



# SOUTH METRO FIRE DEPARTMENT

1650 Humboldt Avenue • West St. Paul MN 55118

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[www.smfdmn.org](http://www.smfdmn.org)

## AGENDA BOARD OF DIRECTORS MEETING

**Meeting Date:** March 16, 2022, 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
- IV. Consent Agenda
  - a. February 16, 2022, Meeting Minutes
  - b. February 2022 List of Claims
  - c. February 2022 Bank Reconciliation
  - d. February 2022 Month End Budget Report
  - e. February 2022 Run Summary Report
  - f. Resolution 2022-01 Approving Fund Balance Transfer
- V. Committee Reports
  - a. None
- VI. Agenda Items
  - a. Presentation by Bonnie Schwieger from Abdo of the 2021 Financial Audit
  - b. Compensation Study Results – Robert Bjorklund
  - c. 2020 Year End Report
  - d. Election of Board Members
  - e. Appointment of Committee Members
  - f. 2021 Budget Process Timeline
  - g. Other
- VII. Public Comment
- VIII. Adjourn

Next Regular Meeting – April 20, 2022, South Metro Fire Station 1 Conference Room

## **MINUTES**

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

Wednesday February 16, 2022  
South St Paul Training Room

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

Also Present: Mark Juelfs, Clara Hilger, Deb Wheeler, Mike Jordan, Summer Eckman, Sam Seal

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

#### **ADOPT AGENDA**

Motion was made to adopt the Agenda by Napier; seconded by Seaberg

Motion carried.

#### **COMMUNICATIONS/RECOGNITIONS**

Introduction of new Firefighters; Michael Jordan and Summer Eckman

Thank you card was received from Julie Hamiel; thanking the crew that responded to her son Benji's sledding accident.

Thank you card, with candy, was received from Mary Jean P. Mary Jean thanked the department for all the times we have responded to her house.

#### **CONSENT AGENDA**

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

Motion carried.

#### **COMMITTEE REPORTS**

None

#### **AGENDA ITEMS**

Worker's Compensation Insurance Renewal

The premium for the 2022 increased approximately \$58,000. The three contributors for the increase are the rate for firefighters increased due to the PTSD claims, the increase in payroll and the discount for having a \$10,000 dollar deductible was reduced.

Motion to authorize staff to make payments in accordance with the premium renewal notice by Napier; seconded by Wippermann.

Motion carried.

PAR360 Contract Renewal

Chief Juelfs informed the Board that the current contract expired in November of 2021. He is proposing signing another one-year contract with Blue Peak to ensure that we continue to address and make progress with the mental health of our firefighters.

Motion to approve the contract with Blue Peak Consulting by Seaberg; seconded by Napier.

Motion carried.

**PUBLIC COMMENT**

None

**MOTION TO ADJOURN**

Motion to adjourn by Napier; seconded by Seaberg.

Motion carried.

The next regular meeting is scheduled on March 16, at 4:30 pm in South St Paul.

Respectfully submitted by:

Deb Wheeler

## **SOUTH METRO FIRE**

### Summary of List of Claims Board Meeting of March 16, 2022

#### PAYROLL CHECK REGISTER:

Payroll Period	2/7 - 2/20	
Date Paid	2/25/2022	\$ 105,021.34
Direct Deposit		

Payroll Period	2/21 - 3/6	
Date Paid	3/11/2022	\$ 110,313.07
Direct Deposit		

Payroll Period	
Date Paid	
Direct Deposit	

TOTAL NET PAYROLL
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\$ 215,334.41
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#### DISBURSEMENT CHECK REGISTER:

Checks	10009 - 10097	\$ 286,574.79
EFTS	2205 - 2222	\$ 204,294.85

TOTAL DISBURSEMENT CHECKS
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\$490,869.64
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**TOTAL PAYROLL, DISBURSEMENTS, ACH'S**

<u>\$706,204.05</u>
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# Payment Register

From Payment Date: 2/10/2022 - To Payment Date: 3/11/2022

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1-ANCHOR BAN - ANCHOR BANK									
<u>Check</u>									
10009	02/15/2022	Open			Accounts Payable	APPELHOLM/ANGELINE	\$882.00		
10010	02/15/2022	Open			Accounts Payable	ASPEN MILLS	\$2,433.26	\$2,433.26	\$0.00
10011	02/15/2022	Open			Accounts Payable	AT&T MOBILITY	\$28.49	\$28.49	\$0.00
10012	02/15/2022	Open			Accounts Payable	DELL MARKETING L.P.	\$14,883.50	\$14,883.50	\$0.00
10013	02/15/2022	Open			Accounts Payable	Dinges Fire Company	\$1,104.20	\$1,104.20	\$0.00
10014	02/15/2022	Open			Accounts Payable	EMERGENCY APPARATUS MAINTENANC	\$2,263.00	\$2,263.00	\$0.00
10015	02/15/2022	Open			Accounts Payable	GALLS, LLC	\$1,898.32	\$1,898.32	\$0.00
10016	02/15/2022	Open			Accounts Payable	IMAGE TREND	\$450.00		
10017	02/15/2022	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 1059	\$248.16		
10018	02/15/2022	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 724	\$1,282.16	\$1,282.16	\$0.00
10019	02/15/2022	Open			Accounts Payable	IVERSON LASER ENGRAVING, INC.	\$34.82		
10020	02/15/2022	Open			Accounts Payable	JOHNSON/TERRANCE	\$658.13	\$658.13	\$0.00
10021	02/15/2022	Open			Accounts Payable	LEAGUE OF MN CITIES INS. TRUST	\$65,572.00		
10022	02/15/2022	Open			Accounts Payable	Linde Gas and Equipment	\$302.78	\$302.78	\$0.00
10023	02/15/2022	Open			Accounts Payable	LOCAL GOVERNMENT INFORMATION	\$831.50	\$831.50	\$0.00
10024	02/15/2022	Open			Accounts Payable	LOWE'S COMMERCIAL SERVICES	\$179.54	\$179.54	\$0.00
10025	02/15/2022	Open			Accounts Payable	MacQueen Emergency Group	\$974.21	\$974.21	\$0.00
10026	02/15/2022	Open			Accounts Payable	NAPA	\$137.96	\$137.96	\$0.00
10027	02/15/2022	Open			Accounts Payable	NARDINI	\$1,089.84	\$1,089.84	\$0.00
10028	02/15/2022	Open			Accounts Payable	NINTH BRAIN	\$96.00		
10029	02/15/2022	Open			Accounts Payable	OXYGEN SERVICE COMPANY	\$176.47	\$176.47	\$0.00
10030	02/15/2022	Open			Accounts Payable	POMP'S TIRE	\$5,783.67	\$5,783.67	\$0.00
10031	02/15/2022	Open			Accounts Payable	S ST PAUL/CITY OF	\$11,657.28	\$11,657.28	\$0.00
10032	02/15/2022	Open			Accounts Payable	SOS Tech	\$151.20	\$151.20	\$0.00
10033	02/15/2022	Open			Accounts Payable	STANDARD INSURANCE COMPANY	\$85.79	\$85.79	\$0.00
10034	02/15/2022	Open			Accounts Payable	Teleflex LLC	\$610.50	\$610.50	\$0.00
10035	02/15/2022	Open			Accounts Payable	US Bank Equipment Finance	\$171.60		
10052	02/23/2022	Open			Accounts Payable	ASPEN MILLS	\$108.50		
10053	02/23/2022	Open			Accounts Payable	Berry/ Wendy	\$100.00		
10054	02/23/2022	Open			Accounts Payable	CARDMEMBER SERVICES	\$8,320.06		
10055	02/23/2022	Open			Accounts Payable	CUB FOODS WEST ST PAUL % JERRY'S ENTERPRISES	\$50.06		
10056	02/23/2022	Open			Accounts Payable	GALLS, LLC	\$71.56	\$71.56	\$0.00
10057	02/23/2022	Open			Accounts Payable	Kutney, Shawn	\$212.00		
10058	02/23/2022	Open			Accounts Payable	MARTIN-MCALLISTER	\$1,200.00		
10059	02/23/2022	Open			Accounts Payable	NAPA	\$17.98	\$17.98	\$0.00
10060	02/23/2022	Open			Accounts Payable	Napier/ David	\$100.00		
10061	02/23/2022	Open			Accounts Payable	POMP'S TIRE	\$16.00		
10062	02/23/2022	Open			Accounts Payable	PREMIER SPECIALTY VEHICLES	\$47.22		
10063	02/23/2022	Open			Accounts Payable	RANK/NATE	\$62.24		
10064	02/23/2022	Open			Accounts Payable	Rihm Kenworth	\$867.20	\$867.20	\$0.00
10065	02/23/2022	Open			Accounts Payable	Seaberg, Thomas	\$100.00		
10066	02/23/2022	Open			Accounts Payable	WENZEL/STEVE	\$29.04		
10067	02/23/2022	Open			Accounts Payable	Wipaire, Inc	\$209.66		
10068	02/23/2022	Open			Accounts Payable	WIPPERMANN/DENNIS	\$100.00		
10069	02/25/2022	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 1059	\$248.16		

## Payment Register

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
10070	02/25/2022	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 724	\$1,282.16		
10071	03/01/2022	Open			Accounts Payable	STANDARD INSURANCE COMPANY	\$1,197.84		
10072	03/11/2022	Open			Accounts Payable	ABDO, EICK & MEYERS, LLP	\$10,000.00		
10073	03/11/2022	Open			Accounts Payable	ASPEN MILLS	\$1,026.40		
10074	03/11/2022	Open			Accounts Payable	AT&T MOBILITY	\$1,025.49		
10075	03/11/2022	Open			Accounts Payable	Blue Peak Consulting, LLC	\$18,225.00		
10076	03/11/2022	Open			Accounts Payable	BOUND TREE MEDICAL	\$2,183.33		
10077	03/11/2022	Open			Accounts Payable	DAKOTA COUNTY FIRE CHIEFS ASSOCIATION,	\$100.00		
10078	03/11/2022	Open			Accounts Payable	DAKOTA COUNTY TREASURER	\$1,703.09		
10079	03/11/2022	Open			Accounts Payable	EMC FIRE	\$421.54		
10080	03/11/2022	Open			Accounts Payable	EMERGENCY APPARATUS MAINTENANC	\$223.53		
10081	03/11/2022	Open			Accounts Payable	Emergency Technical Decon	\$1,349.10		
10082	03/11/2022	Open			Accounts Payable	Ethical Leaders in Action, Inc	\$7,200.00		
10083	03/11/2022	Open			Accounts Payable	Further	\$153.37		
10084	03/11/2022	Open			Accounts Payable	GALLS, LLC	\$215.06		
10085	03/11/2022	Open			Accounts Payable	HENRY SCHEIN	\$101.72		
10086	03/11/2022	Open			Accounts Payable	IMAGE TREND	\$450.00		
10087	03/11/2022	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 1059	\$248.16		
10088	03/11/2022	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 724	\$1,282.16		
10089	03/11/2022	Open			Accounts Payable	LEAGUE OF MN CITIES INS. TRUST	\$104,948.00		
10090	03/11/2022	Open			Accounts Payable	LOCAL GOVERNMENT INFORMATION	\$1,774.00		
10091	03/11/2022	Open			Accounts Payable	MacQueen Emergency Group	\$3,226.82		
10092	03/11/2022	Open			Accounts Payable	NARDINI	\$664.64		
10093	03/11/2022	Open			Accounts Payable	NINTH BRAIN	\$96.00		
10094	03/11/2022	Open			Accounts Payable	RED WING SHOE STORE	\$270.15		
10095	03/11/2022	Open			Accounts Payable	Scuba Center	\$399.80		
10096	03/11/2022	Open			Accounts Payable	Stryker Sales Corporation	\$516.77		
10097	03/11/2022	Open			Accounts Payable	US Bank Equipment Finance	\$444.60		
Type Check Totals:					73 Transactions		\$286,574.79	\$47,488.54	\$0.00

1-ANCHOR BAN - ANCHOR BANK Totals

Friday, March 11, 2022

# Payment Register

From Payment Date: 2/10/2022 - To Payment Date: 3/11/2022

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
					Voided	0	\$0.00	\$0.00	
					Stopped	0	\$0.00	\$0.00	
					Total	73	\$286,574.79	\$47,488.54	
					All	Status	Count	Transaction Amount	Reconciled Amount
						Open	73	\$286,574.79	\$47,488.54
						Reconciled	0	\$0.00	\$0.00
						Voided	0	\$0.00	\$0.00
						Stopped	0	\$0.00	\$0.00
						Total	73	\$286,574.79	\$47,488.54
Grand Totals:					Checks	Status	Count	Transaction Amount	Reconciled Amount
						Open	73	\$286,574.79	\$47,488.54
						Reconciled	0	\$0.00	\$0.00
						Voided	0	\$0.00	\$0.00
						Stopped	0	\$0.00	\$0.00
						Total	73	\$286,574.79	\$47,488.54
					All	Status	Count	Transaction Amount	Reconciled Amount
						Open	73	\$286,574.79	\$47,488.54
						Reconciled	0	\$0.00	\$0.00
						Voided	0	\$0.00	\$0.00
						Stopped	0	\$0.00	\$0.00
						Total	73	\$286,574.79	\$47,488.54

