



**Fire Advisory Board Meeting
St. Joseph Fire Station
Monday, May 10, 2021 at 5:00pm**

1. Call Meeting to order
2. Approve February minutes
3. Financial Report
4. New Business
 - A. DNR Grant
 - B. Other
5. Old Business
 - A. Pumper-Tanker ISO Update
 - B. Replacement of Unit # 3
 - C. Future Plans for Call Volume Control?
 - D. Other
6. Membership
7. 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, February 8, 2021 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 via telephone. City Administrator Therese Haffner, Finance Director Lori Bartlett, Police Chief Dwight Pfannenstein

Others Present: N/A

Minutes: **Fredrickson made a motion to approve the minutes from December 14, 2020; seconded by Salk and passed unanimously by those present.**

Financial Report & Budget Discussion: Bartlett presented the fourth quarter financial report and discussed the 2022 budget asking for input. There was discussion on fire department needs and budgeting for 2022.

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

Relief Association Update: Fire Captain Keith Louwagie is updating bylaws.

State Fire Convention: Taufen announced that the State Fire Convention was canceled.

Old Fire Hose: New fire hose was purchased as the old fire hose was aged.

Call Pay per Hour: Taufen reviewed the pay of firefighters in Avon which is \$15 per hour and Waite Park's is \$15.61 per hour and recommended that pay for St. Joseph firefighters be increased from \$12 to \$16 per hour.

Loso made a motion to approve firefighter pay to \$16 per hour; seconded by Salk and passed unanimously.

Pumper/Tanker ISO Update: The board discussed the option of moving forward with adding an additional Pumper Tanker to the fleet which may help in reducing the ISO rating. Taufen said it would likely drop a point from 5 to 4. The amount budgeted for the ladder truck could be transferred to the pumper/tanker. There was discussion on whether or not a reduction of one point in the ISO rating would have any impact. Taufen will get updated estimates for the cost of a pumper/tanker and bring back at the next meeting.

FEMA Grant: The grant writer submitted the 2021 grant application for a new grass rig. The board discussed the need to replace if the grant was not awarded by transferring funding from the rescue van budget.

Future Plan for Call Volume Control: The Board discussed the increase in medical calls. Pfannenstein discussed how and when police officers respond. The senior facilities have requested that the least amount of emergency personnel enter facilities due to exposure to COVID-19. There was discussion on a tiered approach, duty shifts, and CentracCare ambulance providing services. Haffner will contact Mayo Ambulance Service.

Adjourn: **Fredrickson made a motion to adjourn at 6:12 PM; seconded by Loso and passed unanimously.**

Therese Haffner
City Administrator



MEETING DATE: May 10, 2021
AGENDA ITEM: 1st Quarter Treasurer's Report
SUBMITTED BY: Finance
PREVIOUS BOARD ACTION: None

BACKGROUND INFORMATION: Enclosed are the 1st Quarter 2021 financial position for Board's review. The operational fund balance is a deficit of \$17,605 as of March 31, 2021 (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 2021 capital budget of \$70,900. Without the 2021 capital budget, there would be a surplus of \$53,295.

The 2021 fire fund revenue represents 20% 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 quarter of the year. Interest earnings shows a deficit. The City records the fluctuation in the market value of the investments during the year. The market value will go up and down; down for the first quarter. The end of 2020 was a high mark for the investments. The current average rate of return is 2.06% APY.

The fire fund expenditures represent 5% of the budgeted expenditures. The expenditures are operational. 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.

BUDGET/FISCAL IMPACT: Information Only
ATTACHMENTS: Request for Board Action – Treasurer's Report
1st Quarter 2021 Summary Report
Fire Dept Balance Sheet
Fire Board Revenue
Fire Board Expenditures
Fire Board Check Register
Fire Dept 2021 Capital Improvement Plan Summary

REQUESTED BOARD ACTION: Consider accepting the 1st Quarter 2021 Treasurer's Report.

