



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: September 20, 2023, at 4:30 PM
Meeting Place: West St. Paul, Lobby Conference Room

- I. Roll Call
Board Members: Berry, Francis, Napier, Seaberg, Wippermann
- II. Adopt Agenda
- III. Communications/Recognitions
 - a. None
- IV. Consent Agenda
 - a. [August 16, 2023, Meeting Minutes](#)
 - b. [August 2023 List of Claims](#)
 - c. [August 2023 Bank Reconciliation \(Not available at the time of publishing\)](#)
 - d. [August 2023 Month End Budget Report](#)
 - e. [August 2023 Run Summary Report](#)
 - f. [Accept Donation](#)
- V. Committee Reports
 - a. None
- VI. Agenda Items
 - a. [PAR360 Contract Renewal](#)
 - b. [Updates](#)
- VII. Public Comment
- VIII. Adjourn

Next Regular Meeting – October 11, 2023, South St. Paul

MINUTES

SOUTH METRO FIRE DEPARTMENT BOARD OF DIRECTORS

Wednesday, August 16, 2023

West St Paul Lobby Conference Room

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

Also Present: Mark Juelfs, Sam Seal, Terry Johnson, Ryan Garcia, Mike Nelson, Clara Hilger

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

Thank You card from the Jennings family. They appreciated the drive-by on their sons 3rd birthday.

CONSENT AGENDA

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

COMMITTEE REPORTS

None

AGENDA ITEMS

Updates

OERAC Grant

The grant to combat opioid issues was submitted on August 3rd. Chief Juelfs acknowledged Sarah Haugen of WSP and Madeline Goebel of Dakota County for their hard work that ensures the department submitted a quality application.

Hiring

The three candidates are continuing to progress through the pre-employment process. The academy will start on September 25th.

PUBLIC COMMENT

None

MOTION TO ADJOURN

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

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

Respectfully submitted by:

Deb Wheeler

SOUTH METRO FIRE

Summary of List of Claims
Board Meeting of September 20, 2023

PAYROLL CHECK REGISTER:

Payroll Period	8/7 -8/20		
Date Paid	8/25/2023		
Direct Deposit		\$	108,976.25

Payroll Period	8/21 - 9/3		
Date Paid	9/8/2023		
Direct Deposit		\$	108,719.41

Payroll Period			
Date Paid			
Direct Deposit			

TOTAL NET PAYROLL

\$ 217,695.66

DISBURSEMENT CHECK REGISTER:

Checks	10942 - 10998	\$	157,085.08
EFTS	2629 - 2662	\$	367,104.09

TOTAL DISBURSEMENT CHECKS

\$524,189.17

TOTAL PAYROLL, DISBURSEMENTS, ACH'S

\$741,884.83

Payment Register

From Payment Date: 8/10/2023 - To Payment Date: 9/12/2023

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1-ANCHOR BAN - ANCHOR BANK									
Check									
10942	08/15/2023	Open			Accounts Payable	APPELHOLM/ANGELINE	\$915.00	\$915.00	\$0.00
10943	08/15/2023	Open			Accounts Payable	ASPEN MILLS	\$541.13	\$541.13	\$0.00
10944	08/15/2023	Open			Accounts Payable	BOUND TREE MEDICAL	\$956.73	\$956.73	\$0.00
10945	08/15/2023	Open			Accounts Payable	DAKOTA COUNTY TREASURER	\$1,549.00	\$1,549.00	\$0.00
10946	08/15/2023	Open			Accounts Payable	Duo Safety	\$66.98	\$66.98	\$0.00
10947	08/15/2023	Open			Accounts Payable	EMERGENCY APPARATUS MAINTENANC	\$1,865.61	\$1,865.61	\$0.00
10948	08/15/2023	Open			Accounts Payable	IMAGE TREND	\$450.00	\$450.00	\$0.00
10949	08/15/2023	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 1059	\$263.10		
10950	08/15/2023	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 724	\$1,504.80	\$1,504.80	\$0.00
10951	08/15/2023	Open			Accounts Payable	INTERSTATE POWER SYSTEMS	\$1,861.87	\$1,861.87	\$0.00
10952	08/15/2023	Open			Accounts Payable	Jensen/Steve	\$154.25		
10953	08/15/2023	Open			Accounts Payable	Linde Gas and Equipment	\$478.89	\$478.89	\$0.00
10954	08/15/2023	Open			Accounts Payable	LOCAL GOVERNMENT INFORMATION	\$6,119.20	\$6,119.20	\$0.00
10955	08/15/2023	Open			Accounts Payable	MacQueen Emergency Group	\$7,326.07	\$7,326.07	\$0.00
10956	08/15/2023	Open			Accounts Payable	MARTIN-MCALLISTER	\$625.00	\$625.00	\$0.00
10957	08/15/2023	Open			Accounts Payable	MN Bureau of Apprehension	\$33.25	\$33.25	\$0.00
10958	08/15/2023	Open			Accounts Payable	MOTOROLA SOLUTIONS, INC	\$460.41	\$460.41	\$0.00
10959	08/15/2023	Open			Accounts Payable	OXYGEN SERVICE COMPANY	\$70.42	\$70.42	\$0.00
10960	08/15/2023	Open			Accounts Payable	PERFORMANCE PLUS	\$1,677.00		
10961	08/15/2023	Open			Accounts Payable	RED WING SHOE STORE	\$94.98	\$94.98	\$0.00
10962	08/15/2023	Open			Accounts Payable	Rihm Kenworth	\$1,321.97	\$1,321.97	\$0.00
10963	08/15/2023	Open			Accounts Payable	S ST PAUL/CITY OF	\$5,501.87	\$5,501.87	\$0.00
10964	08/15/2023	Open			Accounts Payable	SHI International Corp	\$3,148.20	\$3,148.20	\$0.00
10965	08/15/2023	Open			Accounts Payable	STANDARD INSURANCE COMPANY	\$1,342.10	\$1,342.10	\$0.00
10966	08/15/2023	Open			Accounts Payable	US Bank Equipment Finance	\$117.00	\$117.00	\$0.00
10967	08/15/2023	Open			Accounts Payable	WEST ST PAUL/CITY OF	\$25,499.56	\$25,499.56	\$0.00
10968	08/30/2023	Open			Accounts Payable	Berry/ Wendy	\$100.00		
10969	08/30/2023	Open			Accounts Payable	CARDMEMBER SERVICES	\$5,941.91		
10970	08/30/2023	Open			Accounts Payable	Francis, James	\$100.00		
10971	08/30/2023	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 1059	\$263.10		
10972	08/30/2023	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 724	\$2,828.32		
10973	08/30/2023	Open			Accounts Payable	Seaberg, Thomas	\$100.00		
10974	08/30/2023	Open			Accounts Payable	WIPPERMANN/DENNIS	\$100.00		
10975	09/07/2023	Open			Accounts Payable	ASPEN MILLS	\$1,479.01		
10976	09/07/2023	Open			Accounts Payable	AT&T MOBILITY	\$990.15		
10977	09/07/2023	Open			Accounts Payable	BATTERIES PLUS	\$42.98		
10978	09/07/2023	Open			Accounts Payable	Citygate Associates, LLC	\$10,606.22		
10979	09/07/2023	Open			Accounts Payable	Conley/Robert	\$570.75		
10980	09/07/2023	Open			Accounts Payable	Dakota County Fire Chiefs Assn,	\$100.00		
10981	09/07/2023	Open			Accounts Payable	DAKOTA COUNTY TREASURER	\$1,749.75		
10982	09/07/2023	Open			Accounts Payable	EMC FIRE	\$2,497.00		
10983	09/07/2023	Open			Accounts Payable	Emergency Technical Decon	\$201.13		
10984	09/07/2023	Open			Accounts Payable	Further	\$119.10		
10985	09/07/2023	Open			Accounts Payable	GALLS, LLC	\$950.52		
10986	09/07/2023	Open			Accounts Payable	Grass, Stephen	\$554.00		
10987	09/07/2023	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 1059	\$263.10		

Payment Register

From Payment Date: 8/10/2023 - To Payment Date: 9/12/2023

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
10988	09/07/2023	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 724	\$1,504.80		
10989	09/07/2023	Open			Accounts Payable	KREMER SPRING,ALIGNMENT & BODY	\$778.73		
10990	09/07/2023	Open			Accounts Payable	Kutney, Shawn	\$100.00		
10991	09/07/2023	Open			Accounts Payable	LOCAL GOVERNMENT INFORMATION	\$963.00		
10992	09/07/2023	Open			Accounts Payable	MacQueen Emergency Group	\$6,723.62		
10993	09/07/2023	Open			Accounts Payable	NELSON/MICHAEL	\$724.24		
10994	09/07/2023	Open			Accounts Payable	NINTH BRAIN	\$118.74		
10995	09/07/2023	Open			Accounts Payable	North Country	\$47,401.20		
10996	09/07/2023	Open			Accounts Payable	POMP'S TIRE	\$4,176.76		
10997	09/07/2023	Open			Accounts Payable	Rihm Kenworth	\$92.56		
10998	09/07/2023	Open			Accounts Payable	S ST PAUL/CITY OF	\$1,000.00		
Type Check Totals:									
1-ANCHOR BAN - ANCHOR BANK Totals									
							\$157,085.08	\$61,850.04	\$0.00

