



**Fire Advisory Board Meeting
St. Joseph Fire Station
Monday, February 8th 2021 at 5:00pm**

1. Call Meeting to order
2. Approve November minutes
3. Financial Report & 2022 Budget
4. Administrator Report
5. New Business
 - A. Relief Assoc. Update
 - B. State Fire Convention Canceled
 - C. Old Fire Hose
 - D. Call Pay per Hour
 - E. Other
6. Old Business
 - A. Pumper-Tanker ISO Update
 - B. FEMA Grant
 - C. Future Plans for Call Volume Control
 - D. Other
7. Membership
8. Fire Chief's Report – Update on Activities
8. Adjourn

Thank you,
Jeff Taufen, St. Joseph Fire Chief

Pursuant to due call and notice thereof, the Fire Board for the City of St. Joseph and Townships of St. Joseph and St. Wendel met in regular session on Monday, December 14, 2020 at 5:00 PM in the St. Joseph Fire Hall.

Members Present: Fire Chief Jeff Taufen, City of St. Joseph Representative Bob Loso, St. Joseph Township Representative Doug Fredrickson, St. Wendel Township Representative Greg Salk. City Administrator Therese Haffner, Finance Director Lori Bartlett.

Others Present: N/A

Minutes: **Fredrickson made a motion to approve the minutes from August 8, 2020; seconded by Salk and passed unanimously by those present.**

Financial Report & Budget Discussion: Bartlett presented the third quarter report which ended in October. The Council adopted the 2021 budget at their last meeting. The preliminary budget for the Fire Board is the same as the final. Bartlett noted that the allocations for 2021 were not consistent with what was received in the preliminary. Bartlett will work with the County to make sure she is working with the correct numbers.

Salk asked about the \$45,000 transfer. Bartlett stated that the transfer was for paying off the pumper truck early.

Salk moved to approve the financial reports as presented; seconded by Loso and passed unanimously.

Recommendation of Officers: The Fire Chief two-year term, two 2-year captain terms, and one 1-year captain term were up for election this year. The Fire Department Investigation Committee met and discussed and make the following recommendation: Jeff Taufen for Fire Chief, Paul Phillip and Keith Louwagie for the 2-year Captains, and Andy Loso for the 1-year Captain.

Fredrickson moved to approve the appointments; seconded by Loso and passed unanimously.

The appointments will go to the City Council for final approval.

Replacement Fire Hose: The department had Fire CATT do the annual host testing. During that testing, multiple hoses did not pass due to use and age. The recommendation is to purchase various length hoses at a total cost of \$2,000.

Salk made a motion approving the purchase of replacement hoses at a total cost of \$2,000; seconded by Fredrickson and passed unanimously.

Pumper/Tanker Update: The board discussed the option of moving forward with replacing the current 2002 ladder truck. It was also discussed that the department should look at possibly adding an additional Pumper Tanker to the fleet which may help in reducing the ISO rating. An estimate of adding it to the fleet is between \$600,000 - \$700,000. Over the past 25+ years, the department has replaced 4 trucks due to age and has only added 1 pickup. The current fire hall would be able to accommodate the new truck.

Taufen stated he will reach out to the inspector to see how the new pumper truck would reduce the ISO rating. Fredrickson responded that the inspector needs to be certain in what the ISO rating will be.

Loso suggested looking at grants to help with the costs and also to gather more than just one bid.

Fire Relief Association Purchase: The relief association purchased a thermometer and blood pressure cuff to donate to the City. The donation will be accepted at the next Council meeting.

Loso moved to accept the donation; seconded by Salk and passed unanimously.

Unit #3 FEMA Grant Update: The department received the notice that the FEMA grant was declined.

General consensus of the board was to have the grant writer submit another application once the opportunity arises.

CARES Update: The department was able to purchase 22 air tanks and 5 backup face pieces.

2021 Meeting Dates: The 4 meetings will take place on the second Monday at 5:00 PM in February, May, August, and November.

Membership: The department has added 3 new members to the department, bringing the current total to 29 members. The department is anticipating the retirement of three members at the beginning of 2021 which would bring the total down to 26 members.

Advertising for the electronic signs in the area would be \$800. It would be on six signs in the area.

Loso made a motion to begin the hiring process for firefighters to fill the vacant positions; seconded by Fredrickson and passed unanimously.

Discussion was had on the number of medicals the department responds to. During the day, the department is short staffed because they are all working. Is there an opportunity to have a full-time fire chief to respond to medicals during the day?

Further discussions will need to be had on addressing the medical calls.

Chief Taufen presented his chief's report.

Adjourn: **Salk made a motion to adjourn at 6:02 PM; seconded by Loso and passed unanimously.**



MEETING DATE: February 8, 2021

AGENDA ITEM: 4th Quarter Treasurer's Report

SUBMITTED BY: Finance

PREVIOUS BOARD ACTION: None

BACKGROUND INFORMATION: Enclosed are the 4th Quarter 2020 financial position for Board's review. The operational fund balance is a surplus of \$65,673 as of December 31, 2020 (unaudited). The Fire fund is mainly funded by contract revenue from the City of St. Joseph, St. Joseph Township and St. Wendel Township. The contract revenue is paid quarterly. The reserve funds include the 2020 capital budget of \$80,550. Without the 2020 capital budget, there would be a surplus of \$146,223. Please note, the balances do not include year end accruals. These will be added by March.

The 2020 fire fund revenue represents 68% of the budgeted revenue for the year. The main source of revenue includes the contract fire service revenue from the three jurisdictions for the first half of the year. Interest earnings are over budget due to the City's investment policy and plans. The rate of return is 2.14% where the market is well under 1%.

