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CITY OF ST. JOSEPH

**Fire Advisory Board Meeting
St. Joseph Fire Station
Monday, February 14th, 2022 at 5:00pm**

1. Call Meeting to order
2. Approve November minutes
3. Financial Report
4. New Business
 - A. Relief Assoc. Update
 - B. State Fire Convention
 - C. Rescue Van
 - D. LODD Bench
 - E. Other
5. City Administrator Reports
 - A. Fire Study Update
6. Old Business
 - A. Pumper-Tanker Update
 - B. FEMA Grant Update
 - C. Fire Chief & Assistant Fire Chief Duties and Pay
 - 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, November 22, 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 Representatives Present: City Administrator Therese Haffner, Finance Director Lori Bartlett

Others Present: Assistant Fire Chief David Salzer

Minutes: **Loso made a motion to approve the minutes of August 9, 2021; seconded by Salk and passed unanimously by those present.**

Financial Report & Budget Discussion: Bartlett presented the financial report.

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

Recommendation of Officers: Taufen presented the recommendations of officers as follows:
Assistant Fire Chief- two year term: David Salzer
Captains- two year term: Ken Jacobson and Andy Loso
Captains- one year term: Mike Folkerts, and Joe Orcutt
Intern Captain- one year term: Andrew Kremer

Loso moved to approve the Fire Department Officers as presented; seconded by Fredrickson and passed unanimously.

FEMA Grant – Extrication Equipment: Taufen shared that the Fire Department has two sets of extrication equipment – 15 years old and 25 years old. Taufen recommended applying for a FEMA grant to replace the extrication equipment estimated at \$43,000. A five percent match is required, along with \$400 for the grant writer Neil Meierhofer.

Loso moved to approve hiring the grant writer to submit the FEMA grant for the extrication equipment as presented; seconded by Salk and passed unanimously.

Fire Truck Funding: Bartlett discussed the 5-year capital equipment plan and replacement of the rescue van and recommended utilizing the American Rescue Plan Act. (ARPA) funding since it qualifies for the purchase. The funding previously set aside for the rescue van would be transferred to replace Unit#3/Grass Rig.

Bartlett requested the Board approve the capital equipment funding transfer and use ARPA grant dollars for the purchase of the Rescue Van.

There was discussion on this qualifying for ARPA funding. Bartlett clarified that it qualifies. Salk reported that they did not apply to receive their ARPA funding. Fredrickson said St. Joseph Township was supportive of using ARPA funding if they can.

Loso moved to approve obtaining specifications and costs for the Rescue Van; seconded by Salk and passed unanimously.

Pumper/Tanker Update: Taufen reported that the new Pumper Tanker truck has been ordered from Rosenbauer.

Unit #3/Grass Rig Replacement: Taufen reported that the City did not award the FEMA grant to replace Unit #3/Grass Rig. Taufen requested approval to move forward with costs to replace the Grass Rig. Loso asked why we have not been awarded. Taufen said these grants are tough to get.

Loso moved to approve obtaining specifications and costs for a new Grass Rig Rig; seconded by Salk and passed unanimously.

Fire Study: Taufen provided an update on the proposed Fire Study. Haffner explained the purpose of the fire study. Haffner will continue to work with the area City Administrators on moving forward with the study.

Pay for Fire Chief and Assistant Fire Chief: Taufen shared that the City Council did not approve the proposed raises for the Fire Chief from \$6,000 to \$8,000 and for the Assistant Fire Chief from \$3,500 to \$5,000 annually as recommended by the Fire Board.

Haffner shared the compensation rates for the area fire departments of Avon, Cold Spring, Sartell, Sauk Rapids, Waite Park, and St. Augusta. The City Council approved an increase in the pay per hour for the firefighters and requested a list of the current duties of both the Fire Chief and Assistant Fire Chief to review for possible increases in 2023.

Salzer voiced concerns that the City was not supportive of the Fire Department. Loso disagreed. Haffner shared the City's support and highlighted the following:

- City Council approved purchase of the pumper tanker.
- City Council approved raises for firefighters starting in 2022. City Council agreed to review raises for the Fire Chief and Assistant Fire Chief for the 2023 budget and requested a list of current duties for both the Fire Chief and Assistant Fire Chief positions.
- City is proposing to move forward with the purchase of the rescue van utilizing ARPA funding for the City's portion of the cost.
- City is proposing to move forward with purchase of Unit #3/Grass Rig by transferring funding from the capital equipment plan previously allocated to the rescue van to the purchase of Unit#3/Grass Rig.

