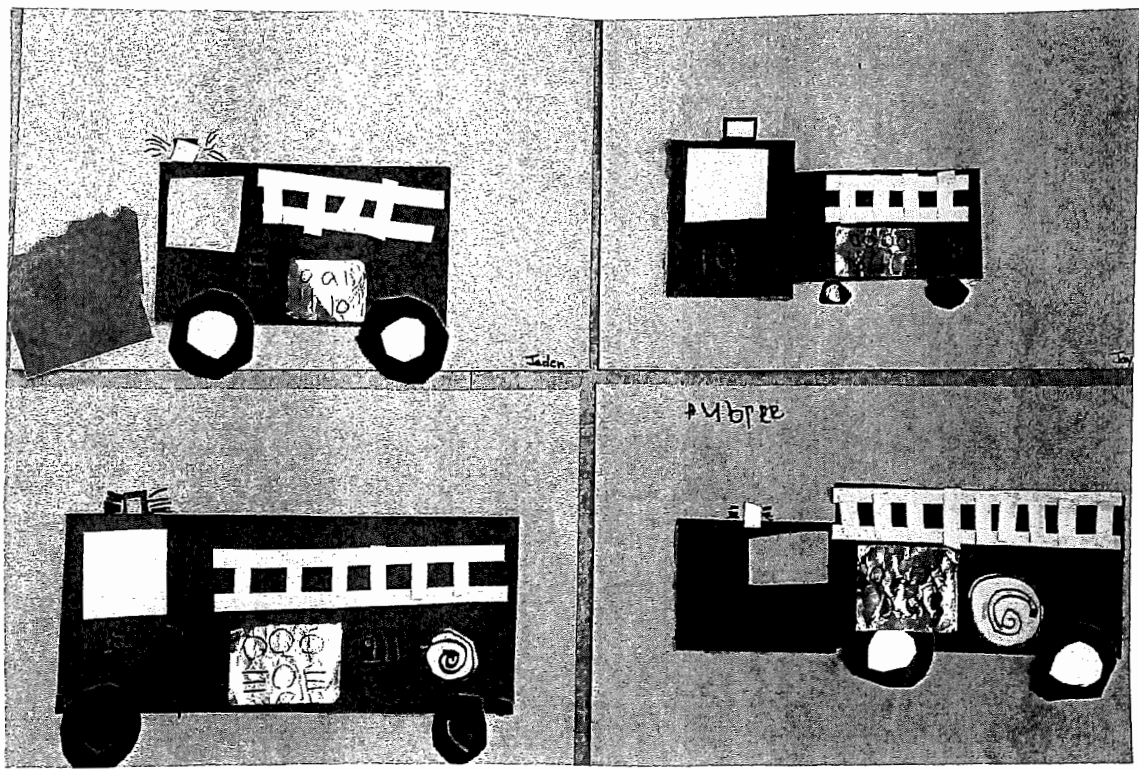
Meeting Place: South St. Paul, Training Room

- I. Roll Call
 - Board Members: Berry, Francis, Napier, Seaberg, Wippermann*
- II. Adopt Agenda
- III. Communications/Recognitions
 - a. [Thank You – Moreland Kindergarten](#)
- IV. Consent Agenda
 - a. [November 17, 2021, Meeting Minutes](#)
 - b. [November 2021 List of Claims](#)
 - c. [November 2021 Bank Reconciliation](#)
 - d. [November 2021 Month End Budget Report](#)
 - e. [November 2021 Run Summary Report](#)
 - f. [Resolution 2021-02 Adopting Fee Schedule](#)
 - g. [Resolution 2021-03 Approving Services Agreement](#)
 - h. [Resolution 2021-05 Approving Liability Coverage Limits](#)
 - i. [Deferral of Capital Purchases](#)
- V. Committee Reports
 - a. None
- VI. Agenda Items
 - a. [2022 Budget Approval](#)
 - b. Labor Negotiations (Health Insurance)
 - i. *Closed Session*
 - 1. *Motion to hold closed meeting pursuant to Minn. Stat. 13D.03 to review labor negotiation proposals*
 - 2. *Motion to re-open meeting*
 - c. Fire Chief Performance Evaluation
 - i. *Closed Session*
 - 1. *Motion to close pursuant to Minn. Stat. 13D.05 subd. 3 to conduct the performance evaluation of Fire Chief Mark Juelfs, unless he so requests that the meeting be open.*
 - 2. *Motion to re-open meeting*

VII. Public Comment

VIII. Adjourn

Next Regular Meeting – January 19, 2022, West St. Paul



Thank you for visiting the Moreland Kindergarten, teaching us about what you do to help others and for inspiring some awesome shape fire trucks!

You are amazing & appreciated!

Stacey Schuessler

MINUTES

SOUTH METRO FIRE DEPARTMENT BOARD OF DIRECTORS

Wednesday November 17, 2021
South St Paul Training Room

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

Also Present: Mark Juelfs, Joel Hanson, Char Stark, Deb Wheeler, Terry Johnson

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

ADOPT AGENDA

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

COMMUNICATIONS/RECOGNITIONS

Introduction of Firefighters; Zach Weise, Brandon Buckley and Steve Grass

The department received a Thank you from Neighbors for hosting the Police v. Firefighters hockey game.

A Thank you from the Jacobson's of SSP for serving the community.

A Thank you to Investigator Wenzel for his presentation to the Nan McKay and John Carroll residents.

FF Robert Ehlert's retirement announcement. Rob's last day with the department will be 12/30/21.

CONSENT AGENDA

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

COMMITTEE REPORTS

None

AGENDA ITEMS

Retiree Health Insurance Composite Rate Calculation

Chief Juelfs informed the Board that during the 2020 GASB audit it was discovered that documentation is needed to be including retirees in the composite rate calculation.

Currently the department includes a retiree in the calculation rate and supplements their premium. If the Board decides to keep the current two retirees in the calculation the cost for 2022 would be approximately \$10,000.

Board Member Seaberg feels that supplementing retiree health insurance needs to be a negotiated item. Chief Juelfs said he will speak with the Human Resource Departments from WSP and SSP. Seaberg said he is fine with the current two retirees remaining in the calculation for 2022.

Health Insurance Renewal for 2022

After reviewing the renewal information, the LMC members and our broker agreed that it is in our best interest to continue coverage with HealthPartners. The plan cost increased by 4%. Chief Juelfs will meet with both labor unions to negotiate how the increase will be split.

Motion was made to continue with HealthPartners and to authorize staff to make payments in accordance with the premium renewals for health, dental, life and long-term insurance by Seaberg; seconded by Francis.
Motion carried.

Public Board Member Process

Dennis Wippermann's two-year term is set to expire on March 31, 2022. In the past the position has been posted on the department website and applications are presented to the Board in February for their consideration. Board Member Wippermann stated he would appreciate being re-appointed.

PUBLIC COMMENT

Board Member Berry asked Chief Juelfs if the department has any new COVID cases. Juelfs informed the Board that we have not since August, but the Chief did say he's concerned with all the holiday parties and the amount of time everyone will be spending indoors.

Board Wippermann reminded the Board Members if they haven't completed the Performance Evaluation for Chief Juelfs to please do so.

MOTION TO ADJOURN

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

The next regular meeting is scheduled on December 15, at 4:30 pm in South St Paul.