**St. Joseph Joint Operating Fire Report
1st Quarter 2021
January 1 through March 31, 2021**

Balance as of December 31, 2020 (Audited) \$ 646,248.08

YTD Revenue	<u>Budget</u>	<u>Actual YTD</u>	
St. Joseph Township	65,475	16,369.02	
St. Wendel Township	58,530	14,632.12	
City of St. Joseph	164,535	41,133.86	
State 2% Fire Aid	52,000		
State Supplemental Aid	-	-	
State Fire Training Reimbursement	-	-	
Fire Hall Rental	3,540	1,300.00	
Interest	10,000	(2,329.16)	
Contributions	1,500	-	
Surplus Property	-	-	
Fire Fighting Reimbursement	1,500	-	
Total Revenue	<u>357,080</u>	<u>-</u>	\$ 71,105.84
		<i>percent of the budget</i>	20%

YTD Expenditures			
Fire Administration	(41,160)	(3,008.00)	
Fire Fighting	(235,475)	(3,353.73)	
Fire Training	(10,995)	(2,967.00)	
Fire Communications	(12,340)	(1,652.51)	
Fire Repair Service	(29,720)	(3,207.45)	
Medical Services	(1,950)	(845.97)	
Fire Station and Building	(21,900)	(3,539.34)	
Community Room	(3,540)	(135.00)	
Fund Transfers	-	-	
Total Expenses	<u>(357,080)</u>	<u>-</u>	\$ (18,709.00)
		<i>percent of the budget</i>	5%

Fire Fund Summary:

Fire Fund Balance as of March 31, 2021 (Unaudited) \$ 698,645.12

Less Designations:

Equipment Reserve	586,193.75	
Building Fund	11,000.00	
Medical Equip Fund	3,153.33	
Radios/Pagers	78,203.97	
Fire Training	20,000.00	
Debt Service Relief	17,698.57	
	<u>716,249.62</u>	\$ 716,249.62

Operating Fund Balance \$ (17,604.50)



City of St. Joseph
Fire Board Balance Sheet
 Current Period: March 2021

Account Descr	Begin Yr	YTD Debit	YTD Credit	Current Balance
FUND 105 Fire Fund				
G 105-10100 Cash	\$705,435.36	\$74,182.90	\$80,973.34	\$698,644.92
G 105-10450 Interest Receivable	\$1,439.07	\$0.00	\$1,439.07	\$0.00
G 105-10500 Accounts Receivable	\$40.00	\$0.00	\$40.00	\$0.00
G 105-10700 Taxes Receivable - Delinquent	\$346.53	\$0.00	\$346.53	\$0.00
G 105-13113 Due From other Gov t Units	\$224.33	\$0.00	\$224.33	\$0.00
G 105-15500 Due From Other Fund	\$0.00	\$0.00	\$0.00	\$0.00
G 105-20200 Accounts Payable	-\$11,173.94	\$11,173.94	\$0.00	\$0.00
G 105-20201 Salaries Payable	-\$49,716.74	\$49,716.74	\$0.00	\$0.00
G 105-20202 Due to Other Govt Units	\$0.00	\$0.00	\$0.00	\$0.00
G 105-22204 Deferred Inflow of Resources	-\$346.53	\$346.53	\$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	-\$610,857.37	\$610,857.37	\$0.00	\$0.00
G 105-24414 Design. Fd Bal -Debt Serv.Rel.	-\$17,698.57	\$17,698.57	\$0.00	\$0.00
G 105-24415 Design. Fd Bal - Operations	-\$20,000.00	\$20,000.00	\$0.00	\$0.00
G 105-25310 Unassigned Fund Balance	\$2,307.86	\$83,214.99	\$784,167.77	-\$698,644.92
FUND 105 Fire Fund	\$0.00	\$867,191.04	\$867,191.04	\$0.00
	\$0.00	\$867,191.04	\$867,191.04	\$0.00



City of St. Joseph
Fire Board Revenue
 Current Period: March 2021

Account Descr	2021 YTD Budget	QTD Amount	2021 YTD Amt
FUND 105 Fire Fund			
R 105-42210-31010 Current Ad Valorem Taxes	\$0.00	\$0.00	\$0.00
R 105-42210-33160 Federal Grants - Other	\$0.00	\$0.00	\$0.00
R 105-42210-33400 State Grants and Aids	\$52,000.00	\$0.00	\$0.00
R 105-42210-33430 Other Grants/Aids	\$0.00	\$0.00	\$0.00
R 105-42210-34202 Special Fire Service	\$288,540.00	\$72,135.00	\$72,135.00
R 105-42210-34203 Fire Fighting Reimbursement	\$500.00	\$0.00	\$0.00
R 105-42210-34781 Fire Hall Rental	\$3,540.00	\$1,300.00	\$1,300.00
R 105-42210-36210 Interest Earnings	\$10,000.00	-\$2,329.16	-\$2,329.16
R 105-42210-36230 Contributions - General	\$1,500.00	\$0.00	\$0.00
R 105-42210-36260 Surplus Property	\$0.00	\$0.00	\$0.00
R 105-42210-36300 Reimbursement	\$1,000.00	\$0.00	\$0.00
FUND 105 Fire Fund	\$357,080.00	\$71,105.84	\$71,105.84
	\$357,080.00	\$71,105.84	\$71,105.84



