



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 19, 2022, 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
- IV. Consent Agenda
 - a. December 15, 2021, Meeting Minutes
 - b. December 2021 List of Claims
 - c. December 2021 Bank Reconciliation
 - d. December 2021 Month End Budget Report
 - e. December 2021 Run Summary Report
- V. Committee Reports
 - a. None
- VI. Agenda Items
 - a. Public Board Member Application Review
 - b. Property & Casualty Insurance Renewal
 - c. State Fire Aid Payable 2022 Certification
- VII. Public Comment
- VIII. Adjourn

Next Regular Meeting – February 16, 2022, West St. Paul

Badging Ceremony to Follow the February Meeting

MINUTES

SOUTH METRO FIRE DEPARTMENT BOARD OF DIRECTORS

Wednesday December 15, 2021
South St Paul Training Room

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

Also Present: Mark Juelfs, Joel Hanson, Clara Hllger, Deb Wheeler, Terry Johnson

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

The department received a Thank You card from Moreland Elementary.

CONSENT AGENDA

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

COMMITTEE REPORTS

None

AGENDA ITEMS

2022 Budget Approval

The final budget for all funds results in an increase in each Cities contribution of 5.3% or \$139,908 in 2022. The total per city contribution for 2022 is \$2,796,619.

The increase to the general fund expenditure for the three additional Firefighter positions is offset by \$275,000 in increased revenue from the EMS Taxing District.

Motion was made to approve Resolution 2021-06 Adopting the 2022 Budget by Francis; seconded by Napier.
Motion carried.

Motion was made to approve Resolution 2021-04 accepting the EMS Taxing Levy Proceeds by Seaberg; seconded by Francis.
Motion carried.

Labor Negotiations

Closed Session

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

Motion to re-open meeting by Seaberg; seconded by Napier. Motion carried.

The one open item from the 2021-2022 labor contracts is Health Insurance. The proposal is no increase in employee premium contribution and to raise the H.S.A employer contribution \$250 a year for family and single.

Motion to approve the 2022 Health Insurance proposal by Seaberg; seconded by Francis.
Motion carried.

Fire Chief Performance Review

Closed session

Motion to close pursuant to Minn. Stat. 13D.05 subd. 3 to conduct the performance evaluation of Fire Chief Mark Juelfs by Francis; seconded by Wippermann. Motion carried

Motion to re-open the meeting by Napier; seconded by Francis. Motion carried.

Motion was made to increase Chief Juelfs salary by 6.1% bringing his annual income to \$143,840 by Wippermann; seconded by Napier.
Motion carried.

PUBLIC COMMENT

Board member Napier thanked Chief Juelfs for his commitment in serving the communities and for doing a great job.

MOTION TO ADJOURN

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

The next regular meeting is scheduled on January 19, at 4:30 pm in West St Paul.

Respectfully submitted by:

Deb Wheeler

SOUTH METRO FIRE

Summary of List of Claims
Board Meeting of January 19, 2022

PAYROLL CHECK REGISTER:

Payroll Period	11/29 - 12/12	
Date Paid	12/17/2021	\$ 102,016.42
Direct Deposit		

Payroll Period	12/13 - 12/26	
Date Paid	12/31/2021	\$ 106,608.29
Direct Deposit		

Payroll Period		
Date Paid	12/27 - 1/9	\$ 103,409.78
Direct Deposit	1/14/2022	

TOTAL NET PAYROLL

\$ 312,034.49

DISBURSEMENT CHECK REGISTER:

