



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: March 19, 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.
- IV. Consent Agenda
 - a. February 26, 2025, Meeting Minutes
 - b. February 2025 List of Claims
 - c. February 2025 Bank Reconciliation
 - d. February 2025 Month End Budget Report
 - e. February 2025 Run Summary Report
 - f. Accept Walmart Donation
- V. Committee Reports
 - a. None
- VI. Agenda Items
 - a. Election of Board Members
 - b. Appointment of Committee Members
 - c. 2025 Budget Process Timeline
- VII. Public Comment
- VIII. Adjourn
Next Regular Meeting – April 16, 2024, South St. Paul

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

MINUTES

SOUTH METRO FIRE DEPARTMENT BOARD OF DIRECTORS

Wednesday, February 26, 2025

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

Thank You card from SSP High School
Steve Grass resignation letter
Introduction of New Firefighters

CONSENT AGENDA

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

COMMITTEE REPORTS

None

AGENDA ITEMS

Grant Fund balance carry over
At the end of 2024 the Grant Fund had a balance of \$4,551.06. Chief Juelfs requested the Boards permission to move the remaining Grant Fund balance forward to the 2025 budget and to be spent on a hose prop. This training prop is used by personnel to train on hose deployment.

Motion was made by Napier; seconded by Berry to approve moving the remaining grant fund balance forward to 2025.
Motion carried.

PUBLIC COMMENT

Badging ceremony in West St Paul Council Chambers following the March Board Meeting.

MOTION TO ADJOURN

Motion to adjourn by Francis; seconded by Wippermann.

Motion carried.

The next regular meeting is scheduled on March 19 at 4:30 pm in West St. Paul

Respectfully submitted by:

Deb Wheeler

SOUTH METRO FIRE

Summary of List of Claims
Board Meeting of March 19, 2025

PAYROLL CHECK REGISTER:

Payroll Period	2/17 - 3/2		
Date Paid	3/7/2025		
Direct Deposit		\$	152,436.47

Payroll Period			
Date Paid			
Direct Deposit		\$	-

Payroll Period			
Date Paid		\$	-
Direct Deposit			

TOTAL NET PAYROLL

\$ 152,436.47

DISBURSEMENT CHECK REGISTER:

Checks	11908 - 11953	\$	82,803.57
EFTS	3131 - 3157	\$	260,458.67

TOTAL DISBURSEMENT CHECKS

\$343,262.24

TOTAL PAYROLL, DISBURSEMENTS, ACH'S

\$495,698.71

Payment Register

From Payment Date: 2/17/2025 - To Payment Date: 3/12/2025

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1-ANCHOR BAN - ANCHOR BANK									
Check									
11908	02/24/2025	Open			Accounts Payable	ASPEN MILLS	\$2,217.48		
11909	02/24/2025	Open			Accounts Payable	BOUND TREE MEDICAL	\$29.79		
11910	02/24/2025	Open			Accounts Payable	Cardinal Investigations	\$1,430.00		
11911	02/24/2025	Open			Accounts Payable	CARDMEMBER SERVICES	\$6,327.19		
11912	02/24/2025	Open			Accounts Payable	CDW Government	\$6,940.12		
11913	02/24/2025	Open			Accounts Payable	D G Welding & Mfg	\$7,105.00		
11914	02/24/2025	Open			Accounts Payable	DAKOTA COUNTY TREASURER	\$2,006.38		
11915	02/24/2025	Open			Accounts Payable	Echo Data Analytics	\$9,000.00		
11916	02/24/2025	Open			Accounts Payable	Eckman/Summer	\$252.57		
11917	02/24/2025	Open			Accounts Payable	Faul Psychological PLLC	\$275.00		
11918	02/24/2025	Open			Accounts Payable	First Response Mental Health	\$2,322.19		
11919	02/24/2025	Open			Accounts Payable	GALLS, LLC	\$222.98		
11920	02/24/2025	Open			Accounts Payable	HENRY SCHEIN	\$821.22		
11921	02/24/2025	Open			Accounts Payable	IMAGE TREND	\$1,250.00		
11922	02/24/2025	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 1059	\$295.56		
11923	02/24/2025	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 724	\$1,880.28		
11924	02/24/2025	Open			Accounts Payable	INVER GROVE FORD	\$7,119.42		
11925	02/24/2025	Open			Accounts Payable	LOCAL GOVERNMENT INFORMATION	\$5,888.00		
11926	02/24/2025	Open			Accounts Payable	MacQueen Emergency Group	\$1,065.61		
11927	02/24/2025	Open			Accounts Payable	MARTIN-MCALLISTER	\$1,700.00		
11928	02/24/2025	Open			Accounts Payable	NAPA	\$55.60		
11929	02/24/2025	Open			Accounts Payable	Nelson/Joshua	\$570.75		
11930	02/24/2025	Open			Accounts Payable	NINTH BRAIN	\$118.74		
11931	02/24/2025	Open			Accounts Payable	OXYGEN SERVICE COMPANY	\$574.69		
11932	02/24/2025	Open			Accounts Payable	PERFORMANCE PLUS	\$4,272.00		
11933	02/24/2025	Open			Accounts Payable	S ST PAUL/CITY OF	\$5,902.50		
11934	02/24/2025	Open			Accounts Payable	Schewe, Logan	\$92.25	\$92.25	\$0.00
11935	03/07/2025	Open			Accounts Payable	ANCOM TECHNICAL CENTER	\$675.00		
11936	03/07/2025	Open			Accounts Payable	ASPEN MILLS	\$664.18		
11937	03/07/2025	Open			Accounts Payable	AT&T MOBILITY	\$1,082.56		
11938	03/07/2025	Open			Accounts Payable	Berry/ Wendy	\$100.00		
11939	03/07/2025	Open			Accounts Payable	BOUND TREE MEDICAL	\$596.65		
11940	03/07/2025	Open			Accounts Payable	DELL MARKETING L.P.	\$1,172.49		
11941	03/07/2025	Open			Accounts Payable	Duo Safety	\$140.43		
11942	03/07/2025	Open			Accounts Payable	EMERGENCY APPARATUS MAINTENANC	\$1,001.06		
11943	03/07/2025	Open			Accounts Payable	Francis, James	\$100.00		
11944	03/07/2025	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 1059	\$295.56		
11945	03/07/2025	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 724	\$1,828.05		
11946	03/07/2025	Open			Accounts Payable	MacQueen Emergency Group	\$1,980.06		
11947	03/07/2025	Open			Accounts Payable	Napier/ David	\$100.00		
11948	03/07/2025	Open			Accounts Payable	NINTH BRAIN	\$118.74		
11949	03/07/2025	Open			Accounts Payable	OXYGEN SERVICE COMPANY	\$178.95		
11950	03/07/2025	Open			Accounts Payable	Seaberg, Thomas	\$100.00		
11951	03/07/2025	Open			Accounts Payable	STANDARD INSURANCE COMPANY	\$2,634.84		
11952	03/07/2025	Open			Accounts Payable	Target Solutions Learning, LLC	\$199.68		

Payment Register

From Payment Date: 2/17/2025 - To Payment Date: 3/12/2025

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
11953	03/07/2025	Open			Accounts Payable	WIPPERMANN/DENNIS	\$100.00		
Type Check Totals:							\$82,803.57	\$92.25	\$0.00
1-ANCHOR BAN - ANCHOR BANK Totals									

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	46	\$82,803.57	\$92.25
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	46	\$82,803.57	\$92.25

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	46	\$82,803.57	\$92.25
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	46	\$82,803.57	\$92.25

Grand Totals:

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	46	\$82,803.57	\$92.25
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	46	\$82,803.57	\$92.25

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	46	\$82,803.57	\$92.25
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	46	\$82,803.57	\$92.25

