



SOUTH METRO FIRE DEPARTMENT

1650 Humboldt Avenue • West St. Paul MN 55118

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

www.smfdmn.org

AGENDA BOARD OF DIRECTORS MEETING

Meeting Date: January 15, 2025, at 4:30 PM
Meeting Place: West St Paul, Lobby Conference Room

- I. Roll Call
Board Members: Berry, Francis, Napier, Seaberg, Wippermann
- II. Adopt Agenda
- III. Communications/Recognitions
 - a. Shawn Kutney Retirement
- IV. Consent Agenda
 - a. December 18, 2024, Meeting Minutes
 - b. December 2024 List of Claims
 - c. December 2024 Bank Reconciliation
 - d. December 2024 Month End Budget Report
 - e. December 2024 Run Summary Report
- V. Committee Reports
 - a. None
- VI. Agenda Items
 - a. Workers Comp Insurance Renewal
 - b. State Fire Aid Payable 2025 Certification
- VII. Public Comment
- VIII. Adjourn

Next Regular Meeting – February 26, 2025, West St. Paul

Badging Ceremony to Follow the March Meeting

MINUTES

SOUTH METRO FIRE DEPARTMENT BOARD OF DIRECTORS

Wednesday, December 18, 2024

South St Paul Training Room

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

Also Present: Chief Juelfs, Clara Hilger, Mark Erickson, L. Voigt, C Werner, D Schmidt

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

ADOPT AGENDA

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

COMMUNICATIONS/RECOGNITIONS

Introduction of new Firefighters Logan Voigt, Dillon Schmidt and Chris Werner

CONSENT AGENDA

Motion was made to approve the Consent Agenda with the addition of item K. Property Insurance Renewal by Francis; seconded by Berry.
Motion carried.

COMMITTEE REPORTS

None

AGENDA ITEMS

2025 Budget Approval

Chief Juelfs provided a Final Budget Overview that included an explanation that the General Fund will increase 21.8%. This increase results in a \$10,076,449 budget for 2025. 90% of the increase is attributed to the personnel services budget line which includes the eight additional new FTE's which will be funded for the next three years by a FEMA grant.

The proposed budget for all accounts results in an increase to each city of .8% or \$23,714. The total contribution from each City is \$2,854,658

Motion was made to approve the 2025 Budget as submitted by Napier; seconded by Berry.
Motion carried.

Labor Negotiations

Motion to hold closed meeting pursuant to Minn. Stat. 13D.03 to review labor negotiation proposals by Francis; seconded by Seaberg..

Motion carried.

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

Motion to approve 1059 and 724 Contracts by Napier; seconded by Berry.
Motion carried.

Fire Chief Performance Evaluation

Motion to close pursuant to Minn. Stat. 13D.05 subd. 3 to conduct the performance evaluation of Fire Chief Mark Juelfs, unless he so requests that the meeting be open by Francis; seconded by Napier.
Motion carried.

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

Motion made based on the market survey provided and Chief Juelfs evaluation, that included 11 appraisals, he will be paid at an annual rate of 176,000 starting January 1st and increase to 181,230 beginning July 1, 2025 by Napier; seconded by Berry.
Motion carried.

	2024	
Chief	Low	High
Burnsville	\$ 168,221.25	\$ 209,801.93
Brooklyn Park	\$ 135,241.60	\$ 203,049.60
Eagan	\$ 149,664.32	\$ 189,592.00
Edina	\$ 151,294.76	\$ 189,118.21
Maplewood	\$ 143,315.00	\$ 184,059.00
Richfield	\$ 134,290.00	\$ 176,140.00
St. Louis Park	\$ 104,822.00	\$ 176,028.00
Roseville	\$ 141,585.60	\$ 174,033.60
Oakdale	\$ 136,780.80	\$ 170,976.00
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)

Chief Juelfs recommended giving administrative staff a bonus of \$1000.00 each.

PUBLIC COMMENT

Board member Napier thanked Chief Juelfs for creating a culture where employees enjoy working and that he really enjoys the annual banquet.

MOTION TO ADJOURN

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

The next regular meeting is scheduled on January 15th at 4:30 pm in West St. Paul

Respectfully submitted by:

Deb Wheeler

SOUTH METRO FIRE

Summary of List of Claims
Board Meeting of January 15, 2025

PAYROLL CHECK REGISTER:

Payroll Period	11/25 - 12/8		
Date Paid	12/13/2025		
Direct Deposit		\$	138,594.15
Payroll Period	12/9 - 12/22		
Date Paid	12/27/2025		
Direct Deposit		\$	138,495.86
Payroll Period	12/23 - 1/5		
Date Paid	1/10/2025	\$	143,226.34
Direct Deposit			

TOTAL NET PAYROLL

\$ 420,316.35

DISBURSEMENT CHECK REGISTER:

Checks	11779 - 11835	\$	103,810.54
EFTS	3060 - 3088	\$	269,743.73

TOTAL DISBURSEMENT CHECKS

\$373,554.27

TOTAL PAYROLL, DISBURSEMENTS, ACH'S

\$793,870.62

Payment Register

From Payment Date: 12/10/2024 - To Payment Date: 1/8/2025

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1-ANCHOR BAN - ANCHOR BANK									
<u>Check</u>									
11779	12/18/2024	Open			Accounts Payable	AMERICAN TEST CENTER	\$1,295.00	\$1,295.00	\$0.00
11780	12/18/2024	Open			Accounts Payable	ASPEN MILLS	\$719.52		
11781	12/18/2024	Open			Accounts Payable	AT&T MOBILITY	\$1,068.21		
11782	12/18/2024	Open			Accounts Payable	BOUND TREE MEDICAL	\$193.31		
11783	12/18/2024	Open			Accounts Payable	Cardinal Investigations	\$1,495.00	\$1,495.00	\$0.00
11784	12/18/2024	Open			Accounts Payable	Dinges Fire Company	\$59.95	\$59.95	\$0.00
11785	12/18/2024	Open			Accounts Payable	EMERGENCY APPARATUS MAINTENANC	\$2,129.40	\$2,129.40	\$0.00
11786	12/18/2024	Open			Accounts Payable	Ethical Leaders in Action, Inc	\$8,000.00		
11787	12/18/2024	Open			Accounts Payable	FIRE SAFETY USA, INC	\$2,550.00	\$2,550.00	\$0.00
11788	12/18/2024	Open			Accounts Payable	GALLS, LLC	\$232.41		
11789	12/18/2024	Open			Accounts Payable	HENRY SCHEIN	\$284.68		
11790	12/18/2024	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 1059	\$277.50	\$277.50	\$0.00
11791	12/18/2024	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 724	\$1,779.70	\$1,779.70	\$0.00
11792	12/18/2024	Open			Accounts Payable	LEAGUE OF MN CITIES INS. TRUST	\$1,834.00	\$1,834.00	\$0.00
11793	12/18/2024	Open			Accounts Payable	Linde Gas and Equipment	\$298.51	\$298.51	\$0.00
11794	12/18/2024	Open			Accounts Payable	MacQueen Emergency Group	\$17,367.83	\$17,367.83	\$0.00
11795	12/18/2024	Open			Accounts Payable	Marian Coaching, LLC	\$9,000.00	\$9,000.00	\$0.00
11796	12/18/2024	Open			Accounts Payable	Metro Chief Fire Officers Assoc	\$400.00		
11797	12/18/2024	Open			Accounts Payable	MINNESOTA GLOVE & SAFETY, INC	\$109.99	\$109.99	\$0.00
11798	12/18/2024	Open			Accounts Payable	MOTOROLA SOLUTIONS, INC	\$3,371.59	\$3,371.59	\$0.00
11799	12/18/2024	Open			Accounts Payable	NAPA	\$22.79	\$22.79	\$0.00
11800	12/18/2024	Open			Accounts Payable	OXYGEN SERVICE COMPANY	\$586.85	\$586.85	\$0.00
11801	12/18/2024	Open			Accounts Payable	PAT NOACK	\$150.00	\$150.00	\$0.00
11802	12/18/2024	Open			Accounts Payable	PERFORMANCE PLUS	\$890.00	\$890.00	\$0.00
11803	12/18/2024	Open			Accounts Payable	SCHELEN GRAY AUTO & ELECTRIC	\$1,595.00		
11804	12/18/2024	Open			Accounts Payable	STANDARD INSURANCE COMPANY	\$1,488.74		
11805	12/18/2024	Open			Accounts Payable	Stryker Sales Corporation	\$50.40	\$50.40	\$0.00
11806	12/27/2024	Open			Accounts Payable	ASPEN MILLS	\$458.25		
11807	12/27/2024	Open			Accounts Payable	AT&T MOBILITY	\$1,068.21		
11808	12/27/2024	Open			Accounts Payable	Berry/ Wendy	\$100.00		
11809	12/27/2024	Open			Accounts Payable	Cardinal Investigations	\$3,656.25		
11810	12/27/2024	Open			Accounts Payable	DAKOTA COUNTY TREASURER	\$1,889.73		
11811	12/27/2024	Open			Accounts Payable	Dinges Fire Company	\$3,127.09		
11812	12/27/2024	Open			Accounts Payable	EMERGENCY APPARATUS MAINTENANC	\$838.25		
11813	12/27/2024	Open			Accounts Payable	Francis, James	\$100.00		
11814	12/27/2024	Open			Accounts Payable	Further	\$113.80		
11815	12/27/2024	Open			Accounts Payable	GALLS, LLC	\$207.35		
11816	12/27/2024	Open			Accounts Payable	Grainger	\$371.50		
11817	12/27/2024	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 1059	\$277.50		
11818	12/27/2024	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 724	\$1,779.70		
11819	12/27/2024	Open			Accounts Payable	JOHNSON/TERRANCE	\$70.00	\$70.00	\$0.00
11820	12/27/2024	Open			Accounts Payable	Jordan / Michael	\$1,220.00		
11821	12/27/2024	Open			Accounts Payable	LEVANDER, GILLEN & MILLER, P.A	\$1,261.00		
11822	12/27/2024	Open			Accounts Payable	MacQueen Emergency Group	\$3,210.16		
11823	12/27/2024	Open			Accounts Payable	MARTIN-MCALLISTER	\$1,250.00		
11824	12/27/2024	Open			Accounts Payable	Napier/ David	\$100.00		