The fire fund expenditures represent 76% of the budgeted expenditures. The expenditures are operational. There is a transfer out of \$46,478. This was taken from the debt service reserve account to pay off the pumper truck debt a year early. The council opted to pay the debt early since funds were available to save on interest costs. As said above, the capital budget provides funding for capital purchases in the 5-year capital equipment plan. The Fire Board puts money away each year to help fund the future purchase. In doing so, spikes in the budget are minimized. The largest expenditure is for vehicle maintenance and wages for fire calls. The fire trucks require routine inspections and needed repairs are taken care of as they come up. Some repair and maintenance costs can be expensive with the specialized equipment. The fire wages/salaries represent the first six months of fire calls. The firefighters are paid semi-annually for their calls in January and July each year. One of the accrual entries will be for the January 2021 payroll for fire calls between July 1-December 31, 2020.

As stated earlier, the pumper truck debt was paid in full in 2020. The year end balance is \$0 in fund 346.

BUDGET/FISCAL IMPACT: Information Only

ATTACHMENTS: Request for Board Action – Treasurer's Report
4th Quarter 2020 Summary Report
Fire Dept Balance Sheet
Fire Board Revenue
Fire Board Expenditures
Fire Board Check Register
Fire Dept 2020 Capital Improvement Plan Summary

REQUESTED BOARD ACTION: Consider accepting the 4th Quarter 2020 Treasurer's Report.

**St. Joseph Joint Operating Fire Report
4th Quarter 2020
October 1 through December 31, 2020**

Balance as of December 31, 2019 (Audited) \$ 624,119.90

YTD Revenue

St. Joseph Township	75,363.27	
St. Wendel Township	60,848.64	
City of St. Joseph	145,643.07	
Property Taxes	18.83	
State 2% Fire Aid	59,075.40	
State Supplemental Aid	-	
State Fire Training Reimbursement	2,740.00	
Fire Hall Rental	2,200.00	
Interest	18,041.73	
Contributions	215.46	
Fire Fighting Reimbursement	3,520.45	
Total Revenue		\$ 367,666.85

YTD Expenditures

Fire Administration	(23,266.05)	
Fire Fighting	(124,465.40)	
Fire Training	(6,966.50)	
Fire Communications	(8,293.13)	
Fire Repair Service	(36,742.86)	
Medical Services	(551.17)	
Fire Station and Building	(20,181.63)	
Community Room	(1,292.06)	
Fund Transfers	(46,477.50)	
Total Expenses		\$ (268,236.30)

Fire Fund Summary:

Fire Fund Balance as of December 31, 2020 (Unaudited) \$ 723,550.45

Less Designations:

Equipment Reserve	528,125.83	
Building Fund	7,000.00	
Medical Equip Fund	3,527.57	
Radios/Pagers	81,525.66	
Fire Training	20,000.00	
Debt Service Relief	17,698.57	
Total		\$ 657,877.63

Operating Fund Balance \$ 65,672.82



City of St. Joseph
Fire Dept Balance Sheet
 Current Period: December 2020

Account Descr	Begin Yr	YTD Debit	YTD Credit	Current Balance
FUND 105 Fire Fund				
G 105-10100 Cash	\$675,925.57	\$372,265.90	\$324,641.02	\$723,550.45
G 105-10450 Interest Receivable	\$2,332.13	\$0.00	\$2,332.13	\$0.00
G 105-10500 Accounts Receivable	\$0.00	\$0.00	\$0.00	\$0.00
G 105-10700 Taxes Receivable - Delinquent	\$55.47	\$0.00	\$55.47	\$0.00
G 105-13113 Due From other Gov t Units	\$5.42	\$0.00	\$5.42	\$0.00
G 105-15500 Due From Other Fund	\$550.00	\$0.00	\$550.00	\$0.00
G 105-20200 Accounts Payable	-\$9,706.81	\$9,706.81	\$0.00	\$0.00
G 105-20201 Salaries Payable	-\$44,772.12	\$44,772.12	\$0.00	\$0.00
G 105-20202 Due to Other Govt Units	-\$214.29	\$214.29	\$0.00	\$0.00
G 105-22204 Deferred Inflow of Resources	-\$55.47	\$55.47	\$0.00	\$0.00
G 105-24410 Design. Fd Bal - Working Cap	\$0.00	\$0.00	\$0.00	\$0.00
G 105-24413 Design. Fd Bal - Capital	-\$541,251.54	\$0.00	\$0.00	-\$541,251.54
G 105-24414 Design. Fd Bal -Debt Serv.Rel.	-\$64,176.07	\$0.00	\$0.00	-\$64,176.07
G 105-24415 Design. Fd Bal - Operations	-\$20,000.00	\$0.00	\$0.00	-\$20,000.00
G 105-25310 Unassigned Fund Balance	\$1,307.71	\$327,528.57	\$426,959.12	-\$98,122.84
FUND 105 Fire Fund	\$0.00	\$754,543.16	\$754,543.16	\$0.00
FUND 346 2011A Pumper Truck Certificate				
G 346-10100 Cash	\$15.79	\$87,348.55	\$87,364.34	\$0.00
G 346-10450 Interest Receivable	\$33.96	\$0.00	\$33.96	\$0.00
G 346-10700 Taxes Receivable - Delinquent	\$334.70	\$0.00	\$334.70	\$0.00
G 346-13113 Due From other Gov t Units	\$182.24	\$0.00	\$182.24	\$0.00
G 346-20200 Accounts Payable	-\$77.38	\$77.38	\$0.00	\$0.00
G 346-20500 Due To Other Fund	-\$550.00	\$550.00	\$0.00	\$0.00
G 346-22204 Deferred Inflow of Resources	-\$334.70	\$334.70	\$0.00	\$0.00
G 346-25310 Unassigned Fund Balance	\$395.39	\$87,580.54	\$87,975.93	\$0.00
FUND 346 2011A Pumper Truck Certific	\$0.00	\$175,891.17	\$175,891.17	\$0.00
	\$0.00	\$930,434.33	\$930,434.33	\$0.00