Payment Register

From Payment Date: 2/17/2025 - To Payment Date: 3/12/2025

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1-ANCHOR BAN - ANCHOR BANK									
EFT									
3131	02/24/2025	Open			Accounts Payable	I C M A RETIREMENT CORP	\$1,200.00	\$1,200.00	\$0.00
3132	02/24/2025	Open			Accounts Payable	IRS - PR TAXES	\$27,188.42	\$27,188.42	\$0.00
3133	02/24/2025	Open			Accounts Payable	MN CHILD SUPPORT	\$388.55	\$388.55	\$0.00
3134	02/24/2025	Open			Accounts Payable	MN DEPT OF REVENUE	\$9,008.46	\$9,008.46	\$0.00
3135	02/24/2025	Open			Accounts Payable	MN II LIFE -- HSA	\$1,112.80	\$1,112.80	\$0.00
3136	02/24/2025	Open			Accounts Payable	MSRS	\$450.00	\$450.00	\$0.00
3137	02/24/2025	Open			Accounts Payable	MSRS - HCSP	\$3,040.24	\$3,040.24	\$0.00
3138	02/24/2025	Open			Accounts Payable	NATIONWIDE	\$2,550.00	\$2,550.00	\$0.00
3139	02/24/2025	Open			Accounts Payable	PUBLIC EMPLOYEES RETIRE ASSN	\$60,783.20	\$60,783.20	\$0.00
3140	02/24/2025	Open			Accounts Payable	Wisconsin Child Support Agency	\$453.22	\$453.22	\$0.00
3141	02/24/2025	Open			Accounts Payable	OLD NATIONAL BANK	\$107.12	\$107.12	\$0.00
3142	02/24/2025	Open			Accounts Payable	CLOVER	\$16.24	\$16.24	\$0.00
3143	02/24/2025	Open			Accounts Payable	HIGHER STANDARDS	\$74.87	\$74.87	\$0.00
3144	02/28/2025	Open			Accounts Payable	Blue Cross Blue Shield	\$37,343.90	\$37,343.90	\$0.00
3145	03/07/2025	Open			Accounts Payable	I C M A RETIREMENT CORP	\$1,200.00		
3146	03/07/2025	Open			Accounts Payable	IRS - PR TAXES	\$29,297.43		
3147	03/07/2025	Open			Accounts Payable	MN CHILD SUPPORT	\$388.55		
3148	03/07/2025	Open			Accounts Payable	MN DEPT OF REVENUE	\$9,931.71		
3149	03/07/2025	Open			Accounts Payable	MN II LIFE -- HSA	\$1,112.80		
3150	03/07/2025	Open			Accounts Payable	MSRS	\$787.80		
3151	03/07/2025	Open			Accounts Payable	MSRS - HCSP	\$3,144.03		
3152	03/07/2025	Open			Accounts Payable	NATIONWIDE	\$2,550.00		
3153	03/07/2025	Open			Accounts Payable	PUBLIC EMPLOYEES RETIRE ASSN	\$65,843.96		
3154	03/07/2025	Open			Accounts Payable	Wisconsin Child Support Agency	\$776.26		
3155	03/07/2025	Open			Accounts Payable	AFLAC	\$1,655.46		
3156	03/07/2025	Open			Accounts Payable	CLOVER	\$16.24		

Payment Register

From Payment Date: 2/17/2025 - To Payment Date: 3/12/2025

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
3157	03/07/2025	Open			Accounts Payable	HIGHER STANDARDS	\$37.41		
Type EFT Totals:							\$260,458.67	\$143,717.02	\$0.00
1-ANCHOR BAN - ANCHOR BANK Totals									

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	27	\$260,458.67	\$143,717.02
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	27	\$260,458.67	\$143,717.02

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	27	\$260,458.67	\$143,717.02
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	27	\$260,458.67	\$143,717.02

Grand Totals:

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	27	\$260,458.67	\$143,717.02
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	27	\$260,458.67	\$143,717.02

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	27	\$260,458.67	\$143,717.02
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	27	\$260,458.67	\$143,717.02

**SOUTH METRO FIRE DEPT
BANK RECONCILIATION
February 28, 2025**

Old National Bank			
Ending Balance - Checking	\$	1,872,011.20	
Outstanding Disbursement Checks		(77,433.11)	
DIT			
Adjustments:			
RECONCILED BALANCE	\$	1,794,578.09	

