



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: January 18, 2023, at 4:30 PM
Meeting Place: West St Paul, Lobby Conference Room

- I. Roll Call
Board Members: Berry, Francis, Napier, Seaberg, Wippermann
- II. Adopt Agenda
- III. Communications/Recognitions
 - a. [Dinneen Resignation](#)
 - b. [Rank Resignation](#)
- IV. Consent Agenda
 - a. [December 21, 2022, Meeting Minutes](#)
 - b. [December 2022 List of Claims](#)
 - c. [December 2022 Bank Reconciliation](#)
 - d. [December 2022 Month End Budget Report](#)
 - e. [December 2022 Run Summary Report](#)
 - f. [Accept Donation](#)
 - g. [Deferral of Capital Purchases](#)
 - h. [PAR360 Contract Renewal](#)
- V. Committee Reports
 - a. None
- VI. Agenda Items
 - a. [Property & Casualty Insurance Renewal](#)
 - b. [Workers Comp Insurance Renewal](#)
 - c. [State Fire Aid Payable 2023 Certification](#)
 - d. [Discuss Special Fire Board Meeting for Fire District and Fire Station==](#)
[Discussion](#)
- VII. Public Comment
- VIII. Adjourn

Next Regular Meeting – February 15, 2023, West St. Paul

Badging Ceremony to Follow the March Meeting

Chief Juelfs,

This letter is to inform you that my last day with South Metro Fire Department will be Jan 14, 2023. It has been my great honor to serve alongside the professionals of South Metro Fire Department.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Matt Dinneen". The signature is stylized, with a large "M" and "D" and a cursive "inneen".

Matt Dinneen

December 26th, 2022

South Metro Fire Department

1650 Humboldt Ave

West St. Paul, MN, 55118

Chief Mark Juelfs,

I regret to inform you that I am resigning from my position as Firefighter with the South Metro Fire Department effective January 16th, 2023.

I would like to thank you and everyone at South Metro for the last 9 years of employment. I have grown exponentially thanks to my time here and built so many great relationships. I also want to thank the organization for the training and education, as well as, the experience I have accumulated through 9 years of employment.

I wish the Department well for the future and I will miss the men and women who I have had the privilege to serve with.

Sincerely,

Nathan Rank

MINUTES

SOUTH METRO FIRE DEPARTMENT BOARD OF DIRECTORS

Wednesday December 21, 2022
South St Paul, Training Room

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

Also Present: Mark Juelfs, Deb Wheeler, Terry Johnson, Sam Seal, Mike Nelson, Ryan Garcia,
T Congdon, B Brandecker, J Bessermin, P Noack, P Fletcher, P Friend, J Zinniel,
Quinn Hutson, Brook Jacobson, Clara Hilger

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

ADOPT AGENDA

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

COMMUNICATIONS/RECOGNITIONS

Resignation letter from Anthony Puckett
Anthony accepted a fulltime position with Hopkins Fire

Motion was made to approve the Consent Agenda with one adjustment to the dates on
Resolution 2022-05 from December 20 to December 21, 2022 by Wippermann;
seconded by Napier.
Motion carried.

COMMITTEE REPORTS

None

AGENDA ITEMS

Station Study Presentation by CNH Architects
Quinn Hutson and Brook Jacobson presented
The presentation addressed the needs of both stations and the possibility of
constructing a single station. It was determined that both stations are grossly
undersized buildings. The current cost to rebuild Station 1 is about \$23 million and to
rebuild Station 2, at a new location, would be about \$12.2 million. The
construction cost for a larger single station would be around \$33.5 million.
The Board recognizes the needs of our firefighters are not being met and that these
concerns need to be presented to both councils and the residents.
Board member Seaberg would like to have, as part of the presentation to the councils, a
firm response time estimate if we were to move to a single station.

2023 Budget Adoption
Chief Juelfs presented the Final 2023 Budget Overview
The final budget for all accounts results in an increase to each city of .5% or \$15,003.
The total contribution from each City in 2023 is \$2,796,919.
Motion to approve Resolution 2022-07 Accepting EMS Tax Levy Proceeds by Seaberg;
seconded by Berry.

Motion carried.

Motion to approve Resolution 2022-06 Approving the 2023 Budget by Napier; seconded by Berry.

Motion carried.

Labor Negotiations

Motion to hold closed meeting pursuant to Minn. Stat. 13D.03 to review labor negotiation proposals by Seaberg; seconded by Napier.

Motion carried.

At 1806 *Motion to re-open the meeting* by Napier; seconded by Wippermann.

Motion carried.

Motion to approve labor agreement as presented by Chief Juelfs by Seaberg; seconded by Berry.

Motion carried.

Fire Chiefs Performance Evaluation

Motion to close pursuant to Minn. Stat. 13D.05 subd. 3 to conduct the performance evaluation of Fire Chief Mark Juelfs, unless he so requests that the meeting be open. By Seaberg; seconded by Berry.

Motion carried.

At 1818 *Motion to re-open the meeting* by Napier; seconded by Seaberg.

Motion carried.

Motion to approve the Fire Chiefs performance review and set the Fire Chief's salary at \$151,757 for 2023 by Francis; seconded by Berry.

Motion carried.

General Services Pay

The salary range increases were included and approved in June of this year. The renewal of health insurance, as well as the employer contribution, is the same as what was negotiated by the unions.

Motion to approve the General Service Employee compensation adjustments by Seaberg; seconded by Berry.

Motion carried.

PUBLIC COMMENT

None

MOTION TO ADJOURN

Motion to adjourn by Napier; seconded by Berry.

Motion carried.

