



# 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:** October 9, 2024, 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. [Ben Bailey Retirement](#)
- IV. Consent Agenda
  - a. [September 18, 2024, Meeting Minutes](#)
  - b. [September 2024 List of Claims](#)
  - c. [September 2024 Bank Reconciliation](#)
  - d. [September 2024 Month End Budget Report](#)
  - e. [August 2024 Run Summary Report](#)
- V. Committee Reports
  - a. None
- VI. Agenda Items
  - a. [SAFER Grant](#)
  - b. [Administration Wage Discussion](#)
  - c. [Fire Chiefs Performance Review Process](#)
  - d. Labor Negotiations
    - i. *Closed Session*
      1. *Motion to hold closed meeting pursuant to Minn. Stat. 13D.03 to review labor negotiation proposals*
      2. *Motion to re-open meeting*
- VII. Public Comment
- VIII. Adjourn

Next Regular Meeting – November 20, 2024, South St. Paul

September 17, 2024

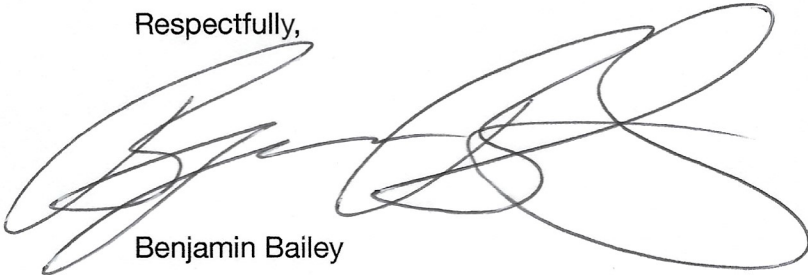
Dear Chief Juelfs,

Please accept this letter as my formal two week notice to retire from my position of Fire Captain with the South Metro Fire Department. I will not be returning to work after my FMLA time is over. My last day will be October 2, 2024.

I would like to express my gratitude for the opportunities and experiences I have had during my time with South Metro. It has been the honor of my life to watch the transformation of the department over the years. South Metro is made up of the finest people around and I have no doubt about the continued success and direction of the department.

Thank you again for the guidance and support during my years with the department. I wish you all the best success and growth.

Respectfully,

A handwritten signature in black ink, appearing to read 'Benjamin Bailey', written in a cursive style with large loops and flourishes.

Benjamin Bailey

## MINUTES

### SOUTH METRO FIRE DEPARTMENT BOARD OF DIRECTORS

Wednesday, September 18, 2024

West St Paul, Lobby Conference Room

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

Also Present: Chief Juelfs

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

None

#### CONSENT AGENDA

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

#### COMMITTEE REPORTS

None

#### AGENDA ITEMS

Labor Negotiations  
*Closed Session*  
*Motion to hold closed meeting pursuant to Minn. Stat. 13D.03 to review labor negotiation proposals by Berry, seconded by Francis.*  
Motion carried.

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

Board discussed labor negotiations strategy in the closed session.

#### PUBLIC COMMENT

None

#### MOTION TO ADJOURN

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

The next regular meeting is scheduled on October 9, 2024 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 9, 2024

**PAYROLL CHECK REGISTER:**

Payroll Period	9/2 - 9/15		
Date Paid	9/20/2024		
Direct Deposit		\$	130,998.63
Payroll Period	9/16 - 9/29		
Date Paid	10/4/2024		
Direct Deposit		\$	122,163.08
Payroll Period			
Date Paid		\$	-
Direct Deposit			

**TOTAL NET PAYROLL**

**\$ 253,161.71**

**DISBURSEMENT CHECK REGISTER:**

Checks	11631 - 11670	\$	62,742.94
EFTS	2980 - 2993	\$	107,814.50

**TOTAL DISBURSEMENT CHECKS**

**\$170,557.44**

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

**\$423,719.15**

# Payment Register

From Payment Date: 9/24/2024 - To Payment Date: 10/4/2024

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1-ANCHOR BAN - ANCHOR BANK									
<u>Check</u>									
11631	09/24/2024	Open			Accounts Payable	ASPEN MILLS	\$1,279.92		
11632	09/24/2024	Open			Accounts Payable	BATTERIES PLUS	\$175.70		
11633	09/24/2024	Open			Accounts Payable	Berry/ Wendy	\$100.00		
11634	09/24/2024	Open			Accounts Payable	BOUND TREE MEDICAL	\$821.50		
11635	09/24/2024	Open			Accounts Payable	EMC FIRE	\$2,670.00		
11636	09/24/2024	Open			Accounts Payable	EMERGENCY APPARATUS MAINTENANC	\$7,518.58		
11637	09/24/2024	Open			Accounts Payable	Francis, James	\$100.00		
11638	09/24/2024	Open			Accounts Payable	Further	\$107.45		
11639	09/24/2024	Open			Accounts Payable	GALLS, LLC	\$193.44		
11640	09/24/2024	Open			Accounts Payable	Grass, Stephen	\$570.00		
11641	09/24/2024	Open			Accounts Payable	HENRY SCHEIN	\$127.08		
11642	09/24/2024	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 1059	\$277.50		
11643	09/24/2024	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 724	\$1,587.30		
11644	09/24/2024	Open			Accounts Payable	LOCAL GOVERNMENT INFORMATION	\$145.00		
11645	09/24/2024	Open			Accounts Payable	Napier/ David	\$100.00		
11646	09/24/2024	Open			Accounts Payable	OXYGEN SERVICE COMPANY	\$154.89		
11647	09/24/2024	Open			Accounts Payable	Rihm Kenworth	\$115.70		
11648	09/24/2024	Open			Accounts Payable	S ST PAUL/CITY OF	\$5,574.69		
11649	09/24/2024	Open			Accounts Payable	Seaberg, Thomas	\$100.00		
11650	09/24/2024	Open			Accounts Payable	SOUTH EAST TOWING	\$600.00		
11651	09/24/2024	Open			Accounts Payable	WIPPERMANN/DENNIS	\$100.00		
11652	09/24/2024	Open			Accounts Payable	WITMER PUBLIC SAFETY GROUP INC	\$842.93		
11653	10/02/2024	Open			Accounts Payable	ASPEN MILLS	\$5,554.43		
11654	10/02/2024	Open			Accounts Payable	AT&T MOBILITY	\$1,061.91		
11655	10/02/2024	Open			Accounts Payable	BATTERIES PLUS	\$17.96		
11656	10/02/2024	Open			Accounts Payable	BOUND TREE MEDICAL	\$4,311.16		
11657	10/02/2024	Open			Accounts Payable	CARDMEMBER SERVICES	\$18,437.77		
11658	10/02/2024	Open			Accounts Payable	Coro Medical	\$312.00		
11659	10/02/2024	Open			Accounts Payable	DAKOTA COUNTY TREASURER	\$1,889.73		
11660	10/02/2024	Open			Accounts Payable	FLETCHER/PAUL	\$159.99		
11661	10/02/2024	Open			Accounts Payable	GALLS, LLC	\$166.40		
11662	10/02/2024	Open			Accounts Payable	IMAGE TREND	\$500.00		
11663	10/02/2024	Open			Accounts Payable	JOHNSON/TERRANCE	\$805.73		
11664	10/02/2024	Open			Accounts Payable	MacQueen Emergency Group	\$595.94		
11665	10/02/2024	Open			Accounts Payable	MARTIN-MCALLISTER	\$2,500.00		
11666	10/02/2024	Open			Accounts Payable	MINNESOTA GLOVE & SAFETY,INC	\$105.30		
11667	10/02/2024	Open			Accounts Payable	NINTH BRAIN	\$118.74		
11668	10/02/2024	Open			Accounts Payable	PERFORMANCE PLUS	\$845.00		
11669	10/02/2024	Open			Accounts Payable	Smith/ Robert	\$176.00		