CITY TREASURER'S BALANCE:			
Previous Month's Reconciled Balance	\$	1,695,872.67	
Daily Receipts Posted		771,246.58	
Disbursement Checks Issued		(396,444.30)	
Payroll Checks and Direct Deposits		(274,096.80)	
Journal Entries		-0.06	
Rev Prior Month Adj:			
Health Equity		(2000.00)	
RECONCILED BALANCE	\$	1,794,578.09	

CASH ACCOUNT BALANCE:		\$	1,796,578.09
Journal Entries			
Health Equity		(2000.00)	
RECONCILED BALANCE	\$	1,794,578.09	

Cash by Fund:

		Beginning Balance	Net Activity	Ending Balance
General Fund	101-10101	974,399.70	79,973.49	1,054,373.19
Grant Fund	201-10100	4,551.06	(4,551.06)	-
Fed Port Security Grant	230-10100			-
Fire Assistance Fund	240-10100	-	-	-
Debt Service Fund	301-10101	1.34	-	1.34
Capital Fund	401-10101	716,920.73	25,282.83	742,203.56
	Total	1,695,872.83	100,705.26	1,796,578.09



Account Classification	Adopted Budget	Current Month Transactions	YTD Transactions	YTD Balance	% used/ Rec'd	Prior Year YTD Balance
Fund 101 - General Fund						
REVENUE						
Taxes	2,554,626.00	.00	108,314.84	2,446,311.16	4%	1,859,467.48
Intergovernmental Revenues	297,742.00	3,899.93	3,899.93	293,842.07	1%	201,759.25
Charges for Services	6,079,303.00	733,883.15	1,393,160.65	4,686,142.35	23%	4,590,513.39
Other Revenue	50,000.00	217.44	8,271.44	41,728.56	17%	46,195.00
Other Financing Sources	.00	.00	.00	.00	+++	.00
REVENUE TOTALS	\$8,981,671.00	\$738,000.52	\$1,513,646.86	\$7,468,024.14	17%	\$6,697,935.12
EXPENSE						
Personal Services	9,019,549.00	539,143.83	1,191,952.35	7,827,596.65	13%	6,022,013.22
Supplies	262,617.00	20,149.89	36,922.36	225,694.64	14%	209,461.76
Contractual Services	503,998.00	44,003.42	75,203.54	428,794.46	15%	372,152.39
Other Charges	290,287.00	40,872.41	85,721.11	204,565.89	30%	185,502.61
Capital Outlay	.00	.00	.00	.00	+++	.00
Debt Service	.00	.00	.00	.00	+++	.00
Other Financing Uses	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS	\$10,076,451.00	644,169.55	1,389,799.36	\$8,686,651.64	14%	\$6,789,129.98
Fund 101 - General Fund Totals						
REVENUE TOTALS	8,981,671.00	738,000.52	1,513,646.86	7,468,024.14	17%	6,697,935.12
EXPENSE TOTALS	10,076,451.00	644,169.55	1,389,799.36	8,686,651.64	14%	6,789,129.98
Fund 101 - General Fund Totals	(\$1,094,780.00)	\$93,830.97	\$123,847.50	(\$1,218,627.50)		(\$91,194.86)
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	185,540.00	.00	.00	185,540.00	0%	232,262.50
REVENUE TOTALS	\$185,540.00	.00	.00	\$185,540.00	+++	\$232,262.50
EXPENSE						
Contractual Services	185,540.00	.00	.00	185,540.00	+++	186,650.00
EXPENSE TOTALS	\$185,540.00	.00	.00	\$185,540.00	+++	\$186,650.00
Fund 301 - Debt Totals						
REVENUE TOTALS	186,650.00	.00	.00	186,650.00	+++	232,262.50
EXPENSE TOTALS	186,650.00	.00	.00	186,650.00	+++	186,650.00
Fund 301 - Debt Totals	\$0.00	\$0.00	\$0.00	\$0.00		\$45,612.50
Fund 401 - Capital Projects						
REVENUE						
Intergovernmental Revenues	.00	.00	.00	.00	0%	.00
Charges for Services	269,620.00	33,702.50	67,405.00	202,215.00	25%	168,513.24
Other Revenue	.00	.00	.00	.00	+++	.00
Other Financing Sources	.00	.00	.00	.00	+++	.00
REVENUE TOTALS	\$269,620.00	\$33,702.50	\$67,405.00	\$202,215.00		\$168,513.24
EXPENSE						
Motor Vehicles	427,355.00	3,000.00	3,000.00	424,355.00	1%	367,000.00
Office Equipment	110,182.00	7,327.63	14,609.26	95,572.74	13%	66,766.37
Other Equipment	135,000.00	(1,907.96)	(732.96)	135,732.96	-1%	203,613.70
EXPENSE TOTALS	\$672,537.00	\$8,419.67	\$16,876.30	\$655,660.70	3%	\$637,380.07
Fund 401 - Capital Projects						
REVENUE TOTALS	269,620.00	33,702.50	67,405.00	202,215.00	25%	168,513.24
EXPENSE TOTALS	672,537.00	8,419.67	16,876.30	655,660.70	3%	637,380.07
Fund 401 - Capital Projects	(\$402,917.00)	\$25,282.83	\$50,528.70	(\$453,445.70)		(\$468,866.83)
Grand Totals						
REVENUE TOTALS	9,436,831.00	771,703.02	1,581,051.86	7,855,779.14	17%	7,098,710.86
EXPENSE TOTALS	10,934,438.00	652,589.22	1,406,675.66	9,527,762.34	13%	7,613,160.05
Grand Totals	(\$1,497,607.00)	\$119,113.80	\$174,376.20	(\$1,671,983.20)		(\$514,449.19)