Adjourn: **Loso made a motion to adjourn at 6:19 PM; seconded by Fredrickson and passed unanimously.**

Therese Haffner
City Administrator



MEETING DATE: February 14, 2022

AGENDA ITEM: 4th Quarter Treasurer's Report

SUBMITTED BY: Finance

PREVIOUS BOARD ACTION: None

BACKGROUND INFORMATION: Enclosed are the 4th Quarter 2021 financial position for Board's review. The operational fund balance is a surplus of \$45,678 as of December 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 \$116,578.

The 2021 fire fund revenue represents 102% of the budgeted revenue for the year. The main source of revenue includes the contract fire service revenue from the three jurisdictions for the four quarters of the year. Interest earnings shows small reduction. The City records the fluctuation in the market value of the investments during the year. The market value will go up and down; down mainly through December. The current average rate of return is 1.66% APY.

The fire fund expenditures represent 70% of the budgeted expenditures. The expenditures are operational. The first half fire call wages were paid in July. 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.

Note: The reports do not reflect year-end audit entries that will be recorded over the next couple months. The City's audit fieldwork is scheduled the week of March 14th.

BUDGET/FISCAL IMPACT: Information Only

ATTACHMENTS: Request for Board Action – Treasurer's Report
4th 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 4th Quarter 2021 Treasurer's Report.

**St. Joseph Joint Operating Fire Report
4th Quarter 2021
As of December 31, 2021**

Balance as of December 31, 2020 (Audited) \$ 646,247.06

YTD Revenue	<u>Budget</u>	<u>Actual YTD</u>	
St. Joseph Township	65,475	65,476.08	
St. Wendel Township	58,530	58,528.48	
City of St. Joseph	164,535	164,535.44	
Ad Valorem Taxes	-	114.32	
State 2% Fire Aid	52,000	61,830.27	
State Supplemental Aid	-	-	
State Fire Training Reimbursement	-	6,680.00	
Fire Hall Rental	3,540	3,200.00	
Interest	10,000	(702.16)	
Contributions	1,500	1,372.84	
Surplus Property	-	-	
Fire Fighting Reimbursement	1,500	2,564.50	
Total Revenue	<u>357,080</u>	<u></u>	\$ 363,599.77
		<i>percent of the budget</i>	102%

YTD Expenditures			
Fire Administration	(41,160)	(22,242.70)	
Fire Fighting	(235,475)	(146,220.42)	
Fire Training	(10,995)	(15,502.56)	
Fire Communications	(12,340)	(8,434.42)	
Fire Repair Service	(29,720)	(32,381.93)	
Medical Services	(1,950)	(2,657.80)	
Fire Station and Building	(21,900)	(17,893.13)	
Community Room	(3,540)	(5,679.91)	
Fund Transfers	-	-	
Total Expenses	<u>(357,080)</u>	<u></u>	\$ (251,012.87)
		<i>percent of the budget</i>	70%

Fire Fund Summary:

Fire Fund Balance as of December 31, 2021 (Unaudited) \$ 758,834.98

Less Designations:

Equipment Reserve	608,595.78	
Building Fund	11,000.00	
Medical Equip Fund	3,153.33	
Radios/Pagers	52,708.97	
Fire Training	20,000.00	
Debt Service Relief	17,698.57	
	<u></u>	\$ 713,156.65

Operating Fund Balance \$ 45,678.33



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

Account Descr	Begin Yr	YTD Debit	YTD Credit	Current Balance
FUND 105 Fire Fund				
G 105-10100 Cash	\$705,435.36	\$369,078.05	\$315,678.43	\$758,834.98
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	\$317,920.08	\$1,079,062.92	-\$758,834.98
FUND 105 Fire Fund	\$0.00	\$1,396,791.28	\$1,396,791.28	\$0.00
	\$0.00	\$1,396,791.28	\$1,396,791.28	\$0.00



City of St. Joseph
Fire Board Revenue
 Current Period: December 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	\$23.35	\$114.32
R 105-42210-33160 Federal Grants - Other	\$0.00	\$0.00	\$0.00
R 105-42210-33400 State Grants and Aids	\$52,000.00	\$61,830.27	\$68,510.27
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	\$288,540.00
R 105-42210-34203 Fire Fighting Reimbursement	\$500.00	\$0.00	\$2,450.00
R 105-42210-34781 Fire Hall Rental	\$3,540.00	\$800.00	\$3,200.00
R 105-42210-36210 Interest Earnings	\$10,000.00	-\$790.01	-\$702.16
R 105-42210-36230 Contributions - General	\$1,500.00	\$700.00	\$1,372.84
R 105-42210-36260 Surplus Property	\$0.00	\$0.00	\$0.00
R 105-42210-36300 Reimbursement	\$1,000.00	\$30.22	\$114.50
FUND 105 Fire Fund	\$357,080.00	\$134,728.83	\$363,599.77
	\$357,080.00	\$134,728.83	\$363,599.77



