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: July 20, 2022, at 6:30 PM
Meeting Place: Thompson Lodge

I. Roll Call

Board Members: Berry, Francis, Napier, Seaberg, Wippermann

II. Adopt Agenda

III. Communications/Recognitions

a. Introductions – Fire Board, City Council Members, and Staff
b. Thank You – South St. Paul Library
c. Thank You – Luther Memorial Church

IV. Consent Agenda

a. June 15, 2022, Meeting Minutes
b. June 2022 List of Claims
c. June 2022 Bank Reconciliation
d. June 2022 Month End Budget Report
e. June 2022 Run Summary Report

V. Committee Reports

VI. Agenda Items

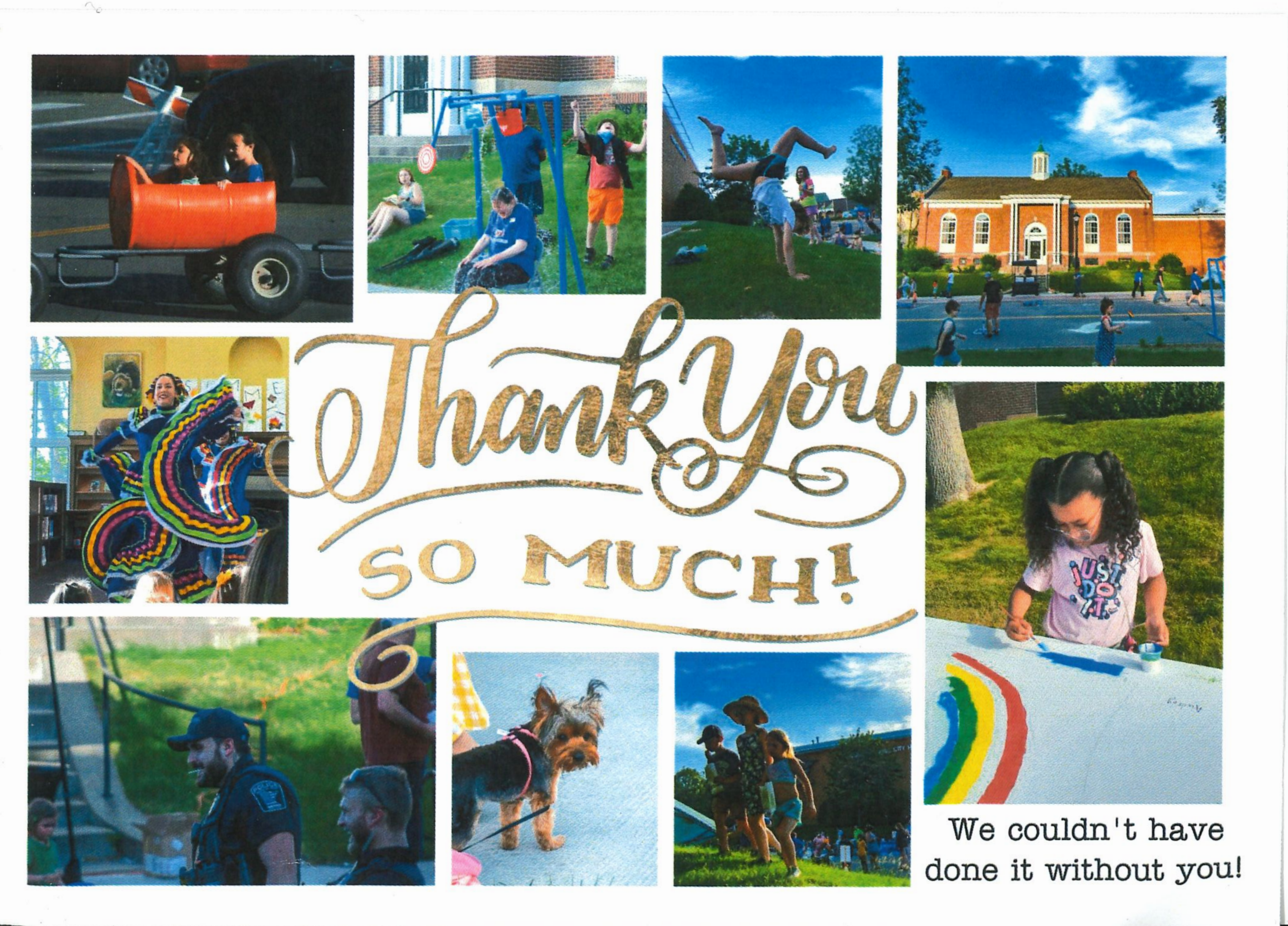
a. Fire Taxing District

VII. Public Comment

VIII. Adjourn

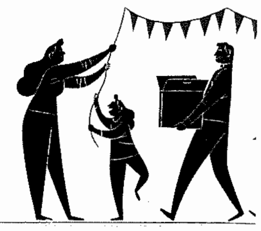
Next Regular Meeting – August 17, 2022, West St. Paul Lobby Conference Room (If Available)

We will have a badging ceremony for our new personnel following the August 17th meeting.


