



SOUTH METRO FIRE DEPARTMENT

1650 Humboldt Avenue • West St. Paul MN 55118

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

www.southmetrofire.com

AGENDA BOARD OF DIRECTORS MEETING

Meeting Date: November 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
 - a. Introduction of Firefighters; Jake Rorabeck and Grant Lillvis
- IV. Consent Agenda
 - a. [October 12, 2022, Meeting Minutes](#)
 - b. [October 2022 List of Claims](#)
 - c. [October 2022 Bank Reconciliation](#)
 - d. [October 2022 Month End Budget Report](#)
 - e. [October 202 Run Summary Report](#)
 - f. [2023 Board Meeting Schedule](#)
 - g. [Declare Boat Trailer Surplus](#)
- V. Committee Reports
 - a. None
- VI. Agenda Items
 - a. [MHealth Fairview Contract Amendment](#)
 - b. [Health Insurance Renewal](#)
 - c. [Updates](#)
- VII. Public Comment
- VIII. Adjourn

Next Regular Meeting – December 21, 2022, South St. Paul

MINUTES

SOUTH METRO FIRE DEPARTMENT BOARD OF DIRECTORS

Wednesday October 12, 2022
West St Paul, Station 1 Conference Room

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

Also Present: Mark Juelfs, Deb Wheeler, Terry Johnson, Jason Bessermin, Paul Fletcher

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

ADOPT AGENDA

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

COMMUNICATIONS/RECOGNITIONS

The Department received a Thank You from Anna who believes the crew that responded to her house saved her life.

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

COMMITTEE REPORTS

None

AGENDA ITEMS

Declare vehicle surplus

The vehicle that was used to tow Boat 2 has been replaced and that truck will be at Station 1 to be used as an inspector's vehicle. The 2005 Chevrolet Pick-up can be declared surplus and sold at auction.

Motion was made to declare 2005 Chevrolet pick-up as surplus assets and authorized staff to auction it by Wippermann; seconded by Berry.
Motion carried.

Chief's Performance Evaluation

Once a year the Board conducts a performance evaluation of the Chief. This process typically starts in October or November. Board Member Wippermann has facilitated this process in years past and he agreed to do it again this year. Board Member Wippermann would like Chief Juelfs to make a list of his accomplishments for 2022.

Motion was made to begin Chief Juelfs Performance Evaluation by Napier; seconded by Seaberg.
Motion carried.

Station Needs Study

CNH Architects have provided conceptual designs for reconstruction for both stations and will begin discussing the design of a single station. The study will be released late 2022 or early 2023.

New Hires

Jake Rorabeck and Grant Lillivis started on October 3, 2022. They will be spending 8 weeks in the fire academy followed by the 12 week field training program.

PUBLIC COMMENT

None

MOTION TO ADJOURN

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

The next regular meeting is scheduled on November 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 November 16, 2022

PAYROLL CHECK REGISTER:

Payroll Period	10/3 - 10/16		
Date Paid	10/21/2022	\$	117,136.13
Direct Deposit			

Payroll Period	10/17 - 10/30		
Date Paid	11/4/2022	\$	109,721.83
Direct Deposit			

Payroll Period			
Date Paid		\$	-
Direct Deposit			

TOTAL NET PAYROLL

\$ 226,857.96

DISBURSEMENT CHECK REGISTER:

Checks	10434 - 10484	\$	124,640.79
EFTS	2380- 2399	\$	224,238.09

TOTAL DISBURSEMENT CHECKS

\$348,878.88

TOTAL PAYROLL, DISBURSEMENTS, ACH'S

\$575,736.84

**South Metro Fire Department
BANK RECONCILIATION
October 31, 2022**

Old National Bank	
Ending Balance - Checking	\$ 1,321,205.96
Outstanding Disbursement Checks	(57,781.45)
DIT	0.00
Adjustments:	
RECONCILED BALANCE	\$ 1,263,424.51

CITY TREASURER'S BALANCE:	
Previous Month's Reconciled Balance	\$ 887,470.64
Daily Receipts Posted	947,796.10
Disbursement Checks Issued	(348,927.97)
Payroll Checks and Direct Deposits	(222,914.26)
Rev Prior Month Adj:	2.00
7/29/22 - IRS Payment higher than booked	(2.00)
RECONCILED BALANCE	\$ 1,263,424.51