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

DEPART	DEPART Descr	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	\$602.45	\$13,852.29
42210	Fire Administration	E 105-42210-200 Office Supplies	\$500.00	\$4.16	\$124.62
42210	Fire Administration	E 105-42210-215 Software Support	\$2,840.00	\$150.63	\$2,086.31
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	\$400.00	\$613.91
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	\$4,170.50	\$4,170.50
42210	Fire Administration	E 105-42210-322 Postage	\$0.00	\$0.00	\$0.00
42210	Fire Administration	E 105-42210-340 Advertising	\$100.00	\$269.07	\$1,352.07
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	\$43.00
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	\$5,596.81	\$22,242.70
DEPART 42220 Fire Fighting					
42220	Fire Fighting	E 105-42220-101 Salaries	\$93,390.00	\$3,973.00	\$57,757.00
42220	Fire Fighting	E 105-42220-122 FICA Contributions	\$5,790.00	\$246.32	\$3,580.93
42220	Fire Fighting	E 105-42220-125 Medicare Contributions	\$1,355.00	\$57.62	\$837.49
42220	Fire Fighting	E 105-42220-171 Clothing Allowance	\$0.00	\$0.00	\$0.00
42220	Fire Fighting	E 105-42220-210 Operating Supplies	\$5,000.00	\$1,920.45	\$3,088.29
42220	Fire Fighting	E 105-42220-211 AWAIRE Supplies	\$1,000.00	\$0.00	\$806.92
42220	Fire Fighting	E 105-42220-212 Safety Program	\$500.00	\$0.00	\$128.57
42220	Fire Fighting	E 105-42220-220 Repair and Maintenance	\$0.00	\$0.00	\$607.91
42220	Fire Fighting	E 105-42220-235 Motor Fuel	\$2,575.00	\$517.15	\$2,700.02
42220	Fire Fighting	E 105-42220-240 Small Tool & Minor Equipment	\$500.00	\$0.00	\$209.89
42220	Fire Fighting	E 105-42220-300 Professional Services	\$4,000.00	\$0.00	\$2,684.00
42220	Fire Fighting	E 105-42220-361 General Liability Insurance	\$6,290.00	\$0.00	\$5,759.08
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	\$61,830.27
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	\$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	\$597.97	\$3,230.05
DEPART 42220 Fire Fighting			\$235,475.00	\$10,312.51	\$146,220.42
DEPART 42240 Fire Training					
42240	Fire Training	E 105-42240-104 Taxable Per Diem	\$1,200.00	\$800.00	\$800.00
42240	Fire Training	E 105-42240-122 FICA Contributions	\$75.00	\$49.60	\$49.60
42240	Fire Training	E 105-42240-125 Medicare Contributions	\$20.00	\$11.60	\$11.60
42240	Fire Training	E 105-42240-331 Travel & Conference Expense	\$2,000.00	\$2,832.36	\$2,832.36
42240	Fire Training	E 105-42240-433 Dues & Memberships	\$1,700.00	\$0.00	\$534.00
42240	Fire Training	E 105-42240-443 Personnel Training	\$6,000.00	\$0.00	\$11,275.00
DEPART 42240 Fire Training			\$10,995.00	\$3,693.56	\$15,502.56
DEPART 42250 Fire Communications					
42250	Fire Communicatio	E 105-42250-220 Repair and Maintenance	\$1,000.00	\$198.79	\$776.68
42250	Fire Communicatio	E 105-42250-321 Telephone	\$5,340.00	\$1,369.84	\$5,162.74
42250	Fire Communicatio	E 105-42250-580 Other Equipment	\$6,000.00	\$1,431.00	\$2,495.00



