



# SOUTH METRO FIRE DEPARTMENT

1650 Humboldt Avenue • West St. Paul MN 55118

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www.southmetrofire.com

## AGENDA BOARD OF DIRECTORS MEETING

**Meeting Date:** February 22, 2023, at 5:00 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. [January 18, 2023, Meeting Minutes](#)
  - b. [February 1, 2023, Meeting Minutes](#)
  - c. [January 2023 List of Claims](#)
  - d. [December 2022 Bank Reconciliation](#)
  - e. [January 2023 Bank Reconciliation](#)
  - f. [January 2023 Month End Budget Report](#)
  - g. [January 2023 Run Summary Report](#)
- V. Committee Reports
  - a. None
- VI. Agenda Items
  - a. [2022 Year End Report](#)
  - b. [Juneteenth Holiday](#)
- VII. Public Comment
- VIII. Adjourn

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

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

## MINUTES

### SOUTH METRO FIRE DEPARTMENT BOARD OF DIRECTORS

Wednesday January 18, 2023  
West St Paul Lobby Conference Room

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

Also Present: Mark Juelfs, Deb Wheeler, Sam Seal, Mike Nelson, Ryan Garcia,

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

#### ADOPT AGENDA

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

#### COMMUNICATIONS/RECOGNITIONS

Resignation letters from Matt Dinneen and Nathan Rank.  
Both Matt and Nathan have accepted positions with Brooklyn Park FD.

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

#### COMMITTEE REPORTS

None

#### AGENDA ITEMS

Property & Casualty Insurance Renewal  
Chief Juelfs reported that the renewal rates for 2023 are within the budgeted amount. Lowering the excess liability coverage amount had a significant impact in reducing the insurance cost.

Motion to authorize staff to make payments in accordance with the premium renewal by Napier; seconded by Berry.  
Motion carried.

Worker's Compensation Insurance Renewal  
Chief Juelfs reported that our premium increased by \$64,000 for 2023. The increase can be attributed to three factors. The rate for firefighters increased, the increase in payroll and our experience mod increased. The renewal premiums for 2023 is slightly above our budgeted amount.

Motion to remain at the \$10,000 deductible level for Worker's Compensation coverage and authorize staff to make payments in accordance with the premium renewal by Seaberg; seconded by Berry.  
Motion carried.

State Fire Aid

Chief Juelfs reviewed the application form and said that there are no changes for SMFD and that the submission for aid will be similar to the 2022 submission.

Motion to authorize the SMF Board Secretary and the Fire Chief to sign and submit appropriate documents by Napier; seconded by Seaberg.

Motion carried.

Schedule Special Meeting

City staff along with SMF staff request a special meeting be schedule to discuss the Fire Station study and Fire District formation. The consensus of the Board was to schedule a meeting on February 1<sup>st</sup> at 6:00 pm. The location will either be in the SSP Training Room or in the WSP Council Chambers.

**PUBLIC COMMENT**

Chief Juelfs requested that the February Board meeting be rescheduled for the following Wednesday. The Board members were able to accommodate his request. The meeting will be held on February 22 at 5:00 pm.

**MOTION TO ADJOURN**

Motion to adjourn by Berry; seconded by Wippermann.

Motion carried.

The next regular meeting is scheduled on February 22, at 5:00 pm in West St Paul

Respectfully submitted by:

Deb Wheeler

## MINUTES

### SOUTH METRO FIRE DEPARTMENT BOARD OF DIRECTORS

#### Special Meeting

Wednesday, February 1, 2023  
South Saint Paul Training Room

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

The meeting was called to order by member Francis at 6:00 p.m.

**ADOPT AGENDA** Motion was made to adopt the agenda by Wippermann; seconded by Berry.

Motion carried.

#### AGENDA ITEMS

Updated Station Study Presentation

CNH Architects presented an updated Phase 1 Station Study

SMFD Evaluation Recommendations

The WSP City Manager, Nate Burkett along with the SSP City Administrator Ryan Garcia and Chief Juelfs presented the Board with a memo that detailed their concerns and operational needs of SMFD in regards to transitioning to a fire district. The memo detailed the current concerns, the long-term benefits, reasons to expedite and cost of a fire district. They concluded that without a phase 2 fire study, that would address staffing needs and station models, that there is no reason to expedite the steps in creating a fire district at this time. They do believe that we should be taking the steps to resolve the concerns raised in the phase 1 study by proceeding with a phase 2 study.

Motion was made to authorize a phase 2 fire study with an estimated cost of \$80,000 by Seaberg; seconded by Napier.

Motion carried.

#### PUBLIC COMMENT

None

#### MOTION TO ADJOURN

Motion to adjourn by Seaberg; seconded by Berry.

Motion carried.

The next regular meeting is scheduled on February 22, at 5:00, in West Saint Paul.

Respectfully submitted By:

Terry Johnson

**SOUTH METRO FIRE**

Summary of List of Claims  
Board Meeting of February 22, 2023

**PAYROLL CHECK REGISTER:**

Payroll Period	1/9 - 1/22		
Date Paid	1/27/2023	\$	107,892.85
Direct Deposit			

Payroll Period	1/23 - 2/5		
Date Paid	2/10/2023	\$	105,735.51
Direct Deposit			

Payroll Period			
Date Paid		\$	-
Direct Deposit			

**TOTAL NET PAYROLL**

**\$ 213,628.36**

**DISBURSEMENT CHECK REGISTER:**

Checks	10581 - 10542	\$	166,475.34
EFTS	2451 - 2472	\$	342,125.20

**TOTAL DISBURSEMENT CHECKS**

**\$508,600.54**

**TOTAL PAYROLL, DISBURSEMENTS, ACH'S**

**\$722,228.90**

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

<b>Old National Bank</b>	
Ending Balance - Checking	\$ 1,309,767.61
Outstanding Disbursement Checks	(21,546.39)
DIT	
Adjustments:	
<b>RECONCILED BALANCE</b>	<b>\$ 1,288,221.22</b>

<b>CITY TREASURER'S BALANCE:</b>	
Previous Month's Reconciled Balance	\$ 1,829,941.24
Daily Receipts Posted	136,899.94
Disbursement Checks Issued	(356,208.09)
Payroll Checks and Direct Deposits	(322,411.87)
Rev Prior Month Adj:	0.37
7/29/22 - IRS Payment higher than booked	(2.00)
11/29/22 - Oct22 Billing Adj Credit	1.63
<b>RECONCILED BALANCE</b>	<b>\$ 1,288,221.22</b>

<b>CASH ACCOIT</b>	\$ 1,288,221.59
Adjustments	(0.37)
<b>RECONCILED BALANCE</b>	<b>\$ 1,288,221.22</b>

**Cash by Fund:**

		Beginning Balance	Net Activity	Ending Balance
General Fund	101-10101	1,140,409.29	(576,972.97)	563,436.32
Grant Fund	201-10100	899.44	-	899.44
Fire Assistance Fund		-	-	-
Debt Service Fund	301-10101	45,637.84	45,763.00	91,400.84
Capital Fund	401-10101	642,995.04	(10,510.05)	632,484.99
	Total	1,829,941.61	(541,720.02)	1,288,221.59

**South Metro Fire Department  
BANK RECONCILIATION  
January 31, 2023**

<b>Old National Bank</b>	
Ending Balance - Checking	\$ 1,396,036.94
Outstanding Disbursement Checks	(149,215.98)
DIT	
Adjustments:	
<b>RECONCILED BALANCE</b>	<b>\$ 1,246,820.96</b>