CASH ACCOIT	\$ 1,263,426.51
Adjustments	(2.00)
RECONCILED BALANCE	\$ 1,263,424.51

Cash by Fund:

		Beginning Balance	Net Activity	Ending Balance
General Fund	101-10101	710,790.91	(117,392.72)	593,398.19
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	681,031.14	(57,540.10)	623,491.04
	Total	1,438,359.33	(174,932.82)	1,263,426.51

Payment Register

From Payment Date: 10/9/2022 - To Payment Date: 11/7/2022

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1-ANCHOR BAN - ANCHOR BANK									
Check									
10434	10/14/2022	Open			Accounts Payable	ASPEN MILLS	\$1,709.89		
10435	10/14/2022	Open			Accounts Payable	Berry/ Wendy	\$100.00		
10436	10/14/2022	Open			Accounts Payable	BURNSVILLE/CITY OF	\$4,875.00		
10437	10/14/2022	Open			Accounts Payable	CDW Government	\$5,209.40		
10438	10/14/2022	Open			Accounts Payable	CNH Architects	\$3,038.13		
10439	10/14/2022	Open			Accounts Payable	DELL MARKETING L.P.	\$3,746.84		
10440	10/14/2022	Open			Accounts Payable	Dinges Fire Company	\$1,313.27		
10441	10/14/2022	Open			Accounts Payable	EMC FIRE	\$2,161.00		
10442	10/14/2022	Open			Accounts Payable	EMERGENCY APPARATUS MAINTENANC	\$799.88		
10443	10/14/2022	Open			Accounts Payable	Fire Catt	\$6,990.90		
10444	10/14/2022	Open			Accounts Payable	Francis, James	\$100.00		
10445	10/14/2022	Open			Accounts Payable	GALLS, LLC	\$824.10		
10446	10/14/2022	Open			Accounts Payable	GANFIELD/JACOB	\$36.81		
10447	10/14/2022	Open			Accounts Payable	IMAGE TREND	\$450.00		
10448	10/14/2022	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 1059	\$248.16		
10449	10/14/2022	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 724	\$1,323.52		
10450	10/14/2022	Open			Accounts Payable	Jefferson Fire & Safety, Inc	\$3,105.80		
10451	10/14/2022	Open			Accounts Payable	JOHNSON/TERRANCE	\$701.63		
10452	10/14/2022	Open			Accounts Payable	LEVANDER, GILLEN & MILLER, P.A	\$416.00		
10453	10/14/2022	Open			Accounts Payable	Linde Gas and Equipment	\$110.92		
10454	10/14/2022	Open			Accounts Payable	LOWE'S COMMERCIAL SERVICES	\$161.49		
10455	10/14/2022	Open			Accounts Payable	MacQueen Emergency Group	\$23,839.16		
10456	10/14/2022	Open			Accounts Payable	MARTIN-MCALLISTER	\$600.00		
10457	10/14/2022	Open			Accounts Payable	METRO SALES, INC	\$111.59		
10458	10/14/2022	Open			Accounts Payable	NAPA	\$228.12		
10459	10/14/2022	Open			Accounts Payable	Napier/ David	\$100.00		
10460	10/14/2022	Open			Accounts Payable	NINTH BRAIN	\$96.00		
10461	10/14/2022	Open			Accounts Payable	S ST PAUL/CITY OF	\$5,693.64		
10462	10/14/2022	Open			Accounts Payable	Seaberg, Thomas	\$100.00		
10463	10/14/2022	Open			Accounts Payable	Smith/ Robert	\$88.61		
10464	10/14/2022	Open			Accounts Payable	STANDARD INSURANCE COMPANY	\$1,286.66		
10465	10/14/2022	Open			Accounts Payable	US Bank Equipment Finance	\$117.00		
10466	10/14/2022	Open			Accounts Payable	WIPPERMANN/DENNIS	\$100.00		
10467	10/14/2022	Open			Accounts Payable	WITMER PUBLIC SAFETY GROUP INC	\$399.39		
10468	10/26/2022	Open			Accounts Payable	ASPEN MILLS	\$188.75		
10469	10/26/2022	Open			Accounts Payable	AT&T MOBILITY	\$990.15		
10470	10/26/2022	Open			Accounts Payable	BOUND TREE MEDICAL	\$982.21		
10471	10/26/2022	Open			Accounts Payable	CARDMEMBER SERVICES	\$7,526.93		
10472	10/26/2022	Open			Accounts Payable	DAKOTA COUNTY TREASURER	\$1,703.09		
10473	10/26/2022	Open			Accounts Payable	Further	\$124.80		
10474	10/26/2022	Open			Accounts Payable	GALLS, LLC	\$747.89		
10475	10/26/2022	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 1059	\$248.16		
10476	10/26/2022	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 724	\$1,376.32		
10477	10/26/2022	Open			Accounts Payable	KREMER SPRING,ALIGNMENT & BODY	\$254.76		
10478	10/26/2022	Open			Accounts Payable	LEAGUE OF MN CITIES INS. TRUST	\$37,103.00		