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	57	\$157,085.08	\$61,850.04
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	57	\$157,085.08	\$61,850.04

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	57	\$157,085.08	\$61,850.04
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	57	\$157,085.08	\$61,850.04

Grand Totals:

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	57	\$157,085.08	\$61,850.04
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	57	\$157,085.08	\$61,850.04

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	57	\$157,085.08	\$61,850.04
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	57	\$157,085.08	\$61,850.04

Payment Register

From Payment Date: 8/10/2023 - To Payment Date: 9/12/2023

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1-ANCHOR BAN - ANCHOR BANK									
EFT									
2629	08/15/2023	Open			Accounts Payable	CLOVER	\$71.74	\$71.74	\$0.00
2630	08/15/2023	Open			Accounts Payable	Further	\$398.33	\$398.33	\$0.00
2631	08/15/2023	Open			Accounts Payable	I C M A RETIREMENT CORP	\$2,225.00	\$2,225.00	\$0.00
2632	08/15/2023	Open			Accounts Payable	IRS - PR TAXES	\$24,866.72	\$24,866.72	\$0.00
2633	08/15/2023	Open			Accounts Payable	MN CHILD SUPPORT	\$355.79	\$355.79	\$0.00
2634	08/15/2023	Open			Accounts Payable	MN DEPT OF REVENUE	\$7,981.52	\$7,981.52	\$0.00
2635	08/15/2023	Open			Accounts Payable	MN II LIFE -- HSA	\$1,261.18	\$1,261.18	\$0.00
2636	08/15/2023	Open			Accounts Payable	MSRS	\$18,968.40	\$18,968.40	\$0.00
2637	08/15/2023	Open			Accounts Payable	MSRS - HCSP	\$2,584.37	\$2,584.37	\$0.00
2638	08/15/2023	Open			Accounts Payable	NATIONWIDE	\$2,680.00	\$2,680.00	\$0.00
2639	08/15/2023	Open			Accounts Payable	PUBLIC EMPLOYEES RETIRE ASSN	\$51,909.68	\$51,909.68	\$0.00
2640	08/18/2023	Open			Accounts Payable	HEALTHPARTNERS	\$38,753.89	\$38,753.89	\$0.00
2641	08/28/2023	Open			Accounts Payable	I C M A RETIREMENT CORP	\$2,225.00	\$2,225.00	\$0.00
2642	08/28/2023	Open			Accounts Payable	IRS - PR TAXES	\$21,776.97	\$21,776.97	\$0.00
2643	08/28/2023	Open			Accounts Payable	MN CHILD SUPPORT	\$355.79	\$355.79	\$0.00
2644	08/28/2023	Open			Accounts Payable	MN DEPT OF REVENUE	\$7,044.70	\$7,044.70	\$0.00
2645	08/28/2023	Open			Accounts Payable	MN II LIFE -- HSA	\$1,261.18	\$1,261.18	\$0.00
2646	08/28/2023	Open			Accounts Payable	MSRS	\$450.00	\$450.00	\$0.00
2647	08/28/2023	Open			Accounts Payable	MSRS - HCSP	\$2,516.19	\$2,516.19	\$0.00
2648	08/28/2023	Open			Accounts Payable	NATIONWIDE	\$2,680.00	\$2,680.00	\$0.00
2649	08/28/2023	Open			Accounts Payable	PUBLIC EMPLOYEES RETIRE ASSN	\$49,772.35	\$49,772.35	\$0.00
2650	08/28/2023	Open			Accounts Payable	OLD NATIONAL BANK	\$51.28	\$51.28	\$0.00
2651	08/30/2023	Open			Accounts Payable	Further	\$832.33	\$832.33	\$0.00
2652	09/08/2023	Open			Accounts Payable	IRS - PR TAXES	\$21,339.41		
2653	09/08/2023	Open			Accounts Payable	MN CHILD SUPPORT	\$355.79		
2654	09/08/2023	Open			Accounts Payable	MN DEPT OF REVENUE	\$6,930.89		
2655	09/08/2023	Open			Accounts Payable	MN II LIFE -- HSA	\$1,261.18		
2656	09/08/2023	Open			Accounts Payable	MSRS	\$450.00		
2657	09/08/2023	Open			Accounts Payable	MSRS - HCSP	\$2,542.03		
2658	09/08/2023	Open			Accounts Payable	NATIONWIDE	\$2,680.00		
2659	09/08/2023	Open			Accounts Payable	PUBLIC EMPLOYEES RETIRE ASSN	\$49,302.16		
2660	09/08/2023	Open			Accounts Payable	I C M A RETIREMENT CORP	\$2,225.00		
2661	09/08/2023	Open			Accounts Payable	HEALTHPARTNERS	\$38,753.89		