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

DEPART	DEPART Descr	Account Descr	2021 YTD Budget	QTD Amount	2021 YTD Amt
DEPART 42250	Fire Communications		\$12,340.00	\$2,999.63	\$8,434.42
DEPART 42260	Fire Repair Service				
42260	Fire Repair Service	E 105-42260-101 Salaries	\$3,190.00	\$2,922.61	\$8,051.90
42260	Fire Repair Service	E 105-42260-121 PERA Contributions	\$240.00	\$219.25	\$604.09
42260	Fire Repair Service	E 105-42260-122 FICA Contributions	\$175.00	\$163.60	\$459.02
42260	Fire Repair Service	E 105-42260-123 Deferred Comp-Employer	\$20.00	\$15.07	\$47.05
42260	Fire Repair Service	E 105-42260-125 Medicare Contributions	\$40.00	\$38.25	\$107.32
42260	Fire Repair Service	E 105-42260-130 H S A- Employer Contribution	\$185.00	\$15.07	\$1,827.53
42260	Fire Repair Service	E 105-42260-131 Health Insurance	\$780.00	\$709.92	\$1,664.44
42260	Fire Repair Service	E 105-42260-132 Dental Insurance	\$60.00	\$56.41	\$129.60
42260	Fire Repair Service	E 105-42260-133 Life Insurance	\$5.00	\$6.60	\$13.54
42260	Fire Repair Service	E 105-42260-134 Disability Insurance	\$25.00	\$51.62	\$99.72
42260	Fire Repair Service	E 105-42260-230 Vehicle Repair & Maintenance	\$25,000.00	\$8,040.17	\$19,377.72
DEPART 42260	Fire Repair Service		\$29,720.00	\$12,238.57	\$32,381.93
DEPART 42270	Medical Services				
42270	Medical Services	E 105-42270-210 Operating Supplies	\$1,500.00	\$529.68	\$2,083.56
42270	Medical Services	E 105-42270-220 Repair and Maintenance	\$250.00	\$0.00	\$0.00
42270	Medical Services	E 105-42270-580 Other Equipment	\$200.00	\$0.00	\$574.24
DEPART 42270	Medical Services		\$1,950.00	\$529.68	\$2,657.80
DEPART 42280	Fire Station and Building				
42280	Fire Station and Bu	E 105-42280-210 Operating Supplies	\$300.00	\$612.89	\$851.30
42280	Fire Station and Bu	E 105-42280-220 Repair and Maintenance	\$4,000.00	\$210.00	\$1,209.42
42280	Fire Station and Bu	E 105-42280-300 Professional Services	\$2,000.00	\$6,020.37	\$6,604.66
42280	Fire Station and Bu	E 105-42280-381 Electric Utilities	\$7,400.00	\$1,423.34	\$6,818.53
42280	Fire Station and Bu	E 105-42280-383 Gas Utilities	\$4,200.00	\$142.61	\$2,409.22
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	\$8,409.21	\$17,893.13
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 105-42281-210 Operating Supplies	\$400.00	\$271.64	\$323.78
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	\$4,526.34	\$5,356.13
DEPART 42281	Community Room		\$3,540.00	\$4,797.98	\$5,679.91
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	\$48,577.95	\$251,012.87
			\$357,080.00	\$48,577.95	\$251,012.87



City of St. Joseph

Fire Check Register

Check #	Search Name	Comments	Amount	DEPART	OBJ	FUND
Period 10 October						
DEPART						
		Labor Distribution - Regular P	-\$177.79			105
		Labor Distribution - Regular P	-\$167.99			105
			<u>-\$345.78</u>			
DEPART 42210 Fire Administration						
	CITY OF ST. JOSEPH	4th quarter fire service	\$41,133.86	42210		105
	STATE OF MINNESOTA	2% State Fire Aid	\$61,830.27	42210		105
	MN DEPARTMENT OF REVENUE	August Fire Diesel Tax Refun	\$19.67	42210		105
000000	SENTRY BANK	October 21 int	-\$135.87	42210		105
002107	PARK RENTAL	Fire Hall - 111.13.21 - S.Froe	\$100.00	42210		105
003295	AMERICAN LEGION POST #328	Fire Dept - Donation for Truc	\$700.00	42210		105
007660	Township of St. Joseph	4t Qtr Joint Fire Fund	\$16,369.02	42210		105
011045	St. Wendel Township	4th Qtr 2021 - Joint Fire Fund	\$14,632.12	42210		105
014999	PARK RENTAL	Fire Hall - 1.02.22 - A.Lahr	\$100.00	42210		105
058297	LEAGUE OF MN CITIES INS TRUST	20-21 Work Comp Audited Pa	\$469.09	42210	151	105
058251	MED COMPASS, LLC	Annual Fit Testing - FD	\$2,320.00	42210	305	105
058334	ST. JOSEPH NEWSLEADER, INC	Safety Fair Open House Ad	\$269.07	42210	340	105
			<u>\$137,807.23</u>			
DEPART 42220 Fire Fighting						
058299	BATTERY WHOLESAL, INC.	Replacement batteries for C	\$18.30	42220	210	105
058285	KWIK TRIP	Sept 2021 -PW Motor Fuel	\$136.64	42220	235	105
058285	KWIK TRIP	Sept 2021 - Excise Tax Credit	-\$11.79	42220	235	105
			<u>\$143.15</u>			
DEPART 42240 Fire Training						
002009	SENTRY BANK-CREDIT CARD	MN Fire Chief Conference - Je	\$750.00	42240	331	105
058311	SENTRY BANK-CREDIT CARD	MN Fire Chiefs Conference	\$250.00	42240	331	105
			<u>\$1,000.00</u>			
DEPART 42250 Fire Communications						
058239	GRANITE ELECTRONICS, INC	Remote Speaker Mic Repair	\$80.03	42250	220	105
058239	GRANITE ELECTRONICS, INC	Pager Repair - Not Charging	\$109.70	42250	220	105
058239	GRANITE ELECTRONICS, INC	Pager Function Knob	\$9.06	42250	220	105
058286	MIDCONTINENT COMMUNICATIONS	Fiber, Internet, Phones - Oct	\$353.60	42250	321	105
058296	FIRSTNET	Cell Phone Aug & Sept 2021	\$152.92	42250	321	105
058239	GRANITE ELECTRONICS, INC	3 Pagers; Programming - Mo	\$1,431.00	42250	580	105
			<u>\$2,136.31</u>			
DEPART 42260 Fire Repair Service						
		Labor Distribution - Regular P	\$116.56	42260	101	105
		Labor Distribution - Regular P	\$116.56	42260	101	105
		Labor Distribution - Regular P	\$8.75	42260	121	105
		Labor Distribution - Regular P	\$8.75	42260	121	105
		Labor Distribution - Regular P	\$6.24	42260	122	105
		Labor Distribution - Regular P	\$6.16	42260	122	105
		Labor Distribution - Regular P	\$4.85	42260	123	105
		Labor Distribution - Regular P	\$1.46	42260	125	105
		Labor Distribution - Regular P	\$1.44	42260	125	105
		Labor Distribution - Regular P	\$4.85	42260	130	105
		Labor Distribution - Regular P	\$30.23	42260	131	105
		Labor Distribution - Regular P	\$32.50	42260	131	105



