SOUTH METRO FIRE DEPARTMENT
1650 Humboldt Avenue • West St. Paul MN 55118
Phone: (651) 552-4176 • FAX: (651) 552-4195
www.smfdmn.org

AGENDA
BOARD OF DIRECTORS MEETING

Meeting Date: June 15, 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

a. Captain Brad Quiggle Retirement Notice

IV. Consent Agenda
a. May 18, 2022, Meeting Minutes
b. May 2022 List of Claims
c. May 2022 Bank Reconciliation
d. May 2022 Month End Budget Report
e. May 2022 Run Summary Report

V. Committee Reports

VI. Agenda Items
a. 2023 Budget
b. Fire Taxing District Update
c. Fire Station Needs Assessment Update (No Memo)
d. Other

VII. Public Comment

VIII. Adjourn

Next Regular Meeting – July 20, 2022, West St. Paul Lobby Conference Room (If Available)

SOUTH METRO FIRE DEPARTMENT

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www.southmetrofire.com

To: Fire Chief Mark Juelfs

June 8, 2022

Chief Juelfs,

This letter is intended to officially inform you of my intent to retire from the South Metro Fire Department. My last shift will be August 29th so my effective date of retirement will be August 30th. I am grateful to have had the opportunity to serve here in the cities of West St Paul and South St Paul for nearly 29 years. There are a lot of good Fire Fighters within the ranks of South Metro Fire so I am very confident in the continued level of service that we have worked hard to achieve and I believe the department is in great hands for the future. Thanks for all you have done and I wish the department nothing but the best in the coming years.

Respectfully submitted,

Brad Quiggle, Captain
South Metro Fire Department

MINUTES

SOUTH METRO FIRE DEPARTMENT BOARD OF DIRECTORS

Wednesday May 18, 2022
South St Paul Training Room

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

Also Present: Mark Juelfs, Deb Wheeler, Joel Hanson, Aaron Price, Ryan Garcia

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

ADOPT AGENDA

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

COMMUNICATIONS/RECOGNITIONS

Thank You card from Su Chin Hernandez

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

COMMITTEE REPORTS

None

AGENDA ITEMS

Fire Taxing District Discussion
Aaron Price with Levander Gillen & Miller was in attendance to explain the steps and timeline for establishing a Fire Protection Special Taxing District. After extensive conversation and discussing the concerns regarding the requirements to accomplish this the Board agreed to work towards completing the conversion to a Fire District by the end of 2022.

Fire Station Needs Assessment
Chief Juelfs contacted three firms that provided the services of conducting a feasibility study for a new single station, renovating our current stations and completing a response time analysis. He received proposals and spoke with CHN, Five Bugles and Wold. He recommends the services of CHN at the cost of $14,800.

Motion was made by Napier; seconded by Berry to engage in the services of CNH Architects to conduct a fire station needs assessment.
Motion carried.

Authorization to Purchase Administrative Vehicle
The capital plan allows for a purchase of an administrative vehicle. The department is seeking authorization to replace the 2008 Suburban. As part of the vehicle rotation program, the current Assistant Chief of Operations Suburban will be reassigned within

the department and used for fire inspection and investigations. Total cost for replacement is under budget and will be approximately $72,000.

Motion was made by Berry; seconded by Seaberg to purchase a 2022(3) Chevrolet Suburban from the State of Minnesota Cooperative Purchasing Vendor.
Motion carried.

PUBLIC COMMENT

Chief Juelfs congratulated Ryan Garcia on becoming the new City Administrator for the City of South St Paul.
Board member Wippermann mentioned how much he enjoyed the banquet the department held in April.

MOTION TO ADJOURN

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

The next regular meeting is scheduled on June 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 June 15, 2022

PAYROLL CHECK REGISTER:

Payroll Period	5/2 - 5/15		
Date Paid	5/20/2022	$	107,656.90
Direct Deposit			
Payroll Period	5/16 - 5/29	$	116,201.10
Date Paid	6/3/2022		
Direct Deposit			
Payroll Period			
Date Paid			
Direct Deposit			
TOTAL NET PAYROLL		$	223,858.00

DISBURSEMENT CHECK REGISTER:

Checks	10190 - 10235	$	1,400,177.09
EFTS	2268 - 2286	$	217,034.02
TOTAL DISBURSEMENT CHECKS			$1,617,211.11

TOTAL PAYROLL, DISBURSEMENTS, ACH'S $1,841,069.11

S. METRO FIRE

Payment Register

From Payment Date: 5/10/2022 - To Payment Date: 6/10/2022

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1-ANCHOR BAN - ANCHOR BANK									
Check									
10190	05/16/2022	Reconciled		05/31/2022	Accounts Payable	ASPEN MILLS	$3,456.20	$3,456.20	$0.00
10191	05/16/2022	Reconciled		05/31/2022	Accounts Payable	EMERGENCY APPARATUS MAINTENANC	$532.42	$532.42	$0.00
10192	05/16/2022	Voided	Wrong Amount	06/06/2022	Accounts Payable	FIDELITY SECURITY LIFE INSURANCE COMPANY (FSL)	$231.96		
10193	05/16/2022	Reconciled		05/31/2022	Accounts Payable	GALLS, LLC	$475.12	$475.12	$0.00
10194	05/16/2022	Reconciled		05/31/2022	Accounts Payable	IMAGE TREND	$450.00	$450.00	$0.00
10195	05/16/2022	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 1059	$248.16		
10196	05/16/2022	Reconciled		05/31/2022	Accounts Payable	INT'L ASSN FIREFIGHTERS 724	$1,364.88	$1,364.88	$0.00
10197	05/16/2022	Reconciled		05/31/2022	Accounts Payable	INTERSTATE POWER SYSTEMS	$1,196.59	$1,196.59	$0.00
10198	05/16/2022	Open			Accounts Payable	JOHNSON/TERRANCE	$683.99		
10199	05/16/2022	Reconciled		05/31/2022	Accounts Payable	LEAGUE OF MN CITIES INS. TRUST	$2,000.00	$2,000.00	$0.00
10200	05/16/2022	Reconciled		05/31/2022	Accounts Payable	LEVANDER, GILLEN & MILLER, P.A	$1,300.00	$1,300.00	$0.00
10201	05/16/2022	Reconciled		05/31/2022	Accounts Payable	Linde Gas and Equipment	$110.92	$110.92	$0.00
10202	05/16/2022	Reconciled		05/31/2022	Accounts Payable	LOCAL GOVERNMENT INFORMATION	$1,156.50	$1,156.50	$0.00
10203	05/16/2022	Reconciled		05/31/2022	Accounts Payable	LOWE'S COMMERCIAL SERVICES	$232.98	$232.98	$0.00
10204	05/16/2022	Reconciled		05/31/2022	Accounts Payable	NAPA	$86.62	$86.62	$0.00
10205	05/16/2022	Reconciled		05/31/2022	Accounts Payable	NINTH BRAIN	$96.00	$96.00	$0.00
10206	05/16/2022	Open			Accounts Payable	PERFORMANCE PLUS	$34.00		
10207	05/16/2022	Reconciled		05/31/2022	Accounts Payable	S ST PAUL/CITY OF	$5,693.64	$5,693.64	$0.00
10208	05/16/2022	Reconciled		05/31/2022	Accounts Payable	SOUTHVIEW COUNTRY CLUB	$1,687.40	$1,687.40	$0.00
10209	05/16/2022	Reconciled		05/31/2022	Accounts Payable	STANDARD INSURANCE COMPANY	$1,816.08	$1,816.08	$0.00
10210	05/16/2022	Reconciled		05/31/2022	Accounts Payable	US Bank Equipment Finance	$117.00	$117.00	$0.00
10211	05/18/2022	Reconciled		05/31/2022	Accounts Payable	Rosenbauer Minnesota, LLC	$1,354,970.00	$1,354,970.00	$0.00
10212	06/01/2022	Open			Accounts Payable	ASPEN MILLS	$94.84		
10213	06/01/2022	Open			Accounts Payable	Berry/ Wendy	$100.00		
10214	06/01/2022	Open			Accounts Payable	BOUND TREE MEDICAL	$653.63		
10215	06/01/2022	Open			Accounts Payable	CARDMEMBER SERVICES	$7,362.11		
10216	06/01/2022	Open			Accounts Payable	DAKOTA COUNTY TREASURER	$1,703.09		
10217	06/01/2022	Open			Accounts Payable	DINNEEN, MATT	$1,873.75		
10218	06/01/2022	Open			Accounts Payable	EMERGENCY APPARATUS MAINTENANC	$2,570.02		
10219	06/01/2022	Open			Accounts Payable	Francis, James	$100.00		
10220	06/01/2022	Open			Accounts Payable	Further	$143.55		
10221	06/01/2022	Open			Accounts Payable	GALLS, LLC	$144.79		
10222	06/01/2022	Open			Accounts Payable	GANFIELD/JACOB	$15.19		
10223	06/01/2022	Open			Accounts Payable	GRAFIX	$180.00		
10224	06/01/2022	Open			Accounts Payable	Grainger	$255.49		
10225	06/01/2022	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 1059	$248.16		
10226	06/01/2022	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 724	$1,406.24		
10227	06/01/2022	Open			Accounts Payable	JANSEN/SEAN	$104.99		
10228	06/01/2022	Open			Accounts Payable	Jensen/Steve	$1,970.00		
10229	06/01/2022	Open			Accounts Payable	MacQueen Emergency Group	$1,524.54		
10230	06/01/2022	Open			Accounts Payable	Napier/ David	$100.00		
10231	06/01/2022	Open			Accounts Payable	PAUL CONWAY SHIELDS	$159.96		
10232	06/01/2022	Open			Accounts Payable	Seaberg, Thomas	$100.00		
10233	06/01/2022	Open			Accounts Payable	SPOK, INC	$68.72		