# Payment Register

From Payment Date: 9/24/2024 - To Payment Date: 10/4/2024

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
11670	10/02/2024	Open			Accounts Payable	Teleflex LLC	\$1,923.20		
Type Check Totals:									
1-ANCHOR BAN - ANCHOR BANK Totals							\$62,742.94		

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	40	\$62,742.94	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	<b>Total</b>	<b>40</b>	<b>\$62,742.94</b>	<b>\$0.00</b>

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	40	\$62,742.94	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	<b>Total</b>	<b>40</b>	<b>\$62,742.94</b>	<b>\$0.00</b>

Grand Totals:

Checks	Status	Count	Transaction Amount	Reconciled Amount
	<b>Open</b>	<b>40</b>	<b>\$62,742.94</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>40</b>	<b>\$62,742.94</b>	<b>\$0.00</b>

All	Status	Count	Transaction Amount	Reconciled Amount
	<b>Open</b>	<b>40</b>	<b>\$62,742.94</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>40</b>	<b>\$62,742.94</b>	<b>\$0.00</b>

# Payment Register

From Payment Date: 9/24/2024 - To Payment Date: 10/4/2024

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1-ANCHOR BAN - ANCHOR BANK									
EFT									
2980	09/24/2024	Open			Accounts Payable	I C M A RETIREMENT CORP	\$1,200.00		
2981	09/24/2024	Open			Accounts Payable	IRS - PR TAXES	\$27,643.87		
2982	09/24/2024	Open			Accounts Payable	MN CHILD SUPPORT	\$388.55		
2983	09/24/2024	Open			Accounts Payable	MN DEPT OF REVENUE	\$9,019.14		
2984	09/24/2024	Open			Accounts Payable	MN II LIFE -- HSA	\$1,057.37		
2985	09/24/2024	Open			Accounts Payable	MSRS	\$450.00		
2986	09/24/2024	Open			Accounts Payable	MSRS - HCSP	\$3,048.90		
2987	09/24/2024	Open			Accounts Payable	NATIONWIDE	\$3,100.00		
2988	09/24/2024	Open			Accounts Payable	PUBLIC EMPLOYEES RETIRE ASSN	\$59,533.93		
2989	09/24/2024	Open			Accounts Payable	Wisconsin Child Support Agency	\$453.22		
2990	09/24/2024	Open			Accounts Payable	Further	\$486.66		
2991	09/30/2024	Open			Accounts Payable	OLD NATIONAL BANK	\$76.62		
2992	09/30/2024	Open			Accounts Payable	CLOVER	\$16.24		
2993	09/30/2024	Open			Accounts Payable	AFLAC	\$1,340.00		
Type EFT Totals:									
1-ANCHOR BAN - ANCHOR BANK Totals								\$107,814.50	

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	14	\$107,814.50	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	<b>Total</b>	<b>14</b>	<b>\$107,814.50</b>	<b>\$0.00</b>

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	14	\$107,814.50	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	<b>Total</b>	<b>14</b>	<b>\$107,814.50</b>	<b>\$0.00</b>

Grand Totals:

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	14	\$107,814.50	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	<b>Total</b>	<b>14</b>	<b>\$107,814.50</b>	<b>\$0.00</b>

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	14	\$107,814.50	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	<b>Total</b>	<b>14</b>	<b>\$107,814.50</b>	<b>\$0.00</b>



**SOUTH METRO FIRE DEPT  
BANK RECONCILIATION  
September 30, 2024**

<b>Old National Bank</b>			
Ending Balance - Checking	\$	1,177,634.16	
Outstanding Disbursement Checks		(18,326.84)	
DIT		4,802.64	
Adjustments:			
<b>RECONCILED BALANCE</b>		<b>\$</b>	<b>1,164,109.96</b>

<b>CITY TREASURER'S BALANCE:</b>			
Previous Month's Reconciled Balance	\$	1,662,433.81	
Daily Receipts Posted		64,383.49	
Disbursement Checks Issued		(304,626.59)	
Payroll Checks and Direct Deposits		(258,317.05)	
Journal Entries			
Rev Prior Month Adj:		830.50	
PR difference booked/cleared bank		2.5	
Futher expense not booked		(596.70)	
<b>RECONCILED BALANCE</b>		<b>\$</b>	<b>1,164,109.96</b>

<b>CASH ACCOUNT BALANCE:</b>		\$	1,164,704.16
Journal Entries			
Futher expense not booked		(596.70)	
PR difference booked/cleared bank		2.50	
<b>RECONCILED BALANCE</b>		<b>\$</b>	<b>1,164,109.96</b>

**Cash by Fund:**

		Beginning Balance	Net Activity	Ending Balance
General Fund	101-10101	932,041.49	(501,263.97)	430,777.52
Grant Fund	201-10100	15,119.11	5,320.00	20,439.11
Fire Assistance Fund	240-10100		-	
Debt Service Fund	301-10101	1.34	-	1.34
Capital Fund	401-10101	716,102.37	(2,616.18)	713,486.19
	Total	1,663,264.31	(498,560.15)	1,164,704.16