Checks	9924 - 9973	\$ 96,099.25
EFTS	2170 - 2185	\$ 163,569.09

TOTAL DISBURSEMENT CHECKS

\$259,668.34

TOTAL PAYROLL, DISBURSEMENTS, ACH'S

\$571,702.83

Payment Register

From Payment Date: 12/5/2021 - To Payment Date: 1/12/2022

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1-ANCHOR BAN - ANCHOR BANK									
<u>Check</u>									
9924	12/09/2021	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 1059	\$200.75		
9925	12/09/2021	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 724	\$1,324.95		
9926	12/09/2021	Open			Accounts Payable	STANDARD INSURANCE COMPANY	\$1,456.72		
9927	12/17/2021	Open			Accounts Payable	ASPEN MILLS	\$370.33		
9928	12/17/2021	Open			Accounts Payable	BCA OF MN	\$67.00		
9929	12/17/2021	Open			Accounts Payable	Berry/ Wendy	\$100.00		
9930	12/17/2021	Open			Accounts Payable	BRANDECKER/WILLIAM	\$69.99		
9931	12/17/2021	Open			Accounts Payable	BURNSVILLE/CITY OF	\$902.84		
9932	12/17/2021	Open			Accounts Payable	EAGLE ENGRAVING	\$319.00		
9933	12/17/2021	Open			Accounts Payable	EMERGENCY APPARATUS MAINTENANC	\$2,392.07		
9934	12/17/2021	Open			Accounts Payable	Francis, James	\$100.00		
9935	12/17/2021	Open			Accounts Payable	GALLS, LLC	\$1,062.41		
9936	12/17/2021	Open			Accounts Payable	IMAGE TREND	\$450.00		
9937	12/17/2021	Open			Accounts Payable	Insight Public Sector	\$199.50		
9938	12/17/2021	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 1059	\$200.75		
9939	12/17/2021	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 724	\$1,324.95		
9940	12/17/2021	Open			Accounts Payable	LEAGUE OF MN CITIES INS. TRUST	\$213.82		
9941	12/17/2021	Open			Accounts Payable	Lexipol	\$9,546.00		
9942	12/17/2021	Open			Accounts Payable	Linde Gas and Equipment	\$257.25		
9943	12/17/2021	Open			Accounts Payable	LOWE'S COMMERCIAL SERVICES	\$857.97		
9944	12/17/2021	Open			Accounts Payable	MacQueen Emergency Group	\$482.79		
9945	12/17/2021	Open			Accounts Payable	Napier/ David	\$100.00		
9946	12/17/2021	Open			Accounts Payable	OXYGEN SERVICE COMPANY	\$159.45		
9947	12/17/2021	Open			Accounts Payable	S ST PAUL/CITY OF	\$5,744.53		
9948	12/17/2021	Open			Accounts Payable	Seaberg, Thomas	\$100.00		
9949	12/17/2021	Open			Accounts Payable	SPOK, INC	\$68.80		
9950	12/17/2021	Open			Accounts Payable	US Bank Equipment Finance	\$156.00		
9951	12/17/2021	Open			Accounts Payable	VANIWAARDEN ASSOCIATES	\$1,900.00		
9952	12/17/2021	Open			Accounts Payable	WIPPERMANN/DENNIS	\$100.00		
9953	12/28/2021	Open			Accounts Payable	CARDMEMBER SERVICES	\$5,991.46		
9954	12/30/2021	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 1059	\$200.75		
9955	12/30/2021	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 724	\$1,324.95		
9956	12/30/2021	Open			Accounts Payable	STANDARD INSURANCE COMPANY	\$1,456.72		
9957	01/06/2022	Open			Accounts Payable	ANCOM TECHNICAL CENTER	\$120.00		
9958	01/06/2022	Open			Accounts Payable	ASPEN MILLS	\$1,478.83		
9959	01/06/2022	Open			Accounts Payable	AT&T MOBILITY	\$990.35		
9960	01/06/2022	Open			Accounts Payable	BURNSVILLE/CITY OF	\$4,500.00		
9961	01/06/2022	Open			Accounts Payable	DAKOTA COUNTY TREASURER	\$1,679.76		
9962	01/06/2022	Open			Accounts Payable	Further	\$130.05		
9963	01/06/2022	Open			Accounts Payable	GALLS, LLC	\$2,282.53		
9964	01/06/2022	Open			Accounts Payable	MacQueen Emergency Group	\$1,172.28		
9965	01/06/2022	Open			Accounts Payable	MES-MIDAM	\$474.50		
9966	01/06/2022	Open			Accounts Payable	NAPA	\$9.08		
9967	01/06/2022	Open			Accounts Payable	PERFORMANCE PLUS	\$1,366.00		
9968	01/06/2022	Open			Accounts Payable	Rihm Kenworth	\$371.84		
9969	01/06/2022	Open			Accounts Payable	STANDARD INSURANCE COMPANY	\$1,542.51		
9970	01/06/2022	Open			Accounts Payable	Stryker Sales Corporation	\$1,321.09		