Payment Register

From Payment Date: 8/10/2023 - To Payment Date: 9/12/2023

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
2662	09/08/2023	Open			Accounts Payable	Further	\$241.33		
Type EFT Totals:							\$367,104.09	\$241,022.41	\$0.00
1-ANCHOR BAN - ANCHOR BANK Totals									

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	34	\$367,104.09	\$241,022.41
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	34	\$367,104.09	\$241,022.41

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	34	\$367,104.09	\$241,022.41
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	34	\$367,104.09	\$241,022.41

Grand Totals:

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	34	\$367,104.09	\$241,022.41
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	34	\$367,104.09	\$241,022.41

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	34	\$367,104.09	\$241,022.41
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	34	\$367,104.09	\$241,022.41

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

Old National Bank	
Ending Balance - Checking	\$ 1,326,174.51
Outstanding Disbursement Checks	(13,069.20)
DIT	
Adjustments:	
RECONCILED BALANCE	\$ 1,313,105.31

CITY TREASURER'S BALANCE:	
Previous Month's Reconciled Balance	\$ 1,776,105.41
Daily Receipts Posted	78,662.05
Disbursement Checks Issued	(312,780.84)
Payroll Checks and Direct Deposits	(228,504.57)
Rev Prior Month Adj:	0.00
8/10/2023 CLOVER APP MRKT CLOVER APP SOUTH METRO FIRE DEPAR	(5.30)
8/28/2023 FURTHER EDI PYMNTS SOUTH METRO FIRE DEPAR	(371.44)
RECONCILED BALANCE	\$ 1,313,105.31

CASH ACCOUNT BALANCE:		\$ 1,313,482.05
Adjustments		(376.74)
RECONCILED BALANCE		\$ 1,313,105.31

Cash by Fund:

		Beginning Balance	Net Activity	Ending Balance
General Fund	101-10101	1,046,842.32	(457,080.32)	589,762.00
Grant Fund	201-10100	899.44	-	899.44
Fire Assistance Fund			-	
Debt Service Fund	301-10101	(124.16)	-	(124.16)
Capital Fund	401-10101	728,487.81	(5,543.04)	722,944.77
	Total	1,776,105.41	(462,623.36)	1,313,482.05