<b>CITY TREASURER'S BALANCE:</b>	
Previous Month's Reconciled Balance	\$ 1,288,221.22
Daily Receipts Posted	841,274.62
Disbursement Checks Issued	(664,185.79)
Payroll Checks and Direct Deposits	(218,489.09)
Rev Prior Month Adj:	0.37
7/29/22 - IRS Payment higher than booked	(2.00)
11/29/22 - Oct22 Billing Adj Credit	1.63
<b>RECONCILED BALANCE</b>	<b>\$ 1,246,820.96</b>

<b>CASH ACCOIT</b>	\$ 1,246,821.33
Adjustments	(0.37)
<b>RECONCILED BALANCE</b>	<b>\$ 1,246,820.96</b>

**Cash by Fund:**

		Beginning Balance	Net Activity	Ending Balance
General Fund	101-10101	1,140,409.29	(519,201.32)	621,207.97
Grant Fund	201-10100	899.44	-	899.44
Fire Assistance Fund		-	-	-
Debt Service Fund	301-10101	45,637.84	(45,762.00)	(124.16)
Capital Fund	401-10101	642,995.04	(18,156.96)	624,838.08
	Total	1,829,941.61	(583,120.28)	1,246,821.33



# Payment Register

From Payment Date: 1/15/2023 - To Payment Date: 2/14/2023

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1-ANCHOR BAN - ANCHOR BANK									
<u>Check</u>									
10581	01/26/2023	Open			Accounts Payable	ANCOM TECHNICAL CENTER	\$677.50		
10582	01/26/2023	Open			Accounts Payable	ASPEN MILLS	\$642.08		
10583	01/26/2023	Open			Accounts Payable	Berry/ Wendy	\$100.00		
10584	01/26/2023	Open			Accounts Payable	BOUND TREE MEDICAL	\$19.08		
10585	01/26/2023	Open			Accounts Payable	BRANDECKER/WILLIAM	\$160.00		
10586	01/26/2023	Open			Accounts Payable	Cardinal Investigations	\$2,160.00		
10587	01/26/2023	Open			Accounts Payable	Coro Medical	\$157.80		
10588	01/26/2023	Open			Accounts Payable	Dinges Fire Company	\$397.54		
10589	01/26/2023	Open			Accounts Payable	EMERGENCY APPARATUS MAINTENANC	\$557.56		
10590	01/26/2023	Open			Accounts Payable	First Response Mental Health	\$2,780.00		
10591	01/26/2023	Open			Accounts Payable	Francis, James	\$100.00		
10592	01/26/2023	Open			Accounts Payable	GALLS, LLC	\$184.92		
10593	01/26/2023	Open			Accounts Payable	IMAGE TREND	\$3,690.00		
10594	01/26/2023	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 1059	\$263.10		
10595	01/26/2023	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 724	\$1,504.80		
10596	01/26/2023	Open			Accounts Payable	Jefferson Fire & Safety, Inc	\$4,239.87		
10597	01/26/2023	Open			Accounts Payable	LEAGUE OF MN CITIES INS. TRUST	\$174.54		
10598	01/26/2023	Open			Accounts Payable	Lexipol	\$10,309.68		
10599	01/26/2023	Open			Accounts Payable	LOCAL GOVERNMENT INFORMATION	\$774.00		
10600	01/26/2023	Open			Accounts Payable	Locality Media Inc	\$31,400.00		
10601	01/26/2023	Open			Accounts Payable	MacQueen Emergency Group	\$28,881.71		
10602	01/26/2023	Open			Accounts Payable	Metro Chief Fire Officers Assoc	\$400.00		
10603	01/26/2023	Open			Accounts Payable	METRO SALES, INC	\$563.85		
10604	01/26/2023	Open			Accounts Payable	MN Bureau of Apprehension	\$33.25		
10605	01/26/2023	Open			Accounts Payable	MN STATE FIRE CHIEFS ASSN	\$280.00		
10606	01/26/2023	Open			Accounts Payable	NAPA	\$18.99		
10607	01/26/2023	Open			Accounts Payable	Napier/ David	\$100.00		
10608	01/26/2023	Open			Accounts Payable	NINTH BRAIN	\$118.74		
10609	01/26/2023	Open			Accounts Payable	OXYGEN SERVICE COMPANY	\$67.99		
10610	01/26/2023	Open			Accounts Payable	PERFORMANCE PLUS	\$817.00		
10611	01/26/2023	Open			Accounts Payable	S ST PAUL/CITY OF	\$5,501.87		
10612	01/26/2023	Open			Accounts Payable	Seaberg, Thomas	\$100.00		
10613	01/26/2023	Open			Accounts Payable	Target Solutions Learning, LLC	\$4,197.60		
10614	01/26/2023	Open			Accounts Payable	US Bank Equipment Finance	\$117.00		
10615	01/26/2023	Open			Accounts Payable	WIPPERMANN/DENNIS	\$100.00		
10616	01/30/2023	Open			Accounts Payable	ASPEN MILLS	\$1,819.11		
10617	01/30/2023	Open			Accounts Payable	AT&T MOBILITY	\$990.50		
10618	01/30/2023	Open			Accounts Payable	Blue Peak Consulting, LLC	\$9,112.50		
10619	01/30/2023	Open			Accounts Payable	CARDMEMBER SERVICES	\$3,372.55		
10620	01/30/2023	Open			Accounts Payable	Further	\$114.60		
10621	01/30/2023	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 1059	\$263.10		
10622	01/30/2023	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 724	\$1,413.60		
10623	01/30/2023	Open			Accounts Payable	LEAGUE OF MN CITIES INS. TRUST	\$33,507.00		
10624	01/30/2023	Open			Accounts Payable	NAPA	\$94.07		
10625	01/30/2023	Open			Accounts Payable	PERFORMANCE PLUS	\$1,555.00		
10626	02/07/2023	Open			Accounts Payable	ANCOM TECHNICAL CENTER	\$462.58		

# Payment Register

From Payment Date: 1/15/2023 - To Payment Date: 2/14/2023

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
10627	02/07/2023	Open			Accounts Payable	ASPEN MILLS	\$869.70		
10628	02/07/2023	Open			Accounts Payable	CONWAY SHIELDS	\$535.86		
10629	02/07/2023	Open			Accounts Payable	IMAGE TREND	\$450.00		
10630	02/07/2023	Open			Accounts Payable	LEVANDER, GILLEN & MILLER, P.A	\$2,873.27		
10631	02/07/2023	Open			Accounts Payable	MARTIN-MCALLISTER	\$2,500.00		
10632	02/07/2023	Open			Accounts Payable	Murillo, Ramon	\$263.99		
10633	02/07/2023	Open			Accounts Payable	NAPA	\$212.45		
10634	02/07/2023	Open			Accounts Payable	NARDINI	\$1,089.21		
10635	02/07/2023	Open			Accounts Payable	NINTH BRAIN	\$118.74		
10636	02/07/2023	Open			Accounts Payable	PERFORMANCE PLUS	\$735.00		
10637	02/07/2023	Open			Accounts Payable	POMP'S TIRE	\$95.23		
10638	02/07/2023	Open			Accounts Payable	Rihm Kenworth	\$480.76		
10639	02/07/2023	Open			Accounts Payable	STANDARD INSURANCE COMPANY	\$1,402.31		
10640	02/07/2023	Open			Accounts Payable	Thomas EMS	\$316.74		
10641	02/07/2023	Open			Accounts Payable	US Bank Equipment Finance	\$117.00		
10642	02/07/2023	Open			Accounts Payable	Wipaire, Inc	\$120.00		
Type Check Totals:							\$166,475.34		
1-ANCHOR BAN - ANCHOR BANK Totals									
62 Transactions									

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	62	\$166,475.34	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	<b>Total</b>	<b>62</b>	<b>\$166,475.34</b>	<b>\$0.00</b>

