



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: March 20, 2024, 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. Langer Resignation
 - b. Thank You – South St. Paul Schools
- IV. Consent Agenda
 - a. February 21, 2024, Meeting Minutes
 - b. February 2024 List of Claims
 - c. February 2024 Bank Reconciliation
 - d. February 2024 Month End Budget Report
 - e. February 2024 Run Summary Report
 - f. Fund Balance Transfer
 - g. Appointment of Public Board Member
 - h. Twin City Hide Donation
 - i. Dorthy Culbert Donation
- V. Committee Reports
 - a. None
- VI. Agenda Items
 - a. Standards of Cover Staffing Recommendation Discussion
 - b. Public Safety Money
 - c. Election of Board Members
 - d. Appointment of Committee Members
 - e. 2025 Budget Process Timeline
- VII. Public Comment
- VIII. Adjourn
Next Regular Meeting – April 17, 2024, South St. Paul

Badging Ceremony in the West St. Paul Council Chambers Following the Board Meeting

February 29, 2024

Chief Mark Juelfs
South Metro Fire
1650 Humboldt Ave
West St. Paul MN 55118

Dear Chief Juelfs,

Please regard this as my letter of resignation from the South Metro Fire Department effective immediately.

Respectfully,

A handwritten signature in black ink, appearing to be 'EL' followed by a long, sweeping horizontal stroke.

Emilie Langer



South St. Paul Public Schools

Thank you so much for sending Fire
Department items for students at our
Special Education event on February 28th.

We appreciate your support and
what you do to serve our community
everyday!

-Danielle Saraceno

MINUTES

SOUTH METRO FIRE DEPARTMENT BOARD OF DIRECTORS

Wednesday, February 21, 2024

West St Paul Council Chambers

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

Also Present: Members from both City Councils
City Gate Associates Stewart Gary and Landon Stallings
Ryan Garcia, Char Stark, members from Local 724 and 1059

The meeting was called to order at 6:30 p.m.

ADOPT AGENDA

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

COMMUNICATIONS/RECOGNITIONS

Board members and City Council introductions

Zach Weise's letter of recognition.

CONSENT AGENDA

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

COMMITTEE REPORTS

None

AGENDA ITEMS

Standard of Coverage Study Presentation

Stewart Gary presented the Assessment and discussed the findings and recommendations. The council members stated that the information is a lot to take in and may have more questions in the future. A concern was brought forward that the JPA percentage between the two cities should not be 50/50 based on the number of calls that are responded to in WSP vs. SSP. South St Paul council member Podgorski would like the split to be 60/40 in 2025. Chief Juelfs explained the split is actually in thirds, one third for each city and a third from the EMS taxing district.

PUBLIC COMMENT

None

MOTION TO ADJOURN

Motion to adjourn by Francis; seconded by Berry.

Motion carried.

The next regular meeting is scheduled on March 20, 2024 at 4:30 pm in West St. Paul

Respectfully submitted by:

Deb Wheeler

SOUTH METRO FIRE

Summary of List of Claims Board Meeting of March 20, 2024

PAYROLL CHECK REGISTER:

Payroll Period	2/5 - 2/18		
Date Paid	2/23/2024		
Direct Deposit		\$	130,132.79

Payroll Period	2/19 - 3/3		
Date Paid	3/8/2024	\$	133,452.46
Direct Deposit			

Payroll Period	
Date Paid	
Direct Deposit	

TOTAL NET PAYROLL

\$ 263,585.25

DISBURSEMENT CHECK REGISTER:

Checks	11271 - 11312	\$	217,663.07
EFTS	2801 - 2824	\$	252,147.83

TOTAL DISBURSEMENT CHECKS

\$469,810.90

TOTAL PAYROLL, DISBURSEMENTS, ACH'S

\$733,396.15

Payment Register

From Payment Date: 2/16/2024 - To Payment Date: 3/11/2024

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1-ANCHOR BAN - ANCHOR BANK									
<u>Check</u>									
11271	02/16/2024	Open			Accounts Payable	ASPEN MILLS	\$285.33		
11272	02/16/2024	Open			Accounts Payable	CENTURY COLLEGE	\$110.00	\$110.00	\$0.00
11273	02/16/2024	Open			Accounts Payable	DAKOTA COUNTY TREASURER	\$1,819.74		
11274	02/16/2024	Open			Accounts Payable	HENRY SCHEIN	\$218.96	\$218.96	\$0.00
11275	02/16/2024	Open			Accounts Payable	Jordan / Michael	\$143.00		
11276	02/16/2024	Open			Accounts Payable	Langer/Emilie	\$157.48	\$157.48	\$0.00
11277	02/16/2024	Open			Accounts Payable	Linde Gas and Equipment	\$156.19	\$156.19	\$0.00
11278	02/16/2024	Open			Accounts Payable	NAPA	\$24.79	\$24.79	\$0.00
11279	02/16/2024	Open			Accounts Payable	OXYGEN SERVICE COMPANY	\$129.08	\$129.08	\$0.00
11280	02/16/2024	Open			Accounts Payable	Scuba Center	\$637.50		
11281	02/16/2024	Open			Accounts Payable	Willems, Dan	\$124.99	\$124.99	\$0.00
11282	02/22/2024	Open			Accounts Payable	Berry/ Wendy	\$100.00		
11283	02/22/2024	Open			Accounts Payable	CARDMEMBER SERVICES	\$14,058.22		
11284	02/22/2024	Open			Accounts Payable	Francis, James	\$100.00		
11285	02/22/2024	Open			Accounts Payable	Seaberg, Thomas	\$100.00		
11286	02/22/2024	Open			Accounts Payable	WIPPERMANN/DENNIS	\$100.00		
11287	02/29/2024	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 1059	\$277.50		
11288	02/29/2024	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 724	\$1,731.60		
11289	03/11/2024	Open			Accounts Payable	ABDO, LLP	\$11,000.00		
11290	03/11/2024	Open			Accounts Payable	ANCOM TECHNICAL CENTER	\$130.00		
11291	03/11/2024	Open			Accounts Payable	ASPEN MILLS	\$1,041.94		
11292	03/11/2024	Open			Accounts Payable	AT&T MOBILITY	\$991.10		
11293	03/11/2024	Open			Accounts Payable	BRANDECKER/WILLIAM	\$21.51		
11294	03/11/2024	Open			Accounts Payable	Coro Medical	\$194.58		
11295	03/11/2024	Open			Accounts Payable	DIVE RESCUE INTERNATIONAL, INC	\$520.02		
11296	03/11/2024	Open			Accounts Payable	EMERGENCY APPARATUS MAINTENANC	\$496.69		
11297	03/11/2024	Open			Accounts Payable	Emergency Technical Decon	\$58.00		
11298	03/11/2024	Open			Accounts Payable	Further	\$114.20		
11299	03/11/2024	Open			Accounts Payable	GALLS, LLC	\$496.80		
11300	03/11/2024	Open			Accounts Payable	GANFIELD/JACOB	\$185.73		
11301	03/11/2024	Open			Accounts Payable	GRAFIX	\$450.00		
11302	03/11/2024	Open			Accounts Payable	Grass, Stephen	\$133.00		
11303	03/11/2024	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 1059	\$277.50		
11304	03/11/2024	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 724	\$1,635.40		
11305	03/11/2024	Open			Accounts Payable	KREMER SPRING,ALIGNMENT & BODY	\$3,267.72		
11306	03/11/2024	Open			Accounts Payable	LAKE ASSAULT BOATS	\$17,817.50		
11307	03/11/2024	Open			Accounts Payable	LEAGUE OF MN CITIES INS. TRUST	\$1,211.70		
11308	03/11/2024	Open			Accounts Payable	MacQueen Emergency Group	\$154,940.16		
11309	03/11/2024	Open			Accounts Payable	MOTOROLA SOLUTIONS, INC	\$848.88		
11310	03/11/2024	Open			Accounts Payable	NAPA	\$14.69		
11311	03/11/2024	Open			Accounts Payable	NINTH BRAIN	\$118.74		

Payment Register

From Payment Date: 2/16/2024 - To Payment Date: 3/11/2024

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
11312	03/11/2024	Open			Accounts Payable	STANDARD INSURANCE COMPANY	\$1,422.83		
Type Check Totals:					42 Transactions		\$217,663.07	\$921.49	\$0.00
1-ANCHOR BAN - ANCHOR BANK Totals									

Payment Register

From Payment Date: 2/16/2024 - To Payment Date: 3/11/2024

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1-ANCHOR BAN - ANCHOR BANK									
EFT									
2801	02/29/2024	Open			Accounts Payable	I C M A RETIREMENT CORP	\$2,290.00	\$2,290.00	\$0.00
2802	02/29/2024	Open			Accounts Payable	IRS - PR TAXES	\$26,179.22	\$26,179.22	\$0.00
2803	02/29/2024	Open			Accounts Payable	MN CHILD SUPPORT	\$355.79	\$355.79	\$0.00
2804	02/29/2024	Open			Accounts Payable	MN DEPT OF REVENUE	\$8,621.80	\$8,621.80	\$0.00
2805	02/29/2024	Open			Accounts Payable	MN II LIFE -- HSA	\$1,107.35	\$1,107.35	\$0.00
2806	02/29/2024	Open			Accounts Payable	MSRS	\$450.00	\$450.00	\$0.00
2807	02/29/2024	Open			Accounts Payable	MSRS - HCSP	\$2,918.65	\$2,918.65	\$0.00
2808	02/29/2024	Open			Accounts Payable	NATIONWIDE	\$2,250.00	\$2,250.00	\$0.00
2809	02/29/2024	Open			Accounts Payable	PUBLIC EMPLOYEES RETIRE ASSN	\$58,570.39	\$58,570.39	\$0.00
2810	02/29/2024	Open			Accounts Payable	Further	\$1,460.41	\$1,460.41	\$0.00
2811	02/29/2024	Open			Accounts Payable	OLD NATIONAL BANK	\$127.11	\$127.11	\$0.00
2812	03/11/2024	Open			Accounts Payable	I C M A RETIREMENT CORP	\$2,290.00		
2813	03/11/2024	Open			Accounts Payable	IRS - PR TAXES	\$27,007.76		
2814	03/11/2024	Open			Accounts Payable	MN CHILD SUPPORT	\$355.79		
2815	03/11/2024	Open			Accounts Payable	MN DEPT OF REVENUE	\$8,864.39		
2816	03/11/2024	Open			Accounts Payable	MN II LIFE -- HSA	\$1,074.03		
2817	03/11/2024	Open			Accounts Payable	MSRS	\$450.00		
2818	03/11/2024	Open			Accounts Payable	MSRS - HCSP	\$2,980.46		
2819	03/11/2024	Open			Accounts Payable	NATIONWIDE	\$2,250.00		
2820	03/11/2024	Open			Accounts Payable	PUBLIC EMPLOYEES RETIRE ASSN	\$59,762.87		
2821	03/11/2024	Open			Accounts Payable	HEALTHPARTNERS	\$41,110.44		
2822	03/11/2024	Open			Accounts Payable	HIGHER STANDARDS	\$38.37		
2823	03/11/2024	Open			Accounts Payable	Further	\$833.00		