Payment Register

From Payment Date: 10/9/2022 - To Payment Date: 11/7/2022

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
10479	10/26/2022	Open			Accounts Payable	LOCAL GOVERNMENT INFORMATION	\$994.00		
10480	10/26/2022	Open			Accounts Payable	MacQueen Emergency Group	\$1,664.76		
10481	10/26/2022	Open			Accounts Payable	METRO SALES, INC	\$224.57		
10482	10/26/2022	Open			Accounts Payable	NELSON/MICHAEL	\$24.93		
10483	10/26/2022	Open			Accounts Payable	OXYGEN SERVICE COMPANY	\$233.91		
10484	10/26/2022	Open			Accounts Payable	WITMER PUBLIC SAFETY GROUP INC	\$69.65		
Type Check Totals:						51 Transactions	\$124,640.79		
1-ANCHOR BAN - ANCHOR BANK Totals									

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	51	\$124,640.79	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	51	\$124,640.79	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	51	\$124,640.79	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	51	\$124,640.79	\$0.00

Grand Totals:

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	51	\$124,640.79	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	51	\$124,640.79	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	51	\$124,640.79	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	51	\$124,640.79	\$0.00

Payment Register

From Payment Date: 10/9/2022 - To Payment Date: 11/7/2022

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference	
1-ANCHOR BAN - ANCHOR BANK										
EFT										
2380	10/13/2022	Open			Accounts Payable	HEALTHPARTNERS	\$41,440.93			
2381	10/13/2022	Open			Accounts Payable	I C M A RETIREMENT CORP	\$1,235.00			
2382	10/13/2022	Open			Accounts Payable	IRS - PR TAXES	\$21,662.05			
2383	10/13/2022	Open			Accounts Payable	MN CHILD SUPPORT	\$355.79			
2384	10/13/2022	Open			Accounts Payable	MN DEPT OF REVENUE	\$7,708.90			
2385	10/13/2022	Open			Accounts Payable	MN II LIFE -- HSA	\$1,924.65			
2386	10/13/2022	Open			Accounts Payable	MSRS	\$200.00			
2387	10/13/2022	Open			Accounts Payable	MSRS - HCSP	\$2,435.14			
2388	10/13/2022	Open			Accounts Payable	NATIONWIDE	\$2,200.00			
2389	10/13/2022	Open			Accounts Payable	PUBLIC EMPLOYEES RETIRE ASSN	\$48,405.55			
2390	10/14/2022	Open			Accounts Payable	Further	\$850.00			
2391	10/26/2022	Open			Accounts Payable	I C M A RETIREMENT CORP	\$1,235.00			
2392	10/26/2022	Open			Accounts Payable	MN CHILD SUPPORT	\$355.79			
2393	10/26/2022	Open			Accounts Payable	MN II LIFE -- HSA	\$1,924.65			
2394	10/26/2022	Open			Accounts Payable	MSRS	\$200.00			
2395	10/26/2022	Open			Accounts Payable	MSRS - HCSP	\$2,636.76			
2396	10/26/2022	Open			Accounts Payable	NATIONWIDE	\$2,200.00			
2397	10/26/2022	Open			Accounts Payable	IRS - PR TAXES	\$24,764.62			
2398	10/26/2022	Open			Accounts Payable	MN DEPT OF REVENUE	\$8,710.49			
2399	10/26/2022	Open			Accounts Payable	PUBLIC EMPLOYEES RETIRE ASSN	\$53,792.77			
Type EFT Totals:										
1-ANCHOR BAN - ANCHOR BANK Totals							20 Transactions	\$224,238.09		