Payment Register

From Payment Date: 5/10/2022 - To Payment Date: 6/10/2022

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
10234	06/01/2022	Open			Accounts Payable	STANDARD INSURANCE COMPANY	$1,257.56		
10235	06/01/2022	Open			Accounts Payable	WIPPERMANN/DENNIS	$100.00		
Type Check Totals:					46 Transactions		$1,400,177.09	$1,376,742.35	$0.00

1-ANCHOR BAN - ANCHOR BANK Totals

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	27	$23,202.78	$0.00
	Reconciled	18	$1,376,742.35	$1,376,742.35
	Voided	1	$231.96	$0.00
	Stopped	0	$0.00	$0.00
	Total	46	$1,400,177.09	$1,376,742.35

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	27	$23,202.78	$0.00
	Reconciled	18	$1,376,742.35	$1,376,742.35
	Voided	1	$231.96	$0.00
	Stopped	0	$0.00	$0.00
	Total	46	$1,400,177.09	$1,376,742.35

Grand Totals:

Checks	**Status**	**Count**	**Transaction Amount**	**Reconciled Amount**
	Open	**27**	**$23,202.78**	**$0.00**
	Reconciled	**18**	**$1,376,742.35**	**$1,376,742.35**
	Voided	**1**	**$231.96**	**$0.00**
	Stopped	**0**	**$0.00**	**$0.00**
	Total	**46**	**$1,400,177.09**	**$1,376,742.35**

All	**Status**	**Count**	**Transaction Amount**	**Reconciled Amount**
	Open	**27**	**$23,202.78**	**$0.00**
	Reconciled	**18**	**$1,376,742.35**	**$1,376,742.35**
	Voided	**1**	**$231.96**	**$0.00**
	Stopped	**0**	**$0.00**	**$0.00**
	Total	**46**	**$1,400,177.09**	**$1,376,742.35**

S. METRO FIRE

Payment Register

From Payment Date: 5/10/2022 - To Payment Date: 6/6/2022

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1-ANCHOR BAN - ANCHOR BANK									
EFT									
2268	05/12/2022	Open			Accounts Payable	I C M A RETIREMENT CORP	$1,235.00		
2269	05/12/2022	Open			Accounts Payable	MN CHILD SUPPORT	$330.87		
2270	05/12/2022	Open			Accounts Payable	MN DEPT OF REVENUE	$7,664.82		
2271	05/12/2022	Open			Accounts Payable	MN II LIFE -- HSA	$1,644.65		
2272	05/12/2022	Open			Accounts Payable	MSRS	$225.00		
2273	05/12/2022	Open			Accounts Payable	MSRS - HCSP	$2,385.69		
2274	05/12/2022	Open			Accounts Payable	NATIONWIDE	$2,200.00		
2275	05/12/2022	Open			Accounts Payable	PUBLIC EMPLOYEES RETIRE ASSN	$48,500.02		
2276	05/12/2022	Open			Accounts Payable	HEALTHPARTNERS	$44,151.17		
2277	05/12/2022	Open			Accounts Payable	IRS - PR TAXES	$21,479.34		
2278	05/20/2022	Open			Accounts Payable	I C M A RETIREMENT CORP	$1,235.00		
2279	05/20/2022	Open			Accounts Payable	IRS - PR TAXES	$21,870.36		
2280	05/20/2022	Open			Accounts Payable	MN CHILD SUPPORT	$330.87		
2281	05/20/2022	Open			Accounts Payable	MN DEPT OF REVENUE	$7,835.35		
2282	05/20/2022	Open			Accounts Payable	MN II LIFE -- HSA	$1,644.65		
2283	05/20/2022	Open			Accounts Payable	MSRS	$225.00		
2284	05/20/2022	Open			Accounts Payable	MSRS - HCSP	$2,455.25		
2285	05/20/2022	Open			Accounts Payable	NATIONWIDE	$2,200.00		
2286	05/20/2022	Open			Accounts Payable	PUBLIC EMPLOYEES RETIRE ASSN	$49,420.98		
Type EFT Totals:					19 Transactions		$217,034.02		

1-ANCHOR BAN - ANCHOR BANK Totals

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	19	$217,034.02	$0.00
	Reconciled	0	$0.00	$0.00
	Voided	0	$0.00	$0.00
	Total	19	$217,034.02	$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	19	$217,034.02	$0.00
	Reconciled	0	$0.00	$0.00
	Voided	0	$0.00	$0.00
	Stopped	0	$0.00	$0.00
	Total	19	$217,034.02	$0.00

Grand Totals:

EFTs	**Status**	**Count**	**Transaction Amount**	**Reconciled Amount**
	Open	**19**	**$217,034.02**	**$0.00**
	Reconciled	**0**	**$0.00**	**$0.00**
	Voided	**0**	**$0.00**	**$0.00**
	Total	**19**	**$217,034.02**	**$0.00**