Payment Register

From Payment Date: 12/10/2024 - To Payment Date: 1/8/2025

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
11825	12/27/2024	Open			Accounts Payable	NINTH BRAIN	\$118.74		
11826	12/27/2024	Open			Accounts Payable	OXYGEN SERVICE COMPANY	\$154.86		
11827	12/27/2024	Open			Accounts Payable	PERFORMANCE PLUS	\$85.00		
11828	12/27/2024	Open			Accounts Payable	Rihm Kenworth	\$103.00		
11829	12/27/2024	Open			Accounts Payable	S ST PAUL/CITY OF	\$5,574.69		
11830	12/27/2024	Open			Accounts Payable	Seaberg, Thomas	\$100.00		
11831	12/27/2024	Open			Accounts Payable	Soldo Consulting	\$2,608.58		
11832	12/27/2024	Open			Accounts Payable	US Bank Equipment Finance	\$117.00		
11833	12/27/2024	Open			Accounts Payable	WIPPERMANN/DENNIS	\$100.00		
11834	12/30/2024	Open			Accounts Payable	CARDMEMBER SERVICES	\$15,041.34		
11835	12/30/2024	Open			Accounts Payable	STANDARD INSURANCE COMPANY	\$1,458.16		
Type Check Totals:							\$103,810.54	\$43,338.51	\$0.00
1-ANCHOR BAN - ANCHOR BANK Totals									

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	57	\$103,810.54	\$43,338.51
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	57	\$103,810.54	\$43,338.51

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	57	\$103,810.54	\$43,338.51
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	57	\$103,810.54	\$43,338.51

Grand Totals:

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	57	\$103,810.54	\$43,338.51
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	57	\$103,810.54	\$43,338.51

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	57	\$103,810.54	\$43,338.51
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	57	\$103,810.54	\$43,338.51

Payment Register

From Payment Date: 12/10/2024 - To Payment Date: 1/8/2025

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1-ANCHOR BAN - ANCHOR BANK									
EFT									
3060	12/18/2024	Open			Accounts Payable	Further	\$1,458.63	\$1,458.63	\$0.00
3061	12/18/2024	Open			Accounts Payable	AFLAC	\$1,373.50	\$1,373.50	\$0.00
3062	12/18/2024	Open			Accounts Payable	I C M A RETIREMENT CORP	\$1,200.00	\$1,200.00	\$0.00
3063	12/18/2024	Open			Accounts Payable	IRS - PR TAXES	\$28,429.29	\$28,429.29	\$0.00
3064	12/18/2024	Open			Accounts Payable	MN CHILD SUPPORT	\$388.55	\$388.55	\$0.00
3065	12/18/2024	Open			Accounts Payable	MN DEPT OF REVENUE	\$9,316.96	\$9,316.96	\$0.00
3066	12/18/2024	Open			Accounts Payable	MN II LIFE -- HSA	\$1,140.71	\$1,140.71	\$0.00
3067	12/18/2024	Open			Accounts Payable	MSRS	\$450.00	\$450.00	\$0.00
3068	12/18/2024	Open			Accounts Payable	MSRS - HCSP	\$3,037.46	\$3,037.46	\$0.00
3069	12/18/2024	Open			Accounts Payable	NATIONWIDE	\$2,900.00	\$2,900.00	\$0.00
3070	12/18/2024	Open			Accounts Payable	PUBLIC EMPLOYEES RETIRE ASSN	\$62,318.24	\$62,318.24	\$0.00
3071	12/18/2024	Open			Accounts Payable	HEALTHPARTNERS	\$44,936.29	\$44,936.29	\$0.00
3072	12/18/2024	Open			Accounts Payable	Wisconsin Child Support Agency	\$453.22	\$453.22	\$0.00
3073	12/18/2024	Open			Accounts Payable	OLD NATIONAL BANK	\$91.33	\$91.33	\$0.00
3074	12/18/2024	Open			Accounts Payable	Further	\$208.33	\$208.33	\$0.00
3075	12/18/2024	Open			Accounts Payable	HIGHER STANDARDS	\$128.08	\$128.08	\$0.00
3076	12/18/2024	Open			Accounts Payable	CLOVER	\$16.24	\$16.24	\$0.00
3077	12/27/2024	Open			Accounts Payable	I C M A RETIREMENT CORP	\$1,200.00	\$1,200.00	\$0.00
3078	12/27/2024	Open			Accounts Payable	IRS - PR TAXES	\$28,854.78	\$28,854.78	\$0.00
3079	12/27/2024	Open			Accounts Payable	MN CHILD SUPPORT	\$388.55	\$388.55	\$0.00
3080	12/27/2024	Open			Accounts Payable	MN DEPT OF REVENUE	\$9,374.29	\$9,374.29	\$0.00
3081	12/27/2024	Open			Accounts Payable	MN II LIFE -- HSA	\$1,140.71	\$1,140.71	\$0.00
3082	12/27/2024	Open			Accounts Payable	MSRS	\$450.00	\$450.00	\$0.00
3083	12/27/2024	Open			Accounts Payable	MSRS - HCSP	\$3,062.82	\$3,062.82	\$0.00
3084	12/27/2024	Open			Accounts Payable	NATIONWIDE	\$2,900.00	\$2,900.00	\$0.00
3085	12/27/2024	Open			Accounts Payable	PUBLIC EMPLOYEES RETIRE ASSN	\$62,490.70	\$62,490.70	\$0.00
3086	12/27/2024	Open			Accounts Payable	Wisconsin Child Support Agency	\$453.22	\$453.22	\$0.00
3087	12/27/2024	Open			Accounts Payable	AFLAC	\$1,373.50	\$1,373.50	\$0.00