The next regular meeting is scheduled on December 21, at 4:30 pm in South St Paul

Respectfully submitted by:

Deb Wheeler

SOUTH METRO FIRE

Summary of List of Claims Board Meeting of January 18, 2023

PAYROLL CHECK REGISTER:

Payroll Period	12/12 - 12/25		
Date Paid	12/30/2022	\$	110,249.11
Direct Deposit			

Payroll Period	12/26 - 1/8		
Date Paid	1/13/2023		
Direct Deposit		\$	107,892.85

Payroll Period			
Date Paid		\$	-
Direct Deposit			

TOTAL NET PAYROLL

\$ 218,141.96

DISBURSEMENT CHECK REGISTER:

Checks	10538 - 10580	\$	199,815.43
EFTS	2432 - 2448	\$	169,975.19

TOTAL DISBURSEMENT CHECKS

\$369,790.62

TOTAL PAYROLL, DISBURSEMENTS, ACH'S

\$587,932.58

Payment Register

From Payment Date: 12/21/2022 - To Payment Date: 1/12/2023

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1-ANCHOR BAN - ANCHOR BANK									
<u>Check</u>									
10538	12/21/2022	Open			Accounts Payable	ANCOM TECHNICAL CENTER	\$18.00		
10539	12/21/2022	Open			Accounts Payable	ASPEN MILLS	\$80.20		
10540	12/21/2022	Open			Accounts Payable	CARDMEMBER SERVICES	\$3,681.48		
10541	12/21/2022	Open			Accounts Payable	CNH Architects	\$885.75		
10542	12/21/2022	Open			Accounts Payable	DAKOTA COUNTY TREASURER	\$1,703.09		
10543	12/21/2022	Open			Accounts Payable	EMERGENCY APPARATUS MAINTENANC	\$1,058.01		
10544	12/21/2022	Open			Accounts Payable	Firehouse Fabricators	\$5,860.00		
10545	12/21/2022	Open			Accounts Payable	First Response Mental Health	\$2,500.00		
10546	12/21/2022	Open			Accounts Payable	Further	\$131.15		
10547	12/21/2022	Open			Accounts Payable	GALLS, LLC	\$383.63		
10548	12/21/2022	Open			Accounts Payable	Insight Public Sector	\$4,650.05		
10549	12/21/2022	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 1059	\$248.16		
10550	12/21/2022	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 724	\$1,462.34		
10551	12/21/2022	Open			Accounts Payable	JOHNSON/TERRANCE	\$56.24		
10552	12/21/2022	Open			Accounts Payable	Linde Gas and Equipment	\$291.47		
10553	12/21/2022	Open			Accounts Payable	LOCAL GOVERNMENT INFORMATION	\$1,839.00		
10554	12/21/2022	Open			Accounts Payable	MacQueen Emergency Group	\$1,503.24		
10555	12/21/2022	Open			Accounts Payable	Minnesota Driver and Vehicle Services	\$14.25		
10556	12/21/2022	Open			Accounts Payable	S ST PAUL/CITY OF	\$3,488.54		
10557	12/30/2022	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 1059	\$248.16		
10558	12/30/2022	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 724	\$1,462.34		
10559	12/30/2022	Open			Accounts Payable	STANDARD INSURANCE COMPANY	\$1,325.97		
10560	01/05/2023	Open			Accounts Payable	S ST PAUL/CITY OF	\$91,525.00		
10561	01/11/2023	Open			Accounts Payable	ASPEN MILLS	\$13.50		
10562	01/11/2023	Open			Accounts Payable	AT&T MOBILITY	\$990.15		
10563	01/11/2023	Open			Accounts Payable	Berry/ Wendy	\$100.00		
10564	01/11/2023	Open			Accounts Payable	BOUND TREE MEDICAL	\$730.85		
10565	01/11/2023	Open			Accounts Payable	CNH Architects	\$540.63		
10566	01/11/2023	Open			Accounts Payable	EMERGENCY APPARATUS MAINTENANC	\$10,667.82		
10567	01/11/2023	Open			Accounts Payable	Emergency Technical Decon	\$120.00		
10568	01/11/2023	Open			Accounts Payable	Francis, James	\$100.00		
10569	01/11/2023	Open			Accounts Payable	GALLS, LLC	\$405.15		
10570	01/11/2023	Open			Accounts Payable	Henricksen	\$4,615.56		
10571	01/11/2023	Open			Accounts Payable	JOHNSON/TERRANCE	\$678.38		
10572	01/11/2023	Open			Accounts Payable	Linde Gas and Equipment	\$332.25		
10573	01/11/2023	Open			Accounts Payable	MN Bureau of Apprehension	\$99.75		
10574	01/11/2023	Open			Accounts Payable	Napier/ David	\$100.00		
10575	01/11/2023	Open			Accounts Payable	Novexcomm	\$192.95		
10576	01/11/2023	Open			Accounts Payable	PERFORMANCE PLUS	\$340.00		
10577	01/11/2023	Open			Accounts Payable	Rihm Kenworth	\$600.10		
10578	01/11/2023	Open			Accounts Payable	Seaberg, Thomas	\$100.00		
10579	01/11/2023	Open			Accounts Payable	WEST ST PAUL/CITY OF	\$54,572.27		

Payment Register

From Payment Date: 12/21/2022 - To Payment Date: 1/12/2023

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
10580	01/11/2023	Open			Accounts Payable	WIPPERMANN/DENNIS	\$100.00		
Type Check Totals:					43 Transactions		\$199,815.43		
1-ANCHOR BAN - ANCHOR BANK Totals									

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	43	\$199,815.43	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	43	\$199,815.43	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	43	\$199,815.43	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	43	\$199,815.43	\$0.00

Grand Totals:

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	43	\$199,815.43	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	43	\$199,815.43	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	43	\$199,815.43	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	43	\$199,815.43	\$0.00

Payment Register

From Payment Date: 12/21/2022 - To Payment Date: 1/12/2023

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1-ANCHOR BAN - ANCHOR BANK									
<u>EFT</u>									
2432	12/21/2022	Open			Accounts Payable	I C M A RETIREMENT CORP	\$1,235.00		
2433	12/21/2022	Open			Accounts Payable	IRS - PR TAXES	\$21,040.53		
2434	12/21/2022	Open			Accounts Payable	MN CHILD SUPPORT	\$355.79		
2435	12/21/2022	Open			Accounts Payable	MN DEPT OF REVENUE	\$7,584.85		
2436	12/21/2022	Open			Accounts Payable	MN II LIFE -- HSA	\$1,741.32		
2437	12/21/2022	Open			Accounts Payable	MSRS	\$200.00		
2438	12/21/2022	Open			Accounts Payable	MSRS - HCSP	\$2,400.59		
2439	12/21/2022	Open			Accounts Payable	NATIONWIDE	\$2,200.00		
2440	12/21/2022	Open			Accounts Payable	PUBLIC EMPLOYEES RETIRE ASSN	\$48,112.00		
2441	12/30/2022	Open			Accounts Payable	I C M A RETIREMENT CORP	\$1,235.00		
2442	12/30/2022	Open			Accounts Payable	IRS - PR TAXES	\$22,281.51		
2443	12/30/2022	Open			Accounts Payable	MN CHILD SUPPORT	\$355.79		
2444	12/30/2022	Open			Accounts Payable	MN DEPT OF REVENUE	\$8,044.80		
2445	12/30/2022	Open			Accounts Payable	MSRS	\$200.00		
2446	12/30/2022	Open			Accounts Payable	MSRS - HCSP	\$2,423.82		
2447	12/30/2022	Open			Accounts Payable	NATIONWIDE	\$2,200.00		
2448	12/30/2022	Open			Accounts Payable	PUBLIC EMPLOYEES RETIRE ASSN	\$48,364.19		
Type EFT Totals:							\$169,975.19		
1-ANCHOR BAN - ANCHOR BANK Totals									