City of St. Joseph
Fire Board Expenditures
 Current Period: March 2021

DEPART	DEPART Desc	Account Descr	2021 YTD Budget	QTD Amount	2021 YTD Amt
FUND 105 Fire Fund					
DEPART 42210 Fire Administration					
42210	Fire Administration	E 105-42210-151 Workers Comp. Insur. Prem.	\$18,005.00	\$0.00	\$0.00
42210	Fire Administration	E 105-42210-200 Office Supplies	\$500.00	\$120.46	\$120.46
42210	Fire Administration	E 105-42210-215 Software Support	\$2,840.00	\$1,804.54	\$1,804.54
42210	Fire Administration	E 105-42210-220 Repair and Maintenance	\$150.00	\$0.00	\$0.00
42210	Fire Administration	E 105-42210-300 Professional Services	\$1,000.00	\$0.00	\$0.00
42210	Fire Administration	E 105-42210-301 Audit & Accounting Services	\$13,365.00	\$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	\$0.00	\$0.00
42210	Fire Administration	E 105-42210-322 Postage	\$0.00	\$0.00	\$0.00
42210	Fire Administration	E 105-42210-340 Advertising	\$100.00	\$1,083.00	\$1,083.00
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	\$0.00
42210	Fire Administration	E 105-42210-581 Computer Hardware	\$1,250.00	\$0.00	\$0.00
42210	Fire Administration	E 105-42210-582 Computer Software	\$50.00	\$0.00	\$0.00
DEPART 42210 Fire Administration			\$41,160.00	\$3,008.00	\$3,008.00
DEPART 42220 Fire Fighting					
42220	Fire Fighting	E 105-42220-101 Salaries	\$93,390.00	\$0.00	\$0.00
42220	Fire Fighting	E 105-42220-122 FICA Contributions	\$5,790.00	\$0.00	\$0.00
42220	Fire Fighting	E 105-42220-125 Medicare Contributions	\$1,355.00	\$0.00	\$0.00
42220	Fire Fighting	E 105-42220-210 Operating Supplies	\$5,000.00	\$10.53	\$10.53
42220	Fire Fighting	E 105-42220-211 AWAIRES Supplies	\$1,000.00	\$379.99	\$379.99
42220	Fire Fighting	E 105-42220-212 Safety Program	\$500.00	\$128.57	\$128.57
42220	Fire Fighting	E 105-42220-220 Repair and Maintenance	\$0.00	\$0.00	\$0.00
42220	Fire Fighting	E 105-42220-235 Motor Fuel	\$2,575.00	\$23.49	\$23.49
42220	Fire Fighting	E 105-42220-240 Small Tool & Minor Equipment	\$500.00	\$179.07	\$179.07
42220	Fire Fighting	E 105-42220-300 Professional Services	\$4,000.00	\$0.00	\$0.00
42220	Fire Fighting	E 105-42220-361 General Liability Insurance	\$6,290.00	\$0.00	\$0.00
42220	Fire Fighting	E 105-42220-384 Refuse Disposal	\$675.00	\$0.00	\$0.00
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	\$0.00	\$0.00
42220	Fire Fighting	E 105-42220-448 Pension Relief Fire Fund	\$3,000.00	\$0.00	\$0.00
42220	Fire Fighting	E 105-42220-580 Other Equipment	\$3,500.00	\$0.00	\$0.00
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	\$53,150.00	\$2,632.08	\$2,632.08
DEPART 42220 Fire Fighting			\$235,475.00	\$3,353.73	\$3,353.73
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	\$367.00	\$367.00
42240	Fire Training	E 105-42240-443 Personnel Training	\$6,000.00	\$2,600.00	\$2,600.00
DEPART 42240 Fire Training			\$10,995.00	\$2,967.00	\$2,967.00
DEPART 42250 Fire Communications					
42250	Fire Communicatio	E 105-42250-220 Repair and Maintenance	\$1,000.00	\$430.29	\$430.29
42250	Fire Communicatio	E 105-42250-321 Telephone	\$5,340.00	\$1,222.22	\$1,222.22
42250	Fire Communicatio	E 105-42250-580 Other Equipment	\$6,000.00	\$0.00	\$0.00