# Payment Register

From Payment Date: 2/10/2022 - To Payment Date: 3/3/2022

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1-ANCHOR BAN - ANCHOR BANK									
<u>EFT</u>									
2205	02/14/2022	Open			Accounts Payable	HEALTHPARTNERS	\$39,870.79		
2206	02/14/2022	Open			Accounts Payable	I C M A RETIREMENT CORP	\$1,235.00		
2207	02/14/2022	Open			Accounts Payable	IRS - PR TAXES	\$19,443.41		
2208	02/14/2022	Open			Accounts Payable	MN DEPT OF REVENUE	\$7,169.25		
2209	02/14/2022	Open			Accounts Payable	MN II LIFE -- HSA	\$1,817.57		
2210	02/14/2022	Open			Accounts Payable	MSRS	\$225.00		
2211	02/14/2022	Open			Accounts Payable	MSRS - HCSP	\$2,352.61		
2212	02/14/2022	Open			Accounts Payable	NATIONWIDE	\$2,200.00		
2213	02/14/2022	Open			Accounts Payable	PUBLIC EMPLOYEES RETIRE ASSN	\$45,808.07		
2214	02/25/2022	Open			Accounts Payable	OLD NATIONAL BANK	\$107.44		
2215	02/25/2022	Open			Accounts Payable	IRS - PR TAXES	\$20,749.63		
2216	02/25/2022	Open			Accounts Payable	MN DEPT OF REVENUE	\$7,554.22		
2217	02/25/2022	Open			Accounts Payable	MN II LIFE -- HSA	\$1,817.57		
2218	02/25/2022	Open			Accounts Payable	MSRS	\$225.00		
2219	02/25/2022	Open			Accounts Payable	MSRS - HCSP	\$2,357.32		
2220	02/25/2022	Open			Accounts Payable	NATIONWIDE	\$2,200.00		
2221	02/25/2022	Open			Accounts Payable	PUBLIC EMPLOYEES RETIRE ASSN	\$47,926.97		
2222	02/25/2022	Open			Accounts Payable	I C M A RETIREMENT CORP	\$1,235.00		
Type EFT Totals:							\$204,294.85		
1-ANCHOR BAN - ANCHOR BANK Totals									
18 Transactions									

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	18	\$204,294.85	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	18	\$204,294.85	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	18	\$204,294.85	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	18	\$204,294.85	\$0.00

Grand Totals:

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	18	\$204,294.85	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	18	\$204,294.85	\$0.00
All	Status	Count	Transaction Amount	Reconciled Amount
	Open	18	\$204,294.85	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	18	\$204,294.85	\$0.00

**South Metro Fire Department**  
**BANK RECONCILIATION**  
**February 28, 2022**

<b>Old National Bank</b>	
Ending Balance - Checking	\$ 1,934,331.08
Ending Balance - Savings Account	247,267.19
Outstanding Disbursement Checks	(85,062.89)
DIT	0.00
Adjustments:	
<b>RECONCILED BALANCE</b>	<b>\$ 2,096,535.38</b>

<b>CITY TREASURER'S BALANCE:</b>	
Previous Month's Reconciled Balance	\$ 1,943,450.96
Daily Receipts Posted	733,871.99
Disbursement Checks Issued	(374,839.72)
Payroll Checks and Direct Deposits	(205,935.20)
Rev Prior Month Adj:	(12.65)
<b>RECONCILED BALANCE</b>	<b>\$ 2,096,535.38</b>

<b>CASH ACCOUNT</b>	\$ 2,096,535.38
Adjustments	0.00
<b>RECONCILED BALANCE</b>	<b>\$ 2,096,535.38</b>

**Cash by Fund:**

		Beginning Balance	Net Activity	Ending Balance
General Fund	101-10101	864,304.28	195,443.77	1,059,748.05
Grant Fund	201-10100	899.44	-	899.44
Fire Assistance Fund		-	-	-
Debt Service Fund	301-10101	45,738.34	(45,863.00)	(124.66)
Capital Fund	401-10101	1,032,496.25	3,516.30	1,036,012.55
Total		1,943,438.31	153,097.07	2,096,535.38



Account Classification	Adopted Budget	Current Month Transactions	YTD Transactions	YTD Balance	% used/ Rec'd	Prior Year YTD Balance
<b>Fund 101 - General Fund</b>						
<b>REVENUE</b>						
Taxes	825,000.00	.00	53,118.99	771,881.01	6%	487,194.67
Intergovernmental Revenues	198,589.00	5,821.00	5,821.00	192,768.00	3%	177,605.82
Charges for Services	5,858,358.00	657,480.92	1,314,600.67	4,543,757.33	22%	4,950,117.71
Other Revenue	50,000.00	303.00	332.53	49,667.47	1%	49,993.00
Other Financing Sources	.00	.00	.00	.00	+++	(8,982.72)
<b>REVENUE TOTALS</b>	<b>\$6,931,947.00</b>	<b>\$663,604.92</b>	<b>\$1,373,873.19</b>	<b>\$5,558,073.81</b>	<b>20%</b>	<b>\$5,655,928.48</b>
<b>EXPENSE</b>						
Personal Services	6,152,350.00	479,430.83	1,027,548.53	5,124,801.47	17%	4,745,365.90
Supplies	204,354.00	16,275.88	18,870.84	185,483.16	9%	171,187.01
Contractual Services	410,884.00	12,066.46	20,939.18	389,944.82	5%	334,992.90
Other Charges	164,359.00	8,474.84	18,727.44	145,631.56	11%	110,939.64
Capital Outlay	.00	.00	.00	.00	+++	.00
Debt Service	.00	.00	.00	.00	+++	.00
Other Financing Uses	.00	.00	.00	.00	+++	.00
<b>EXPENSE TOTALS</b>	<b>\$6,931,947.00</b>	<b>516,248.01</b>	<b>1,086,085.99</b>	<b>\$5,845,861.01</b>	<b>16%</b>	<b>\$5,362,485.45</b>
Fund 101 - General Fund Totals						
<b>REVENUE TOTALS</b>	<b>6,931,947.00</b>	<b>663,604.92</b>	<b>1,373,873.19</b>	<b>5,558,073.81</b>	<b>20%</b>	<b>5,655,928.48</b>
<b>EXPENSE TOTALS</b>	<b>6,931,947.00</b>	<b>516,248.01</b>	<b>1,086,085.99</b>	<b>5,845,861.01</b>	<b>16%</b>	<b>5,362,485.45</b>
Fund 101 - General Fund Totals	<b>\$0.00</b>	<b>\$147,356.91</b>	<b>\$287,787.20</b>	<b>(\$287,787.20)</b>		<b>\$293,443.03</b>
<b>Fund 201 - Grant Fund</b>						
<b>REVENUE</b>						
Intergovernmental Revenues	.00	.00	.00	.00	0%	.00
<b>REVENUE TOTALS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$0.00</b>
<b>EXPENSE</b>						
Contractual Services	.00	.00	.00	.00	+++	.00
<b>EXPENSE TOTALS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$0.00</b>
<b>Fund 301 - Debt Service</b>						
<b>REVENUE</b>						
Intergovernmental Revenues	183,050.00	.00	.00	183,050.00	0%	183,650.00
<b>REVENUE TOTALS</b>	<b>\$183,050.00</b>	<b>.00</b>	<b>.00</b>	<b>\$183,050.00</b>	<b>+++</b>	<b>\$183,650.00</b>
<b>EXPENSE</b>						
Contractual Services	183,050.00	.00	.00	183,050.00	+++	183,650.00
<b>EXPENSE TOTALS</b>	<b>\$183,050.00</b>	<b>.00</b>	<b>.00</b>	<b>\$183,050.00</b>	<b>+++</b>	<b>\$183,650.00</b>
Fund 301 - Debt Totals						
<b>REVENUE TOTALS</b>	<b>183,050.00</b>	<b>.00</b>	<b>.00</b>	<b>183,050.00</b>	<b>+++</b>	<b>183,650.00</b>
<b>EXPENSE TOTALS</b>	<b>183,050.00</b>	<b>.00</b>	<b>.00</b>	<b>183,050.00</b>	<b>+++</b>	<b>183,650.00</b>
Fund 301 - Debt Totals	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0.00</b>
<b>Fund 401 - Capital Projects</b>						
<b>REVENUE</b>						
Intergovernmental Revenues	650,000.00	.00	.00	.00	+++	.00
Charges for Services	156,032.00	19,504.00	39,008.00	117,024.00	25%	113,773.00
Other Revenue	.00	.00	.00	.00	+++	.00
Other Financing Sources	.00	.00	.00	.00	+++	.00
<b>REVENUE TOTALS</b>	<b>\$806,032.00</b>	<b>\$19,504.00</b>	<b>\$39,008.00</b>	<b>\$117,024.00</b>		<b>\$113,773.00</b>
<b>EXPENSE</b>						
Motor Vehicles	1,317,000.00	.00	.00	1,317,000.00	0%	276,000.00
Office Equipment	99,065.00	14,883.50	15,230.46	83,834.54	15%	16,244.00
Other Equipment	37,725.00	1,104.20	1,104.20	36,620.80	3%	9,000.00
<b>EXPENSE TOTALS</b>	<b>\$1,453,790.00</b>	<b>\$15,987.70</b>	<b>\$16,334.66</b>	<b>\$1,437,455.34</b>	<b>1%</b>	<b>\$301,244.00</b>
Fund 401 - Capital Projects						
<b>REVENUE TOTALS</b>	<b>806,032.00</b>	<b>19,504.00</b>	<b>39,008.00</b>	<b>767,024.00</b>	<b>5%</b>	<b>113,773.00</b>
<b>EXPENSE TOTALS</b>	<b>1,453,790.00</b>	<b>15,987.70</b>	<b>16,334.66</b>	<b>1,437,455.34</b>	<b>1%</b>	<b>301,244.00</b>
Fund 401 - Capital Projects	<b>(\$647,758.00)</b>	<b>\$3,516.30</b>	<b>\$22,673.34</b>	<b>(\$670,431.34)</b>		<b>(\$187,471.00)</b>
Grand Totals						
<b>REVENUE TOTALS</b>	<b>7,921,029.00</b>	<b>683,108.92</b>	<b>1,412,881.19</b>	<b>6,508,147.81</b>	<b>18%</b>	<b>5,953,351.48</b>
<b>EXPENSE TOTALS</b>	<b>8,568,787.00</b>	<b>532,235.71</b>	<b>1,102,420.65</b>	<b>7,466,366.35</b>	<b>13%</b>	<b>5,847,379.45</b>
Grand Totals	<b>(\$647,758.00)</b>	<b>\$150,873.21</b>	<b>\$310,460.54</b>	<b>(\$958,218.54)</b>		<b>\$105,972.03</b>

[illegible]

## 2022 Run Summary

South Metro Fire Department

	January	February	March	April	May	June	July	August	September	October	November	December	YTD TOTAL	2021 YTD TOTAL
<b>GOOD INTENT CALL</b>														
600 Good intent call, other	2	2											4	6
611 Dispatched & canceled en route	24	8											32	29
621 Wrong location													0	
622 No incident found on arrival at dispatch address	7	4											11	16
631 Authorized controlled burning													0	
650 Steam, gas, other mistaken for smoke													0	1
651 Smoke scare, odor of smoke	8	3											11	2
652 Steam, vapor, fog or dust thought to be smoke													0	1
653 Smoke from barbeque, tar kettle													0	
661 EMS call, party transported by non-fire agency (661)													0	
671 HazMat release investigation w/no HazMat	5	2											7	3
	46	19	0	0	0	0	0	0	0	0	0	0	65	58
<b>FALSE ALARM &amp; FALSE CALL</b>														
700 False alarm or false call, other		1											1	
710 Malicious false call		1											1	
714 Central Station, malicious false alarm	1	1											2	
715 Local alarm system, malicious false call	4	2											6	3
721 Bomb scare - no bomb													0	
730 System malfunction, other													0	
731 Sprinkler activation due to malfunction	3	3											6	6
732 Extinguishment system activation malfunction													0	
733 Smoke detector activation due to malfunction	5	3											8	4
735 Alarm system sounded due to malfunction	4	5											9	7
736 CO detector activation due to malfunction	3	3											6	1
740 Unintentional transmission of alarm, other	1												1	
741 Sprinkler activation, no fire - unintentional	3	1											4	0
743 Smoke detector activation, unintentional	4	7											11	9
744 Detector activation, no fire - unintentional	1	1											2	6
745 Alarm system activation, no fire - unintentional	10	4											14	6
7451 False Alarm	6	11											17	8
746 Carbon monoxide detector activation, no CO	2	1											3	2
	47	44	0	0	0	0	0	0	0	0	0	0	91	52
<b>SEVERE WEATHER &amp; NATURAL DISASTER</b>														
814 Lightning strike (no fire)													0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>SPECIAL INCIDENT TYPE</b>														
900 Special type of incident, other													0	
911 Citizen Complaint													0	
	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Not Reported	15	2											17	
	15	2	0	0	0	0	0	0	0	0	0	0	17	0
<b>MONTHLY RUN TOTAL</b>	<b>676</b>	<b>557</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1233</b>	<b>1061</b>
<b>BLS Transports</b>	<b>149</b>	<b>125</b>											<b>274</b>	<b>277</b>





# SOUTH METRO FIRE DEPARTMENT

1650 Humboldt Avenue • West St. Paul MN 55118

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

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

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DATE: March 16, 2022

TO: President and Board

FROM: Mark Juelfs, Fire Chief

RE: **Fund Balance Transfer**

**Summary:**

At fiscal year-end, the General Fund had a balance more than the established 5% limit. By policy, these excess funds are to be transferred to the Capital Fund, to support the 10-year Capital Plan. After completion of the 2021 Financial Audit, it was determined that the General Fund had an excess balance of \$302,274. The 2021 excess balance was primarily realized in the personal services categories including salaries, PERA contributions, FICA contributions, and medical insurance.