Payment Register

From Payment Date: 12/5/2021 - To Payment Date: 1/12/2022

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
9971	01/06/2022	Open			Accounts Payable	Tow Master	\$24.54		
9972	01/06/2022	Open			Accounts Payable	US Bank Equipment Finance	\$171.60		
9973	01/06/2022	Open			Accounts Payable	WEST ST PAUL/CITY OF	\$39,262.54		
Type Check Totals:							\$96,099.25		
1-ANCHOR BAN - ANCHOR BANK Totals									

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	50	\$96,099.25	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	50	\$96,099.25	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	50	\$96,099.25	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	50	\$96,099.25	\$0.00

Grand Totals:

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	50	\$96,099.25	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	50	\$96,099.25	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	50	\$96,099.25	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	50	\$96,099.25	\$0.00

Payment Register

From Payment Date: 12/17/2021 - To Payment Date: 1/12/2022

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference	
1-ANCHOR BAN - ANCHOR BANK										
EFT										
2170	12/17/2021	Open			Accounts Payable	I C M A RETIREMENT CORP	\$1,235.00			
2171	12/17/2021	Open			Accounts Payable	IRS - PR TAXES	\$19,632.44			
2172	12/17/2021	Open			Accounts Payable	MN DEPT OF REVENUE	\$6,452.59			
2173	12/17/2021	Open			Accounts Payable	MN II LIFE -- HSA	\$1,768.46			
2174	12/17/2021	Open			Accounts Payable	MSRS	\$200.00			
2175	12/17/2021	Open			Accounts Payable	MSRS - HCSP	\$2,564.01			
2176	12/17/2021	Open			Accounts Payable	NATIONWIDE	\$3,060.00			
2177	12/17/2021	Open			Accounts Payable	PUBLIC EMPLOYEES RETIRE ASSN	\$46,467.84			
2178	12/23/2021	Open			Accounts Payable	Further	\$750.00			
2179	12/31/2021	Open			Accounts Payable	I C M A RETIREMENT CORP	\$1,235.00			
2180	12/31/2021	Open			Accounts Payable	IRS - PR TAXES	\$20,947.40			
2181	12/31/2021	Open			Accounts Payable	MN DEPT OF REVENUE	\$6,872.22			
2182	12/31/2021	Open			Accounts Payable	MSRS	\$200.00			
2183	12/31/2021	Open			Accounts Payable	MSRS - HCSP	\$2,579.02			
2184	12/31/2021	Open			Accounts Payable	NATIONWIDE	\$3,060.00			
2185	12/31/2021	Open			Accounts Payable	PUBLIC EMPLOYEES RETIRE ASSN	\$46,545.11			
Type EFT Totals:										
1-ANCHOR BAN - ANCHOR BANK Totals							16 Transactions	\$163,569.09		

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	16	\$163,569.09	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	16	\$163,569.09	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	16	\$163,569.09	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	16	\$163,569.09	\$0.00

Grand Totals:

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	16	\$163,569.09	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	16	\$163,569.09	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	16	\$163,569.09	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	16	\$163,569.09	\$0.00

**South Metro Fire Department
BANK RECONCILIATION
December 31, 2021**

Old National Bank	
Ending Balance - Checking	\$ 1,574,742.90
Ending Balance - Savings Account	247,259.20
Outstanding Disbursement Checks	(27,502.53)
DIT	0.00
Adjustments:	
RECONCILED BALANCE	\$ 1,794,499.57

CITY TREASURER'S BALANCE:	
Previous Month's Reconciled Balance	\$ 2,191,817.84
Daily Receipts Posted	262,560.98
Disbursement Checks Issued	(347,110.40)
Payroll Checks and Direct Deposits	(312,781.50)
Rev Prior Month Adj:	0.00
12/23/21 - MMB MN State	12.65
RECONCILED BALANCE	\$ 1,794,499.57

CASH ACCOUMULATED	\$ 1,794,486.92
Adjustments	12.65
RECONCILED BALANCE	\$ 1,794,499.57

Cash by Fund:

		Beginning Balance	Net Activity	Ending Balance
General Fund	101-10101	1,126,735.40	(392,225.47)	734,509.93
Grant Fund	201-10100	899.44	-	899.44
Fire Assistance Fund		-	-	-
Debt Service Fund	301-10101	45,738.34	-	45,738.34
Capital Fund	401-10101	1,018,444.66	(5,105.45)	1,013,339.21
	Total	2,191,817.84	(397,330.92)	1,794,486.92



Account Classification	Adopted Budget	Current Month Transactions	YTD Transactions	YTD Balance	% used/ Rec'd	Prior Year YTD
Fund 101 - General Fund						
REVENUE						
Taxes	550,000.00	200,597.34	563,244.88	(13,244.88)	102%	532,293.82
Intergovernmental Revenues	183,534.00	.00	372,086.46	(188,552.46)	203%	199,217.03
Charges for Services	5,576,741.00	41,422.42	5,571,849.54	4,891.46	100%	5,328,662.41
Other Revenue	50,000.00	1,067.15	9,889.56	40,110.44	20%	30,334.90
Other Financing Sources	.00	.00	18,484.22	(18,484.22)	+++	2,449.98
REVENUE TOTALS	\$6,360,275.00	\$243,086.91	\$6,535,554.66	(\$175,279.66)	103%	\$6,092,958.14
EXPENSE						
Personal Services	5,667,793.00	605,227.77	5,641,496.84	26,296.16	100%	5,216,180.13
Supplies	178,279.00	8,234.89	129,386.16	48,892.84	73%	128,885.14
Contractual Services	382,443.00	22,288.46	317,142.90	65,300.10	83%	301,260.30
Other Charges	131,759.00	15,574.60	111,358.00	20,401.00	85%	88,445.45
Capital Outlay	.00	.00	.00	.00	+++	.00
Debt Service	.00	.00	.00	.00	+++	.00
Other Financing Uses	.00	.00	366,171.00	(366,171.00)	+++	309,160.00
EXPENSE TOTALS	\$6,360,274.00	651,325.72	6,565,554.90	(\$205,280.90)	103%	\$6,043,931.02
Fund 101 - General Fund Totals						
REVENUE TOTALS	6,360,275.00	243,086.91	6,535,554.66	(175,279.66)	103%	6,093,611.78
EXPENSE TOTALS	6,360,274.00	651,325.72	6,565,554.90	(205,280.90)	103%	6,043,931.02
Fund 101 - General Fund Totals	\$1.00	(\$408,238.81)	(\$30,000.24)	\$30,001.24		\$49,680.76
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	183,650.00	.00	137,589.00	46,061.00	0%	229,565.00
REVENUE TOTALS	\$183,650.00	.00	137,589.00	\$46,061.00	+++	\$229,565.00
EXPENSE						
Contractual Services	183,650.00	.00	118,581.00	65,069.00	+++	248,623.00
EXPENSE TOTALS	\$183,650.00	.00	118,581.00	\$65,069.00	+++	\$248,623.00
Fund 301 - Debt Totals						
REVENUE TOTALS	183,650.00	.00	137,589.00	46,061.00	+++	229,565.00
EXPENSE TOTALS	183,650.00	.00	118,581.00	65,069.00	+++	248,623.00
Fund 301 - Debt Totals	\$0.00	\$0.00	\$19,008.00	(\$19,008.00)		(\$19,058.00)
Fund 401 - Capital Projects						
REVENUE						
Intergovernmental Revenues	.00	.00	.00	.00	+++	13,544.00
Charges for Services	496,197.00	.00	130,024.00	366,173.00	0	94,808.00
Other Revenue	.00	.00	.00	.00	+++	.00
Other Financing Sources	.00	.00	366,171.00	.00	+++	309,160.00
REVENUE TOTALS	\$496,197.00	\$0.00	\$496,195.00	\$366,173.00		\$417,512.00
EXPENSE						
Motor Vehicles	301,862.00	5,105.45	294,811.11	7,050.89	98%	.00
Office Equipment	86,414.00	.00	4,599.00	81,815.00	5%	109,637.87
Other Equipment	13,920.00	.00	12,403.63	1,516.37	89%	.00
EXPENSE TOTALS	\$402,196.00	\$5,105.45	\$311,813.74	\$90,382.26	78%	\$109,637.87
Fund 401 - Capital Projects						
REVENUE TOTALS	496,197.00	.00	496,195.00	2.00	0	417,512.00
EXPENSE TOTALS	402,196.00	5,105.45	311,813.74	90,382.26	78%	107,287.71
Fund 401 - Capital Projects	\$94,001.00	(\$5,105.45)	\$184,381.26	(\$90,380.26)		\$310,224.29
Grand Totals						
REVENUE TOTALS	7,040,122.00	243,086.91	7,169,338.66	(129,216.66)	102%	6,536,011.39
EXPENSE TOTALS	7,312,291.00	656,431.17	6,995,949.64	316,341.36	96%	5,776,965.79
Grand Totals	(\$272,169.00)	(\$413,344.26)	\$173,389.02	(\$445,558.02)		\$759,045.60