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	1,938,696.00	.00	1,103,504.95	835,191.05	57%	508,685.05
Intergovernmental Revenues	243,666.00	.00	230,687.38	12,978.62	95%	259,067.56
Charges for Services	6,039,822.00	(5,320.00)	4,493,060.22	1,546,761.78	74%	1,554,599.44
Other Revenue	56,000.00	.00	20,103.82	35,896.18	36%	31,132.74
Other Financing Sources	.00	.00	.00	.00	+++	.00
<b>REVENUE TOTALS</b>	<b>\$8,278,184.00</b>	<b>(\$5,320.00)</b>	<b>\$5,847,356.37</b>	<b>\$2,430,827.63</b>	<b>71%</b>	<b>\$2,353,484.79</b>
<b>EXPENSE</b>						
Personal Services	7,332,449.00	510,755.39	5,214,780.22	2,117,668.78	71%	1,881,639.29
Supplies	238,677.00	11,473.50	103,382.69	135,294.31	43%	37,156.35
Contractual Services	446,114.00	12,461.69	301,070.34	145,043.66	67%	111,182.64
Other Charges	260,944.00	19,689.87	190,207.41	70,736.59	73%	14,544.83
Capital Outlay	.00	.00	.00	.00	+++	.00
Debt Service	.00	.00	.00	.00	+++	.00
Other Financing Uses	.00	.00	130,712.00	(130,712.00)	+++	(100,901.35)
<b>EXPENSE TOTALS</b>	<b>\$8,278,184.00</b>	<b>554,380.45</b>	<b>5,940,152.66</b>	<b>\$2,338,031.34</b>	<b>72%</b>	<b>\$1,943,621.76</b>
<b>Fund 101 - General Fund Totals</b>						
<b>REVENUE TOTALS</b>	<b>8,278,184.00</b>	<b>(5,320.00)</b>	<b>5,847,356.37</b>	<b>2,430,827.63</b>	<b>71%</b>	<b>2,353,451.79</b>
<b>EXPENSE TOTALS</b>	<b>8,278,184.00</b>	<b>554,380.45</b>	<b>5,940,152.66</b>	<b>2,338,031.34</b>	<b>72%</b>	<b>1,943,621.76</b>
<b>Fund 101 - General Fund Totals</b>	<b>\$0.00</b>	<b>(\$559,700.45)</b>	<b>(\$92,796.29)</b>	<b>\$92,796.29</b>		<b>\$409,830.03</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	186,650.00	.00	93,325.00	93,325.00	50%	136,837.50
<b>REVENUE TOTALS</b>	<b>\$186,650.00</b>	<b>.00</b>	<b>93,325.00</b>	<b>\$93,325.00</b>	<b>+++</b>	<b>\$136,837.50</b>
<b>EXPENSE</b>						
Contractual Services	186,650.00	.00	93,325.00	93,325.00	+++	136,837.50
<b>EXPENSE TOTALS</b>	<b>\$186,650.00</b>	<b>.00</b>	<b>93,325.00</b>	<b>\$93,325.00</b>	<b>+++</b>	<b>\$136,837.50</b>
<b>Fund 301 - Debt Totals</b>						
<b>REVENUE TOTALS</b>	<b>186,650.00</b>	<b>.00</b>	<b>93,325.00</b>	<b>93,325.00</b>	<b>+++</b>	<b>136,837.50</b>
<b>EXPENSE TOTALS</b>	<b>186,650.00</b>	<b>.00</b>	<b>93,325.00</b>	<b>93,325.00</b>	<b>+++</b>	<b>136,837.50</b>
<b>Fund 301 - Debt Totals</b>	<b>\$0.00</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	224,684.00	.00	168,512.28	56,171.72	75%	46,809.00
Other Revenue	.00	.00	.00	.00	+++	.00
Other Financing Sources	.00	.00	130,712.00	.00	+++	.00
<b>REVENUE TOTALS</b>	<b>\$224,684.00</b>	<b>\$0.00</b>	<b>\$299,224.28</b>	<b>\$56,171.72</b>		<b>\$46,809.00</b>
<b>EXPENSE</b>						
Motor Vehicles	367,000.00	.00	30,411.29	336,588.71	8%	(1,352,455.53)
Office Equipment	77,302.00	2,616.18	52,801.66	24,500.34	68%	24,622.36
Other Equipment	208,700.00	.00	161,607.08	47,092.92	77%	76,531.08
<b>EXPENSE TOTALS</b>	<b>\$653,002.00</b>	<b>\$2,616.18</b>	<b>\$244,820.03</b>	<b>\$408,181.97</b>	<b>37%</b>	<b>(\$1,251,302.09)</b>
<b>Fund 401 - Capital Projects</b>						
<b>REVENUE TOTALS</b>	<b>224,684.00</b>	<b>.00</b>	<b>299,224.28</b>	<b>(74,540.28)</b>	<b>133%</b>	<b>(54,092.35)</b>
<b>EXPENSE TOTALS</b>	<b>653,002.00</b>	<b>2,616.18</b>	<b>244,820.03</b>	<b>408,181.97</b>	<b>37%</b>	<b>(1,251,302.19)</b>
<b>Fund 401 - Capital Projects</b>	<b>(\$428,318.00)</b>	<b>(\$2,616.18)</b>	<b>\$54,404.25</b>	<b>(\$482,722.25)</b>		<b>\$1,197,209.84</b>
<b>Grand Totals</b>						
<b>REVENUE TOTALS</b>	<b>8,689,518.00</b>	<b>(5,320.00)</b>	<b>6,239,905.74</b>	<b>2,449,612.26</b>	<b>72%</b>	<b>2,436,196.94</b>
<b>EXPENSE TOTALS</b>	<b>9,117,836.00</b>	<b>556,996.63</b>	<b>6,280,797.69</b>	<b>2,837,038.31</b>	<b>69%</b>	<b>829,157.07</b>
<b>Grand Totals</b>	<b>(\$428,318.00)</b>	<b>(\$562,316.63)</b>	<b>(\$40,891.95)</b>	<b>(\$387,426.05)</b>		<b>\$1,607,039.87</b>



# 2024 Run Summary

South Metro Fire Department

	January	February	March	April	May	June	July	August	September	October	November	December	YTD TOTAL	2023 YTD TOTAL
<b>FIRE INCIDENTS</b>														
111 Building fire	2	3	5	9	7	5	4	7					42	23
112 Fire in structure other than in a building													0	
113 Cooking fire, confined to container	1	1	2					1					5	1
114 Chimney fire													0	
116 Fuel													0	
118 Trash	1												1	3
121 Fire in mobile home used as fixed residence													0	
130 Mobile property (vehicle) fire, other								1					1	2
131 Passenger vehicle fire	1		1	1		2	3						8	5
132 Road Freight or transport vehicle fire						1							1	2
133 Rail vehicle fire													0	
134 Water vehicle fire													0	1
135 Aircraft Fire													0	5
138 Off-road vehicle or heavy equipment fire													0	2
142 Brush or bursh & grass mixture fire		1	3	1	1		1						7	2
143 Grass Fire													0	2
151 Outside rubbish fire		1	3		3		3	2					12	
154 Dumpster fire		1				2	4	1					8	8
163 Outside equipment fire			1	1									2	7
	5	7	15	12	11	10	15	12	0	0	0	0	87	63
<b>OVERPRESSURE RUPTURE, EXPLOSION, OVERHEAT (NO FIRE)</b>														
200 Overpressure rupture, explosion, overheat other					1		1						2	1
243 Fireworks explosion (no fire)													0	
251 Excessive heat, scorch burns with no ignition	6	4	4	2	6	5	8	5					40	44
	6	4	4	2	7	5	9	5	0	0	0	0	42	45
<b>RESCUE &amp; EMERGENCY MEDICAL SERVICE</b>														
311 Medical assist, assist EMS crew		1					1	1					3	1
321 EMS call, excluding vehicle accident with injury	525	452	487	517	501	462	475	488					3907	3711
322 Motor vehicle accident with injuries	3	6	7	10	7	11	14	6					64	68
323 Motor vehicle/pedestrian accident (MV Ped)	3			1	1	1	2	2					10	3
324 Motor vehicle accident with no injuries.	3	2	2	1	6		2						16	23
341 Search for person on land							1	1					2	
350 Extrication, rescue, other													0	2
352 Extrication of victims from vehicle													0	
353 Removal of victim(s) from stalled elevator	1		1	3	2	3	3	4					17	10
355 Confined Space Rescue								1					1	
357 Extrication of victim(s) from machinery													0	
360 Water & ice related rescue, other		1				2							3	
361 Swimming/recreational water areas rescue													0	
362 Ice Rescue													0	
365 Watercraft rescue			1										1	
372 Trapped by power lines0													0	
381 Rescue or EMS standby					3								3	2
	535	462	498	532	520	480	497	503	0	0	0	0	4027	3820
<b>HAZARDOUS CONDITION (NO FIRE)</b>														
400 Hazardous condition, other													0	2
411 Gasoline or other flammable liquid spill					2								2	4
412 Gas leak (natural gas or LPG)	2	1	2	5	3	5		3					21	26
413 Oil spill				1			5						1	1
421 Chemical hazard (no spill or leak)					1			1					2	1
422 Chemical spill or leak								2					2	3
424 Carbon monoxide incident	2	1	1	1		4	2	5					16	12
440 Electrical equipment problem		1	1	1	3	5	1	1					13	7
442 Overheated motor		1	1		2		2	3						
444 Power line down	2			1	5	2	7	16					33	44
445 Arch, shorted electrical equipment	1	1	1	1		2	3	7					16	30
460 Potential accident													0	1
461 Building or structure weakened or collapsed													0	1
462 Aircraft standby													0	
463 Vehicle accident, cleanup		1											1	1
471 Explosive, bomb removal													0	
481 Attempt to burn													0	1
	7	6	6	10	16	18	20	38	0	0	0	0	121	134
<b>SERVICE CALL</b>														
500 Service Call, other		1											1	
510 Person in distress, other						3							3	3
519 Person in distress													0	
520 Water problem, other				1		1							2	1
522 Water or steam leak	1	1						1					3	2
531 Smoke or odor removal	1			1				1					3	5
542 Animal Rescue					3	8	1						3	
551 Assist police or other governmental agency	10	17	14	9	14	5	5	5					79	70
553 Public service	3	2	1	3	3	18	16	14					60	63
554 Assist invalid	41	41	68	47	49	46	33	57					382	290
561 Unauthorized burning	1	1	9	6	3	7	2	6					35	35
	57	63	92	67	72	88	57	84	0	0	0	0	580	469