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	62	\$166,475.34	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	<b>Total</b>	<b>62</b>	<b>\$166,475.34</b>	<b>\$0.00</b>

Grand Totals:

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	62	\$166,475.34	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	<b>Total</b>	<b>62</b>	<b>\$166,475.34</b>	<b>\$0.00</b>

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	62	\$166,475.34	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	<b>Total</b>	<b>62</b>	<b>\$166,475.34</b>	<b>\$0.00</b>

# Payment Register

From Payment Date: 1/15/2023 - To Payment Date: 2/14/2023

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1-ANCHOR BAN - ANCHOR BANK									
EFT									
2451	01/20/2023	Open			Accounts Payable	MSRS - HCSP	\$46,092.62		
2452	01/20/2023	Open			Accounts Payable	Further	\$398.99		
2453	01/20/2023	Open			Accounts Payable	MN II LIFE -- HSA	\$76,095.00		
2454	01/20/2023	Open			Accounts Payable	IRS - PR TAXES	\$21,728.18		
2455	01/20/2023	Open			Accounts Payable	MN CHILD SUPPORT	\$355.79		
2456	01/20/2023	Open			Accounts Payable	MN DEPT OF REVENUE	\$7,811.43		
2457	01/20/2023	Open			Accounts Payable	MN II LIFE -- HSA	\$1,172.02		
2458	01/20/2023	Open			Accounts Payable	MSRS	\$450.00		
2459	01/20/2023	Open			Accounts Payable	MSRS - HCSP	\$2,692.33		
2460	01/20/2023	Open			Accounts Payable	NATIONWIDE	\$2,330.00		
2461	01/20/2023	Open			Accounts Payable	PUBLIC EMPLOYEES RETIRE ASSN	\$49,108.70		
2462	01/20/2023	Open			Accounts Payable	I C M A RETIREMENT CORP	\$1,235.00		
2463	01/23/2023	Open			Accounts Payable	HEALTHPARTNERS	\$44,430.88		
2464	01/30/2023	Open			Accounts Payable	I C M A RETIREMENT CORP	\$1,235.00		
2465	01/30/2023	Open			Accounts Payable	IRS - PR TAXES	\$23,140.06		
2466	01/30/2023	Open			Accounts Payable	MN CHILD SUPPORT	\$355.79		
2467	01/30/2023	Open			Accounts Payable	MN DEPT OF REVENUE	\$8,184.14		
2468	01/30/2023	Open			Accounts Payable	MN II LIFE -- HSA	\$1,172.02		
2469	01/30/2023	Open			Accounts Payable	MSRS	\$829.56		
2470	01/30/2023	Open			Accounts Payable	MSRS - HCSP	\$2,509.36		
2471	01/30/2023	Open			Accounts Payable	NATIONWIDE	\$2,330.00		

# Payment Register

From Payment Date: 1/15/2023 - To Payment Date: 2/14/2023

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
2472	01/30/2023	Open			Accounts Payable	PUBLIC EMPLOYEES RETIRE ASSN	\$48,468.33		
Type EFT Totals:							\$342,125.20		
1-ANCHOR BAN - ANCHOR BANK Totals									

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	22	\$342,125.20	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	<b>Total</b>	<b>22</b>	<b>\$342,125.20</b>	<b>\$0.00</b>

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	22	\$342,125.20	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	<b>Total</b>	<b>22</b>	<b>\$342,125.20</b>	<b>\$0.00</b>

Grand Totals:

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	22	\$342,125.20	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	<b>Total</b>	<b>22</b>	<b>\$342,125.20</b>	<b>\$0.00</b>

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	22	\$342,125.20	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	<b>Total</b>	<b>22</b>	<b>\$342,125.20</b>	<b>\$0.00</b>



Account Classification	Adopted Budget	Current Month Transactions	YTD Transactions	YTD Balance	% used/ Rec'd	Prior Year YTD Balance
<b>Fund 101 - General Fund</b>						
<b>REVENUE</b>						
Taxes	1,209,952.00	57,491.32	57,491.32	1,152,460.68	5%	771,881.01
Intergovernmental Revenues	280,612.00	(4,895.82)	(4,892.82)	285,504.82	-2%	197,815.05
Charges for Services	5,962,128.00	657,573.80	657,573.80	5,304,554.20	11%	5,148,148.45
Other Revenue	55,000.00	15,668.94	15,668.94	39,331.06	28%	50,000.00
Other Financing Sources	.00	.00	.00	.00	+++	.00
<b>REVENUE TOTALS</b>	<b>\$7,507,692.00</b>	<b>\$725,838.24</b>	<b>\$725,841.24</b>	<b>\$6,781,850.76</b>	<b>10%</b>	<b>\$6,167,844.51</b>
<b>EXPENSE</b>						
Personal Services	6,660,207.00	565,652.95	565,652.95	6,094,554.05	8%	5,604,765.79
Supplies	186,115.00	5,348.48	5,348.48	180,766.52	3%	201,759.04
Contractual Services	426,228.00	55,069.87	55,069.87	371,158.13	13%	399,432.62
Other Charges	235,142.00	53,360.30	53,360.30	181,781.70	23%	154,222.80
Capital Outlay	.00	.00	.00	.00	+++	.00
Debt Service	.00	.00	.00	.00	+++	.00
Other Financing Uses	.00	.00	.00	.00	+++	.00
<b>EXPENSE TOTALS</b>	<b>\$7,507,692.00</b>	<b>679,431.60</b>	<b>679,431.60</b>	<b>\$6,828,260.40</b>	<b>9%</b>	<b>\$6,360,180.25</b>
<b>Fund 101 - General Fund Totals</b>						
<b>REVENUE TOTALS</b>	<b>7,507,692.00</b>	<b>725,838.24</b>	<b>725,841.24</b>	<b>6,781,850.76</b>	<b>10%</b>	<b>6,167,844.51</b>
<b>EXPENSE TOTALS</b>	<b>7,507,692.00</b>	<b>679,431.60</b>	<b>679,431.60</b>	<b>6,828,260.40</b>	<b>9%</b>	<b>6,360,180.25</b>
<b>Fund 101 - General Fund Totals</b>	<b>\$0.00</b>	<b>\$46,406.64</b>	<b>\$46,409.64</b>	<b>(\$46,409.64)</b>		<b>(\$192,335.74)</b>
<b>Fund 201 - Grant Fund</b>						
<b>REVENUE</b>						
Intergovernmental Revenues	.00	.00	.00	.00	0%	.00
<b>REVENUE TOTALS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$0.00</b>
<b>EXPENSE</b>						
Contractual Services	.00	.00	.00	.00	+++	.00
<b>EXPENSE TOTALS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$0.00</b>
<b>Fund 301 - Debt Service</b>						
<b>REVENUE</b>						
Intergovernmental Revenues	182,450.00	.00	.00	182,450.00	0%	183,050.00
<b>REVENUE TOTALS</b>	<b>\$182,450.00</b>	<b>.00</b>	<b>.00</b>	<b>\$182,450.00</b>	<b>+++</b>	<b>\$183,050.00</b>
<b>EXPENSE</b>						
Contractual Services	182,450.00	.00	.00	182,450.00	+++	183,050.00
<b>EXPENSE TOTALS</b>	<b>\$182,450.00</b>	<b>.00</b>	<b>.00</b>	<b>\$182,450.00</b>	<b>+++</b>	<b>\$183,050.00</b>
<b>Fund 301 - Debt Totals</b>						
<b>REVENUE TOTALS</b>	<b>182,450.00</b>	<b>.00</b>	<b>.00</b>	<b>182,450.00</b>	<b>+++</b>	<b>183,050.00</b>
<b>EXPENSE TOTALS</b>	<b>182,450.00</b>	<b>.00</b>	<b>.00</b>	<b>182,450.00</b>	<b>+++</b>	<b>183,050.00</b>
<b>Fund 301 - Debt Totals</b>	<b>\$182,450.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0.00</b>
<b>Fund 401 - Capital Projects</b>						
<b>REVENUE</b>						
Intergovernmental Revenues	.00	.00	.00	.00	0%	.00
Charges for Services	187,236.00	23,404.50	23,404.50	163,831.50	13%	136,528.00
Other Revenue	.00	.00	.00	.00	+++	.00
Other Financing Sources	.00	.00	.00	.00	+++	.00
<b>REVENUE TOTALS</b>	<b>\$187,236.00</b>	<b>\$23,404.50</b>	<b>\$23,404.50</b>	<b>\$163,831.50</b>		<b>\$136,528.00</b>
<b>EXPENSE</b>						
Motor Vehicles	77,057.00	1,354,970.00	1,354,970.00	(1,277,913.00)	1758%	1,317,000.00
Office Equipment	83,644.00	.00	.00	83,644.00	0%	41,953.04
Other Equipment	142,439.00	26,408.70	26,048.70	116,390.30	18%	37,725.00
<b>EXPENSE TOTALS</b>	<b>\$303,140.00</b>	<b>\$1,381,378.70</b>	<b>\$1,381,018.70</b>	<b>(\$1,077,878.70)</b>	<b>456%</b>	<b>\$1,396,678.04</b>
<b>Fund 401 - Capital Projects</b>						
<b>REVENUE TOTALS</b>	<b>187,236.00</b>	<b>23,404.50</b>	<b>23,404.50</b>	<b>163,831.50</b>	<b>13%</b>	<b>786,528.00</b>
<b>EXPENSE TOTALS</b>	<b>303,140.00</b>	<b>1,381,378.70</b>	<b>1,381,018.70</b>	<b>(1,077,878.70)</b>	<b>456%</b>	<b>1,453,443.04</b>
<b>Fund 401 - Capital Projects</b>	<b>(\$115,904.00)</b>	<b>(\$1,357,974.20)</b>	<b>(\$1,357,614.20)</b>	<b>\$1,241,710.20</b>		<b>(\$666,915.04)</b>
<b>Grand Totals</b>						
<b>REVENUE TOTALS</b>	<b>7,877,378.00</b>	<b>749,245.74</b>	<b>749,245.74</b>	<b>7,128,132.26</b>	<b>10%</b>	<b>7,137,422.51</b>
<b>EXPENSE TOTALS</b>	<b>7,993,282.00</b>	<b>2,060,450.30</b>	<b>2,060,450.30</b>	<b>5,932,831.70</b>	<b>26%</b>	<b>7,996,673.29</b>
<b>Grand Totals</b>	<b>(\$115,904.00)</b>	<b>(\$1,311,204.56)</b>	<b>(\$1,311,204.56)</b>	<b>\$1,195,300.56</b>		<b>(\$859,250.78)</b>