Thank You
SO MUCH!
We couldn't have
done it without you!

Thank You for Being Awesome

Thrivent Action Teams



SSP Firefighters -

Thank you so much for attending the Luther Memorial Church Taco Tuesday event. Your presence was truly appreciated!

Linda Hansen
John
Michelle
Maureen
[illegible]
Thanks,
Mary Ann Johansen
Pr. Patrick
[illegible]
Scott Sundby
Barb Boessler
[illegible]
[illegible]
Wade Becker

MINUTES

SOUTH METRO FIRE DEPARTMENT BOARD OF DIRECTORS

Wednesday June 15, 2022
South St Paul Training Room

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

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

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

ADOPT AGENDA

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

COMMUNICATIONS/RECOGNITIONS

Retirement notice from Captain Brad Quiggle.

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

COMMITTEE REPORTS

None

AGENDA ITEMS

2023 Budget
Chief Juelfs provided the 2023 Budget Overview that included the Preliminary Budget, a summary spread sheet of all funds and the 10-year capital plan.
The Board would like to see the charges for services increase to go to the EMS Taxing District and they would like a special communication leaflet to be included in the Truth and Taxation notice.

Motion was made to adopt the 2023 preliminary budget and forward it to both Cities by Seaberg; seconded by Berry.
Motion carried.

Fire District Update
Chief Juelfs met with our legal counsel to discuss the necessary steps to convert our current JPA to a Fire District. Aaron Price will facilitate the presentation that will identify some of the known items at our July Board meeting. An invitation to attend will be expended to both City Councils.

Fire Station Needs Assessment Update
Administrative staff has been meeting with CNH every other Monday. CNH will be organizing tours, for administrative staff, of fire stations that have been remodeled and stations that are newly constructed.

PUBLIC COMMENT

Chief Juelfs thanked Joel Hanson for all his assistance and effort while he has been the City Administrator for the City of South St Paul.

MOTION TO ADJOURN

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

The next regular meeting is scheduled on July 20, at 6:30 pm at Thompson Lodge in West St Paul.

Respectfully submitted by:

Deb Wheeler

SOUTH METRO FIRE

Summary of List of Claims
Board Meeting of July 20, 2022

PAYROLL CHECK REGISTER:

Payroll Period	5/30 - 6/12		
Date Paid	6/17/2022	$	112,052.43
Direct Deposit			
Payroll Period	6/13 - 6/26		
Date Paid	7/1/2022	$	107,600.50
Direct Deposit			
Payroll Period	6/27 - 7/11		
Date Paid	7/15/2022	$	109,861.54
Direct Deposit			
TOTAL NET PAYROLL		$	329,514.47

DISBURSEMENT CHECK REGISTER:

Checks	10236 - 10289	$	135,064.76
EFTS	2288 - 2317	$	360,558.85
TOTAL DISBURSEMENT CHECKS			$495,623.61

TOTAL PAYROLL, DISBURSEMENTS, ACH'S $825,138.08

South Metro Fire Department
BANK RECONCILIATION
June 30, 2022

Old National Bank		
Ending Balance - Checking	$	1,520,017.49
Outstanding Disbursement Checks		(8,300.60)
DIT		
Adjustments:		
RECONCILED BALANCE	**$**	**1,511,716.89**

CITY TREASURER'S BALANCE:		
Previous Month's Reconciled Balance	$	1,371,959.10
Daily Receipts Posted		744,771.06
Disbursement Checks Issued		(382,639.74)
Payroll Checks and Direct Deposits		(228,253.53)
Rev Prior Month Adj:		0.00
6/27/22 - MN State - MMB Deposit to post		5,880.00
RECONCILED BALANCE	**$**	**1,511,716.89**

CASH ACCOI `	$	1,505,836.89
Adjustments		5,880.00
RECONCILED BALANCE	**$**	**1,511,716.89**

Cash by Fund:

		Beginning Balance	Net Activity	Ending Balance
General Fund	101-10101	653,215.01	114,373.79	767,588.80
Grant Fund	201-10100	899.44	-	899.44
Fire Assistance Fund		-	-	-
Debt Service Fund	301-10101	45,637.84	-	45,637.84
Capital Fund	401-10101	672,206.81	19,504.00	691,710.81
	Total	1,371,959.10	133,877.79	1,505,836.89