**Budget Impact:**

The General Fund balance will be maintained at the established 5% maximum limit and \$302,274 identified as excess funds will be transferred into the Capital Fund.

**Recommendation:**

Approve Resolution 2022-01 retaining a 5% General Fund balance and transferring the excess funds in the amount of \$302,274 to the Capital Fund.

**Attachment:**

Resolution 2022-01 Approving Fund Balance Transfer

# South Metro Fire Department

## Resolution Number 2022-01

### RESOLUTION APPROVING FUND BALANCE TRANSFER

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

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

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

**NOW, THEREFORE, BE IT RESOLVED** the Board of Directors approves retaining a 5% General Fund balance and transferring the General Fund excess balance in the amount of \$302,274 to the Capital Fund.

Passed by the Board of Directors on March 16, 2022.

Attest:

---

Dave Napier, Secretary



# EXECUTIVE SUMMARY

## CLASSIFICATION & COMPENSATION STUDY





# South Metro Fire


- **Study Objectives: Participate In South St. Paul's Classification & Compensation Study**
  - Study Jobs
  - Align Jobs Using Job Evaluation
  - Collect & Analyze Market Data
  - Develop New Salary Structure(s)
  - Determine Cost Impact & Guidelines



# **South Metro Fire**

## **Objective 1: Study Jobs**

- **Developed Employee Questionnaire**
- **Distributed Questionnaires**
- **Conducted Employee Interviews**



# **South Metro Fire**

## **Objective 2: Rate Jobs**

- **Rated jobs using the Classification Matrix System (CMS)**
- **Met with Project Committee to review job ratings & Fire Chief**
- **BCC revisited, revised and/or finalized ratings, as appropriate**



# **Classification Matrix System**

## **Four Factors:**

## **Relative Weight:**

**Knowledge & Skill**

**(52%)**

**Supervisory Authority**

**(20%)**

**Public Relations**

**(20%)**

**Working Conditions**

**(8%)**



# Classification Matrix System

- Each factor is comprised of two “sub-factors” forming a matrix.
- The score on any factor is the intersection of the rating assessment on each of the sub-factors.
- Total score is the sum on each of the four factors.





# Classification Matrix System

- **Factor 1: Knowledge & Skill**  
**Sub-factors:**
  - Nature of Assignments
  - Occupational Skill
- **Factor 2: Supervisory Authority**  
**Sub-factors:**
  - Level of Supervision
  - Extent of Supervision



# Classification Matrix System

- **Factor 3: Public Relations**

- Sub-factor:**

- ☐ **Customer Relations**

- ☐ **Governmental Relations**

- **Factor 4: Working Conditions**

- Sub-factor:**

- ☐ **Physical Effort**

- ☐ **Risks & Hazards**

**Supervisory Authority:** This factor evaluates the extent and level of supervisory authority as assessed through the intersection of level of supervisory responsibility and extent of supervision.



**Level of Supervisory Responsibility:** This subfactor assesses and evaluates the relative extent and level of supervisory authority present in positions having similar knowledge and discretion work requirements.

**Extent of Supervisory Responsibility:** This subfactor evaluates the extent of supervision as measured by the number of employees directly and indirectly the position is accountable for. \*\*\*Depending upon the size of the organization, employee numbers are subject to change\*\*\*.

	Degree A: 0-5 employees	Degree B: 6-10 employees	Degree C: 11-20 employees	Degree D: 21-30 employees.	Degree E: 31 or more employees
<b>Level A:</b> Responsible primarily for own work assignments. May provide training, instruction and assistance to co-workers as an experienced employee but is primarily responsible for their own duties.	30	30	30	30	30
<b>Level B:</b> Assigns, monitors, plans and schedules work activities and performs similar tasks as a leadworker. No authority to evaluate employees or determine work processes. Employees at this level perform many of the same or similar functions as employees they lead but also are held accountable for work operations and work results.	50	70	100	140	190
<b>Level C:</b> Has staff authority as a technical expert in a field of study. Employees are required to seek advice and direction from this position prior to acting on related issues. This technical expertise is provided to managers and officials in the organization and is used by them in guiding their supervisory and management decisions.	100	120	150	190	240
<b>Level D:</b> Has full and line supervisory authority over work assignments at this level. Delegates work, controls what and how the work is done, evaluates performance and conducts performance reviews, effectively initiates personnel actions. This level may also include the supervisory responsibility and accountability for a small agency or distinct function within the organization.	170	190	220	260	310
<b>Level E:</b> Serves as a manager over other line supervisors and charged with the responsibility for the overall operations, functions and objectives of a major functional area of the organization.	260	280	310	350	400
<b>Level F:</b> Serves as an executive officer of the organization having high level management responsibility for multiple major functional areas of the organizations. Provides management direction, policy interpretation and oversight to other managers across the organization.	370	390	420	460	510

## Grade Determination Chart

Grade	Minimum Points	Maximum Points
1	200	216
2	217	234
3	235	254
4	255	276
5	277	299
6	300	324
7	325	351
8	352	380
9	381	411
10	412	445
11	446	482
12	483	522
13	523	564
14	565	611
15	612	661
16	662	715
17	716	773
18	774	836
19	837	904
20	905	977
21	978	1056
22	1057	1142
23	1143	1234
24	1235	1334
25	1335	1442
26	1443	1558
27	1559	1684
28	1685	1820
29	1821	1966
30	1967	2125
31	2126	2296
32	2297	2481

**Jobs of similar points are grouped together for similar pay treatment into salary grades (ranges).**

**Approximate 8% point spread between grades**

**See Manual For Factor Matrix & Pts.**

# Objective 2: Rating Results - 8/2021

	<b>Total</b>	<b>Salary</b>
<b><u>Proposed Classification Title:</u></b>	<b><u>Points</u></b>	<b><u>Grade</u></b>
<b>Fire Chief</b>	<b>1795</b>	<b>28</b>
<b>Assistant Fire Chief Operations</b>	<b>1475</b>	<b>26</b>
<b>Asst Chief/Prevention &amp; EMS</b>	<b>1375</b>	<b>25</b>
<b>Training Chief</b>	<b>1010</b>	<b>21</b>
<b>Fire Captain</b>	<b>940</b>	<b>20</b>
<b>Fire Inspector</b>	<b>810</b>	<b>18</b>
<b>Fire Fighter/EMS</b>	<b>750</b>	<b>17</b>
<b>Executive Assistant</b>	<b>650</b>	<b>15</b>



## **Objective 3: Collect & Analyze Pay Data**

- **Project Committee & BCC selected jobs (8) and (14) benchmark organizations to survey**
- **BCC developed survey questionnaire to collect data**
- **BCC compiled and analyzed salary & benefits data**

# Objective 3: Collect & Analyze Pay Data

## Survey Participation Rate: 56%

### Participating:

City of Hastings  
City of Stillwater  
City of Coon Rapids  
City of Edina  
City of St. Louis Park  
City of Maplewood  
City of White Bear Lake  
City of Burnsville  
City of Roseville

### Non-Participating:

City of Brooklyn Park  
City of Cottage Grove  
City of Eagan  
City of Fridley  
City of Oakdale  
City of Richfield  
City of Roseville

## Published Sources (aged by a factor of 2.0% ):

Bureau of Labor Statistics: Wage Occupational Survey, May 2020, MPLS/ST. Paul Area.

## Objective 3: Summarized Survey Data On Each Surveyed Job Title

**Benchmark 3: Fire Captain:** Under the direction of the Assistant Fire Chief, the Fire Captain supervises fire suppression and rescue/EMS shift personnel. Performs and directs rescue, firefighting, training, equipment and facility maintenance, and assigned prevention work to effectively protect and save life and property. Directs incident response and performs firefighting and rescue work in a safe and efficient manner. Develops and implements safe and effective incident objectives. Effectively perform the duties of the Department representative in an Emergency Operations Center. Assists in fire and EMS training duties. Develops, instructs, and supervises fire and EMS training drills. Assists in fire prevention duties and may assist the Fire Marshall or Fire Inspectors, as needed. Supervises/delegates and assist in the clean-up & readiness of equipment. Requires 5 years experience as a career Fire Fighter, AA Degree in Fire Science or related field, and a Company Officer Certificate.

Job	Your Organization Title:	Participants Job Title Matched:	Degree of Job Match (1-5) 5 being Identical	No. Of Empl's. In Job	No. of Steps In Range	Average Hourly Salary	Hourly Salary Range			Salary Range Spread
							Salary Range Minimum	Salary Range Midpoint	Salary Range Maximum	
3	South Metro Fire	Captain	5	6	4	\$33.14	\$32.29	\$39.21	\$46.13	42.86%
3	City of Burnsville*	Fire Captain	5	1		\$53.37	\$47.50	\$53.37	\$59.24	24.72%
3	City of Edina	Fire Captain	5	3	6	\$54.55	\$40.98	\$47.77	\$54.55	33.11%
3	City of St. Louis Park*	Captain	4			\$48.13	\$42.78	\$48.13	\$53.48	25.01%
3	City of Maplewood	Fire Captain/Paramedic	5	3	8	\$45.38	\$40.05	\$43.94	\$47.83	19.43%
3	City of Stillwater	Fire Captain	5	3	11	\$31.45	\$25.59	\$31.08	\$36.56	42.87%
3	City of Hastings	Fire Capt	4	3	3	\$32.63	\$31.19	\$32.27	\$33.35	6.93%
3	City Coon Rapids	Fire Captains	3	6	4	\$32.20	\$29.85	\$31.59	\$33.32	11.62%
		Averages:	4.4		6.4					23.4%
		Totals		19						

\* No average salary reported used Salary Range Midpoint

Summary of Descriptive Statistics (Excludes South Metro Fire)				
	Avg. Salary	Range Minimum	Range Midpoint	Range Maximum
Average	\$42.53	\$36.85	\$41.16	\$45.48
Median	\$45.38	\$40.05	\$43.94	\$47.83
25th Percentile	\$32.42	\$30.52	\$31.93	\$34.96
75th Percentile	\$50.75	\$41.88	\$47.95	\$54.02





## **Objective 3: Collect & Analyze Pay Data**

- **Two primary methods of determining market competitiveness**

**1: Job by Job Comparison Overall Average**

**2: Average of Market Trend Analysis ( Best Line of Fit between ratings and market pay)**

## Objective 3: Findings: (Job-by-Job Approach)

### ■ The market differences between South Metro Fire and the market show:

- Market starting pay rates are higher by on average by 1.29%
- Market median average pay is higher by 1.18%
- Market median maximum pay is higher by 2.56%
- Exhibit I on the next page shows the data above.