Payment Register

From Payment Date: 12/10/2024 - To Payment Date: 1/8/2025

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
3088	12/27/2024	Open			Accounts Payable	Further	\$208.33	\$208.33	\$0.00
Type EFT Totals:							\$269,743.73	\$269,743.73	\$0.00
1-ANCHOR BAN - ANCHOR BANK Totals									

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	29	\$269,743.73	\$269,743.73
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	29	\$269,743.73	\$269,743.73

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	29	\$269,743.73	\$269,743.73
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	29	\$269,743.73	\$269,743.73

Grand Totals:

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	29	\$269,743.73	\$269,743.73
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	29	\$269,743.73	\$269,743.73

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	29	\$269,743.73	\$269,743.73
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	29	\$269,743.73	\$269,743.73

**SOUTH METRO FIRE DEPT
BANK RECONCILIATION
December 31, 2024**

Old National Bank

Ending Balance - Checking	\$	1,846,156.73
Outstanding Disbursement Checks		(60,934.61)
DIT		
Adjustments:		
RECONCILED BALANCE	\$	1,785,222.12

CITY TREASURER'S BALANCE:

Previous Month's Reconciled Balance	\$	2,322,377.24
Daily Receipts Posted		187,302.27
Disbursement Checks Issued		(450,199.51)
Payroll Checks and Direct Deposits		(277,090.01)
Journal Entries		0.00
Rev Prior Month Adj:		2,832.13
RECONCILED BALANCE	\$	1,785,222.12

CASH ACCOUNT BALANCE:

	\$	1,785,222.12
Journal Entries		
PR AFLAC/Further not recorded		
RECONCILED BALANCE	\$	1,785,222.12

Cash by Fund:

		Beginning Balance	Net Activity	Ending Balance
General Fund	101-10101	1,563,523.28	(574,760.01)	988,763.27
Grant Fund	201-10100	7,211.06	-	7,211.06
Fed Port Security Grant	230-10100			-
Fire Assistance Fund	240-10100	-	50,909.09	50,909.09
Debt Service Fund	301-10101	1.34	46,662.50	46,663.84
Capital Fund	401-10101	754,473.69	(62,798.83)	691,674.86
	Total	2,325,209.37	(539,987.25)	1,785,222.12