# 2024 Run Summary

South Metro Fire Department

	January	February	March	April	May	June	July	August	September	October	November	December	YTD TOTAL	2023 YTD TOTAL
<b>GOOD INTENT CALL</b>														
600 Good intent call, other	3		3	4	2	1	2	3					18	16
611 Dispatched & canceled en route	10	7	12	10	22	15	16	16					108	143
621 Wrong location													0	1
622 No incident found on arrival at dispatch address	6	8	8	4	6	6	7	14					59	64
631 Authorized controlled burning	2	2	2		1			2					9	6
650 Steam, gas, other mistaken for smoke				1									1	
651 Smoke scare, odor of smoke		2	4	2	1	2	1	1					13	25
652 Steam, vapor, fog or dust thought to be smoke	3												3	1
653 Smoke from barbeque, tar kettle													0	1
661 EMS call, party transported by non-fire agency (661)													0	
671 HazMat release investigation w/no HazMat	2	3	6	9	3	4	4	6					37	26
	<b>26</b>	<b>22</b>	<b>35</b>	<b>30</b>	<b>35</b>	<b>28</b>	<b>30</b>	<b>42</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>248</b>	<b>283</b>
<b>FALSE ALARM &amp; FALSE CALL</b>														
700 False alarm or false call, other	1				2			1					4	1
710 Malicious false call		2				1	2	1					6	3
714 Central Station, malicious false alarm			1	1		2		1					5	4
715 Local alarm system, malicious false call	1			1	1	2		1					6	15
721 Bomb scare - no bomb				1									1	
730 System malfunction, other					1		1						2	1
731 Sprinkler activation due to malfunction	4		3	1	4		3	2					17	4
732 Extinguishment system activation malfunction													0	
733 Smoke detector activation due to malfunction	3	3	1	3	8	5	8	5					36	28
735 Alarm system sounded due to malfunction	8	5	4	3	3	2	10	8					43	34
736 CO detector activation due to malfunction	5	3	1	1		2	6	3					21	8
740 Unintentional transmission of alarm, other				1				1					2	1
741 Sprinkler activation, no fire - unintentional			1	1				1					3	3
743 Smoke detector activation, unintentional	8	1	3	4	3	3	7	6					35	32
744 Detector activation, no fire - unintentional		1	1	2	1	1	1	1					8	5
745 Alarm system activation, no fire - unintentional	1	4		4	4	5	11	4					33	37
7451 False Alarm	8	8	7	10	12	12	10	8					75	54
746 Carbon monoxide detector activation, no CO	2	2	4	1	4	1		2					16	16
	<b>41</b>	<b>29</b>	<b>26</b>	<b>34</b>	<b>43</b>	<b>36</b>	<b>59</b>	<b>45</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>313</b>	<b>246</b>
<b>SEVERE WEATHER &amp; NATURAL DISASTER</b>														
814 Lightning strike (no fire)													0	1
	<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>0</b>	<b>0</b>	<b>1</b>
<b>SPECIAL INCIDENT TYPE</b>														
900 Special type of incident, other				2									2	0
911 Citizen Complaint				1		1							2	4
	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>4</b>
Not Reported	1	3					3	1					8	4
	<b>1</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>4</b>
<b>MONTHLY RUN TOTAL</b>	<b>678</b>	<b>596</b>	<b>676</b>	<b>688</b>	<b>704</b>	<b>666</b>	<b>690</b>	<b>730</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5428</b>	<b>5076</b>
<b>BLS Transports</b>	<b>168</b>	<b>169</b>	<b>188</b>	<b>185</b>	<b>167</b>	<b>160</b>	<b>174</b>	<b>160</b>					<b>1371</b>	<b>1273</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 9, 2024

TO: President and Board

FROM: Mark Juelfs, Fire Chief

RE: **Acceptance of SAFER Grant**

**Summary:**

In April of 2024, South Metro staff applied for a FEMA Staffing for Adequate Fire and Emergency Response (SAFER) Grant to hire eight Firefighters as outlined in the Standards of Cover study that was completed by Citygate and Associates in 2023. On September 23, 2024, South Metro was notified that we were awarded the grant in the amount of \$3,361,761.68.

**Budget Impact:**

Acceptance of the grant will offset the wages and benefits of the additional Firefighters for the three-year performance period.

**Recommendation:**

Approve acceptance of the FEMA grant

**Attachments:**

Award Package

# Award Letter

U.S. Department of Homeland Security  
Washington, D.C. 20472

Effective date: 09/23/2024



Mark Juelfs  
SOUTH METRO FIRE DEPARTMENT  
1650 HUMBOLDT AVE  
WEST SAINT PAUL, MN 55118  
  
EMW-2023-FF-00068

Dear Mark Juelfs,

Congratulations on behalf of the Department of Homeland Security. Your application submitted for the Fiscal Year (FY) 2023 Staffing for Adequate Fire and Emergency Response (FF) Grant funding opportunity has been approved in the amount of \$3,361,761.68 in Federal funding.

FEMA has waived, in part or in full, one or more requirements for this grant award. See the Summary Award Memo for additional information about Economic Hardship Waivers.

Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award through the FEMA Grants Outcomes (FEMA GO) system. By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Summary Award Memo - included in this document
- Agreement Articles - included in this document
- Obligating Document - included in this document
- 2023 FF Notice of Funding Opportunity (NOFO) - incorporated by reference

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award.

Sincerely,

A handwritten signature in blue ink that reads "P.S. Williams".

PAMELA WILLIAMS  
Assistant Administrator, Grant Programs

## Summary Award Memo

**Program:** Fiscal Year 2023 Staffing for Adequate Fire and Emergency Response

**Recipient:** SOUTH METRO FIRE DEPARTMENT

**UEI-EFT:** C9V3LX1MZ548

**DUNS number:** 794284575

**Award number:** EMW-2023-FF-00068

## **Summary description of award**

The purpose of the SAFER Grant Program is to provide funding directly to fire departments and volunteer firefighter interest organizations to assist in increasing the number of firefighters to help communities meet industry minimum standards and attain 24-hour staffing to provide adequate protection from fire and fire-related hazards, and to fulfill traditional missions of fire departments. After careful consideration, FEMA has determined that the recipient's project or projects submitted as part of the recipient's application and detailed in the project narrative as well as the request details section of the application — including budget information — was consistent with the SAFER Grant Program's purpose and was worthy of award.

Except as otherwise approved as noted in this award, the information you provided in your application for Fiscal Year (FY) 2023 Staffing for Adequate Fire and Emergency Response (SAFER) Grant funding is incorporated into the terms and conditions of this award. This includes any documents submitted as part of the application.

## **Approved Economic Hardship Waivers**

### **Position cost limit waiver**

FEMA has waived the position cost limit requirement for this grant award. Costs are limited to the approved budget per position.

### **Cost share waiver**

FEMA has waived the cost share requirement for this grant award. You are not required to contribute non-Federal funds for this grant award. The recipient is responsible for any costs that exceed the Federal funding provided for this grant award.

### **Minimum budget waiver**

FEMA has waived the minimum budget requirement for this award.

### **Non-supplanting waiver**

FEMA has waived the non-supplanting requirement for this award. SAFER grant funds may be used to replace funds that would be available from State or local sources or from the Bureau of Indian Affairs.

## **Amount awarded**

The amount of the award is detailed in the attached Obligating Document for Award. The cost share amounts described in this award letter are based on the approved total project cost; however, the

Federal funding available is limited based on the applicable position cost limit and the applicable cost share as applied to actual costs.

