



# 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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## AGENDA BOARD OF DIRECTORS MEETING

**Meeting Date:** October 11, 2023, at 4:30 PM  
**Meeting Place:** South St. Paul, Training Room

- I. Roll Call  
*Board Members: Berry, Francis, Napier, Seaberg, Wippermann*
- II. Adopt Agenda
- III. Communications/Recognitions
  - a. None
- IV. Consent Agenda
  - a. [September 20, 2023, Meeting Minutes](#)
  - b. [September 2023 List of Claims](#)
  - c. [September 2023 Bank Reconciliation](#)
  - d. [September 2023 Month End Budget Report](#)
  - e. [September 2023 Run Summary Report](#)
- V. Committee Reports
  - a. None
- VI. Agenda Items
  - a. [Fire Chief's performance evaluation Process](#)
  - b. [Updates](#)
- VII. Public Comment
- VIII. Adjourn

Next Regular Meeting – November 15, 2023, South St. Paul

## MINUTES

### SOUTH METRO FIRE DEPARTMENT BOARD OF DIRECTORS

Wednesday, September 20, 2023

West St Paul Lobby Conference Room

Members Present: James Francis, Tom Seaberg, Dennis Wippermann

Also Present: Mark Juelfs, Char Stark

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

#### ADOPT AGENDA

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

#### COMMUNICATIONS/RECOGNITIONS

None

#### CONSENT AGENDA

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

#### COMMITTEE REPORTS

None

#### AGENDA ITEMS

##### PAR360 Contract Renewal

Chief Juelfs provided the new contract with Blue Peak Consulting. It is a two-year contract with no changes other than updated dates and pricing.

Motion to approve the contract with Blue Peak Consulting LLC by Francis; seconded by Wippermann.  
Motion carried.

##### Hiring

The three candidates are continuing to progress through the pre-employment process. The eight week academy will start on September 25<sup>th</sup>.

##### Department Study

Staff met with Citygate for a mid-project review. A report should be available for the Board to review by November or December.

#### PUBLIC COMMENT

None

**MOTION TO ADJOURN**

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

The next regular meeting is scheduled on October 11 at 4:30 pm in South St. Paul

Respectfully submitted by:

Deb Wheeler

**SOUTH METRO FIRE**

Summary of List of Claims  
Board Meeting of October 11, 2023

**PAYROLL CHECK REGISTER:**

Payroll Period	9/4 - 9/17		
Date Paid	9/22/2023		
Direct Deposit		\$	116,238.31

Payroll Period	9/18 - 10/1		
Date Paid	10/6/2023		
Direct Deposit		\$	119,483.40

Payroll Period			
Date Paid			
Direct Deposit			

**TOTAL NET PAYROLL**

**\$ 235,721.71**

**DISBURSEMENT CHECK REGISTER:**

Checks	10999 - 11046	\$	103,588.43
EFTS	2665 - 2673	\$	91,904.93

**TOTAL DISBURSEMENT CHECKS**

**\$195,493.36**

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

**\$431,215.07**

# Payment Register

From Payment Date: 9/15/2023 - To Payment Date: 10/4/2023

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1-ANCHOR BAN - ANCHOR BANK									
Check									
10999	09/15/2023	Open			Accounts Payable	ASPEN MILLS	\$75.70		
11000	09/15/2023	Open			Accounts Payable	GALLS, LLC	\$856.02		
11001	09/15/2023	Open			Accounts Payable	HENRY SCHEIN	\$252.82		
11002	09/15/2023	Open			Accounts Payable	INTERSTATE POWER SYSTEMS	\$3,441.16		
11003	09/15/2023	Open			Accounts Payable	Linde Gas and Equipment	\$137.23		
11004	09/15/2023	Open			Accounts Payable	LOCAL GOVERNMENT INFORMATION	\$963.00		
11005	09/15/2023	Open			Accounts Payable	MARTIN-MCALLISTER	\$625.00		
11006	09/15/2023	Open			Accounts Payable	NAPA	\$12.69		
11007	09/15/2023	Open			Accounts Payable	OXYGEN SERVICE COMPANY	\$70.42		
11008	09/15/2023	Open			Accounts Payable	S ST PAUL/CITY OF	\$5,501.87		
11009	09/15/2023	Open			Accounts Payable	US Bank Equipment Finance	\$117.00		
11010	09/25/2023	Open			Accounts Payable	ASPEN MILLS	\$1,859.92		
11011	09/25/2023	Open			Accounts Payable	BOUND TREE MEDICAL	\$790.20		
11012	09/25/2023	Open			Accounts Payable	Cardinal Investigations	\$2,460.00		
11013	09/25/2023	Open			Accounts Payable	CARDMEMBER SERVICES	\$4,414.01		
11014	09/25/2023	Open			Accounts Payable	City Auto Glass	\$179.00		
11015	09/25/2023	Open			Accounts Payable	Citygate Associates, LLC	\$13,305.81		
11016	09/25/2023	Open			Accounts Payable	Dinges Fire Company	\$46.33		
11017	09/25/2023	Open			Accounts Payable	Duluth Tire	\$392.60		
11018	09/25/2023	Open			Accounts Payable	Ethical Leaders in Action, Inc	\$900.00		
11019	09/25/2023	Open			Accounts Payable	Fire Safety Education	\$264.00		
11020	09/25/2023	Open			Accounts Payable	Francis, James	\$100.00		
11021	09/25/2023	Open			Accounts Payable	Further	\$119.10		
11022	09/25/2023	Open			Accounts Payable	HENRY SCHEIN	\$116.73		
11023	09/25/2023	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 1059	\$263.10		
11024	09/25/2023	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 724	\$1,504.80		
11025	09/25/2023	Open			Accounts Payable	PERFORMANCE PLUS	\$817.00		
11026	09/25/2023	Open			Accounts Payable	Seaberg, Thomas	\$100.00		
11027	09/25/2023	Open			Accounts Payable	STANDARD INSURANCE COMPANY	\$1,342.10		
11028	09/25/2023	Open			Accounts Payable	TWIN CITIES TRANSPORT & RECOV	\$645.75		
11029	09/25/2023	Open			Accounts Payable	WEST ST PAUL/CITY OF	\$28,970.81		
11030	09/25/2023	Open			Accounts Payable	WIPPERMANN/DENNIS	\$100.00		
11031	10/04/2023	Open			Accounts Payable	ASPEN MILLS	\$1,340.74		
11032	10/04/2023	Open			Accounts Payable	AT&T MOBILITY	\$990.15		
11033	10/04/2023	Open			Accounts Payable	Blue Peak Consulting, LLC	\$9,112.50		
11034	10/04/2023	Open			Accounts Payable	DAKOTA COUNTY TREASURER	\$3,499.50		
11035	10/04/2023	Open			Accounts Payable	EMERGENCY APPARATUS MAINTENANC	\$7,246.17		
11036	10/04/2023	Open			Accounts Payable	Emergency Technical Decon	\$781.50		
11037	10/04/2023	Open			Accounts Payable	GALLS, LLC	\$112.15		
11038	10/04/2023	Open			Accounts Payable	Grass, Stephen	\$554.00		
11039	10/04/2023	Open			Accounts Payable	IMAGE TREND	\$500.00		
11040	10/04/2023	Open			Accounts Payable	JANSEN/SEAN	\$127.80		
11041	10/04/2023	Open			Accounts Payable	LEAGUE OF MN CITIES INS. TRUST	\$3,191.03		
11042	10/04/2023	Open			Accounts Payable	MacQueen Emergency Group	\$828.77		
11043	10/04/2023	Open			Accounts Payable	MN DRIVER & VEHICAL SERVICES	\$3,327.33		

# Payment Register

From Payment Date: 9/15/2023 - To Payment Date: 10/4/2023

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
11044	10/04/2023	Open			Accounts Payable	NINTH BRAIN	\$118.74		
11045	10/04/2023	Open			Accounts Payable	Rihm Kenworth	\$646.14		
11046	10/04/2023	Open			Accounts Payable	Thomas EMS	\$467.74		
Type Check Totals:							\$103,588.43		
1-ANCHOR BAN - ANCHOR BANK Totals									

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	48	\$103,588.43	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	<b>Total</b>	<b>48</b>	<b>\$103,588.43</b>	<b>\$0.00</b>

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	48	\$103,588.43	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	<b>Total</b>	<b>48</b>	<b>\$103,588.43</b>	<b>\$0.00</b>

Grand Totals:

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	48	\$103,588.43	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	<b>Total</b>	<b>48</b>	<b>\$103,588.43</b>	<b>\$0.00</b>