2021 Run Summary

South Metro Fire Department

	January	February	March	April	May	June	July	August	September	October	November	December	YTD TOTAL	2020 YTD TOTAL
FIRE INCIDENTS														
111 Building fire	3	4	3	1	4	8	6	2	3	2	4		40	45
112 Fire in structure other than in a building								1					1	1
113 Cooking fire, confined to container	1		1	1	1	1	1				1		7	5
114 Chimney fire													0	1
116 Fuel	1			1									2	
118 Trash		1	1							1	1	1	5	1
121 Fire in mobile home used as fixed residence													0	
130 Mobile property (vehicle) fire, other													0	1
131 Passenger vehicle fire	3	1			1	3	1	1	3	1		1	15	13
132 Road Freight or transport vehicle fire													0	1
133 Rail vehicle fire													0	
134 Water vehicle fire													0	1
135 Aircraft Fire													0	
138 Off-road vehicle or heavy equipment fire													0	
142 Brush or bursh & grass mixture fire				1		8	1	1			2		13	4
143 Grass Fire							3	2			1		6	3
151 Outside rubbish fire					1	1	1		1		2		6	5
154 Dumpster fire					1	2		2	1	1	2	1	10	7
163 Outside equipment fire								1					1	1
	8	6	5	4	8	23	13	10	8	5	13	3	106	89
OVERPRESSURE RUPTURE, EXPLOSION, OVERHEAT (NO FIRE)														
200 Overpressure rupture, explosion, overheat other													0	
243 Fireworks explosion (no fire)											1		1	
251 Excessive heat, scorch burns with no ignition	5	1	3	1	2	3	4	5	5	5	2	2	38	27
	5	1	3	1	2	3	4	5	5	5	3	2	39	27
RESCUE & EMERGENCY MEDICAL SERVICE														
311 Medical assist, assist EMS crew						1	1	2		2	1		7	6
321 EMS call, excluding vehicle accident with injury	410	379	432	440	473	433	483	453	436	452	442	545	5378	4861
322 Motor vehicle accident with injuries	4	8	5	8	8	6	8	9	7	8	7	8	86	96
323 Motor vehicle/pedestrian accident (MV Ped)					1		1				1	1	4	5
324 Motor vehicle accident with no injuries.	2	6	4	3		3	2	10	4	4	6	2	46	38
341 Search for person on land			1										1	1
350 Extrication, rescue, other									1				1	2
352 Extrication of victims from vehicle													0	
353 Removal of victim(s) from stalled elevator			1							1		1	3	5
355 Confined Space Rescue													0	
357 Extrication of victim(s) from machinery			1										1	2
360 Water & ice related rescue, other						1	1						2	3
361 Swimming/recreational water areas rescue													0	
362 Ice Rescue													0	
365 Watercraft rescue						1							1	1
372 Trapped by power lines0													0	
381 Rescue or EMS standby													0	1
	416	393	444	451	482	445	496	474	448	467	457	557	5530	5021
HAZARDOUS CONDITION (NO FIRE)														
400 Hazardous condition, other									1		1		2	1
411 Gasoline or other flammable liquid spill				2						1	1	1	5	9
412 Gas leak (natural gas or LPG)	2	4	4	1	3	7	5	3	3	4	3	1	40	24
413 Oil spill								1					1	1
421 Chemical hazard (no spill or leak)										1		1	2	1
422 Chemical spill or leak												1	1	2
424 Carbon monoxide incident	3	2	1	2	2	2	4	1	2	2	4	4	29	10
440 Electrical equipment problem				2	1	3	1	2	2		2	3	16	16
442 Overheated motor	1	3	4	3		3		2			1	2		0
444 Power line down	1		1		1	1	4	2	7	3	1		21	27
445 Arch, shorted electrical equipment		1			3	1	1	2	2			2	12	18
451														
461 Building or structure weakened or collapsed									1				1	
462 Aircraft standby													0	
463 Vehicle accident, cleanup													0	2
471 Explosive, bomb removal													0	
481 Attempt to burn													0	1
	7	10	10	10	10	17	15	13	18	11	13	15	149	112
SERVICE CALL														
500 Service Call, other					2							1	3	5
510 Person in distress, other						1		1	1			1	4	1
519 Person in distress													0	
520 Water problem, other													0	1
522 Water or steam leak		1											1	6
531 Smoke or odor removal	1	2	1	2	1				1		1		9	16
551 Assist police or other governmental agency	5	5	11	9	7			15	1	3	10	15	81	105
553 Public service	1	9	1		14	17	20	3	16	13	2	3	99	57
554 Assist invalid	42	41	39	46	53	40	36	35	44	33	55	48	512	475
561 Unauthorized burning		1	4	2	6	4	7	4	7	5	7		47	64
	49	59	56	59	83	62	63	58	70	54	75	68	756	730