# 2023 Run Summary

South Metro Fire Department

	January	February	March	April	May	June	July	August	September	October	November	December	YTD TOTAL	2022 YTD TOTAL
<b>GOOD INTENT CALL</b>														
600 Good intent call, other	1												1	2
611 Dispatched & canceled en route	9												9	21
621 Wrong location													0	
622 No incident found on arrival at dispatch address	11												11	10
631 Authorized controlled burning													0	
650 Steam, gas, other mistaken for smoke													0	
651 Smoke scare, odor of smoke	6												6	
652 Steam, vapor, fog or dust thought to be smoke													0	1
653 Smoke from barbeque, tar kettle													0	
661 EMS call, party transported by non-fire agency (661)													0	
671 HazMat release investigation w/no HazMat	3												3	2
	<b>30</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>30</b>	<b>36</b>
<b>FALSE ALARM &amp; FALSE CALL</b>														
700 False alarm or false call, other	1												1	
710 Malicious false call													0	
714 Central Station, malicious false alarm	2												2	
715 Local alarm system, malicious false call	9												9	2
721 Bomb scare - no bomb													0	
730 System malfunction, other													0	
731 Sprinkler activation due to malfunction													0	1
732 Extinguishment system activation malfunction													0	
733 Smoke detector activation due to malfunction													0	1
735 Alarm system sounded due to malfunction	3												3	1
736 CO detector activation due to malfunction													0	
740 Unintentional transmission of alarm, other													0	
741 Sprinkler activation, no fire - unintentional	2												2	
743 Smoke detector activation, unintentional	1												1	4
744 Detector activation, no fire - unintentional													0	
745 Alarm system activation, no fire - unintentional	4												4	2
7451 False Alarm	11												11	4
746 Carbon monoxide detector activation, no CO	2												2	2
	<b>35</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>35</b>	<b>17</b>
<b>SEVERE WEATHER &amp; NATURAL DISASTER</b>														
814 Lightning strike (no fire)													0	
	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>SPECIAL INCIDENT TYPE</b>														
900 Special type of incident, other													0	
911 Citizen Complaint													0	
	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Not Reported</b>														
	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>MONTHLY RUN TOTAL</b>	<b>583</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>583</b>	<b>538</b>
<b>BLS Transports</b>	<b>138</b>												<b>138</b>	<b>138</b>



## South Metro Fire Department Year End Report

Proudly Serving the Communities of South St. Paul and West St. Paul





# Message From Fire Chief Mark Juelfs



I will remember 2022 as the year we started to get back to our new normal. While Covid was still ever present in the beginning of 2022, it had much less of an impact on fire department operations. We still had the occasional outbreak but nothing compared to 2020 and 2021.

Our personnel were able to return to a normal training schedule including returning to conferences. At the 2022 Fire Investigator conference our own Steve Wenzel won Investigator of the year for his investigative work which led to the conviction of an arson suspect.

South Metro continues to be a leader in the area of Firefighter Health and Wellness. In 2022, South Metro continued our partnership with BluePeak consulting to offer the PAR360 program. This program gives our Firefighters tools to deal with issues that arise from their continued exposure to

the traumatic events during the response to emergent and non emergent calls. In addition, South Metro rolled out a new internal peer support team in 2022. The team consist of specially trained department members that are a resource for our Firefighters in their time of need. The health and wellness of our Firefighters is critical to our sustained operations.

2022 also saw some personnel changes within the department. We welcomed four new Firefighters to our family; Michael Jordan, Summer Eckman, Jake Rorabeck, and Grant Lillvis. We also had three departures in 2022. Two moved on to other departments and one retired. Mark Domann accepted a Firefighter position in Saint Paul and Anthony Puckett accepted a Firefighter position in Hopkins. Captain Brad Quiggle retired with over 28 years of service to our communities.



Thank you to all members of South Metro for a successful 2022 and may we have a great 2023.

# Personnel

The heart of our organization is our outstanding personnel. Without their remarkable contributions to our communities South Metro would not be able to function. I thank all of them for their dedicated service. Below is a list of our personnel at the end of 2022 including the year they started with South Metro.