City of St. Joseph
Fire Board Expenditures
 Current Period: March 2021

DEPART	DEPART Descr	Account Descr	2021 YTD Budget	QTD Amount	2021 YTD Amt
DEPART 42250	Fire Communications		\$12,340.00	\$1,652.51	\$1,652.51
DEPART 42260	Fire Repair Service				
42260	Fire Repair Service	E 105-42260-101 Salaries	\$3,190.00	\$1,399.37	\$1,399.37
42260	Fire Repair Service	E 105-42260-121 PERA Contributions	\$240.00	\$105.00	\$105.00
42260	Fire Repair Service	E 105-42260-122 FICA Contributions	\$175.00	\$76.77	\$76.77
42260	Fire Repair Service	E 105-42260-123 Deferred Comp-Employer	\$20.00	\$7.58	\$7.58
42260	Fire Repair Service	E 105-42260-125 Medicare Contributions	\$40.00	\$17.95	\$17.95
42260	Fire Repair Service	E 105-42260-130 H S A- Employer Contribution	\$185.00	\$741.62	\$741.62
42260	Fire Repair Service	E 105-42260-131 Health Insurance	\$780.00	\$569.22	\$569.22
42260	Fire Repair Service	E 105-42260-132 Dental Insurance	\$60.00	\$43.07	\$43.07
42260	Fire Repair Service	E 105-42260-133 Life Insurance	\$5.00	\$4.98	\$4.98
42260	Fire Repair Service	E 105-42260-134 Disability Insurance	\$25.00	\$34.47	\$34.47
42260	Fire Repair Service	E 105-42260-220 Repair and Maintenance	\$0.00	\$0.00	\$0.00
42260	Fire Repair Service	E 105-42260-230 Vehicle Repair & Maintenance	\$25,000.00	\$207.42	\$207.42
DEPART 42260	Fire Repair Service		\$29,720.00	\$3,207.45	\$3,207.45
DEPART 42270	Medical Services				
42270	Medical Services	E 105-42270-210 Operating Supplies	\$1,500.00	\$271.73	\$271.73
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	\$574.24	\$574.24
DEPART 42270	Medical Services		\$1,950.00	\$845.97	\$845.97
DEPART 42280	Fire Station and Building				
42280	Fire Station and Bu	E 105-42280-210 Operating Supplies	\$300.00	\$149.46	\$149.46
42280	Fire Station and Bu	E 105-42280-220 Repair and Maintenance	\$4,000.00	\$858.73	\$858.73
42280	Fire Station and Bu	E 105-42280-300 Professional Services	\$2,000.00	\$0.00	\$0.00
42280	Fire Station and Bu	E 105-42280-381 Electric Utilities	\$7,400.00	\$1,120.69	\$1,120.69
42280	Fire Station and Bu	E 105-42280-383 Gas Utilities	\$4,200.00	\$1,410.46	\$1,410.46
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	\$4,000.00	\$0.00	\$0.00
DEPART 42280	Fire Station and Building		\$21,900.00	\$3,539.34	\$3,539.34
DEPART 42281	Community Room				
42281	Community Room	E 105-42281-101 Salaries	\$860.00	\$0.00	\$0.00
42281	Community Room	E 105-42281-121 PERA Contributions	\$65.00	\$0.00	\$0.00
42281	Community Room	E 105-42281-122 FICA Contributions	\$55.00	\$0.00	\$0.00
42281	Community Room	E 105-42281-125 Medicare Contributions	\$10.00	\$0.00	\$0.00
42281	Community Room	E 105-42281-133 Life Insurance	\$0.00	\$0.00	\$0.00
42281	Community Room	E 105-42281-171 Clothing Allowance	\$0.00	\$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	\$0.00
42281	Community Room	E 105-42281-300 Professional Services	\$150.00	\$135.00	\$135.00
42281	Community Room	E 105-42281-580 Other Equipment	\$0.00	\$0.00	\$0.00
DEPART 42281	Community Room		\$3,540.00	\$135.00	\$135.00
DEPART 49300	Other Financing Uses				
49300	Other Financing Us	E 105-49300-720 Transfers to Other Funds	\$0.00	\$0.00	\$0.00
DEPART 49300	Other Financing Uses		\$0.00	\$0.00	\$0.00
FUND 105	Fire Fund		\$357,080.00	\$18,709.00	\$18,709.00
FUND 346	2011A Pumper Truck Certificate				
DEPART 47100	Bond Payment (P & I)				



City of St. Joseph
Fire Board Expenditures
 Current Period: March 2021

DEPART	DEPART Descr	Account Descr	2021 YTD Budget	QTD Amount	2021 YTD Amt
47100	Bond Payment (P	E 346-47100-600 Debt Service - Principal	\$0.00	\$0.00	\$0.00
47100	Bond Payment (P	E 346-47100-611 Bond Interest	\$0.00	\$0.00	\$0.00
47100	Bond Payment (P	E 346-47100-620 Agent Fees	\$0.00	\$0.00	\$0.00
DEPART 47100 Bond Payment (P & I)			\$0.00	\$0.00	\$0.00
FUND 346 2011A Pumper Truck Certificate			\$0.00	\$0.00	\$0.00
			\$357,080.00	\$18,709.00	\$18,709.00