2025 Run Summary

South Metro Fire Department

	January	February	March	April	May	June	July	August	September	October	November	December	YTD TOTAL	2024 YTD TOTAL
FIRE INCIDENTS														
111 Building fire	3	1											1	5
112 Fire in structure other than in a building													0	
113 Cooking fire, confined to container		2											2	2
114 Chimney fire													0	
116 Fuel													0	
118 Trash													0	1
121 Fire in mobile home used as fixed residence													0	
130 Mobile property (vehicle) fire, other													0	
131 Passenger vehicle fire	1												1	1
132 Road Freight or transport vehicle fire													0	
133 Rail vehicle fire													0	
134 Water vehicle fire													0	
135 Aircraft Fire													0	
138 Off-road vehicle or heavy equipment fire													0	
142 Brush or bursh & grass mixture fire													0	1
143 Grass Fire													0	
151 Outside rubbish fire	1	1											2	1
154 Dumpster fire													0	1
163 Outside equipment fire													0	
	5	4	0	0	0	0	0	0	0	0	0	0	9	12
OVERPRESSURE RUPTURE, EXPLOSION, OVERHEAT (NO FIRE)														
200 Overpressure rupture, explosion, overheat other													0	
243 Fireworks explosion (no fire)													0	
251 Excessive heat, scorch burns with no ignition	7	2											9	10
	7	2	0	0	0	0	0	0	0	0	0	0	9	10
RESCUE & EMERGENCY MEDICAL SERVICE														
311 Medical assist, assist EMS crew													0	1
321 EMS call, excluding vehicle accident with injury	548	451											999	977
322 Motor vehicle accident with injuries	8	4											12	9
323 Motor vehicle/pedestrian accident (MV Ped)													0	3
324 Motor vehicle accident with no injuries.	2	5											7	5
341 Search for person on land													0	
350 Extrication, rescue, other													0	
352 Extrication of victims from vehicle	1												1	
353 Removal of victim(s) from stalled elevator	1	2											3	1
355 Confined Space Rescue													0	
357 Extrication of victim(s) from machinery													0	
360 Water & ice related rescue, other													0	1
361 Swimming/recreational water areas rescue													0	
362 Ice Rescue													0	
365 Watercraft rescue													0	
372 Trapped by power lines0													0	
381 Rescue or EMS standby	1												1	
	561	462	0	0	0	0	0	0	0	0	0	0	1023	997
HAZARDOUS CONDITION (NO FIRE)														
400 Hazardous condition, other													0	
411 Gasoline or other flammable liquid spill													0	
412 Gas leak (natural gas or LPG)	1	2											3	3
413 Oil spill													0	1
421 Chemical hazard (no spill or leak)													0	
422 Chemical spill or leak	1												1	
424 Carbon monoxide incident	2	4											6	3
440 Electrical equipment problem	1												1	1
442 Overheated motor													0	
444 Power line down	2												2	2
445 Arch, shorted electrical equipment	1	1											2	2
460 Potential accident													0	
461 Building or structure weakened or collapsed													0	
462 Aircraft standby													0	
463 Vehicle accident, cleanup													0	1
471 Explosive, bomb removal													0	
481 Attempt to burn													0	
	8	7	0	0	0	0	0	0	0	0	0	0	15	13
SERVICE CALL														
500 Service Call, other		1											1	1
510 Person in distress, other	2												2	
519 Person in distress													0	
520 Water problem, other													0	
522 Water or steam leak	3												3	2
531 Smoke or odor removal													0	1
542 Animal Rescue													0	27
551 Assist police or other governmental agency	2												2	0
553 Public service	15	10											25	5
554 Assist invalid	55	27											82	82
561 Unauthorized burning	2	3											5	2
	79	41	0	0	0	0	0	0	0	0	0	0	120	120