## Firefighters

John Voigt—1998  
Shawn Kutney—1999  
Peter Friend—2001  
Paul Fletcher—2004  
Tony Del Rio—2005  
Tim Congdon—2007  
Bill Brandecker—2007  
Jake Ganfield—2008  
Matt Dinneen—2009  
Andy Dahlinger—2010  
Tony Gutierrez—2012  
Nate Rank—2014  
Evan Larsen—2014  
Dan Willems—2016  
Logan Schewe—2017  
Bobby Conley—2018  
Billy Brandecker—2018  
Steven Jensen—2019  
Robby Smith—2019

## Firefighter—Continued

Matt Kull—2019  
Joe Zinniel—2019  
Jake McCann—2019  
Ramon Murillo—2021  
Zach Weise—2021  
Brandon Buckley—2021  
Steve Grass—2021  
Michael Jordan—2022  
Summer Eckman—2022  
Jake Rorabeck—2022  
Grant Lillvis—2022

## Captains

Chris Snyder—1997  
Ben Bailey—1999  
Mike Nelson—2006  
Jason Bessermin—2006  
Sean Jansen—2007  
Pat Noack—2008  
Jordan Thompson—2017

## Inspectors

Steve Wenzel—1998  
Ange Appelholm—2013

## Administrative

Deb Wheeler—2016

## Chief Officers

Mark Juelfs—1998  
Mark Erickson—1999  
Terry Johnson—2009  
Sam Seal—2014

## Retired in 2022

Brad Quiggle—1993

# Four New Firefighters in 2022

South Metro welcomed four new Firefighters to our department in 2022. Two of the four filled vacancies we had throughout the year and two were hired as part of the three new Firefighter positions that the Fire Board approved for 2022.



Michael Jordan



Summer Eckman



Jake Rorabeck



Grant Lillvis

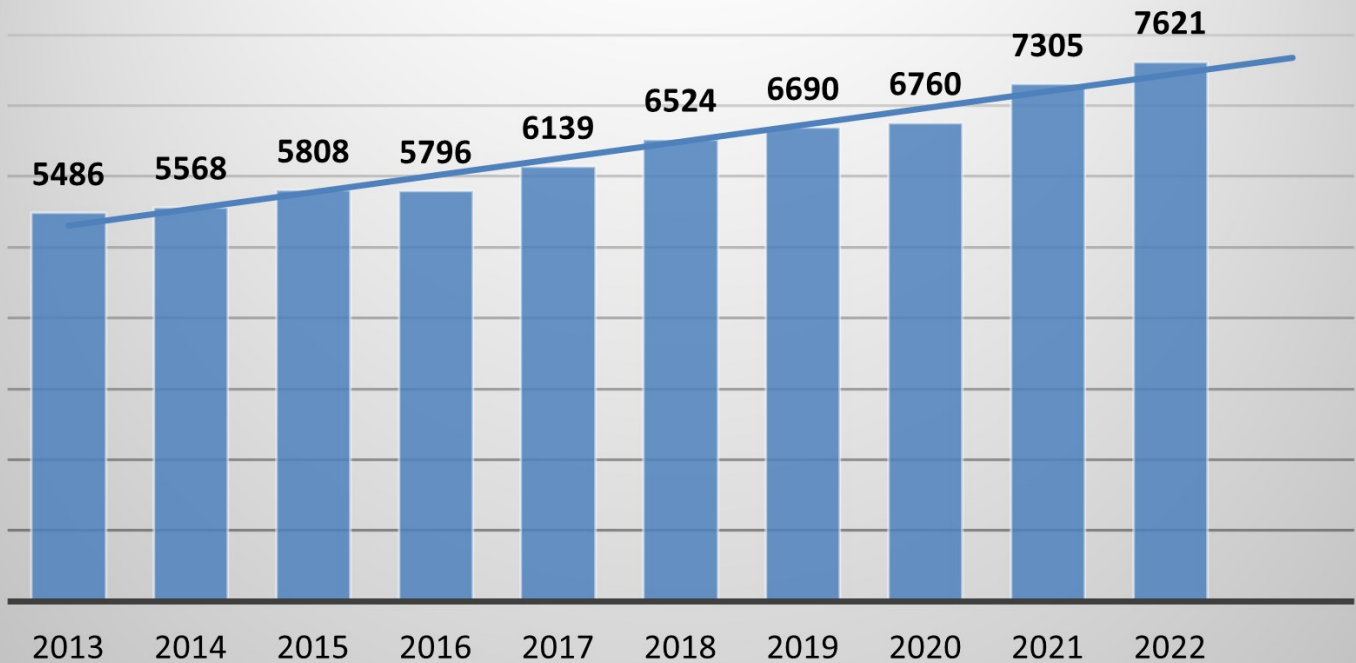
# Banquet

In 2022, South Metro hosted its annual banquet for the first time since 2019. It was nice to have a relaxing evening together, honor our firefighters, and visit with our retirees. 10 year service awards were presented to Andy Dahlinger and Tony Gutierrez. 20 year service awards were presented to Shawn Kutney, Tom Brooks, and Peter Friend. Steve Jensen, Matt Kull, Robbie Smith, Joe Zinniel, Anthony Puckett, Mark Domann, and Ramon Murillo were pinned with their Firefighter badges, Pat Noack was pinned with his Captains badge and Sam Seal was pinned with his Training Chiefs badge. In addition, we recognized the retirement of Tom Brooks.



# Operations - Incident Responses

## Total Calls 2013-2022

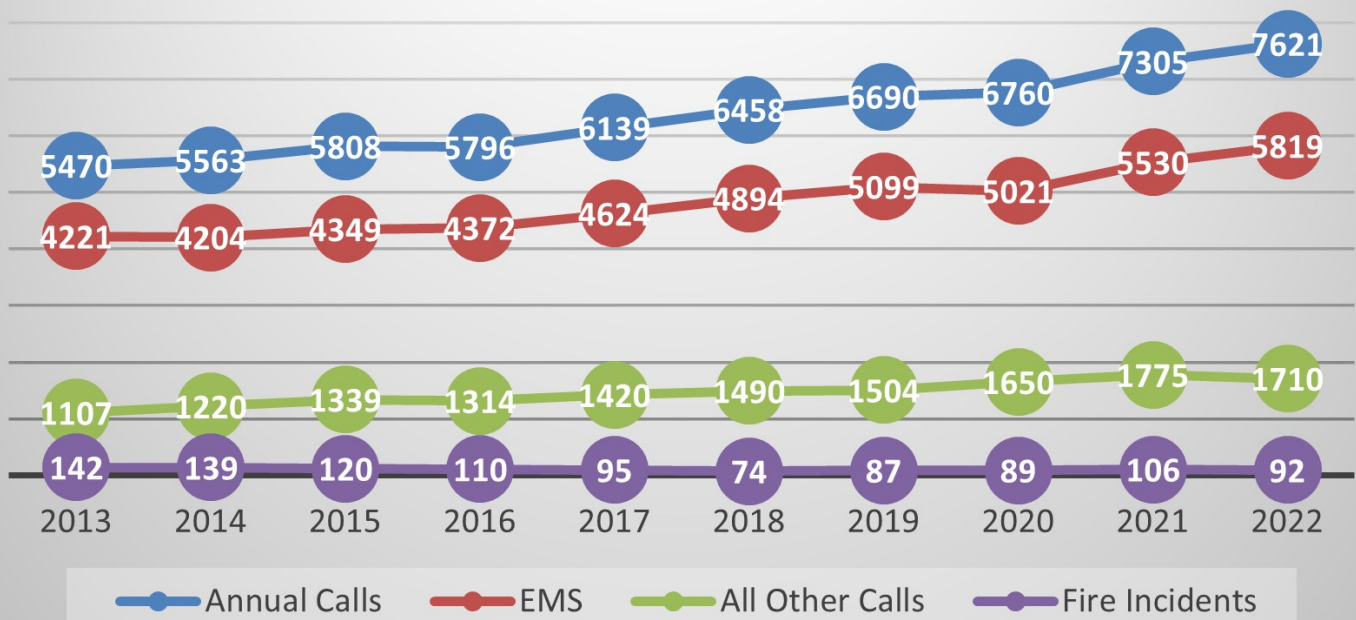


In 2022, our overall incident responses continued to rise. South Metro responded to 7,621 incidents in 2022. This was a 4.3% increase over the 2021 total of 7,305. In the last 10 years, 2013-2022, our call volume has risen 38.9%.