S. METRO FIRE

Payment Register

From Payment Date: 6/6/2022 - To Payment Date: 7/12/2022

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1-ANCHOR BAN - ANCHOR BANK									
Check									
10236	06/09/2022	Open			Accounts Payable	ASPEN MILLS	$319.96	$319.96	$0.00
10237	06/09/2022	Open			Accounts Payable	AT&T MOBILITY	$989.75	$989.75	$0.00
10238	06/09/2022	Open			Accounts Payable	BURNSVILLE/CITY OF	$4,500.00	$4,500.00	$0.00
10239	06/09/2022	Open			Accounts Payable	Cole Papers Inc	$253.00	$253.00	$0.00
10240	06/09/2022	Open			Accounts Payable	EMERGENCY APPARATUS MAINTENANC	$1,032.94	$1,032.94	$0.00
10241	06/09/2022	Open			Accounts Payable	Emergency Technical Decon	$852.00	$852.00	$0.00
10242	06/09/2022	Open			Accounts Payable	Field Training Solutions	$295.00	$295.00	$0.00
10243	06/09/2022	Open			Accounts Payable	GALLS, LLC	$1,347.50	$1,347.50	$0.00
10244	06/09/2022	Open			Accounts Payable	HENRY SCHEIN	$38.10	$38.10	$0.00
10245	06/09/2022	Open			Accounts Payable	IMAGE TREND	$450.00	$450.00	$0.00
10246	06/09/2022	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 1059	$248.16		
10247	06/09/2022	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 724	$1,406.24	$1,406.24	$0.00
10248	06/09/2022	Open			Accounts Payable	JOHNSON/TERRANCE	$683.99	$683.99	$0.00
10249	06/09/2022	Open			Accounts Payable	LEAGUE OF MN CITIES INS. TRUST	$76,120.00	$76,120.00	$0.00
10250	06/09/2022	Open			Accounts Payable	LEVANDER, GILLEN & MILLER, P.A	$2,000.00	$2,000.00	$0.00
10251	06/09/2022	Open			Accounts Payable	LOCAL GOVERNMENT INFORMATION	$1,753.00	$1,753.00	$0.00
10252	06/09/2022	Open			Accounts Payable	Locality Media Inc	$10,000.00	$10,000.00	$0.00
10253	06/09/2022	Open			Accounts Payable	LOWE'S COMMERCIAL SERVICES	$120.14	$120.14	$0.00
10254	06/09/2022	Open			Accounts Payable	MacQueen Emergency Group	$1,610.27	$1,610.27	$0.00
10255	06/09/2022	Open			Accounts Payable	NAPA	$30.58	$30.58	$0.00
10256	06/09/2022	Open			Accounts Payable	NARDINI	$902.50	$902.50	$0.00
10257	06/09/2022	Open			Accounts Payable	NINTH BRAIN	$96.00	$96.00	$0.00
10258	06/09/2022	Open			Accounts Payable	PS Trax	$5,850.84	$5,850.84	$0.00
10259	06/09/2022	Voided	Vendor Correction	06/23/2022	Accounts Payable	QUIGGLE/BRADLEY	$64.00		
10260	06/09/2022	Open			Accounts Payable	S ST PAUL/CITY OF	$5,693.64	$5,693.64	$0.00
10261	06/09/2022	Open			Accounts Payable	Stryker Sales Corporation	$81.78	$81.78	$0.00
10262	06/09/2022	Open			Accounts Payable	Target Solutions Learning, LLC	$4,005.00	$4,005.00	$0.00
10263	06/09/2022	Open			Accounts Payable	US Bank Equipment Finance	$117.00	$117.00	$0.00
10264	06/09/2022	Open			Accounts Payable	Zinniel/ Joe	$135.00	$135.00	$0.00
10265	06/13/2022	Voided	Vendor Correction	06/15/2022	Accounts Payable	JOHNSON/TERRANCE	$683.99		
10266	06/23/2022	Open			Accounts Payable	ASPEN MILLS	$169.95	$169.95	$0.00
10267	06/23/2022	Open			Accounts Payable	Berry/ Wendy	$100.00	$100.00	$0.00
10268	06/23/2022	Open			Accounts Payable	CARDMEMBER SERVICES	$3,281.24	$3,281.24	$0.00
10269	06/23/2022	Open			Accounts Payable	CONWAY SHIELDS	$78.98	$78.98	$0.00
10270	06/23/2022	Open			Accounts Payable	EMERGENCY APPARATUS MAINTENANC	$1,870.59	$1,870.59	$0.00
10271	06/23/2022	Open			Accounts Payable	Francis, James	$100.00		
10272	06/23/2022	Open			Accounts Payable	Further	$141.30	$141.30	$0.00
10273	06/23/2022	Open			Accounts Payable	GALLS, LLC	$64.40	$64.40	$0.00
10274	06/23/2022	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 1059	$248.16		
10275	06/23/2022	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 724	$1,406.24		
10276	06/23/2022	Open			Accounts Payable	Kutney, Shawn	$160.00	$160.00	$0.00
10277	06/23/2022	Open			Accounts Payable	LEAGUE OF MN CITIES INS. TRUST	$651.70	$651.70	$0.00
10278	06/23/2022	Open			Accounts Payable	Linde Gas and Equipment	$306.28		
10279	06/23/2022	Open			Accounts Payable	NAPA	$27.96	$27.96	$0.00
10280	06/23/2022	Open			Accounts Payable	OXYGEN SERVICE COMPANY	$43.93	$43.93	$0.00