City of St. Joseph

Fire Check Register

Check #	Search Name	Comments	Amount	DEPART	OBJ	FUND
		Labor Distribution - Regular P	\$2.40	42260	132	105
		Labor Distribution - Regular P	\$2.58	42260	132	105
		Labor Distribution - Regular P	\$0.31	42260	133	105
		Labor Distribution - Regular P	\$2.14	42260	134	105
058233	EMERGENCY APPARATUS MAINT. INC	Engine 1 - NFPA Pump Test,	\$608.41	42260	230	105
058233	EMERGENCY APPARATUS MAINT. INC	Ladder 2 - NFPA Pump Test,	\$1,620.07	42260	230	105
058233	EMERGENCY APPARATUS MAINT. INC	Tanker 4 - Service Portable P	\$187.42	42260	230	105
058233	EMERGENCY APPARATUS MAINT. INC	Brush ATV 7 - Service Portabl	\$165.25	42260	230	105
058233	EMERGENCY APPARATUS MAINT. INC	Gas Rig 3 - Service Portable P	\$168.76	42260	230	105
DEPART 42260 Fire Repair Service			\$3,095.69			
DEPART 42280 Fire Station and Building						
002009	SENTRY BANK-CREDIT CARD	Grounding Connector, Garbag	\$19.98	42280	210	105
058234	EMERGENCY MEDICAL PRODUCTS,INC	Disposable Face Masks	\$187.90	42280	210	105
058301	CUMMINS SALES & SERVICE	Fire Dept	\$696.85	42280	300	105
058301	CUMMINS SALES & SERVICE	Fire Deopt	\$449.43	42280	300	105
058275	XCEL ENERGY	Gas/Electric Service	\$809.17	42280	381	105
058275	XCEL ENERGY	Gas/Electric Service	\$59.69	42280	383	105
DEPART 42280 Fire Station and Building			\$2,223.02			
DEPART 42281 Community Room						
058326	HOFFMAN, JUNE	October 2021 - Fire Hall Clea	\$90.00	42281	300	105
DEPART 42281 Community Room			\$90.00			
Period 10 October			\$146,149.62			
Period 11 November						
DEPART						
		Labor Distribution - Regular P	-\$181.06			105
		Labor Distribution - FD Suppl	-\$2,010.73			105
		Labor Distribution - REG PP 2	-\$169.50			105
DEPART			-\$2,361.29			
DEPART 42210 Fire Administration						
	MINNESOTA DEPT OF FINANCE	Fire Diesel Fuel Tax Rebate -	\$5.42	42210		105
000000	SENTRY BANK	November 21 int	-\$388.09	42210		105
	MN DEPARTMENT OF REVENUE	Oct 2021 FD Fuel Tax Rebate	\$5.13	42210		105
001003	PARK RENTAL	Fire Hall - 11.05.21 & 11.06.2	\$200.00	42210		105
001441	PARK RENTAL	Fire Hall - 12.12.21 - A.Schwe	\$100.00	42210		105
002206	PARK RENTAL	Fire Hall - 12.19.21 - Millaway	\$100.00	42210		105
058341	BANYON DATA SYSTEM	PM, Spec Assess, Permits, Fu	\$60.63	42210	215	105
058359	CENTRACARE	Fird Dept Flu Shots - Acct #2	\$533.00	42210	305	105
DEPART 42210 Fire Administration			\$616.09			
DEPART 42220 Fire Fighting						
058366	LEES ACE HARDWARE	Replacement Bulbs for Portab	\$5.99	42220	210	105
058366	LEES ACE HARDWARE	Chainsaw Oil	\$27.96	42220	210	105
058366	LEES ACE HARDWARE	Finance Charge	\$3.00	42220	210	105
058367	MACQUEEN EMERGENCY, INC	Annual SCBA Flow Test	\$1,615.00	42220	210	105
058365	KWIK TRIP	Oct 2021 FD - Fuel Charges	\$158.70	42220	235	105
058365	KWIK TRIP	Oct 2021 FD - Fuel Charges	-\$12.87	42220	235	105
058383	CIRCLE K FLEET	October 2021 Motor Fuel	\$30.55	42220	235	105
058383	CIRCLE K FLEET	October 2021 Motor Fuel	-\$2.23	42220	235	105
058436	SPEEDWAY	November 2021 Motor Fuel	\$163.73	42220	235	105
058436	SPEEDWAY	November 2021 Motor Fuel	-\$12.62	42220	235	105