2021 Run Summary

South Metro Fire Department

	January	February	March	April	May	June	July	August	September	October	November	December	YTD TOTAL	2020 YTD TOTAL
GOOD INTENT CALL														
600 Good intent call, other	2	4		1	2	2	4	1	7	1		2	26	18
611 Dispatched & canceled en route	21	8	8	19	12	23	22	13	13	16	22	17	194	244
621 Wrong location													0	1
622 No incident found on arrival at dispatch address	10	6	9	6	6	9		8	13	12	6	4	89	97
631 Authorized controlled burning			1	1	1		1	2	1	2		1	10	21
650 Steam, gas, other mistaken for smoke		1								1			2	1
651 Smoke scare, odor of smoke		2	5	1	3	2	5	4	4	1	4		31	28
652 Steam, vapor, fog or dust thought to be smoke	1		1			1							3	2
653 Smoke from barbeque, tar kettle					1				1				2	
661 EMS call, party transported by non-fire agency (661)									1				1	1
671 HazMat release investigation w/no HazMat	2	1	3			1	3	1	1	2			14	9
	36	22	27	28	25	38	35	29	41	35	32	24	372	422
FALSE ALARM & FALSE CALL														
700 False alarm or false call, other						2							2	1
710 Malicious false call													0	
714 Central Station, malicious false alarm			1			1					1		3	6
715 Local alarm system, malicious false call	2	1	3	2	1	1			3	4	1	1	19	14
721 Bomb scare - no bomb													0	
730 System malfunction, other								1			1		2	3
731 Sprinkler activation due to malfunction	1	5		2		1	1			1	2	1	14	12
732 Extinguishment system activation malfunction						2		1					3	2
733 Smoke detector activation due to malfunction	1	3	4	1	2	2	2	4	1	2	5		29	37
735 Alarm system sounded due to malfunction	1	6	3		3	3	2	1	3	2	6	5	35	28
736 CO detector activation due to malfunction		1		3	2	1	1	1		1	3	2	15	21
740 Unintentional transmission of alarm, other					1				1	1	1		4	1
741 Sprinkler activation, no fire - unintentional			2	1	2		1	2		1			9	15
743 Smoke detector activation, unintentional	4	5	6	5	2	2	4	2	9	5	2	6	52	48
744 Detector activation, no fire - unintentional		2			1	2	2			1	3	1	12	19
745 Alarm system activation, no fire - unintentional	2	4	2	3	4	2	2	1	4	5	2	6	37	34
7451 False Alarm	4	4	5	5	7	10	15	8	8	5	5	3	79	59
746 Carbon monoxide detector activation, no CO	2	1	2	1		1			4		2	1	14	28
	17	32	28	23	25	30	30	19	36	27	31	31	329	328
SEVERE WEATHER & NATURAL DISASTER														
814 Lightning strike (no fire)									1				1	0
	0	0	0	0	0	0	0	0	1	0	0	0	1	0
SPECIAL INCIDENT TYPE														
900 Special type of incident, other													0	
911 Citizen Complaint				1					2				3	7
	0	0	0	1	0	0	0	0	2	0	0	0	3	7
Not Reported														
			2			1	2	1	1	1	5	1	14	10
	0	0	2	0	0	1	2	1	1	1	5	1	14	10
MONTHLY RUN TOTAL														
	538	523	575	577	635	619	658	609	636	605	629	701	7305	6760
BLS Transports														
	138	139	154	149	173	152	177	143	159	163	126	163	1836	1651