Account Classification	Adopted Budget	Current Month Transactions	YTD Transactions	YTD Balance	% used/ Rec'd	Prior Year YTD Balance
Fund 101 - General Fund						
REVENUE						
Taxes	1,938,696.00	.00	1,898,459.51	40,236.49	98%	1,436.27
Intergovernmental Revenues	243,666.00	2,469.41	562,172.86	(318,506.86)	231%	(54,519.68)
Charges for Services	6,039,822.00	67,237.73	6,090,735.58	(50,913.58)	101%	(15,473.46)
Other Revenue	58,000.00	23,335.94	43,639.85	14,360.15	75%	21,067.98
Other Financing Sources	.00	.00	.00	.00	+++	.00
REVENUE TOTALS	\$8,280,184.00	\$93,043.08	\$8,595,007.80	(\$314,823.80)	104%	(\$47,488.89)
EXPENSE						
Personal Services	7,332,449.00	552,567.96	7,064,859.05	267,589.95	96%	120,020.59
Supplies	240,677.00	31,075.30	191,581.87	49,095.13	80%	(21,530.62)
Contractual Services	446,114.00	61,738.57	439,638.83	6,475.17	99%	38,855.94
Other Charges	260,944.00	17,662.71	244,159.74	16,784.26	94%	(30,850.51)
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)
EXPENSE TOTALS	\$8,280,184.00	663,044.54	8,070,951.49	\$209,232.51	97%	\$5,594.05
Fund 101 - General Fund Totals						
REVENUE TOTALS	8,280,184.00	93,043.08	8,595,007.80	(314,823.80)	104%	(47,488.89)
EXPENSE TOTALS	8,280,184.00	663,044.54	8,070,951.49	209,232.51	97%	5,594.05
Fund 101 - General Fund Totals	\$0.00	(\$570,001.46)	\$524,056.31	(\$524,056.31)		(\$53,082.94)
Fund 201 - Grant Fund						
REVENUE						
Intergovernmental Revenues	.00	.00	.00	.00	0%	.00
REVENUE TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
EXPENSE						
Contractual Services	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Fund 301 - Debt Service						
REVENUE						
Intergovernmental Revenues	186,650.00	46,662.50	139,987.50	46,662.50	75%	(124.50)
REVENUE TOTALS	\$186,650.00	46,662.50	139,987.50	\$46,662.50	+++	(\$124.50)
EXPENSE						
Contractual Services	186,650.00	.00	93,325.00	93,325.00	+++	.00
EXPENSE TOTALS	\$186,650.00	.00	93,325.00	\$93,325.00	+++	\$0.00
Fund 301 - Debt Totals	186,650.00	46,662.50	139,987.50	46,662.50	+++	(124.50)
EXPENSE TOTALS	186,650.00	.00	93,325.00	93,325.00	+++	.00
Fund 301 - Debt Totals	\$0.00	\$46,662.50	\$46,662.50	(\$46,662.50)		(\$124.50)
Fund 401 - Capital Projects						
REVENUE						
Intergovernmental Revenues	.00	.00	.00	.00	0%	.00
Charges for Services	224,684.00	.00	224,683.04	.96	100%	.00
Other Revenue	.00	.00	.00	.00	+++	.00
Other Financing Sources	.00	.00	130,712.00	.00	+++	(101,675.35)
REVENUE TOTALS	\$224,684.00	\$0.00	\$355,395.04	\$0.96		(\$101,675.35)
EXPENSE						
Motor Vehicles	367,000.00	.00	36,660.16	330,339.84	10%	(678,611.27)
Office Equipment	77,302.00	42,245.09	105,861.75	(28,559.75)	137%	6,370.61
Other Equipment	208,700.00	20,553.74	182,780.21	25,919.79	88%	43,083.97
EXPENSE TOTALS	\$653,002.00	\$62,798.83	\$325,302.12	\$327,699.88	50%	(\$629,156.69)
Fund 401 - Capital Projects						
REVENUE TOTALS	224,684.00	.00	355,395.04	(130,711.04)	158%	(101,675.35)
EXPENSE TOTALS	653,002.00	62,798.83	325,302.12	327,699.88	50%	(629,156.69)
Fund 401 - Capital Projects	(\$428,318.00)	(\$62,798.83)	\$30,092.92	(\$458,410.92)		\$527,481.34
Grand Totals						
REVENUE TOTALS	8,691,518.00	139,705.58	9,090,390.34	(398,872.34)	105%	(149,288.74)
EXPENSE TOTALS	9,151,097.00	725,843.37	8,489,578.10	661,518.90	93%	(623,562.64)
Grand Totals	(\$459,579.00)	(\$586,137.79)	\$600,812.24	(\$1,060,391.24)		\$474,273.90



2024 Run Summary

South Metro Fire Department

	January	February	March	April	May	June	July	August	September	October	November	December	YTD TOTAL	2023 YTD TOTAL
FIRE INCIDENTS														
111 Building fire	2	3	5	9	7	5	4	7	2	9	2	7	62	37
112 Fire in structure other than in a building													0	
113 Cooking fire, confined to container	1	1	2					1		1	1	1	8	5
114 Chimney fire													0	
116 Fuel										1			1	
118 Trash	1												1	3
121 Fire in mobile home used as fixed residence													0	1
130 Mobile property (vehicle) fire, other								1					1	3
131 Passenger vehicle fire	1		1	1		2	3		1	1	3	3	16	11
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	
138 Off-road vehicle or heavy equipment fire													0	1
142 Brush or bursh & grass mixture fire		1	3	1	1		1		1	2			10	6
143 Grass Fire													0	2
151 Outside rubbish fire		1	3		3		3	2		3			15	6
154 Dumpster fire		1				2	4	1	2				10	9
163 Outside equipment fire			1	1					1	2			5	7
	5	7	15	12	11	10	15	12	7	19	6	11	130	94
OVERPRESSURE RUPTURE, EXPLOSION, OVERHEAT (NO FIRE)														
200 Overpressure rupture, explosion, overhear 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	5	1	4	3	53	65
	6	4	4	2	7	5	9	5	5	1	4	3	55	66
RESCUE & EMERGENCY MEDICAL SERVICE														
311 Medical assist, assist EMS crew		1					1	1			3		6	2
321 EMS call, excluding vehicle accident with injury	525	452	487	517	501	462	475	488	496	462	493	493	5851	5729
322 Motor vehicle accident with injuries	3	6	7	10	7	11	14	6	13	7	8	8	100	98
323 Motor vehicle/pedestrian accident (MV Ped)	3			1	1	1	2	2	2		2		14	4
324 Motor vehicle accident with no injuries.	3	2	2	1	6		2		4	5	4	5	34	38
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	2			1	20	11
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						1		4	5
	535	462	498	532	520	480	497	503	517	474	508	510	6036	5889
HAZARDOUS CONDITION (NO FIRE)														
400 Hazardous condition, other													0	2
411 Gasoline or other flammable liquid spill					2				1				3	8
412 Gas leak (natural gas or LPG)	2	1	2	5	3	5		3	1	1	1	2	26	37
413 Oil spill				1			5						1	1
421 Chemical hazard (no spill or leak)					1			1		1			3	1
422 Chemical spill or leak								2					2	5
424 Carbon monoxide incident	2	1	1	1		4	2	5	4	3		3	26	18
440 Electrical equipment problem		1	1	1	3	5	1	1			1		14	8
442 Overheated motor		1	1		2		2	3	1	1	1			
444 Power line down	2			1	5	2	7	16	4	5		1	43	49
445 Arch, shorted electrical equipment	1	1	1	1		2	3	7	1	2		2	21	36
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									1				1	1
	7	6	6	10	16	18	20	38	13	13	2	9	158	169
SERVICE CALL														
500 Service Call, other		1											1	
510 Person in distress, other						3			1				4	4
519 Person in distress													0	
520 Water problem, other				1		1							2	1
522 Water or steam leak	1	1						1		1			4	4
531 Smoke or odor removal	1			1				1			2	1	6	8
542 Animal Rescue					3	8	1						3	
551 Assist police or other governmental agency	10	17	14	9	14	5	5	5	6	2	5	4	96	131
553 Public service	3	2	1	3	3	18	16	14	18	12	17	11	118	50
554 Assist invalid	41	41	68	47	49	46	33	57	41	66	35	49	573	475
561 Unauthorized burning	1	1	9	6	3	7	2	6	7	10	7	2	61	58
	57	63	92	67	72	88	57	84	73	91	66	67	877	731