# Operations - Incident Responses

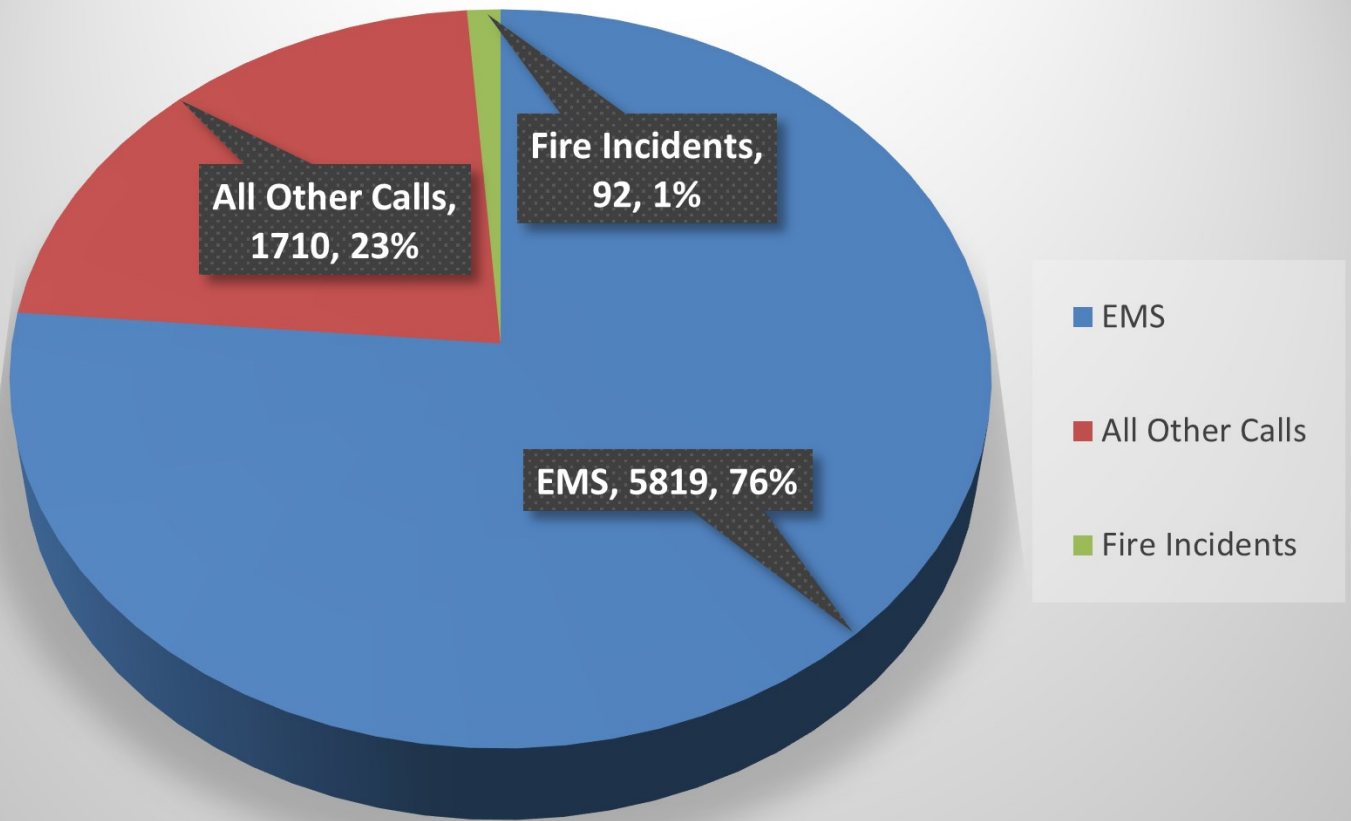
## Calls by Type 2013-2022



The chart above illustrates the three broad categories of calls South Metro responds to including, EMS calls, Fire Incidents, and all other call types.



# Operations - Incident Responses

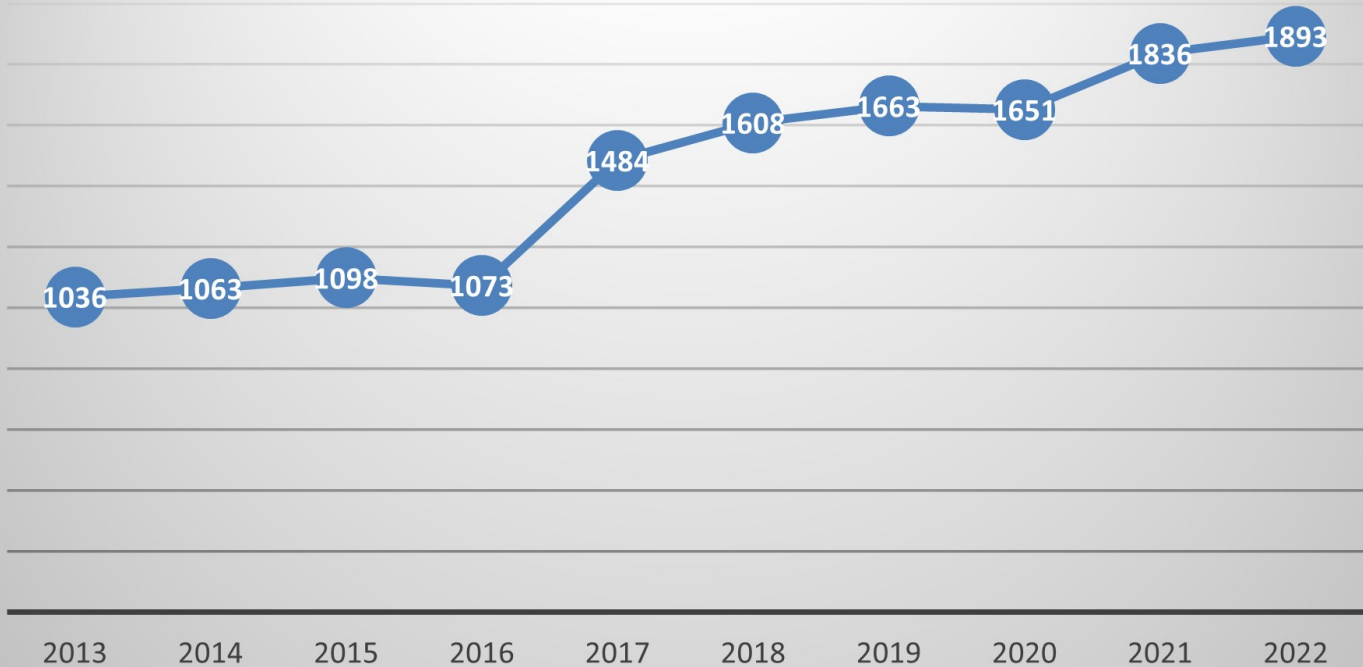


**EMS accounts for 76% of our calls, Fire related calls account for 1% of our calls, and all other call types account for the remaining 23% of our calls.**



# Operation - Incident Responses

## BLS Transports 2013-2022



We are in the fifth year of a five year contract with MHealth Fairview to provide basic life support transport in South St. Paul and West St. Paul. The chart above illustrates the number of BLS transports. In 2022, we transported 1893 patients to area hospitals. This was a 3.1% increase over the 1836 patients in 2021. In the last 10 years, 2013-2022 our transports have increased 82.7%





# Operations - Incident Response



# Fire Prevention - Community Outreach

2022 was a great year for community engagement. In 2022, we attended close to 100 public education events while connecting with thousands of citizens. Once again we had the pleasure of instructing our seniors on how to respond to a fire alarms, showing kids what to do in an emergency, giving station tours, and attending community events in both South St. Paul and West St. Paul.