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	17	\$169,975.19	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	17	\$169,975.19	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	17	\$169,975.19	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	17	\$169,975.19	\$0.00

Grand Totals:

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	17	\$169,975.19	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	17	\$169,975.19	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	17	\$169,975.19	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	17	\$169,975.19	\$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	819,772.03	5,227.97	99%	(13,244.88)
Intergovernmental Revenues	198,589.00	6,731.45	238,553.97	(39,964.97)	120%	(188,552.46)
Charges for Services	5,858,358.00	62,740.38	5,856,141.80	2,216.20	100%	4,891.46
Other Revenue	50,000.00	2.00	(478.56)	50,478.56	-1%	40,110.44
Other Financing Sources	.00	.00	.00	.00	+++	(18,484.22)
REVENUE TOTALS	\$6,931,947.00	\$69,473.83	\$6,913,989.24	\$17,957.76	100%	(\$175,279.66)
EXPENSE						
Personal Services	6,152,350.00	626,726.74	6,100,661.09	51,688.91	99%	26,296.16
Supplies	204,354.00	4,657.24	167,812.57	36,541.43	82%	48,892.84
Contractual Services	410,884.00	15,685.25	359,532.28	51,351.72	88%	65,300.10
Other Charges	164,359.00	13,131.05	155,416.59	8,942.41	95%	20,401.00
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	660,200.28	7,085,696.53	(\$153,749.53)	102%	(\$205,280.90)
Fund 101 - General Fund Totals						
REVENUE TOTALS	6,931,947.00	69,473.83	6,913,989.24	17,957.76	100%	(175,279.66)
EXPENSE TOTALS	6,931,947.00	660,200.28	7,085,696.53	(153,749.53)	102%	(205,280.90)
Fund 101 - General Fund Totals	\$0.00	(\$590,726.45)	(\$171,707.29)	\$171,707.29		\$30,001.24
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	45,763.00	91,525.50	91,524.50	50%	46,061.00
REVENUE TOTALS	\$183,050.00	45,763.00	91,525.50	\$91,524.50	+++	\$46,061.00
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	45,763.00	91,525.50	91,524.50	+++	46,061.00
EXPENSE TOTALS	183,050.00	.00	.00	183,050.00	+++	65,069.00
Fund 301 - Debt Totals	\$0.00	\$45,763.00	\$91,525.50	(\$91,525.50)		(\$19,008.00)
Fund 401 - Capital Projects						
REVENUE						
Intergovernmental Revenues	650,000.00	.00	650,000.00	.00	100%	.00
Charges for Services	156,032.00	.00	156,032.00	.00	100%	366,173.00
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	\$1,108,306.00	(\$302,274.00)		\$366,173.00
EXPENSE						
Motor Vehicles	1,317,000.00	.00	1,371,974.69	(54,974.69)	104%	7,050.89
Office Equipment	99,065.00	10,510.00	85,645.71	13,419.29	86%	81,815.00
Other Equipment	37,725.00	.00	31,539.82	6,185.18	84%	1,516.37
EXPENSE TOTALS	\$1,453,790.00	\$10,510.00	\$1,489,160.22	(\$35,370.22)	102%	\$90,382.26
Fund 401 - Capital Projects						
REVENUE TOTALS	806,032.00	.00	1,108,306.00	(302,274.00)	138%	2.00
EXPENSE TOTALS	1,453,790.00	10,510.00	1,489,160.22	(35,370.22)	102%	90,382.26
Fund 401 - Capital Projects	(\$647,758.00)	(\$10,510.00)	(\$380,854.22)	(\$266,903.78)		(\$90,380.26)
Grand Totals						
REVENUE TOTALS	7,921,029.00	115,236.83	8,113,820.74	(192,791.74)	102%	(129,216.66)
EXPENSE TOTALS	8,623,757.00	670,710.33	8,574,856.75	48,900.25	99%	316,341.36
Grand Totals	(\$702,728.00)	(\$555,473.50)	(\$461,036.01)	(\$241,691.99)		(\$445,558.02)



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	3		33	40
112 Fire in structure other than in a building													0	1
113 Cooking fire, confined to container				1	1		1	2	2			1	8	7
114 Chimney fire													0	
116 Fuel					1		1						2	2
118 Trash	1		1				1	1		2			6	5
121 Fire in mobile home used as fixed residence													0	
130 Mobile property (vehicle) fire, other											2		2	
131 Passenger vehicle fire	2		3		2	1	2	2	3	2		1	18	15
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		1		5	13
143 Grass Fire				1			1	1					3	6
151 Outside rubbish fire		1				1	2	1					5	6
154 Dumpster fire					1		2	1	1				5	10
163 Outside equipment fire								1					1	1
	6	8	8	4	9	5	14	13	9	8	6	2	92	106
OVERPRESSURE RUPTURE, EXPLOSION, OVERHEAT (NO FIRE)														
200 Overpressure rupture, explosion, overhear other													0	
243 Fireworks explosion (no fire)									2				2	1
251 Excessive heat, scorch burns with no ignition	3	2	2	1	6	3	5	4	7	4	2	9	48	38
	3	2	2	1	6	3	5	4	9	4	2	9	50	39
RESCUE & EMERGENCY MEDICAL SERVICE														
311 Medical assist, assist EMS crew	1	2			1								4	7
321 EMS call, excluding vehicle accident with injury	448	422	481	410	511	445	493	460	483	453	516	525	5647	5378
322 Motor vehicle accident with injuries	7	5	3	9	7	5	11	6	13	10	8	10	94	86
323 Motor vehicle/pedestrian accident (MV Ped)	1			1	2	1	1	1				2	9	4
324 Motor vehicle accident with no injuries.	12	4	1		5	3	1	4	5	4	2	5	46	46
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				1	10	3
355 Confined Space Rescue													0	
357 Extrication of victim(s) from machinery						1						1	2	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	526	544	5819	5530
HAZARDOUS CONDITION (NO FIRE)														
400 Hazardous condition, other				1									1	2
411 Gasoline or other flammable liquid spill				3				1			1		5	5
412 Gas leak (natural gas or LPG)	4	2		4	2			7	4	2	3	3	31	40
413 Oil spill													1	1
421 Chemical hazard (no spill or leak)							1			1	2		4	2
422 Chemical spill or leak		1					1	1	2				5	1
424 Carbon monoxide incident	2	1	1	1	1	2	2	2	5	3	4	3	27	29
440 Electrical equipment problem				5	1	1	1	2	1		2		13	16
442 Overheated motor					2		2	1	1					
444 Power line down				1	3	2	4	15	4	2	2	4	37	21
445 Arch, shorted electrical equipment			1		1		1	6	1	1			11	12
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	14	10	142	130
SERVICE CALL														
500 Service Call, other		1			1		1	1				1	5	3
510 Person in distress, other	1				1	1				1	1		5	4
519 Person in distress													0	
520 Water problem, other													0	
522 Water or steam leak	1	3			1				1			2	8	1
531 Smoke or odor removal			1	1				2	1	2	1	1	9	9
551 Assist police or other governmental agency	5	7	10	3	10	12	13	18	15	19	5	2	119	81
553 Public service	25	4	1	9	1	2	4	3	3	3	27	15	97	99
554 Assist invalid	52	30	30	35	39	51	40	33	31	38	25	41	445	512
561 Unauthorized burning			2	3	7	2	1		6	10	3	1	35	47
	84	45	44	51	60	68	59	7	57	73	62	63	673	756