Respectfully submitted by:

Deb Wheeler

SOUTH METRO FIRE

Summary of List of Claims Board Meeting of December 15, 2021

PAYROLL CHECK REGISTER:

Payroll Period	11/1 - 11/14	
Date Paid	11/19/2021	\$ 105,842.41
Direct Deposit		

Payroll Period	11/15 - 11/28	
Date Paid	12/3/2021	\$ 104,156.79
Direct Deposit		

Payroll Period		
Date Paid		\$ -
Direct Deposit		

TOTAL NET PAYROLL

\$ 209,999.20

DISBURSEMENT CHECK REGISTER:

Checks	9868 - 9923	\$ 50,599.00
EFTS	2143 - 2169	\$ 335,161.32

TOTAL DISBURSEMENT CHECKS

\$385,760.32

TOTAL PAYROLL, DISBURSEMENTS, ACH'S

<u>\$595,759.52</u>

Payment Register

From Payment Date: 11/5/2021 - To Payment Date: 12/3/2021

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1-ANCHOR BAN - ANCHOR BANK									
<u>Check</u>									
9868	11/09/2021	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 1059	\$200.75		
9869	11/09/2021	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 724	\$1,204.50		
9870	11/09/2021	Open			Accounts Payable	STANDARD INSURANCE COMPANY	\$1,374.25		
9872	11/18/2021	Open			Accounts Payable	ASPEN MILLS	\$31.00		
9873	11/18/2021	Open			Accounts Payable	BATTERIES PLUS	\$195.62		
9874	11/18/2021	Open			Accounts Payable	Berry/ Wendy	\$100.00		
9875	11/18/2021	Open			Accounts Payable	BOUND TREE MEDICAL	\$140.88		
9876	11/18/2021	Open			Accounts Payable	Buckley/Brandon	\$100.00		
9877	11/18/2021	Open			Accounts Payable	DAKOTA COUNTY TREASURER	\$1,679.76		
9878	11/18/2021	Open			Accounts Payable	DAMA Metal Products	\$100.00		
9879	11/18/2021	Open			Accounts Payable	EHLERT/ROBERT	\$16.67		
9880	11/18/2021	Open			Accounts Payable	Emergency Technical Decon	\$117.00		
9881	11/18/2021	Open			Accounts Payable	Fire Catt	\$5,450.64		
9882	11/18/2021	Open			Accounts Payable	Francis, James	\$100.00		
9883	11/18/2021	Open			Accounts Payable	Further	\$130.05		
9884	11/18/2021	Open			Accounts Payable	GALLS, LLC	\$282.78		
9885	11/18/2021	Open			Accounts Payable	Grass, Stephen	\$100.00		
9886	11/18/2021	Open			Accounts Payable	IMAGE TREND	\$450.00		
9887	11/18/2021	Open			Accounts Payable	Insight Public Sector	\$841.00		
9888	11/18/2021	Open			Accounts Payable	Jensen/Steve	\$154.25		
9889	11/18/2021	Open			Accounts Payable	LEVANDER, GILLEN & MILLER, P.A	\$3,692.00		
9890	11/18/2021	Open			Accounts Payable	Linde Gas and Equipment	\$94.86		
9891	11/18/2021	Open			Accounts Payable	LOCAL GOVERNMENT INFORMATION	\$1,055.25		
9892	11/18/2021	Open			Accounts Payable	MacQueen Emergency Group	\$2,040.50		
9893	11/18/2021	Open			Accounts Payable	MOTOROLA SOLUTIONS, INC	\$1,723.50		
9894	11/18/2021	Open			Accounts Payable	NAPA	\$6.64		
9895	11/18/2021	Open			Accounts Payable	Napier/ David	\$100.00		
9896	11/18/2021	Open			Accounts Payable	NINTH BRAIN	\$192.00		
9897	11/18/2021	Open			Accounts Payable	PAUL CONWAY SHIELDS	\$204.46		
9898	11/18/2021	Open			Accounts Payable	PERFORMANCE PLUS	\$170.00		
9899	11/18/2021	Open			Accounts Payable	Rihm Kenworth	\$2,422.71		
9900	11/18/2021	Open			Accounts Payable	S ST PAUL/CITY OF	\$5,744.53		
9901	11/18/2021	Open			Accounts Payable	Seaberg, Thomas	\$100.00		
9902	11/18/2021	Open			Accounts Payable	SOS Tech	\$302.40		
9903	11/18/2021	Open			Accounts Payable	SPOK, INC	\$138.08		
9904	11/18/2021	Open			Accounts Payable	Stryker Sales Corporation	\$288.75		
9905	11/18/2021	Open			Accounts Payable	TWINCITIES PIONEER PRESS	\$495.72		
9906	11/18/2021	Open			Accounts Payable	US Bank Equipment Finance	\$156.00		
9907	11/18/2021	Open			Accounts Payable	WIPPERMANN/DENNIS	\$100.00		
9908	11/19/2021	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 1059	\$200.75		
9909	11/19/2021	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 724	\$1,204.50		
9910	11/19/2021	Open			Accounts Payable	LOWE'S COMMERCIAL SERVICES	\$33.12		
9911	12/01/2021	Open			Accounts Payable	ASPEN MILLS	\$82.69		
9912	12/01/2021	Open			Accounts Payable	AT&T MOBILITY	\$1,019.05		
9913	12/01/2021	Open			Accounts Payable	Cardinal Investigations	\$1,450.00		
9914	12/01/2021	Open			Accounts Payable	CARDMEMBER SERVICES	\$8,270.72		

Payment Register

From Payment Date: 11/5/2021 - To Payment Date: 12/3/2021

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
9915	12/01/2021	Open			Accounts Payable	EMERGENCY APPARATUS	\$768.44		
9916	12/01/2021	Open			Accounts Payable	MAINTENANC	\$230.75		
9917	12/01/2021	Open			Accounts Payable	GALLS, LLC	\$4,767.23		
9918	12/01/2021	Open			Accounts Payable	INSIGHT PUBLIC SECTOR	\$154.98		
9919	12/01/2021	Open			Accounts Payable	INVER GROVE FORD	\$300.00		
9920	12/01/2021	Open			Accounts Payable	MARKS AUTO UPHOLSTERY	\$103.47		
9921	12/01/2021	Open			Accounts Payable	NAPA	\$96.00		
9922	12/01/2021	Open			Accounts Payable	NINTH BRAIN	\$24.25		
9923	12/01/2021	Open			Accounts Payable	PAUL CONWAY SHIELDS	\$96.50		
Type Check Totals:					55 Transactions	Rihm Kenworth	\$50,599.00		

1-ANCHOR BAN - ANCHOR BANK Totals

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	55	\$50,599.00	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	55	\$50,599.00	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	55	\$50,599.00	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	55	\$50,599.00	\$0.00

Grand Totals:

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	55	\$50,599.00	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	55	\$50,599.00	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	55	\$50,599.00	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	55	\$50,599.00	\$0.00

Payment Register

From Payment Date: 11/4/2021 - To Payment Date: 12/9/2021

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1-ANCHOR BAN - ANCHOR BANK									
EFT									
2143	11/05/2021	Open			Accounts Payable	HEALTHPARTNERS	\$40,858.20	\$40,858.20	\$0.00
2144	11/05/2021	Open			Accounts Payable	I C M A RETIREMENT CORP	\$1,235.00	\$1,235.00	\$0.00
2145	11/05/2021	Open			Accounts Payable	IRS - PR TAXES	\$21,383.11	\$21,383.11	\$0.00
2146	11/05/2021	Open			Accounts Payable	MN DEPT OF REVENUE	\$6,991.01	\$6,991.01	\$0.00
2147	11/05/2021	Open			Accounts Payable	MN II LIFE -- HSA	\$1,768.46	\$1,768.46	\$0.00
2148	11/05/2021	Open			Accounts Payable	MSRS	\$200.00	\$200.00	\$0.00
2149	11/05/2021	Open			Accounts Payable	MSRS - HCSP	\$2,601.22	\$2,601.22	\$0.00
2150	11/05/2021	Open			Accounts Payable	NATIONWIDE	\$2,260.00	\$2,260.00	\$0.00
2151	11/05/2021	Open			Accounts Payable	PUBLIC EMPLOYEES RETIRE ASSN	\$48,806.27	\$48,806.27	\$0.00
2152	11/19/2021	Open			Accounts Payable	I C M A RETIREMENT CORP	\$1,235.00	\$1,235.00	\$0.00
2153	11/19/2021	Open			Accounts Payable	IRS - PR TAXES	\$20,731.94	\$20,731.94	\$0.00
2154	11/19/2021	Open			Accounts Payable	MN DEPT OF REVENUE	\$6,805.98	\$6,805.98	\$0.00
2155	11/19/2021	Open			Accounts Payable	MN II LIFE -- HSA	\$1,768.46	\$1,768.46	\$0.00
2156	11/19/2021	Open			Accounts Payable	MSRS	\$200.00	\$200.00	\$0.00
2157	11/19/2021	Open			Accounts Payable	MSRS - HCSP	\$2,580.80	\$2,580.80	\$0.00
2158	11/19/2021	Open			Accounts Payable	NATIONWIDE	\$2,260.00	\$2,260.00	\$0.00
2159	11/19/2021	Open			Accounts Payable	PUBLIC EMPLOYEES RETIRE ASSN	\$47,896.71	\$47,896.71	\$0.00
2160	11/30/2021	Open			Accounts Payable	OLD NATIONAL BANK	\$118.12	\$118.12	\$0.00
2161	12/09/2021	Open			Accounts Payable	HEALTHPARTNERS	\$42,594.93		
2162	12/09/2021	Open			Accounts Payable	I C M A RETIREMENT CORP	\$1,235.00		
2163	12/09/2021	Open			Accounts Payable	IRS - PR TAXES	\$20,091.70		
2164	12/09/2021	Open			Accounts Payable	MN DEPT OF REVENUE	\$6,600.64		
2165	12/09/2021	Open			Accounts Payable	MN II LIFE -- HSA	\$1,768.46		
2166	12/09/2021	Open			Accounts Payable	MSRS	\$200.00		
2167	12/09/2021	Open			Accounts Payable	MSRS - HCSP	\$2,672.07		
2168	12/09/2021	Open			Accounts Payable	NATIONWIDE	\$3,060.00		