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	48	\$103,588.43	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	<b>Total</b>	<b>48</b>	<b>\$103,588.43</b>	<b>\$0.00</b>

# Payment Register

From Payment Date: 9/15/2023 - To Payment Date: 10/4/2023

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1-ANCHOR BAN - ANCHOR BANK									
EFT									
2665	09/22/2023	Open			Accounts Payable	Further	\$208.33		
2666	09/29/2023	Open			Accounts Payable	IRS - PR TAXES	\$23,576.26		
2667	09/29/2023	Open			Accounts Payable	MN CHILD SUPPORT	\$355.79		
2668	09/29/2023	Open			Accounts Payable	MN DEPT OF REVENUE	\$7,678.49		
2669	09/29/2023	Open			Accounts Payable	MN II LIFE -- HSA	\$1,261.18		
2670	09/29/2023	Open			Accounts Payable	MSRS	\$450.00		
2671	09/29/2023	Open			Accounts Payable	MSRS - HCSP	\$2,678.07		
2672	09/29/2023	Open			Accounts Payable	NATIONWIDE	\$2,680.00		
2673	09/29/2023	Open			Accounts Payable	PUBLIC EMPLOYEES RETIRE ASSN	\$53,016.81		
Type EFT Totals:							\$91,904.93		
1-ANCHOR BAN - ANCHOR BANK Totals									

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	9	\$91,904.93	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	<b>Total</b>	<b>9</b>	<b>\$91,904.93</b>	<b>\$0.00</b>

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	9	\$91,904.93	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	<b>Total</b>	<b>9</b>	<b>\$91,904.93</b>	<b>\$0.00</b>

Grand Totals:

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	<b>Open</b>	<b>9</b>	<b>\$91,904.93</b>	<b>\$0.00</b>
	<b>Reconciled</b>	<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>
	<b>Voided</b>	<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>
	<b>Total</b>	<b>9</b>	<b>\$91,904.93</b>	<b>\$0.00</b>

All	Status	Count	Transaction Amount	Reconciled Amount
	<b>Open</b>	<b>9</b>	<b>\$91,904.93</b>	<b>\$0.00</b>
	<b>Reconciled</b>	<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>
	<b>Voided</b>	<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>
	<b>Stopped</b>	<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>
	<b>Total</b>	<b>9</b>	<b>\$91,904.93</b>	<b>\$0.00</b>

**South Metro Fire Department  
BANK RECONCILIATION  
September 30, 2023**

<b>Old National Bank</b>			
Ending Balance - Checking		\$	830,866.15
Outstanding Disbursement Checks			(59,662.28)
DIT			
Adjustments:			
<b>RECONCILED BALANCE</b>		<b>\$</b>	<b>771,203.87</b>

<b>CITY TREASURER'S BALANCE:</b>			
Previous Month's Reconciled Balance		\$	1,313,105.31
Daily Receipts Posted			60,674.01
Disbursement Checks Issued			(375,433.36)
Payroll Checks and Direct Deposits			(224,957.72)
Rev Prior Month Adj:			376.74
9/8/2023 IRS Payment cleared higher			(0.42)
9/11/2023 IRS USATAXPYMT SOUTH METRO FIRE DEPAR			(2,559.45)
9/29/2023 IRS USATAXPYMT SOUTH METRO FIRE DEPAR			(1.24)
<b>RECONCILED BALANCE</b>		<b>\$</b>	<b>771,203.87</b>

<b>CASH ACCOUNT BALANCE:</b>		\$	773,764.98
Adjustments			(2,561.11)
<b>RECONCILED BALANCE</b>		<b>\$</b>	<b>771,203.87</b>

**Cash by Fund:**

		Beginning Balance	Net Activity	Ending Balance
General Fund	101-10101	589,762.00	(486,110.74)	103,651.26
Grant Fund	201-10100	899.44	-	899.44
Fire Assistance Fund			-	
Debt Service Fund	301-10101	(124.16)	-	(124.16)
Capital Fund	401-10101	722,944.77	(53,606.33)	669,338.44
	Total	1,313,482.05	(539,717.07)	773,764.98