City of St. Joseph Fire Check Register

Check #	Search Name	Comments	Amount	DEPART	OBJ	FUND
DEPART 42220 Fire Fighting			\$1,977.21			
DEPART 42240 Fire Training						
		Labor Distribution - FD Suppl	\$800.00	42240	104	105
		Labor Distribution - FD Suppl	\$49.60	42240	122	105
		Labor Distribution - FD Suppl	\$11.60	42240	125	105
		Labor Distribution - FD Suppl	\$1,149.53	42240	331	105
DEPART 42240 Fire Training			\$2,010.73			
DEPART 42250 Fire Communications						
058364	FIRSTNET	Oct 2021 Cell Phones	\$76.45	42250	321	105
058368	MIDCONTINENT COMMUNICATIONS	Fiber Internet Phones - Nov 2	\$356.05	42250	321	105
DEPART 42250 Fire Communications			\$432.50			
DEPART 42260 Fire Repair Service						
		Labor Distribution - Regular P	\$116.56	42260	101	105
		Labor Distribution - REG PP 2	\$116.56	42260	101	105
		Labor Distribution - Regular P	\$8.75	42260	121	105
		Labor Distribution - REG PP 2	\$8.75	42260	121	105
		Labor Distribution - Regular P	\$6.16	42260	122	105
		Labor Distribution - REG PP 2	\$6.20	42260	122	105
		Labor Distribution - Regular P	\$5.22	42260	123	105
		Labor Distribution - Regular P	\$1.44	42260	125	105
		Labor Distribution - REG PP 2	\$1.45	42260	125	105
		Labor Distribution - Regular P	\$5.22	42260	130	105
		Labor Distribution - Regular P	\$32.50	42260	131	105
		Labor Distribution - REG PP 2	\$31.49	42260	131	105
		Labor Distribution - Regular P	\$2.58	42260	132	105
		Labor Distribution - REG PP 2	\$2.50	42260	132	105
		Labor Distribution - Regular P	\$0.33	42260	133	105
		Labor Distribution - REG PP 2	\$0.32	42260	133	105
		Labor Distribution - Regular P	\$2.30	42260	134	105
		Labor Distribution - REG PP 2	\$2.23	42260	134	105
058363	EMERGENCY APPARATUS MAINT. INC	Ladder #2 - Major Repairs	\$4,532.31	42260	230	105
DEPART 42260 Fire Repair Service			\$4,882.87			
DEPART 42270 Medical Services						
058360	CENTRAL MCGOWAN, INC	Medical Oxygen	\$24.01	42270	210	105
058360	CENTRAL MCGOWAN, INC	Medical Oxygen	\$25.01	42270	210	105
058360	CENTRAL MCGOWAN, INC	Finance Charge	\$0.72	42270	210	105
DEPART 42270 Medical Services			\$49.74			
DEPART 42280 Fire Station and Building						
058423	DESIGN ELECTRIC, INC	Repair Wallpack	\$210.00	42280	220	105
058410	SUMMIT FIRE PROTECTION	FD Annual Fire Extinguisher I	\$599.00	42280	300	105
058377	XCEL ENERGY	Gas/Electric Services	\$614.17	42280	381	105
058377	XCEL ENERGY	Gas/Electric Services	\$82.92	42280	383	105
DEPART 42280 Fire Station and Building			\$1,506.09			
Period 11 November			\$9,113.94			
Period 12 December						
DEPART						
		Labor Distribution - REG PP 2	-\$3,195.54			105
		Labor Distribution - FD PP 2.0	-\$2,450.12			105
		Labor Distribution - REG PP 2	-\$168.00			105