Payment Register

From Payment Date: 11/4/2021 - To Payment Date: 12/9/2021

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
2169	12/09/2021	Open			Accounts Payable	PUBLIC EMPLOYEES RETIRE ASSN	\$47,238.24		
Type EFT Totals:					27 Transactions		\$335,161.32	\$209,700.28	\$0.00
1-ANCHOR BAN - ANCHOR BANK Totals									

South Metro Fire Department
BANK RECONCILIATION
November 30, 2021

Old National Bank	
Ending Balance - Checking	\$ 1,950,026.97
Ending Balance - Savings Account	247,255.00
Outstanding Disbursement Checks	(5,464.13)
DIT	0.00
Adjustments:	
RECONCILED BALANCE	\$ 2,191,817.84

CITY TREASURER'S BALANCE:	
Previous Month's Reconciled Balance	\$ 1,301,502.28
Daily Receipts Posted	1,384,271.26
Disbursement Checks Issued	(279,871.65)
Payroll Checks and Direct Deposits	(214,084.05)
Rev Prior Month Adj:	0.00
RECONCILED BALANCE	\$ 2,191,817.84

CASH ACCOUNT BALANCE:	\$ 2,191,817.84
Adjustments	0.00
RECONCILED BALANCE	\$ 2,191,817.84

Cash by Fund:

		Beginning Balance	Net Activity	Ending Balance
General Fund	101-10101	313,728.29	813,007.11	1,126,735.40
Grant Fund	201-10100	899.44	-	899.44
Fire Assistance Fund		-	-	-
Debt Service Fund	301-10101	(74.66)	45,813.00	45,738.34
Capital Fund	401-10101	986,949.21	31,495.45	1,018,444.66
	Total	1,301,502.28	890,315.56	2,191,817.84



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	362,647.54	187,352.46	66%	532,293.82
Intergovernmental Revenues	183,534.00	.00	367,720.42	(184,186.42)	200%	199,217.03
Charges for Services	5,576,741.00	678,613.78	4,905,459.12	671,281.88	88%	5,275,151.06
Other Revenue	50,000.00	.00	8,793.51	41,206.49	18%	18,582.84
Other Financing Sources	.00	.00	18,484.22	(18,484.22)	+++	775.00
REVENUE TOTALS	\$6,360,275.00	\$678,613.78	\$5,663,104.81	\$697,170.19	89%	\$6,026,019.75
EXPENSE						
Personal Services	5,667,793.00	424,647.58	5,036,269.07	631,523.93	89%	4,880,410.76
Supplies	178,279.00	4,236.65	121,151.27	57,127.73	68%	91,706.18
Contractual Services	382,443.00	17,028.78	294,854.44	87,588.56	77%	250,773.41
Other Charges	131,759.00	9,859.35	95,665.28	36,093.72	73%	72,656.73
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)	+++	309,160.00
EXPENSE TOTALS	\$6,360,274.00	455,772.36	5,914,111.06	\$446,162.94	93%	\$5,604,707.08
Fund 101 - General Fund Totals						
REVENUE TOTALS	6,360,275.00	678,613.78	5,663,104.81	697,170.19	89%	6,026,673.39
EXPENSE TOTALS	6,360,274.00	455,772.36	5,914,111.06	446,162.94	93%	5,604,707.08
Fund 101 - General Fund Totals	\$1.00	\$222,841.42	(\$251,006.25)	\$251,007.25		\$421,966.31
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	91,776.00	91,874.00	0%	91,826.00
REVENUE TOTALS	\$183,650.00	.00	91,776.00	\$91,874.00	+++	\$91,826.00
EXPENSE						
Contractual Services	183,650.00	.00	118,581.00	65,069.00	+++	64,971.00
EXPENSE TOTALS	\$183,650.00	.00	118,581.00	\$65,069.00	+++	\$64,971.00
Fund 301 - Debt Totals						
REVENUE TOTALS	183,650.00	.00	91,776.00	91,874.00	+++	91,826.00
EXPENSE TOTALS	183,650.00	.00	118,581.00	65,069.00	+++	64,971.00
Fund 301 - Debt Totals	\$0.00	\$0.00	(\$26,805.00)	\$26,805.00		\$26,855.00
Fund 401 - Capital Projects						
REVENUE						
Intergovernmental Revenues	.00	.00	.00	.00	+++	13,544.00
Charges for Services	496,197.00	16,253.00	113,771.00	382,426.00	0	94,808.00
Other Revenue	.00	.00	.00	.00	+++	.00
Other Financing Sources	.00	.00	366,171.00	.00	+++	309,160.00
REVENUE TOTALS	\$496,197.00	\$16,253.00	\$479,942.00	\$382,426.00		\$417,512.00
EXPENSE						
Motor Vehicles	301,862.00	841.00	289,705.66	12,156.34	96%	.00
Office Equipment	86,414.00	.00	4,599.00	81,815.00	5%	107,287.71
Other Equipment	13,920.00	.00	12,403.63	1,516.37	89%	.00
EXPENSE TOTALS	\$402,196.00	\$841.00	\$306,708.29	\$95,487.71	76%	\$107,287.71
Fund 401 - Capital Projects						
REVENUE TOTALS	496,197.00	16,253.00	479,942.00	32,508.00	0	417,512.00
EXPENSE TOTALS	402,196.00	841.00	306,708.29	265,838.62	76%	107,287.71
Fund 401 - Capital Projects	\$94,001.00	\$15,412.00	\$173,233.71	(\$233,330.62)		\$310,224.29
Grand Totals						
REVENUE TOTALS	7,040,122.00	694,866.78	6,234,822.81	1,815,092.00	89%	6,536,011.39
EXPENSE TOTALS	7,312,291.00	456,613.36	6,339,400.35	2,396,406.10	87%	5,776,965.79
Grand Totals	(\$272,169.00)	\$238,253.42	(\$104,577.54)	(\$581,314.10)		\$759,045.60