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	20	\$224,238.09	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	20	\$224,238.09	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	20	\$224,238.09	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	20	\$224,238.09	\$0.00

Grand Totals:

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	20	\$224,238.09	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	20	\$224,238.09	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	20	\$224,238.09	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	20	\$224,238.09	\$0.00



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	490,956.17	334,043.83	60%	187,352.46
Intergovernmental Revenues	198,589.00	217,783.45	231,822.52	(33,233.52)	117%	20,091.21
Charges for Services	5,858,358.00	711,719.30	5,082,416.37	775,941.63	87%	1,406,412.42
Other Revenue	50,000.00	(2,360.82)	2,064.17	47,935.83	4%	47,028.60
Other Financing Sources	.00	.00	.00	.00	+++	(18,484.22)
REVENUE TOTALS	\$6,931,947.00	\$927,141.93	\$5,807,259.23	\$1,124,687.77	84%	\$1,642,400.47
EXPENSE						
Personal Services	6,152,350.00	486,480.70	5,024,066.40	1,128,283.60	82%	1,468,789.37
Supplies	204,354.00	35,969.07	155,762.49	48,591.51	76%	74,042.93
Contractual Services	410,884.00	22,060.84	323,509.07	87,374.93	79%	136,698.59
Other Charges	164,359.00	14,825.16	128,733.58	35,625.42	78%	52,888.76
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	559,335.77	5,934,345.54	\$997,601.46	86%	\$1,366,248.65
Fund 101 - General Fund Totals						
REVENUE TOTALS	6,931,947.00	927,141.93	5,807,259.23	1,124,687.77	84%	1,642,400.47
EXPENSE TOTALS	6,931,947.00	559,335.77	5,934,345.54	997,601.46	86%	1,366,248.65
Fund 101 - General Fund Totals	\$0.00	\$367,806.16	(\$127,086.31)	\$127,086.31		\$276,151.82
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	45,762.50	137,287.50	25%	91,874.00
REVENUE TOTALS	\$183,050.00	.00	45,762.50	\$137,287.50	+++	\$91,874.00
EXPENSE						
Contractual Services	183,050.00	.00	.00	183,050.00	+++	65,069.00
EXPENSE TOTALS	\$183,050.00	.00	.00	\$183,050.00	+++	\$65,069.00
Fund 301 - Debt Totals						
REVENUE TOTALS	183,050.00	.00	45,762.50	137,287.50	+++	91,874.00
EXPENSE TOTALS	183,050.00	.00	.00	183,050.00	+++	65,069.00
Fund 301 - Debt Totals	\$0.00	\$0.00	\$45,762.50	(\$45,762.50)		\$26,805.00
Fund 401 - Capital Projects						
REVENUE						
Intergovernmental Revenues	650,000.00	.00	650,000.00	.00	100%	.00
Charges for Services	156,032.00	19,504.00	136,528.00	19,504.00	88%	398,679.00
Other Revenue	.00	.00	.00	.00	+++	.00
Other Financing Sources	.00	.00	302,274.00	(302,274.00)	+++	.00
REVENUE TOTALS	\$806,032.00	\$19,504.00	\$1,088,802.00	(\$282,770.00)		\$398,679.00
EXPENSE						
Motor Vehicles	1,317,000.00	.00	1,371,974.69	(54,974.69)	104%	13,166.89
Office Equipment	99,065.00	9,192.10	75,135.66	23,929.34	76%	81,815.00
Other Equipment	37,725.00	1,313.27	31,539.82	6,185.18	84%	1,516.37
EXPENSE TOTALS	\$1,453,790.00	\$10,505.37	\$1,478,650.17	(\$24,860.17)	102%	\$96,498.26
Fund 401 - Capital Projects						
REVENUE TOTALS	806,032.00	19,504.00	1,088,802.00	(282,770.00)	135%	32,508.00
EXPENSE TOTALS	1,453,790.00	10,505.37	1,478,650.17	(24,860.17)	102%	265,838.62
Fund 401 - Capital Projects	(\$647,758.00)	\$8,998.63	(\$389,848.17)	(\$257,909.83)		(\$233,330.62)
Grand Totals						
REVENUE TOTALS	7,921,029.00	946,645.93	6,941,823.73	979,205.27	88%	1,815,092.00
EXPENSE TOTALS	8,623,757.00	569,841.14	7,412,995.71	1,210,761.29	86%	2,396,406.10
Grand Totals	(\$702,728.00)	\$376,804.79	(\$471,171.98)	(\$231,556.02)		(\$581,314.10)