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	.00	701,266.95	508,685.05	58%	334,043.83
Intergovernmental Revenues	280,612.00	.00	21,544.44	259,067.56	8%	184,549.93
Charges for Services	5,962,128.00	58,244.49	4,407,561.56	1,554,566.44	74%	1,487,660.93
Other Revenue	55,000.00	1,000.00	23,867.26	31,132.74	43%	45,575.01
Other Financing Sources	.00	.00	.00	.00	+++	.00
<b>REVENUE TOTALS</b>	<b>\$7,507,692.00</b>	<b>\$59,244.49</b>	<b>\$5,154,240.21</b>	<b>\$2,353,451.79</b>	<b>69%</b>	<b>\$2,051,829.70</b>
<b>EXPENSE</b>						
Personal Services	6,660,207.00	447,057.77	4,778,567.71	1,881,639.29	72%	1,891,998.14
Supplies	186,115.00	28,859.14	148,958.65	37,156.35	80%	91,917.53
Contractual Services	426,228.00	56,800.88	315,045.36	111,182.64	74%	123,363.45
Other Charges	235,142.00	13,366.57	220,597.17	14,544.83	94%	59,429.59
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)
<b>EXPENSE TOTALS</b>	<b>\$7,507,692.00</b>	<b>546,084.36</b>	<b>5,564,070.24</b>	<b>\$1,943,621.76</b>	<b>74%</b>	<b>\$1,864,434.71</b>
<b>Fund 101 - General Fund Totals</b>						
<b>REVENUE TOTALS</b>	<b>7,507,692.00</b>	<b>59,244.49</b>	<b>5,154,240.21</b>	<b>2,353,451.79</b>	<b>69%</b>	<b>2,051,829.70</b>
<b>EXPENSE TOTALS</b>	<b>7,507,692.00</b>	<b>546,084.36</b>	<b>5,564,070.24</b>	<b>1,943,621.76</b>	<b>74%</b>	<b>1,864,434.71</b>
<b>Fund 101 - General Fund Totals</b>	<b>\$0.00</b>	<b>(\$486,839.87)</b>	<b>(\$409,830.03)</b>	<b>\$409,830.03</b>		<b>\$187,394.99</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	45,612.50	136,837.50	25%	137,287.50
<b>REVENUE TOTALS</b>	<b>\$182,450.00</b>	<b>.00</b>	<b>45,612.50</b>	<b>\$136,837.50</b>	<b>+++</b>	<b>\$137,287.50</b>
<b>EXPENSE</b>						
Contractual Services	182,450.00	.00	45,612.50	136,837.50	+++	183,050.00
<b>EXPENSE TOTALS</b>	<b>\$182,450.00</b>	<b>.00</b>	<b>45,612.50</b>	<b>\$136,837.50</b>	<b>+++</b>	<b>\$183,050.00</b>
<b>Fund 301 - Debt Totals</b>	<b>182,450.00</b>	<b>.00</b>	<b>45,612.50</b>	<b>136,837.50</b>	<b>+++</b>	<b>137,287.50</b>
<b>EXPENSE TOTALS</b>	<b>182,450.00</b>	<b>.00</b>	<b>45,612.50</b>	<b>136,837.50</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>(\$45,762.50)</b>
<b>Fund 401 - Capital Projects</b>						
<b>REVENUE</b>						
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)
<b>REVENUE TOTALS</b>	<b>\$187,236.00</b>	<b>\$0.00</b>	<b>\$140,427.00</b>	<b>\$46,809.00</b>		<b>(\$263,266.00)</b>
<b>EXPENSE</b>						
Motor Vehicles	77,057.00	47,401.20	1,429,512.63	(1,352,455.63)	1855%	(54,974.69)
Office Equipment	83,644.00	.00	59,021.64	24,622.36	71%	70,537.82
Other Equipment	142,439.00	6,205.13	65,907.92	76,531.08	46%	36,620.80
<b>EXPENSE TOTALS</b>	<b>\$303,140.00</b>	<b>\$53,606.33</b>	<b>\$1,554,442.19</b>	<b>(\$1,251,302.19)</b>	<b>513%</b>	<b>\$52,183.93</b>
<b>Fund 401 - Capital Projects</b>	<b>187,236.00</b>	<b>.00</b>	<b>241,328.35</b>	<b>(54,092.35)</b>	<b>129%</b>	<b>(263,266.00)</b>
<b>EXPENSE TOTALS</b>	<b>303,140.00</b>	<b>53,606.33</b>	<b>1,554,442.19</b>	<b>(1,251,302.19)</b>	<b>513%</b>	<b>52,183.93</b>
<b>Fund 401 - Capital Projects</b>	<b>(\$115,904.00)</b>	<b>(\$53,606.33)</b>	<b>(\$1,313,113.84)</b>	<b>\$1,197,209.84</b>		<b>(\$315,449.93)</b>
<b>Grand Totals</b>						
<b>REVENUE TOTALS</b>	<b>7,877,378.00</b>	<b>59,244.49</b>	<b>5,441,181.06</b>	<b>2,436,196.94</b>	<b>69%</b>	<b>1,925,851.20</b>
<b>EXPENSE TOTALS</b>	<b>7,993,282.00</b>	<b>599,690.69</b>	<b>7,164,124.93</b>	<b>829,157.07</b>	<b>90%</b>	<b>2,154,638.64</b>
<b>Grand Totals</b>	<b>(\$115,904.00)</b>	<b>(\$540,446.20)</b>	<b>(\$1,722,943.87)</b>	<b>\$1,607,039.87</b>		<b>(\$228,787.44)</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>FIRE INCIDENTS</b>														
111 Building fire	1	1	1	3	9	2	3	3	2				25	26
112 Fire in structure other than in a building													0	
113 Cooking fire, confined to container						1							1	7
114 Chimney fire													0	
116 Fuel													0	2
118 Trash		1		1	1								3	4
121 Fire in mobile home used as fixed residence									1				1	
130 Mobile property (vehicle) fire, other				2					1				3	
131 Passenger vehicle fire					1		3	1	3				8	15
132 Road Freight or transport vehicle fire				1	1								2	4
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	1				6	4
143 Grass Fire				2									2	3
151 Outside rubbish fire							2		3				5	5
154 Dumpster fire					3	1	3	1	1				9	5
163 Outside equipment fire				2	3		2						7	1
	1	2	2	11	19	6	15	6	12	0	0	0	74	76
<b>OVERPRESSURE RUPTURE, EXPLOSION, OVERHEAT (NO FIRE)</b>														
200 Overpressure rupture, explosion, overheat other							1						1	
243 Fireworks explosion (no fire)													0	2
251 Excessive heat, scorch burns with no ignition	7	4	10	5	4	7	3	4	5				49	33
	7	4	10	5	4	7	4	4	5	0	0	0	50	35
<b>RESCUE &amp; EMERGENCY MEDICAL SERVICE</b>														
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	442				4153	4153
322 Motor vehicle accident with injuries	5	6	14	7	9	9	7	11	9				77	66
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	5				28	35
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	456	0	0	0	4276	4281
<b>HAZARDOUS CONDITION (NO FIRE)</b>														
400 Hazardous condition, other					1	1							2	1
411 Gasoline or other flammable liquid spill			1		1		1	1	1				5	4
412 Gas leak (natural gas or LPG)	2	1	3	5	4	4	2	5	5				31	23
413 Oil spill													1	1
421 Chemical hazard (no spill or leak)			1										1	1
422 Chemical spill or leak				1			2		1				4	5
424 Carbon monoxide incident	3	2		1	1	2	3		1				13	17
440 Electrical equipment problem		1	1		3			2					7	11
442 Overheated motor	2	1	2	1			1	2	1					
444 Power line down	5	1	4	25		2	4	3					44	29
445 Arch, shorted electrical equipment	1	1	1	13		5	6	3	3				33	10
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	12	0	0	0	154	103
<b>SERVICE CALL</b>														
500 Service Call, other													0	4
510 Person in distress, other	1	1	1						1				4	3
519 Person in distress													0	
520 Water problem, other					1								1	
522 Water or steam leak			1				1						2	6
531 Smoke or odor removal	2	1						2					5	5
551 Assist police or other governmental agency	3	6	3	18		15	19	6	12				82	93
553 Public service		12	6	3	14	1	5	3	2				46	52
554 Assist invalid	32	41	45	31	37	41	31	32	38				328	341
561 Unauthorized burning				6	5	8	8	8	6				41	21
	38	61	56	58	57	65	64	51	59	0	0	0	509	525