City of St. Joseph Fire Check Register

Check #	Search Name	Comments	Amount	DEPART	OBJ	FUND
Period 1 January						
DEPART 42210 Fire Administration						
057337	BANYON DATA SYSTEM	2021 - PM Pet License Suppor	\$24.37	42210	215	105
057350	GRANITE ELECTRONICS, INC	2020 - Finance Charge	\$43.08	42210	300	105
057304	ST. JOSEPH NEWSLEADER, INC	2020 - Firefighters Wanted A	\$60.00	42210	340	105
057365	ST. JOSEPH NEWSLEADER, INC	2021 - Firefighters Wanted A	\$88.00	42210	340	105
DEPART 42210 Fire Administration			\$215.45			
DEPART 42220 Fire Fighting						
057307	SUMMIT FIRE PROTECTION	2020 - Recharge Extension fr	\$49.20	42220	210	105
057247	HOLIDAY STORES	2020 - December 2020 Fuel P	\$150.76	42220	235	105
057247	HOLIDAY STORES	2020 - December 2020 Excise	-\$18.34	42220	235	105
057268	BATTERY WHOLESALE, INC.	2021 - Annual Batteries for Ai	\$179.07	42220	240	105
057297	REPUBLIC SERVICES	2020 - December 2020 Refus	\$42.11	42220	384	105
DEPART 42220 Fire Fighting			\$402.80			
DEPART 42240 Fire Training						
057290	MN STATE FIRE DEPART ASSOC.	2021 - MSFDA Membership D	\$290.00	42240	433	105
057291	MN STATE FIRE DEPART ASSOC.	2021 - Minnesota Firefighter	\$7.00	42240	433	105
057363	SMOKE-EATER	2021 - MN Smoke-Eater Subs	\$20.00	42240	433	105
DEPART 42240 Fire Training			\$317.00			
DEPART 42250 Fire Communications						
057242	FIRSTNET	2020 - December 2020 Phone	\$76.44	42250	321	105
057288	MIDCONTINENT COMMUNICATIONS	2021 - January Telephone/Fib	\$356.25	42250	321	105
057350	GRANITE ELECTRONICS, INC	2020 - 3 Pagers for New Me	\$1,560.00	42250	580	105
DEPART 42250 Fire Communications			\$1,992.69			
DEPART 42270 Medical Services						
057273	CENTRAL MCGOWAN, INC	2020 - Medical Oxygen	\$10.77	42270	210	105
057273	CENTRAL MCGOWAN, INC	2020 - Medical Oxygen	\$10.77	42270	210	105
057341	CENTRAL MCGOWAN, INC	2020 - Medical Oxygen	\$10.77	42270	210	105
057341	CENTRAL MCGOWAN, INC	2021 - Medical Oxygen	\$10.77	42270	210	105
DEPART 42270 Medical Services			\$43.08			
DEPART 42280 Fire Station and Building						
057347	EMERGENCY MEDICAL PRODUCTS,INC	2021 - Test Strips	\$46.40	42280	210	105
057265	XCEL ENERGY	2020 - December 2020 Electri	\$554.58	42280	381	105
057265	XCEL ENERGY	2020 - December 2020 Electri	\$452.33	42280	383	105
DEPART 42280 Fire Station and Building			\$1,053.31			
DEPART 42281 Community Room						
057295	PROMOTIONAL RESOURCES INC	2020 - 2020 City Clothing Ord	\$9.78	42281	171	105
057351	HOFFMAN, JUNE	2021 - January Fire Hall Clea	\$60.00	42281	300	105
DEPART 42281 Community Room			\$69.78			
Period 1 January			\$4,094.11			
Period 2 February						
DEPART 42210 Fire Administration						
001972	SENTRY BANK-CREDIT CARD	2021 - Ink Cartridge	\$46.89	42210	200	105
001972	SENTRY BANK-CREDIT CARD	2021 - Ink Cartridges	\$68.89	42210	200	105
057432	LEES ACE HARDWARE	2021 - Office Supplies	\$4.68	42210	200	105
057435	OPG-3, INC.	2021 - LF Annual Support	\$1,375.78	42210	215	105
057462	MEIERHOFER, NIEL	2020 - 2020 FEMA Grant Writ	\$400.00	42210	300	105