The following are the total approved budgeted estimates for object classes for all funded firefighter positions for this award (including Federal share plus your cost share, if applicable, as applied to the estimated costs):

Object Class	First Year	Second Year	Third Year	Total
Personnel	\$760,421.92	\$790,838.80	\$822,472.32	\$2,373,733.04
Fringe benefits	\$312,056.56	\$329,017.52	\$346,954.56	\$988,028.64
Travel	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Contractual	\$0.00	\$0.00	\$0.00	\$0.00
Construction	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
Indirect charges	\$0.00	\$0.00	\$0.00	\$0.00
Federal	\$1,072,478.48	\$1,119,856.32	\$1,169,426.88	\$3,361,761.68
Non-federal	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$1,072,478.48	\$1,119,856.32	\$1,169,426.88	\$3,361,761.68
Program Income				\$0.00

## Approved scope of work

After review of your application, FEMA has approved the below scope of work. Justifications are provided for any differences between the scope of work in the original application and the approved scope of work under this award. You must submit scope or budget revision requests for FEMA's prior approval, via an amendment request, as appropriate per 2 C.F.R. § 200.308 and the FY2023 FF NOFO.

### Approved request details:

## Hiring of Firefighters



## New, Additional Firefighter(s)

### BENEFITS FUNDED

Benefits included are health insurance (\$650.00 per month per employee is the average between all of our personnel with a 10% increase per year), HSA contribution (\$3,750 per employee a year increasing by \$250.00 per year), dental insurance (\$45.00 per month per employee with a 4% increase per year), life insurance (\$16.00 per month per employee with a 4% increase per year), vision insurance (\$5.00 per month per employee with a 5% increase per year), supplemental cancer insurance (\$33.50 per month per employee, rate locked), retirement contribution (State mandated 17.7% of salary), workers compensation insurance (8.48% of salary) and FICA.

### NUMBER OF FIREFIGHTERS

8

	ANNUAL SALARY PRICE	ANNUAL BENEFITS	TOTAL PER FIREFIGHTER
Year 1	\$95,052.74	\$39,007.07	\$134,059.81
Year 2	\$98,854.85	\$41,127.19	\$139,982.04
Year 3	\$102,809.04	\$43,369.32	\$146,178.36
3 Year Total	\$3,361,761.68		

## Agreement Articles

**Program:** Fiscal Year 2023 Staffing for Adequate Fire and Emergency Response

**Recipient:** SOUTH METRO FIRE DEPARTMENT

**UEI-EFT:** C9V3LX1MZ548

**DUNS number:** 794284575

**Award number:** EMW-2023-FF-00068

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**Article 1****Assurances, Administrative Requirements, Cost Principles, Representations, and Certifications**

I. Recipients must complete either the Office of Management and Budget (OMB) Standard Form 424B Assurances – Non- Construction Programs, or OMB Standard Form 424D Assurances – Construction Programs, as applicable. Certain assurances in these documents may not be applicable to your program and the DHS financial assistance office (DHS FAO) may require applicants to certify additional assurances. Applicants are required to fill out the assurances as instructed by the federal awarding agency.

**Article 2****General Acknowledgements and Assurances**

Recipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in effect as of the federal award date and located at 2 C.F.R. Part 200 and adopted by DHS at 2 C.F.R. § 3002.10. All recipients and subrecipients must acknowledge and agree to provide DHS access to records, accounts, documents, information, facilities, and staff pursuant to 2 C.F.R. § 200.337. I. Recipients must cooperate with any DHS compliance reviews or compliance investigations. II. Recipients must give DHS access to examine and copy records, accounts, and other documents and sources of information related to the federal financial assistance award and permit access to facilities and personnel. III. Recipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports. IV. Recipients must comply with all other special reporting, data collection, and evaluation requirements required by law, federal regulation, Notice of Funding Opportunity, federal award specific terms and conditions, and/or federal awarding agency program guidance. V. Recipients must complete the DHS Civil Rights Evaluation Tool within thirty (30) days of receiving the Notice of Award for the first award under which this term applies. Recipients of multiple federal awards from DHS should only submit one completed tool for their organization, not per federal award. After the initial submission, recipients are required to complete the tool once every two (2) years if they have an active federal award, not every time a federal award is made. Recipients must submit the completed tool, including supporting materials, to [CivilRightsEvaluation@hq.dhs.gov](mailto:CivilRightsEvaluation@hq.dhs.gov). This tool clarifies the civil rights obligations and related reporting requirements contained in these DHS Standard Terms and Conditions. Subrecipients are not required to complete and submit this tool to DHS. The evaluation tool can be found at <https://www.dhs.gov/publication/dhs-civil-rights-evaluation-tool>. DHS Civil Rights Evaluation Tool | Homeland Security. The DHS Office for Civil Rights and Civil Liberties will consider, in its discretion, granting an extension to the 30-day deadline if the recipient identifies steps and a timeline for completing the tool. Recipients must request extensions by emailing the request to [CivilRightsEvaluation@hq.dhs.gov](mailto:CivilRightsEvaluation@hq.dhs.gov) prior to expiration of the 30-day deadline.

**Article 3****Acknowledgement of Federal Funding from DHS**

Recipients must acknowledge their use of federal award funding when issuing statements, press releases, requests for proposal, bid invitations, and other documents describing projects or programs funded in whole or in part with federal award funds.

<b>Article 4</b>	<b>Activities Conducted Abroad</b> Recipients must coordinate with appropriate government authorities when performing project activities outside the United States obtain all appropriate licenses, permits, or approvals.
<b>Article 5</b>	<b>Age Discrimination Act of 1975</b> Recipients must comply with the requirements of the Age Discrimination Act of 1975, Pub. L. No. 94-135 (codified as amended at 42 U.S.C. § 6101 et seq.), which prohibits discrimination on the basis of age in any program or activity receiving federal financial assistance.
<b>Article 6</b>	<b>Americans with Disabilities Act of 1990</b> Recipients must comply with the requirements of Titles I, II, and III of the Americans with Disabilities Act, Pub. L. No. 101-336 (1990) (codified as amended at 42 U.S.C. §§ 12101– 12213), which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities.
<b>Article 7</b>	<b>Best Practices for Collection and Use of Personally Identifiable Information</b> Recipients who collect personally identifiable information (PII) as part of carrying out the scope of work under a federal award are required to have a publicly available privacy policy that describes standards on the usage and maintenance of the PII they collect. DHS defines PII as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. Recipients may also find the DHS Privacy Impact Assessments: Privacy Guidance and Privacy Template as useful resources respectively.
<b>Article 8</b>	<b>Civil Rights Act of 1964 – Title VI</b> Recipients must comply with the requirements of Title VI of the Civil Rights Act of 1964, Pub. L. No. 88-352 (codified as amended at 42 U.S.C. § 2000d et seq.), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. DHS implementing regulations for the Act are found at 6 C.F.R. Part 21. Recipients of an award from the Federal Emergency Management Agency (FEMA) must also comply with FEMA’s implementing regulations at 44 C.F.R. Part 7.

**Article 9****Civil Rights Act of 1968**

Recipients must comply with Title VIII of the Civil Rights Act of 1968, Pub. L. No. 90-284 (codified as amended at 42 U.S.C. § 3601 et seq.) which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex, as implemented by the U.S. Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units— i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)—be designed and constructed with certain accessible features. (See 24 C.F.R. Part 100, Subpart D.)

**Article 10****Copyright**

Recipients must affix the applicable copyright notices of 17 U.S.C. §§ 401 or 402 to any work first produced under federal awards and also include an acknowledgement that the work was produced under a federal award (including the federal award number and federal awarding agency). As detailed in 2 C.F.R. § 200.315, a federal awarding agency reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use the work for federal purposes and to authorize others to do so.

**Article 11****Debarment and Suspension**

Recipients must comply with the non-procurement debarment and suspension regulations implementing Executive Orders (E.O.) 12549 and 12689 set forth at 2 C.F.R. Part 180 as implemented by DHS at 2 C.F.R. Part 3000. These regulations prohibit recipients from entering into covered transactions (such as subawards and contracts) with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

**Article 12****Drug-Free Workplace Regulations**

Recipients must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of 2 C.F.R. Part 3001, which adopts the Government-wide implementation (2 C.F.R. Part 182) of the Drug-Free Workplace Act of 1988 (41 U.S.C. §§ 8101-8106).