# 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	2	1	1	1	3		7	3				19	9
611 Dispatched & canceled en route	9	7	13	16	21	29	25	23	24				167	146
621 Wrong location				1									1	1
622 No incident found on arrival at dispatch address	11	1	10	8	9	11	4	10	3				67	57
631 Authorized controlled burning			1		2	1		2	1				7	24
650 Steam, gas, other mistaken for smoke													0	
651 Smoke scare, odor of smoke	6	5	7	1	2	1	2	1	1				26	28
652 Steam, vapor, fog or dust thought to be smoke		1											1	2
653 Smoke from barbeque, tar kettle								1					1	2
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	1				27	21
	30	17	38	30	35	48	32	53	33	0	0	0	316	290
<b>FALSE ALARM &amp; FALSE CALL</b>														
700 False alarm or false call, other	1								2				3	3
710 Malicious false call		2						1					3	9
714 Central Station, malicious false alarm	2							2					4	10
715 Local alarm system, malicious false call	9	1		2	2			1	1				16	13
721 Bomb scare - no bomb													0	
730 System malfunction, other				1									1	1
731 Sprinkler activation due to malfunction		1		3					4				8	9
732 Extinguishment system activation malfunction													0	
733 Smoke detector activation due to malfunction			2	1	13	3	3	6	7				35	28
735 Alarm system sounded due to malfunction	3	3	7	2	2	5	4	8	7				41	25
736 CO detector activation due to malfunction			3	2		3							8	16
740 Unintentional transmission of alarm, other							1						1	3
741 Sprinkler activation, no fire - unintentional	2					1							3	9
743 Smoke detector activation, unintentional	1	4	3	5	3	6	7	3	5				37	55
744 Detector activation, no fire - unintentional					2		1	2	1				6	9
745 Alarm system activation, no fire - unintentional	4	2	4	6	3	7	6	5	3				40	50
7451 False Alarm	11	7	6	7	8	6	6	3	6				60	64
746 Carbon monoxide detector activation, no CO	2	1	1	3	1	2	3	3	2				18	21
	35	21	26	32	34	33	31	34	38	0	0	0	284	325
<b>SEVERE WEATHER &amp; NATURAL DISASTER</b>														
814 Lightning strike (no fire)			1										1	
	0	0	1	0	0	0	0	0	0	0	0	0	1	0
<b>SPECIAL INCIDENT TYPE</b>														
900 Special type of incident, other									1				1	
911 Citizen Complaint					1	3			1				5	1
	0	0	0	0	1	3	0	0	2	0	0	0	6	1
Not Reported					2			2	1				5	23
	0	0	0	0	2	0	0	2	1	0	0	0	5	23
<b>MONTHLY RUN TOTAL</b>	<b>583</b>	<b>549</b>	<b>665</b>	<b>684</b>	<b>646</b>	<b>617</b>	<b>668</b>	<b>645</b>	<b>621</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5678</b>	<b>5616</b>
<b>BLS Transports</b>	<b>138</b>	<b>154</b>	<b>167</b>	<b>177</b>	<b>154</b>	<b>161</b>	<b>161</b>	<b>161</b>	<b>154</b>				<b>1427</b>	<b>1382</b>