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	6	2	3	2	4		40	41
112 Fire in structure other than in a building								1					1	1
113 Cooking fire, confined to container	1		1	1	1	1	1				1		7	4
114 Chimney fire													0	1
116 Fuel	1			1									2	
118 Trash		1	1							1	1		4	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	1	1	3	1			14	12
132 Road Freight or transport vehicle fire													0	1
133 Rail vehicle fire													0	
134 Water vehicle fire													0	1
135 Aircraft Fire													0	
138 Off-road vehicle or heavy equipment fire													0	
142 Brush or bursh & grass mixture fire				1		8	1	1			2		13	4
143 Grass Fire							3	2			1		6	3
151 Outside rubbish fire					1	1	1		1		2		6	5
154 Dumpster fire					1	2		2	1	1	2		9	7
163 Outside equipment fire								1					1	1
	8	6	5	4	8	23	13	10	8	5	13	0	103	83
OVERPRESSURE RUPTURE, EXPLOSION, OVERHEAT (NO FIRE)														
200 Overpressure rupture, explosion, overhear other													0	
243 Fireworks explosion (no fire)											1		1	
251 Excessive heat, scorch burns with no ignition	5	1	3	1	2	3	4	5	5	5	2		36	26
	5	1	3	1	2	3	4	5	5	5	3	0	37	26
RESCUE & EMERGENCY MEDICAL SERVICE														
311 Medical assist, assist EMS crew						1	1	2		2	1		7	5
321 EMS call, excluding vehicle accident with injury	410	379	432	440	473	433	483	453	436	449	442		4830	4432
322 Motor vehicle accident with injuries	4	8	5	8	8	6	8	9	7	8	7		78	89
323 Motor vehicle/pedestrian accident (MV Ped)					1		1				1		3	5
324 Motor vehicle accident with no injuries.	2	6	4	3		3	2	10	4	4	6		44	33
341 Search for person on land			1										1	1
350 Extrication, rescue, other									1				1	2
352 Extrication of victims from vehicle													0	
353 Removal of victim(s) from stalled elevator			1							1			2	5
355 Confined Space Rescue													0	
357 Extrication of victim(s) from machinery			1										1	2
360 Water & ice related rescue, other						1	1						2	3
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	1
	416	393	444	451	482	445	496	474	448	464	457	0	4970	4579
HAZARDOUS CONDITION (NO FIRE)														
400 Hazardous condition, other									1		1		2	1
411 Gasoline or other flammable liquid spill				2						1	1		4	9
412 Gas leak (natural gas or LPG)	2	4	4	1	3	7	5	3	3	4	3		39	20
413 Oil spill								1					1	1
421 Chemical hazard (no spill or leak)										1			1	1
422 Chemical spill or leak													0	2
424 Carbon monoxide incident	3	2	1	2	2	2	4	1	2	2	4		25	9
440 Electrical equipment problem				2	1	3	1	2	2		2		13	16
442 Overheated motor	1	3	4	3		3		2			1			0
444 Power line down	1		1		1	1	4	2	7	3	1		21	26
445 Arch, shorted electrical equipment		1			3	1	1	2	2				10	18
451														
461 Building or structure weakened or collapsed									1				1	
462 Aircraft standby													0	
463 Vehicle accident, cleanup													0	2
471 Explosive, bomb removal													0	
481 Attempt to burn													0	1
	7	10	10	10	10	17	15	13	18	11	13	0	134	106
SERVICE CALL														
500 Service Call, other					2								2	5
510 Person in distress, other						1		1	1				3	1
519 Person in distress													0	
520 Water problem, other													0	1
522 Water or steam leak		1											1	5
531 Smoke or odor removal	1	2	1	2	1				1		1		9	16
551 Assist police or other governmental agency	5	5	11	9	7			15	1	3	10		66	98
553 Public service	1	9	1		14	17	20	3	16	12	2		95	55
554 Assist invalid	42	41	39	46	53	40	36	35	44	33	55		464	430
561 Unauthorized burning		1	4	2	6	4	7	4	7	5	7		47	61
	49	59	56	59	83	62	63	58	70	53	75	0	687	672



2021 Run Summary

South Metro Fire Department

	January	February	March	April	May	June	July	August	September	October	November	December	YTD TOTAL	2020 YTD TOTAL
GOOD INTENT CALL														
600 Good intent call, other	2	4		1	2	2	4	1	7	1			24	16
611 Dispatched & canceled en route	21	8	8	19	12	23	22	13	13	15	22		176	216
621 Wrong location													0	1
622 No incident found on arrival at dispatch address	10	6	9	6	6	9		8	13	12	6		85	86
631 Authorized controlled burning			1	1	1		1	2	1	2			9	21
650 Steam, gas, other mistaken for smoke		1								1			2	
651 Smoke scare, odor of smoke		2	5	1	3	2	5	4	4	1	4		31	25
652 Steam, vapor, fog or dust thought to be smoke	1		1			1							3	2
653 Smoke from barbeque, tar kettle					1				1				2	
661 EMS call, party transported by non-fire agency (661)									1				1	1
671 HazMat release investigation w/no HazMat	2	1	3			1	3	1	1	2			14	8
	36	22	27	28	25	38	35	29	41	34	32	0	347	376
FALSE ALARM & FALSE CALL														
700 False alarm or false call, other						2							2	1
710 Malicious false call													0	
714 Central Station, malicious false alarm			1			1					1		3	4
715 Local alarm system, malicious false call	2	1	3	2	1	1			3	4	1		18	13
721 Bomb scare - no bomb													0	
730 System malfunction, other								1			1		2	3
731 Sprinkler activation due to malfunction	1	5		2		1	1			1	2		13	9
732 Extinguishment system activation malfunction						2		1					3	2
733 Smoke detector activation due to malfunction	1	3	4	1	2	2	2	4	1	2			24	34
735 Alarm system sounded due to malfunction	1	6	3		3	3	2	1	3	2	6		30	26
736 CO detector activation due to malfunction		1		3	2	1	1	1		1	3		13	19
740 Unintentional transmission of alarm, other					1				1	1	1		4	1
741 Sprinkler activation, no fire - unintentional			2	1	2		1	2		1			9	15
743 Smoke detector activation, unintentional	4	5	6	5	2	2	4	2	9	5	2		46	43
744 Detector activation, no fire - unintentional		2			1	2	2			1	3		11	16
745 Alarm system activation, no fire - unintentional	2	4	2	3	4	2	2	1	4	5	2		31	31
7451 False Alarm	4	4	5	5	7	10	15	8	8	5	5		76	49
746 Carbon monoxide detector activation, no CO	2	1	2	1		1			4		2		13	26
	17	32	28	23	25	30	30	19	36	27	31	0	298	292
SEVERE WEATHER & NATURAL DISASTER														
814 Lightning strike (no fire)									1				1	0
	0	0	0	0	0	0	0	0	1	0	0	0	1	0
SPECIAL INCIDENT TYPE														
900 Special type of incident, other													0	
911 Citizen Complaint				1					2				3	7
	0	0	0	1	0	0	0	0	2	0	0	0	3	7
Not Reported			2			1	2	1	1	11	66		84	10
	0	0	2	0	0	1	2	1	1	11	66	0	84	10
MONTHLY RUN TOTAL														
	538	523	575	577	635	619	658	609	636	610	690	0	6670	6163
BLS Transports														
	138	139	154	149	173	152	177	143	159	163	126		1673	1380



SOUTH METRO FIRE DEPARTMENT

1650 Humboldt Avenue • West St. Paul MN 55118

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

www.southmetrofire.com

DATE: December 15, 2021

TO: President and Board

FROM: Mark Juelfs, Fire Chief

RE: **Fee Schedule**

Summary:

The annual review and approval of the Department's Fee Schedule has been identified as a best practice. Staff has reviewed the current fee schedule and believes the charges currently listed are appropriate without any modification.

Budget Impact:

Staff is recommending no changes to the fee schedule, which would result in no discernable change to the budget.

Recommendation:

Approve Resolution 2021-02 Establishing Fee Schedules Rates

Attachment:

Resolution 2021-02 Establishing Fee Schedules Rates

South Metro Fire Department

Resolution No. 2021-02

RESOLUTION ESTABLISHING FEE SCHEDULE RATES

WHEREAS, the Board most recently approved the fee schedule by Resolution 2020-09 on December 16, 2020, which is the fee schedule for services provided by the South Metro Fire Department; and

WHEREAS, the Fire Chief recommends no increase to the listed fees; and

NOW, THEREFORE, BE IT RESOLVED the Board of Directors approves the following Fees for the South Metro Fire Department.