Payment Register

From Payment Date: 2/16/2024 - To Payment Date: 3/11/2024

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
2824	03/11/2024	Open			Accounts Payable	Further	\$800.00		
Type EFT Totals:							\$252,147.83	\$104,330.72	\$0.00
1-ANCHOR BAN - ANCHOR BANK Totals									
				EFTs	Status	Count	Transaction Amount	Reconciled Amount	
					Open	24	\$252,147.83	\$104,330.72	
					Reconciled	0	\$0.00	\$0.00	
					Voided	0	\$0.00	\$0.00	
					Total	24	\$252,147.83	\$104,330.72	
				All	Status	Count	Transaction Amount	Reconciled Amount	
					Open	24	\$252,147.83	\$104,330.72	
					Reconciled	0	\$0.00	\$0.00	
					Voided	0	\$0.00	\$0.00	
					Stopped	0	\$0.00	\$0.00	
					Total	24	\$252,147.83	\$104,330.72	
				EFTs	Status	Count	Transaction Amount	Reconciled Amount	
					Open	24	\$252,147.83	\$104,330.72	
					Reconciled	0	\$0.00	\$0.00	
					Voided	0	\$0.00	\$0.00	
					Total	24	\$252,147.83	\$104,330.72	
				All	Status	Count	Transaction Amount	Reconciled Amount	
					Open	24	\$252,147.83	\$104,330.72	
					Reconciled	0	\$0.00	\$0.00	
					Voided	0	\$0.00	\$0.00	
					Stopped	0	\$0.00	\$0.00	
					Total	24	\$252,147.83	\$104,330.72	

Grand Totals:

South Metro Fire Department
BANK RECONCILIATION
February 29, 2024

Old National Bank

Ending Balance - Checking	\$	1,512,926.54
Outstanding Disbursement Checks		(189,561.62)
DIT		
Adjustments:		
RECONCILED BALANCE	\$	1,323,364.92

CITY TREASURER'S BALANCE:

Previous Month's Reconciled Balance	\$	591,843.63
Daily Receipts Posted		1,438,197.19
Disbursement Checks Issued		(446,894.35)
Payroll Checks and Direct Deposits		(259,781.54)
Journal Entries		(0.01)
Rev Prior Month Adj:		
RECONCILED BALANCE	\$	1,323,364.92

CASH ACCOUNT BALANCE:

\$ 1,323,364.92

RECONCILED BALANCE **\$ 1,323,364.92**

Cash by Fund:

		Beginning Balance	Net Activity	Ending Balance
General Fund	101-10101	(55,689.83)	676,922.20	621,232.37
Grant Fund	201-10100	899.44	(899.00)	0.44
Fire Assistance Fund			-	
Debt Service Fund	301-10101	1.34	-	1.34
Capital Fund	401-10101	647,510.75	54,620.02	702,130.77
	Total	592,721.70	730,643.22	1,323,364.92



Account Classification	Adopted Budget	Current Month Transactions	YTD Transactions	YTD Balance	% used/ Rec'd	Prior Year YTD Balance
Fund 101 - General Fund						
REVENUE						
Taxes	1,938,696.00	.00	79,228.52	1,859,467.48	4%	1,152,460.68
Intergovernmental Revenues	243,666.00	4,422.41	41,906.75	201,759.25	17%	280,638.97
Charges for Services	6,039,822.00	1,380,469.95	1,449,308.61	4,590,513.39	24%	4,647,122.20
Other Revenue	50,000.00	.00	3,805.00	46,195.00	8%	35,926.60
Other Financing Sources	.00	.00	.00	.00	+++	.00
REVENUE TOTALS	\$8,272,184.00	\$1,384,892.36	\$1,574,248.88	\$6,697,935.12	19%	\$6,116,148.45
EXPENSE						
Personal Services	7,332,449.00	672,141.34	1,310,435.78	6,022,013.22	18%	5,503,179.05
Supplies	232,677.00	8,404.17	23,215.24	209,461.76	10%	168,062.93
Contractual Services	446,114.00	19,356.99	73,961.61	372,152.39	17%	340,176.59
Other Charges	260,944.00	10,242.76	75,441.39	185,502.61	29%	129,362.18
Capital Outlay	.00	.00	.00	.00	+++	.00
Debt Service	.00	.00	.00	.00	+++	.00
Other Financing Uses	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS	\$8,272,184.00	710,145.26	1,483,054.02	\$6,789,129.98	18%	\$6,140,780.75
Fund 101 - General Fund Totals						
REVENUE TOTALS	8,272,184.00	1,384,892.36	1,574,248.88	6,697,935.12	19%	6,116,148.45
EXPENSE TOTALS	8,272,184.00	710,145.26	1,483,054.02	6,789,129.98	18%	6,140,780.75
Fund 101 - General Fund Totals	\$0.00	\$674,747.10	\$91,194.86	(\$91,194.86)		(\$24,632.30)
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	186,650.00	.00	(45,612.50)	232,262.50	-24%	182,450.00
REVENUE TOTALS	\$186,650.00	.00	(45,612.50)	\$232,262.50	+++	\$182,450.00
EXPENSE						
Contractual Services	186,650.00	.00	.00	186,650.00	+++	182,450.00
EXPENSE TOTALS	\$186,650.00	.00	.00	\$186,650.00	+++	\$182,450.00
Fund 301 - Debt Totals	186,650.00	.00	(45,612.00)	232,262.00	+++	182,450.00
EXPENSE TOTALS	186,650.00	.00	.00	186,650.00	+++	182,450.00
Fund 301 - Debt Totals	\$0.00	\$0.00	(\$45,612.00)	\$45,612.00		\$0.00
Fund 401 - Capital Projects						
REVENUE						
Intergovernmental Revenues	.00	.00	.00	.00	0%	.00
Charges for Services	224,684.00	56,170.76	56,170.76	168,513.24	25%	140,427.00
Other Revenue	.00	.00	.00	.00	+++	.00
Other Financing Sources	.00	.00	.00	.00	+++	.00
REVENUE TOTALS	\$224,684.00	\$56,170.76	\$56,170.76	\$168,513.24		\$140,427.00
EXPENSE						
Motor Vehicles	367,000.00	.00	.00	367,000.00	0%	(1,277,913.00)
Office Equipment	77,302.00	1,550.74	10,535.63	66,766.37	14%	79,608.95
Other Equipment	208,700.00	.00	5,086.30	203,613.70	2%	116,390.30
EXPENSE TOTALS	\$653,002.00	\$1,550.74	\$15,621.93	\$637,380.07	2%	(\$1,081,913.75)
Fund 401 - Capital Projects	224,684.00	56,170.76	56,170.76	168,513.24	25%	140,427.00
EXPENSE TOTALS	653,002.00	1,550.74	15,621.93	637,380.07	2%	(1,081,913.75)
Fund 401 - Capital Projects	(\$428,318.00)	\$54,620.02	\$40,548.83	(\$468,866.83)		\$1,222,340.75
Grand Totals						
REVENUE TOTALS	8,683,518.00	1,441,063.12	1,584,807.14	7,098,710.86	18%	6,439,025.45
EXPENSE TOTALS	9,111,836.00	711,696.00	1,498,675.95	7,613,160.05	16%	5,241,317.00
Grand Totals	(\$428,318.00)	\$729,367.12	\$86,131.19	(\$514,449.19)		\$1,197,708.45