Account Classification	Adopted Budget	Current Month Transactions	YTD Transactions	YTD Balance	% used/ Rec'd	Prior Year YTD Balance
Fund 101 - General Fund						
REVENUE						
Taxes	1,209,952.00	.00	701,266.95	508,685.05	58%	334,043.83
Intergovernmental Revenues	280,612.00	1,505.34	21,544.44	259,067.56	8%	184,549.93
Charges for Services	5,962,128.00	58,959.73	4,349,242.07	1,612,885.93	73%	1,542,881.28
Other Revenue	55,000.00	.00	22,867.26	32,132.74	42%	45,575.01
Other Financing Sources	.00	.00	.00	.00	+++	.00
REVENUE TOTALS	\$7,507,692.00	\$60,465.07	\$5,094,920.72	\$2,412,771.28	68%	\$2,107,050.05
EXPENSE						
Personal Services	6,660,207.00	452,723.90	4,330,382.87	2,329,824.13	65%	2,107,564.82
Supplies	186,115.00	20,124.94	120,099.51	66,015.49	65%	93,482.79
Contractual Services	426,228.00	26,212.26	258,244.48	167,983.52	61%	132,918.14
Other Charges	235,142.00	18,199.51	207,230.60	27,911.40	88%	60,839.59
Capital Outlay	.00	.00	.00	.00	+++	.00
Debt Service	.00	.00	.00	.00	+++	.00
Other Financing Uses	.00	.00	100,901.35	(100,901.35)	+++	(302,274.00)
EXPENSE TOTALS	\$7,507,692.00	517,260.61	5,016,858.81	\$2,490,833.19	67%	\$2,092,531.34
Fund 101 - General Fund Totals						
REVENUE TOTALS	7,507,692.00	60,465.07	5,094,920.72	2,412,771.28	68%	2,107,050.05
EXPENSE TOTALS	7,507,692.00	517,260.61	5,016,858.81	2,490,833.19	67%	2,092,531.34
Fund 101 - General Fund Totals	\$0.00	(\$456,795.54)	\$78,061.91	(\$78,061.91)		\$14,518.71
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	182,450.00	.00	45,612.50	136,837.50	25%	183,050.00
REVENUE TOTALS	\$182,450.00	.00	45,612.50	\$136,837.50	+++	\$183,050.00
EXPENSE						
Contractual Services	182,450.00	.00	45,612.50	136,837.50	+++	183,050.00
EXPENSE TOTALS	\$182,450.00	.00	45,612.50	\$136,837.50	+++	\$183,050.00
Fund 301 - Debt Totals						
REVENUE TOTALS	182,450.00	.00	45,612.50	136,837.50	+++	137,287.50
EXPENSE TOTALS	182,450.00	.00	45,612.50	136,837.50	+++	183,050.00
Fund 301 - Debt Totals	\$182,450.00	\$0.00	\$0.00	\$0.00		(\$45,762.50)
Fund 401 - Capital Projects						
REVENUE						
Intergovernmental Revenues	.00	.00	.00	.00	0%	.00
Charges for Services	187,236.00	.00	140,427.00	46,809.00	75%	39,008.00
Other Revenue	.00	.00	.00	.00	+++	.00
Other Financing Sources	.00	.00	.00	.00	+++	(302,274.00)
REVENUE TOTALS	\$187,236.00	\$0.00	\$140,427.00	\$46,809.00		(\$263,266.00)
EXPENSE						
Motor Vehicles	77,057.00	.00	1,382,111.43	(1,305,054.43)	1794%	(54,974.69)
Office Equipment	83,644.00	628.38	59,021.64	24,622.36	71%	70,537.82
Other Equipment	142,439.00	4,914.66	59,702.79	82,736.21	42%	36,620.80
EXPENSE TOTALS	\$303,140.00	\$5,543.04	\$1,500,835.86	(\$1,197,695.86)	495%	\$52,183.93
Fund 401 - Capital Projects						
REVENUE TOTALS	187,236.00	.00	241,328.35	(54,092.35)	129%	(263,266.00)
EXPENSE TOTALS	303,140.00	5,543.04	1,500,835.86	(1,197,695.86)	495%	52,183.93
Fund 401 - Capital Projects	(\$115,904.00)	(\$5,543.04)	(\$1,259,507.51)	\$1,143,603.51		(\$315,449.93)
Grand Totals						
REVENUE TOTALS	7,877,378.00	60,465.07	5,381,861.57	2,495,516.43	68%	1,981,071.55
EXPENSE TOTALS	7,993,282.00	522,803.65	6,563,307.17	1,429,974.83	82%	2,382,735.27
Grand Totals	(\$115,904.00)	(\$462,338.58)	(\$1,181,445.60)	\$1,065,541.60		(\$401,663.72)