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	3	2	4	1	4			30	36
112 Fire in structure other than in a building													0	1
113 Cooking fire, confined to container				1	1		1	2	2				7	6
114 Chimney fire													0	
116 Fuel					1		1						2	2
118 Trash	1		1				1	1		2			6	3
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	2	2	3	2			17	14
132 Road Freight or transport vehicle fire			1		2				1				4	
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					2		1				4	11
143 Grass Fire				1			1	1					3	5
151 Outside rubbish fire		1				1	2	1					5	4
154 Dumpster fire					1		2	1	1				5	7
163 Outside equipment fire								1					1	1
	6	8	8	4	9	5	14	13	9	8	0	0	84	90
OVERPRESSURE RUPTURE, EXPLOSION, OVERHEAT (NO FIRE)														
200 Overpressure rupture, explosion, overheat other													0	
243 Fireworks explosion (no fire)									2				2	
251 Excessive heat, scorch burns with no ignition	3	2	2	1	6	3	5	4	7	4			37	34
	3	2	2	1	6	3	5	4	9	4	0	0	39	34
RESCUE & EMERGENCY MEDICAL SERVICE														
311 Medical assist, assist EMS crew	1	2			1								4	6
321 EMS call, excluding vehicle accident with injury	448	422	481	410	511	445	493	460	483	453			4606	4388
322 Motor vehicle accident with injuries	7	5	3	9	7	5	11	6	13	10			76	71
323 Motor vehicle/pedestrian accident (MV Ped)	1			1	2	1	1	1					7	2
324 Motor vehicle accident with no injuries.	12	4	1		5	3	1	4	5	4			39	38
341 Search for person on land										1			1	1
350 Extrication, rescue, other													0	1
352 Extrication of victims from vehicle													0	
353 Removal of victim(s) from stalled elevator			1	2		1	2	3					9	2
355 Confined Space Rescue													0	
357 Extrication of victim(s) from machinery						1							1	1
360 Water & ice related rescue, other													0	2
361 Swimming/recreational water areas rescue													0	
362 Ice Rescue													0	
365 Watercraft rescue						5		1					6	1
372 Trapped by power lines0													0	
381 Rescue or EMS standby													0	
	469	433	486	422	526	461	508	475	501	468	0	0	4749	4513
HAZARDOUS CONDITION (NO FIRE)														
400 Hazardous condition, other				1									1	1
411 Gasoline or other flammable liquid spill				3				1					4	3
412 Gas leak (natural gas or LPG)	4	2		4	2			7	4	2			25	36
413 Oil spill													1	1
421 Chemical hazard (no spill or leak)							1			1			2	1
422 Chemical spill or leak		1					1	1	2				5	
424 Carbon monoxide incident	2	1	1	1	1	2	2	2	5	3			20	21
440 Electrical equipment problem				5	1	1	1	2	1				11	11
442 Overheated motor					2		2	1	1					
444 Power line down				1	3	2	4	15	4	2			31	20
445 Arch, shorted electrical equipment			1		1		1	6	1	1			11	10
451							1							
461 Building or structure weakened or collapsed													0	1
462 Aircraft standby													0	
463 Vehicle accident, cleanup							1						1	
471 Explosive, bomb removal													0	
481 Attempt to burn													0	
	6	4	2	15	10	5	14	35	18	9	0	0	118	105
SERVICE CALL														
500 Service Call, other		1			1		1	1					4	2
510 Person in distress, other	1				1	1				1			4	3
519 Person in distress													0	
520 Water problem, other													0	
522 Water or steam leak	1	3			1					1			6	1
531 Smoke or odor removal			1	1				2	1	2			7	8
551 Assist police or other governmental agency	5	7	10	3	10	12	13	18	15	19			112	56
553 Public service	25	4	1	9	1	2	4	3	3	3			55	93
554 Assist invalid	52	30	30	35	39	51	40	33	31	38			379	409
561 Unauthorized burning			2	3	7	2	1		6	10			31	40
	84	45	44	51	60	68	59	7	57	73	0	0	548	612