SERVICE PROVIDED

FEE

Fire Alarm Installation Permit	1.25% of value of the work or \$66.50 minimum
Sprinkler System Permit	1.25% of value of the work or \$66.50 minimum
General Fire Prevention Permit	1.25% of value of the work or \$66.50 minimum
Hood Cleaning Permit	\$51.50
Fuel Tank Installation/Removal Permit	\$66.50
Temporary LP System Permit	\$66.50
Temporary Tents and Membrane Structures Permit	\$66.50

****Failure to obtain a permit prior to starting work will result in a permit fee two times the regular permit fee established herein****

Firework Sales – Inspection Fee	\$75.00
Re-Inspection Fee	\$71.50

False Alarm Response
0-3 Alarms per year
4-6 Alarms per year
More than 6 Alarms per year

No Charge
\$117.50
\$170.50

Aerial Ladder
Ambulance/Rescue
ATV (off-road vehicle)
Command Vehicle
Engine
Fire Boat
Utility Vehicle (pickup truck)

\$440.00 per hour
\$240.00 per hour
\$40.00 per hour
\$140.00 per hour
\$340.00 per hour
\$270.00 per hour
\$100.00 per hour

Personnel – On-duty
Personnel – Off-duty/call back

Hourly wage + 35% benefits
Double time + 35% benefits

Passed by the Board of Directors on December 15, 2021.

Attest:

Dave Napier, Secretary



SOUTH METRO FIRE DEPARTMENT

1650 Humboldt Avenue • West St. Paul MN 55118

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

www.southmetrofire.com

DATE: December 15, 2021

TO: President and Board

FROM: Mark Juelfs, Fire Chief

RE: **Services Agreement Renewal**

Summary:

In addition to the Joint and Cooperative Agreement for Fire Protection Services (commonly referred to as the JPA) signed by both cities in 2005, there is also a Services Agreement between both cities and South Metro. The existing Services Agreement between South Metro Fire and the Cities of South St Paul and West St Paul will expire on December 31, 2021. This agreement has worked well with only a few minor changes since first being implemented in 2007.

The agreement was sent to both Cities for review and input on any needed changes to the agreement. Both Cities and South Metro staff had no requested changes to the current services agreement. Staff supports renewing the current agreement for a two-year period.

Budget Impact:

There have been no identified changes to the budget because of renewing this agreement.

Recommendation:

Approve Resolution 2021-03 Approving Services Agreement with West St Paul and South St Paul

Attachments:

Services Agreement

Resolution 2021-03 Approving Services Agreement with West St Paul and South St Paul

SERVICES AGREEMENT

THIS AGREEMENT FOR SERVICES is entered into as of January 1, 2022, by and among South Metro Fire Department, a Minnesota joint powers entity, the City of South St. Paul, a Minnesota municipal corporation, and the City of West St. Paul, a Minnesota municipal corporation.

RECITALS

WHEREAS, the City of West St. Paul and the City of South St. Paul formed a joint powers consolidated fire department pursuant to Minnesota Statute, Section 471.59, named the “South Metro Fire Department.”

WHEREAS, the South Metro Fire Department agrees to provide fire prevention, protection, and related services within the corporate limits of the Cities, upon the terms and subject to the conditions of this Agreement.

WHEREAS, each City agrees to provide certain services pursuant to this Agreement.

AGREEMENT

NOW, THEREFORE, in consideration of the promises and the covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which are acknowledged, the Parties, intending to be legally bound by the terms and conditions of this Agreement, agree as follows:

ARTICLE ONE **DEFINITIONS**

Section 1.01 **Definitions.** Unless the context clearly indicates a different meaning is intended, the following words and terms shall for the purposes of this Agreement have the meanings given them:

A. “Agreement” means this Agreement, as it may be amended, supplemented, or restated from time to time.

B. “Board” means the Board of Directors of South Metro Fire Department.

C. “Budget” means the budget adopted annually by the City Councils of the Cities in accordance with the procedure under Sections 7.3, 7.4, and 7.5 of the Joint Powers Agreement.

D. “Cities” means the City of South St. Paul and the City of West St. Paul; “City” means either one of the Cities.

E. “City Council” means the governing body of the City of South St. Paul or of the City of West St. Paul.

F. “Effective Date” means the Operational Date.

G. “Fire Chief” means the chief of the Fire Department.

H. “Fire Department” means the South Metro Fire Department.

I. “Joint Powers Agreement” means the Joint Powers Agreement dated October 25, 2005, between the Cities.

J. “Operational Date” means the date the employees, capital equipment, personal property and accounts receivable from the West St. Paul Fire Department and the South St. Paul Fire Department are transferred to the South Metro Fire Department and it becomes fully functional and operational.

K. “Parties” and “Party” means all of the entities named in the preamble of this Agreement, or any one of them.

L. “Service Center” means the South St. Paul Municipal Service Center that provides Vehicle Maintenance Services as outlined in Article Five.

M. “Station 1” means the portion of the building that the Fire Department leases from West St. Paul.

N. “Station 2” means the portion of the building that the Fire Department leases from South St. Paul.

O. “Uncontrollable Circumstances” means a delay resulting from a cause over which the Party required to make performance does not have control and that cannot or could not have been avoided by the exercise of reasonable care, including acts of God, accidents, war, civil unrest, embargoes, strikes, litigation, and delays of other Parties in the performance of its obligations under or incidental to this Agreement.

ARTICLE TWO **FIRE SERVICES**

Section 2.01 **Engagement for Fire Services.** The Cities hereby engage the Fire Department to furnish Fire Services as of its Operational Date, within the present and future corporate limits of the Cities, and the Fire Department agrees to provide the Fire Services upon the terms and subject to the conditions of this Agreement, and subject to the occurrence of Uncontrollable Circumstances. In the event of Uncontrollable Circumstances, the Fire Chief shall have the discretion to allocate resources as deemed in the best interest of the Parties.

Section 2.02 **Definition of Fire Services.** “Fire Services” means fire prevention services, fire protection services, and related services, including structural fire fighting, fire suppression, rescue, hazardous materials operational level response, fire code inspection and enforcement, fire code, confined space operational level response, preconstruction building plan review, fire investigation, vehicle extrication, basic life support, emergency medical services, public education about fire prevention and safety, and fire cause and origin determination.

Section 2.03 **Leased Space.** Each City shall provide and maintain adequate facilities within its jurisdiction in which the Fire Department Station 1 and Station 2 shall be located, pursuant to lease agreements entered into by each City with the Fire Department.

ARTICLE THREE **BUDGET MATTERS**

Section 3.01 **Budget Process.** The Fire Department shall provide each City Council with its proposed gross Budget by July 15 each year. Each City shall equally share the cost of the annual Budget, which shall be due and payable in quarterly installments on January 1, April 1, July 1 and a final payment reconciling the balance due by October 31.

Section 3.02 **Advances in the Budget.** The Fire Department may request an advance from each City for a payment not yet due, but at no point shall the total annual payments made to the Fire Department by each City exceed its portion of the amount of the Budget, unless approved by both City Councils. Each City agrees to pay such advance within 30 days of the request.

Section 3.03 **Judgment and Liabilities.** In the event that the Fire Department is levied a judgment or liability or incurs an unanticipated and reasonably necessary expense that is not covered by insurance or another funding source, each City shall equally share the costs of such judgment, liability or necessary expense and shall pay the Fire Department within 30 days of the request by the Fire Department.

Section 3.04 **Quarterly Reporting to Councils.** The Fire Chief shall present written budget reports to the City Councils on a quarterly basis, or more often, if so requested by the Councils.

Section 3.05 **Audit.** The Board shall cause an annual audit of the financial affairs of the Fire Department to be performed by an independent certified accountant in accordance with generally accepted auditing principles. A copy of the audit shall be provided to each City Council by June 30 of each year, unless an extension is approved by both city Councils.

Section 3.06 **Billing Residents.** The Fire Department may charge property owners, residents or non-residents who use the Fire Services by directly invoicing them for Fire

Services provided, including, but not limited to ambulance fees, fire permits, special equipment costs, false alarms, hazardous material response and inspections.

ARTICLE FOUR **FINANCIAL SERVICES**

Section 4.01 **Contributed Financial Services.** West St. Paul shall provide the Fire Department with Financial Services on the attached Exhibit A.