### Benchmark Comparison of Median Salaries

### Summary Statistics:



## **Objective 3: Findings: (Statistical Trend Approach)**

- **On average, the difference between South Metro's predicted pay lines and market predicted pay lines shows:**
  - Market median starting rates are on average higher by .99%
  - Market median average pay rates are higher by 1.22%
  - Market median maximum pay rates are higher by 2.56%
  - Summarized data is shown on next page and graphically on Chart I



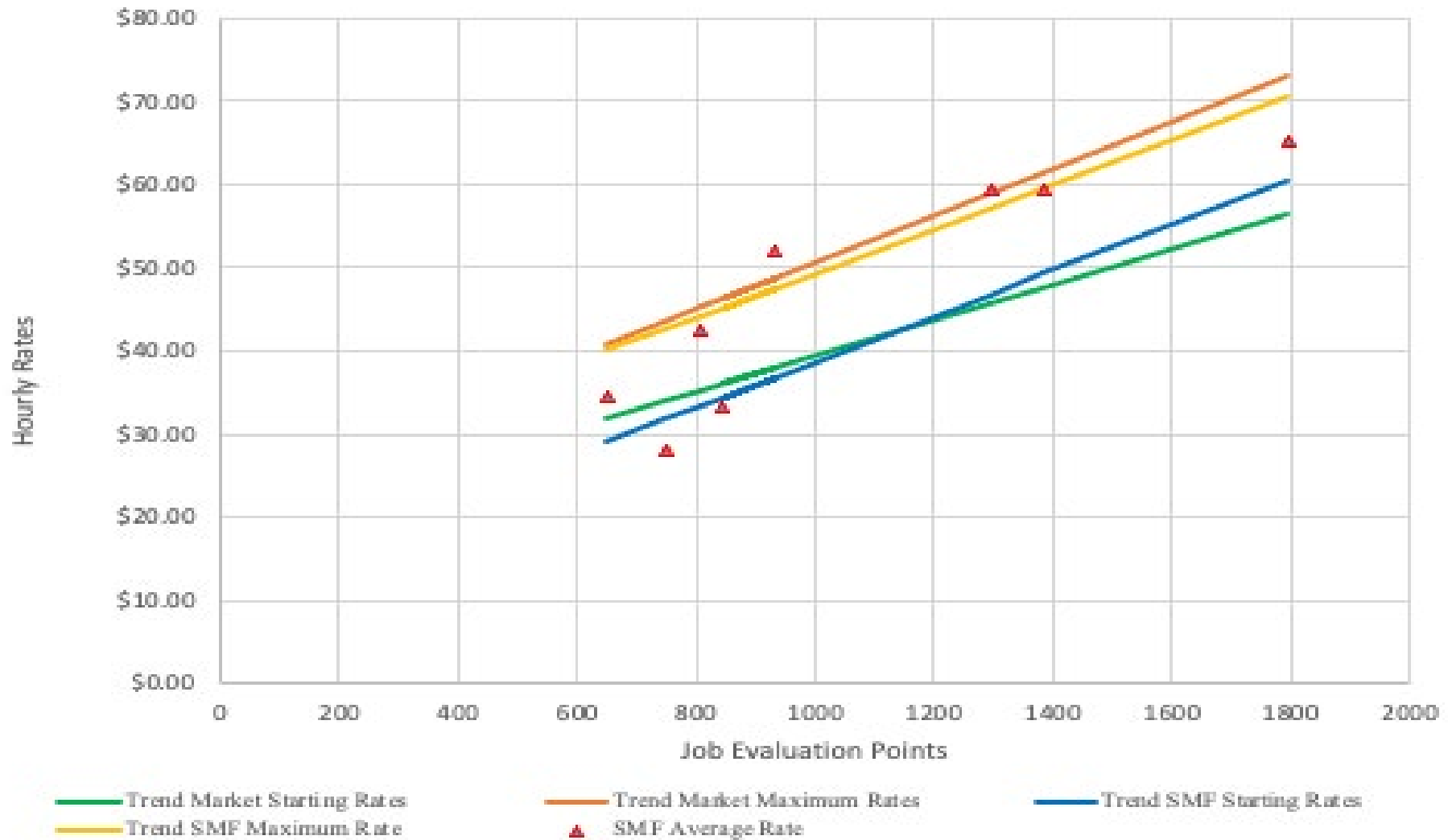
## Trend Analysis of Median Market Data

## Trend Analysis of Median (50th Percentile) Salary Data

Job Points	Job Midpoints	Benchmark Title:	Trend South Metro Range Minimum	Market Trend Median Starting Salary	% Diff	Trend South Metro Average Salary	Market Trend Median Avg Salary	% Diff	Trend South Metro Range Maximum	Market Trend Median Maximum Salary	% Diff
1795	1752	Fire Chief	\$69.32	\$66.44	-7.0%	\$68.93	\$67.30	-2.4%	\$69.36	\$71.73	3.3%
1385	1388	Assistant Fire Chief/Operations	\$49.31	\$47.66	-3.5%	\$57.32	\$56.83	-0.9%	\$59.68	\$61.50	3.0%
1295	1285	Assistant Chief/Prevention/EMS	\$46.48	\$45.46	-2.2%	\$54.03	\$53.87	-0.3%	\$56.93	\$58.61	2.9%
845	870	Captain	\$35.06	\$36.58	4.1%	\$40.79	\$41.95	2.8%	\$45.89	\$46.95	2.3%
935	941	Training Chief	\$37.02	\$38.10	2.8%	\$43.06	\$43.99	2.1%	\$47.78	\$48.94	2.4%
810	805	Fire Inspector	\$33.28	\$35.19	5.4%	\$38.72	\$40.08	3.4%	\$44.16	\$45.12	2.1%
750	744	Firefighter/EMS	\$31.60	\$33.89	6.8%	\$36.77	\$38.33	4.1%	\$42.53	\$43.41	2.0%
650	636	Executive Assistant	\$28.63	\$31.58	9.3%	\$33.33	\$35.22	5.4%	\$39.66	\$40.37	1.8%
Summary Totals:			\$320.70	\$323.90		\$372.95	\$377.57		\$405.98	\$416.63	
			Trend Summary Statistics:								
			Market Median % Starting Difference			Market Median Average % Difference			Market Median Maximum % Difference		
			0.99%			1.22%			2.56%		

# South Metro Fire Trend Analysis of Median Pay Rates

Chart I



## **Objective 4: Designed Pay Structure**

- **Used ratings to assign jobs to ranges**
- **Used market median maximum predicted trend increased by 5.5% to reflect 2023 rates for the proposed new maximum.**
- **Set the proposed 2023 minimum range at 80% of maximum, Step 2 at 85%, Step 3 at 90%, and Step 4 at 95% of proposed range maximum.**

## Proposed Salary Range for 2023

Salary Grade Midpoints	Salary Grade	Proposed Salary Range Minimum (80% Of Maximum)	85%  Step 2	90%  Step 3	95%  Step 4	Proposed  Salary Range Maximum
1752	28	\$59.62	\$63.35	\$67.08	\$70.80	\$74.53
1622	27	\$56.53	\$60.06	\$63.59	\$67.13	\$70.66
1501	26	\$53.65	\$57.00	\$60.35	\$63.71	\$67.06
1388	25	\$50.96	\$54.14	\$57.33	\$60.51	\$63.70
1285	24	\$48.51	\$51.54	\$54.57	\$57.60	\$60.63
1188	23	\$46.20	\$49.08	\$51.97	\$54.86	\$57.75
1099	22	\$44.08	\$46.83	\$49.59	\$52.34	\$55.10
1017	21	\$42.13	\$44.76	\$47.39	\$50.02	\$52.66
941	20	\$40.32	\$42.84	\$45.36	\$47.88	\$50.39
870	19	\$38.63	\$41.04	\$43.45	\$45.87	\$48.28
805	18	\$37.08	\$39.40	\$41.71	\$44.03	\$46.35
744	17	\$35.63	\$37.85	\$40.08	\$42.31	\$44.53
688	16	\$34.29	\$36.44	\$38.58	\$40.72	\$42.87
636	15	\$33.05	\$35.12	\$37.19	\$39.25	\$41.32
588	14	\$31.91	\$33.91	\$35.90	\$37.90	\$39.89
544	13	\$30.86	\$32.79	\$34.72	\$36.65	\$38.58
502	12	\$29.86	\$31.73	\$33.60	\$35.46	\$37.33
429	10	\$28.13	\$29.88	\$31.64	\$33.40	\$35.16
396	9	\$27.34	\$29.05	\$30.76	\$32.47	\$34.18
366	8	\$26.63	\$28.29	\$29.95	\$31.62	\$33.28
338	7	\$25.96	\$27.58	\$29.21	\$30.83	\$32.45
312	6	\$25.34	\$26.92	\$28.51	\$30.09	\$31.68
288	5	\$24.77	\$26.32	\$27.87	\$29.41	\$30.96





## **Objective 5: Costing & Implementation**

- **Allocated employees into range as follows:**
  - **Employee estimated 2023 rate below minimum that rate was moved to Step 1**
  - **Employee rate was in range: employee placed on step closest to but higher than current rate.**
  - **Employee rate over proposed range maximum: employee rate “red-circled” and frozen at current pay rate**



## Objective 5: Costing & Implementation

### ■ Findings:

- Cost as an % of Estimated Payroll = 4.05%  
from estimated 2023 rate



# Collected Benefits Information

- Difficult to assess due to some cities provided labor agreements only making it difficult to compare.
- Variety of plans, options, and provisions also made comparisons difficult from a survey questionnaire format.
- Participants did not provide information on all benefit information requested.

# Summarized Paid Time Off (Vacation, Holiday, Sick Leave)

	TOTAL DAYS: PAID TIME OFF (VACATION, HOLIDAYS, SICK LEAVE)						
Organization	0>2 Yrs	2<5 Yrs	5<10 Yrs	10<15 Yrs	15< 20 Yrs	20<25 Yrs	25+ Yrs
South Metro-Shift	28	28	31	33	33	35	35
South Metro-Non-shift	33	33	38	41	43	48	48
St. Louis Park (non-union)	34	34	39	41	44	44	44
City of Burnsville	36	36	39	42	44	47	49
Hastings	35	40	45	49	52	55	55
Maplewood	32	32	37	37	42	47	47
Edina	34	34	39	42	44	45	45
Coon Rapids	34	34	39	42	44	49	49
Average # of Days:	34.0	34.7	39.4	42.0	44.7	47.9	48.1
Percent Diff Non-Shift:	2.9%	4.9%	3.6%	2.4%	3.8%	-0.3%	0.3%
% Diff: Shift	17.6%	19.3%	21.4%	21.4%	26.2%	26.9%	27.3%

# Health Insurance

HEALTH INSURANCE							
Organization	Employer Contribution Single-Mo.	Employer Contribution Family-Mo	Employee Contribution Single-Mo.	Employee Contribution Family-Mo	In-Network Deductible Single-Yr.	In-Network Deductible Family-Yr.	(HRA) Health Reimbursement Arrangement
Hastings (avg)	\$714.00	\$1,598.00	\$0.00	\$685.00	\$850.00	\$10,000.00	
Maplewood	\$607.00	\$485.00	\$46.00	\$462.00	\$2,500.00	\$5,000.00	\$2,700.00
Edina	\$792.50	\$2,015.00	\$0.00	\$46.00	\$2,800.00	\$5,600.00	\$2,500.00
Coon Rapids	\$840.00	\$1,327.00	\$60.00	\$1,017.00	\$2,800.00	\$5,600.00	\$2,500.00
Average	\$738.38	\$1,356.25	\$26.50	\$552.50	\$2,237.50	\$6,550.00	\$2,566.67
South Metro	\$493.0	\$1,008.0	\$0.00	\$1,565.0	\$4,300	\$8,600	\$1,950.00
Difference:	33.2%	25.7%		-183.3%	-92.2%	-31.3%	24.0%

# Dental Insurance

DENTAL COVERAGE					
Organization	Coverage Provided	Employer Cost Single/Mo	Employer Cost Family/Mo	Employee Cost Single/Mo	Employee Cost Family/Mo
St. Louis Park non-union	1	\$0.00	\$0.00	\$48.90	\$118.54
Stillwater	1	\$42.10	\$42.10	\$0.00	\$82.40
Hastings	1	\$0.00	\$0.00	\$44.94	\$117.91
Maplewood	1	\$37.50	\$37.50	\$0.00	\$76.00
Edina	1	\$31.75	\$102.58	\$0.00	\$0.00
Coon Rapids	1	\$0.00	\$0.00	\$53.12	\$156.25
South Metro	1	\$29.46	\$29.46	\$4.31	\$56.22
Average		\$18.46	\$30.36	\$24.49	\$89.14
Difference:		-59.6%	3.0%	82.4%	36.9%



# Program Guidelines

- **General administrative guidelines for maintaining system submitted under separate cover in CMS Handbook.**
- **Consider establishing an annual review process.**
- **Should survey and replicate salary survey process every 3-4 years. (*Note: Salary Survey Technical Report Was submitted to South Metro in separate report.*)**



**South Metro Fire Department Year End Report**  
**Proudly Serving the Communities of South St. Paul and West St. Paul**





## Message From The Chief



What a rollercoaster of a year we had in 2021. Although Covid-19 still dominated the headlines it had less of an impact on our operations except for trying to keep up with the ever-changing guidance from the CDC, do we wear masks or don't we. Maintaining our vigilance and ensuring our personnel were protected from Covid-19 became increasingly difficult as we all began to suffer from Covid-19 fatigue. Despite the challenges we persevered. We were fortunate to get back to some normalcy throughout the year, and I hope the worst is behind us. It was great to get back out in the community's and reengage with our residents.