2024 Run Summary

South Metro Fire Department

	January	February	March	April	May	June	July	August	September	October	November	December	YTD TOTAL	2023 YTD TOTAL
GOOD INTENT CALL														
600 Good intent call, other	3		3	4	2	1	2	3	3	2	6	2	31	25
611 Dispatched & canceled en route	10	7	12	10	22	15	16	16	13	14	7	22	164	209
621 Wrong location													0	1
622 No incident found on arrival at dispatch address	6	8	8	4	6	6	7	14	8	9	6	9	91	91
631 Authorized controlled burning	2	2	2		1			2	3	1	1	1	15	9
650 Steam, gas, other mistaken for smoke				1								1	2	
651 Smoke scare, odor of smoke		2	4	2	1	2	1	1	2	2			17	32
652 Steam, vapor, fog or dust thought to be smoke	3							1					4	2
653 Smoke from barbeque, tar kettle													0	1
661 EMS call, party transported by non-fire agency (661)													0	1
671 HazMat release investigation w/no HazMat	2	3	6	9	3	4	4	6	7	3	9	2	58	36
	26	22	35	30	35	28	30	42	37	31	29	37	382	407
FALSE ALARM & FALSE CALL														
700 False alarm or false call, other	1				2			1	1		9		14	4
710 Malicious false call		2				1	2	1		2	2		10	4
714 Central Station, malicious false alarm			1	1		2		1	1		2		8	5
715 Local alarm system, malicious false call	1			1	1	2		1	1	1			8	16
721 Bomb scare - no bomb				1									1	
730 System malfunction, other					1		1		1				3	1
731 Sprinkler activation due to malfunction	4		3	1	4		3	2	1	1	4	2	25	11
732 Extinguishment system activation malfunction												1	1	
733 Smoke detector activation due to malfunction	3	3	1	3	8	5	8	5	2	2	2	4	46	41
735 Alarm system sounded due to malfunction	8	5	4	3	3	2	10	8	1	2	10	2	58	55
736 CO detector activation due to malfunction	5	3	1	1		2	6	3	3	2	1	4	31	11
740 Unintentional transmission of alarm, other				1				1	1			2	5	2
741 Sprinkler activation, no fire - unintentional			1	1				1		1	1		5	3
743 Smoke detector activation, unintentional	8	1	3	4	3	3	7	6	3	6	2	2	48	46
744 Detector activation, no fire - unintentional		1	1	2	1	1	1	1	1		1		10	6
745 Alarm system activation, no fire - unintentional	1	4		4	4	5	11	4	2	7	7	5	54	57
7451 False Alarm	8	8	7	10	12	12	10	8	10	9	4	9	107	78
746 Carbon monoxide detector activation, no CO	2	2	4	1	4	1		2	1		2	1	20	27
	41	29	26	34	43	36	59	45	29	33	47	32	454	367
SEVERE WEATHER & NATURAL DISASTER														
814 Lightning strike (no fire)	0	0	0	0	0	0	0	0	0	0	0	0	0	1
	0	0	0	0	0	0	0	0	0	0	0	0	0	1
SPECIAL INCIDENT TYPE														
900 Special type of incident, other				2									2	1
911 Citizen Complaint				1		1					1	2	5	5
	0	0	0	1	0	1	0	0	0	0	1	2	5	6
Not Reported	1	3					3	1	1		2		11	6
	1	3	0	0	0	0	3	1	1	0	2	0	11	6
MONTHLY RUN TOTAL														
	678	596	676	688	704	666	690	730	683	662	665	671	8109	7754
BLS Transports														
	168	169	188	185	167	160	174	160	204	169	169	170	2083	1978