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				1	1			10	24
611 Dispatched & canceled en route	24	8	14	18	12	17	15	18	20	20			166	154
621 Wrong location									1				1	
622 No incident found on arrival at dispatch address	7	4	2	6	10	9		5	14	6			63	67
631 Authorized controlled burning			1		1	2	15	3	2	2			26	79
650 Steam, gas, other mistaken for smoke													0	9
651 Smoke scare, odor of smoke	8	3	1	1	7	3		5		3			31	29
652 Steam, vapor, fog or dust thought to be smoke				1	1					1			3	3
653 Smoke from barbeque, tar kettle								1	1				2	2
661 EMS call, party transported by non-fire agency (661)													0	1
671 HazMat release investigation w/no HazMat	5	2	6		1		4	1	2	5			26	14
	46	19	24	29	33	31	34	33	41	38	0	0	328	382
FALSE ALARM & FALSE CALL														
700 False alarm or false call, other		1				1			1				3	2
710 Malicious false call			1				3		3	1			10	
714 Central Station, malicious false alarm	1	1		1		3	1	3					10	2
715 Local alarm system, malicious false call	4	2		1	2	1		1	2	4			17	17
721 Bomb scare - no bomb													0	
730 System malfunction, other									1				1	1
731 Sprinkler activation due to malfunction	3	3			1	1		1					9	11
732 Extinguishment system activation malfunction													0	3
733 Smoke detector activation due to malfunction	5	3		6	3	4	1	3	3	4			32	22
735 Alarm system sounded due to malfunction	4	5		5	4	2	2	3					25	24
736 CO detector activation due to malfunction	3	3	1	2	2		2	2		3			18	10
740 Unintentional transmission of alarm, other	1				1				1				3	3
741 Sprinkler activation, no fire - unintentional	3	1		1		2			2				9	9
743 Smoke detector activation, unintentional	4	7	7	7	9	7	4	6	4	6			61	44
744 Detector activation, no fire - unintentional	1	1	1	1	2			1	2	1			10	8
745 Alarm system activation, no fire - unintentional	10	4	5	3	8	6	3	7	4	1			51	29
7451 False Alarm	6	11	5	7	10	6	7	3	9	13			77	71
746 Carbon monoxide detector activation, no CO	2	1	3	1	6	3	2	1	2	2			23	11
	47	44	23	35	48	37	25	31	34	35	0	0	359	267
SEVERE WEATHER & NATURAL DISASTER														
814 Lightning strike (no fire)													0	1
	0	0	0	0	0	0	0	0	0	0	0	0	0	1
SPECIAL INCIDENT TYPE														
900 Special type of incident, other													0	
911 Citizen Complaint						1							1	3
	0	0	0	0	0	1	0	0	0	0	0	0	1	3
Not Reported	15	2	3	1	1				1				23	18
	15	2	3	1	1	0	0	0	1	0	0	0	23	18
MONTHLY RUN TOTAL														
	676	557	592	558	693	611	659	598	672	635	0	0	6251	5964
BLS Transports														
	149	125	158	140	188	145	174	152	151	153			1535	1547



SOUTH METRO FIRE DEPARTMENT

1650 Humboldt Avenue • West St. Paul MN 55118

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

www.southmetrofire.com

DATE: November 16, 2022

TO: President and Board

FROM: Mark Juelfs, Fire Chief

RE: **2023 Board Meeting Schedule**

Summary:

Per Section 4.2 of the Joint and Cooperative Agreement, the Board is required to hold a meeting at least once each calendar quarter. Attached is the proposed Board Meeting Schedule for 2023. Historically, these meetings have been scheduled on the third Wednesday of each month at 4:30 pm; similar scheduling is proposed for 2023 with one exception. With the Boards permission I would like to schedule the October meeting for the second Wednesday due to a conflict on the third Wednesday with the Minnesota State Fire Chiefs Conference. If approved the October meeting will be held on October 11th instead of October 18th.