2024

South Metro Fire Department

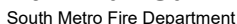
2024

South Metro Fire Department

2024

South Metro Fire Department

	January	February	March	April	May	June	July	August	September	October	November	December	YTD TOTAL	2023 YTD TOTAL
FIRE INCIDENTS														
111 Building fire	2	3											5	2
112 Fire in structure other than in a building													0	
113 Cooking fire, confined to container	1	1											2	1
114 Chimney fire													0	
116 Fuel													0	
118 Trash	1												1	
121 Fire in mobile home used as fixed residence													0	
130 Mobile property (vehicle) fire, other													0	
131 Passenger vehicle fire	1												1	
132 Road Freight or transport vehicle fire													0	
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	
143 Grass Fire													0	
151 Outside rubbish fire		1											1	
154 Dumpster fire		1											1	
163 Outside equipment fire													0	
	5	7	0	0	0	0	0	0	0	0	0	0	12	3
OVERPRESSURE RUPTURE, EXPLOSION, OVERHEAT (NO FIRE)														
200 Overpressure rupture, explosion, overhear other													0	0
243 Fireworks explosion (no fire)													0	
251 Excessive heat, scorch burns with no ignition	6	4											10	11
	6	4	0	0	0	0	0	0	0	0	0	0	10	11
RESCUE & EMERGENCY MEDICAL SERVICE														
311 Medical assist, assist EMS crew		1											1	874
321 EMS call, excluding vehicle accident with injury	525	452											977	
322 Motor vehicle accident with injuries	3	6											9	11
323 Motor vehicle/pedestrian accident (MV Ped)	3												3	7
324 Motor vehicle accident with no injuries.	3	2											5	
341 Search for person on land													0	1
350 Extrication, rescue, other													0	
352 Extrication of victims from vehicle													0	1
353 Removal of victim(s) from stalled elevator	1												1	
355 Confined Space Rescue													0	0
357 Extrication of victim(s) from machinery													0	
360 Water & ice related rescue, other		1											1	0
361 Swimming/recreational water areas rescue													0	
362 Ice Rescue													0	0
365 Watercraft rescue													0	
372 Trapped by power lines0													0	0
381 Rescue or EMS standby													0	
	535	462	0	0	0	0	0	0	0	0	0	0	997	894
HAZARDOUS CONDITION (NO FIRE)														
400 Hazardous condition, other													0	3
411 Gasoline or other flammable liquid spill													0	
412 Gas leak (natural gas or LPG)	2	1											3	1
413 Oil spill													1	5
421 Chemical hazard (no spill or leak)													0	
422 Chemical spill or leak													0	1
424 Carbon monoxide incident	2	1											3	
440 Electrical equipment problem		1											1	6
442 Overheated motor		1												
444 Power line down	2												2	2
445 Arch, shorted electrical equipment	1	1											2	
460 Potential accident													0	1
461 Building or structure weakened or collapsed													0	1
462 Aircraft standby													0	
463 Vehicle accident, cleanup		1											1	0
471 Explosive, bomb removal													0	
481 Attempt to burn													0	20
	7	6	0	0	0	0	0	0	0	0	0	0	13	
SERVICE CALL														
500 Service Call, other		1											1	2
510 Person in distress, other													0	
519 Person in distress													0	3
520 Water problem, other													0	
522 Water or steam leak	1	1											2	9
531 Smoke or odor removal	1												1	
551 Assist police or other governmental agency	10	17											27	12
553 Public service	3	2											5	73
554 Assist invalid	41	41											82	99
561 Unauthorized burning	1	1											2	
	57	63	0	0	0	0	0	0	0	0	0	0	120	



BLS Transports	168	169	337	292
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SOUTH METRO FIRE DEPARTMENT

1650 Humboldt Avenue • West St. Paul MN 55118

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

www.southmetrofire.com

DATE: March 20, 2024

TO: President and Board

FROM: Mark Juelfs, Fire Chief

RE: **Fund Balance Transfer**

Summary:

At fiscal year-end, the General Fund had a balance more than the established 5% limit. By policy, these excess funds are to be transferred to the Capital Fund, to support the 10-year Capital Plan. After completion of the 2023 Financial Audit, it was determined that the General Fund had an excess balance of \$169,186. The 2023 excess balance was primarily realized in the personal services categories including salaries, PERA contributions, FICA contributions, medical insurance, and additional ambulance revenues.