South Metro had many changes in 2021 including several personnel changes. Two personnel retired and we welcomed six new Firefighters into the South Metro family in 2021. Although we lost some tremen-

dous experience with the two retirements the six new hires are eager to learn and will contribute greatly to the success of our department. I want to thank the Fire Board for approving the addition of three new Firefighter positions during the 2022 budget process. I can't emphasize enough how much these new Firefighters will add to the department. It may not seem like a lot but one additional person per shift will have a significant impact.

South Metro continues to foster our mental health programs including PAR360 and a peer support team. Our efforts were recognized by the League of Minnesota Cities and the story featuring retired Firefighter Tom Brooks won an Upper Midwest Emmy. While we have made great strides in recognizing the need and implementing programs related to mental health, we still have plenty of work to do to ensure every South Metro Firefighter has the resources they need when confronted with a mental health issue.

Thank you to all members of South Metro for a successful 2021 and may we have a great 2022.

Mark Juelfs

Fire Chief

# Personnel

The heart of our organization is our outstanding personnel. Without their outstanding contributions to South Metro we would not be able to function. I thank all of them for their dedicated service to the communities. In 2021, we had two personnel leave the department. Firefighter Rob Ehlert retired after over 24 years of service with South Metro and Captain Adam Schewe retired after over 17 years of service with South Metro. We thank Rob and Adam for their service with South Metro and wish them the best in their future endeavors.

## **Firefighters**

John Voigt—1998  
Shawn Kutney—1999  
Peter Friend—2001  
Paul Fletcher—2004  
Tony Del Rio—2005  
Jason Bessermin—2006  
Tim Congdon—2007  
Bill Brandecker—2007  
Jake Ganfield—2008  
Matt Dinneen—2009  
Andy Dahlinger—2010  
Tony Gutierrez—2012  
Nate Rank—2014  
Evan Larsen—2014  
Dan Willems—2016  
Logan Schewe—2017  
Jordan Thompson—2017  
Bobby Conley—2018  
Billy Brandecker—2018

## **Firefighter—Continued**

Steven Jensen—2019  
Robby Smith—2019  
Matt Kull—2019  
Joe Zinniel—2019  
Jake McCann—2019  
Anthony Puckett—2021  
Mark Domann—2021  
Ramon Murillo—2021  
Zach Weise—2021  
Brandon Buckley—2021  
Steve Grass—2021

## **Captains**

Brad Quiggle—1993  
Chris Snyder—1997  
Ben Bailey—1999  
Mike Nelson—2006  
Sean Jansen—2007  
Pat Noack—2008

## **Inspectors**

Steve Wenzel—1998  
Ange Appelholm—2013

## **Administrative**

Deb Wheeler—2016

## **Chief Officers**

Mark Juelfs—1998  
Mark Erickson—1999  
Terry Johnson—2009  
Sam Seal—2014

## **Retired in 2021**

Rob Ehlert—1997  
Adam Schewe—2004



## Six New Firefighters in 2021

South Metro welcomed six new Firefighters to our department in 2021. Five of the six filled vacancies we had throughout the year. The remaining Firefighter of the six hired is one of the additional three staff the Fire Board approved for 2022. We had the budget dollars to start one of the three in October. The other two Firefighter positions will be filled in 2022.



Anthony Puckett



Mark Domann



Ramon Murillo



Zach Weise



Brandon Buckley



Steve Grass

# Mental Health

In 2021 South Metro continued to move forward with our mental health programming. We renewed our contract with BluePeak consulting to provide our members access to the PAR360 program. PAR360 is a mental health program created by Dr. Margaret Gavian. PAR360 provides the following;

- **Chief** - Chief consultation with a direct line to mental health experts.
- **Chief Calls** - Chief monthly training conference calls with Dr. Gavian to discuss current fire service issues.
- **Facebook** - Access to a confidential Facebook page to answer questions, get additional training and learn from others.
- **Family** – Training & resources for family members.
- **Provider List** - List of vetted providers with expertise in first responders.
- **Training** - 5 Training Sessions per year (initial roll out plus 4 special topics)
- **Training Modules** - Online resilience training modules for all department members.
- **Warning Signs** - Resources for how to recognize the warning signs in themselves and others.
- **Discount** - Discounted rate for additional services per request (e.g., Individual Resilience Pre-Plan meetings).
- **Individual Resilience pre-plans** - The pre-plan meetings provide an opportunity for our Firefighters to meet one on one with a mental health provider to review anything that is impacting their mental health.

In addition to the PAR360 program, South Metro is in the process of implementing a peer support team made up of Firefighters that have specialized training to deal with issues that their peers may be having. This support team is another resource for our Firefighters to reach out to if they are having any issues related to mental health. The team should complete its training in early 2022.

South Metro was winner of the League of Minnesota Cities 2021 City of Excellence Award in the 20,000+ population category for the our implementation of the Par 360 program to address mental health. The following pages are the article published in the League of Minnesota Cities publication.



# South Metro Fire Department Makes Mental Health a Priority



BY DEBORAH LYNN BLUMBERG

In the summer of 2019, two firefighters with the South Metro Fire Department walked into Chief Mark Juelfs' office and told their boss they had been suicidal. One had even come up with a specific plan on how and where to end his own life.

They wanted resources to get help, and Juelfs did everything he could. One firefighter ended up at an inpatient center in Maryland, where he got treatment for post-traumatic stress disorder (PTSD). The incident stayed with Juelfs. It bothered him that in his 25 years of training, never once had he been specifically taught how to help firefighters in distress.

"It got me thinking about what we do for our firefighters in the mental health realm," he says. One suicidal firefighter told Juelfs one reason he hesitated to come forward was that he was worried he'd be overlooked for promotion if he admitted he was struggling with his mental health. That concerned Juelfs. Something had to change.

Several months passed and work and life got busy. Then, in November 2019 a police officer the fire department worked closely with died by suicide. Firefighters were devastated, and Juelfs wanted a professional to speak to his team about the death.

He called Dr. Margaret Gavian, medical director for the Minnesota Fire Initiative. Gavian led a three-day workshop for the South Metro Fire Department, which serves the cities of both West St. Paul and South St. Paul, providing fire and emergency medical services to over 40,000 citizens and 11 square miles of coverage area. Gavian spoke about signs of suicide and where to turn to for help.



PHOTO BY ERIC HAUGEN

"During that time, I told her, we really need something in place that's preventative instead of always reacting when something happens," Juelfs says.

Gavian had developed a program that would do just that, and she and Juelfs worked together to bring the program to South Metro. West St. Paul and South St. Paul won a League of Minnesota Cities 2021 City of Excellence Award for making the mental health of firefighters a priority and implementing this program.

## Suffering in silence

When Juelfs contacted Gavian, she was putting the finishing touches on the PAR360 Mental Health Initiative — a program to help firefighters manage their mental health issues and keep them and their families healthy and resilient. She developed it after years of working as a therapist with firefighters and recognizing the critical need for more support.

First responders attempt suicide at a rate six to 10 times higher than the general population, according to research,

while more firefighters die by suicide than in the line of duty. Half of firefighters think about killing themselves.

Meanwhile, firefighters have twice the rate of alcohol problems than the general population, four times the rate of PTSD, and eight times the rate of depression. Adding to the issue is that the majority of firefighters are unlikely to seek help — 92% think that seeking help for mental health issues is a problem.

"Firefighters are suffering in silence," Gavian says. "They don't like to talk about what's going on. We have a staggering problem and no comprehensive solution."

Taking a major toll are the high number of medical calls firefighters respond to. "They're in there cleaning up body parts after a car wreck," Gavian says. "These are gory, extremely stressful roles. Their job is to save people and often they can't. It's one of the most stressful jobs on the planet."

Historically, firefighters have not been trained to handle the emotional aspects

South Metro Fire Chief Mark Juelfs says the department's new mental health program is starting to remove the stigma of firefighters getting help.

of their job, the tragedies they're exposed to every day. "And they are paying the ultimate price," Gavian says. "They are dying as a result."

Retired South Metro firefighter Tom Brooks is one of the two firefighters who found themselves in Juelfs' office in 2019. Brooks' breaking point came after a 15-year-old who attempted suicide died in his ambulance on the way to the hospital.

Brooks struggled with nightmares and anxiety while at the department. He's been in treatment since and has improved. But he understands well the challenges firefighters continue to face.

"There have been generations of 'deal with it and go on to the next call,'" says Brooks, who was a firefighter for 20 years. "When stuff piles up over the years, some of us don't do so well with it. You think you're doing good, and then all



of a sudden, one day all hell breaks loose. Any program to help with mental health is huge."

#### Leaders give full support

Over the last 10 years, the South Metro Fire Department has seen its call volume rise by 28%. Last year it responded to 6,760 calls, 5,021 for emergency medical services.

After the police officer's suicide and with calls increasing, Juelfs committed to instituting the PAR360 Program at the department. He easily got the support of the South Metro Fire Board.

"Approving it was a no-brainer. It's the right thing to do," says Fire Board President Wendy Berry, a West St. Paul City Council member. "Our firefighters witness things that most people only hear stories about or see on TV. If we can find a way to help them normalize talking about how those things affect them, they're not going to feel alone. We can help them validate their feelings and understand other people feel the same way."

South St. Paul Mayor Jimmy Francis agrees. "I think the best decision that we made was saying yes to our chief, saying yes to the idea that he saw a need, and we could solve it by just saying yes," says Francis, who is also a Fire Board member. "And what I'm really excited about is that we have it in place and so now every new firefighter ... is going to experience this program."

#### A comprehensive program

The program kicked off in June 2020, and South Metro became the first fire department to implement it. The yearly subscription provides consultation,

*(continued on page 32)*

"Our firefighters witness things that most people only hear stories about or see on TV. If we can find a way to help them normalize talking about how those things affect them, they're not going to feel alone."

WENDY BERRY  
WEST ST. PAUL COUNCIL MEMBER  
SOUTH METRO FIRE BOARD PRESIDENT



PHOTO COURTESY CITY OF WEST ST. PAUL

training, and emergency response for fire department leaders and firefighters and their families.

For chiefs, the PAR360 initiative includes an action plan on how to deal with mental health issues, monthly conference calls with Gavian, as well as specialized support for flagging “at-risk” team members before it’s too late.

Firefighters benefit from an anonymous, confidential eight-week online resilience training (with modules including handling stress and relationships), access to a confidential Facebook page to answer questions, a listing of vetted mental health providers familiar with the challenges facing first responders, and a yearly mental health check-in, also called a “resilience pre-plan meeting.”

“The resiliency meeting gives you the opportunity to talk to a professional and get feedback on what’s going on with your life, taking a more global look at your life, not just concentrating solely on the fire service,” Juelfs says. Family members also get to participate in periodic, all-day workshops on how to support healthy families and relationships.

Gavian said she felt compelled to create the program after getting frustrated with the lack of mental health resources for firefighters. “It struck me that someone has got to do something more to help firefighters, and in a larger, more systemic way,” she says. “Firefighters need culturally competent providers who understand their lifestyles and who are also trained in trauma.”

The PAR360 program costs \$170 per firefighter, with additional services chiefs can add on as needed. South Metro pays about \$12,000 per year for the program with the cost split equally between the two cities.

That’s compared to the financial costs of not having a mental health strategy in place, which can add up to thousands or even millions of dollars in lost productivity, treatment for substance abuse, and other expenses.

### Removing stigma of getting help

This past July, a little over a year after the program started, Gavian updated the Fire Board on the program’s progress. Due to the program’s confidential nature, little concrete data is available,

but 100% of firefighters had an initial meeting with Gavian.

“The meetings were very productive,” Juelfs says. “People opened up and they relayed their issues. I think we’re doing a great job of starting to remove the stigma of getting help, though as a community we still have a long way to go.”

Fire Board President Berry says she thinks the mental health program has “shown our community how important mental health services are to our first

responders. I hope more fire departments see this and acknowledge the importance of taking just as much care of mental health as we do physical health.”

Brooks benefitted from the initiative for several

months before he retired, and he found the program’s training modules to be especially helpful. “The program was very good. For years, there’s just been too much of the ‘tough guy firefighter can take anything’ mentality,” he says.

The South Metro Fire Department’s program is normalizing speaking up, and it’s helping to get more firefighters the critical mental health services they need.