To assist with planning for 2023, the following is an overview of several significant topics that will come before the Board for consideration.

March

- Election of Board Officers & Committee Appointments

April

- 2022 Audit Report

July

- Approve 2024 Budget and submit to cities

September

- Certify 2024 Proposed Levy Amount

December

- Adopt 2024 Budget
- Certify 2024 Levy
- Adopt 2024 Fee Schedule
- Insurance Renewals
- Fire Chief's Performance Review

Recommendation:

Adopt the 2023 Board Meeting Schedule

Attachment:

2023 Board Meeting Schedule



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SOUTH METRO FIRE BOARD OF DIRECTORS 2023 MEETING CALENDAR

<u>Date</u>	<u>Time</u>	<u>Location</u>
January 18 th	4:30 PM	West St Paul Lobby Conference Room
February 15 th	4:30 PM	West St Paul Lobby Conference Room
March 15 th	4:30 PM	West St Paul Lobby Conference Room
April 19 th	4:30 PM	South St Paul Training Room
May 17 th	4:30 PM	South St Paul Training Room
June 21 st	4:30 PM	South St Paul Training Room
July 19 th	4:30 PM	West St Paul Lobby Conference Room
August 16 th	4:30 PM	West St Paul Lobby Conference Room
September 20 th	4:30 PM	West St Paul Lobby Conference Room
October 11 th	4:30 PM	South St Paul Training Room
November 15 th	4:30 PM	South St Paul Training Room
December 20 th	4:30 PM	South St Paul Training Room



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

www.southmetrofire.com

Date: November 16, 2022

To: President and Board

From: Mark Juelfs, Fire Chief

Re: Declare Surplus Equipment – 2012 Boat Trailer

Summary:

South Metro took delivery of a new trailer for Boat 2. The old trailer can be declared surplus equipment and sold at auction.

Budget:

Proceeds will be recorded as income in the general fund.

Recommendation:

Declare 2012 boat trailer as surplus assets and authorize staff to auction them.

Attachment:

Resolution 2022-03

South Metro Fire Department

Resolution Number 2022-03

RESOLUTION DECLARING CERTAIN PROPERTY SURPLUS AND AUTHORIZING SALE AND/OR DISPOSAL THEREOF

WHEREAS, certain fire department property is no longer needed and has no practical use for public service, the below listed property should be offered for sale and/or disposal:

Equipment:

2012 Easy Load Boat Trailer 1ZEAAENVG7CA002084

NOW, THEREFORE, BE IT RESOLVED by the South Metro Fire Board of Directors that the above listed vehicle is declared surplus and Department Staff are authorized to dispose of said property by auction, with the proceeds of such sale being disbursed according to law.

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

Attest:

Tom Seaberg, Secretary



SOUTH METRO FIRE DEPARTMENT

1650 Humboldt Avenue • West St. Paul MN 55118

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

www.southmetrofire.com

Date: November 16, 2022

To: President and Board

From: Mark Juelfs, Fire Chief

Re: MHealth EMS Contract Amendment

Summary:

In the current contract with MHealth Fairview, South Metro is required to obtain a \$10,000,000 umbrella insurance policy for both liability and automobile coverage. During the 2022 renewal process our broker indicated that in 2003 the LMC would no longer write umbrella coverages at that amount, however the LMC would write a policy in the amount of \$7,000,000. Staff reached out to MHealth Fairview to see if they would agree to amend the contract and reduce the umbrella insurance requirement from \$10,000,000 down to \$7,000,000. MHealth Fairview responded positively and returned a drafted and signed contract amendment which is before the Board for consideration.

Budget:

No Budget Impact currently.

Recommendation:

Approve contract amendment.