Budget Impact:

The General Fund balance will be maintained at the established 5% maximum limit and \$130,712 identified as excess funds will be transferred into the Capital Fund.

Recommendation:

Approve Resolution 2024-02 retaining a 5% General Fund balance and transferring the excess funds in the amount of \$130,712 to the Capital Fund.

Attachment:

Resolution 2024-02 Approving Fund Balance Transfer

South Metro Fire Department

Resolution Number 2024-02

RESOLUTION APPROVING FUND BALANCE TRANSFER

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

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

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

NOW, THEREFORE, BE IT RESOLVED the Board of Directors approves retaining a 5% General Fund balance and transferring the General Fund excess balance in the amount of \$130,712 to the Capital Fund.

Passed by the Board of Directors on March 20, 2024.

Attest:

Wendy Berry, 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: March 20, 2024

TO: President and South Metro Fire Board

FROM: Mark Juelfs, Fire Chief

RE: **Appointment of Public Board Member**

Summary:

The current appointment of the Public Member on the Board of Directors is set to expire on March 31, 2024. An application process was recently conducted in accordance with guidelines established in the Joint Powers Agreement. At the close of the application period, one application was received, from Mr. Dennis Wippermann. At the January 17, 2024, meeting, the Board recommended approving Mr. Wippermann for consideration by each City Council.

On February 5, 2024, the South St. Paul City Council adopted Resolution No. 2024-019, to reappoint Mr. Wippermann as the Public Member of the South Metro Fire Department Board of Directors.

On February 12, 2024, the West St. Paul City Council adopted Resolution No. 24-011 to reappoint Mr. Wippermann as the Public Member of the South Metro Fire Department Board of Directors.

Recommendation:

Given that both City Councils approved the reappointment of Mr. Wippermann, the Board should officially appoint Mr. Dennis Wippermann as the Public Board Member for a term from April 1, 2024, to March 31, 2026.

Attachment:

Resolution 2024-03 Appointing Dennis Wippermann Public Board Member

South Metro Fire Department

Resolution Number 2024-03

APPOINTING DENNIS WIPPERMANN AS THE PUBLIC BOARD MEMBER ON THE SOUTH METRO FIRE BOARD

WHEREAS, the South Metro Fire Department (SMFD) is a joint powers entity created by the Cities of West St. Paul and South St. Paul; and

WHEREAS, the governing body of the South Metro Fire Department comprises two members from each City Council and one public member; and

WHEREAS, the term of the public member is two years and a new term will commence on April 1, 2024; and

WHEREAS, the SMFD Board received one application for the public member role; and

WHEREAS, pursuant to the Joint Powers Agreement, the Board, the South St Paul City Council, and the West St Paul City Council all approved Mr. Dennis Wippermann for consideration as the public member.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the South Metro Fire Department that Mr. Dennis Wippermann is hereby appointed as the Public Member to the South Metro Fire Department Board of Directors serving a term from April 1, 2024 to March 31, 2026.

Passed by the Board of Directors on March 20, 2024.

Attest:

Wendy Berry, Secretary



SOUTH METRO FIRE DEPARTMENT

1650 Humboldt Avenue • West St. Paul MN 55118

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

www.smfdmn.org

DATE: March 20, 2024

TO: President and Board

FROM: Mark Juelfs, Fire Chief

RE: **Accept Donation**

Summary:

In February of 2024, Twin City Hide Inc. donated \$5000.00 to the department to use for equipment purchases. The monies will be reflected in our office supplies account 101-42200-40200 and used to purchase needed public education supplies including a new Sparky the Dog outfit.

Budget Impact:

Increase the amount of our office supplies account by \$5000.00.

Recommendation:

Adopt resolution 2024-04 accepting the donation from Twin City Hide, Inc.

Attachments:

Resolution 2024-04

South Metro Fire Department

Resolution Number 2024-04

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 office supplies 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 2024 budget year to show the donation to the office supplies 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 March 20, 2024.

Attest:

Wendy Berry, Secretary



SOUTH METRO FIRE DEPARTMENT

1650 Humboldt Avenue • West St. Paul MN 55118

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

www.smfdmn.org

DATE: March 20, 2024

TO: President and Board

FROM: Mark Juelfs, Fire Chief

RE: **Accept Donation**

Summary:

On March 12, 2024, Dorothy Culbert donated \$1,000 to the department to use for equipment purchases. The monies will be reflected in our minor equipment account 101-42200-40240 and used to purchase new Sampson straps. These straps are used to lift patients off the ground and either on to a stretcher or into the standing positions.

Budget Impact:

Increase the amount of our minor equipment account by \$1,000.00.

Recommendation:

Adopt resolution 2024-05 accepting the donation from Dorothy Culbert.

Attachments:

Letter from Dorothy Culbert

Resolution 2024-05

South Metro Fire Department

Resolution Number 2024-05

RESOLUTION ACCEPTING DONATIONS

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

Dorothy Culbert donated \$1,000.00 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 2024 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 March 20, 2024.

Attest:

Wendy Berry, 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: March 20, 2024

TO: President and Board

FROM: Mark Juelfs, Fire Chief

RE: **Standards of Cover Staffing Recommendation Discussion**

Summary:

In 2023, the South Metro Fire Board engaged the services of Citygate and Associates to conduct a Standards of Cover Study. The completed study was presented to the Board at the November 2023 meeting. The Board adopted the final study document at the December 2023 meeting. The study had five recommendations to be acted upon. This memo outlines a proposed timeline and the expected cost of implementing recommendation number five.