2023 Run Summary

South Metro Fire Department

	January	February	March	April	May	June	July	August	September	October	November	December	YTD TOTAL	2022 YTD TOTAL
FIRE INCIDENTS														
111 Building fire	1	1	1	3	9	2	3	3					23	25
112 Fire in structure other than in a building													0	
113 Cooking fire, confined to container						1							1	5
114 Chimney fire													0	
116 Fuel													0	2
118 Trash		1		1	1								3	4
121 Fire in mobile home used as fixed residence													0	
130 Mobile property (vehicle) fire, other				2									2	
131 Passenger vehicle fire					1		3	1					5	12
132 Road Freight or transport vehicle fire				1	1								2	3
133 Rail vehicle fire													0	
134 Water vehicle fire			1										1	
135 Aircraft Fire													0	
138 Off-road vehicle or heavy equipment fire					1								1	
142 Brush or bursh & grass mixture fire						2	2	1					5	3
143 Grass Fire				2									2	3
151 Outside rubbish fire							2						2	5
154 Dumpster fire					3	1	3	1					8	4
163 Outside equipment fire				2	3		2						7	1
	1	2	2	11	19	6	15	6	0	0	0	0	62	67
OVERPRESSURE RUPTURE, EXPLOSION, OVERHEAT (NO FIRE)														
200 Overpressure rupture, explosion, overheat other							1						1	
243 Fireworks explosion (no fire)													0	
251 Excessive heat, scorch burns with no ignition	7	4	10	5	4	7	3	4					44	26
	7	4	10	5	4	7	4	4	0	0	0	0	45	26
RESCUE & EMERGENCY MEDICAL SERVICE														
311 Medical assist, assist EMS crew							1						1	4
321 EMS call, excluding vehicle accident with injury	449	425	501	492	471	424	488	461					3711	3670
322 Motor vehicle accident with injuries	5	6	14	7	9	9	7	11					68	53
323 Motor vehicle/pedestrian accident (MV Ped)					1	2							3	7
324 Motor vehicle accident with no injuries.	3	4	1	2	2	4	3	4					23	30
341 Search for person on land													0	
350 Extrication, rescue, other		1					1						2	
352 Extrication of victims from vehicle													0	
353 Removal of victim(s) from stalled elevator	1		3		1	2	2	1					10	9
355 Confined Space Rescue													0	
357 Extrication of victim(s) from machinery													0	1
360 Water & ice related rescue, other													0	
361 Swimming/recreational water areas rescue													0	
362 Ice Rescue													0	
365 Watercraft rescue													0	6
372 Trapped by power lines0													0	
381 Rescue or EMS standby							1	1					2	
	458	436	519	501	484	441	503	478	0	0	0	0	3820	3780
HAZARDOUS CONDITION (NO FIRE)														
400 Hazardous condition, other					1	1							2	1
411 Gasoline or other flammable liquid spill			1		1		1	1					4	4
412 Gas leak (natural gas or LPG)	2	1	3	5	4	4	2	5					26	19
413 Oil spill													1	1
421 Chemical hazard (no spill or leak)			1										1	1
422 Chemical spill or leak				1			2						3	3
424 Carbon monoxide incident	3	2		1	1	2	3						12	12
440 Electrical equipment problem		1	1		3			2					7	10
442 Overheated motor	2	1	2	1			1	2						
444 Power line down	5	1	4	25		2	4	3					44	25
445 Arch, shorted electrical equipment	1	1	1	13		5	6	3					30	9
460 Potential accident	1												1	
461 Building or structure weakened or collapsed				1									1	
462 Aircraft standby													0	
463 Vehicle accident, cleanup		1											1	1
471 Explosive, bomb removal													0	
481 Attempt to burn								1					1	
	14	8	13	47	10	14	19	17	0	0	0	0	142	86
SERVICE CALL														
500 Service Call, other													0	4
510 Person in distress, other	1	1	1										3	3
519 Person in distress													0	
520 Water problem, other					1								1	
522 Water or steam leak			1				1						2	5
531 Smoke or odor removal	2	1						2					5	4
551 Assist police or other governmental agency	3	6	3	18		15	19	6					70	78
553 Public service		12	6	3	14	1	5	22					63	49
554 Assist invalid	32	41	45	31	37	41	31	32					290	310
561 Unauthorized burning				6	5	8	8	8					35	15
	38	61	56	58	57	65	64	70	0	0	0	0	469	468



2023 Run Summary

South Metro Fire Department

	January	February	March	April	May	June	July	August	September	October	November	December	YTD TOTAL	2022 YTD TOTAL
GOOD INTENT CALL														
600 Good intent call, other	1	2	1	1	1	3	7						16	8
611 Dispatched & canceled en route	9	7	13	16	21	29	25	23					143	126
621 Wrong location				1									1	
622 No incident found on arrival at dispatch address	11	1	10	8	9	11	4	10					64	43
631 Authorized controlled burning			1		2	1	2						6	22
650 Steam, gas, other mistaken for smoke													0	
651 Smoke scare, odor of smoke	6	5	7	1	2	1	2	1					25	28
652 Steam, vapor, fog or dust thought to be smoke		1											1	2
653 Smoke from barbeque, tar kettle								1					1	1
661 EMS call, party transported by non-fire agency (661)													0	
671 HazMat release investigation w/no HazMat	3	1	6	3		3	1	9					26	19
	30	17	38	30	35	48	32	53	0	0	0	0	283	249
FALSE ALARM & FALSE CALL														
700 False alarm or false call, other	1												1	2
710 Malicious false call		2						1					3	6
714 Central Station, malicious false alarm	2							2					4	10
715 Local alarm system, malicious false call	9	1		2	2			1					15	11
721 Bomb scare - no bomb													0	
730 System malfunction, other				1									1	
731 Sprinkler activation due to malfunction		1		3									4	9
732 Extinguishment system activation malfunction													0	
733 Smoke detector activation due to malfunction			2	1	13	3	3	6					28	25
735 Alarm system sounded due to malfunction	3	3	7	2	2	5	4	8					34	25
736 CO detector activation due to malfunction			3	2		3							8	15
740 Unintentional transmission of alarm, other							1						1	2
741 Sprinkler activation, no fire - unintentional	2					1							3	7
743 Smoke detector activation, unintentional	1	4	3	5	3	6	7	3					32	51
744 Detector activation, no fire - unintentional					2		1	2					5	7
745 Alarm system activation, no fire - unintentional	4	2	4	6	3	7	6	5					37	46
7451 False Alarm	11	7	6	7	8	6	6	3					54	55
746 Carbon monoxide detector activation, no CO	2	1	1	3	1	2	3	3					16	19
	35	21	26	32	34	33	31	34	0	0	0	0	246	290
SEVERE WEATHER & NATURAL DISASTER														
814 Lightning strike (no fire)			1										1	
	0	0	1	0	0	0	0	0	0	0	0	0	1	0
SPECIAL INCIDENT TYPE														
900 Special type of incident, other													0	
911 Citizen Complaint					1	3							4	1
	0	0	0	0	1	3	0	0	0	0	0	0	4	1
Not Reported														
					2			2					4	22
	0	0	0	0	2	0	0	2	0	0	0	0	4	22
MONTHLY RUN TOTAL														
	583	549	665	684	646	617	668	664	0	0	0	0	5076	4944
BLS Transports														
	138	154	167	177	154	161	161	161					1273	1231