City of St. Joseph Fire Check Register

Check #	Search Name	Comments	Amount	DEPART	OBJ	FUND
		Labor Distribution - FD PP 2.0	-\$1,826.82			105
		Labor Distribution - REG PP 2	-\$138.52			105
DEPART			-\$7,779.00			
DEPART 42210 Fire Administration						
	STEARNS COUNTY AUDITOR-TREASUR	Various Special Assessments,	\$23.35	42210		105
	KEYSTONE AUTOMOTIVE LKQ CORPOR	Donation - Fire Calendar	\$300.00	42210		105
	PARK RENTAL	Fire Hall - 12/23/21 - Promoti	\$100.00	42210		105
000000	SENTRY BANK	December 21 int	-\$266.05	42210		105
001031	PARK RENTAL	Fire Hall - 1.09.22 - Schwegel	\$100.00	42210		105
058469	ST. JOSEPH FIRE RELIEF ASSN	2022 Fire Relief Calendar	\$300.00	42210		105
058549	SPECTRUM SUPPLY	Hand Sanitizer; Soap	\$133.36	42210	151	105
058512	OFFICE DEPOT	Metal Desk Sign	\$4.16	42210	200	105
058515	SHIFT TECHNOLOGIES, INC.	Gmail Issue with Fire Chief; S	\$90.00	42210	215	105
058536	MEIERHOFER, NIEL	2021 FEMA Grant Writer Fee	\$400.00	42210	300	105
058520	CENTRACARE	Pre-Empl Screens; Jacobson,	\$184.50	42210	305	105
058520	CENTRACARE	Pre-Empl Physical - Jack Tauf	\$347.00	42210	305	105
058520	CENTRACARE	Pre-Empl Physical - Bret Jaco	\$393.00	42210	305	105
058520	CENTRACARE	Pre-Empl Physical - Andrew M	\$393.00	42210	305	105
DEPART 42210 Fire Administration			\$2,502.32			
DEPART 42220 Fire Fighting						
		Labor Distribution - FD PP 2.0	\$2,276.00	42220	101	105
		Labor Distribution - FD PP 2.0	\$1,697.00	42220	101	105
		Labor Distribution - FD PP 2.0	\$141.11	42220	122	105
		Labor Distribution - FD PP 2.0	\$105.21	42220	122	105
		Labor Distribution - FD PP 2.0	\$33.01	42220	125	105
		Labor Distribution - FD PP 2.0	\$24.61	42220	125	105
002018	SENTRY BANK-CREDIT CARD	Replace Latch for SCBA Porta	\$40.20	42220	210	105
058519	AUTO TRIM & SIGN	FD Helmet Tags	\$60.00	42220	210	105
058519	AUTO TRIM & SIGN	FD Helmet Tags	\$150.00	42220	210	105
058550	SPEEDWAY	Dec. 2021 - Motor Fuel	\$74.03	42220	235	105
058550	SPEEDWAY	Dec. 2021 - Motor Fuel	-\$6.99	42220	235	105
058447	ST. JOSEPH FIRE RELIEF ASSN	Pension Funding	\$3,000.00	42220	448	105
058526	GALLS, INC	A. Scepaniak - Tie; Belt	\$39.00	42220	585	105
058526	GALLS, INC	T. Koepke - Pants, Belt, Tie	\$104.00	42220	585	105
058526	GALLS, INC	D. Bonacci - Pants, Tie, Belt	\$104.00	42220	585	105
058526	GALLS, INC	D. Bonacci - Alpha Force Zip	\$125.99	42220	585	105
058526	GALLS, INC	D. Bonacci - Shirt	\$77.50	42220	585	105
058526	GALLS, INC	D. Bonacci - Jacket	\$133.48	42220	585	105
058526	GALLS, INC	D. Bonacci - Nameplate	\$14.00	42220	585	105
DEPART 42220 Fire Fighting			\$8,192.15			
DEPART 42240 Fire Training						
002018	SENTRY BANK-CREDIT CARD	MN State Fire Chiefs Conferen	\$682.83	42240	331	105
DEPART 42240 Fire Training			\$682.83			
DEPART 42250 Fire Communications						
058462	MIDCONTINENT COMMUNICATIONS	Fiber, Internet, Phones - Dec	\$354.36	42250	321	105
058483	FIRSTNET	Nov 2021 Cellphones	\$76.46	42250	321	105
DEPART 42250 Fire Communications			\$430.82			
DEPART 42260 Fire Repair Service						
		Labor Distribution - REG PP 2	\$2,219.51	42260	101	105
		Labor Distribution - REG PP 2	\$116.56	42260	101	105