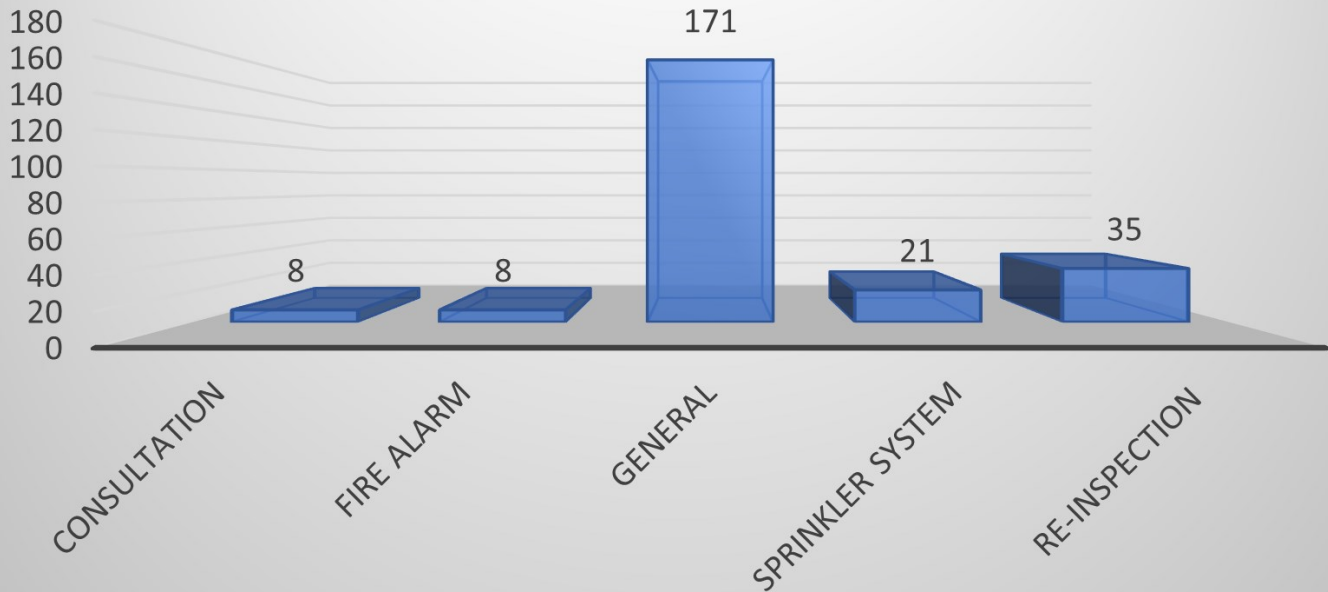


# Fire Prevention - Community Outreach

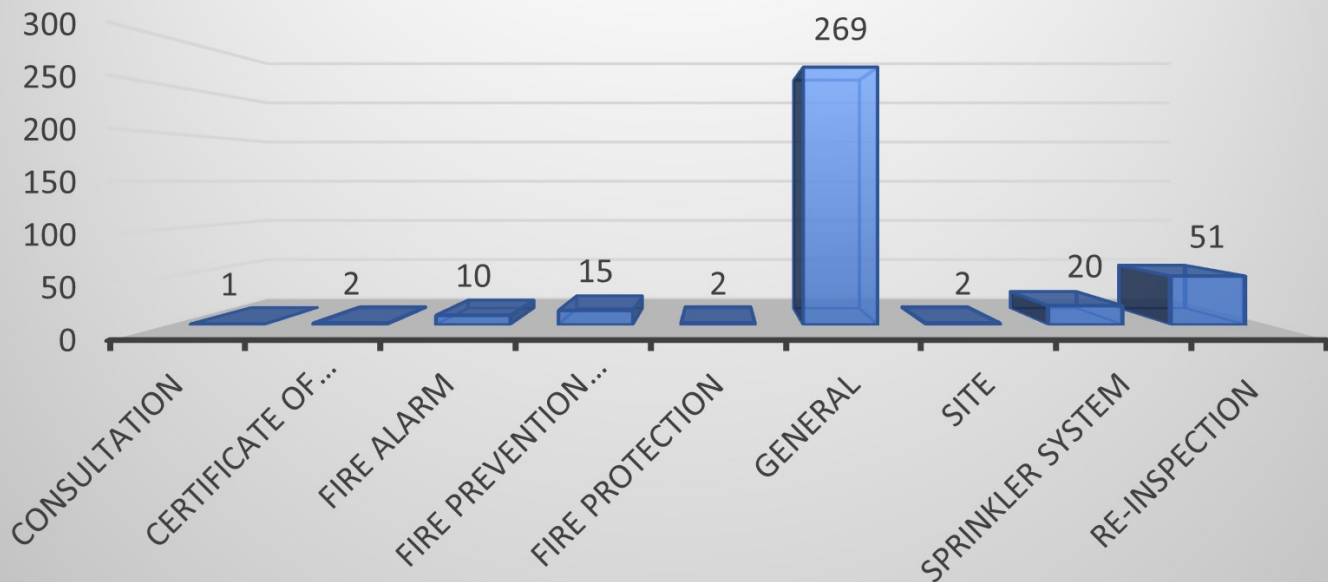


# Fire Prevention - Inspections

## 2022 Residential Inspections Total 243



## 2022 Commercial Inspections Total 343



# Training - General Firefighter Training

## 2022 Training Numbers

**Total Training Hours - 9482 Total Training Completions - 5275**

Throughout 2022, South Metro Firefighters trained on many different tasks. The fireground tasks included forcible entry, stretching hose lines, search and rescue, victim extrication, ladder placement, fire extinguishment, and ventilation. South Metro also conducted our biennial water rescue training.



# Training - Pump/Driver Training

## 2022 Training Numbers

**Total Training Hours - 9482 Total Training Completions - 5275**

In 2022, South Metro completed 453 hours of Driver/Pump training. This training is critical to ensure that our Engineers are ready to deliver our Firefighters water at the scene of a fire. The Engineer also completes critical fireground tasks such as deploying hose lines, setting up ventilation fans, and being the eyes for the Captain when they are inside the building. The various topics covered included a driving course set up at the South St. Paul airport, standard pumping, relay pumping, apparatus placement, and many other activities.



# Training - Fire Academy

## 2022 Training Numbers

**Total Training Hours - 9482 Total Training Completions - 5275**

2022 brought four new faces to South Metro. To prepare our new hires to work as independent crew members we continued our partnership with the Burnsville and Eagan Fire Departments to put on two joint training academies during the year. During the joint academies our new hires hone their firefighting skills for four weeks. This part of the new hire academy is filled with intensive training and repetition to ensure the new hires are ready to operate efficiently and effectively on the fire ground.