**Article 13****Duplicative Costs**

Recipients are prohibited from charging any cost to this federal award that will be included as a cost or used to meet cost sharing or matching requirements of any other federal award in either the current or a prior budget period. (See 2 C.F.R. § 200.403(f)). However, recipients may shift costs that are allowable under two or more federal awards where otherwise permitted by federal statutes, regulations, or the federal financial assistance award terms and conditions.

<p><b>Article 14</b></p>	<p><b>Education Amendments of 1972 (Equal Opportunity in Education Act) – Title IX</b></p>
<p>Recipients must comply with the requirements of Title IX of the Education Amendments of 1972, Pub. L. No. 92-318 (codified as amended at 20 U.S.C. § 1681 et seq.), which provide that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. DHS implementing regulations are codified at 6 C.F.R. Part 17. Recipients of an award from the Federal Emergency Management Agency (FEMA) must also comply with FEMA’s implementing regulations at 44 C.F.R. Part 19.</p>	
<p><b>Article 15</b></p>	<p><b>E.O. 14074 – Advancing Effective, Accountable Policing and Criminal Justice Practices to Enhance Public Trust and Public Safety</b></p>
<p>Recipient State, Tribal, local, or territorial law enforcement agencies must comply with the requirements of section 12(c) of E.O. 14074. Recipient State, Tribal, local, or territorial law enforcement agencies are also encouraged to adopt and enforce policies consistent with E.O. 14074 to support safe and effective policing.</p>	
<p><b>Article 16</b></p>	<p><b>Energy Policy and Conservation Act</b></p>
<p>Recipients must comply with the requirements of the Energy Policy and Conservation Act, Pub. L. No. 94-163 (1975) (codified as amended at 42 U.S.C. § 6201 et seq.), which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.</p>	
<p><b>Article 17</b></p>	<p><b>False Claims Act and Program Fraud Civil Remedies</b></p>
<p>Recipients must comply with the requirements of the False Claims Act, 31 U.S.C. §§ 3729- 3733, which prohibit the submission of false or fraudulent claims for payment to the Federal Government. (See 31 U.S.C. §§ 3801-3812, which details the administrative remedies for false claims and statements made.)</p>	
<p><b>Article 18</b></p>	<p><b>Federal Debt Status</b></p>
<p>All recipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. (See OMB Circular A-129.)</p>	
<p><b>Article 19</b></p>	<p><b>Federal Leadership on Reducing Text Messaging while Driving</b></p>
<p>Recipients are encouraged to adopt and enforce policies that ban text messaging while driving recipient-owned, recipient-rented, or privately owned vehicles when on official government business or when performing any work for or on behalf of the Federal Government. Recipients are also encouraged to conduct the initiatives of the type described in Section 3(a) of E.O. 13513.</p>	

<b>Article 20</b>	<b>Fly America Act of 1974</b> Recipients must comply with Preference for U.S. Flag Air Carriers (a list of certified air carriers can be found at: <a href="https://www.transportation.gov/policy/aviation-policy/certificated-air-carriers-list">Certificated Air Carriers List   US Department of Transportation, https://www.transportation.gov/policy/aviation-policy/certificated-air-carriers-list</a> ) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974, 49 U.S.C. § 40118, and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B-138942.
<b>Article 21</b>	<b>Hotel and Motel Fire Safety Act of 1990</b> Recipients must ensure that all conference, meeting, convention, or training space funded entirely or in part by federal award funds complies with the fire prevention and control guidelines of Section 6 of the Hotel and Motel Fire Safety Act of 1990, 15 U.S.C. § 2225a.
<b>Article 22</b>	<b>John S. McCain National Defense Authorization Act of Fiscal Year 2019</b> Recipients, subrecipients, and their contractors and subcontractors are subject to the prohibitions described in section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. No. 115-232 (2018) and 2 C.F.R. §§ 200.216, 200.327, 200.471, and Appendix II to 2 C.F.R. Part 200. The statute – as it applies to DHS recipients, subrecipients, and their contractors and subcontractors – prohibits obligating or expending federal award funds on certain telecommunications and video surveillance products and contracting with certain entities for national security reasons.
<b>Article 23</b>	<b>Limited English Proficiency (Civil Rights Act of 1964, Title VI)</b> Recipients must comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.) prohibition against discrimination on the basis of national origin, which requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance: <a href="https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited">https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited</a> and additional resources on <a href="http://www.lep.gov">http://www.lep.gov</a> .
<b>Article 24</b>	<b>Lobbying Prohibitions</b> Recipients must comply with 31 U.S.C. § 1352 and 6 C.F.R. Part 9, which provide that none of the funds provided under a federal award may be expended by the recipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any federal action related to a federal award or contract, including any extension, continuation, renewal, amendment, or modification. Per 6 C.F.R. Part 9, recipients must file a lobbying certification form as described in Appendix A to 6 C.F.R. Part 9 or available on Grants.gov as the Grants.gov Lobbying Form and file a lobbying disclosure form as described in Appendix B to 6 C.F.R. Part 9 or available on Grants.gov as the Disclosure of Lobbying Activities (SF-LLL).



**Article 25****National Environmental Policy Act**

Recipients must comply with the requirements of the National Environmental Policy Act of 1969, Pub. L. No. 91-190 (1970) (codified as amended at 42 U.S.C. § 4321 et seq.) (NEPA) and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which require recipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans.

**Article 26****Nondiscrimination in Matters Pertaining to Faith-Based Organizations**

It is DHS policy to ensure the equal treatment of faith-based organizations in social service programs administered or supported by DHS or its component agencies, enabling those organizations to participate in providing important social services to beneficiaries. Recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R. Part 19 and other applicable statutes, regulations, and guidance governing the participations of faith-based organizations in individual DHS programs.

**Article 27****Non-Supplanting Requirement**

Recipients of federal awards under programs that prohibit supplanting by law must ensure that federal funds supplement but do not supplant non-federal funds that, in the absence of such federal funds, would otherwise have been made available for the same purpose.

**Article 28****Notice of Funding Opportunity Requirements**

All the instructions, guidance, limitations, scope of work, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this federal award are incorporated by reference. All recipients must comply with any such requirements set forth in the NOFO. If a condition of the NOFO is inconsistent with these terms and conditions and any such terms of the Award, the condition in the NOFO shall be invalid to the extent of the inconsistency. The remainder of that condition and all other conditions set forth in the NOFO shall remain in effect.

**Article 29****Patents and Intellectual Property Rights**

Recipients are subject to the Bayh-Dole Act, 35 U.S.C. § 200 et seq. and applicable regulations governing inventions and patents, including the regulations issued by the Department of Commerce at 37 C.F.R. Part 401 (Rights to Inventions Made by Nonprofit Organizations and Small Business Firms under Government Awards, Contracts, and Cooperative Agreements) and the standard patent rights clause set forth at 37 C.F.R. § 401.14.

**Article 30 Procurement of Recovered Materials**

States, political subdivisions of states, and their contractors must comply with Section 6002 of the Solid Waste Disposal Act, Pub. L. No. 89-272 (1965) (codified as amended by the Resource Conservation and Recovery Act at 42 U.S.C. § 6962) and 2 C.F.R. § 200.323. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.

**Article 31 Rehabilitation Act of 1973**

Recipients must comply with the requirements of Section 504 of the Rehabilitation Act of 1973, Pub. L. No. 93-112 (codified as amended at 29 U.S.C. § 794), which provides that no otherwise qualified handicapped individuals in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

**Article 32 Reporting of Matters Related to Recipient Integrity and Performance**

If the total value of any currently active grants, cooperative agreements, and procurement contracts from all federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of the federal award, then the recipient must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated by reference.

**Article 33 Reporting Subawards and Executive Compensation**

For federal awards that equal or exceed \$30,000, recipients are required to comply with the requirements set forth in the government-wide award term on Reporting Subawards and Executive Compensation set forth at 2 C.F.R. Part 170, Appendix A, the full text of which is incorporated by reference.