All	**Status**	**Count**	**Transaction Amount**	**Reconciled Amount**
	Open	**19**	**$217,034.02**	**$0.00**
	Reconciled	**0**	**$0.00**	**$0.00**
	Voided	**0**	**$0.00**	**$0.00**
	Stopped	**0**	**$0.00**	**$0.00**
	Total	**19**	**$217,034.02**	**$0.00**

South Metro Fire Department
BANK RECONCILIATION
May 31, 2022

Old National Bank		
Ending Balance - Checking	$	1,378,376.19
Outstanding Disbursement Checks		(6,417.09)
DIT		
Adjustments:		
RECONCILED BALANCE	**$**	**1,371,959.10**

CITY TREASURER'S BALANCE:		
Previous Month's Reconciled Balance	$	2,786,562.08
Daily Receipts Posted		419,200.60
Disbursement Checks Issued		(1,619,947.06)
Payroll Checks and Direct Deposits		(213,856.52)
Rev Prior Month Adj:		0.00
May Deposits to post		
Further Payment cleared in GL - need to book		
5/20/22 Payroll to post		
RECONCILED BALANCE	**$**	**1,371,959.10**

CASH ACCOI `	$	1,371,959.10
Adjustments		0.00
RECONCILED BALANCE	**$**	**1,371,959.10**

Cash by Fund:

		Beginning Balance	Net Activity	Ending Balance
General Fund	101-10101	1,083,610.49	(430,395.48)	653,215.01
Grant Fund	201-10100	899.44	-	899.44
Fire Assistance Fund		-	-	-
Debt Service Fund	301-10101	(124.66)	45,762.50	45,637.84
Capital Fund	401-10101	1,702,176.81	(1,029,970.00)	672,206.81
	Total	2,786,562.08	(1,414,602.98)	1,371,959.10

Account Classification	Adopted Budget	Current Month Transactions	YTD Transactions	YTD Balance	% used/ Rec'd	Prior Year YTD Balance
Fund **101 - General Fund**						
REVENUE						
Taxes	825,000.00	.00	53,118.99	771,881.01	6%	487,194.67
Intergovernmental Revenues	198,589.00	.00	5,821.00	192,768.00	3%	177,605.82
Charges for Services	5,858,358.00	48,272.61	2,825,395.47	3,032,962.53	48%	2,886,573.62
Other Revenue	50,000.00	1,220.48	2,670.19	47,329.81	5%	48,367.75
Other Financing Sources	.00	.00	.00	.00	+++	(18,484.22)
REVENUE TOTALS	$6,931,947.00	$49,493.09	$2,887,005.65	$4,044,941.35	42%	$3,581,257.64
EXPENSE						
Personal Services	6,152,350.00	235,419.31	2,191,012.61	3,961,337.39	36%	3,504,770.81
Supplies	204,354.00	11,287.43	62,567.77	141,786.23	31%	122,205.45
Contractual Services	410,884.00	20,876.47	167,411.50	243,472.50	41%	222,315.77
Other Charges	164,359.00	7,137.00	51,552.41	112,806.59	31%	79,278.34
Capital Outlay	.00	.00	.00	.00	+++	.00
Debt Service	.00	.00	.00	.00	+++	.00
Other Financing Uses	.00	.00	302,274.00	(302,274.00)	+++	(366,171.00)
EXPENSE TOTALS	$6,931,947.00	274,720.21	2,774,818.29	$4,157,128.71	40%	$3,562,399.37
Fund **101 - General Fund** Totals						
REVENUE TOTALS	6,931,947.00	49,493.09	2,887,005.65	4,044,941.35	42%	3,581,257.64
EXPENSE TOTALS	6,931,947.00	274,720.21	2,774,818.29	4,157,128.71	40%	3,562,399.37
Fund **101 - General Fund** Totals	$0.00	($225,227.12)	$112,187.36	($112,187.36)		$18,858.27
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	183,050.00	.00	.00	183,050.00	0%	183,650.00
REVENUE TOTALS	$183,050.00	.00	.00	$183,050.00	+++	$183,650.00
EXPENSE						
Contractual Services	183,050.00	.00	.00	183,050.00	+++	156,795.00
EXPENSE TOTALS	$183,050.00	.00	.00	$183,050.00	+++	$156,795.00
Fund 301 - Debt Totals						
REVENUE TOTALS	183,050.00	.00	.00	183,050.00	+++	183,650.00
EXPENSE TOTALS	183,050.00	.00	.00	183,050.00	+++	156,795.00
Fund 301 - Debt Totals	$0.00	$0.00	$0.00	$0.00		$26,855.00
Fund **401 - Capital Projects**						
REVENUE						
Intergovernmental Revenues	650,000.00	.00	325,000.00	650,000.00	+++	.00
Charges for Services	156,032.00	325,000.00	403,016.00	(246,984.00)	258%	65,014.00
Other Revenue	.00	.00	.00	.00	+++	.00
Other Financing Sources	.00	.00	302,274.00	(302,274.00)	+++	.00
REVENUE TOTALS	$806,032.00	$325,000.00	$1,030,290.00	$100,742.00		$65,014.00
EXPENSE						
Motor Vehicles	1,317,000.00	1,354,970.00	1,354,970.00	(37,970.00)	103%	259,790.43
Office Equipment	99,065.00	.00	15,348.20	83,716.80	15%	16,244.00
Other Equipment	37,725.00	.00	1,104.20	36,620.80	3%	9,000.00
EXPENSE TOTALS	$1,453,790.00	$1,354,970.00	$1,371,422.40	$82,367.60	94%	$285,034.43
Fund **401 - Capital Projects**						
REVENUE TOTALS	806,032.00	325,000.00	1,030,290.00	(224,258.00)	128%	(301,157.00)
EXPENSE TOTALS	1,453,790.00	1,354,970.00	1,371,422.40	82,367.60	94%	285,034.43
Fund **401 - Capital Projects**	($647,758.00)	($1,029,970.00)	($341,132.40)	($306,625.60)		($586,191.43)
Grand Totals						
REVENUE TOTALS	7,921,029.00	374,493.09	3,917,295.65	4,003,733.35	49%	3,463,650.64
EXPENSE TOTALS	8,568,787.00	1,629,690.21	4,146,240.69	4,422,546.31	48%	4,004,228.80
Grand Totals	($647,758.00)	($1,255,197.12)	($228,945.04)	($418,812.96)		($540,578.16)