Payment Register

From Payment Date: 6/6/2022 - To Payment Date: 7/12/2022

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
10281	06/23/2022	Open			Accounts Payable	Rihm Kenworth	$120.90	$120.90	$0.00
10282	06/23/2022	Open			Accounts Payable	Rosenbauer Minnesota, LLC	$529.25	$529.25	$0.00
10283	06/23/2022	Open			Accounts Payable	Seaberg, Thomas	$100.00		
10284	06/23/2022	Open			Accounts Payable	SPOK, INC	$68.72	$68.72	$0.00
10285	06/23/2022	Open			Accounts Payable	Willems, Dan	$572.78		
10286	06/23/2022	Open			Accounts Payable	WIPPERMANN/DENNIS	$100.00		
10287	07/06/2022	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 1059	$248.16		
10288	07/06/2022	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 724	$1,406.24		
10289	07/06/2022	Open			Accounts Payable	STANDARD INSURANCE COMPANY	$1,587.60		
Type Check Totals:					54 Transactions		$135,064.76	$127,993.15	$0.00

1-ANCHOR BAN - ANCHOR BANK Totals

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	52	$134,316.77	$127,993.15
	Reconciled	0	$0.00	$0.00
	Voided	2	$747.99	$0.00
	Stopped	0	$0.00	$0.00
	Total	54	$135,064.76	$127,993.15

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	52	$134,316.77	$127,993.15
	Reconciled	0	$0.00	$0.00
	Voided	2	$747.99	$0.00
	Stopped	0	$0.00	$0.00
	Total	54	$135,064.76	$127,993.15

Grand Totals:

Checks	**Status**	**Count**	**Transaction Amount**	**Reconciled Amount**
	Open	**52**	**$134,316.77**	**$127,993.15**
	Reconciled	**0**	**$0.00**	**$0.00**
	Voided	**2**	**$747.99**	**$0.00**
	Stopped	**0**	**$0.00**	**$0.00**
	Total	**54**	**$135,064.76**	**$127,993.15**

All	**Status**	**Count**	**Transaction Amount**	**Reconciled Amount**
	Open	**52**	**$134,316.77**	**$127,993.15**
	Reconciled	**0**	**$0.00**	**$0.00**
	Voided	**2**	**$747.99**	**$0.00**
	Stopped	**0**	**$0.00**	**$0.00**
	Total	**54**	**$135,064.76**	**$127,993.15**

S. METRO FIRE

Payment Register

From Payment Date: 6/6/2022 - To Payment Date: 7/15/2022

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1-ANCHOR BAN - ANCHOR BANK									
EFT									
2288	06/09/2022	Open			Accounts Payable	I C M A RETIREMENT CORP	$1,235.00	$1,235.00	$0.00
2289	06/09/2022	Open			Accounts Payable	IRS - PR TAXES	$24,111.78	$24,111.78	$0.00
2290	06/09/2022	Open			Accounts Payable	MN CHILD SUPPORT	$330.87	$330.87	$0.00
2291	06/09/2022	Open			Accounts Payable	MN DEPT OF REVENUE	$8,548.01	$8,548.01	$0.00
2292	06/09/2022	Open			Accounts Payable	MN II LIFE -- HSA	$1,844.65	$1,844.65	$0.00
2293	06/09/2022	Open			Accounts Payable	MSRS	$225.00	$225.00	$0.00
2294	06/09/2022	Open			Accounts Payable	MSRS - HCSP	$2,779.92	$2,779.92	$0.00
2295	06/09/2022	Open			Accounts Payable	PUBLIC EMPLOYEES RETIRE ASSN	$53,160.51	$53,160.51	$0.00
2296	06/14/2022	Open			Accounts Payable	Further	$1,383.30	$1,383.30	$0.00
2297	06/14/2022	Open			Accounts Payable	HEALTHPARTNERS	$43,469.18	$43,469.18	$0.00
2298	06/21/2022	Open			Accounts Payable	I C M A RETIREMENT CORP	$1,235.00	$1,235.00	$0.00
2299	06/21/2022	Open			Accounts Payable	IRS - PR TAXES	$23,052.31	$23,052.31	$0.00
2300	06/21/2022	Open			Accounts Payable	MN CHILD SUPPORT	$330.87	$330.87	$0.00
2301	06/21/2022	Open			Accounts Payable	MN DEPT OF REVENUE	$8,235.72	$8,235.72	$0.00
2302	06/21/2022	Open			Accounts Payable	MN II LIFE -- HSA	$1,744.65	$1,744.65	$0.00
2303	06/21/2022	Open			Accounts Payable	MSRS	$225.00	$225.00	$0.00
2304	06/21/2022	Open			Accounts Payable	MSRS - HCSP	$2,496.66	$2,496.66	$0.00
2305	06/21/2022	Open			Accounts Payable	NATIONWIDE	$2,200.00	$2,200.00	$0.00
2306	06/21/2022	Open			Accounts Payable	PUBLIC EMPLOYEES RETIRE ASSN	$51,435.86	$51,435.86	$0.00
2307	06/09/2022	Open			Accounts Payable	NATIONWIDE	$2,200.00	$2,200.00	$0.00
2308	07/06/2022	Open			Accounts Payable	HEALTHPARTNERS	$43,469.18		
2309	07/06/2022	Open			Accounts Payable	I C M A RETIREMENT CORP	$1,235.00		
2310	07/06/2022	Open			Accounts Payable	IRS - PR TAXES	$21,765.52		
2311	07/06/2022	Open			Accounts Payable	MN CHILD SUPPORT	$330.87		
2312	07/06/2022	Open			Accounts Payable	MN DEPT OF REVENUE	$7,758.78		
2313	07/06/2022	Open			Accounts Payable	MN II LIFE -- HSA	$1,744.65		
2314	07/06/2022	Open			Accounts Payable	MSRS	$225.00		
2315	07/06/2022	Open			Accounts Payable	MSRS - HCSP	$2,435.33		
2316	07/06/2022	Open			Accounts Payable	NATIONWIDE	$2,200.00		