# Training - EMS

## 2022 Training Numbers

**Total Training Hours - 9482 Total Training Completions - 5275**

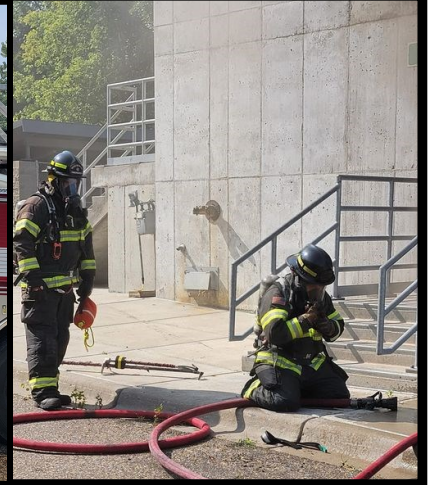
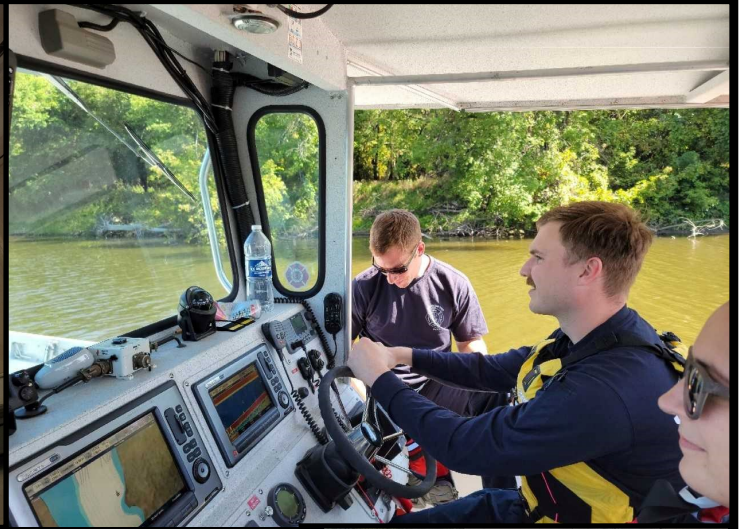
In 2022, South Metro Firefighters completed a total of 1005 hours of EMS training. 76% of our incident responses are for EMS calls, therefore it is critical that we keep our training and education up to date. We continue to partner with MHealth Fairview for our EMS training.





# Training

## Various training pictures from 2022



# Collaborative Efforts

The following pages is a list of collaborative efforts involving South Metro

## **Dakota County Special Operations Team – Since 2003**

A cooperative effort of all Dakota County municipalities to provide hazardous materials and technical rescue response within Dakota County through a joint power's agreement. The team is overseen by the Dakota County Domestic Preparedness Committee. South Metro currently has three personnel assigned to the team.

## **Minnesota Task Force 1 – Since 2005**

This group serves as the State's Urban Search and Rescue Team, much like the FEMA rescue team that get deployed to hurricanes and earthquakes. The primary function of the task force is to perform rescues in collapsed buildings. South Metro is part of this team through its participation in the Dakota County Special Operations Team. The other primary partners in the task force are the fire departments of Minneapolis, St. Paul, Edina, and Rochester – all being partners in a joint power's agreement. South Metro currently has three personnel assigned to the task force.

## **Two Rivers – CPR**

Beginning with the 2014-2015 school year, CPR became a graduation requirement. School districts must provide one-time cardiopulmonary resuscitation (CPR) and automatic external defibrillator (AED) instruction in a class of their choosing. South Metro provides this training to Two Rivers twice a year at no cost to the school district.

## **Inver Hills Community College**

South Metro has had a strong working relationship with the college for several years. The Fire Chief currently sits on the Colleges EMS advisory committee. In addition, students in the various EMS programs ride with our personnel to accomplish the patient contact requirements in their EMS program (First Responder or EMT).

## **Burnsville Fire – Water Rescue**

Collaborative water rescue efforts between both departments began in 2013. Includes annual initial training for recruits and ongoing training for existing personnel, development and review of SOG's, and operational support if requested during incidents. We have also provided the initial training and program implementation for St. Paul and Lakeville Fire Departments and a handful of individuals from other organizations. We frequently field calls from other organizations about our model and how it could be used within their organizations. In September we began orientation training for the Eagan Fire Department.

# Collaborative Efforts—Continued

## **Area Maritime Security Committee**

This is a local sub-committee for the U.S. Coast Guard that focuses on security, equipment, and training needs along Pool 2 of the Mississippi River and Minnesota River up to Savage. This committee meets quarterly as a group and conducts yearly training designed to improve response to a variety of security, hazmat, and disasters along the river. The trainings have the committee to identify gaps in these areas and help to bring in federal port security monies for regional efforts. Our Boat 2 is an example of one of those grant funded purchases and is considered a regional asset. Boat 2 is frequently requested for response between the confluence of the Mississippi and Minnesota Rivers and the Hastings Dam.

## **Burnsville, Eagan, South Metro Recruit Academy**

First proposed by SMFD in 2018, this collaborative effort will begin its sixth year in 2023. This is a 4-week joint academy that focuses on basic firefighter skills taught as they are performed within our organizations. The skills are designed to maximize the efficiency of each firefighter as they work in smaller 2-person crews as is common for each organization. This academy can maximize time and cost for each organization by limiting the number of instructors, props, and training facility time for each organization. Recruits then spend an additional 1-3 weeks focusing on skills that are specific to their organization.

## **Burnsville, Eagan, South Metro Training Group**

This is a committee made up the primary training providers for each organization that grew from the needs of the joint training academy. This group works on developing JPR's and training needs that work for all three organizations to reduce overlap of efforts between the organizations and allow for similar operations.

## **Dakota County Fire Training Group**

This a county wide training group that shares training resources, props, and ideas. The group meets quarterly to discuss needs and upcoming training events. The group also focuses on ways to standardize training throughout the county and fill training gaps that individual organizations are unable to fill on their own.

# Collaborative Efforts—Continued

## **American Red Cross**

South Metro has partnered with the Red Cross in their Smoke Detector installation program. The Red Cross donates smoke alarms and South Metro install them in residents homes throughout the community. In addition to the installation, South Metro also performs a home safety inspection if allowed.

## **Dakota County – Fall Prevention Program**

South Metro partners with Dakota County Public Health on presenting a fall prevention program to the older adult population in the community.

## **ROMA**

Responsible Owner and Managers Association is a partnership with the City of West St. Paul and owners and managers of local rental properties. This group is intended to foster a stronger relationship between City departments and the owners and managers making the City of West St. Paul a healthier and safer place to live for the rental community. South Metro is a participant in the meetings and provides training on various topics throughout the year.

# In Remembrance of Those Who Gave Their Life in the Line of Duty

Firefighter George Carleton  
South St. Paul  
May 22nd, 1892

Firefighter Jay Bloemers  
South St. Paul  
June 2nd, 1968

Chief William Sudeith  
West St. Paul  
November 30th, 1954

Firefighter Erling Armstrong  
West St. Paul  
January 11th, 1974

Captain John Heuer  
West St. Paul  
January 11th, 1974

Firefighter Richard Neikirk  
West St. Paul  
January 11th, 1974



# SOUTH METRO FIRE DEPARTMENT

1650 Humboldt Avenue • West St. Paul MN 55118

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[www.southmetrofire.com](http://www.southmetrofire.com)

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DATE: February 22, 2023

TO: SMFD President and Board

FROM: Mark Juelfs, Fire Chief

RE: **Juneteenth Holiday**

**Background:**

On Friday February 3, 2023, Governor Walz signed into law new legislation establishing Juneteenth as a holiday in Minnesota effective August 1, 2023. The purpose of this memo is to provide information on the impacts of adding the holiday and the process for making Juneteenth a paid holiday for South Metro employees. Staff would like direction from the Board on this process.

**Budget Impact:**

The primary impact for our seven personnel that work an 8-hour day is a day of lost productivity. The benefit value of the holiday is \$2,970.00 for all seven personnel combined. While there is no direct productivity lost for our 24-hour shift personnel, there is a benefit value associated with providing each of our 35 shift personnel with an additional holiday. The benefit value is \$26,434.80 for all 35 personnel combined. The Department will not incur any additional costs associated with implementing Juneteenth for the 8-hour a day personnel and will only incur a cost for the 24-hour shift personnel if we need to pay overtime to maintain minimum staffing when personnel take the additional holiday leave.

**Recommendation:**

Determine the implementation date of Juneteenth as a paid holiday for South Metro employees.