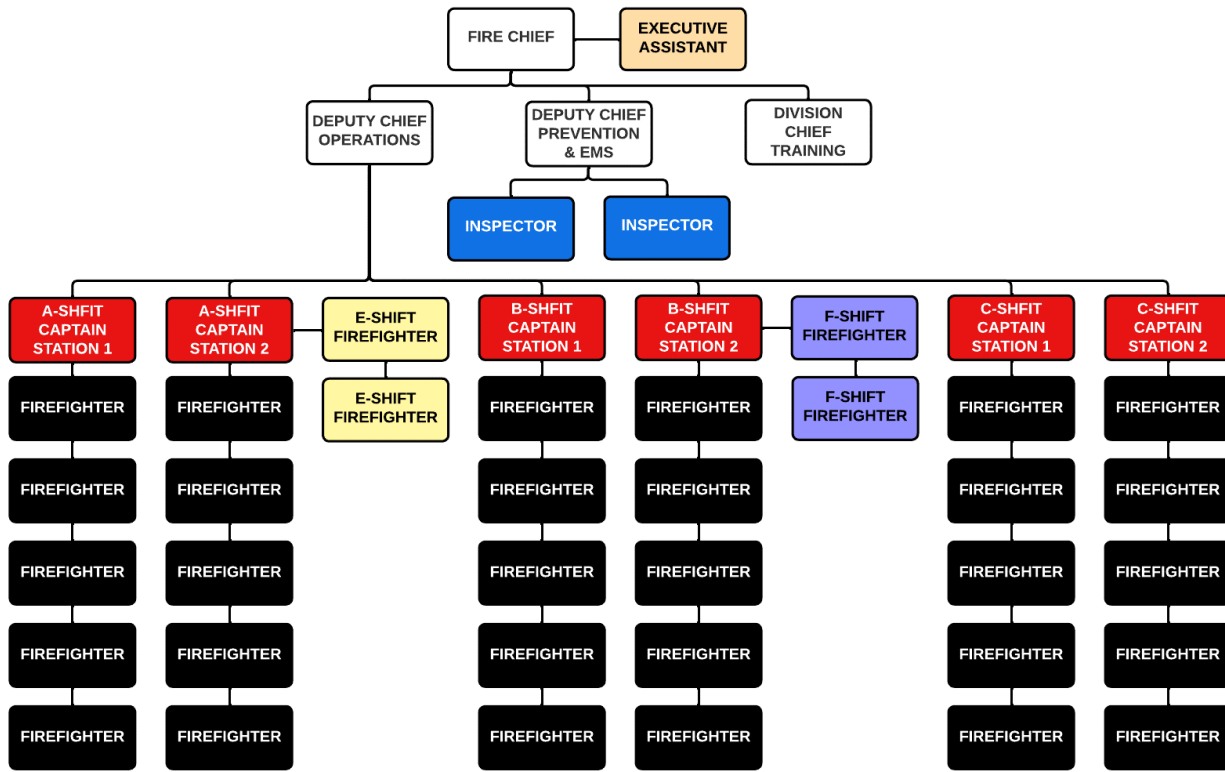
Recommendation five states “As funding allows, consider increasing minimum daily staffing from 8 to 12 plus a Battalion Chief on each shift to meet recommended best practice multiple-unit staffing to serious emergencies with one automatic aid resource from an adjacent fire agency. A reduction in the number of stations will not reduce the recommended increase in daily staffing”.

Currently South Metro has forty Firefighter/EMT's assigned to five shifts. Three of the shifts have twelve personnel assigned to provide 24-7 fire and EMS coverage. Two additional shifts have two personnel assigned each, they provide staffing for ambulance 3 from 0800 Monday to 0800 on Saturday.

Our maximum staffing with the above personnel is twelve when ambulance 3 is not in service and 14 when ambulance 3 is in service. However, South Metro is rarely at maximum staffing due to vacation time off, holiday time off, illness, injury, training, and other assigned duties that necessitate removing staff from a response vehicle.

Our current minimum staffing is eight Firefighter/EMT's when ambulance 3 is not in service and ten Firefighter/EMT's when ambulance 3 is in service. The study recommends increasing the minimum staffing to twelve Firefighter/EMT's and adding a Battalion Chief on each shift to provide 24-7 command coverage.