City of St. Joseph
Fire Board Revenue
 Current Period: December 2020

Account Descr	2020 YTD Budget	QTD Amount	2020 YTD Amt
FUND 105 Fire Fund			
R 105-42210-31010 Current Ad Valorem Taxes	\$0.00	\$15.51	\$18.83
R 105-42210-33160 Federal Grants - Other	\$0.00	\$0.00	\$0.00
R 105-42210-33400 State Grants and Aids	\$52,000.00	\$59,075.40	\$61,815.40
R 105-42210-33430 Other Grants/Aids	\$0.00	\$0.00	\$0.00
R 105-42210-34202 Special Fire Service	\$281,865.00	\$70,466.25	\$281,854.98
R 105-42210-34203 Fire Fighting Reimbursement	\$500.00	\$500.00	\$980.23
R 105-42210-34781 Fire Hall Rental	\$4,000.00	\$0.00	\$2,200.00
R 105-42210-36210 Interest Earnings	\$8,000.00	\$911.92	\$18,041.73
R 105-42210-36230 Contributions - General	\$1,500.00	\$100.00	\$215.46
R 105-42210-36260 Surplus Property	\$200.00	\$0.00	\$0.00
R 105-42210-36300 Reimbursement	\$1,000.00	\$2,116.57	\$2,540.22
FUND 105 Fire Fund	\$349,065.00	\$133,185.65	\$367,666.85
FUND 346 2011A Pumper Truck Certificate			
R 346-42210-31012 Special Levy- City St. Joe	\$20,910.00	\$9,344.92	\$20,740.08
R 346-42210-31013 Special Levy-FD, St.Joe Twp	\$12,055.00	\$2,806.69	\$11,234.22
R 346-42210-31014 Special Levy-FD, St. Wendel	\$9,020.00	\$2,266.14	\$9,070.57
R 346-42210-36210 Interest Earnings	\$100.00	\$0.28	\$159.98
R 346-49302-39201 Transfers from Other Funds	\$0.00	\$46,477.50	\$46,477.50
FUND 346 2011A Pumper Truck Certificate	\$42,085.00	\$60,895.53	\$87,682.35
	\$391,150.00	\$194,081.18	\$455,349.20



City of St. Joseph
Fire Board Expenditures
 Current Period: December 2020

DEPART	DEPART Descr	Account Descr	2020 YTD Budget	QTD Amount	2020 YTD Amt
FUND 105 Fire Fund					
DEPART 42210 Fire Administration					
42210	Fire Administration	E 105-42210-151 Workers Comp. Insur. Prem.	\$13,770.00	\$53.49	\$13,889.48
42210	Fire Administration	E 105-42210-200 Office Supplies	\$500.00	\$0.00	\$1,509.30
42210	Fire Administration	E 105-42210-215 Software Support	\$2,840.00	\$181.03	\$1,813.36
42210	Fire Administration	E 105-42210-220 Repair and Maintenance	\$150.00	\$0.00	\$3.66
42210	Fire Administration	E 105-42210-300 Professional Services	\$1,000.00	\$0.00	\$400.00
42210	Fire Administration	E 105-42210-301 Audit & Accounting Services	\$11,330.00	\$0.00	\$0.00
42210	Fire Administration	E 105-42210-304 Legal Fees	\$200.00	\$0.00	\$0.00
42210	Fire Administration	E 105-42210-305 Medical & Dental	\$3,500.00	\$5,818.00	\$5,818.00
42210	Fire Administration	E 105-42210-322 Postage	\$0.00	\$0.00	\$0.00
42210	Fire Administration	E 105-42210-340 Advertising	\$100.00	\$0.00	-\$300.00
42210	Fire Administration	E 105-42210-410 Rentals	\$100.00	\$0.00	\$0.00
42210	Fire Administration	E 105-42210-446 License	\$100.00	\$0.00	\$62.25
42210	Fire Administration	E 105-42210-581 Computer Hardware	\$1,250.00	\$70.00	\$70.00
42210	Fire Administration	E 105-42210-582 Computer Software	\$50.00	\$0.00	\$0.00
DEPART 42210 Fire Administration			\$34,890.00	\$6,122.52	\$23,266.05
DEPART 42220 Fire Fighting					
42220	Fire Fighting	E 105-42220-101 Salaries	\$93,390.00	\$0.00	\$45,571.00
42220	Fire Fighting	E 105-42220-122 FICA Contributions	\$5,790.00	\$0.00	\$2,825.40
42220	Fire Fighting	E 105-42220-125 Medicare Contributions	\$1,355.00	\$0.00	\$660.78
42220	Fire Fighting	E 105-42220-210 Operating Supplies	\$5,000.00	\$539.88	\$1,894.60
42220	Fire Fighting	E 105-42220-211 AWAIRES Supplies	\$1,000.00	\$45.33	\$164.00
42220	Fire Fighting	E 105-42220-212 Safety Program	\$500.00	\$0.00	\$0.00
42220	Fire Fighting	E 105-42220-220 Repair and Maintenance	\$0.00	\$0.00	\$588.43
42220	Fire Fighting	E 105-42220-235 Motor Fuel	\$2,500.00	\$538.32	\$1,673.60
42220	Fire Fighting	E 105-42220-240 Small Tool & Minor Equipment	\$500.00	\$0.00	\$386.86
42220	Fire Fighting	E 105-42220-300 Professional Services	\$4,000.00	\$1,824.00	\$1,824.00
42220	Fire Fighting	E 105-42220-361 General Liability Insurance	\$6,145.00	\$0.00	\$6,155.32
42220	Fire Fighting	E 105-42220-384 Refuse Disposal	\$490.00	\$126.19	\$581.03
42220	Fire Fighting	E 105-42220-420 Depreciation	\$0.00	\$0.00	\$0.00
42220	Fire Fighting	E 105-42220-447 State Aid Reimbursement	\$52,000.00	\$59,075.40	\$59,075.40
42220	Fire Fighting	E 105-42220-448 Pension Relief Fire Fund	\$3,000.00	\$3,000.00	\$3,000.00
42220	Fire Fighting	E 105-42220-580 Other Equipment	\$6,000.00	\$0.00	\$64.98
42220	Fire Fighting	E 105-42220-584 Equipment Reserve	\$2,750.00	\$0.00	\$0.00
42220	Fire Fighting	E 105-42220-585 Firefighter Equipment	\$53,800.00	\$0.00	\$0.00
DEPART 42220 Fire Fighting			\$238,220.00	\$65,149.12	\$124,465.40
DEPART 42240 Fire Training					
42240	Fire Training	E 105-42240-104 Taxable Per Diem	\$1,200.00	\$0.00	\$0.00
42240	Fire Training	E 105-42240-122 FICA Contributions	\$75.00	\$0.00	\$0.00
42240	Fire Training	E 105-42240-125 Medicare Contributions	\$20.00	\$0.00	\$0.00
42240	Fire Training	E 105-42240-331 Travel & Conference Expense	\$2,000.00	\$0.00	\$0.00
42240	Fire Training	E 105-42240-433 Dues & Memberships	\$1,700.00	\$0.00	\$1,173.00
42240	Fire Training	E 105-42240-443 Personnel Training	\$6,000.00	\$2,850.00	\$5,793.50
DEPART 42240 Fire Training			\$10,995.00	\$2,850.00	\$6,966.50
DEPART 42250 Fire Communications					
42250	Fire Communicatio	E 105-42250-220 Repair and Maintenance	\$1,000.00	\$263.20	\$1,657.78
42250	Fire Communicatio	E 105-42250-321 Telephone	\$5,085.00	\$1,292.76	\$5,147.85
42250	Fire Communicatio	E 105-42250-580 Other Equipment	\$13,000.00	\$937.50	\$1,487.50