Payment Register

From Payment Date: 6/6/2022 - To Payment Date: 7/15/2022

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
2317	07/06/2022	Open			Accounts Payable	PUBLIC EMPLOYEES RETIRE ASSN	$49,150.23		
Type EFT Totals:					30 Transactions		$360,558.85	$230,244.29	$0.00

1-ANCHOR BAN - ANCHOR BANK Totals

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	30	$360,558.85	$230,244.29
	Reconciled	0	$0.00	$0.00
	Voided	0	$0.00	$0.00
	Total	30	$360,558.85	$230,244.29

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	30	$360,558.85	$230,244.29
	Reconciled	0	$0.00	$0.00
	Voided	0	$0.00	$0.00
	Stopped	0	$0.00	$0.00
	Total	30	$360,558.85	$230,244.29

Grand Totals:

EFTs	**Status**	**Count**	**Transaction Amount**	**Reconciled Amount**
	Open	**30**	**$360,558.85**	**$230,244.29**
	Reconciled	**0**	**$0.00**	**$0.00**
	Voided	**0**	**$0.00**	**$0.00**
	Total	**30**	**$360,558.85**	**$230,244.29**

All	**Status**	**Count**	**Transaction Amount**	**Reconciled Amount**
	Open	**30**	**$360,558.85**	**$230,244.29**
	Reconciled	**0**	**$0.00**	**$0.00**
	Voided	**0**	**$0.00**	**$0.00**
	Stopped	**0**	**$0.00**	**$0.00**
	Total	**30**	**$360,558.85**	**$230,244.29**

Month End Report
Through 6/30/2022
Prior Fiscal Year Activity Included
Summary Listing

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	1,289.68	7,110.68	191,478.32	4%	175,193.31
Charges for Services	5,858,358.00	65,681.98	2,891,195.45	2,967,162.55	49%	2,198,186.12
Other Revenue	50,000.00	75.00	2,745.19	47,254.81	5%	48,314.49
Other Financing Sources	.00	.00	.00	.00	+++	(18,484.22)
REVENUE TOTALS	$6,931,947.00	$67,046.66	$2,954,170.31	$3,977,776.69	43%	$2,890,404.37
EXPENSE						
Personal Services	6,152,350.00	526,507.75	2,918,670.43	3,233,679.57	47%	2,934,178.31
Supplies	204,354.00	7,875.32	70,423.99	133,930.01	34%	105,235.68
Contractual Services	410,884.00	30,210.32	197,621.82	213,262.18	48%	207,399.96
Other Charges	164,359.00	26,255.77	77,808.18	86,550.82	47%	76,229.02
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	590,849.16	3,566,798.42	$3,365,148.58	51%	$2,956,871.97
Fund **101 - General Fund** Totals						
REVENUE TOTALS	6,931,947.00	67,046.66	2,954,170.31	3,977,776.69	43%	2,890,404.37
EXPENSE TOTALS	6,931,947.00	590,849.16	3,566,798.42	3,365,148.58	51%	2,956,871.97
Fund **101 - General Fund** Totals	$0.00	($523,802.50)	($612,628.11)	$612,628.11		($66,467.60)
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%	137,737.00
REVENUE TOTALS	$183,050.00	.00	.00	$183,050.00	+++	$137,737.00
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	45,762.50	137,287.50	+++	137,737.00
EXPENSE TOTALS	183,050.00	.00	.00	183,050.00	+++	156,795.00
Fund 301 - Debt Totals	$0.00	$0.00	$45,762.50	($45,762.50)		($19,058.00)
Fund **401 - Capital Projects**						
REVENUE						
Intergovernmental Revenues	650,000.00	.00	325,000.00	325,000.00	50%	.00
Charges for Services	156,032.00	.00	403,016.00	(246,984.00)	258%	48,761.00
Other Revenue	.00	.00	.00	.00	+++	.00
Other Financing Sources	.00	.00	302,274.00	(302,274.00)	+++	.00
REVENUE TOTALS	$806,032.00	$0.00	$1,030,290.00	($224,258.00)		$48,761.00
EXPENSE						
Motor Vehicles	1,317,000.00	.00	1,354,970.00	(37,970.00)	103%	244,229.36
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	$0.00	$1,371,422.40	$82,367.60	94%	$269,473.36
Fund **401 - Capital Projects**						
REVENUE TOTALS	806,032.00	.00	1,030,290.00	(224,258.00)	128%	(317,410.00)
EXPENSE TOTALS	1,453,790.00	.00	1,371,422.40	82,367.60	94%	274,072.36
Fund **401 - Capital Projects**	($647,758.00)	$0.00	($341,132.40)	($306,625.60)		($591,482.36)
Grand Totals						
REVENUE TOTALS	7,921,029.00	67,046.66	4,030,222.81	3,890,806.19	51%	2,710,731.37
EXPENSE TOTALS	8,623,757.00	590,849.16	4,938,220.82	3,685,536.18	57%	3,387,739.33
Grand Totals	($702,728.00)	($523,802.50)	($907,998.01)	$205,270.01		($677,007.96)