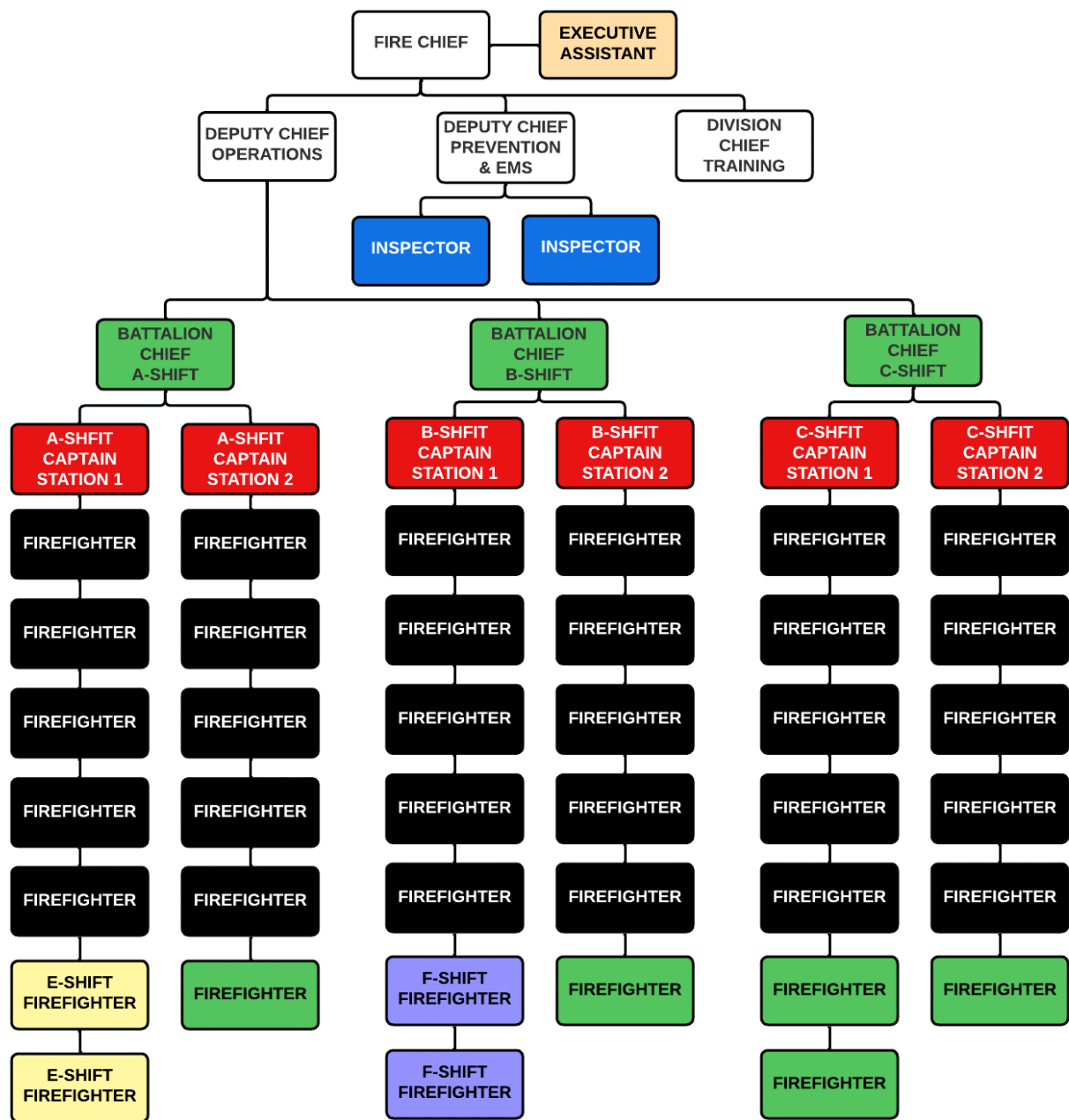
Below is our current organizational structure for clarification.



To meet the goals of recommendation five, staff is suggesting adding eight additional FTE’s over the next three years, three FTE’s in 2025, two FTE’s in 2026 and three FTE’s in 2027. In 2025, staff is recommending an internal promotion process for Battalion Chief and then hiring three of the additional FTE’s to fill the open Firefighter/EMT positions vacated by the promotions. The remaining five FTE’s (2026 and 2027) will be assigned to one of the three shifts for response to fire and EMS calls. Also, as part of this plan the current four Firefighter/EMT’s assigned to ambulance 3 will be moved to one of the three 24-7 shifts.

After implementing recommendation 5 South Metro would have three shifts of fifteen personnel to respond to all calls for service within our communities along with one Battalion Chief to provide 24-7 command level supervision. Again, we rarely have our maximum staffing on duty due to vacation time off, holiday time off, illness, injury, training, and other assigned duties that necessitate removing staff from a response vehicle.

Below is our organizational structure after implementation of the suggested staffing plan.



The green positions above represent the new FTE's. The Black positions, E-shift positions, and F-shift positions are current positions within the department.

Budget Impact:

The following budget information assumes our typical start date of mid-February and includes the cost of hiring eight additional FTE's and the difference between a new hire and the three new Battalion Chief positions recommended for 2025. The three-year implementation cost is estimated at \$1,213,990.

The 2023 fiscal year SAFER (Staffing for Adequate Fire and Emergency Response) grant opened on March 11th and will close on April 12th. Staff recommend applying for a SAFER grant for the eight new FTE's. Salary and benefits are the only costs that can be requested for this grant. If awarded the full amount, the grant will cover over \$1,000,000 of the implementation costs.

Recommendation 5 Implementation Costs			
	2025	2026	2026
New FTE's	3	2	3
Compensation			
Salary	\$393,984.00	\$176,882.58	\$273,283.58
Longevity	\$19,699.00	\$0.00	\$0.00
FLSA	\$10,553.14	\$4,737.93	\$7,320.10
PERA	\$75,089.80	\$32,146.83	\$49,666.85
Medicare	\$5,712.77	\$2,564.80	\$3,962.61
Benefits			
Health Ins.	\$43,200.00	\$31,104.00	\$50,112.00
Dental Ins.	\$1,643.40	\$1,117.51	\$1,709.14
Life Ins.	\$81.69	\$54.46	\$81.69
Cancer Policy	\$1,200.00	\$800.00	\$1,200.00
Uniform Allowance	\$1,800.00	\$1,200.00	\$1,800.00
Work Comp	\$24,129.00	\$16,890.30	\$26,541.90
Equipment			
PPE	\$24,000.00	\$16,800.00	\$26,400.00
Radios	\$15,000.00	\$10,000.00	\$15,000.00
Pre-Employment			
Medical	\$2,700.00	\$2,000.00	\$3,300.00
Psych	\$1,950.00	\$1,339.00	\$2,067.00
Background Inv.	\$2,400.00	\$1,648.00	\$2,544.00
Total	\$545,249.95	\$261,874.73	\$406,865.26

Recommendation:

Discuss the implementation plan for recommendation 5 from the Standards of Cover study.