SOUTH METRO FIRE DEPARTMENT

1650 Humboldt Avenue • West St. Paul MN 55118

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

www.smfdmn.org

DATE: January 15, 2025

TO: President and Board

FROM: Mark Juelfs, Fire Chief

RE: **Worker's Compensation Insurance Renewal**

Summary:

Working with WA Group, we have received the renewal rates for our worker's compensation policy from the LMCIT. The current policy expired on December 31st, however coverage continued into 2025 until our renewal is received. The premium fell from \$327,939 in 2024 to \$313,593 in 2025.

A rating of 1.0 is the benchmark; a rating >1.0 will incur more premium costs, while a rating <1.0 will experience a savings in premiums. For the last five years, South Metro's rating has ranged from 0.83 – 0.97. A rating of 0.87 is said to be low for a career fire department, given the types and frequency of hazards encountered by firefighters. This rating reflects our firefighter's, and the department's, continued commitment to safety.

Below is the breakdown of the 2025 renewal compared to 2024.

Code	Description	LMC 2024			LMC 2025		
		Payroll	Rate	Premium	Payroll	Rate	Premium
7716	Firefighters (not Volunteers) Non Smoking	\$4,805,698	8.48	\$407,523	\$5,710,116	7.61	\$434,540
8810	Clerical Office Employees	\$88,850	0.65	\$578	\$91,516	.41	\$375
9411	Elected or Appointed Officials	\$18,200	0.44	\$80	\$18,200	0.55	\$100
	Manual Premium			\$408,181			\$435,015
	Experience Mod		0.97	-\$12,245		0.87	-\$56,552
	Deductible Credit (\$10,000 Ded)		8.00%	-\$23,756		6.00%	-\$22,708
	Premium Discount			-\$44,241			-\$42,162
	TOTAL			\$327,939			\$313,593

Budget Impact:

The worker's compensation renewal premiums for 2025 are within the budgeted amount.

Recommendation:

Remain at the \$10,000 deductible level for the Worker's Compensation coverage and authorize staff to make payments in accordance with the premium renewal notices.

Attachment:

Insurance Policy Renewal Information

League of Minnesota Cities Insurance Trust

Group Self-Insured Workers' Compensation Plan
145 University Avenue West St. Paul, MN 55103-2044 Phone (651) 215-4173

Notice of Premium Options for Standard Premiums of \$300,000 - \$500,000

SOUTH METRO FIRE DEPARTMENT
1650 HUMBOLDT AVENUE
SAINT PAUL, MN 55118-3905

Agreement No.: WC 1001100_Q-9
Agreement Period:
From: 01/01/2025
To: 01/01/2026

Enclosed is a quotation for workers' compensation deposit premium. **Note: Renewal Coverage will be bound as per the expiring coverage arrangement, including coverage for elected and appointed officials, with the premium indicated on the quote, unless the member or agent sends a written request not to bind renewal coverage.**

<u>PAYROLL DESCRIPTION</u>	<u>CODE</u>	<u>RATE</u>	<u>ESTIMATED PAYROLL</u>	<u>DEPOSIT PREMIUM</u>
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SEE ATTACHED SCHEDULE FOR DETAILS

Manual Premium				435,015
Credit		0.87		-56,552
Standard Premium				378,463
Deductible Credit		0.00%		0
Premium Discount				-42,162
Net Deposit Premium				\$336,301
Adjustment for Commission*				0
Total Net Deposit Premium				\$336,301

*Workers compensation rates assume a 2% standard commission. The commission adjustment accounts for the commission difference, above or below 2%.

Agent:

00388 Winona Agency Inc
Po Box 919
Winona, MN 55987-0919

Notice of Premium Options for Standard Premiums of \$300,000 - \$500,000 (Con't)

OPTIONS

Please indicate below the premium option you wish to select. You may choose only one option and you cannot change options during the agreement period.

1. <input type="checkbox"/> Regular Premium Option	Net Deposit Premium	Commission Adjustment	Total Net Deposit Premium
	336,301	0	336,301

2. **Deductible Premium Option**
 Deductible options are available in return for a premium credit applied to your estimated standard Premium of \$ 378,463. The deductible will apply per occurrence to paid medical costs only. There is no aggregate limit.