2025 Run Summary

South Metro Fire Department

	January	February	March	April	May	June	July	August	September	October	November	December	YTD TOTAL	2024 YTD TOTAL
GOOD INTENT CALL														
600 Good intent call, other	1												1	3
611 Dispatched & canceled en route	30	16											46	17
621 Wrong location													0	
622 No incident found on arrival at dispatch address	6	8											14	14
631 Authorized controlled burning		1											1	4
650 Steam, gas, other mistaken for smoke													0	
651 Smoke scare, odor of smoke	3	1											4	2
652 Steam, vapor, fog or dust thought to be smoke													0	3
653 Smoke from barbeque, tar kettle													0	
661 EMS call, party transported by non-fire agency (661)	1												1	
671 HazMat release investigation w/no HazMat	6	2											8	5
	47	28	0	0	0	0	0	0	0	0	0	0	75	48
FALSE ALARM & FALSE CALL														
700 False alarm or false call, other													0	1
710 Malicious false call													0	2
714 Central Station, malicious false alarm													0	
715 Local alarm system, malicious false call													0	1
721 Bomb scare - no bomb													0	
730 System malfunction, other		1											1	
731 Sprinkler activation due to malfunction	1	2											3	4
732 Extinguishment system activation malfunction													0	
733 Smoke detector activation due to malfunction	5	2											7	6
735 Alarm system sounded due to malfunction	5	1											6	13
736 CO detector activation due to malfunction		2											2	8
740 Unintentional transmission of alarm, other													0	0
741 Sprinkler activation, no fire - unintentional													0	
743 Smoke detector activation, unintentional	2	6											8	9
744 Detector activation, no fire - unintentional	1												1	1
745 Alarm system activation, no fire - unintentional	4	1											5	5
7451 False Alarm	12	3											15	16
746 Carbon monoxide detector activation, no CO	1	1											2	4
	31	19	0	0	0	0	0	0	0	0	0	0	50	70
SEVERE WEATHER & NATURAL DISASTER														
814 Lightning strike (no fire)													0	
	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SPECIAL INCIDENT TYPE														
900 Special type of incident, other													0	
911 Citizen Complaint													0	
	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Not Reported														
	0	0	0	0	0	0	0	0	0	0	0	0	0	37
	0	0	0	0	0	0	0	0	0	0	0	0	0	37
MONTHLY RUN TOTAL														
	738	563	0	0	0	0	0	0	0	0	0	0	1301	1307
BLS Transports														
	190	160											350	337

South Metro Fire Department

Resolution Number 2025-01

RESOLUTION ACCEPTING DONATIONS

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

Walmart donated \$3500.00 to the Department for public education materials purchases.

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

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

WHEREAS, the Board authorizes budget reflection in the 2025 budget year to show the donation to the office supplies account; and

NOW, THEREFORE, BE IT RESOLVED the Board of Directors accepts the donations on behalf of the South Metro Fire Department and authorize the Department Staff to expend these funds and make the necessary budgetary adjustments in the manner described therein.

Passed by the Board of Directors on March 19, 2025.