SOUTH METRO FIRE DEPARTMENT

1650 Humboldt Avenue • West St. Paul MN 55118

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

www.smfdmn.org

DATE: February 16, 2022

TO: President and Board

FROM: Mark Juelfs, Fire Chief

Re: Public Board Member Selection Process

Summary:

The current two-year term for the Public Member of the Board of Directors is set to expire on March 31, 2022. The Board has previously established an application process to assist with the selection of the Public Board Member. As discussed at the November meeting, the official notice for the Board of Directors Public Member position was posted on the Department's web site and both City websites through the end of December 2021. At the close of the application period, one application was received.

The application received is from our current Public Board Member, Dennis Wippermann. A copy of his application is included in the packet for your review.

Recommendation:

After review of the application, if the Board is supportive of the candidate, direct staff to forward the Board's approved name for consideration by each City Council.

**SOUTH METRO FIRE DEPARTMENT
BOARD OF DIRECTORS
MEMBERSHIP APPLICATION**

**SOUTH METRO FIRE DEPARTMENT
1650 HUMBOLDT AVE.
WEST ST. PAUL, MN 55118**

The South Metro Fire Department welcomes your application to serve on the South Metro Fire Department Board of Directors. Please furnish complete information to assist us in giving your application full consideration. Additional information, which further qualifies you, may be attached to this application.

Data Privacy Notice: This application requests that you furnish both public and private information about yourself. Your name, address, current employment position, previous work history, education and training are public data under the Minnesota Data Act (Minn. Stat. Sect. 13.43, Subd. 2 & 3). It is available to anyone who requests this information. The data you give us about yourself is needed to identify you and assist in determining your suitability for the Board of Directors position for which you are applying. This data is not legally required, but refusal to supply the information requested may affect the South Metro Fire Department's ability to evaluate your application.

APPLICANT INFORMATION	
Name: Dennis Wippermann	Employer: Retired - John Deere Company
Address: 11512 Ashley Court	Position: Manager, Human Resources
City, State, Zip Inver Grove Heights, MN 55077	Home Phone: 651-207-4638
Cell Phone: 651-403-3525	Business Phone: n/a
EDUCATION: Institution(s) Attended	Major/Area of Emphasis
U of W - Milwaukee	BBA Degree - Personnel Management / Finance
MEMBERSHIPS/ACTIVITIES/CIVIC EXPERIENCES:	
Organization Name(s)	Position(s) Held/Date of Participation(s)
South Metro Fire Department	Board Member - 2012 to Present
City of Inver Grove Heights	Planning Commission - 2004 to Present
Flint Hills Resources Community Advisory Council	Chair, Membership & Operations Committee - 2005 to 2011
City of Rosemount	City Council Member - 1988 to 1999
EMPLOYMENT EXPERIENCE:	DATES:
John Deere Company	1967 - 2001
My work with John Deere included policy administration, labor	
relations, staffing, recruiting, training, safety, salary administration,	
benefits administration, performance management, purchasing	
and facility management.	

WHAT IS YOUR PRIMARY INTEREST IN SERVING ON THE SOUTH METRO FIRE DEPARTMENT BOARD OF DIRECTORS?

I enjoy civic activities, particularly local government. Fire departments are critically important to communities. I would be honored to continue to serve on your Board of Directors.