2022 Run Summary

South Metro Fire Department

	January	February	March	April	May	June	July	August	September	October	November	December	YTD TOTAL	2021 YTD TOTAL
FIRE INCIDENTS														
111 Building fire	3	6	3	2	2								16	15
112 Fire in structure other than in a building													0	
113 Cooking fire, confined to container				1	1								2	4
114 Chimney fire													0	
116 Fuel					1								1	2
118 Trash	1		1										2	2
121 Fire in mobile home used as fixed residence													0	
130 Mobile property (vehicle) fire, other													0	
131 Passenger vehicle fire	2		3		2								7	5
132 Road Freight or transport vehicle fire			1		2								3	
133 Rail vehicle fire													0	
134 Water vehicle fire													0	
135 Aircraft Fire													0	
138 Off-road vehicle or heavy equipment fire													0	
142 Brush or bursh & grass mixture fire		1											1	1
143 Grass Fire				1									1	
151 Outside rubbish fire		1											1	1
154 Dumpster fire					1								1	1
163 Outside equipment fire													0	
	6	**8**	**8**	**4**	**9**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**35**	31
OVERPRESSURE RUPTURE, EXPLOSION, OVERHEAT (NO FIRE)														
200 Overpressure rupture, explosion, overheat other													0	
243 Fireworks explosion (no fire)													0	
251 Excesive heat, scorch burns with no ignition	3	2	2	1	6								14	12
	3	**2**	**2**	**1**	**6**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**14**	12
RESCUE & EMERGENCY MEDICAL SERVICE														
311 Medical assist, assist EMS crew	1	2			1								4	
321 EMS call, excluding vehicle accident with injury	448	422	481	410	511								2272	2134
322 Motor vehicle accident with injuries	7	5	3	9	7								31	33
323 Motor vehicle/pedestrian accident (MV Ped)	1			1	2								4	1
324 Motor vehicle accident with no injuries.	12	4	1		5								22	15
341 Search for person on land													0	1
350 Extrication, rescue, other													0	
352 Extrication of victims from vehicle													0	
353 Removal of victim(s) from stalled elevator			1	2									3	1
355 Confined Space Rescue													0	
357 Extrication of victim(s) from machinery													0	1
360 Water & ice related rescue, other													0	
361 Swimming/recreational water areas rescue													0	
362 Ice Rescue													0	
365 Watercraft rescue													0	
372 Trapped by power lines0													0	
381 Rescue or EMS standby													0	
	469	**433**	**486**	**422**	**526**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2336**	2186
HAZARDOUS CONDITION (NO FIRE)														
400 Hazardous condition, other				1									1	
411 Gasoline or other flammable liquid spill				3									3	2
412 Gas leak (natural gas or LPG)	4	2		4	2								12	14
413 Oil spill													1	1
421 Chemical hazard (no spill or leak)													0	
422 Chemical spill or leak		1											1	
424 Carbon monoxide incident	2	1	1	1	1								6	10
440 Electrical equipment problem				5	1								6	3
442 Overheated motor					2									
444 Power line down				1	3								4	3
445 Arch, shorted electrical equipment			1		1								2	4
451														
461 Building or structure weakened or collapsed													0	
462 Aircraft standby													0	
463 Vehicle accident, cleanup													0	
471 Explosive, bomb removal													0	
481 Attempt to burn													0	
	6	**4**	**2**	**15**	**10**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**37**	37
SERVICE CALL														
500 Service Call, other		1			1								2	2
510 Person in distress, other	1				1								2	
519 Person in distress													0	
520 Water problem, other													0	
522 Water or steam leak	1	3			1								5	1
531 Smoke or odor removal			1	1									2	7
551 Assist police or other governmental agency	5	7	10	3	10								35	37
553 Public service	25	4	1	9	1								40	25
554 Assist invalid	52	30	30	35	39								186	221
561 Unauthorized burning			2	3	7								12	13
	84	**45**	**44**	**51**	**60**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**284**	306

2022 Run Summary

South Metro Fire Department

	January	February	March	April	May	June	July	August	September	October	November	December	YTD TOTAL	2021 YTD TOTAL
GOOD INTENT CALL														
600 Good intent call, other	2	2		3	1								8	9
611 Dispatched & canceled en route	24	8	14	18	12								76	68
621 Wrong location													0	
622 No incident found on arrival at dispatch address	7	4	2	6	10								29	37
631 Authorized controlled burning			1		1								2	3
650 Steam, gas, other mistaken for smoke													0	1
651 Smoke scare, odor of smoke	8	3	1	1	7								20	11
652 Steam, vapor, fog or dust thought to be smoke				1	1								2	2
653 Smoke from barbeque, tar kettle													0	1
661 EMS call, party transported by non-fire agency (661)													0	
671 HazMat release investigation w/no HazMat	5	2	6		1								14	6
	46	**19**	**24**	**29**	**33**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**151**	138
FALSE ALARM & FALSE CALL														
700 False alarm or false call, other		1											1	
710 Malicious false call		1	1										2	
714 Central Station, malicious false alarm	1	1		1									3	1
715 Local alarm system, malicious false call	4	2		1	2								9	9
721 Bomb scare - no bomb													0	
730 System malfunction, other													0	
731 Sprinkler activation due to malfunction	3	3			1								7	8
732 Extinguishment system activation malfunction													0	0
733 Smoke detector activation due to malfunction	5	3		6	3								17	11
735 Alarm system sounded due to malfunction	4	5		5	4								18	13
736 CO detector activation due to malfunction	3	3	1	2	2								11	6
740 Unintentional transmission of alarm, other	1				1								2	1
741 Sprinkler activation, no fire - unintentional	3	1		1									5	5
743 Smoke detector activation, unintentional	4	7	7	7	9								34	22
744 Detector activation, no fire - unintentional	1	1	1	1	2								6	3
745 Alarm system activation, no fire - unintentional	10	4	5	3	8								30	15
7451 False Alarm	6	11	5	7	10								39	25
746 Carbon monoxide detector activation, no CO	2	1	3	1	6								13	6
	47	**44**	**23**	**35**	**48**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**197**	125
SEVERE WEATHER & NATURAL DISASTER														
814 Lightning strike (no fire)													0	0
	0	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	0
SPECIAL INCIDENT TYPE														
900 Special type of incident, other													0	
911 Citizen Complaint													0	1
	0	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	1
Not Reported	15	2	3	1	1								22	2
	15	**2**	**3**	**1**	**1**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**22**	2
MONTHLY RUN TOTAL	**676**	**557**	**592**	**558**	**693**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**3076**	2838
BLS Transports	**149**	**125**	**158**	**140**	**188**								**760**	753

SOUTH METRO FIRE DEPARTMENT

1650 Humboldt Avenue • West St. Paul MN 55118
Phone: (651) 552-4176 • FAX: (651) 552-4195
www.southmetrofire.com

DATE: June 15, 2022

TO: President and Board

FROM: Mark Juelfs, Fire Chief

RE: 2023 Preliminary Budget

Summary:
Over the last month the Budget Committee and the Finance Committee have had the opportunity to review and discuss the Preliminary 2023 Budget.

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

As a reminder, the Joint and Cooperative Agreement (aka JPA) states the Board must forward an approved budget to the Cities by July 15th. The JPA also states that the Board must approve the budget by a four-fifths vote of all its members.

Recommendation:

- Adopt the 2023 preliminary budget and forward it to both Cities.

Attachment:

- 2023 Budget Overview
- 2023 Preliminary Budget – including Summary, Capital Fund, Debt Service
- 2023 Preliminary 10-Year Capital Plan

2023 Preliminary Budget Overview

June 10, 2022

Introduction

The 2023 budget package includes this summary along with the general fund spread sheet, a summary spread sheet of all funds, and the 10-year capital plan.

General Fund

- For the 2023 budget I am proposing a general fund increase of 7.9%.
- The proposed increase results in a general fund budget of $7,476,518 compared to $6,931,947 in 2022.
- 87% or $471,361 of the $544,571 increase is attributed to the personnel services budget lines. The primary drivers are the projected COLA increase, implementing the compensation study, PERA contributions, adding two new personnel (starting in October of 2023) and the projected increases to both health and workers compensation insurance. The remaining 13% increase derives from increased maintenance costs on equipment and an increase in software costs.
- Although the budget reflects $544,571 in increased spending it also reflects $159,618 in new revenues.