Attest:

Wendy Berry, Secretary



SOUTH METRO FIRE DEPARTMENT

1650 Humboldt Avenue • West St. Paul MN 55118

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

www.smfdmn.org

DATE: March 19, 2025

TO: President and Board

FROM: Mark Juelfs, Fire Chief

RE: **Election of Board Officers**

Summary:

In accordance with Article Five, Section 5.1 of the Joint and Cooperative Agreement for Fire Protection Services, the Board must elect officers in March of each year. The Article also states that the position of President will alternate between cities on an annual basis. The current President is a representative of South St Paul; therefore, the next President elected must be a representative of South St Paul. For reference, Article Five, Section 5.1 of the Agreement is provided below.

*ARTICLE FIVE
Officers, Committees*

Section 5.1. In March of each year, the Board shall elect from among its Members the following officers: a President, Vice President, Secretary and Treasurer. The officers are to be elected for a term of one year and shall serve until the successors are elected. The President must be a City Council member from West St. Paul or South St. Paul. Each City shall alternate the position of the President on an annual basis.

The Bylaws provide no other qualifications or restrictions for the remaining positions of Vice President, Secretary or Treasurer. In the recent past, the Board has utilized a rotation for filling the positions, i.e., from President to Treasurer to Secretary to Vice President. However, this Board can choose its own process. The current Board positions are:

President – Tom Seaberg
Vice President – Wendy Berry
Secretary – James Francis
Treasurer – Dave Napier

Recommendation:

Conduct the 2025 election of Board Officers as defined in the Joint and Cooperative Agreement.



SOUTH METRO FIRE DEPARTMENT

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

www.smfdmn.org

DATE: March 19, 2025

TO: President and Board

FROM: Mark Juelfs, Fire Chief

RE: **Committee Appointments**

Summary:

In accordance with Article Five, Section 5.7 of the Joint and Cooperative Agreement, *the Board may in its bylaws provide for committees as it deems necessary.* The Board has previously established a Budget Committee and a Finance Committee. Although a process is not specifically defined, it may be prudent to review the need and membership of the existing committees at this time. For reference, Article Three of the Bylaws is provided below.

ARTICLE THREE

Committees

Section 3.1. Establishment of Committees. The Board may establish committees to exercise powers and perform duties delegated to the committee by the Board. At the time the committee is established, the Board shall designate a chairperson, who shall be responsible for organizing meetings of the committee and presiding over the meetings. Each committee shall present a full report of its activities at each regular meeting of the Board. Meetings of the committees are subject to the Open Meeting Law. Notice of committee meetings shall be provided as required in Section 1.4.

The 2024 Budget Committee appointments were:

Dave Napier
James Francis
Dennis Wippermann
SSP Finance Director
WSP Finance Director
Fire Chief
Assistant Chief

The 2024 Finance Committee appointments were:

Tom Seaberg
Wendy Berry
SSP Finance Director
WSP Finance Director
Fire Chief
Assistant Fire Chief

Recommendation:

Appoint members to the appropriate committee(s).



SOUTH METRO FIRE DEPARTMENT

1650 Humboldt Avenue • West St. Paul MN 55118

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

www.smfdmn.org

DATE: March 19, 2025

TO: President and Board

FROM: Mark Juelfs, Fire Chief

RE: **2025 Budget Process Timeline**

Summary:

Once again it is time to begin work on next year's Budget. Below is a list of target dates for this process:

April 1 st	All Department budget requests submitted
May 1 st	Chief Officers complete draft budget
June 18 th	Board receives draft of the 2026 Budget for review and approval
July 15 th	Approval 2026 Budget if not approved in June
July 31 st	Board President submits the approved 2026 Budget to both cities
August 20 th	EMS Taxing District Meeting <ul style="list-style-type: none">- Adopt proposed 2026 Tax Levy
September 30 th	Certify the proposed 2026 tax levy to the County Auditor; prior to this date.
November 19 th	EMS Taxing District Meeting <ul style="list-style-type: none">- Adopt final 2026 Tax Levy
December 30 th	Certify the final 2026 tax levy to the County Auditor; prior to this date.

Recommendation:

Informational