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	1	4	15	26
611 Dispatched & canceled en route	24	8	14	18	12	17	15	18	20	20	14	14	194	194
621 Wrong location									1				1	
622 No incident found on arrival at dispatch address	7	4	2	6	10	9		5	14	6	3	8	74	89
631 Authorized controlled burning			1		1	2	15	3	2	2		1	27	10
650 Steam, gas, other mistaken for smoke													0	2
651 Smoke scare, odor of smoke	8	3	1	1	7	3		5		3	4		35	31
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	1		27	14
	46	19	24	29	33	31	34	33	41	38	23	27	378	372
FALSE ALARM & FALSE CALL														
700 False alarm or false call, other		1				1			1				3	2
710 Malicious false call		1	1			1	3		3	1	3	3	16	
714 Central Station, malicious false alarm	1	1		1		3	1	3			1	1	12	3
715 Local alarm system, malicious false call	4	2		1	2	1		1	2	4	1		18	19
721 Bomb scare - no bomb													0	
730 System malfunction, other									1		2	4	7	2
731 Sprinkler activation due to malfunction	3	3			1	1		1			1		10	14
732 Extinguishment system activation malfunction													0	3
733 Smoke detector activation due to malfunction	5	3		6	3	4	1	3	3	4	3	5	40	29
735 Alarm system sounded due to malfunction	4	5		5	4	2	2	3			3	10	38	35
736 CO detector activation due to malfunction	3	3	1	2	2		2	2		3		3	21	15
740 Unintentional transmission of alarm, other	1				1				1		2	1	6	4
741 Sprinkler activation, no fire - unintentional	3	1		1		2			2		3		12	9
743 Smoke detector activation, unintentional	4	7	7	7	9	7	4	6	4	6	3	4	68	52
744 Detector activation, no fire - unintentional	1	1	1	1	2			1	2	1	1		11	12
745 Alarm system activation, no fire - unintentional	10	4	5	3	8	6	3	7	4	1	3	6	60	37
7451 False Alarm	6	11	5	7	10	6	7	3	9	13	7	7	91	79
746 Carbon monoxide detector activation, no CO	2	1	3	1	6	3	2	1	2	2	1	3	27	14
	47	44	23	35	48	37	25	31	34	35	31	50	440	329
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			1	24	14
	15	2	3	1	1	0	0	0	1	0	0	1	24	14
MONTHLY RUN TOTAL														
	676	557	592	558	693	611	659	598	672	635	664	706	7621	7305
BLS Transports														
	149	125	158	140	188	145	174	152	151	153	181	177	1893	1836

South Metro Fire Department

Resolution Number 2023-01

RESOLUTION ACCEPTING DONATIONS

WHEREAS, the below listed individuals and/or businesses have donated funds or items to the Department:

Twin City Hide, Inc. donated \$5000.00 to the Department for minor equipment purchases.

WHEREAS, the donated funds will be used to by the Department to purchase needed equipment; and

WHEREAS, the South Metro Board of Directors acknowledges the generosity of the businesses and community members, and extend their sincere appreciation to them for their consideration and generous donations; and

WHEREAS, the Board authorizes budget reflection in the 2023 budget year to show the donation to the minor equipment account; and

NOW, THEREFORE, BE IT RESOLVED the Board of Directors accepts the donations on behalf of the South Metro Fire Department and authorize the Department Staff to expend these funds and make the necessary budgetary adjustments in the manner described therein.

Passed by the Board of Directors on January 18, 2023.

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: January 18, 2023

TO: SMFD President and Board

FROM: Mark Juelfs, Fire Chief

RE: **Deferral of Capital Purchases**

Background:

There were two scheduled capital projects that were not completed in 2022.

- 1) Computers & IT Equipment (\$4,200)
 - Two mobile tablets are on order but have not yet been delivered. Carrying forward the 2022 capital dollars into to 2023 budget will allow us to complete our needed technology upgrades.
- 2) AED's (\$5,000)
 - Two AEDs are on order but have not yet been delivered. Carrying forward the 2022 capital dollars into to 2023 budget will allow us to complete our AED upgrades.

Budget Impact:

Given the Board has previously approved the purchase of these items and they are being funded by the Capital Fund, it would not be detrimental to the Capital Fund or the 2023 Budget to defer these purchases into 2023.

Recommendation:

Approve the purchases of the Capital items specified above be deferred into the 2023 budget year.



SOUTH METRO FIRE DEPARTMENT

1650 Humboldt Avenue • West St. Paul MN 55118

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

www.southmetrofire.com

DATE: January 18, 2023

TO: President and Board

From: Mark Juelfs, Fire Chief

RE: **Par360 Contract Renewal**

Summary:

The mental health of firefighters continues to be a significant concern within the fire service. Mental health issues (PTSD) are a leading cause of medical retirements within public safety. South Metro took a proactive approach to ensuring our Firefighters mental health concerns are addressed by adding the PAR360 program in 2020. To ensure that South Metro continues to address and make progress in the realm of Firefighter mental health, I am proposing signing another one-year contract with Blue Peak Consulting to continue providing the PAR360 program to our Firefighters. PAR360 provides:

- Direct access to mental health experts
- Monthly and/or Bi-Monthly conference calls
- Yearly in person training for Chiefs and Chief Officers
- List of vetted providers
- Educational resources for how to recognize warning signs
- Yearly training for spouses & family members
- Online resilience training for all department members
- Access to Facebook page to answer questions, get additional support and learn from others
- Annual mental health check-ups

The only changes to the previous contract were to update the effective dates and pricing.