Revenues

Ambulance Services

- Estimating a 4% CPI increase on transport rate per contract agreement with MHealth Fairview. The CPI for January 2021-December 2021 was 7.2%.
- Increased the number of transports from the 2022 budget from 1800 to 1900.
  - Initial projections show we will meet our budget goal on transports for 2022.
  - Proposed 2023 transport revenue increase of $87,425 above the 2022 budgeted amounts.

Fire Services Fees

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

Charges for Services

- Increase each Cities contribution by $104,976 (4.0%) in 2023.

EMS Taxing District Revenue

- Increase EMS taxing district levy from $825,000 to $1,000,000.

Other Revenue

- Increase state fire aid from$198,589 to $216,534 in 2023.
- Although Revenues received from insurance dividends and reimbursable overtime opportunities are unpredictable, there has been a slight increase in the last few years therefore this line item has been increased slightly.
- During the second year of the State of Minnesota's budget biennium the MBFTE reimburses fire departments for most of their training expenses. South Metro has received an additional reimbursement ranging between $70,000 to $130,000 in the second year of the

last three State budget biennia. Therefore $50,000 was added to the other revenue budget line for 2023.

Expenditures

Personal Services

Salaries

- Both labor contracts expire at the end of 2022. This budget proposal has assumptions built in for COLA's and factors in the implementation of the 2021 compensation study. The final budget number is dependent on contract items that will be negotiated for 2023.
- In 2021, the Fire Board was presented with information on the need to hire five new Firefighters. The Fire Board agreed on the need and three of the requested five were hired for the 2022 budget year. The 2023 budget includes the additional two Firefighters with a start date in October of 2023. The two additional Firefighters will allow us to expand the hours that our third ambulance is available from 40 hours a week to 84 hours a week (0800-2000 seven days a week).
- The 2023 budget for salaries has been increased from $5,038,421 in 2022 to $5,438,209 in 2023, an increase of $399,788 or 7.9%.

Overtime

- Increase of $15,911 to account for the increased overtime rate from increased salaries.

Sick Leave Buyout

- The labor agreements stipulate that one half of an employee's unused sick leave will be paid to them at the end of the year. In a typical year we pay out on 52% of the allotted sick time. The 2023 budget for sick leave buyout has been increased from $51,417 in 2022 to $55,412 in 2023, an increase of $3,995 or 7.8%.

PERA Contributions

- PERA contribution increases based the projected increase in salaries. The 2023 budget for PERA has been increased from $774,179 in 2022 to $833,169 in 2023, an increase or $58,990 or 7.6%.

Insurance - Medical, Dental, Life

- The last couple of renewals have been very favorable and for the 2023 budget an assumption of an 8% increase was used.
    - This assumption does not provide any allowance for changes during open-enrollment, which can significantly change premiums costs…because we are a small employer with age-banded rates.
- Dental insurance premiums expected to increase about 2.5%.
- Life insurance base premium rate is not expected to increase; however, there is an actual increase in premium cost as everyone gets a year older each year of about 2.5%.
- The 2023 budget for insurance has been increased from $554,221 in 2022 to $583,489 in 2023, an increase of $29,268 or 5.3%.

Worker's Compensation

- In general, worker's comp rates for police and fire have been increasing, mainly due to increased medical costs related to mental health as a result South Metro saw a significant increase in our premium in 2022.
- The 2023 budget for workers compensation insurance has been increased from $267,422 in 2022 to $293,816 in 2023, an increase of $26,394 or 9.9% increase.

Supplies

- Minor increase related to the increased costs associated with fuel and firefighting equipment such as hose, boots, and gloves.

Other Services & Charges

Operational Services & Charges

- Our insurance prices have been rising because of the increased cost of excess liability insurance and the addition of data breach coverage.
- Slight increase in communications and technology.
- Increase in equipment maintenance and testing costs related to our turnout gear.

Professional Services

- Remained essentially the same as in 2022.

Capital Fund

- Beginning with the 2017 Budget, the Board implemented a 10-year plan to increase the contribution rate (revenue) by 20% per year to assist in building fund balance. After the 10 years the yearly increase in contribution rate would drop to 4%.
- If we continue to follow the current plan, the 10-year Capital Fund will be slightly under funded by 2032 as a result of increasing prices. The recommendation is to extend the 20% increase one additional year (2027) and then adjust the yearly contribution for 2028 and beyond from the current contribution rate increase of 4% to 5%. This adjustment will fully fund the current capital plan through 2032. This plan would still require South Metro to bond for future fire engines and ladder trucks.
- Capital fund contribution increase for 2023 of 20% or $31,206.
- The proposed budget results in an increase to each City in the amount of $15,602 for a total capital fund contribution of $93,618 compared to $78,016 in 2022.

- There had been discussion at a previous Fire Board meeting of increasing the capital plan contribution to allow South Metro to pay for all equipment including future fire engines and ladder trucks. For the capital plan to support this the annual contribution rate increase would need 50% per year through 2027 and then the contribution could be significantly reduced in 2028, then contribution increases in 2029 and beyond would be at the rate of 5%. The 50% increase over the next 5 years quickly escalates and becomes an amount that may not be manageable.

Debt Service Fund

- Debt for the two engines purchased in 2019.
- Each City contributes $91,225 in 2023.

Grant Fund

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

Scholarship Fund

- Continue to award one recipient annually.

City Impacts

The proposed budget for all accounts results in an increase to each city of 4.3% or $119,979. The total contribution from each City in 2023 is $2,916,897 up from $2,796,919 in 2022.

2023 Preliminary Budget

6/10/2022

General Fund

	Actual 2020	Actual 2021	Budget 2022	Proposed 2023	Change 2023-2022%	Change 2023-2022
General Fund						
Revenues						
Ambulance Services (34205)	$ 524,088	$ 591,762	$ 586,150	$ 673,575	14.9%	$ 87,425
Fire Services (34956)	$ 18,389	$ 17,515	$ 18,052	$ 22,300	23.5%	$ 4,248
Charges for Services - South St Paul (34961)	$ 2,435,848	$ 2,499,873	$ 2,627,078	$ 2,732,054	4.0%	$ 104,976
Charges for Services - West St Paul (34960)	$ 2,435,848	$ 2,499,873	$ 2,627,078	$ 2,732,054	4.0%	$ 104,976
EMS Taxing District Revenue (31000, 31020, 31040,31910)	$ 550,000	$ 550,000	$ 825,000	$ 1,000,000	21.2%	$ 175,000
Other Revenue	$ 209,535	$ 233,534	$ 248,589	$ 316,534	27.3%	$ 67,945
State Fire Aid (33420)	*$ 192,805*	*$ 204,277*	*$ 198,589*	*$ 216,534*	*9.0%*	*$ 17,945*
Insurance Dividend (36235)	*$ 9,496*	*$ 15,400*	*$ 15,000*	*$ 15,000*	*0.0%*	*$ -*
Other Revenue (33455, 33499, 33699, 36210, 36230, 3623€	*$ 35,073*	*$ 196,965*	*$ 35,000*	*$ 85,000*	*142.9%*	*$ 50,000*
Total Revenues	$ 6,223,816	$ 6,360,274	$ 6,931,947	$ 7,476,518	7.9%	$ 544,571