City of St. Joseph Fire Check Register

Check #	Search Name	Comments	Amount	DEPART	OBJ	FUND
DEPART 42210 Fire Administration			\$1,896.24			
DEPART 42220 Fire Fighting						
001972	SENTRY BANK-CREDIT CARD	2021 - Replacement IAR Moni	\$379.99	42220	211	105
057431	LEAGUE OF MN CITIES	2021 - Annual Regional Safet	\$128.57	42220	212	105
057397	HOLIDAY STORES	2021 - January 2021 Fuel Pur	\$26.62	42220	235	105
057397	HOLIDAY STORES	2021 - January 2021 Excise T	-\$3.13	42220	235	105
057456	GALL S INC	2021 - Class A Pant - Lyon	\$55.89	42220	585	105
DEPART 42220 Fire Fighting			\$587.94			
DEPART 42240 Fire Training						
057451	CENTRAL MN FIRE AID ASSOC.	2021 - Annual Dues	\$50.00	42240	433	105
057467	RIDGEWATER COLLEGE	2021 - 2 Year EMR Refresher	\$2,600.00	42240	443	105
DEPART 42240 Fire Training			\$2,650.00			
DEPART 42250 Fire Communications						
057457	GRANITE ELECTRONICS, INC	2021 - Pager Repair	\$68.50	42250	220	105
057402	FIRSTNET	2021 - January 2021 Cell Pho	\$76.46	42250	321	105
057409	MIDCONTINENT COMMUNICATIONS	2021 - February 2021 Teleph	\$356.20	42250	321	105
057381	MOTOROLA, INC	2020 - 3 Pagers for Fire Depa	\$7,761.69	42250	580	105
DEPART 42250 Fire Communications			\$8,262.85			
DEPART 42270 Medical Services						
001972	SENTRY BANK-CREDIT CARD	2021 - Waterproof Case for B	\$48.42	42270	210	105
DEPART 42270 Medical Services			\$48.42			
DEPART 42280 Fire Station and Building						
057470	WERNER ELECTRIC SUPPLY	2021 - Fire Hall Supplies	\$103.06	42280	210	105
001972	SENTRY BANK-CREDIT CARD	2021 - Floor Sweeper	\$28.96	42280	220	105
001972	SENTRY BANK-CREDIT CARD	2021 - Fire Hall Meeting Roo	\$34.77	42280	220	105
057394	XCEL ENERGY	January 2021 Electric/Gas	\$544.66	42280	381	105
057394	XCEL ENERGY	January 2021 Electric/Gas	\$568.42	42280	383	105
DEPART 42280 Fire Station and Building			\$1,279.87			
Period 2 February			\$14,725.32			
Period 3 March						
DEPART 42210 Fire Administration						
057487	SHIFT TECHNOLOGIES, INC.	2021 - Configure New FD Co	\$292.39	42210	215	105
057562	SHIFT TECHNOLOGIES, INC.	New Printer Driver at FD	\$112.00	42210	215	105
057551	IDIGITAL OUTDOOR	Advertising for Firefighters	\$995.00	42210	340	105
DEPART 42210 Fire Administration			\$1,399.39			
DEPART 42220 Fire Fighting						
057509	LEES ACE HARDWARE	2021 - Repair Parts for Servic	\$10.53	42220	210	105
057502	GALL S INC	2021 - Boots - Lyon	\$128.08	42220	585	105
057548	FIRE EQUIPMENT SPECIALTIES INC	Replacement Hoses from 202	\$2,448.11	42220	585	105
DEPART 42220 Fire Fighting			\$2,586.72			
DEPART 42250 Fire Communications						
057504	GRANITE ELECTRONICS, INC	2021 - Firecom Headset	\$350.00	42250	220	105
057550	GRANITE ELECTRONICS, INC	Pager Repair	\$11.79	42250	220	105
057501	FIRSTNET	2021 - February 2021 Cell Ph	\$76.46	42250	321	105
057512	MIDCONTINENT COMMUNICATIONS	2021 - March 2021 Telephon	\$356.85	42250	321	105
DEPART 42250 Fire Communications			\$795.10			
DEPART 42260 Fire Repair Service						