City of St. Joseph
Fire Board Expenditures
 Current Period: December 2020

DEPART	DEPART Descr	Account Descr	2020 YTD Budget	QTD Amount	2020 YTD Amt
DEPART 42250	Fire Communications		\$19,085.00	\$2,493.46	\$8,293.13
DEPART 42260	Fire Repair Service				
42260	Fire Repair Service	E 105-42260-101 Salaries	\$4,145.00	\$224.14	\$1,724.76
42260	Fire Repair Service	E 105-42260-121 PERA Contributions	\$310.00	\$16.81	\$129.33
42260	Fire Repair Service	E 105-42260-122 FICA Contributions	\$240.00	\$12.72	\$94.76
42260	Fire Repair Service	E 105-42260-123 Deferred Comp-Employer	\$0.00	\$0.00	\$18.75
42260	Fire Repair Service	E 105-42260-125 Medicare Contributions	\$55.00	\$2.98	\$22.16
42260	Fire Repair Service	E 105-42260-130 H S A- Employer Contribution	\$305.00	\$25.93	\$157.22
42260	Fire Repair Service	E 105-42260-131 Health Insurance	\$870.00	\$52.53	\$347.16
42260	Fire Repair Service	E 105-42260-132 Dental Insurance	\$60.00	\$3.28	\$21.87
42260	Fire Repair Service	E 105-42260-133 Life Insurance	\$5.00	\$0.39	\$1.43
42260	Fire Repair Service	E 105-42260-134 Disability Insurance	\$35.00	\$3.08	\$10.95
42260	Fire Repair Service	E 105-42260-220 Repair and Maintenance	\$1,000.00	\$3,391.54	\$3,391.54
42260	Fire Repair Service	E 105-42260-230 Vehicle Repair & Maintenance	\$12,000.00	\$4,085.14	\$30,822.93
DEPART 42260	Fire Repair Service		\$19,025.00	\$7,818.54	\$36,742.86
DEPART 42270	Medical Services				
42270	Medical Services	E 105-42270-210 Operating Supplies	\$1,500.00	-\$160.15	\$551.17
42270	Medical Services	E 105-42270-220 Repair and Maintenance	\$250.00	\$0.00	\$0.00
42270	Medical Services	E 105-42270-300 Professional Services	\$0.00	\$0.00	\$0.00
42270	Medical Services	E 105-42270-580 Other Equipment	\$200.00	\$0.00	\$0.00
DEPART 42270	Medical Services		\$1,950.00	-\$160.15	\$551.17
DEPART 42280	Fire Station and Building				
42280	Fire Station and Bu	E 105-42280-210 Operating Supplies	\$300.00	\$460.46	\$1,329.23
42280	Fire Station and Bu	E 105-42280-220 Repair and Maintenance	\$4,000.00	\$6,722.00	\$7,557.69
42280	Fire Station and Bu	E 105-42280-300 Professional Services	\$2,000.00	\$1,399.70	\$2,996.76
42280	Fire Station and Bu	E 105-42280-381 Electric Utilities	\$6,700.00	\$654.23	\$5,672.52
42280	Fire Station and Bu	E 105-42280-383 Gas Utilities	\$4,295.00	\$295.03	\$2,625.43
42280	Fire Station and Bu	E 105-42280-520 Buildings & Structures	\$0.00	\$0.00	\$0.00
42280	Fire Station and Bu	E 105-42280-530 Improvements Other than Bldg	\$3,500.00	\$0.00	\$0.00
DEPART 42280	Fire Station and Building		\$20,795.00	\$9,531.42	\$20,181.63
DEPART 42281	Community Room				
42281	Community Room	E 105-42281-101 Salaries	\$1,025.00	\$0.00	\$53.28
42281	Community Room	E 105-42281-121 PERA Contributions	\$75.00	\$0.00	\$4.00
42281	Community Room	E 105-42281-122 FICA Contributions	\$65.00	\$0.00	\$3.31
42281	Community Room	E 105-42281-125 Medicare Contributions	\$15.00	\$0.00	\$0.78
42281	Community Room	E 105-42281-133 Life Insurance	\$5.00	\$0.00	\$0.00
42281	Community Room	E 105-42281-171 Clothing Allowance	\$20.00	\$0.00	\$0.00
42281	Community Room	E 105-42281-210 Operating Supplies	\$400.00	\$0.00	\$0.00
42281	Community Room	E 105-42281-220 Repair and Maintenance	\$2,000.00	\$0.00	\$606.43
42281	Community Room	E 105-42281-300 Professional Services	\$500.00	\$172.50	\$624.26
42281	Community Room	E 105-42281-580 Other Equipment	\$0.00	\$0.00	\$0.00
DEPART 42281	Community Room		\$4,105.00	\$172.50	\$1,292.06
DEPART 49300	Other Financing Uses				
49300	Other Financing Us	E 105-49300-720 Transfers to Other Funds	\$0.00	\$46,477.50	\$46,477.50
DEPART 49300	Other Financing Uses		\$0.00	\$46,477.50	\$46,477.50
FUND 105	Fire Fund		\$349,065.00	\$140,454.91	\$268,236.30
FUND 346	2011A Pumper Truck Certificate				
DEPART 47100	Bond Payment (P & I)				