	Deductible per Occurrence	Premium Credit	Credit Amount	Net Deposit Premium	Commission Adjustment	Total Net Deposit Premium
<input type="checkbox"/>	\$250	0.50%	-1,892	334,409	0	334,409
<input type="checkbox"/>	\$500	1.00%	-3,785	332,516	0	332,516
<input type="checkbox"/>	\$1,000	1.60%	-6,055	330,246	0	330,246
<input type="checkbox"/>	\$2,500	3.00%	-11,354	324,947	0	324,947
<input type="checkbox"/>	\$5,000	4.50%	-17,031	319,270	0	319,270
<input type="checkbox"/>	\$10,000	6.00%	-22,708	313,593	0	313,593
<input type="checkbox"/>	\$25,000	9.50%	-35,954	300,347	0	300,347
<input type="checkbox"/>	\$50,000	13.50%	-51,093	285,208	0	285,208

3. **Retrospective Rates Premium Option**

	Retro-Rated Minimum Factor	Est. Minimum Premium	Retro-Rated Maximum Factor	Est. Maximum Premium
<input type="checkbox"/>	0.498 %	188,475	1.300 %	492,002
<input type="checkbox"/>	0.450 %	170,308	1.500 %	567,694
<input type="checkbox"/>	0.377 %	142,681	2.000 %	756,926

This quotation is for a deposit premium based on your estimate of payroll and selected options. Your final actual premium will be computed after an audit of payroll subsequent to the close of your agreement year and will be subject to revisions in rates, payrolls and experience modification. While you are a member of the LMCIT Workers' Compensation Plan, you will be eligible to participate in dividend distributions from the Trust based upon claims experience and earnings of the Trust.

If you desire the coverage offered above, please return this signed document for the option you have selected.

This quotation should be signed by an authorized representative of the member requesting coverage.

**Notice of Premium Options for Standard Premiums of \$300,000 - \$500,000
(Con't)**

CONTINUATION SCHEDULE FOR QUOTATION PAGE

<u>REMUNERATION</u>	<u>RATE</u>	<u>CODE</u>	<u>DESCRIPTION</u>	<u>EST. PREM</u>
5,710,116	7.61	7706	FIREFIGHTERS (NOT VOLUNTEER) FULL-TIME PAID	434,540
91,516	0.41	8810	CLERICAL OFFICE EMPLOYEES NOC	375
18,200	0.55	9411	ELECTED OR APPOINTED OFFICIALS	100
Manual Premium				435015.0



SOUTH METRO FIRE DEPARTMENT

1650 Humboldt Avenue • West St. Paul MN 55118

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

www.smfdmn.org

DATE: January 15, 2025

TO: President and Board

FROM: Mark Juelfs, Fire Chief

RE: **State Fire Aid**

Summary:

Again for 2025 we can apply for State Fire Aid. This aid is to help subsidize pension costs for local governments and fire departments. There are numerous factors involved to determine the amount of aid received, including our service areas. After reviewing the application form, there appear to be no changes for SMFD and our application will be similar to our 2024 submission.

Budget Impact:

The actual amount received can change annually due to changes in revenues received at the State and/or legislative action. Based on the fluctuation of this revenue source over the last several years, it is difficult to accurately project this revenue amount from year to year. The amount of the State Fire Aid payable in 2025 will not be determined until late September, and then paid in early October. The 2025 budget reflects revenue from the State Fire Aid in the amount of \$297,742.

Recommendation:

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

Attachment:

Form FA-1 – 2025 Fire Equipment Certification for Fire State Aid Payable in 2025

Form FA-1
Fire State Aid Certification for Aid Payable in 2025

Due March 17, 2025 (normally March 15), to avoid penalty | **Email as a PDF file to PropTax.Admin@state.mn.us**
 Only if email not possible, mail to Minnesota Revenue, Mail Station 3340, St. Paul, MN 55146-3340

Important Notes: This is a fillable PDF form; save copy to your computer, complete digitally, attach to email and send. All fields are required. Certify by checking certification box and typing name. Save a completed copy for your records.

County	Name of Fire Department
Fire Department ID (assigned by state fire marshal)	Public-Safety Answering Point (PSAP) and Dispatch Agency

Certification of Service Area

Choose one of the statements below after reviewing the Fire Service Areas Report as of **December 31, 2024**, which can be found by going to www.revenue.state.mn.us/fire-state-aid and selecting "Service Areas and Apportionment Agreements." The report has one page for each fire department and is alphabetical by fire department name. You can find your department's service area by scrolling through the document or searching the text for the department's name.

If changes were made to the service area of your department by Dec. 31, 2024, please clearly indicate that when delivering this form including by providing any applicable fire protection contracts, termination notices, and apportionment agreements in separate email attachments. Information about apportionment agreements and a blank apportionment agreement form can be found in the same area on the Fire State Aid webpage as the Fire Service Areas Report. No changes will be made for Fire State Aid purposes without sufficient documentation.

The information in my department's portion of the Fire Service Areas Report is accurate as of December 31, 2024.

The information in my department's portion of the Fire Service Area report is not accurate as of December 31, 2024. The supporting documentation providing evidence of the necessary change, as described in the above, is included separately with this certification.

Certification of Fire Department Status

Yes No

Has your fire department provided service for at least one calendar year prior to December 31, 2024?

Certification

I certify that I am authorized to submit this information and that it is true and correct to the best of my knowledge. I understand that anyone giving false information is subject to a fine of up to \$3,000 and/or up to one year in prison. [Minnesota Statutes, section 609.43]

 Certifier Name

 Certifier Title

 Date

 Certifier Email Address

 Certifier Phone Number