City of St. Joseph

Fire Check Register

Check #	Search Name	Comments	Amount	DEPART	OBJ	FUND
057556	NORTH CENTRAL INTERNATIONAL	Replacement Headlights for #	\$207.42	42260	230	105
DEPART 42260 Fire Repair Service			\$207.42			
DEPART 42270 Medical Services						
057498	CENTRAL MCGOWAN, INC	2021 - Medical Oxygen	\$22.52	42270	210	105
057547	EMERGENCY MEDICAL PRODUCTS,INC	Gloves & Stethoscope	\$190.02	42270	210	105
057552	MACQUEEN EMERGENCY, INC	CO Detectors for Medical Bag	\$574.24	42270	580	105
DEPART 42270 Medical Services			\$786.78			
DEPART 42280 Fire Station and Building						
057478	DESIGN ELECTRIC, INC	2021 - Replace Bad Fixture at	\$300.00	42280	220	105
057511	MCDOWALL COMPANY	2021 - Roofing Inspection Ag	\$375.00	42280	220	105
057516	PRECISE REFRIGERATION INC	2021 - Hot Water Issues	\$120.00	42280	220	105
057525	XCEL ENERGY	2021 - February 2021 Electric	\$576.03	42280	381	105
057525	XCEL ENERGY	2021 - February 2021 Electric	\$842.04	42280	383	105
DEPART 42280 Fire Station and Building			\$2,213.07			
DEPART 42281 Community Room						
057505	HOFFMAN, JUNE	2021 - February 2021 Cleanin	\$75.00	42281	300	105
DEPART 42281 Community Room			\$75.00			
Period 3 March			\$8,063.48			
			\$26,882.91			

St. Joseph Fire Department
Capital Equipment Plan - for Payable 2021
Adopted December 7, 2020

CIP #	Account Code	Department	Object	Purchased Year	Replace Year	Description	12/31/2020		3/31		Available Reserve Funds
							Reserve Funds	Budget 2021	Grants/ Adjustments 2021	3/31 Spent 2021	
FD-1401	105-42210-581/582	Fire Administration	Computer Hardware/Software	2017-2018	2022-2024	3 Computers	4,030.27	1,300.00			5,330.27
		Total Fire Administration Computer Hardware/Software					4,030.27	1,300.00	-	-	5,330.27
FD-1402	105-42220-580	Fire Fighting	Other Equipment	annual	annual	Turnout Gear	40,706.73	3,500.00			44,206.73
		Total Fire Fighting Other Equipment					40,706.73	3,500.00	-	-	44,206.73
FD-1404	105-42220-584	Fire Fighting		1996-2005	2019-2026	Extrication Equip	33,812.40	2,750.00			36,562.40
		Total Fire Fighting Equipment Reserve					33,812.40	2,750.00	-	-	36,562.40
FD-1403	105-42220-585	Fire Fighting	Firefighter Equipment	2012	2024	6 Wheeler	4,553.95	1,350.00			5,903.95
FD-1405	105-42220-585	Fire Fighting	Firefighter Equipment	2012	2022	Rescue Van	109,759.58	10,000.00			119,759.58
FD-1406	105-42220-585	Fire Fighting	Firefighter Equipment	2012	2032	Pumper Truck	114,323.77	20,000.00			134,323.77
FD-1407	105-42220-585	Fire Fighting	Firefighter Equipment	2001	2021	Ladder Truck #2	97,250.00	10,000.00			107,250.00
FD-1408	105-42220-585	Fire Fighting	Firefighter Equipment	1997	2022	Grass Rig #3	75,500.00	1,500.00			77,000.00
FD-1409	105-42220-585	Fire Fighting	Firefighter Equipment	1999	2028	Tanker #4	26,501.00	5,000.00			31,501.00
FD-1417	105-42220-585	Fire Fighting	Firefighter Equipment	2013	2019	Air Packs	6,500.00	300.00			6,800.00
FD-1410	105-42220-585	Fire Fighting	Firefighter Equipment	on going	on going	Replacement	15,188.13	5,000.00		2,632.08	17,556.05
		Total Fire Fighting Equipment					449,576.43	53,150.00	-	2,632.08	500,094.35
FD-1411	105-42250-580	Fire Communication	Other Equipment	2007	2017	800 MHz Radios	69,420.75	3,000.00			72,420.75
FD-1412	105-42250-580	Fire Communication	Other Equipment	on going	on going	Replacement	2,783.22	3,000.00			5,783.22
		Total Fire Communications Equipment					72,203.97	6,000.00	-	-	78,203.97
FD-1413	105-42270-580	Medical Services	Other Equipment	on going	on going	Replacement	3,527.57	200.00		574.24	3,153.33
		Total Medical Services Equipment					3,527.57	200.00	-	574.24	3,153.33
FD-1414	105-42280-530	Fire Station & Building	Equipment Reserve	on going	on going	Building Repairs	3,000.00	1,500.00			4,500.00
FD-1415	105-42280-530	Fire Station & Building	Equipment Reserve	2011	2017-2022	Parking Lot	2,000.00	1,000.00			3,000.00
FD-1416	105-42280-530	Fire Station & Building	Improvements other than Building	2008	2017-2024	Painting	2,000.00	1,500.00			3,500.00
		Total Fire Station & Building Improvements other than Building					7,000.00	4,000.00	-	-	11,000.00
		Total Capital Equipment - Fire Fund					610,857.37	70,900.00	-	3,206.32	678,551.05