“What I’m really excited about is that we have [a mental health program] in place and so now every new firefighter ... is going to experience this program.”

JIMMY FRANCIS  
SOUTH ST. PAUL MAYOR  
SOUTH METRO FIRE BOARD MEMBER

“I’m very proud of our fire chief for initiating this and continuing to advocate for its importance,” Berry says. “It could have easily been swept under the rug or shrugged off as ‘just part of the job’ when he had firefighters approach him about the toll the job had been taking on their mental health. Instead, he acknowledged the problem and spent time looking for ways to help.”

Deborah Lynn Blumberg is a freelance writer.

#### ON THE WEB

Watch a video about this West St. Paul and South St. Paul joint initiative here.



# Firefighter Deployment

For the majority of 2021 Firefighter Jake McCann was deployed to the Middle East with the Minnesota Army National Guard. We want to thank Jake for his service to our country and department. We anticipate welcoming Jake back to South Metro in May of 2022.





## New Vehicles

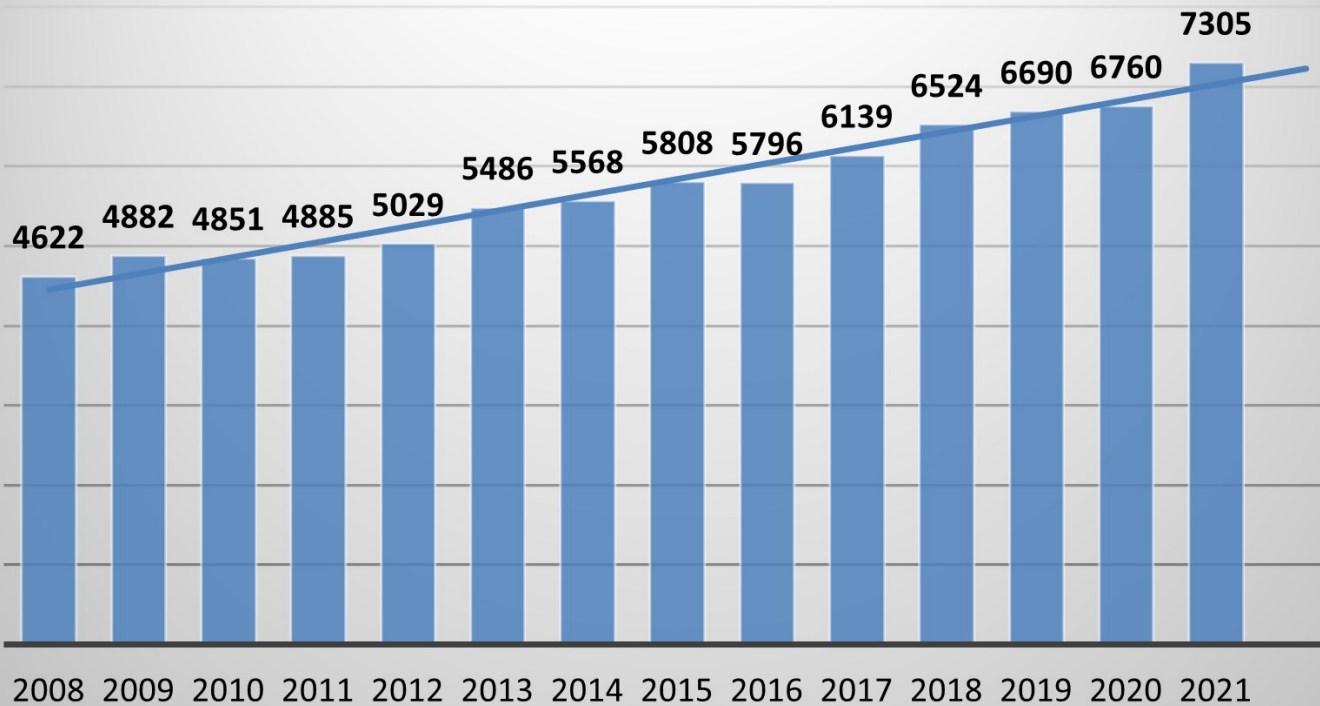
South Metro took delivery of two new vehicles in 2021, including a Ford F-450 with a utility body and a Horton Ambulance. The Ford will replace the current Utility 2 and be used primarily as the tow vehicle for Boat 2. The utility body will allow us to store our water rescue equipment in compartments instead of the bed of a pick-up truck. This arrangement will allow us to use the bed of the new truck for hauling other items without having to remove the water rescue equipment. The Horton continues with our replacement schedule to purchase a new ambulance every three years. The new ambulance will be assigned as Ambulance 1 and the current Ambulance 1 will become Ambulance 3.





# Incident Response

## Total Calls



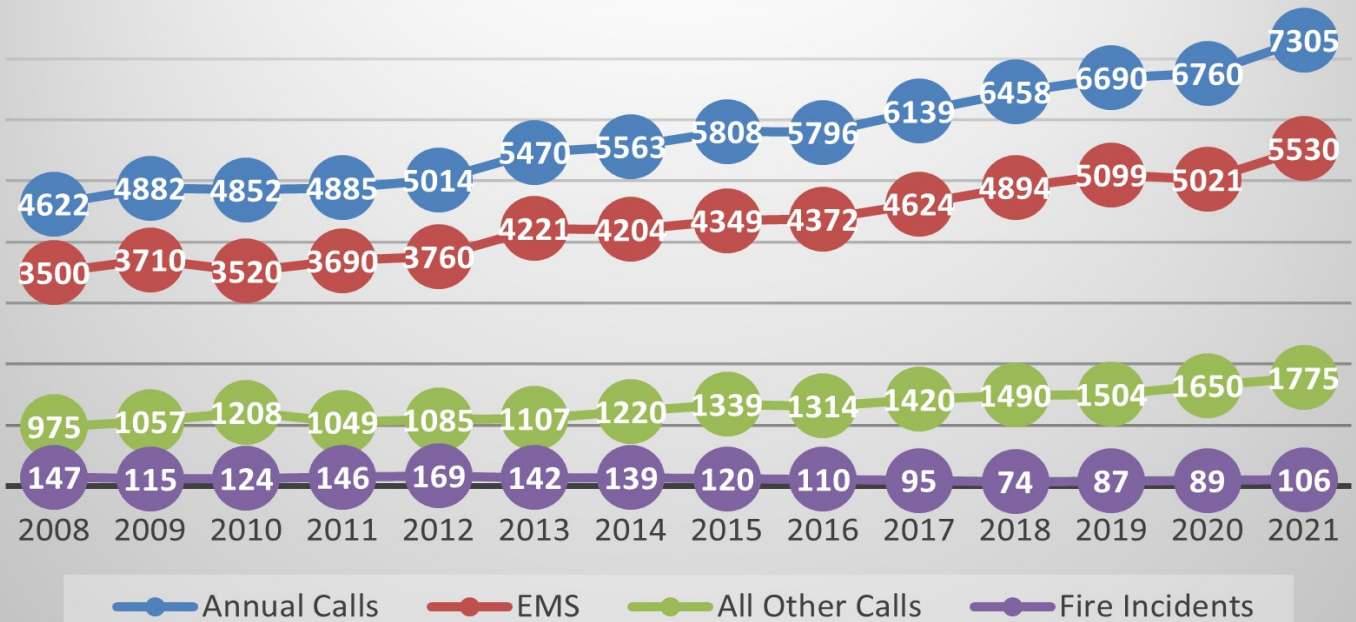
In 2021, our overall incident responses continued to rise. South Metro responded to 7,305 incidents in 2021. This was a 8% increase over the 2020 total of 6,760. In the last 10 years, 2012-2021, our call volume has risen 45%.





# Incident Response

## Calls by Type

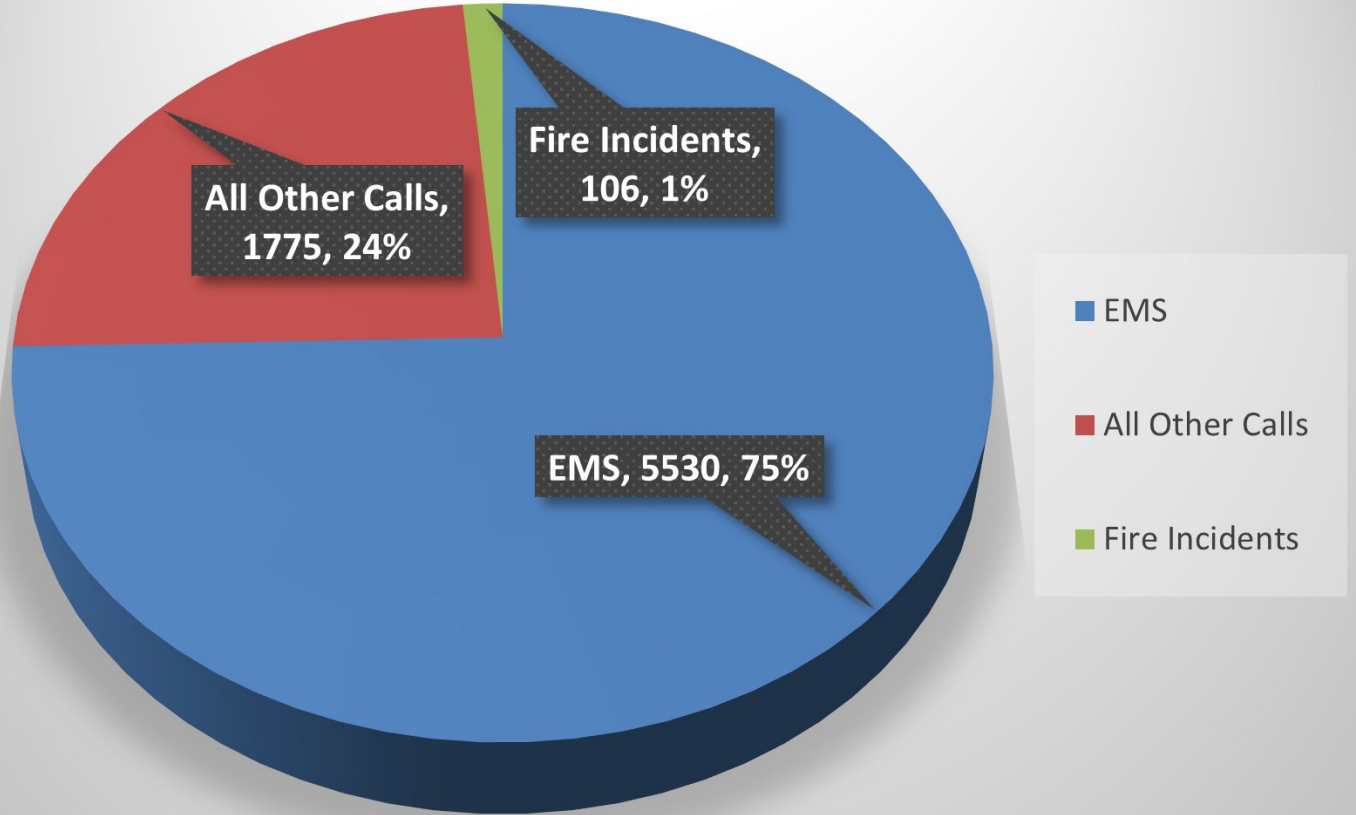


The chart above illustrates the three broad categories of calls South Metro responds to including, EMS calls, Fire Incidents, and all other call types.