Budget:

The board approved the 2032 budget in December with monies dedicated to mental health evaluations and training. The budget supports the contract amount of \$18,225.

Recommendation:

Approve the contract with Blue Peak Consulting LLC

Attachment:

Blue Peak Consulting LLC Contract



BLUE PEAK CONSULTING

SERVICES AGREEMENT

This Agreement is entered into and effective as of this 1st day of December 2022 (the “Effective Date”), by and between South Metro Fire Department, a joint powers agency (“SMFD”), having an address of 1650 Humboldt Ave, West St. Paul, MN 55118 and Blue Peak Consulting, L.L.C., a Minnesota limited liability company (“Consultant”), having an address of 1640 Hampshire Ave North, Golden Valley, MN 55427.

WHEREAS, Consultant is a license psychologist in the State of Minnesota who has the experience, knowledge, and training to counsel and treat soldiers, veterans, police officers, fire fighters, and other emergency responders.

WHEREAS, SMFD does endeavor to engage the services and assistance of a third-party consultant to provide mental health and resiliency services to employees and staff of SMFD;

NOW, THEREFORE, in consideration of SMFD retaining Consultant to provide mental health services, it is agreed as follows:

1. SCOPE OF SERVICES

SMFD hereby retains the Consultant to provide Services in the area of mental health and resilience either in person, virtually, remote, and/or a combination thereof (the “Services”).

(a) The Services shall include the following:

1. **Chief** - Chief consultation with a direct line to mental health experts.
2. **Chief Calls** - Chief monthly training conference calls with Dr. Gavian to discuss current fire service issues.
3. **Family** – Training & resources for family members.
4. **Provider List** - List of vetted providers with expertise in first responders.
5. **Training** - 4 Training Sessions per year.
6. **Training Modules** - Online resilience training modules for all department members.
7. **Warning Signs** - Resources for how to recognize the warning signs in themselves and others.
8. **Discount** - Discounted rate for additional services per request (e.g., Individual Resilience Pre-Plan meetings).
9. **Annual mental health check-up** - with each staff person per year

(b) Additional Services, beyond those described above, will require additional fees to be discussed and agreed upon by the parties.

2. SMFD DUTIES



BLUE PEAK CONSULTING

- (a) Compensation: In consideration for the Services provided by Consultant to SMFD as set forth in paragraph 1 above, SMFD agrees to pay Consultant a fee of \$18,225 (the “Fee”) to be paid in quarterly installments of \$4,556.25, the first installment payable within 30 days from execution of this Agreement and every 3 months thereafter. Consultant’s obligation to render Services hereunder is conditioned upon SMFD’s payment of said Fee on a timely basis.
- (b) Tools to be Provided by SMFD: SMFD agrees to provide all tools, information, and documentation that may be required by Consultant to effectively perform said responsibilities in connection with the performance of Services. SMFD shall provide laptop, or other mechanism in which to project power point presentation materials, as well as a microphone and water for any in-person educational training events, at SMFD’s expense.

3. TERM

This Agreement shall commence on the Effective Date and shall terminate on November 30, 2023 or cancellation by either party in accordance with paragraph 4, whichever occurs first.

4. CANCELLATION

Except as provided in Section 8, SMFD may cancel this Agreement for any reason by providing 30 days’ written notice to the Consultant. Consultant shall be paid for any unpaid work, if any, prorating the compensation rate in paragraph 2 within 15 days of cancellation. Consultant may cancel this Agreement for any reason by providing 30 days’ written notice to SMFD.

5. NO GUARANTEES

Consultant cannot guarantee the outcome of Services and Consultant’s comments about the outcome are expressions of opinion only. Consultant makes no guarantees other than that the Services described in Paragraph 1(a) shall be provided to SMFD in accordance with the terms of this Agreement. SMFD acknowledges that Consultant cannot guarantee any results for Services and such outcomes are based on subjective factors that cannot be controlled by Consultant.

In performing its Services, Consultant will use that degree of care and skill ordinarily exercised, under similar circumstances, by reputable members of its profession in the same locality at the time the Services are provided. No warranty, express or implied, is made or intended by Consultant’s undertaking herein or its performance of Services.

6. CONFIDENTIALITY

- (a) SMFD Information: Any and all SMFD information and data of a confidential nature, including but not limited to any and all personnel data or medical data (hereinafter referred to as “Confidential Information”), shall be treated by Consultant in the strictest confidence and not disclosed to third parties or used by Consultant for any purpose other than for providing SMFD with the Services specified hereunder. Upon request, Consultant hereto will promptly return or destroy all documents containing Confidential Information and delete all electronic records of or containing the same.



BLUE PEAK CONSULTING

- (b) Data Practices Compliance. All data collected by the Consultant pursuant to this Agreement shall be subject to the Minnesota Government Data Practices Act, Minn. Stat., Chapter 13.

7. INDEPENDENT CONTRACTOR

- (a) Independent Contractor Relationship: This Agreement shall not render Consultant an employee, partner, agent of or joint venturer with SMFD for any purpose. Consultant is and will remain an independent contractor in its relationship to SMFD. Consultant is or remains open to conducting similar tasks or activities for entities other than SMFD and holds itself out to the public to be a separate business entity. Consultant shall retain sole and absolute discretion in the manner and means of carrying out the activities and responsibilities under this Agreement. Consultant shall be responsible to the ownership and management of SMFD, but Consultant will not be required to follow or establish a regular or daily work schedule, however Consultant will be available pursuant to the Services listed in paragraph 1(a). Consultant will not rely solely on the equipment or offices of SMFD for completion of tasks and duties set forth pursuant to this Agreement. Any advice given to Consultant regarding Services performed for SMFD shall be considered a suggestion only, not an instruction. SMFD retains the right to inspect, stop or alter the work of Consultant to assure its conformity with this Agreement and SMFD needs. Consultant and SMFD agree to conform to any and all IRS tests necessary to establish and demonstrate the independent contractor relationship between SMFD and Consultant.
- (b) Taxes & Benefits: Consultant will be responsible for filing its own tax returns and to pay taxes in accordance with all provisions of applicable Federal and State law. SMFD shall not be responsible for withholding taxes with respect to Consultant's compensation. Consultant shall have no claim against SMFD for vacation pay, sick leave, retirement benefits, social security, worker's compensation, health or disability benefits, unemployment insurance benefits or employee benefits of any kind.