ARTICLE FIVE **VEHICLE MAINTENANCE SERVICES**

Section 5.01 **Contributed Vehicle Maintenance Services.** Fire Department shall engage South St. Paul to provide Vehicle Maintenance Services for all vehicles owned and operated by the Fire Department to keep them in good, operating condition. The Vehicle Maintenance Services shall be performed pursuant to the schedule provided on Exhibit B. The Fire Department may elect to undertake simple repairs and parts replacements when South St. Paul maintenance services are not available or when the Department can more practicably perform the work. Upon submittal of an appropriate parts billing invoice, South St. Paul shall duly reimburse the Department for that part's cost.

Section 5.02 **Definition of Vehicle Maintenance Services.** "Vehicle Maintenance Services" means scheduled, preventative, and/or routine vehicle maintenance such as oil changes, tire changes, brake servicing, tune-ups, replacement of filters, and coolant flushing. It also includes routine and ordinary repair and replacement of damaged, failing or worn vehicle components, including batteries and headlights. Vehicle Maintenance Services does not include the purchase of tires for engine and ladder trucks, bodywork or the repair or replacement of ancillary equipment related to the fire fighting operations.

Section 5.03 **Location of Services.** Most truck chassis repairs shall be performed at the South St. Paul Municipal Service Center, with the exception of pump testing, spring repair and tire repair. The Service Center will stock items needed for routine and ordinary maintenance. In unique cases, the work may be performed at Station 1, Station 2 or roadside.

ARTICLE SIX **INFORMATION TECHNOLOGY MATTERS**

Section 6.01 **Contributed Information Technology Services in West St. Paul.** The Fire Department shall engage West St. Paul to provide Information Technology Services to the Fire Department for the members of the Fire Department in Station 1 at no cost to the Fire Department.

Section 6.02 **Contributed Information Technology Services in South St. Paul.** The Fire Department shall engage South St. Paul to provide Information Technology Services to the Fire Department for the members of the Fire Department in Station 2 at no cost to the Fire Department.

Section 6.03 **Definition of Information Technology Services.** “Information Technology Services” means first-response trouble-shooting of computer and Internet systems, basic systems maintenance and user support.

ARTICLE SEVEN **INDEMNIFICATION**

Section 8.01 **Mutual Indemnification.** The Parties shall mutually indemnify and hold each other, and each of their respective elected official, officers, and employees, harmless from and against any and all liability and expense of any kind, including legal costs and reasonable attorneys’ fees, arising from the negligent acts or omissions of the other Parties, their elected officials, officers, and employees with respect to their performance of this Agreement.

Section 8.02 **Liability Limitation.** The indemnity under Section 8.01 above does not constitute a waiver by any of the Parties of limitations of liability provided by applicable Minnesota law, including Minnesota Statutes, Chapter 466.

ARTICLE EIGHT **INSURANCE**

Section 9.01 **Insurance.** The Parties and their personnel shall be covered by a policy or policies of general liability insurance in amounts of coverage not less than the limitations of liability under Minnesota Statute, Section 466.04, as it may be amended from time to time, or a successor statute.

ARTICLE NINE **TERM**

Section 10.01 **Term.** This Agreement shall be effective on January 1, 2022, and shall continue until December 31, 2023, unless terminated (a) by agreement of the Parties; or (b) upon dissolution of the Fire Department under Article Nine of the Joint Powers Agreement.

ARTICLE TEN **GENERAL PROVISIONS**

Section 11.01 **Notices.** Each notice, approval, consent, communication, and delivery required or permitted under this Agreement shall be delivered in person, by

facsimile transmission, or first class mail to facsimile numbers or addresses provided below and shall be deemed received (a) if delivered in person, on the date of personal delivery; (b) if transmitted by facsimile, on the date of telephonic confirmation of receipt; or (c) if sent by first class mail, on the third business day after mailing.

If to the City of South St. Paul: City of South St. Paul
Municipal Building
125 Third Avenue North
South St. Paul, MN 55075
Attn: City Administrator
Fax: (651) 554-3201

If to the City of West St. Paul: City of West St. Paul
City Hall
1616 Humboldt Avenue
West St. Paul, MN 55118
Attn: City Manager
Fax: (651) 552-4190

If to Fire Department, by certified mail: South Metro Fire Department
1650 Humboldt Avenue
West St. Paul, MN 55118
Attn: Fire Chief
Fax: (651) 552-4195

Any Party, by written notice to the other Parties, may change its address or addressee.

Section 11.02 **Counterparts**. This Agreement may be signed in more than one counterpart, each of which shall be deemed to be an original, but all of which taken together shall be deemed a single instrument.

Section 11.03 **Effect of Termination**. This Agreement shall continue in effect upon and after its termination, to the extent necessary for the enforcement of any of its provisions that apply subsequent to any such termination.

Section 11.04 **Non-assignability**. A Party shall not assign any interest in this Agreement nor shall transfer any interest in the same, without the prior written consent of the other Parties.

Section 11.05 **Alteration**. Any alteration, amendment, variation, modification, or waiver of the provision(s) of this Agreement shall not be valid until it has been reduced to writing and signed by the Parties.

Section 11.06 **Waiver**. The waiver of any of the rights or remedies under this Agreement on any one occasion by any Party shall not constitute a waiver of any rights or remedies with respect to any subsequent breach or default of the same terms of this

Agreement. The rights and remedies provided or referred to under the terms of this Agreement are cumulative and not mutually exclusive.

Section 11.07 **Severability**. If any part, term, or provision of this Agreement is held by a court of competent jurisdiction to be unenforceable, the validity of the remaining provisions shall not be affected, and the rights and obligations of the Parties shall be construed and enforced as if this Agreement did not contain the particular part, term, or provision held to be unenforceable.

Section 11.08 **Governing Law**. This Agreement shall be governed by, and construed in accordance with the laws of the State of Minnesota.

Section 11.09 **Headings**. The headings to the sections of this Agreement are only for convenience of reference and are not intended, nor shall they be construed, to modify, limit, or expand the intent of the Parties as expressed in this Agreement.

Section 11.10 **Further Actions**. The Parties agree to execute such further documents and take such further actions as may reasonably be required to carry out the provisions and intentions of this Agreement.

Section 11.11 **Parties in Interest**. This Agreement shall be binding upon and inure solely to the benefit of the Parties, and nothing in this Agreement, express or implied, is intended to confer upon any other person or entity any rights or remedies of any nature under or by reason of this Agreement.

Section 11.12 **Effective Date**. This Agreement shall be effective as of the date first written above.

Section 11.13 **Review of Services**. Services contributed by each City shall be reviewed biennially by the Fire Chief as to whether the monetary value of the contributed services is roughly equivalent. Unresolved differences of opinion from the Parties about the rough equivalence of contributed services shall be forwarded to the South Metro Fire Board for consideration and direction.

The Parties have executed this Agreement by their respective duly authorized representatives in the date set forth opposite their names.

Dated: _____, 2021. SOUTH METRO FIRE DEPARTMENT

By: _____
Name: Wendy Berry
Title: President

Dated: _____, 2021. CITY OF SOUTH ST. PAUL

By: _____
Name: James P. Francis
Title: Mayor

and

By: _____
Name: Christy Wilcox
Title: City Clerk

Dated: _____, 2021. CITY OF WEST ST. PAUL

By: _____
Name: Dave Napier
Title: Mayor

and

By: _____
Name: Nate Burkett
Title: City Manager

EXHIBIT A
FINANCIAL SERVICES

- Prepare and submit all W-9s and 1099s.
- Enter receipts into New World accounting system
- Prepare various financial related reports as needed
- Cash-flow analysis and recommendations
- Reconcile bank statements on a monthly basis
- Prepare and track federal and state gas tax refunds
- Prepare and track quarterly MN Care tax payments
- Reconcile petty cash and operating cash funds as needed
- Coordinate annual audit and prepare audit workpapers

EXHIBIT B
VEHICLE MAINTENANCE SERVICES SCHEDULE

- Front line trucks will be serviced three (3) (150 hrs) times per year.
- Front line ambulances will be serviced four (4) (150 hrs) times per year.
- Second line trucks will be serviced two (2) times per year.
- Administrative vehicles will be serviced every 3,000 miles.
- Small engine components mounted on trucks will be incorporated into the service interval times.
- Trailers, boats and ATV will be serviced one (1) time per year and inspected periodically for safety defects.
- Small engine equipment stored in the vehicles or Department facilities will be inspected periodically and serviced accordingly or as needed.
- One (1) time per year a Department of Transportation inspection will be included in one of the regular scheduled services for the above vehicles. No certificate is required; however, all forms related to such inspection shall be completed by the Service Center and submitted to the Fire Department.
- All vehicles will have a service slip outlining repair or Preventative Maintenance initiated by the Fire Department. Forms will be completed by the Service Center and returned with the vehicle.
- The Fire Department and Service Center will designate members for a Quality Assurance Process (QA). The QA will meet a minimum of once per quarter.
- All phone calls to the Service Center will be returned within 4 hours.
- The Fire Department will forward to the Service Center staff all NIOSH safety directives. The Service Center personnel will review the documentation and reports.