City of St. Joseph
Fire Board Expenditures
 Current Period: December 2020

DEPART	DEPART Descr	Account Descr	2020 YTD Budget	QTD Amount	2020 YTD Amt
47100	Bond Payment (P	E 346-47100-600 Debt Service - Principal	\$40,000.00	\$45,000.00	\$85,000.00
47100	Bond Payment (P	E 346-47100-611 Bond Interest	\$1,960.00	\$76.96	\$2,036.96
47100	Bond Payment (P	E 346-47100-620 Agent Fees	\$125.00	\$250.00	\$250.00
DEPART 47100 Bond Payment (P & I)			\$42,085.00	\$45,326.96	\$87,286.96
FUND 346 2011A Pumper Truck Certificate			\$42,085.00	\$45,326.96	\$87,286.96
			\$391,150.00	\$185,781.87	\$355,523.26



City of St. Joseph

Fire Check Register

Check #	Search Name	Comments	Amount	DEPART	OBJ	FUND
Period 10 October						
DEPART 42210 Fire Administration						
056914	LEAGUE OF MN CITIES INS TRUST	Final 2019-2020 Audited Wor	\$18.90	42210	151	105
056914	LEAGUE OF MN CITIES INS TRUST	Final 2019-2020 Audited Wor	\$37.68	42210	151	105
056914	LEAGUE OF MN CITIES INS TRUST	Final 2019-2020 Audited Wor	-\$3.09	42210	151	105
056785	SHIFT TECHNOLOGIES, INC.	Fire Chief Remote Access Issu	\$120.40	42210	215	105
056777	MED COMPASS, LLC	22 SCBA Medical Exams & Fit	\$2,220.00	42210	305	105
056915	MACQUEEN EMERGENCY, INC	Annual SCBA Testing	\$1,384.00	42210	305	105
056917	MED COMPASS, LLC	SCBA Exam, Fit Test - Jacobs	\$215.00	42210	305	105
056865	SHIFT TECHNOLOGIES, INC.	Installed FD Monitor	\$70.00	42210	581	105
DEPART 42210 Fire Administration			<u>\$4,062.89</u>			
DEPART 42220 Fire Fighting						
001950	SENTRY BANK-CREDIT CARD	Reflective Tape - Helmets	\$31.50	42220	210	105
056792	CENTRAL MCGOWAN, INC	Medical Oxygen	\$10.77	42220	210	105
056804	LEES ACE HARDWARE	Velcro	\$6.59	42220	210	105
CANCEL	SENTRY BANK-CREDIT CARD	Reflective Tape - Helmets	\$31.50	42220	210	105
CANCEL	SENTRY BANK-CREDIT CARD	Reflective Tape - Helmets	-\$31.50	42220	210	105
056898	AUTO TRIM & SIGN	Helmet Tags	\$30.00	42220	211	105
056803	KWIK TRIP	September 2020 Fuel Purchas	\$74.27	42220	235	105
056803	KWIK TRIP	September 2020 Excise Tax C	-\$7.65	42220	235	105
056798	FIRE CATT, LLC	Annual Hose Testing	\$1,824.00	42220	300	105
056862	REPUBLIC SERVICES	September 2020 Refuse - Fire	\$41.97	42220	384	105
056786	ST. JOSEPH FIRE RELIEF ASSN	Fire State Aid Reimbursement	\$59,075.40	42220	447	105
DEPART 42220 Fire Fighting			<u>\$61,086.85</u>			
DEPART 42240 Fire Training						
056778	MINNESOTA FIRE SERVICE BOARD	7 FF Recertifications	\$175.00	42240	433	105
056778	MINNESOTA FIRE SERVICE BOARD	7 FF Recertifications	-\$175.00	42240	433	105
056902	BRILL, SHIRLIE AND MARK	EMT Recertification - National	\$20.00	42240	443	105
056902	BRILL, SHIRLIE AND MARK	EMT Refresher - The ACLS Co	\$220.00	42240	443	105
056906	CUSTOMIZED FIRE RESCUE TRAIN	Classroom Instruction - NFPA	\$1,950.00	42240	443	105
DEPART 42240 Fire Training			<u>\$2,190.00</u>			
DEPART 42250 Fire Communications						
056911	GRANITE ELECTRONICS, INC	Battery	\$64.50	42250	220	105
056911	GRANITE ELECTRONICS, INC	Troubleshoot Pager Issue	\$99.60	42250	220	105
056799	FIRSTNET	September 2020 Phones	\$76.45	42250	321	105
056856	MIDCONTINENT COMMUNICATIONS	October 2020 Telephone/Fibe	\$354.80	42250	321	105
DEPART 42250 Fire Communications			<u>\$595.35</u>			
DEPART 42260 Fire Repair Service						
056769	EMERGENCY APPARATUS MAINT. INC	Air Leak - Engine 1	\$865.75	42260	230	105
056769	EMERGENCY APPARATUS MAINT. INC	Door Adjar Issue & A/C Fix	\$1,051.47	42260	230	105
DEPART 42260 Fire Repair Service			<u>\$1,917.22</u>			
DEPART 42270 Medical Services						
056901	BOUND TREE MEDICAL, LLC	Burn Dressings	\$61.08	42270	210	105
DEPART 42270 Medical Services			<u>\$61.08</u>			
DEPART 42280 Fire Station and Building						
056911	GRANITE ELECTRONICS, INC	Desktop Charger	\$408.39	42280	210	105
056907	DESIGN ELECTRIC, INC	ASCO Transfer Switch Not Wo	\$6,410.00	42280	220	105
056926	SUMMIT FIRE PROTECTION	Annual Fire Sprinkler Inspecti	\$198.00	42280	220	105
056926	SUMMIT FIRE PROTECTION	Annual Fire Extinguisher Insp	\$114.00	42280	220	105