**Article 34 Required Use of American Iron, Steel, Manufactured Products, and Construction Materials**

Recipients of an award of Federal financial assistance from a program for infrastructure are hereby notified that none of the funds provided under this award may be used for a project for infrastructure unless: (1) all iron and steel used in the project are produced in the United States—this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States; (2) all manufactured products used in the project are produced in the United States—this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation; and (3) all construction materials are manufactured in the United States—this means that all manufacturing processes for the construction material occurred in the United States. The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project. Waivers When necessary, recipients may apply for, and the agency may grant, a waiver from these requirements. The agency should notify the recipient for information on the process for requesting a waiver from these requirements. (a) When the Federal agency has determined that one of the following exceptions applies, the awarding official may waive the application of the domestic content procurement preference in any case in which the agency determines that: (1) applying the domestic content procurement preference would be inconsistent with the public interest; (2) the types of iron, steel, manufactured products, or construction materials are not produced in the United States in sufficient and reasonably available quantities or of a satisfactory quality; or (3) the inclusion of iron, steel, manufactured products, or construction materials produced in the United States will increase the cost of the overall project by more than 25 percent. A request to waive the application of the domestic content procurement preference must be in writing. The agency will provide instructions on the format, contents, and supporting materials required for any waiver request. Waiver requests are subject to public comment periods of no less than 15 days and must be reviewed by the Made in America Office. There may be instances where an award qualifies, in whole or in part, for an existing waiver described at “Buy America” Preference in FEMA Financial Assistance Programs for Infrastructure | FEMA.gov. Definitions The definitions applicable to this term are set forth at 2 C.F.R. § 184.3, the full text of which is incorporated by reference.

<b>Article 35</b>	<b>SAFECOM</b> Recipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications. The SAFECOM Guidance is updated annually and can be found at Funding and Sustainment   CISA.
<b>Article 36</b>	<b>Terrorist Financing</b> Recipients must comply with E.O. 13224 and applicable statutory prohibitions on transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. Recipients are legally responsible for ensuring compliance with the E.O. and laws.
<b>Article 37</b>	<b>Trafficking Victims Protection Act of 2000 (TVPA)</b> Recipients must comply with the requirements of the government-wide financial assistance award term which implements Trafficking Victims Protection Act of 2000, Pub. L. No. 106-386, § 106 (codified as amended at 22 U.S.C. § 7104). The award term is located at 2 C.F.R. § 175.15, the full text of which is incorporated by reference.
<b>Article 38</b>	<b>Universal Identifier and System of Award Management</b> Recipients are required to comply with the requirements set forth in the government-wide financial assistance award term regarding the System for Award Management and Universal Identifier Requirements located at 2 C.F.R. Part 25, Appendix A, the full text of which is incorporated reference.
<b>Article 39</b>	<b>USA PATRIOT Act of 2001</b> Recipients must comply with requirements of Section 817 of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT Act), which amends 18 U.S.C. §§ 175-175c.
<b>Article 40</b>	<b>Use of DHS Seal, Logo and Flags</b> Recipients must obtain written permission from DHS prior to using the DHS seals, logos, crests, or reproductions of flags, or likenesses of DHS agency officials. This includes use of DHS component (e.g., FEMA, CISA, etc.) seals, logos, crests, or reproductions of flags, or likenesses of component officials.
<b>Article 41</b>	<b>Whistleblower Protection Act</b> Recipients must comply with the statutory requirements for whistleblower protections at 10 U.S.C § 470141 U.S.C. § 4712.

**Article 42****Environmental Planning and Historic Preservation (EHP) Review**

DHS/FEMA funded activities that may require an Environmental Planning and Historic Preservation (EHP) review are subject to the FEMA EHP review process. This review does not address all federal, state, and local requirements. Acceptance of federal funding requires the recipient to comply with all federal, state and local laws. DHS/FEMA is required to consider the potential impacts to natural and cultural resources of all projects funded by DHS/FEMA grant funds, through its EHP review process, as mandated by: the National Environmental Policy Act; National Historic Preservation Act of 1966, as amended; National Flood Insurance Program regulations; and any other applicable laws and executive orders. General guidance for FEMA's EHP process is available on the DHS/FEMA Website at: <https://www.fema.gov/grants/guidance-tools/environmental-historic>. Specific applicant guidance on how to submit information for EHP review depends on the individual grant program and applicants should contact their grant Program Officer to be put into contact with EHP staff responsible for assisting their specific grant program. The EHP review process must be completed before funds are released to carry out the proposed project; otherwise, DHS/FEMA may not be able to fund the project due to noncompliance with EHP laws, executive orders, regulations, and policies. If ground disturbing activities occur during construction, applicant will monitor ground disturbance, and if any potential archaeological resources are discovered the applicant will immediately cease work in that area and notify the pass-through entity, if applicable, and DHS/FEMA.

**Article 43****Applicability of DHS Standard Terms and Conditions to Tribes**

The DHS Standard Terms and Conditions are a restatement of general requirements imposed upon recipients and flow down to sub-recipients as a matter of law, regulation, or executive order. If the requirement does not apply to Indian tribes or there is a federal law or regulation exempting its application to Indian tribes, then the acceptance by Tribes of, or acquiescence to, DHS Standard Terms and Conditions does not change or alter its inapplicability to an Indian tribe. The execution of grant documents is not intended to change, alter, amend, or impose additional liability or responsibility upon the Tribe where it does not already exist.

**Article 44****Acceptance of Post Award Changes**

In the event FEMA determines that an error in the award package has been made, or if an administrative change must be made to the award package, recipients will be notified of the change in writing. Once the notification has been made, any subsequent requests for funds will indicate recipient acceptance of the changes to the award. Please call FEMA Grant Management Operations at (866) 927-5646 or via e-mail to: [ASK-GMD@fema.dhs.gov](mailto:ASK-GMD@fema.dhs.gov) if you have any questions.

**Article 45****Disposition of Equipment Acquired Under the Federal Award**

For purposes of original or replacement equipment acquired under this award by a non-state recipient or non-state sub-recipients, when that equipment is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, you must request instructions from FEMA to make proper disposition of the equipment pursuant to 2 C.F.R. section 200.313. State recipients and state sub-recipients must follow the disposition requirements in accordance with state laws and procedures.

<b>Article 46</b>	<p><b>Prior Approval for Modification of Approved Budget</b></p> <p>Before making any change to the FEMA approved budget for this award, you must request prior written approval from FEMA where required by 2 C.F.R. section 200.308. For purposes of non-construction projects, FEMA is utilizing its discretion to impose an additional restriction under 2 C.F.R. section 200.308(f) regarding the transfer of funds among direct cost categories, programs, functions, or activities. Therefore, for awards with an approved budget where the federal share is greater than the simplified acquisition threshold (currently \$250,000), you may not transfer funds among direct cost categories, programs, functions, or activities without prior written approval from FEMA where the cumulative amount of such transfers exceeds or is expected to exceed ten percent (10%) of the total budget FEMA last approved. For purposes of awards that support both construction and non-construction work, FEMA is utilizing its discretion under 2 C.F.R. section 200.308(h)(5) to require the recipient to obtain prior written approval from FEMA before making any fund or budget transfers between the two types of work. You must report any deviations from your FEMA approved budget in the first Federal Financial Report (SF-425) you submit following any budget deviation, regardless of whether the budget deviation requires prior written approval.</p>
<b>Article 47</b>	<p><b>Indirect Cost Rate</b></p> <p>2 C.F.R. section 200.211(b)(15) requires the terms of the award to include the indirect cost rate for the federal award. If applicable, the indirect cost rate for this award is stated in the budget documents or other materials approved by FEMA and included in the award file.</p>
<b>Article 48</b>	<p><b>Award Performance Goals</b></p> <p>FEMA will measure the recipient's performance of the grant by comparing the firefighter hiring activities of new, additional firefighters, rehire laid off firefighters, or retain firefighters facing layoff OR recruitment and retention activities of volunteer firefighters who are involved with or trained in the operations of firefighting and emergency response as requested in its application. In order to measure performance, FEMA may request information throughout the period of performance. In its final performance report submitted at closeout, the recipient is required to report on the recipients increased compliance with the National standards described in the NOFO.</p>