	Actual 2020	Actual 2021	Budget 2022	Proposed 2023	Change 2023-2022%	Change 2023-2022
Expenditures						
Personal Services						
Salaries - Regular (101)	$ 3,692,598	$ 3,845,278	$ 4,144,203	$ 4,465,673	7.8%	$ 321,469
Salaries - Overtime (102)	$ 194,496	$ 285,624	$ 272,286	$ 288,197	5.8%	$ 15,911
Staffing - Emergency Callback	*$ 20,650*	*$ 21,203*	*$ 21,317*	*$ 22,567*	*5.9%*	*$ 1,249*
Staffing - Maintain Minimum	*$ 97,874*	*$ 100,494*	*$ 88,823*	*$ 94,028*	*5.9%*	*$ 5,206*
Staffing - National Guard/Reserve	*$ 7,744*	*$ 10,602*	*$ 5,329*	*$ 5,642*	*5.9%*	*$ 312*
Fire Prevention Division	*$ 13,810*	*$ 13,650*	*$ 16,210*	*$ 17,160*	*5.9%*	*$ 950*
Operations - DCSOT/MN-TF1	*$ 13,939*	*$ 14,312*	*$ 14,389*	*$ 15,233*	*5.9%*	*$ 843*
Admin - Annual Department Meeting/Training	*$ 19,962*	*$ 20,496*	*$ 23,538*	*$ 23,601*	*0.3%*	*$ 63*
EMS Training	*$ 29,814*	*$ 29,949*	*$ 29,578*	*$ 32,158*	*8.7%*	*$ 2,580*
Operational Training	*$ 69,523*	*$ 73,416*	*$ 73,101*	*$ 77,808*	*6.4%*	*$ 4,707*
Severance Pay (111)				$ 10,000	*#DIV/0!*	*$ 10,000*
Sick Leave Buyout (112)	$ 46,643	$ 47,680	$ 51,417	$ 55,412	7.8%	$ 3,995
PERA (121)	$ 679,688	$ 723,850	$ 774,179	$ 833,169	7.6%	$ 58,990
FICA & Medicare (122)	$ 57,333	$ 64,347	$ 68,622	$ 73,956	7.8%	$ 5,334

Insurance - Medical, Dental, Life (131)	$	424,138	$	514,031	$	554,221	$	583,489	5.3%	$ 29,268
Worker's Compensation Premium (151)	$	152,186	$	171,983	$	267,422	$	293,816	9.9%	$ 26,394
Worker's Compensation Deductible (152)	$	5,146	$	15,000	$	20,000	$	20,000	0.0%	$ -
Supplies										
Office Supplies (200)	$	9,649	$	11,965	$	11,965	$	11,965	0.0%	$ -
General Supplies	*$*	*6,000*	*$*	*6,000*	*$*	*6,000*	*$*	*6,000*	*0.0%*	*$ -*
Fire Code Books	*$*	*240*	*$*	*240*	*$*	*240*	*$*	*240*	*0.0%*	*$ -*
Training Manuals	*$*	*1,000*	*$*	*1,000*	*$*	*1,000*	*$*	*1,000*	*0.0%*	*$ -*
Public Education Materials	*$*	*1,725*	*$*	*1,725*	*$*	*1,725*	*$*	*1,725*	*0.0%*	*$ -*
Department Meeting Expenses	*$*	*3,000*	*$*	*3,000*	*$*	*3,000*	*$*	*3,000*	*0.0%*	*$ -*
Fuel (212)	$	39,297	$	50,914	$	50,914	$	51,675	1.5%	$ 761
Unleaded Gasoline	*$*	*31,200*	*$*	*31,200*	*$*	*31,200*	*$*	*35,775*	*14.7%*	*$ 4,575*
Diesel Fuel	*$*	*19,714*	*$*	*19,714*	*$*	*19,714*	*$*	*15,900*	*-19.3%*	*$ (3,814)*
Uniforms (217)	$	26,030	$	35,075	$	36,150	$	36,900	2.1%	$ 750
Equipment Parts (220)	$	11,763	$	19,500	$	19,500	$	22,000	12.8%	$ 2,500
Building Supplies (223)	$	3,445	$	6,800	$	6,800	$	6,800	0.0%	$ -
General Supplies (230)	$	20,628	$	20,050	$	21,050	$	25,850	22.8%	$ 4,800
Firefighting Consumables	*$*	*4,850*	*$*	*4,850*	*$*	*4,850*	*$*	*5,350*	*10.3%*	*$ 500*
EMS Consumables	*$*	*10,600*	*$*	*10,600*	*$*	*11,600*	*$*	*15,000*	*29.3%*	*$ 3,400*
General Supplies	*$*	*4,600*	*$*	*4,600*	*$*	*4,600*	*$*	*5,500*	*19.6%*	*$ 900*
Minor Equipment (240)	$	33,797	$	33,975	$	57,975	$	36,875	-36.4%	$ (21,100)
Firefighting Equipment	*$*	*23,250*	*$*	*21,100*	*$*	*49,100*	*$*	*28,000*	*-43.0%*	*$ (21,100)*
EMS Equipment	*$*	*1,000*	*$*	*1,000*	*$*	*1,000*	*$*	*1,000*	*0.0%*	*$ -*
Station Equipment	*$*	*7,875*	*$*	*7,875*	*$*	*7,875*	*$*	*7,875*	*0.0%*	*$ -*
Other Services & Charges										
Training, Conferences & Schools (310)	$	23,392	$	57,800	$	63,800	$	63,080	-1.1%	$ (720)
Professional Development	*$*	*19,000*	*$*	*20,500*	*$*	*20,500*	*$*	*20,500*	*0.0%*	*$ -*
Operational Training	*$*	*30,705*	*$*	*31,950*	*$*	*37,950*	*$*	*37,930*	*-0.1%*	*$ (20)*
Prevention & Enforcement Training	*$*	*5,350*	*$*	*5,350*	*$*	*5,350*	*$*	*4,650*	*-13.1%*	*$ (700)*
Communications (320)	$	33,666	$	51,200	$	52,100	$	57,200	9.8%	$ 5,100
Responder Notification	*$*	*1,500*	*$*	*1,500*	*$*	*1,500*	*$*	*1,500*	*0.0%*	*$ -*
Cell Phones/Air Cards/Stipends	*$*	*18,000*	*$*	*16,500*	*$*	*16,500*	*$*	*19,500*	*18.2%*	*$ 3,000*
Radio User Fees	*$*	*21,300*	*$*	*21,300*	*$*	*22,200*	*$*	*22,800*	*2.7%*	*$ 600*
CAD Mobile Fees	*$*	*3,600*	*$*	*3,600*	*$*	*3,600*	*$*	*3,600*	*0.0%*	*$ -*
Station Alerting License	*$*	*8,300*	*$*	*8,300*	*$*	*8,300*	*$*	*8,300*	*0.0%*	*$ -*
Station Alerting Maintenance Fee							*$*	*1,500*	*#DIV/0!*	*$ 1,500*
General Liability Insurance (361)	$	34,667	$	37,096	$	42,166	$	52,000	23.3%	$ 9,834
Auto Fleet	*$*	*17,689*	*$*	*18,857*	*$*	*20,004*	*$*	*6,000*	*-70.0%*	*$ (14,004)*