Attachment:

None



SOUTH METRO FIRE DEPARTMENT

1650 Humboldt Avenue • West St. Paul MN 55118

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

www.southmetrofire.com

DATE: March 20, 2024

TO: President and Board

FROM: Mark Juelfs, Fire Chief

RE: **Public Safety Monies**

Summary:

In 2023, the Cities of South St. Paul and West St. Paul received funding dedicated to public safety. South Metro requested monies from each City to cover capital equipment costs. Both Cities agreed to fund the respective costs. To account for the money staff is requesting a budget adjustment to the grant fund.

Budget Impact:

The money will be allocated to the **intergovernmental - other** grant fund 201-30000-33699. Purchases will be appropriated from the **minor equipment** grant fund 201-42200-40240.

Recommendation:

Approve a budget adjustment to the respective grant funds to account for the public safety monies received from South St. Paul and West St. Paul.

Attachment:

Public Safety Money Equipment Purchases

Cost Shared SSP and WSP

Boat Bow Door Retrofit	\$7,137.00	Hydraulics rams are failing and need to be replaced.
Boat Pump Replacement	\$14,629.00	Pump has reached its service life and needs to be replaced
Boat Nav Arch Actuator Replacement	\$1,545.00	Actuator is worn and in need of replacement
Lucas Device	\$40,000.00	LUCUS devices are used to perform CPR on patients in cardiac arrest. These devices free up rescuers to perform other operations during a full arrest such as maintaining the airway and starting I.V.'s.
EZ-IO Drill Driver #9058	\$1,794.00	Add this equipment to our back up ambulance.
EZ-IO Hard sided holder #9074	\$113.70	Add this equipment to our back up ambulance.
Suction Device	\$3,787.20	Update our current suction devices.
Laryngoscope Handle and Blades	\$450.00	Add this equipment to our back up ambulance.
IGel and Laryngoscope Bag	\$1,500.00	Add this equipment to our back up ambulance.
IV Set-up Holder Bag	\$1,500.00	Add this equipment to our back up ambulance.
CPAP Connector 6" whip	\$237.00	Add this equipment to our back up ambulance.
Active Shooter Kits(5)	\$750	Add this equipment to our back up ambulance.
Sampson Strap and carrying bag(10)	\$1,500.00	Add additional Samson Straps. These are used for moving patients from the floor or other areas to the stretcher
Medical Bag	\$3,100.00	Upgrade our current bags
Welch Allyn Vitals Monitors	\$8,000.00	Parts and updates are no longer available for our current monitors.
XShear Heavy Duty Trauma Shears(31)	\$1,000	Upgrade to more robust trauma sheers
SCBA RIT Equipment for Ladders	\$14,839.10	Add this equipment to our ladders to ensure we have the equipment needed at fire scenes.
Hose Bed Prop and spare hose tray storage	\$7,500	Training equipment
LUNAR TICs for Ladder 1 and 2 rear seats(5)	\$10,424.75	Add additional thermal imagers to our ladder trucks.
PFD Replacement	\$6,183.00	Replacement of all standard shore support and rescue swimmer PFDs

Customized Tent	\$745.00	Tent to be used at public events to identify the FD staff.
Buy 3 new radios encrypt 5 current radios	\$27,000.00	Buy three more radios and encrypt our radios on our apparatus to ensure interoperability with PD.
Battery Fans for E1/E2	\$10,000.00	Add ventilation fans to our back up engines.
Through the Lock Kits(4) for each ambulance	\$1,000.00	Add this equipment to our ambualances.
CAD Monitor	\$900.00	Monitor mounted above the hose tower entrance
RIT Bags, rope and equipment	\$5,190	
Subtotal	\$170,824.75	
Cost for each City	\$85,412.38	



SOUTH METRO FIRE DEPARTMENT

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

www.smfdmn.org

DATE: March 20, 2024

TO: President and Board

FROM: Mark Juelfs, Fire Chief

RE: Election of Board Officers

Summary:

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

ARTICLE FIVE

Officers, Committees

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

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

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

Recommendation:

Conduct the 2024 election of Board Officers as defined in the Joint and Cooperative Agreement.



SOUTH METRO FIRE DEPARTMENT

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

www.smfdmn.org

DATE: March 20, 2024

TO: President and Board

FROM: Mark Juelfs, Fire Chief

RE: **Committee Appointments**

Summary:

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

ARTICLE THREE

Committees

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

The 2023 Budget Committee appointments were:

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

The 2023 Finance Committee appointments were:

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

Recommendation:

Appoint members to the appropriate committee(s).



SOUTH METRO FIRE DEPARTMENT

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

www.smfdmn.org

DATE: March 20, 2024

TO: President and Board

FROM: Mark Juelfs, Fire Chief

RE: **2025 Budget Process Timeline**

Summary:

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

March 24 th	All Department budget requests submitted
April 21 st	Chief Officers complete draft budget
June 16 th	Board receives draft of the 2025 Budget for review and approval
July 17 th	Approval 2025 Budget if not approved in June
July 31 st	Board President submits the approved 2025 Budget to both cities
August 16 th	EMS Taxing District Meeting <ul style="list-style-type: none">- Adopt proposed 2025 Tax Levy
September 30 th	Certify the proposed 2025 tax levy to the County Auditor; prior to this date.
November 15 th	EMS Taxing District Meeting <ul style="list-style-type: none">- Adopt final 2025 Tax Levy
December 30 th	Certify the final 2025 tax levy to the County Auditor; prior to this date.

Recommendation:

Informational