WHY DO YOU BELIEVE THAT YOUR SERVICE WOULD BE OF VALUE TO THE SOUTH METRO FIRE DEPARTMENT?

In addition to my civic experience, I believe my past work experience will be of benefit to the South Metro Fire Department. In addition to living in Minnesota, I have experienced living in communities in Wisconsin, Illinois, New York and Kansas.

APPLICANT SIGNATURE:

Dennis Wippermann

DATE:

12/15/2021

This application will be kept on file for one year; after that time a new application must be filed.

The South Metro Fire Department does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its services, programs, or activities. Upon request, accommodation will be provided to allow individuals with disabilities to participate in all South Metro Fire Department services, programs, and activities.

The South Metro Fire Department does not discriminate on the basis of race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status or status with regard to public assistance in employment or the provision of services.

Administration Office • 1650 Humboldt Ave. • West St. Paul, MN 55118 • 651-552-4176 • Fax: 651-552-4195

Return completed application to:

Mark Juelfs
South Metro Fire Department, Station 1
1650 Humboldt Ave.
West St. Paul, MN 55118



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 19, 2022

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 2022. After discussion with WA Group, we have increased our cyber liability coverage to the LMC maximum, as a result there is an additional premium for that coverage. In addition, excess liability coverage premiums continue to increase at a significant rate. In conversations with WA Group the League has stated that they may not be offering excess liability coverage at the levels required in our contract with MHealth in 2023. Therefore, we will be working with WA Group in 2022 to explore other options for the excess liability coverage requirements.

Coverage	LMC Expiring Premium	LMC Renewal Premium	\$ Change	% Change
Property Package	\$1,028.00	\$986.00	-\$42.00	-4.26%
1st Party Cyber	\$0.00	\$2,912.00	\$2,912.00	100.00%
Municipal Liability	\$11,315.00	\$11,608.00	\$293.00	2.52%
Auto Liability	\$961.00	\$1,023.00	\$62.00	6.06%
Auto Physical Damage	\$4,646.00	\$4,569.00	-\$77.00	-1.69%
Excess Liability	\$19,788.00	\$28,826.00	\$9,038.00	31.35%
Total Premium	\$37,738.00	\$49,924.00	\$12,186.00	24.41%

Budget Impact:

Overall, the premium renewal costs for 2022 are \$7,758 more than budgeted. This excess can be absorbed within the 2022 budget.

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 19, 2022

TO: President and Board

FROM: Mark Juelfs, Fire Chief

RE: **State Fire Aid**

Summary:

Again for 2022 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 2021 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 2022 will not be determined until late September, and then paid in early October. The actual amount for 2021 Fire Aid was \$204,277.63 or 10.2% more than projected. The 2022 budget amount is \$198,589.

Recommendation:

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

Attachment:

Form FA-1 – 2022 Fire Equipment Certification for Fire State Aid Payable in 2022



Form FA-1

Fire State Aid Application for Aid Payable in 2022

Due March 15, 2022

Review the Form FA-1 Instructions for information necessary to complete this form.

www.revenue.state.mn.us/fire-state-aid

Table with 2 columns: Field Name and Value. Fields include Name of Fire Department (South Metro Fire Department), County (Dakota), Municipal Clerk/Secretary Email Address (dnapier@wspmn.gov), and Municipal Clerk/Secretary Phone Number ((612) 562-9773).

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, 2021.

The information in the Fire Service Area report is not accurate as of December 31, 2021. The supporting documentation providing evidence of the necessary change, as described in the Fire State Aid Application Instructions, is included with this application.

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, 2021? X
2. Does your fire department have at least 10 active firefighters, including a chief and assistant chief? X
3. Does your fire department hold regularly scheduled meetings and frequent firefighting drills? X
4. Is your equipment housed in a building of good construction with facilities for care of hose and equipment? X
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? X
6a. Does your department provide response to calls from outside the corporate limits of the municipality where the fire department is located? X
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? X
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 X

We certify that the above information is true and correct. (Both signature lines must be completed and signed.)

Signature of Municipal Clerk/Secretary: Dave Napier, Secretary, 1/19/2021
Signature of Fire Chief: Mark Juelfs, Fire Chief, 1/19/2021