8. FORCE MAJEURE

Neither party is liable for failure or delay in performance of the party's obligations under said Agreement if such failure or delay in performance is as a result of causes and/or circumstances beyond the party's reasonable control and without its fault or negligence. Such Force Majeure events include but are not limited to accident, illness, Acts of God (including death, fire, flood, earthquake, storm, hurricane, or other natural disaster) or of the Public Enemy, acts of war, acts of the government in its sovereign capacity, fires, floods, epidemics, quarantine restrictions, unusually severe weather, terrorist activities, nationalization, government sanction, blockage, embargo, labor dispute, strike, lockout or interruption or lack of funding, failure of electricity or telephone service.

Should any such occurrence impede or delay travel and execution of any obligation under said Agreement, every reasonable effort will be made by both parties to mitigate, modify or alter said Agreement as to meet their stated and agreed upon obligations.

Either party may terminate this Agreement effective immediately without 30 days' notice for a Force Majeure event and Consultant will reimburse SMFD a prorated refund of the Fee within 30 days of the effective date of termination.



BLUE PEAK CONSULTING

9. WARRANTIES

- (a) Consultant's Warranties: Consultant represents, warrants and covenants that Consultant has full authority to enter into this Agreement and that all of the Services, will be rendered using sound, professional practices and in a competent and professional manner by knowledgeable and qualified personnel.
- (b) SMFD's Warranties: SMFD represents, warrants and covenants that SMFD has full authority to enter into this Agreement and has or will obtain, during all times relevant hereunder, all of the necessary consents, rights, licenses, clearances, releases or other permissions to lawfully consummate the transactions and lawfully discharge, in all material respects, each and every of SMFD's obligations or duties set forth hereunder, whether performance is due now or hereafter during the Term.

10. LIMITATION OF LIABILITY

With regard to the Services to be performed by the Consultant pursuant to the terms of this Agreement, the Consultant shall not be liable to SMFD, or to anyone who may claim any right due to any relationship with SMFD, for any acts or omissions in the performance of Services on the part of the Consultant or on the part of the agents or employees of the Consultant, except when said acts or omissions of the Consultant are due to willful misconduct or gross negligence. SMFD and its SMFDs, agents, employees, heirs or assigns shall hold the Consultant free and harmless from any obligations, costs, claims, judgments, attorneys' fees, and attachments arising from or growing out of the Services rendered to SMFD pursuant to the terms of this Agreement or in any way connected with the rendering of Services, except when the same shall arise due to the willful misconduct or gross negligence of the Consultant and the Consultant is adjudged to be guilty of willful misconduct or gross negligence by a court of competent jurisdiction. The Services provided by Consultant DO NOT create a doctor-patient or therapist-patient relationship. Information provided DOES NOT create a doctor-patient or healthcare practitioner-patient relationship between SMFD employees and Consultant or its personnel.

11. EFFECT OF HEADINGS

The subject headings of the paragraphs and subparagraphs of this Agreement are included for convenience only and shall not affect the construction or interpretation of any of its provisions.

12. ENTIRE AGREEMENT; MODIFICATION; WAIVER

This Agreement constitutes the entire Agreement between the parties pertaining to the subject matter contained in it and supersedes all prior and contemporaneous Agreements, representations, and understandings of the parties. No supplement, modification or amendment of this Agreement shall be binding unless executed in writing by all the parties. No waiver of any of the provisions of this Agreement shall be deemed, or shall constitute, a waiver of any other provision, whether or not similar, nor shall any waiver constitute a continuing waiver. No waiver shall be binding unless executed in writing by the party making the waiver.



BLUE PEAK CONSULTING

13. COUNTERPARTS

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

14. ASSIGNMENT

This Agreement shall be binding on, and shall inure to the benefit of, the parties to it and their respective heirs, legal representatives, successors, and assigns; provided, however, that neither party may assign any of its rights under this Agreement, except to a wholly owned subsidiary entity, without the written consent of the other party.

15. NOTICES

All notices, requests, demands, and other communications under this Agreement shall be in writing and shall be deemed to have been duly given on the date of service if served personally on the party to whom notice is to be given, or 3 calendar days after mailing if mailed to the party to whom notice is to be given, by first class mail, registered or certified, postage prepaid, and properly addressed as follows:

To Consultant at: Blue Peak Consulting, LLC
1640 Hampshire Ave N.
Golden Valley, MN
55427

To SMFD at: South Metro Fire Department
1650 Humboldt Ave
West St. Paul, MN
55118

With Copy to: South Metro Fire Department Attorney
LeVander, Gillen & Miller,
P.A. C/O Korine Land
1305 Corporate Center Drive, Suite 300
Eagan MN 55121

Any party may change its address for purposes of this paragraph by giving the other parties written notice of the new address in the manner set forth above.

16. GOVERNING LAW; VENUE; MEDIATION; ARBITRATION

This Agreement shall be construed in accordance with, and governed by, the laws of the State of Minnesota as applied to contracts that are executed and performed entirely in Minnesota.

17. SEVERABILITY

If any term, provision, covenant or condition of this Agreement is held by an arbitrator or court of competent jurisdiction to be invalid, void or unenforceable, the rest of the Agreement shall remain in full



BLUE PEAK CONSULTING

force and effect and shall in no way be affected, impaired or invalidated.



BLUE PEAK CONSULTING

18. SIGNATURES

IN WITNESS WHEREOF, the parties to this Agreement have duly executed it on the day and year first above written.

Consultant:

Blue Peak Consulting, L.L.C.,
a Minnesota limited liability company

Signed: _____

Name: Margaret Gavian

Title: Owner

Client:

South Metro Fire Department
a joint powers agency under Minn. Stat. § 471.59

Signed: _____

Name: James Francis

Title: President



SOUTH METRO FIRE DEPARTMENT

1650 Humboldt Avenue • West St. Paul MN 55118

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

www.southmetrofire.com

DATE: January 18, 2023

TO: President and Board

FROM: Mark Juelfs, Fire Chief

RE: **Property/Casualty Insurance Renewal**

Summary:

Working with WA Group representatives, we received the renewal rates for our property, casualty, cyber, and MHealth excess liability coverage policies from the LMCIT.