Attachment:

MHealth Fairview Resolution to Amend the Ambulance Service Contract

**AMENDMENT NO. 1
TO AMBULANCE SERVICE SUBCONTRACT**

This Amendment No. 1 (“Amendment”) to the Ambulance Service Subcontract Agreement (“Agreement”) is effective as of October 13, 2022 (“Effective Date”) by and between HealthEast Care System (“HealthEast”), and the South Metro Fire Department (“South Metro Fire”), each known individually as a “Party” and collectively as “the Parties”.

RECITALS

WHEREAS, HealthEast and South Metro Fire entered into an Ambulance Service Subcontract Agreement effective January 1, 2019, (“Agreement”).

WHEREAS, HealthEast and South Metro Fire wish to amend certain parts of the Agreement.

NOW, THEREFORE, as of the Amendment Effective Date and in consideration of the Recitals, which shall be deemed part of this Amendment, the mutual promises and undertakings set forth in this Amendment and the Agreement, the Parties agree to as follows:

1. Delete entire section 6.1 a), b) and c); and insert:
 - 6.1 South Metro Fire shall purchase and maintain, at its sole expense, the following insurance coverages:
 - a) General and Professional liability insurance coverage one million dollars (\$1,000,000) per claim and three million dollars (\$3,000,000) annual aggregate, covering its acts or omissions and the acts and omissions of its employees performing services governed by this agreement;
 - b) Automobile liability insurance in minimum coverages of one million dollars (\$1,000,000) per claim and five million dollars (\$5,000,000) annual aggregate;
 - c) Umbrella coverage over both the liability and automobile coverage of seven million dollars (\$7,000,000); and
2. Except as specifically provided herein, all other terms and conditions of the Agreement shall continue in full force and effect as provided therein.

IN WITNESS WHEREOF, the authorized representatives of the parties hereto execute this Amendment No. 1 as set forth below.

HEALTHEAST CARE SYSTEM

Sign: Robert Beacher
C6E64E7B0900473...

Name: Robert Beacher

Title: Executive VP & Chief, Shared Clinical Services

Date: 10/21/2022 | 9:33:01 AM CDT

SOUTH METRO FIRE DEPARTMENT

Sign: _____

Name: _____

Title: _____

Date: _____



SOUTH METRO FIRE DEPARTMENT

1650 Humboldt Avenue • West St. Paul MN 55118

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

www.smfdmn.org

DATE: November 16, 2022

TO: President and Board

FROM: Mark Juelfs, Fire Chief

RE: **Health Insurance Renewal**

Summary:

During the renewal process for 2023, the Labor-Management Committee met with our broker to review our renewal options. We reviewed our current plan and looked at other options in the market such as level funded and self-funded insurance. After reviewing the renewal information, members of the Labor-Management Committee and our broker, W.A. Group, agreed that the most appropriate coverage for 2023 is to remain with HealthPartners. We will continue to offer our current two plans, an HSA plan, and a traditional co-pay plan. The increase to the HealthPartners plan is approximately 5.5% over the 2022 rate.

Along with the health insurance, dental, life and long-term disability insurance plans also need to be renewed. The current dental plan is to be renewed with a 4% increase. The life and long-term disability plan premiums remain at the current rate, with no premium increase. The department also offers interested employees the option to voluntarily participate in a vision care plan, which rates will also remain the same.

I will meet with each of the labor unions to negotiate any increase in employer contributions

Budget Impact:

The increases outlined above are below 2023 budget estimates.

Recommendation:

Authorize staff to make payments in accordance with the premium renewals as outlined above for health insurance, dental insurance, life insurance and long-term disability insurance, and voluntary vision care plans.



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www.southmetrofire.com

DATE: November 16, 2022

TO: President and Board

FROM: Mark Juelfs, Fire Chief

RE: **General Updates**

Summary:

Below are updates on some current topics:

Station Needs Study – Staff continued to meet with CNH Architects and work on conceptual designs on reconstruction of our two current stations. The group is on target to present the findings at the December meeting and present to the City Councils in January.

New Hires – Our new hires Jake Rorabeck and Grant Lillvis continue to progress through their initial eight-week training academy. Following the academy both will move to a 24-hour shift and begin their field training program.