South Metro Fire Department

Resolution Number 2021-03

RESOLUTION APPROVING SERVICES AGREEMENT WITH WEST SAINT PAUL AND SOUTH SAINT PAUL

WHEREAS, the Joint and Cooperative Agreement for Fire Protection Services made on October 25, 2005 between the cities of West St. Paul and South St. Paul authorized the Board of Directors ("Board") to contract for fire services; and

WHEREAS, a Services Agreement ("Agreement") was approved by the Board and the Councils of the cities of West St. Paul and South St. Paul that articulates the services each party will provide; and

WHEREAS, the Agreement expires on December 31, 2021; and

WHEREAS, the parties have agreed that there are no necessary modifications and desire to renew the current agreement for another two year term.

NOW, THEREFORE, BE IT RESOLVED that the board of Directors hereby approves the Services Agreement with the City of West St. Paul and the City of South St. Paul.

Passed by the Board of Directors on December 15, 2021.

Attest:

Dave Napier, Secretary



SOUTH METRO FIRE DEPARTMENT

1650 Humboldt Avenue • West St. Paul MN 55118

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

www.southmetrofire.com

DATE: December 15, 2021

TO: President and Board

FROM: Mark Juelfs, Fire Chief

RE: **2022 Waiver of Liability**

Summary:

We are currently waiting to receive renewal information related to our property & casualty, liability and worker's compensation coverages that expire on 12/31/2021. At each renewal, the LMCIT requires the completion of a Liability Coverage Waiver Form indicating our desire to waive or not waive tort liability limits. Historically, South Metro Fire has not waived the tort liability limits established by Minnesota Statute 466 except as defined in the HealthEast contract, which is covered by a specific liability policy. Since the LMCIT Waiver Form does not reflect South Metro Fire's needs, including the excess coverage required by the HealthEast contract, attached is a resolution that achieves our objective. This resolution is essentially the same as in years past.

Recommendation:

Approve Resolution 2021-05 Approving Liability Coverages

Attachments:

Resolution 2021-05 Approving Liability Coverages for the South Metro Fire Department
LMCIT Liability Coverage – Waiver Form

South Metro Fire Department

Resolution Number 2021-05

RESOLUTION APPROVING LIABILITY COVERAGES FOR THE SOUTH METRO FIRE DEPARTMENT

WHEREAS, on January 1, 2008, South Metro Fire Department began operation as its own entity; and

WHEREAS, as a joint powers entity under Minnesota Statutes, Section 471.59, created pursuant to the powers authorized by its parent municipalities, South Metro Fire will be afforded the protections of tort liability limits of Minnesota Statutes, chapter 466; and

WHEREAS, one of the services provided by South Metro Fire will be Basic Life Support ambulance services, which will be provided under a contract with HealthEast Care System; and

WHEREAS, South Metro wants to retain its statutory tort liability limits with respect to all claims except for those brought by HealthEast Care System pursuant to an indemnity action under the contract with HealthEast Care System; and

WHEREAS, the following language in Article 7 of the contract with HealthEast Care System further clarifies the recovery limits by HealthEast;

"In any claim by HealthEast under this Article VII, South Metro Fire hereby agrees that the statutory tort liability limits and governmental immunities contained in Minnesota Statutes, Chapter 466 shall not limit HealthEast's recovery (if any) to the limits stated therein. However, recovery by HealthEast shall be limited by the maximum insurance coverage required in Article VI with respect to all liabilities, actions, damages, claims, demands, judgments, losses, costs or expenses (including attorneys' fees). This section is for the benefit of HealthEast only and shall not establish any benefit to third parties."

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors that the South Metro Fire Department DOES NOT waive the monetary limits on tort liability established by Minnesota Statutes Section 466 and desires to have the liability coverage for any and all claims except as follows:

For any action brought by HealthEast Care System in an indemnity action under the contract with South Metro Fire, the following coverage shall apply:

- | | | |
|----|---|---|
| 1. | General and Professional liability coverage | \$1 million per claim
\$3 million annual aggregate |
|----|---|---|

- | | | |
|----|-----------------------------------|---|
| 2. | Automobile liability | \$1 million per claim
\$5 million annual aggregate |
| 3. | Umbrella coverage over both 1 & 2 | \$10 million |

Passed by the Board of Directors on December 15, 2021.

Attest:

Dave Napier, Secretary



CONNECTING & INNOVATING
SINCE 1913

LIABILITY COVERAGE – WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before the member's effective date of coverage. Return completed form to your underwriter or email to pstech@lmc.org.

The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits*, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.
- *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
- *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name: _____

Check one:

- ☐ The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#).
- ☐ The member **WAIVES** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#), to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: _____

Signature: _____ Position: _____



SOUTH METRO FIRE DEPARTMENT

1650 Humboldt Avenue • West St. Paul MN 55118

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

www.southmetrofire.com

DATE: December 15, 2021

TO: SMFD President and Board

FROM: Mark Juelfs, Fire Chief

RE: **Deferral of Capital Purchases**

Background:

There were 3 scheduled capital projects that were not completed in 2021.

- 1) Computers & IT Equipment (\$19,244)
 - Due to delays in getting technology equipment, including desktop and mobile computers, we were unable to complete our scheduled technology upgrades in 2021. Carrying forward the 2021 capital dollars into to 2022 budget will allow us to complete our needed technology upgrades.
- 2) Training Prop – moveable walls (\$30,000)
 - Although a training facility continues to be a high-priority need, the plan for this capital project was to build a moveable training prop to help with short-term needs. Staff has explored several different ideas throughout the year that were eventually determined to not be practical for one reason or another. The recommendation is to defer this project into 2022.
- 3) Training Props (\$7,521)
 - In addition to the above moveable wall prop there were monies in the Capital plan to purchase additional training props. We did not purchase any props in 2021 and would like to defer the purchases until 2022.

Budget Impact:

In consultation with the Finance Director, given the Board has previously approved the purchase of these items and they are being funded by the Capital Fund, it would not be detrimental to the Capital Fund or the 2022 Budget to defer these purchases into 2022.

Recommendation:

Approve the purchases of the Capital items specified above be deferred into the 2022 budget year.



SOUTH METRO FIRE DEPARTMENT

1650 Humboldt Avenue • West St. Paul MN 55118

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

www.southmetrofire.com

DATE: December 15, 2021

TO: President and Board

FROM: Mark Juelfs, Fire Chief

RE: **2022 Final Budget Summary**

Summary:

General fund - At the July 21, 2021, meeting the Board adopted a preliminary budget that included an overall increase to the general fund of 9.0%. 4.7% of the increase is directly related to increased operational expenses. 4.3% of the increase resulted from the addition of three Firefighter positions in 2022. The increase to the general fund expenditure for the three additional Firefighter positions is offset by \$275,000 in increased revenue from the EMS Taxing District. The adopted preliminary budget resulted in a 5.1% increase to each City's contribution amount to South Metro's general fund. Staff did make some minor adjustments within the general fund but there was no change from the adopted preliminary general fund budget amount to the final general fund budget amount. The general fund contribution increase for each City remains 5.1% or \$127,205 per City for a total general fund contribution of \$2,627,078 per City. The 2021 per City contribution was \$2,499,873.