Below is a chart detailing the premium changes for 2023. Lowering the excess liability coverage amount had a significant impact in reducing our overall insurance costs for 2023.

Coverage	LMC Expiring Premium	LMC Renewal Premium	\$ Change	% Change
Property Package	\$642	\$963	\$321	33.33%
Mobile Property	\$100	\$100	\$0	0.00%
1st Party Cyber	\$2,912	\$2,912	\$0	0.00%
Municipal Liability	\$11,608	\$12,451	\$843	6.77%
Auto Liability	\$1,023	\$1,039	\$16	1.54%
Auto Physical Damage	\$4,569	\$4,801	\$232	4.83%
Bond	\$244	\$244	\$0	0.00%
Excess Liability	\$28,826	\$10,997	(\$17,829)	-162.13%
Total Premium	\$49,924	\$33,507	(\$16,417)	-49.00%

Budget Impact:

Overall, the premium renewal costs for 2023 are within our budgeted amount of \$52,000.

Recommendations:

Authorize staff to make payments in accordance with the premium renewal notices.

Attachments:

Renewal Summary



SOUTH METRO FIRE DEPARTMENT

1650 Humboldt Avenue • West St. Paul MN 55118

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

www.southmetrofire.com

DATE: January 18, 2023

TO: President and Board

FROM: Mark Juelfs, Fire Chief

RE: **Worker's Compensation Insurance Renewal**

Summary:

Working with WA Group, we have received the renewal rates for our worker's compensation policy from the LMCIT. The current policy expired on December 31st, however coverage continued into 2023 until our renewal is received. The premium rose from \$262,288 in 2022 to \$326,490 in 2023. The increase can be attributed to three factors. The rate charged for Firefighters has increased from 9.69 in 2022 to 9.98 in 2023, the increase in our payroll for 2023, and our experience mod increasing from .83 in 2022 up to .90 in 2023.

A rating of 1.0 is the benchmark; a rating >1.0 will incur more premium costs, while a rating <1.0 will experience a savings in premiums. For the last five years, South Metro's rating has ranged from 0.64 – 0.86. A rating of 0.84 is said to be low for a career fire department, given the types and frequency of hazards encountered by firefighters. This rating reflects our firefighter's, and the department's, continued commitment to safety.

In addition, the LMCIT also offers a premium reduction if at least 90% of the department staff are non-smokers. For this renewal, we have >90% of staff who signed the non-smoker certification, which translates to a premium savings.

Below is the breakdown of the 2023 renewal compared to 2022.

		LMC			LMC		
		2022			2023		
Code	Description	Payroll	Rate	Premium	Payroll	Rate	Premium
7716	Firefighters (not Volunteers)						
	Non Smoking	4,094,011	9.69	\$396,710	4,490,925	9.98	\$448,194
8810	Clerical Office Employees	73,914	0.74	\$547	81,039	0.76	\$616
9411	Elected or Appointed Officials	18,200	0.51	\$93	18,200	0.52	\$95
	Manual Premium			\$397,350			\$448,905
	Experience Mod		0.81	-\$75,497		0.90	-\$45,203
	Deductible Credit (\$10,000 Ded)		7.50%	-\$24,139		8.00%	-\$32,321
	Premium Discount			-\$35,426			-\$45,203
	TOTAL			\$262,288			\$326,178

Budget Impact:

The worker's compensation renewal premiums for 2023 is slightly above our budgeted amount of \$312,074.

Recommendation:

Remain at the \$10,000 deductible level for the Worker's Compensation coverage and authorize staff to make payments in accordance with the premium renewal notices.

Attachment:

Insurance Policy Renewal Information

League of Minnesota Cities Insurance Trust
Group Self-Insured Workers' Compensation Plan
145 University Avenue West St. Paul, MN 55103-2044 Phone (651) 215-4173

Notice of Premium Options for Standard Premiums of \$300,000 - \$500,000

SOUTH METRO FIRE DEPARTMENT
1650 HUMBOLDT AVENUE
SAINT PAUL, MN 55118-3905

Agreement No.: WC 1001100_Q-7
Agreement Period:
From: 01/01/2023
To: 01/01/2024

Enclosed is a quotation for workers' compensation deposit premium. **Note: Renewal Coverage will be bound as per the expiring coverage arrangement, including coverage for elected and appointed officials, with the premium indicated on the quote, unless the member or agent sends a written request not to bind renewal coverage.**

<u>PAYROLL DESCRIPTION</u>	<u>CODE</u>	<u>RATE</u>	<u>ESTIMATED PAYROLL</u>	<u>DEPOSIT PREMIUM</u>
----------------------------	-------------	-------------	------------------------------	----------------------------

SEE ATTACHED SCHEDULE FOR DETAILS

Manual Premium		448,905
Credit	0.90	-44,891
Standard Premium		404,014
Deductible Credit	0.00%	0
Premium Discount		-45,203
Net Deposit Premium		\$358,811
Adjustment for Commission*		0
Total Net Deposit Premium		\$358,811

*Workers compensation rates assume a 2% standard commission. The commission adjustment accounts for the commission difference, above or below 2%.

Agent:
00388 Winona Agency Inc
Po Box 919
Winona, MN 55987-0919

Notice of Premium Options for Standard Premiums of \$300,000 - \$500,000 (Con't)

OPTIONS

Please indicate below the premium option you wish to select. You may choose only one option and you cannot change options during the agreement period.

1.	<input type="checkbox"/>	Regular Premium Option	<u>Net Deposit Premium</u>	<u>Commission Adjustment</u>	<u>Total Net Deposit Premium</u>
			358,811	0	358,811

2. ☒ **Deductible Premium Option**
Deductible options are available in return for a premium credit applied to your estimated standard Premium of \$ 404,014. The deductible will apply per occurrence to paid medical costs only. There is no aggregate limit.