# Incident Response

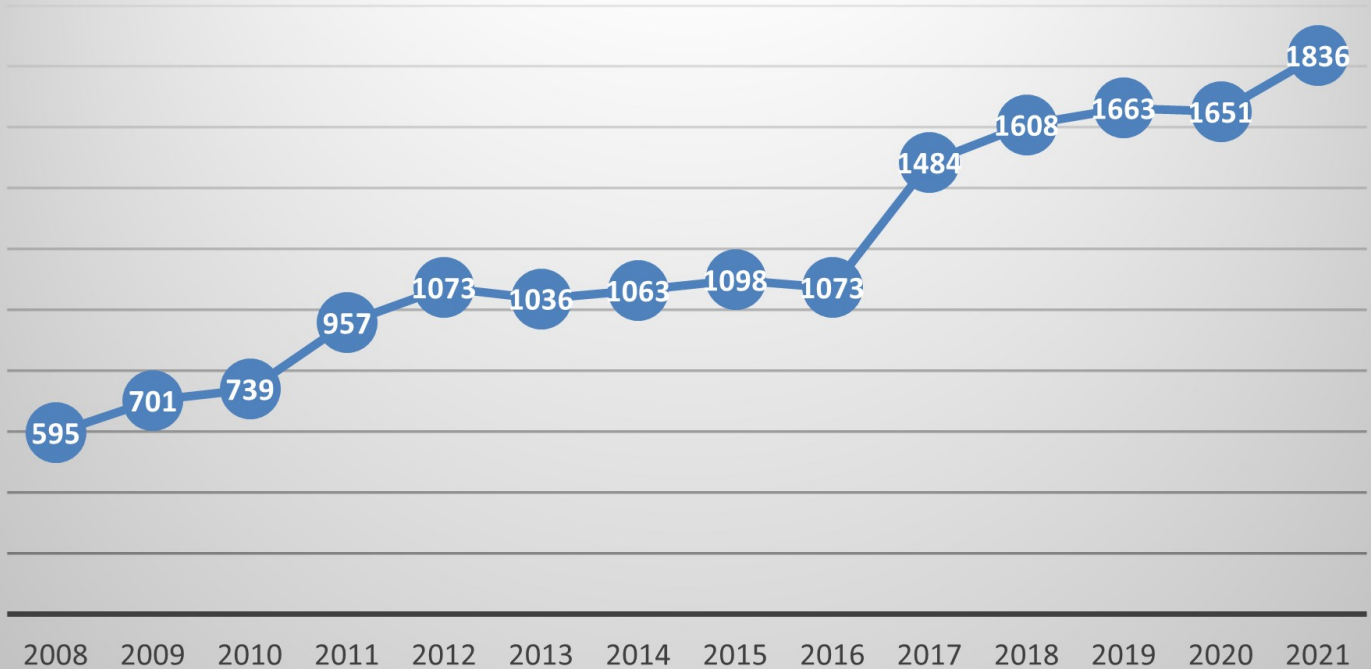


South Metro responds to three broad categories of incidents. EMS accounts for 75% of our calls, Fire related calls account for 1% of our calls, and all other call types account for the remaining 24% of our calls.

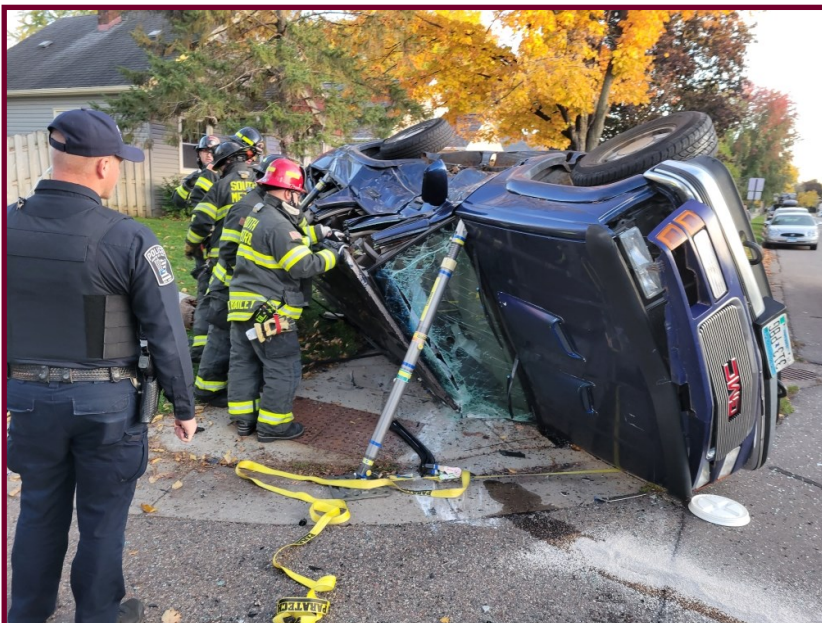


# Incident Response

## BLS Transports



We are in the fourth year of a 5 year contract with MHealth Fairview to provide basic life support transport in South St. Paul and West St. Paul. The chart above illustrates the number of BLS transports. In 2021, we transported 1836 patients to area hospitals. This was a 11.2% increase over the 1651 patients in 2020. In the last 10 years, 2012-2021 our transports have increased 41.5%





## Incident Response - Pictures





# Community Outreach

2021 was a much better year for community engagement. We were able to return to participating in activities with the public that were halted in 2020 due to Covid-19. In 2021 we conducted 87 public education events while connecting with over 2000 citizens. These events ranged from teaching Seniors in our community about fire risks and how to respond to a fire alarm to creating a slip-n-slide for the kids at Wednesday activities in the summer. We once again hosted our joint citizens academy with Inver Grove Heights. This academy is eight weeks long and gives our citizens a taste of what it is like to



be a Firefighter. We had a fire sprinkler demonstration trailer at the West St. Paul open house, had fire trucks in the Kaposia days parade, participated in safety camps, visited both South St. Paul's and West St. Paul's Halloween celebrations, shopped with local children for the Shop with a Hero event, and led the West St. Paul holiday parade. It was also great welcoming citizens back into the fire stations for tours.





# Community Outreach - Pictures

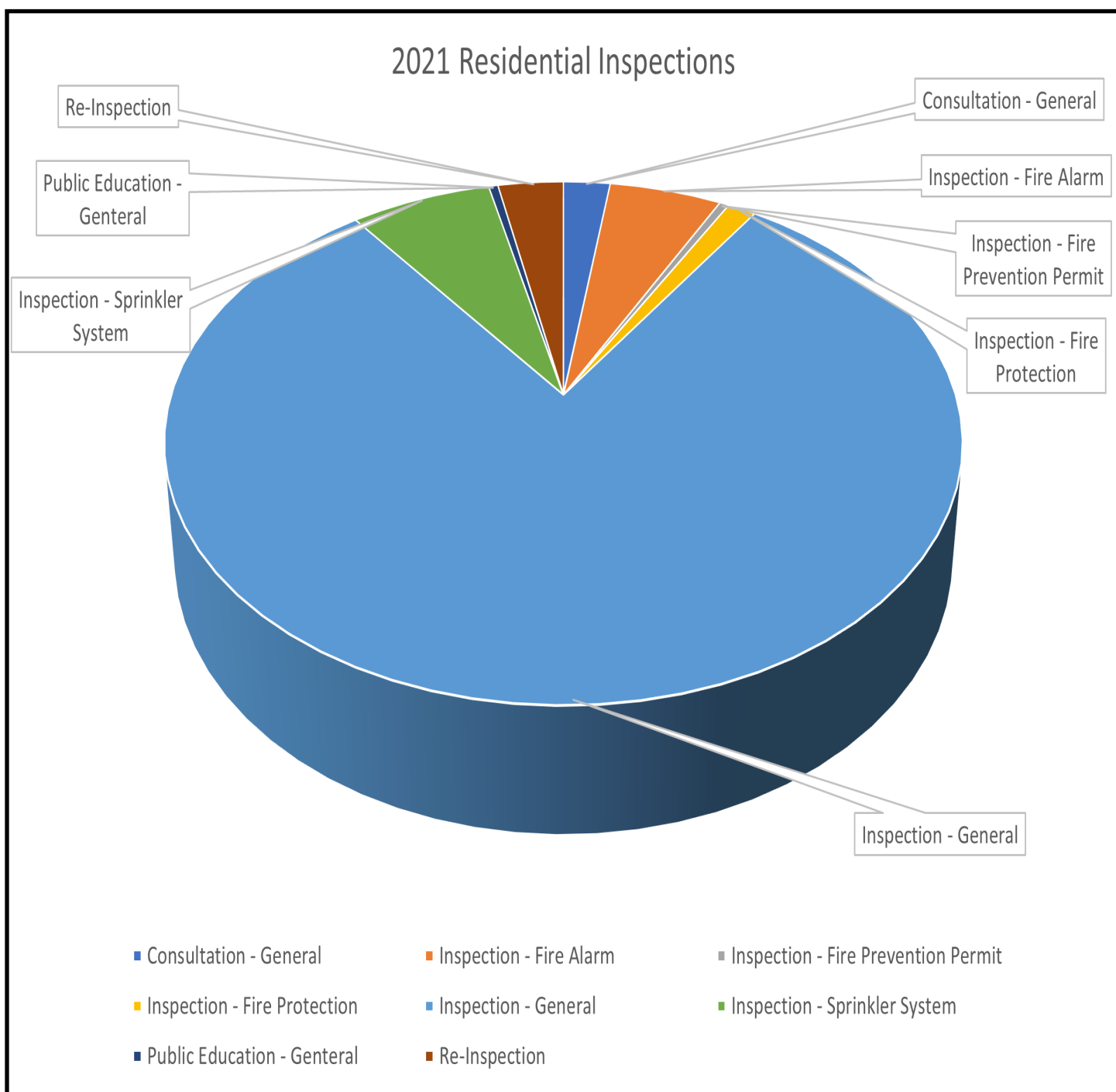




## Prevention—Inspections

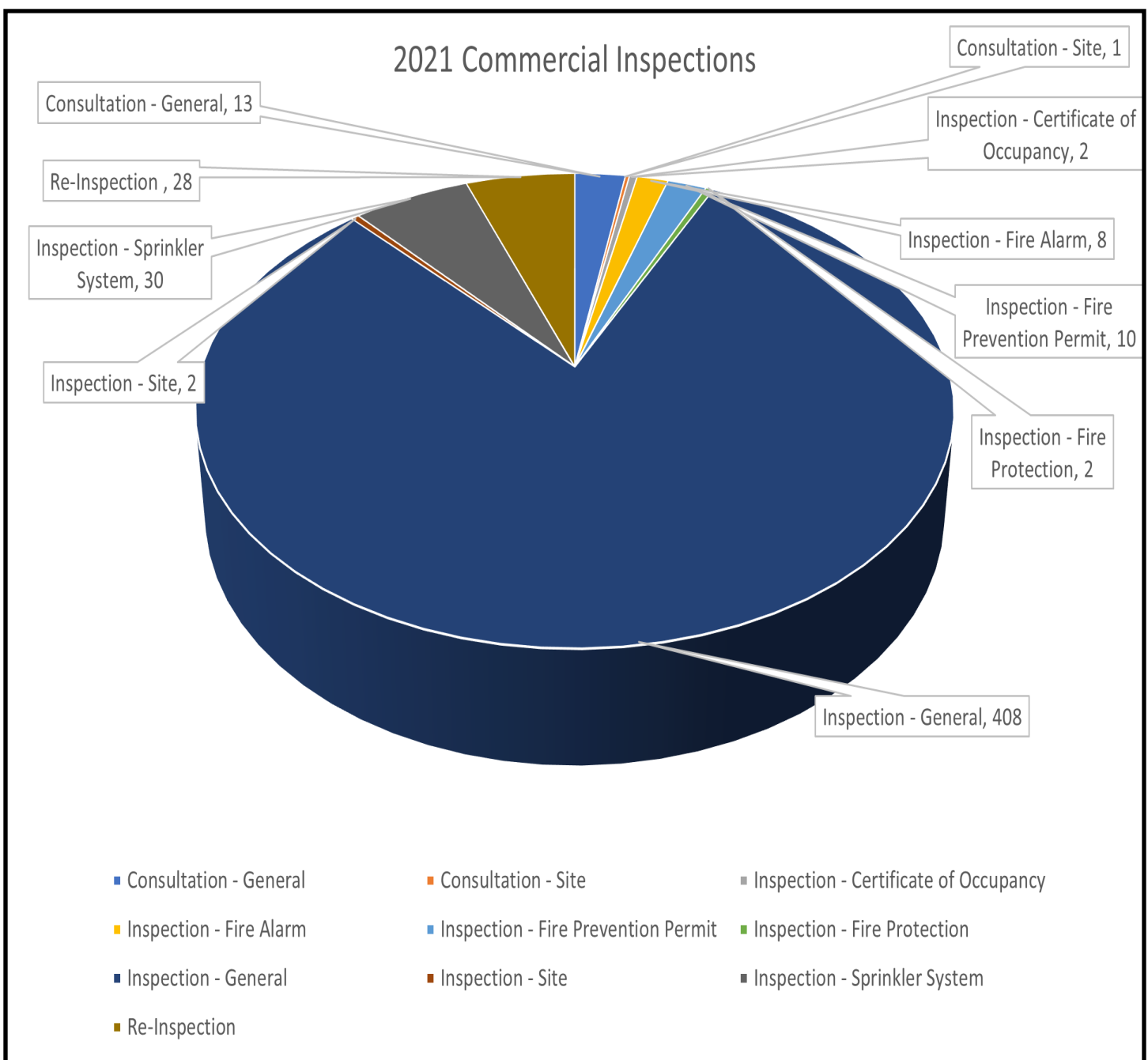
Below is a graph of our 2021 residential inspections. Most of our residential inspections take place in multi-family properties.

The prevention division performed a total of 221 residential inspections in 2021.



# Prevention—Inspections

Below is a graph of our 2021 commercial inspections. The prevention division performed a total of 504 commercial inspections in 2021.