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 value					817,750.00
FD-1409	105-42220-585	Fire Fighting	Firefighter Equipment	1999	2028	Tanker #4-2028 - may last longer with new tan					



MEETING DATE: May 10, 2021

AGENDA ITEM: DNR Grant

BACKGROUND INFORMATION: We would like to write for a DNR grant for additional hose that was taken out of service during last year's hose testing. Every year the DNR offers approximately 180 – 200 grant up to \$5,000. This is a 50/50 grant. Our last time we received this grant was in 2019 for some new pagers.

We would like to write the grant for 5 lengths of 1 ¾", 5 lengths of 2 ½", and 5 lengths of 5" LDH at a cost of \$4895.00

BUDGET/FISCAL IMPACT: \$2450.00 (half the cost)

ATTACHMENTS: No

REQUESTED ACTION: Have Fire Board approve the writing of the DNR Grant



MEETING DATE: May 10, 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. It was found that most insurance companies in this area don't always use the ISO, but more by the distance from the fire station.

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: \$750,000 - \$800,000

ATTACHMENTS:

REQUESTED ACTION: Get the approval from the Fire Board to move forward with the Pumper / Tanker not to exceed \$800,000.



MEETING DATE: May 10, 2021

AGENDA ITEM: Unit # 3 FEMA Grant

BACKGROUND INFORMATION: Over the past 2+ years, we have tried to write a FEMA Grant 3 times to replace this truck due to its age and limitations of only hauling 2 members. I talked with the grant writer last week about when we may hear back if we will receive the grant or not and he said he hasn't heard any word on a release date, but thinks it should be happening soon. This is a 95/5 grant with Fire Department paying the 5%. We did spec out a truck 2 years ago with a price of \$130,000.

If we don't get the grant this time, we will need to move forward with purchasing the truck out of our budget. Currently we roughly have \$75,000 set aside for replacing this truck. We may be able to offset some of the cost with the sale of the old truck, depending on who would buy it.

BUDGET/FISCAL IMPACT: \$130,000

ATTACHMENTS: None

REQUESTED ACTION: Nothing at this time, waiting to hear back from the FEMA grant. But if we don't receive the grant we will have to move forward with using our budget.



MEETING DATE: May 10, 2021

AGENDA ITEM: Future Plans for Call Volume Control and Fire Department

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.

The Fire Chief, Police Chief, City Administrator, and members from Mayo Ambulance service met at the beginning of April to discuss our options. The Police said they are too busy to take over running the medicals and Mayo said they don't see any chance of them having a truck stationed in St. Joe 24/7. What they did bring with that we talked about was redoing our protocol's. The Fire Department's chief and assistant are going through the list, which we will than meet with the police chief to see what he believes his group can help with, and then meet again with Mayo to do a finial draft. The hopes with this is that we may not be paged out to as many non-emergent calls.

REQUESTED ACTION: Discussion



Fire Board Agenda Item 6

MEETING DATE: May 10th, 2021

AGENDA ITEM: Membership

BACKGROUND INFORMATION: We are currently at 26 active members.

We did add 3 new members to the department on October 13th, 2020, and they are done with their FF1, Hazmat, and FF2 classes. They will be starting the First Responder class in May and 2 of them will need to get their CDL.

We are still actively looking for new members. Currently we have 1 application turned into the city.

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: Informational



MEETING DATE: May 10th, 2021

AGENDA ITEM: Fire Chief's Report

- Our call volume is still keeping us busy for the start of the year. We are at 173 calls as of May 5th, so staying at the 1.38 calls per day.
- Would like to keep the conversation open about what the future of the department may be or where it's headed? Each year, the department is getting busier with call volume always going up and the required training also demanding more.

The Fire Chief's position has also become more and more demanding each year from responding to paged out calls, doing payroll, answering phone calls and emails from concerned citizens and vendors, meeting people to give out burning permits, making sure the equipment is all in working order, fire board meetings, Mutual aid meetings, safety board meetings, state reporting, and on and on, all while still maintaining another full time job and having a family. The fire board and/or city need to seriously need to come up with a plan for the near future on what can be done.