Capital plan - There were minor tweaks made to the capital plan but there is no change in the per City contribution amount to the capital plan.

Debt Service plan – A minor reduction resulting from confirming amount due for the fire engine bond payment.

The final budget for all funds (general, capital, and debt services) results in an increase in each City's contribution of 5.3% or \$139,908 in 2022. The total per City contribution for 2022 is \$2,796,619. The 2022 final budget amount for all funds is \$679 less than the adopted preliminary budget. The per City contribution in 2021 was \$2,656,711.

Recommendation:

Approve Resolution 2021-06 Adopting the 2022 Budget

Approve Resolution 2021-04 Accepting EMS Tax Levy Proceeds

Attachment:

- 2022 Final Budget Summary
- 2022 Capital Plan
- Resolution 2021-06 Adopting 2022 Final Budget
- Resolution 2021-04 Accepting Proceeds from the EMS Tax Levy to be Used for Emergency Medical Services

South Metro Fire Department

2022 Final Budget

11/30/2021

Per City Contribution	\$	2,467,945	\$	2,581,851	\$	2,656,711	\$	2,796,619	5.3%	\$	139,908
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	Actual	Actual	Budget	Proposed	Change	Change
	2019	2020	2021	2022	2022-2021	2022-2021

General Fund											
Revenues											
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	\$	5,254,156	5.1%	\$	254,411
EMS Taxing District Revenue	\$	546,437	\$	550,000	\$	550,000	\$	825,000	50.0%	\$	275,000
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	\$	6,931,947	9.0%	\$	571,674
Expenditures											
Personal Services <i>(Salaries, Overtime, Insurance, Work Comp)</i>	\$	5,102,729	\$	5,252,227	\$	5,667,793	\$	6,152,350	8.5%	\$	484,558
Supplies <i>(Operational, Fuel, Minor Equipment)</i>	\$	171,831	\$	144,609	\$	178,279	\$	204,354	14.6%	\$	26,075
Other Services & Charges <i>(Operational, Professional Services, Equipment Maintenance)</i>	\$	471,644	\$	403,369	\$	514,202	\$	575,243	11.9%	\$	61,041
Total Expenditures	\$	5,355,143	\$	5,473,648	\$	6,360,274	\$	6,931,947	9.0%	\$	571,673

Capital Fund									
Revenues									
Charges for Services (Cities)	\$	90,296	\$	108,355	\$	130,026	\$	156,031	
Total Revenues	\$	90,296	\$	108,355	\$	130,026	\$	156,031	20% \$ 26,005
Expenditures									
Motor Vehicles	\$	55,629	\$	60,168	\$	301,862	\$	667,000	121.0% \$ 365,138
Other Equipment	\$	143,463	\$	43,480	\$	9,000	\$	37,725	319.2% \$ 28,725
Office Equipment	\$	120,179	\$	117,061	\$	86,414	\$	42,300	-51.0% \$ (44,114)
Total Expenditures	\$	319,271	\$	220,709	\$	397,276	\$	747,025	88.0% \$ 349,749

Debt Service Fund										
Revenues										
Charges for Services <i>(Cities)</i>	\$	182,505	\$	183,650	\$	183,650	\$	183,050		
Total Revenues	\$	182,505	\$	183,650	\$	183,650	\$	183,050	-0.3%	\$ (600)
Expenditures										
Lease Purchase - 2010 Fire Engines	\$	155,650	\$	-	\$	-	\$	-	0.0%	\$ -
Lease Purchase - 2014 Ambulance	\$	26,855	\$	-	\$	-	\$	-	0.0%	\$ -
Lease Purchase - 2020 Fire Engines	\$	-	\$	-	\$	183,650	\$	183,050	0.0%	\$ -
Total Expenditures	\$	182,505	\$	183,650	\$	183,650	\$	183,050	-0.3%	\$ (600)

Grant Fund									
Revenues									
Federal Grants	\$	-	\$	-	\$	-	\$	-	
State Grants	\$	-	\$	-	\$	-	\$	-	
Other Grants	\$	5,420	\$	3,300	\$	-	\$	-	
Total Revenues	\$	5,420	\$	3,300	\$	-	\$	-	
Expenditures									
Personal Services	\$	-	\$	-	\$	-	\$	-	
Supplies	\$	-	\$	-	\$	-	\$	-	
Other Services & Charges	\$	5,420	\$	3,300	\$	-	\$	-	
Total Expenditures	\$	5,420	\$	3,300	\$	-	\$	-	

Scholarship Fund								
Revenues								
Donations	\$	-	\$	-	\$	-	\$	-
Total Revenues	\$	-	\$	-	\$	-	\$	-
Expenditures								
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
	One time City Contribution for Ladder 1		\$ 650,000										
	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	\$ 955,878	\$ 464,882	\$ 587,939	\$ 414,005	\$ 735,176	\$ 881,553	\$ 798,627	\$ 1,136,219	\$ 1,250,838	\$ 1,215,912	\$ 904,766
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											\$ 113,139	
	Utility 2	\$ 25,862											
	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			
	Boat Trailer		\$ 17,000										
	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		\$ 2,000	\$ 28,000			\$ 31,496			\$ 35,429			\$ 39,853
	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		\$ 8,805		\$ 9,524
	Gear Washer												
	Gear Dryer												
	SCBA Equipment Washer												
	Fitness Equipment			\$ 8,439			\$ 9,493			\$ 10,678			\$ 12,011
	Post-Fire Detoxification Equipment											\$ 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												
	Payroll Software												
	Total	\$ 369,276	\$ 747,026	\$ 164,180	\$ 498,617	\$ 48,448	\$ 277,167	\$ 519,412	\$ 112,353	\$ 349,324	\$ 513,426	\$ 804,787	\$ 1,531,452
	Year-end Capital Fund Balance	\$ 955,878	\$ 464,882	\$ 587,939	\$ 414,005	\$ 735,176	\$ 881,553	\$ 798,627	\$ 1,136,219	\$ 1,250,838	\$ 1,215,912	\$ 904,766	\$ (117,300)

- 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

Resolution Number 2021-06

RESOLUTION ADOPTING THE 2022 BUDGET

WHEREAS, the Board submitted an approved 2022 gross budget to the City Councils of West St. Paul and South St. Paul, pursuant to the Joint Powers Agreement and the Services Agreement; and

WHEREAS, the South Metro Fire Department has not received comment from the Cities prior to September 15th as referenced in the Joint Powers Agreement; and

WHEREAS, the South St. Paul and West St. Paul City Councils have received the South Metro budget and have previously adopted their respective 2022 budgets, which supports the gross budget of South Metro.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby approves the 2022 Budget and CEP for the South Metro Fire Department.

Passed by the Board of Directors on December 15, 2021.

Attest:

Dave Napier, Secretary

South Metro Fire Department

Resolution Number 2021-04

RESOLUTION ACCEPTING PROCEEDS FROM THE EMS TAX LEVY TO BE USED FOR EMERGENCY MEDICAL SERVICES

WHEREAS, on May 1, 2012, the cities of South St. Paul and West St. Paul entered into a Joint and Cooperative Agreement for an Emergency Medical Services Special Taxing District (hereinafter the "EMS Taxing District" or the "District") and established a Board of Directors to govern, oversee, equip and manage the EMS Taxing District; and

WHEREAS, the Board of the EMS Taxing District adopted a tax levy of \$825,000 on August 18, 2021; and

WHEREAS, the Board of the EMS Taxing District authorized the South Metro Fire Department to use those levy proceeds for out-of hospital emergency medical services as defined by Minn. Stat. §144F.01 subd. 5, or as may be amended; and

WHEREAS, the South Metro Fire Department desires to use such proceeds as authorized by the EMS Taxing District Board.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the South Metro Fire Department that it agrees to use the EMS Taxing District's adopted tax levy proceeds for out-of hospital emergency medical services as authorized by Minn. Stat. §144F.01 subd. 5, or as may be amended.

Passed by the Board of Directors on December 15, 2021.

Attest:

Dave Napier, Secretary