# Training - Skills Day

## 2021 Training Numbers

**Total Training Hours - 7246 Total Training Completions - 4050**

In 2021, South Metro once again held a skills training day at the ABLE training facility in Burnsville. The focus in 2021 was on single family and multi-family fire attack. All personnel worked through several different scenarios and had to perform all the typical fireground tasks including forcible entry, stretching hose lines, search and rescue, victim extrication, ladder placement, fire extinguishment, and ventilation.





# Training - Pump/Driver Training

## 2021 Training Numbers

**Total Training Hours - 7246 Total Training Completions - 4050**

In 2021 South Metro completed 680 hours of Driver/Pump training. This training is critical to ensure that our Engineers are ready to deliver our Firefighters water at the scene of a fire. The Engineer also completes critical fire ground tasks such as deploying hose lines and ladders, setting up ventilation fans, and being the eyes for the Captain when they are inside the building. The various topics covered included a driving course at the South St. Paul airport, standard pumping, relay pumping and apparatus placement.



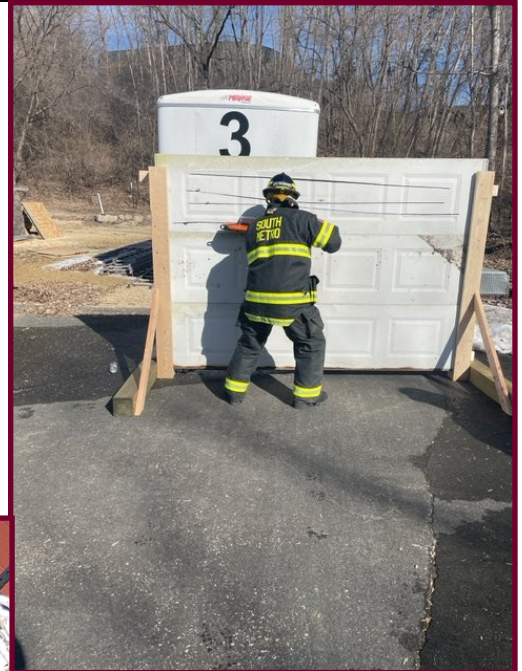


# Training - Fire Academy

## 2021 Training Numbers

**Total Training Hours - 7246 Total Training Completions - 4050**

2021 brought six new faces to South Metro. To prepare our new hires to work as independent crew members we continued our partnership with the Burnsville and Eagan Fire Departments to put on two joint training academies during the year. During the joint academies our new hires hone their firefighting skills for four weeks. This part of the new hire academy is filled with intensive training and repetition to ensure the new hires are ready to operate efficiently and effectively on the fire ground.





# Training - EMS

## 2021 Training Numbers

**Total Training Hours - 7246 Total Training Completions - 4050**

In 2021, South Metro Firefighters completed a total of 898 hours of EMS training. 75% of our incident responses are for EMS calls, therefore it is critical that we keep our training and education up to date. We continue to partner with MHealth Fairview for our EMS training.





# Training

## Various training pictures from 2021





# Collaborative Efforts

The following pages is a list of collaborative efforts involving South Metro

## **Dakota County Special Operations Team – Since 2003**

A cooperative effort of all Dakota County municipalities to provide hazardous materials and technical rescue response within Dakota County through a joint power's agreement. The team is overseen by the Dakota County Domestic Preparedness Committee. South Metro currently has three personnel assigned to the team.

## **Minnesota Task Force 1 – Since 2005**

This group serves as the State's Urban Search and Rescue Team, much like the FEMA rescue team that get deployed to hurricanes and earthquakes. The primary function of the task force is to perform rescues in collapsed buildings. South Metro is part of this team through its participation in the Dakota County Special Operations Team. The other primary partners in the task force are the fire departments of Minneapolis, St. Paul, Edina, and Rochester – all being partners in a joint power's agreement. South Metro currently has three personnel assigned to the task force.

## **Henry Sibley – CPR**

Beginning with the 2014-2015 school year CPR became a graduation requirement. School districts must provide one-time cardiopulmonary resuscitation (CPR) and automatic external defibrillator (AED) instruction in a class of their choosing. South Metro provides this training to Henry Sibley twice a year at no cost to the school district.

## **Inver Hills Community College**

South Metro has had a strong working relationship with the college for several years. The Fire Chief currently sits on the Colleges EMS advisory committee. In addition, students in the various EMS programs ride with our personnel to accomplish the patient contact requirements in their EMS program (First Responder or EMT).

## **Burnsville Fire – Water Rescue**

Collaborative efforts between both organizations since 2013. Includes annual initial training for recruits and ongoing training for existing personnel, development, and review of SOG's, and operational support if requested during incidents. We have also provided the initial training and program implementation for St. Paul and Lakeville Fire Departments and a handful of individuals from other organizations. We frequently field calls from other organizations about our model and how it could be used within their organizations. In September we began orientation training for Eagan Fire Department.



## **Collaborative Efforts—Continued**

### **Area Maritime Security Committee**

This is a local sub-committee for the U.S. Coast Guard that focuses on security, equipment, and training needs along Pool 2 of the Mississippi River and Minnesota River up to Savage. This committee meets quarterly as a group and conducts yearly training designed to improve response to a variety of security, hazmat, and disasters along the river. The trainings have the committee to identify gaps in these areas and help to bring in federal port security monies for regional efforts. Our Boat 2 is an example of one of those grant funded purchases and is considered a regional asset. Boat 2 is frequently requested for response between the confluence of the Mississippi and Minnesota Rivers and the Hastings Dam.

### **Burnsville, Eagan, South Metro Recruit Academy**

First proposed by SMFD in 2018, this collaborative effort will begin its third academy in October of 2020. This is a 4-week joint academy that focuses on basic firefighter skills taught as they are performed within our organizations. The skills are designed to maximize the efficiency of each firefighter as they work in smaller 2-person crews as is common for each organization. This academy can maximize time and cost for each organization by limiting the number of instructors, props, and training facility time for each organization. Recruits then spend an additional 1-3 weeks focusing on skills that are specific to their organization.

### **Burnsville, Eagan, South Metro Training Group**

This is a committee made up the primary training providers for each organization that grew from the needs of the joint training academy. This group works on developing JPR's and training needs that work for all three organizations to reduce overlap of efforts between the organizations and allow for similar operations.

### **Dakota County Fire Training Group**

This a county wide training group that shares training resources, props, and ideas. The group meets quarterly to discuss needs and upcoming training events. The group also focuses on ways to standardize training throughout the county and fill training gaps that individual organizations are unable to fill on their own.

## **Collaborative Efforts—Continued**

### **American Red Cross**

South Metro has partnered with the Red Cross in their Smoke Detector installation program. The Red Cross donates smoke alarms and South Metro install them in residents homes throughout the community. In addition to the installation, South Metro also performs a home safety inspection if allowed.

### **Dakota County – Fall Prevention Program**

South Metro partners with Dakota County Public Health on presenting a fall prevention program to the older adult population in the community. (Currently on hold due to Covid-19).

### **Northern Dakota County Beyond the Yellow Ribbon**

South Metro sits on the yellow ribbon steering committee. The Northern Dakota County Yellow Ribbon Campaign exists as part of the State-wide Yellow Ribbon Network to provide resources to members of the military and their families. We also provide resources to Veterans who previously served in the Military.

### **ROMA**

Responsible Owner and Managers Association is a partnership with the City of West St. Paul and owners and managers of local rental properties. This group is intended to foster a stronger relationship between City departments and the owners and managers making the City of West St. Paul a healthier and safer place to live for the rental community. South Metro is a participant in the meetings and provides training on various topics throughout the year.

# In Remembrance of Those Who Gave Their Life in the Line of Duty

Firefighter George Carleton  
South St. Paul  
May 22nd, 1892

Firefighter Jay Bloemers  
South St. Paul  
June 2nd, 1968

Chief William Sudeith  
West St. Paul  
November 30th, 1954

Firefighter Erling Armstrong  
West St. Paul  
January 11th, 1974

Captain John Heuer  
West St. Paul  
January 11th, 1974

Firefighter Richard Neikirk  
West St. Paul  
January 11th, 1974



# SOUTH METRO FIRE DEPARTMENT

1650 Humboldt Avenue • West St. Paul MN 55118

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

[www.smfdmn.org](http://www.smfdmn.org)

DATE: March 16, 2022

TO: President and Board

FROM: Mark Juelfs, Fire Chief

RE: Election of Board Officers

## Summary:

In accordance with Article Five, Section 5.1 of the Joint and Cooperative Agreement for Fire Protection Services, the Board must elect officers in March of each year. The Article also states that the position of President will alternate between cities on an annual basis. The current President is a representative of West St Paul; therefore, the next President elected must be a representative of South St Paul. For reference, Article Five, Section 5.1 of the Agreement is provided below.

### ARTICLE FIVE

#### Officers, Committees

*Section 5.1. In March of each year, the Board shall elect from among its Members the following officers: a President, Vice President, Secretary and Treasurer. The officers are to be elected for a term of one year and shall serve until the successors are elected. The President must be a City Council member from West St. Paul or South St. Paul. Each City shall alternate the position of the President on an annual basis.*

The Bylaws provide no other qualifications or restrictions for the remaining positions of Vice President, Secretary or Treasurer. In the recent past, the Board has utilized a rotation for filling the positions, i.e., from President to Treasurer to Secretary to Vice President. However, this Board can choose its own process. The current Board positions are:

President – Wendy Berry  
Vice President – James Francis  
Secretary – Dave Napier  
Treasurer – Tom Seaberg

## Recommendation:

Conduct the 2022 election of Board Officers as defined in the Joint and Cooperative Agreement.



# SOUTH METRO FIRE DEPARTMENT

1650 Humboldt Avenue • West St. Paul MN 55118

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

[www.smfdmn.org](http://www.smfdmn.org)

DATE: March 16, 2022

TO: President and Board

FROM: Mark Juelfs, Fire Chief

RE: **Committee Appointments**

## Summary:

In accordance with Article Five, Section 5.7 of the Joint and Cooperative Agreement, *the Board may in its bylaws provide for committees as it deems necessary.* The Board has previously established a Budget Committee and a Finance Committee. Although a process is not specifically defined, it may be prudent to review the need and membership of the existing committees at this time. For reference, Article Three of the Bylaws is provided below.

## ARTICLE THREE

### Committees

*Section 3.1. Establishment of Committees. The Board may establish committees to exercise powers and perform duties delegated to the committee by the Board. At the time the committee is established, the Board shall designate a chairperson, who shall be responsible for organizing meetings of the committee and presiding over the meetings. Each committee shall present a full report of its activities at each regular meeting of the Board. Meetings of the committees are subject to the Open Meeting Law. Notice of committee meetings shall be provided as required in Section 1.4.*

The 2021 Budget Committee appointments were:

Dave Napier  
James Francis  
Dennis Wippermann  
SSP Finance Director  
WSP Finance Director  
Fire Chief  
Assistant Chief

The 2021 Finance Committee appointments were:

Tom Seaberg  
Wendy Berry  
SSP Finance Director  
WSP Finance Director  
Fire Chief  
Assistant Fire Chief

## Recommendation:

- 1) Reaffirm the need for a Budget Committee and a Finance Committee.
- 2) Appoint members to the appropriate committee(s).



# SOUTH METRO FIRE DEPARTMENT

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DATE: March 16, 2022

TO: President and Board

FROM: Mark Juelfs, Fire Chief

RE: **2023 Budget Process Timeline**

## Summary:

Once again it is time to begin work on next year's Budget. Below is a list of target dates for this process:

March 22 <sup>nd</sup>	All Department budget requests submitted
April 22 <sup>nd</sup>	Chief Officers complete draft budget
April 25 <sup>th</sup> – June 10 <sup>th</sup>	Budget Committee and Finance Committee meetings
June 15 <sup>th</sup>	Board receives draft of the 2023 Budget for review (budget is typically approved at this meeting).
June 20 <sup>th</sup> – July 1 <sup>st</sup>	Budget Committee and Finance Committee meet if necessary
July 13 <sup>th</sup>	Special Board Meeting to approve the Preliminary Budget
July 14 <sup>th</sup>	Board President submits the approved 2023 Budget to both cities
August 17 <sup>th</sup>	EMS Taxing District Meeting <ul style="list-style-type: none"><li>- Adopt proposed 2023 Tax Levy</li></ul>
September 30 <sup>th</sup>	Certify the proposed 2023 tax levy to the County Auditor; prior to this date.
November 16 <sup>th</sup>	EMS Taxing District Meeting <ul style="list-style-type: none"><li>- Adopt final 2023 Tax Levy</li></ul>
December 30 <sup>th</sup>	Certify the final 2023 tax levy to the County Auditor; prior to this date.

## Recommendation:

Informational