Property Package	*$ 17,286*	*$ 18,239*		*$ 1,000*	*#DIV/0!*	*$ 1,000*
Municipal Liability				*$ 12,000*	*#DIV/0!*	*$ 12,000*
Excess Liability Coverage - HealthEast			*$ 22,163*	*$ 30,000*	*35.4%*	*$ 7,837*
Data Breech Coverage	*$ -*	*$ -*	*$ -*	*$ 3,000*	*#DIV/0!*	*$ 3,000*
Professional Services (398)	$ 216,412	$ 236,347	$ 252,818	$ 254,648	0.7%	$ 1,830
Financial Services - Audit, etc.	*$ 17,800*	*$ 17,650*	*$ 17,900*	*$ 17,900*	*0.0%*	*$ -*
SMF Board Member Compensation	*$ 6,000*	*$ 6,000*	*$ 6,000*	*$ 6,000*	*0.0%*	*$ -*
HealthEast Administrative Support	*$ 28,434*	*$ 27,685*	*$ 29,052*	*$ 33,516*	*15.4%*	*$ 4,464*
Legal Services	*$ 8,000*	*$ 8,000*	*$ 8,000*	*$ 8,000*	*0.0%*	*$ -*
Dispatch Services	*$ 148,644*	*$ 145,757*	*$ 137,746*	*$ 133,009*	*-3.4%*	*$ (4,737)*
Copier Lease and Maintenance	*$ 4,000*	*$ 2,000*	*$ 2,000*	*$ 2,000*	*0.0%*	*$ -*
Annual Medical Review/Fit Testing/Mantoux	*$ 12,694*	*$ 14,505*	*$ 18,820*	*$ 20,273*	*7.7%*	*$ 1,453*
Employee Assistance Program	*$ 750*	*$ 750*	*$ 750*	*$ 750*	*0.0%*	*$ -*
Par360 and Mental Health Checkups			*$ 12,000*	*$ 20,000*	*66.7%*	*$ 8,000*
Firefighter Background Check			*$ 2,550*	*$ 3,200*	*25.5%*	*$ 650*
Leadership Training			*$ 18,000*	*$ 10,000*	*-44.4%*	*$ (8,000)*
Grant Writing Services	*$ -*	*$ -*	*$ -*	*$ -*	*#DIV/0!*	*$ -*
Software / IT Support (401)	$ 43,446	$ 47,183	$ 79,683	$ 108,438	36.1%	$ 28,755
Fire/EMS Records Management Licensing	*$ 11,150*	*$ 11,150*	*$ 11,150*	*$ 10,600*	*-4.9%*	*$ (550)*
LOGIS Server Contract & Support	*$ 18,700*	*$ 19,245*	*$ 19,245*	*$ 25,350*	*31.7%*	*$ 6,105*
Software & Applications	*$ 17,588*	*$ 16,788*	*$ 49,288*	*$ 72,488*	*47.1%*	*$ 23,200*
Equipment Maintenance (404)	$ 37,051	$ 71,420	$ 71,420	$ 99,870	39.8%	$ 28,450
Vehicle & Equipment Repair	*$ 59,250*	*$ 53,250*	*$ 53,250*	*$ 58,250*	*9.4%*	*$ 5,000*
Annual Equipment Certification & Testing	*$ 10,350*	*$ 11,770*	*$ 18,170*	*$ 41,620*	*129.1%*	*$ 23,450*
Certifications & Memberships (433)	$ 14,406	$ 12,331	$ 12,431	$ 24,681	98.5%	$ 12,250
Licensing & Certifications	*$ 9,500*	*$ 6,605*	*$ 6,655*	*$ 19,450*	*192.3%*	*$ 12,795*
Professional Memberships	*$ 4,977*	*$ 5,081*	*$ 5,131*	*$ 5,231*	*1.9%*	*$ 100*
Operational Expenses (490)	$ 329	$ 825	$ 825	$ 825	0.0%	$ -
Kitchen Fire Trailer Rental	*$ 825*	*$ 825*	*$ 825*	*$ 825*	*0.0%*	*$ -*
Total Expenditures	$ 5,800,205	$ 6,360,274	$ 6,931,947	$ 7,476,518	7.9%	$ 534,571

South Metro Fire Department

2023 Preliminary Budget

6/10/2022

	Actual 2020	Actual 2021	Budget 2022	Proposed 2023	Change 2023-2022%	Change 2023-2022
Per City Contribution	#REF!	$ 2,656,711	$ 2,796,919	$ 2,916,897	4.3%	$ 119,979
General Fund						
Revenues						
Ambulance Services	$ 524,088	$ 591,762	$ 586,150	$ 673,575	14.9%	$ 87,425
Fire Services *(Permit Fees)*	$ 18,389	$ 17,515	$ 18,052	$ 22,300	23.5%	$ 4,248
Charges for Services *(Cities)*	$ 4,871,696	$ 4,999,745	$ 5,254,156	$ 5,464,109	4.0%	$ 209,953
EMS Taxing District Revenue	$ 550,000	$ 550,000	$ 825,000	$ 1,000,000	21.2%	$ 175,000
Other Revenue	$ 209,535	$ 233,534	$ 248,589	$ 316,534	27.3%	$ 67,945
Total Revenues	$ 6,173,708	$ 6,392,556	$ 6,931,947	$ 7,476,518	7.9%	$ 544,571
Expenditures						
Personal Services *(Salaries, Overtime, Insurance, Work Comp)*	$ 5,252,227	$ 5,667,793	$ 6,152,350	$ 6,623,711	7.7%	$ 471,361
Supplies *(Operational, Fuel, Minor Equipment)*	$ 144,609	$ 178,279	$ 204,354	$ 192,065	-6.0%	$ (12,289)
Other Services & Charges *(Operational, Professional Services, Equipment Maintenance)*	$ 403,369	$ 514,202	$ 575,243	$ 660,742	14.9%	$ 85,499
Total Expenditures	$ 5,473,648	$ 5,967,618	$ 6,931,947	$ 7,476,518	7.9%	$ 544,571
Capital Fund						
Revenues						
Charges for Services *(Cities)*	$ 108,355	$ 130,026	$ 156,031	$ 187,236		
Total Revenues	$ 108,355	$ 130,026	$ 156,031	$ 187,236	20%	$ 31,205
Expenditures						
Motor Vehicles	$ 40,135	$ 294,811	$ 1,371,970	$ 95,057	-93.1%	$(1,276,913)
Other Equipment	$ 48,141	$ 12,404	$ 37,725	$ 28,860	-23.5%	$ (8,865)
Office Equipment	$ 26,954	$ 4,599	$ 72,300	$ 41,123	-43.1%	$ (31,177)
Total Expenditures	$ 115,230	$ 311,814	$ 1,481,995	$ 165,040	-88.9%	$(1,316,955)
Debt Service Fund						
Revenues						
Charges for Services *(Cities)*	#REF!	$ 183,650	$ 183,650	$ 182,450		
Total Revenues	#REF!	$ 183,650	$ 183,650	$ 182,450	-0.7%	$ (1,200)
Expenditures						
Lease Purchase - 2010 Fire Engines	#REF!	$ -	$ -	$ -	0.0%	$ -
Lease Purchase - 2014 Ambulance	#REF!	$ -	$ -	$ -	0.0%	$ -
Lease Purchase - 2020 Fire Engines	$ -	$ -	$ 183,650	$ 182,450	0.0%	$ -
Total Expenditures	$ 183,650	$ 183,650	$ 183,050	$ 182,450	-0.3%	$ (600)
Grant Fund						
Revenues						
Federal Grants	$ -	$ -	$ -	$ -		
State Grants	$ -	$ -	$ -	$ -		
Other Grants	$ 3,300		$ -	$ -		
Total Revenues	$ 3,300		$ -	$ -		
Expenditures						
Personal Services	$ -		$ -	$ -		
Supplies	$ -		$ -	$ -		
Other Services & Charges	$ 3,300		$ -	$ -		
Total Expenditures	$ 3,300		$ -	$ -		
Scholarship Fund						
Revenues						
Donations	$ -	$ -	$ -	$ -		
Total Revenues	$ -	$ -	$ -	$ -		
Expenditures						
Supplies	$ -	$ -	$ -	$ -		
Other Services & Charges	$ 625	$ 1,454	$ 2,500	$ 2,500		
Total Expenditures	$ 625	$ 1,454	$ 2,500	$ 2,500		