2022 Run Summary

South Metro Fire Department

FIRE INCIDENTS

	January	February	March	April	May	June	July	August	September	October	November	December	YTD TOTAL	2021 YTD TOTAL
111 Building fire	3	6	3	2	2	3							19	23
112 Fire in structure other than in a building													0	
113 Cooking fire, confined to container				1	1								2	5
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	1							8	8
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	9
143 Grass Fire				1									1	
151 Outside rubbish fire		1				1							2	2
154 Dumpster fire					1								1	3
163 Outside equipment fire													0	
	6	**8**	**8**	**4**	**9**	**5**	**0**	**0**	**0**	**0**	**0**	**0**	**40**	54

OVERPRESSURE RUPTURE, EXPLOSION, OVERHEAT (NO FIRE)

	January	February	March	April	May	June	July	August	September	October	November	December	YTD TOTAL	2021 YTD TOTAL
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	3							17	15
	3	**2**	**2**	**1**	**6**	**3**	**0**	**0**	**0**	**0**	**0**	**0**	**17**	15

RESCUE & EMERGENCY MEDICAL SERVICE

	January	February	March	April	May	June	July	August	September	October	November	December	YTD TOTAL	2021 YTD TOTAL
311 Medical assist, assist EMS crew	1	2			1								4	1
321 EMS call, excluding vehicle accident with injury	448	422	481	410	511	445							2717	2567
322 Motor vehicle accident with injuries	7	5	3	9	7	5							36	39
323 Motor vehicle/pedestrian accident (MV Ped)	1			1	2	1							5	1
324 Motor vehicle accident with no injuries.	12	4	1		5	3							25	18
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		1							4	1
355 Confined Space Rescue													0	
357 Extrication of victim(s) from machinery						1							1	1
360 Water & ice related rescue, other													0	
361 Swimming/recreational water areas rescue													0	
362 Ice Rescue													0	
365 Watercraft rescue						5							5	1
372 Trapped by power lines0													0	
381 Rescue or EMS standby													0	
	469	**433**	**486**	**422**	**526**	**461**	**0**	**0**	**0**	**0**	**0**	**0**	**2797**	2630

HAZARDOUS CONDITION (NO FIRE)

	January	February	March	April	May	June	July	August	September	October	November	December	YTD TOTAL	2021 YTD TOTAL
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	21
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	2							8	12
440 Electrical equipment problem				5	1	1							7	6
442 Overheated motor					2									
444 Power line down				1	3	2							6	4
445 Arch, shorted electrical equipment			1		1								2	5
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**	**5**	**0**	**0**	**0**	**0**	**0**	**0**	**42**	51

SERVICE CALL

	January	February	March	April	May	June	July	August	September	October	November	December	YTD TOTAL	2021 YTD TOTAL
500 Service Call, other		1			1								2	2
510 Person in distress, other	1				1	1							3	1
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	12							47	37
553 Public service	25	4	1	9	1	2							42	42
554 Assist invalid	52	30	30	35	39	51							237	261
561 Unauthorized burning			2	3	7	2							14	17
	84	**45**	**44**	**51**	**60**	**68**	**0**	**0**	**0**	**0**	**0**	**0**	**352**	368