**Obligating document**

<b>1. Agreement No.</b> EMW-2023-FF-00068	<b>2. Amendment No.</b> N/A	<b>3. Recipient No.</b> 421716045	<b>4. Type of Action</b> AWARD	<b>5. Control No.</b> WX03511N2024T
<b>6. Recipient Name and Address</b> SOUTH METRO FIRE DEPARTMENT 1650 HUMBOLDT AVE SAINT PAUL, MN 55118		<b>7. Issuing FEMA Office and Address</b> Grant Programs Directorate 500 C Street, S.W. Washington DC, 20528-7000 1-866-927-5646	<b>8. Payment Office and Address</b> FEMA, Financial Services Branch 500 C Street, S.W., Room 723 Washington DC, 20742	

<b>9. Name of Recipient Project Officer</b> Mark Juelfs	<b>9a. Phone No.</b> 6512696495	<b>10. Name of FEMA Project Coordinator</b> Staffing for Adequate Fire and Emergency Response (SAFER) Grant Program	<b>10a. Phone No.</b> 1-866-274-0960
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<b>11. Effective Date of This Action</b> 09/23/2024	<b>12. Method of Payment</b> OTHER - FEMA GO	<b>13. Assistance Arrangement</b> COST SHARING	<b>14. Performance Period</b> 03/22/2025 to 03/21/2028 <b>Budget Period</b> 03/22/2025 to 03/21/2028
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**15. Description of Action a. (Indicate funding data for awards or financial changes)**

<b>Program Name Abbreviation</b>	<b>Assistance Listings No.</b>	<b>Accounting Data(ACCS Code)</b>	<b>Prior Total Award</b>	<b>Amount Awarded This Action + or (-)</b>	<b>Current Total Award</b>	<b>Cumulative Non-Federal Commitment</b>
FF	97.083	2024-F3-GF01 - P410-xxxx-4101-D	\$0.00	\$3,361,761.68	\$3,361,761.68	\$0.00
Totals			\$0.00	\$3,361,761.68	\$3,361,761.68	\$0.00

**b. To describe changes other than funding data or financial changes, attach schedule and check here:**

N/A

~~**16. FOR NON-DISASTER PROGRAMS: RECIPIENT IS REQUIRED TO SIGN AND RETURN THREE (3) COPIES OF THIS DOCUMENT TO FEMA (See Block 7 for address)**~~

This field is not applicable for digitally signed grant agreements

<b>17. RECIPIENT SIGNATORY OFFICIAL (Name and Title)</b>	<b>DATE</b>
<b>18. FEMA SIGNATORY OFFICIAL (Name and Title)</b> PAMELA WILLIAMS, Assistant Administrator, Grant Programs	<b>DATE</b> 09/23/2024



# 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)

DATE: October 9, 2024

TO: President and Board

FROM: Mark Juelfs, Fire Chief

**RE: General Service Employee Compensation**

**Summary:**

The Department employs both hourly wage and salaried general service employees. In preparation for labor negotiations a salary survey was completed with our comparable departments in the area. This survey also included gathering comparison data for our General Service employees. As with the union employees staff has identified that the majority of our general service employee pay ranges are not only below the current market but are the lowest of our comparable departments. Below are comparable 2024 salary ranges for discussion.

Assistant Chief 2024	Low	High		
Brooklyn Park	Assistant Chief is comparable to our Deputy Chief			
Burnsville	Assistant Chief is comparable to our Deputy Chief			
Eagan	\$ 111,839.52	\$ 141,672.96		
Edina	Assistant Chief is comparable to our Deputy Chief			
Maplewood	Assistant Chief is comparable to our Deputy Chief			
Oakdale	Assistant Chief is comparable to our Deputy Chief			
Richfield	Assistant Chief is comparable to our Deputy Chief			
Roseville	Assistant Chief is comparable to our Deputy Chief			
St. Louis Park	\$ 105,673.00	\$ 132,091.00		
South Metro	\$ 105,117.00	\$ 131,396.00		
Average	\$ 108,756.26	\$ 136,881.98		
SM Comparison	(\$3,639.26)	(\$5,485.98)		
Median	\$ 108,756.26	\$ 136,881.98		
SM Comparison Median	(\$3,639.26)	(\$5,485.98)		
50th Percentile	\$ 108,756.26	\$ 136,881.98		
SM Comparison Percentile	(\$3,639.26)	(\$5,485.98)		



Deputy Chief 2024	Low	High
Brooklyn Park	\$ 110,489.60	\$ 149,468.80
Burnsville	\$ 142,212.51	\$ 177,364.39
Eagan	\$ 125,661.12	\$ 159,186.56
Edina	\$ 120,888.67	\$ 151,110.84
Maplewood	\$ 118,442.00	\$ 152,115.00
Oakdale	\$ 118,164.80	\$ 147,700.80
Richfield	\$ 121,806.00	\$ 159,767.00
Roseville	\$ 116,480.00	\$ 143,187.20
St. Louis Park	\$ 120,316.00	\$ 150,394.00
South Metro	\$ 114,936.00	\$ 143,670.00
Average	\$ 121,606.74	\$ 154,477.18
SM Comparison Avg.	(\$6,670.74)	(\$10,807.18)
Median	\$ 120,316.00	\$ 151,110.84
SM Comparison Median	(\$5,380.00)	(\$7,440.84)

Chief 2024	Low	High
Brooklyn Park	\$ 135,241.60	\$ 203,049.60
Burnsville	\$ 168,221.25	\$ 209,801.93
Eagan	\$ 149,664.32	\$ 189,592.00
Edina	\$ 151,294.76	\$ 189,118.21
Maplewood	\$ 143,315.00	\$ 184,059.00
Oakdale	\$ 136,780.80	\$ 170,976.00
Richfield	\$ 134,290.00	\$ 176,140.00
Roseville	\$ 141,585.60	\$ 174,033.60
St. Louis Park	\$ 104,822.00	\$ 176,028.00
South Metro	\$ 127,573.00	\$ 159,673.00
Average	\$ 140,579.48	\$ 185,866.48
SM Comparison Avg.	(\$13,006.48)	(\$26,193.48)
Median	\$ 141,585.60	\$ 184,059.00
SM Comparison Median	(\$14,012.60)	(\$24,386.00)

Administrative Asst. 2024	Low	High
Brooklyn Park	\$ 52,624.00	\$ 67,620.80
Burnsville	\$ 68,663.92	\$ 85,636.17
Eagan	\$ 58,916.00	\$ 74,630.40
Edina	\$ 58,905.60	\$ 73,632.00
Maplewood	\$ 57,762.00	\$ 73,112.00
Oakdale	\$ 51,563.20	\$ 64,438.40
Richfield	\$ 55,711.00	\$ 73,073.00
Roseville	\$ 61,776.00	\$ 75,940.80
St. Louis Park	\$ 57,654.00	\$ 72,067.00
South Metro	\$ 71,080.00	\$ 88,850.00
Average	\$ 58,175.08	\$ 73,350.06
SM Comparison	\$12,904.92	\$15,499.94
Median	\$ 57,762.00	\$ 73,112.00
SM Comparison Median	\$ 13,318.00	\$ 15,738.00
50th Percentile	\$57,762.00	\$73,112.00
SM Comparison Percentile	\$13,318.00	\$15,738.00

**Budget Impact:**

Impacts to the budget depend on what the 2025 salary ranges are set.

**Recommendation:**

Discuss general services employee salary ranges and set the 2025 ranges.



# SOUTH METRO FIRE DEPARTMENT

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DATE: October 9, 2024

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.