# SOUTH METRO FIRE DEPARTMENT

1650 Humboldt Avenue • West St. Paul MN 55118

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

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

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DATE: October 11, 2023

TO: President and Board

FROM: Mark Juelfs, Fire Chief

RE: **Fire Chief's Performance Evaluation**

**Summary:**

One element of my Employment Agreement relates to a performance evaluation.

***Section 5. Performance Evaluation.***

*The Board shall conduct a performance evaluation of Juelfs on a periodic basis, as frequently and at such times as are deemed advisable by the Board. Regular performance evaluations shall occur at least once each calendar year during the month of December.*

In previous years, the Board has typically started the process in October or November, allowing the Board to review the results of the performance evaluation with the Fire Chief at the December Board meeting.

**Recommendation:**

Determine the process and timeline for this year's performance evaluation of the Fire Chief.



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DATE: October 11, 2023

TO: President and Board

FROM: Mark Juelfs, Fire Chief

RE: **General Updates**

**Summary:**

Below are updates on some current topics:

**Department Study** – Staff continues to work with Citygate to complete the draft report for presentation to the Fire Board at the November meeting.

**Hiring** – We welcomed three new members to the Department on September 25<sup>th</sup>, Em Langer, Leif Chinander, and Mackenzie Asp. The new hires are currently in the joint portion of the eight-week academy. Following the academy, they will start on shift and complete their FTO process.

**OERAC Grant** – Unfortunately our pursuit of the OERAC grant was unsuccessful. Staff will continue to look for other opportunities to fund this innovative approach to combating the opioid epidemic in our communities.