City of St. Joseph

Fire Check Register

Check #	Search Name	Comments	Amount	DEPART	OBJ	FUND
056905	CUMMINS SALES & SERVICE	Troubleshoot & Repair Gener	\$963.66	42280	300	105
056905	CUMMINS SALES & SERVICE	Inspection	\$436.04	42280	300	105
056823	XCEL ENERGY	September 2020 Electric/Gas	\$54.29	42280	381	105
056823	XCEL ENERGY	September 2020 Electric/Gas	\$3.87	42280	383	105
DEPART 42280 Fire Station and Building			\$8,588.25			
DEPART 42281 Community Room						
056772	HOFFMAN, JUNE	September 2020 Cleaning	\$45.00	42281	300	105
DEPART 42281 Community Room			\$45.00			
Period 10 October			\$78,546.64			
Period 11 November						
DEPART 42210 Fire Administration						
056981	BANYON DATA SYSTEM	Property Management Progra	\$60.63	42210	215	105
056984	CENTRACARE CLINC	2 Pre Employment Physicals	\$180.00	42210	305	105
057033	CENTRACARE CLINC	Drug Screening & Flu Shots	\$1,819.00	42210	305	105
DEPART 42210 Fire Administration			\$2,059.63			
DEPART 42220 Fire Fighting						
057069	KWIK TRIP	October 2020 Fuel Purchases	\$85.07	42220	235	105
057069	KWIK TRIP	October 2020 Excise Tax Cre	-\$10.12	42220	235	105
057013	REPUBLIC SERVICES	October 2020 Refuse - Fire H	\$42.11	42220	384	105
DEPART 42220 Fire Fighting			\$117.06			
DEPART 42250 Fire Communications						
056991	FIRSTNET	October 2020 Cell Phones	\$76.45	42250	321	105
057004	MIDCONTINENT COMMUNICATIONS	November 2020 Telephone/Fi	\$354.81	42250	321	105
DEPART 42250 Fire Communications			\$431.26			
DEPART 42260 Fire Repair Service						
057064	EL-JAY PLUMBING & HEATING, INC	Install 2 RPZs and Test 12 RP	\$831.50	42260	220	105
056988	CUMMINS SALES & SERVICE	Coolant Heater - FD GenSet	\$117.65	42260	230	105
DEPART 42260 Fire Repair Service			\$949.15			
DEPART 42280 Fire Station and Building						
057026	XCEL ENERGY	October 2020 Electric/Gas	\$89.66	42280	381	105
057026	XCEL ENERGY	October 2020 Electric/Gas	\$3.37	42280	383	105
DEPART 42280 Fire Station and Building			\$93.03			
Period 11 November			\$3,650.13			
Period 12 December						
DEPART 42220 Fire Fighting						
057122	FIRE EQUIPMENT SPECIALTIES INC	Replacement Flashlights for Fi	\$262.99	42220	210	105
057212	MACQUEEN EMERGENCY, INC	Hydrant Wrench - #2	\$129.49	42220	210	105
057219	POWERHOUSE OUTDOOR EQUIP	Repair Extrication Pump	\$98.54	42220	210	105
057080	BATTERY WHOLESALE, INC.	Replacement Battery for Flash	\$15.33	42220	211	105
057129	HOLIDAY STORES	November 2020 Fuel Purchas	\$47.82	42220	235	105
057129	HOLIDAY STORES	November 2020 Excise Tax Cr	-\$7.73	42220	235	105
057134	KWIK TRIP	November 2020 Fuel Purchas	\$84.46	42220	235	105
057134	KWIK TRIP	November 2020 Excise Tax Cr	-\$9.66	42220	235	105
057143	POWERHOUSE OUTDOOR EQUIP	Fuel for Small Engines	\$81.94	42220	235	105
057219	POWERHOUSE OUTDOOR EQUIP	Small Engine Fuel	\$199.92	42220	235	105
057144	REPUBLIC SERVICES	November 2020 Refuse Servic	\$42.11	42220	384	105
057107	ST. JOSEPH FIRE RELIEF ASSN	2020 Municipal Contribution	\$3,000.00	42220	448	105



City of St. Joseph

Fire Check Register

Check #	Search Name	Comments	Amount	DEPART	OBJ	FUND
DEPART 42220 Fire Fighting			\$3,945.21			
DEPART 42240 Fire Training						
057121	EMERGENCY SERVICE MARKETING	Year 4 of 5 Subscription - Ia	\$660.00	42240	443	105
DEPART 42240 Fire Training			\$660.00			
DEPART 42250 Fire Communications						
057127	GRANITE ELECTRONICS, INC	Repair 2 Pagers	\$99.10	42250	220	105
057123	FIRSTNET	November 2020 Cell Phones/	\$76.44	42250	321	105
057137	MIDCONTINENT COMMUNICATIONS	December 2020 Telephone/Fi	\$353.81	42250	321	105
057214	MOTOROLA, INC	Charging Station for Portable	\$937.50	42250	580	105
DEPART 42250 Fire Communications			\$1,466.85			
DEPART 42260 Fire Repair Service						
057151	TIREMAXX SERVICE CENTERS	Replace Tires - #4	\$2,560.04	42260	220	105
057114	AMERICAN TEST CENTER	Annual Ladder Testing	\$757.95	42260	230	105
057120	EMERGENCY APPARATUS MAINT. INC	Repair #1	\$1,292.32	42260	230	105
DEPART 42260 Fire Repair Service			\$4,610.31			
DEPART 42270 Medical Services						
057117	CENTRAL MCGOWAN, INC	Medical Oxygen	\$18.56	42270	210	105
057117	CENTRAL MCGOWAN, INC	Medical Oxygen	\$10.77	42270	210	105
DEPART 42270 Medical Services			\$29.33			
DEPART 42280 Fire Station and Building						
057135	LEES ACE HARDWARE	Material to Hang Map at Fire	\$6.35	42280	210	105
057202	CENTRAL MCGOWAN, INC	Medical Oxygen	\$45.72	42280	210	105
057156	XCEL ENERGY	November 2020 Gas/Electric	\$510.28	42280	381	105
057156	XCEL ENERGY	November 2020 Gas/Electric	\$287.79	42280	383	105
DEPART 42280 Fire Station and Building			\$850.14			
DEPART 42281 Community Room						
057088	HOFFMAN, JUNE	November 2020 Cleaning	\$67.50	42281	300	105
057209	HOFFMAN, JUNE	December 2020 Fire Hall Clea	\$60.00	42281	300	105
DEPART 42281 Community Room			\$127.50			
Period 12 December			\$11,689.34			
			\$93,886.11			