Capital Level	Capital Fund	Replacement Cycle (Yrs)	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
	Budget Revenue		$ 156,030	$ 187,236	$ 224,683	$ 269,620	$ 323,544	$ 388,253	$ 407,665	$ 428,048	$ 449,451	$ 471,923	$ 495,520
	One Time City Contribution for Ladder 1		$ 650,000										
	General Fund Balance Transfer		$ 302,274	$ 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		$ 1,013,339	$ 724,975	$ 761,844	$ 588,042	$ 873,834	$ 1,014,405	$ 944,458	$ 1,265,206	$ 1,467,174	$ 1,458,241	$ 1,191,470
Level 3	Engine 1	10							$1,278,682				
	Engine 2	10							$1,278,682				
	Ladder 1	25	$ 1,354,970										
	Ladder 2	25											
Level 2	Ambulance 2	6			$ 300,983						$ 403,346		
	Ambulance 1	6						$ 369,866					
	Boat 2	20											$ 561,249
Level 1	Utility 1	15										$ 113,139	
	Utility 2	15											
	Inspector (Pickup)	15						$ 73,873					
	Chief 1 (SUV-Short)	10					$ 70,355						
	Chief 3(SUV-Short)	10					$ 70,355						
	Chief 2 (SUV Long) - 2 (6 as Ch2 -6 as Insp2)	6		$ 70,195						$ 94,068			
	Command Module - Chief 2	6		$ 6,862						$ 9,196			
	Command Module - Chief 3	10					$ 7,719						
	Brush 2	15						X					
	Utility Trailer	20											X
	Boat Trailer		$ 17,000										
	SCBA	13										$ 612,836	
	Rapid Diver Equipment	10										$ 16,431	
	Turnout Gear	1		$ 25,200	$ 145,000	$ 30,492	$ 32,000	$ 33,500	$ 35,000	$ 170,000	$ 38,500	$ 40,040	$ 41,642
	Helmets	1		$ 3,660	$ 4,700	$ 4,888	$ 5,084	$ 5,287	$ 5,498	$ 5,718	$ 5,947	$ 6,185	$ 6,432
	Boots	10											
	Ballistic Vests	10							$ 37,006				
	Firefighter Self-Rescue Equipment	10					$ 19,500						
	Class A Uniform	10											
	Thermal Imagers	4	$ 22,227				$ 26,002				$ 30,419		
	Air Bags	10									$ 30,493		
	Rope Rescue Equipment	10						$ 20,300					
	Extrication Equipment - Ambulances	10						$ 29,000					
	Hose Tester	10											
	Monitoring	10	$ 2,000						$ 34,066				
	AEDs	3	$ 13,498			$ 15,183			$ 17,079			$ 19,211	
	LUCAS Device (4)												
	Power Cots - A1 & A2	7											
	Power Loading - A1 & A2	7											
	Power Stair Chair	10											
	Training Prop - house/moveable walls	20	$ 30,000										
	Training Props	2	$ 8,189		$ 8,857		$ 9,580		$ 10,361		$ 11,207		$ 12,121
	Training Manikins	10											
	Beds	8			$ 8,540	$ 8,882							$ 11,688
	Chairs	6	$ 6,000	$ 6,240					$ 7,592	$ 7,896			
	Office Furniture	2	$ 6,434		$ 6,959		$ 7,527		$ 8,141		$ 8,805		$ 9,524
	Appliances - stoves, refrig, washer/dryer												
	Gear Washer	15											
	Gear Dryer	15											

SCBA Equipment Washer	15											
SCBA Compressor & Fill Station	20											
Vehicle Exhaust Collection System												
Fitness Equipment	3		$ 8,439			$ 9,493			$ 10,678			$ 12,011
Post-Fire Detoxification Equipment	15											
Station Alerting	15											$ 270,142
Investigation - Camera	5		$ 3,900					$ 4,745				
Computers	4	$ 12,401	$ 12,897	$ 13,413	$ 13,949	$ 14,507	$ 15,088	$ 15,691	$ 16,319	$ 16,972	$ 17,650	$ 18,356
Mobile Computers	4	$ 9,276	$ 9,647	$ 10,033	$ 10,434	$ 10,852	$ 11,286	$ 11,737	$ 12,207	$ 12,695	$ 13,203	$ 13,731
800 MHz Radio - mobile & portable	13											$ 582,776
Boat Electronics	10		$ 18,000									
Boat Motors	15											
LaserFiche Document System	10											
Payroll Software	10											
New World Add-ons												
NeoGov												
Website/Social Media												
Total		$ 1,481,995	$ 165,040	$ 498,485	$ 83,829	$ 282,973	$ 558,199	$ 186,917	$ 326,081	$ 558,383	$ 838,695	$ 1,539,672
Year-End Capital Fund Balance		$ 639,648	$ 761,844	$ 588,042	$ 873,834	$1,014,405	$ 944,458	$1,265,206	$ 1,467,174	$ 1,458,241	$ 1,191,470	$ 247,317

Vehicle Percentage Increase	5.00%
All other	4.00%

SOUTH METRO FIRE DEPARTMENT

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www.southmetrofire.com

DATE: June 15, 2022

TO: SMFD President and Board

FROM: Mark Juelfs, Fire Chief

RE: Fire District Update

Background:
Staff met with our legal council to begin discussions on the necessary steps to convert our current JPA to a Fire District. During our meeting several identified items will need to be determined prior to converting to a Fire District, these include.

- Creating a presentation for both City Councils on how a Fire District differs from our current JPA arrangement. (Aaron Price is working on this portion, our recommendation is to invite both Councils to our July meeting to review the presentation).
- Develop the new JPA that creates the Fire District (needs to be approved by both Cities).
- Review cash flow issues for the fire district (South Metro does not have the cash reserves to operate until the first half taxes are distributed).
- Review in kind service agreement (our recommendation is to keep the in-kind services and review every two years as we do now).
- Determine the funding formula for the new Fire District.
- Can we expand the current EMS District to encompass fire protection, or do we need to establish a new district?
- Other items are sure to be identifies as we move through the process.

Budget Impact:
N/A

Recommended Action:
Informational Only