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	11
611 Dispatched & canceled en route	24	8	14	18	12	17							93	91
621 Wrong location													0	
622 No incident found on arrival at dispatch address	7	4	2	6	10	9							38	46
631 Authorized controlled burning			1		1	2							4	3
650 Steam, gas, other mistaken for smoke													0	1
651 Smoke scare, odor of smoke	8	3	1	1	7	3							23	13
652 Steam, vapor, fog or dust thought to be smoke				1	1								2	3
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	7
	46	**19**	**24**	**29**	**33**	**31**	**0**	**0**	**0**	**0**	**0**	**0**	**182**	176
FALSE ALARM & FALSE CALL														
700 False alarm or false call, other		1				1							2	2
710 Malicious false call		1	1			1							3	
714 Central Station, malicious false alarm	1	1		1		3							6	2
715 Local alarm system, malicious false call	4	2		1	2	1							10	10
721 Bomb scare - no bomb													0	
730 System malfunction, other													0	
731 Sprinkler activation due to malfunction	3	3			1	1							8	9
732 Extinguishment system activation malfunction													0	2
733 Smoke detector activation due to malfunction	5	3		6	3	4							21	13
735 Alarm system sounded due to malfunction	4	5		5	4	2							20	16
736 CO detector activation due to malfunction	3	3	1	2	2								11	7
740 Unintentional transmission of alarm, other	1				1								2	1
741 Sprinkler activation, no fire - unintentional	3	1		1		2							7	5
743 Smoke detector activation, unintentional	4	7	7	7	9	7							41	24
744 Detector activation, no fire - unintentional	1	1	1	1	2								6	5
745 Alarm system activation, no fire - unintentional	10	4	5	3	8	6							36	17
7451 False Alarm	6	11	5	7	10	6							45	35
746 Carbon monoxide detector activation, no CO	2	1	3	1	6	3							16	7
	47	**44**	**23**	**35**	**48**	**37**	**0**	**0**	**0**	**0**	**0**	**0**	**234**	155
SEVERE WEATHER & NATURAL DISASTER														
814 Lightning strike (no fire)													0	0
	0	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	0
SPECIAL INCIDENT TYPE														
900 Special type of incident, other													0	
911 Citizen Complaint						1							1	1
	0	**0**	**0**	**0**	**0**	**1**	**0**	**0**	**0**	**0**	**0**	**0**	**1**	1
Not Reported	15	2	3	1	1								22	3
	15	**2**	**3**	**1**	**1**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**22**	3
MONTHLY RUN TOTAL	**676**	**557**	**592**	**558**	**693**	**611**	**0**	**0**	**0**	**0**	**0**	**0**	**3687**	3467
BLS Transports	**149**	**125**	**158**	**140**	**188**	**145**							**905**	905

SOUTH METRO FIRE DEPARTMENT

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

DATE: July 20, 2022

TO: SMFD President and Board

FROM: Mark Juelfs, Fire Chief

RE: Fire District Formation Presentation

Background:
One of the primary goals of the South Metro Fire Board since its inception in 1998, was to move from the current joint power's agreement model of government to a fire district model of government. Prior to 2021 the only way to create a fire district was to get special legislation approved by the State Legislature. In 2021, the EMS taxing district legislation was amended to include the creation of fire taxing districts, which removed the need for individual approval from the State Legislature. This information was presented to the Fire Board at a meeting in early 2022. The Fire Board directed staff to work with our legal team and present the differences between a joint powers model of government and the fire district model of government. Staff along with our legal team presented the findings of our research on this topic to the Fire Board at the May 2022 meeting. After discussing the information presented, the Fire Board decided to move forward with forming a fire taxing district to govern the South Metro Fire Department. As a next step, the Fire Board directed staff to invite members of both the South St. Paul and West St. Paul City Councils to the July Fire Board meeting to review and discuss information on forming a fire taxing district.

Staff and our legal team will present to the Fire Board and members of both City Councils information on forming a fire taxing district to encompass the Cities of South St. Paul and West St. Paul at the July Fire Board meeting.

Budget Impact:
N/A

Recommended Action:
Fire Board and City Council members to decide if they would like to proceed with forming a fire taxing district to govern the South Metro Fire Department.

Attachments
Power Point Presentation

Fire Protection Special Taxing District

South Metro Fire Department Board Meeting

July 20, 2022

Amendment of Minnesota Statute § 144F.01

- On July 1, 2021, Minnesota Statutes, section 144F.01 was amended to include authorization for local municipalities to create fire protection special taxing districts (“District”).
- This is in addition to the existing authority under the statute to create special taxing districts for emergency medical services.

Creation of Fire Protection Districts

- Under the amended statute, any two or more local government units may create a District through a resolution adopted by each City Council.
- The District's governing body must be comprised of elected officials from each participating city's governing body in the proportion set in the District's enabling resolution.

Authority to Levy Tax

- Once created, a District has the authority to levy a tax on real and personal property in the District, the proceeds of which are used to provide fire protection services to the residents of the property located within the District.
- The property tax levy to finance District operations may be spread and collected in one of two ways:

Authority to Levy Tax – Option #1

Set Tax Rate. Property tax is levied against all properties within the District at a set tax rate.

Authority to Levy Tax – Option #2

- **Formula.** Alternatively, the District can opt to allocate the levy to each participating jurisdiction based on a formula considering factors such as:
  - Population;
  - Number of service calls;
  - Cost of providing service;
  - Market value of improvements; or
  - Other measures approved by the governing body of each participating jurisdiction.
- Under this alternative, the amount of the levy allocated to each participating city must be added to that city's levy and spread at the same time and in the same manner as provided by law for all other property taxes.
- The proceeds of the levy would be remitted to the District after receipt of property taxes by each participating city.