St. Joseph Fire Department
Capital Equipment Plan - for Payable 2020
Adopted December 16, 2019

CIP #	Account Code	Department	Object	Purchased Year	Replace Year	Description	12/31/2019		12/31 Grants/ Adjustments 2020	12/31 Spent 2020	Available Reserve Funds
							Reserve Funds	Budget 2020			
FD-1401	105-42210-581/582	Fire Administration	Computer Hardware/Software	2010-2011	2017-2018	3 Computers	2,800.27	1,300.00		70.00	4,030.27
		Total Fire Administration Computer Hardware/Software					2,800.27	1,300.00	-	70.00	4,030.27
FD-1402	105-42220-580	Fire Fighting	Other Equipment	annual	annual	Turnout Gear	14,771.71	6,000.00	20,000.00	64.98	40,706.73
		Total Fire Fighting Other Equipment					14,771.71	6,000.00	20,000.00	64.98	40,706.73
FD-1404	105-42220-584	Fire Fighting		1996-2005	2019-2026	Extrication Equip	31,062.40	2,750.00			33,812.40
		Total Fire Fighting Equipment Reserve					31,062.40	2,750.00	-	-	33,812.40
FD-1403	105-42220-585	Fire Fighting	Firefighter Equipment	2012	2024	6 Wheeler	3,253.95	1,300.00			4,553.95
FD-1405	105-42220-585	Fire Fighting	Firefighter Equipment	2012	2022	Rescue Van	72,259.58	17,500.00	20,000.00		109,759.58
FD-1406	105-42220-585	Fire Fighting	Firefighter Equipment	2012	2032	Pumper Truck	99,323.77	15,000.00			114,323.77
FD-1407	105-42220-585	Fire Fighting	Firefighter Equipment	2001	2021	Ladder Truck #2	87,250.00	10,000.00			97,250.00
FD-1408	105-42220-585	Fire Fighting	Firefighter Equipment	1997	2022	Grass Rig #3	74,000.00	1,500.00			75,500.00
FD-1409	105-42220-585	Fire Fighting	Firefighter Equipment	1999	2028	Tanker #4	23,001.00	3,500.00			26,501.00
FD-1417	105-42220-585	Fire Fighting	Firefighter Equipment	2013	2019	Air Packs	14,000.00	2,500.00	(10,000.00)		6,500.00
FD-1410	105-42220-585	Fire Fighting	Firefighter Equipment	on going	on going	Replacement	12,688.13	2,500.00			15,188.13
		Total Fire Fighting Equipment					385,776.43	53,800.00	10,000.00	-	449,576.43
FD-1411	105-42250-580	Fire Communication	Other Equipment	2007	2017	800 MHz Radios	90,908.25	10,000.00	(30,000.00)	1,487.50	69,420.75
FD-1412	105-42250-580	Fire Communication	Other Equipment	on going	on going	Replacement	9,104.91	3,000.00			12,104.91
		Total Fire Communications Equipment					100,013.16	13,000.00	(30,000.00)	1,487.50	81,525.66
FD-1413	105-42270-580	Medical Services	Other Equipment	on going	on going	Replacement	3,327.57	200.00			3,527.57
		Total Medical Services Equipment					3,327.57	200.00	-	-	3,527.57
FD-1414	105-42280-530	Fire Station & Building	Equipment Reserve	on going	on going	Building Repairs	1,500.00	1,500.00			3,000.00
FD-1415	105-42280-530	Fire Station & Building	Equipment Reserve	2011	2017-2022	Parking Lot	1,000.00	1,000.00			2,000.00
FD-1416	105-42280-530	Fire Station & Building	Improvements other than Building	2008	2017-2024	Painting	1,000.00	1,000.00			2,000.00
		Total Fire Station & Building Improvements other than Building					3,500.00	3,500.00	-	-	7,000.00
		Total Capital Equipment - Fire Fund					541,251.54	80,550.00	-	1,622.48	620,179.06

Note: The fire department is funded by the City of St. Joseph, St. Joseph Township and St. Wendel Township.

Proposed Debts

FD-1405	105-42220-585	Fire Fighting	Firefighter Equipment	2012	2022	Rescue Van-2022 - pay cash
FD-1406	105-42220-585	Fire Fighting	Firefighter Equipment	2012	2032	Pumper Truck-2032
FD-1407	105-42220-585	Fire Fighting	Firefighter Equipment	2001	2021	Ladder Truck #2-2021 - 10% down payment + trade in valu
FD-1409	105-42220-585	Fire Fighting	Firefighter Equipment	1999	2028	Tanker #4-2028 - may last longer with new tan



MEETING DATE: February 8th, 2021

AGENDA ITEM: Fire Relief Assoc. Update

BACKGROUND INFORMATION: The St. Joseph Relief Association would like to meet annually with the Fire Board to discuss and answer any question that the board may have. In the past the relief would come to the Fire Board only when they wanted to increase our retirement. The purpose of them meeting annually with the Fire Board is to keep the board up to date, answer any questions, and have an outlook at what our account is doing and if and when the retirement could be changed.