South Metro Fire Department

Resolution Number 2023-06

RESOLUTION ACCEPTING DONATIONS

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

Walmart, Inc. donated \$1000.00 to the Department for public education materials

WHEREAS, the donated funds will be used to by the Department to purchase needed public education materials; and

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

WHEREAS, the Board authorizes budget reflection in the 2023 budget year to show the donation to the 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 September 20, 2023.

Attest:

Tom Seaberg, Secretary



SOUTH METRO FIRE DEPARTMENT

1650 Humboldt Avenue • West St. Paul MN 55118

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

www.southmetrofire.com

DATE: September 20, 2023

TO: President and Board

From: Mark Juelfs, Fire Chief

RE: Par360 Contract Renewal

Summary:

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

- **Individual Resiliency Check Ins**– Annual mental health check ins for department personnel.
- **Chief Consultation and Support** – Ongoing direct line for Chiefs to mental health experts. Monthly Chief conference calls of all PAR360 member Chiefs to address concerns and issues unique to respective depts and provide networking and problem sharing/solving opportunities.
- **Command Staff Quarterly Meetings** – Quarterly discussion to provide support for department leaders.
- **Red Carpet Treatment** - for any First Responder or family member of department that reaches out seeking a referral/connection to resources assuring no one falls through the cracks.
- **PAR Checks** – In person department visits/ride-alongs to promote dialogue and address issues and concerns that may be unique to the department.

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

Budget:

The board approved the preliminary 2024 budget in May with monies dedicated to mental health evaluations and training. The budget supports the contract amount.

Recommendation:

Approve the contract with Blue Peak Consulting LLC

Attachment:

Blue Peak Consulting LLC Contract



BLUE PEAK CONSULTING

SERVICES AGREEMENT

This Agreement is entered into and effective as of this 1st day of January, 2024 (the “Effective Date”), by and between South Metro Fire Department, a joint powers agency (“SMFD”), having an address of 1650 Humboldt Ave, West St. Paul, MN 55118 and Blue Peak Consulting, L.L.C., a Minnesota limited liability company (“Consultant”), having an address of 1640 Hampshire Ave North, Golden Valley, MN 55427.

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

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

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

1. SCOPE OF SERVICES

SMFD hereby retains the Consultant to provide Services in the area of mental health and resilience either in person, virtually, remote, and/or a combination thereof (the “Services”) from 01/01/2024 until 12/31/2025 (the “Event” of “Events”).

(a) The services shall include the following:

1. **Individual Resiliency Check Ins**– Annual mental health check ins for department personnel.
2. **Chief Consultation and Support** – Ongoing direct line for Chiefs to mental health experts. Monthly Chief conference calls of all PAR360 member Chiefs to address concerns and issues unique to respective depts and provide networking and problem sharing/solving opportunities.
3. **Command Staff Quarterly Meetings** – Quarterly discussion to provide support for department leaders.
4. **Red Carpet Treatment** - for any First Responder or family member of department that reaches out seeking a referral/connection to resources assuring no one falls through the cracks.
5. **PAR Checks** – In person department visits/ride-alongs to promote dialogue and address issues and concerns that may be unique to the department.