Establishing a Fire Protection Special Taxing District

- **Step #1: Resolution**. To establish a District, each City Council must pass a resolution authorizing the creation of the District. The resolution must establish the following:
    1. The boundaries of the District.
    2. How any liabilities and assets of the District will be distributed if the District is dissolved.
    3. The method for apportioning the levy of the District among participating jurisdictions.
    4. The Board of Directors to serve as the governing body of the District. The District's Board would be comprised of elected officials from each City Council.
    5. Any other terms the participating municipalities determine to be appropriate.

Establishing a Fire Protection Special Taxing District

- **Step #2: Joint Powers Agreement**.
  - In addition to the resolution, creation of the District requires a joint powers agreement ("JPA") and bylaws for the District's Board. This can be accomplished in one of the following ways:

Joint Powers Agreement

- <u>Option #1</u>:
  - Amend the existing Emergency Medical Services Special Taxing District JPA to include the requirements for the Fire Protection District.
  - South Metro Fire Department ("SMFD") Board would be designated to serve as the Board of Directors for both Districts and adopt the existing SMFD bylaws to serve as the combined District's bylaws.

Joint Powers Agreement

- Option #2:
  - The two participating cities may enter into a new and separate JPA for the Fire Protection District in the same way the current Emergency Medical Services District was established.
  - The separate Fire Protection District JPA would address the specific statutory requirements for Fire Protection Districts and other administrative provisions.

Differences: Fire Protection Special Taxing District v. Current SMFD Structure

- **Funding Method**
  - The District's Board may levy a tax on the real and personal property in the District.
  - The County Auditor will collect and distribute the proceeds of the tax at the same time and in the same manner as all other property taxes.
  - This method would differ from the budget and approval process currently in place.
  - The special taxing district funding method would allow the SMFD to use the proceeds of the levied taxes to provide fire protection services and become more of an independent entity.

Differences: Fire Protection Special Taxing District v. Current SMFD Structure

- **Reporting Requirements**
  - The District would be responsible for following certain statutory reporting requirements, including submission of the resolution establishing the District and the levy and expenditure reports to the Minnesota Department of Revenue and House and Senate Tax Committees.

District Implementation

- There is a timing element to the implementation of the District. Certain actions need to be taken by both the SMFD Board and Fire Protection District Board in order to fund the District.
- Important dates:
  - **July 1st**
    - Notice to County Auditor that District may be certifying a levy.
  - **September 30th**
    - District must certify to the County Auditor the proposed property tax levy for taxes payable in the following year.
  - **December 20th**
    - District must certify the final levy to the County Auditor on or before five (5) working days after December 20th in each year.

District Implementation: Notice to County Auditor – July 1st

- July 1st serves as the deadline for two actions:
  - **Creation of the District**. The District must be organized on or before July 1st in the current calendar year in order to certify a levy to the County Auditor for taxes payable in the following calendar year. Minn. Stat. § 275.067.
  - **Notice to County Auditor**. The District is authorized to certify a levy to the County Auditor for taxes payable in the following calendar year only if the County Auditor receives written notice from the District on or before July 1st of the year the District may be certifying a levy. Minn. Stat. § 275.067.

District Implementation: Notice to County Auditor – July 1st

- Notice to County Auditor. The notice must contain the following:
  - A complete list or other description of the tax parcels including in the District;
  - A map showing the boundaries of the taxing district; and
  - Resolutions adopted by both Councils and the JPA.
- Special taxing districts organized after July 1st may not certify a levy of property taxes to the County Auditor until the following calendar year.

District Implementation: Adopt a Proposed Levy – September 20th

- Adopt Proposed Levy. On or before September 30th, the District Board must certify to the County Auditor the proposed property tax levy for taxes payable the following year. This can be done as soon as the proposed levy is adopted.
- Prior to September 30th, the District Board would hold a meeting to adopt a proposed levy and announce the time and place of the public hearing at which the final levy will be adopted.
  - *Setting the Public Hearing Date.* There are some requirements regarding the public hearing:
    - The public hearing must be held between November 24th and December 25th;
    - The public hearing must be held at a regularly scheduled meeting;
    - The public hearing must be held after 6:00 p.m.;
    - The time and place set for the public hearing must be included in the minutes.

District Implementation: Final Levy Adoption – December 20th

- Adopt Final Levy. Levy certification deadline: "On or before five workings days after December 20th"
  - The deadline to certify the levy to the County Auditor is on or before five working days after December 20th in each year. Certification can be done as soon as the final levy is adopted.
- At the public hearing held between November 24th and December 25th, the District Board would adopt the final levy and enter into a contract with SMFD to use the levied amount for approved fire protection services.
- It is important to note that the District Board has the sole authority to adopt the District tax levy. Neither the SMFD Board, nor the City Councils, can change, modify or revoke the levy. Therefore, once the final levy is adopted and certified to the County, it is set for the upcoming year.