BUDGET/FISCAL IMPACT: Depending on how the Relief Account is doing.

ATTACHMENTS: No

REQUESTED ACTION: Stay informed on how our retirement account is doing.



MEETING DATE: February 8th, 2021

AGENDA ITEM: State Fire Convention

BACKGROUND INFORMATION: The Fire Board has typically authorized 2 members to attend the Yearly State Fire Convention. This year the convention is at Breezy Point, Mn April 23rd – 25th. Along with the Fire Relief Assoc., who has already approved 2 members, we have been offering to send up to 4 members to the convention for the past 20+ years. It is a great opportunity for members to get some new or advanced training. It also gives them a chance to meet with other members of other departments to see how they handle their emergency calls compared to how we do them. They then can bring back what they have learned and pass it on to the rest of our members.

This years Convention has been Canceled due to COVID Restrictions

BUDGET/FISCAL IMPACT: None this year.

The conference cost (\$200/ ff), the cost of 2 members' Per-Diem, (\$150.00 per member), meals, and hotel.

ATTACHMENTS: None

REQUESTED ACTION: Have the Fire Board approve 2 members to attend the State Fire Convention



MEETING DATE: February 8th, 2021

AGENDA ITEM: Old Fire Hose.

BACKGROUND INFORMATION: At our Fire Board Meeting in November, the board approved the purchase of 11 new lengths of fire hose to start replacing the fire hose that did not pass the 2020 Hose Testing due to age or damage to the hose.

We have 24 lengths of Hose we need to discard and I have the City Maintenance, C & L Excavating, and Fire Inc school interested in the hose and would like to offer it to offer them each some of the hose.

BUDGET/FISCAL IMPACT: None

ATTACHMENTS: No

REQUESTED ACTION: Have the fire board approve to discard the old hose to the 3 companies interested in them.



MEETING DATE: February 8th, 2021

AGENDA ITEM: Call Pay per Hour

BACKGROUND INFORMATION: Currently each member is paid \$12 per hour for their time when they respond to emergency calls and training. I would like to change the rate from \$12 per hour to \$16 per hour. I have check with a few other departments close to us, Avon is at \$15 for all members and Waite Park is at 15.61 for firefighters, \$16.65 for Assistant Chief, and \$17.71 for the Fire Chief. (Waite Park gets a 2% raise every year)

Our last raise was in January of 2017.

BUDGET/FISCAL IMPACT:

ATTACHMENTS:

REQUESTED ACTION: Have the Fire Board approve the pay raise for call and drill time pay



MEETING DATE: February 8th, 2021

AGENDA ITEM: Pumper-Tanker / Update

BACKGROUND INFORMATION: At the November 2019 fire board meeting, we discussed the option of moving forward with replacing our current 2002 Ladder Truck. During this discussion, it was also brought up that we should maybe also look at possibility of adding an additional Pumper – Tanker to our fleet, which may help to lower our ISO rating.

The truck committee met with a rep from Macqueen Emergency last week to go over the Pumper/Tanker options. The bid we got will put the truck cost around the \$800,000 to \$830,000 with a 15% increase to this in February 2021. Per request of the Fire Board we met with Rosenbauer to get a second bid and are waiting to hear back from them on an estimate from them. The rep verbally thought the price would be around the \$600,000 to \$750,000.

As the city keeps growing we need to be able to have the equipment available and ready to go at any moments notice. Over the last 25 + years, the fire department has replaced 4 trucks due to age and has only ADDED 1 which is a pickup that we just use to haul manpower and equipment. Adding this truck is a must and will allow us to haul more equipment, manpower, water, and another pumper to fires right away.

BUDGET/FISCAL IMPACT: \$600,000 – \$830,000 +/-

ATTACHMENTS:

REQUESTED ACTION: Get the approval from the Fire Board to keep moving forward with the Pumper / Tanker.



MEETING DATE: February 8th, 2021

AGENDA ITEM: FEMA Grant

BACKGROUND INFORMATION: At the November 2020 meeting, we found out that we did not get the 2019 FEMA grant that we wrote for. We also discussed that we would write the 2020 Grant this year again. I was able to meet with the grant writer and the grant has been submitted. This is for the replacement of the 1997 grass rig and will be the third time we are trying to get the truck replaced.

BUDGET/FISCAL IMPACT: 5% of the total cost of the truck if we get it.

ATTACHMENTS:

REQUESTED ACTION:



MEETING DATE: February 8th, 2021

AGENDA ITEM: Future Plans for Call Volume Control

BACKGROUND INFORMATION: At our last meeting in November, we talked about the Call Volume we are getting and what some options may be. We talked about having our local Police run to medicals, getting Mayo to commit to having a truck in St. Joe 24 / 7, and or the possibility of hiring a Full Time Chief to help run to these smaller day time medical calls while still be able to get daily duties done.

BUDGET/FISCAL IMPACT:

ATTACHMENTS:

REQUESTED ACTION:



MEETING DATE: February 8th, 2021

AGENDA ITEM: Membership

BACKGROUND INFORMATION: We had 3 members retire at the start of 2021. Keith Simon 20+ years, Randy Torborg 32 years, and Jim Marthaler 43+ years. This brings our total current members to 26.

We have ads on the city webpage and on our Facebook page and will soon have an ad on the electronic boards in the area. We have not received any applications so far???

We did add 3 new members to the department on October 13th, 2020, and they are almost done with their FF1, Hazmat, and FF2 classes. They will still need to go through the First Responder class along with their CDL.

BUDGET/FISCAL IMPACT: \$5,000 per member – which includes First Responder Class, FF1, FF2, CLD License w/Tanker, and New Gear after the complete all classes and lic requirements

ATTACHMENTS: no

REQUESTED ACTION:



Fire Board FYI

MEETING DATE: February 8th, 2021

AGENDA ITEM: Fire Chief's Report

- Our call volume is still keeping us busy for the start of the year. We are at 33 calls as of February 3, so just about 1 a day average.
- Would like to keep the conversation open about what the future of the department may be or where its headed?