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

2. SMFD DUTIES

(a) Compensation: In consideration for the Services provided by Consultant to SMFD as set forth in



BLUE PEAK CONSULTING

paragraph 1 above, SMFD agrees to pay Consultant a fee of \$36,900.00 (the total “Event Fee”). Consultant’s obligation to render services hereunder is conditioned upon SMFD’s payment of said fee on a timely basis. The Event Fee shall be paid according to the following schedule:

(b) Payments will be structured as follows:

- i. Total Event Fee will be broken into four equal payments over the course of the contract (25%; or \$9,225.00) of the total Event Fee (**\$36,900.00**).
- ii. Invoices will be submitted on or close to the following dates and are due within 30 days of invoice date:
 - January 1st 2024
 - July 1st 2024
 - January 1st 2025
 - July 1st 2025
 - A lump sum payment of remainder balance of Total Event Fee can be made at any time with no penalty.

(c) Total Event Fee is based on a projected 45 personnel within SMFD at the time of 01.01.2024. SMFD will provide Consultant with an active roster of personnel as of 01.01.2024 and again at 01.01.2025; any additional personnel above the 45 projected will be an additional \$400.00 per individual on 01.01.2024 and an additional \$420.00 on 01.01.2025; additional will be added to the Total Event Fee. SMFD agrees to pay the additional amount if SMFD roster is above the projected 45 personnel.

(d) Late Payments: All payments due under this Agreement will be considered late and in arrears if not paid within ten (10) days of the due dates specified in Paragraph 1(a) and will become subject to a late penalty fee of 2.5% of the balance owed plus interest calculated at the annualized rate of 18% per annum, or 1.5% compounded monthly, or the maximum allowed by law.

(e) Tools to be Provided by SMFD: SMFD agrees to provide all tools, information, and documentation that may be required by Consultant to effectively perform said responsibilities in connection with the performance of Services. SMFD shall provide laptop, or other mechanism in which to project power point presentation materials, as well as a microphone and water for any in-person educational training events, at SMFD’s expense.

3. TERM

This Agreement shall commence on the Effective Date and shall terminate on December 31, 2025 or cancellation by either party in accordance with paragraph 4, whichever occurs first.

4. CANCELLATION

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



BLUE PEAK CONSULTING

5. NO GUARANTEES

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

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

6. CONFIDENTIALITY

SMFD Information: Any and all SMFD information and data of a confidential nature, including but not limited to any and all personnel data or medical data (hereinafter referred to as "Confidential Information"), shall be treated by Consultant in the strictest confidence and not disclosed to third parties or used by Consultant for any purpose other than for providing SMFD with the services specified hereunder without SMFD's express written consent. Upon request, Consultant hereto will promptly return or destroy all documents containing Confidential Information and delete all electronic records of or containing the same.

7. INDEPENDENT CONTRACTOR

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



BLUE PEAK CONSULTING

benefits of any kind.

8. FORCE MAJEURE

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

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

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

9. WARRANTIES

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

10. LIMITATION OF LIABILITY

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



BLUE PEAK CONSULTING

West St. Paul, MN 55118

With Copy to: South Metro Fire Department Attorney
LeVander, Gillen & Miller, P.A. C/O Korine Land
633 South Concord Street, Suite 400
South St. Paul, MN 55075

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

16. GOVERNING LAW; VENUE; MEDIATION; ARBITRATION

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

17. SEVERABILITY

If any term, provision, covenant or condition of this Agreement is held by an arbitrator or court of competent jurisdiction to be invalid, void or unenforceable, the rest of the Agreement shall remain in full force and effect and shall in no way be affected, impaired or invalidated.



BLUE PEAK CONSULTING

18. SIGNATURES

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

Consultant:

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

Signed: _____

Name: Margaret Gavian

Title: Owner

Client:

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

Signed: _____

Name: Dave Napier

Title: President



SOUTH METRO FIRE DEPARTMENT

1650 Humboldt Avenue • West St. Paul MN 55118

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

www.southmetrofire.com

DATE: September 20, 2023

TO: President and Board

FROM: Mark Juelfs, Fire Chief

RE: **General Updates**

Summary:

Below are updates on some current topics:

Department Study – Staff met with Citygate for a mid-project review. We went over the data submitted over the last several months and discussed the next steps. We anticipate bringing a report to the Board in November or December for review.

Hiring – All three candidates have passed their pre-employment requirements and are ready to start on Monday September 25th. We are excited to welcome them to South Metro and look forward to getting to know them. The new hires will begin an eight-week academy and then move onto shift and complete their FTO process.