	<u>Deductible per Occurrence</u>	<u>Premium Credit</u>	<u>Credit Amount</u>	<u>Net Deposit Premium</u>	<u>Commission Adjustment</u>	<u>Total Net Deposit Premium</u>
<input type="checkbox"/>	\$250	0.70%	-2,828	355,983	0	355,983
<input type="checkbox"/>	\$500	1.20%	-4,848	353,963	0	353,963
<input type="checkbox"/>	\$1,000	2.00%	-8,080	350,731	0	350,731
<input type="checkbox"/>	\$2,500	3.50%	-14,140	344,671	0	344,671
<input type="checkbox"/>	\$5,000	5.50%	-22,221	336,590	0	336,590
<input checked="" type="checkbox"/>	\$10,000	8.00%	-32,321	326,490	0	326,490
<input type="checkbox"/>	\$25,000	12.50%	-50,502	308,309	0	308,309
<input type="checkbox"/>	\$50,000	17.50%	-70,702	288,109	0	288,109


3. ☐ **Retrospective Rates Premium Option**

	<u>Retro-Rated Minimum Factor</u>	<u>Est. Minimum Premium</u>	<u>Retro-Rated Maximum Factor</u>	<u>Est. Maximum Premium</u>
<input type="checkbox"/>	0.431 %	174,130	1.300 %	525,218
<input type="checkbox"/>	0.384 %	155,141	1.500 %	606,021
<input type="checkbox"/>	0.311 %	125,648	2.000 %	808,028

This quotation is for a deposit premium based on your estimate of payroll and selected options. Your final actual premium will be computed after an audit of payroll subsequent to the close of your agreement year and will be subject to revisions in rates, payrolls and experience modification. While you are a member of the LMCIT Workers' Compensation Plan, you will be eligible to participate in dividend distributions from the Trust based upon claims experience and earnings of the Trust.

If you desire the coverage offered above, please return this signed document for the option you have selected.

This quotation should be signed by an authorized representative of the city requesting coverage.

 _____ Signature	Fire Cheif _____ Title	1/3/2023 _____ Date
---	------------------------------	---------------------------

**Notice of Premium Options for Standard Premiums of \$300,000 - \$500,000
(Con't)**

CONTINUATION SCHEDULE FOR QUOTATION PAGE

REMUNERATION	RATE	CODE	DESCRIPTION	EST. PREM
4,490,925	9.98	7716	FIREFIGHTERS (NOT VOLUNTEER)NON SMOKING	448,194
81,039	0.76	8810	CLERICAL OFFICE EMPLOYEES NOC	616
18,200	0.52	9411	ELECTED OR APPOINTED OFFICIALS	95
Manual Premium				448,905



SOUTH METRO FIRE DEPARTMENT

1650 Humboldt Avenue • West St. Paul MN 55118

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

www.southmetrofire.com

DATE: January 18, 2023

TO: President and Board

FROM: Mark Juelfs, Fire Chief

RE: **State Fire Aid**

Summary:

Again for 2023 we have the opportunity to apply for State Fire Aid. This aid is to help subsidize pension costs for local governments and fire departments. There are numerous factors involved to determine the amount of aid received, including our service areas. After reviewing the application form, there appear to be no changes for SMFD and our application will be similar to our 2022 submission.

Budget Impact:

The actual amount received can change annually due to changes in revenues received at the State and/or legislative action. Based on the fluctuation of this revenue source over the last several years, it is difficult to accurately project this revenue amount from year to year. The amount of the State Fire Aid payable in 2023 will not be determined until late September, and then paid in early October. The 2023 budget reflects revenue from the State Fire Aid in the amount of \$230,612.

Recommendation:

Authorize the SMF Board Secretary and the Fire Chief to sign and submit appropriate documents.

Attachment:

Form FA-1 – 2023 Fire Equipment Certification for Fire State Aid Payable in 2023

Form FA-1
Fire State Aid Certification for Aid Payable in 2023

Due March 15, 2023 | Scan completed form as PDF and email to PropTax.Admin@state.mn.us
Only if email not possible, mail to Minnesota Revenue, Mail Station 3340, St. Paul, MN 55146-3340

Name of Fire Department South Metro Fire Department	Municipal Clerk/Secretary Email Address tseaberg@southstpaul.org
County Where Fire Department is Located Dakota	Municipal Clerk/Secretary Phone Number 651-703-3885

Part I. Certification of Service Area. Choose one of the following statements.

 X The information in the Fire Service Area report is accurate as of December 31, 2022.

_____ The information in the Fire Service Area report is not accurate as of December 31, 2022. The supporting documentation providing evidence of the necessary change, as described in the Form FA-1 Instructions, is included with this certification.

Part II. Certification of Fire Department Status, Equipment, and Personnel.

	Yes	No
1. Has your fire department provided service for at least one calendar year prior to December 31, 2022?	<u> X </u>	_____
2. Does your fire department have at least 10 active firefighters, including a chief and assistant chief?	<u> X </u>	_____
3. Does your fire department hold regularly scheduled meetings and frequent firefighting drills?	<u> X </u>	_____
4. Is your equipment housed in a building of good construction with facilities for care of hose and equipment?	<u> X </u>	_____
5. Does your fire department have a reliable and adequate method of receiving fire alarms by telephone, paging system, or with electric siren and suitable means of sounding an alarm?	<u> X </u>	_____
6a. Does your department provide response to calls from outside the corporate limits of the municipality where the fire department is located?	<u> X </u>	_____
6b. If you answered yes to 6a only, does the department have at least one other piece of motorized apparatus remaining within the corporate limits, or a written agreement for a neighboring fire department to assist on a second call?	<u> X </u>	_____
7. Does your fire department have a motorized fire truck equipped with the following items? Motorized pump; 250-gallon or larger tank; fire hose – two lines with combination spray and straight stream nozzles, and at least 300 feet 1" or larger hose; five-gallon hand pumps/tank extinguisher or equivalent; dry-chemical extinguisher or equivalent; regular and extension ladders; pike poles; crow bars; axes; hand lights; fire coats, helmets, and boots	<u> X </u>	_____

We certify that the above information is true and correct.

Both signature lines must be completed and signed.

_____	Tom Seaberg	_____	1/18/2023
Signature of Municipal Clerk/Secretary	Printed Name	Title	Date
_____	Mark Juelfs	_____	1/18/2023
Signature of Fire Chief	Printed Name	Title	Date



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www.southmetrofire.com

DATE: January 18, 2023

TO: SMFD President and Board

FROM: Mark Juelfs, Fire Chief

RE: **Schedule Special Meeting**

Background:

South Metro staff and City staff would like the Fire Board to schedule a special meeting to have a focused discussion on the Fire Station study and Fire District formation. Staff is proposing to schedule the meeting for either Wednesday January 25, 2023, at 4:30pm or later or Wednesday February 1, 2023, at 6:00pm or later.

Budget Impact:

N/A

Recommended Action:

Schedule special Fire Board meeting

Attachments

None