City of St. Joseph Fire Check Register

Check #	Search Name	Comments	Amount	DEPART	OBJ	FUND
		Labor Distribution - REG PP 2	\$120.30	42260	101	105
		Labor Distribution - REG PP 2	\$166.48	42260	121	105
		Labor Distribution - REG PP 2	\$8.75	42260	121	105
		Labor Distribution - REG PP 2	\$9.02	42260	121	105
		Labor Distribution - REG PP 2	\$125.21	42260	122	105
		Labor Distribution - REG PP 2	\$6.17	42260	122	105
		Labor Distribution - REG PP 2	\$7.46	42260	122	105
		Labor Distribution - REG PP 2	\$5.00	42260	123	105
		Labor Distribution - REG PP 2	\$29.28	42260	125	105
		Labor Distribution - REG PP 2	\$1.44	42260	125	105
		Labor Distribution - REG PP 2	\$1.74	42260	125	105
		Labor Distribution - REG PP 2	\$5.00	42260	130	105
		Labor Distribution - REG PP 2	\$550.70	42260	131	105
		Labor Distribution - REG PP 2	\$32.50	42260	131	105
		Labor Distribution - REG PP 2	\$43.77	42260	132	105
		Labor Distribution - REG PP 2	\$2.58	42260	132	105
		Labor Distribution - REG PP 2	\$5.64	42260	133	105
		Labor Distribution - REG PP 2	\$44.95	42260	134	105
058518	AMERICAN TEST CENTER	Annual Safety Inspectin	\$757.95	42260	230	105
DEPART 42260 Fire Repair Service			\$4,260.01			
DEPART 42270 Medical Services						
058445	RENGEL PRINTING, INC	Fire Dept Volunteer Rescue F	\$381.89	42270	210	105
058522	CENTRAL MCGOWAN, INC	Medical Oxygen	\$33.04	42270	210	105
058522	CENTRAL MCGOWAN, INC	Medical Oxygen	\$25.01	42270	210	105
058522	CENTRAL MCGOWAN, INC	Medical Oxygen	\$40.00	42270	210	105
DEPART 42270 Medical Services			\$479.94			
DEPART 42280 Fire Station and Building						
058545	PRECISE REFRIGERATION INC	HVAC Maint; Filters	\$192.56	42280	210	105
058549	SPECTRUM SUPPLY	Multifold Towels	\$25.43	42280	210	105
058549	SPECTRUM SUPPLY	Hand Towels	\$53.65	42280	210	105
058549	SPECTRUM SUPPLY	Hand Sanitizer; Soap	\$133.37	42280	210	105
058524	ELITE REFRIGERATION HEAT & AIR	Replace Fire Hall Rooftop; Bat	\$4,275.09	42280	300	105
DEPART 42280 Fire Station and Building			\$4,680.10			
DEPART 42281 Community Room						
058545	PRECISE REFRIGERATION INC	HVAC Maint; Filters	\$192.55	42281	210	105
058549	SPECTRUM SUPPLY	Multifold Towels	\$25.44	42281	210	105
058549	SPECTRUM SUPPLY	Hand Towels	\$53.65	42281	210	105
058441	HOFFMAN, JUNE	Nov 2021 Fire Hall Cleaning	\$90.00	42281	300	105
058524	ELITE REFRIGERATION HEAT & AIR	Replace Fire Hall Rooftop; Bat	\$4,275.09	42281	300	105
058533	HOFFMAN, JUNE	Nov & Dec 2021 Fire Hall Cle	\$71.25	42281	300	105
DEPART 42281 Community Room			\$4,707.98			
Period 12 December			\$18,157.15			
			\$173,420.71			

St. Joseph Fire Department
Capital Equipment Plan - for Payable 2022
 Adopted December 6, 2021

CIP #	Account Code	Department	Object	Purchased Year	Replace Year	Description	12/31/2021	1/31		Available Reserve Funds
							Available Reserve Funds	Budget 2022	Grants/ Adjustments 2022	
FD-1401	105-42210-581/582	Fire Administration	Computer Hardware/Software	2017-2018	2022-2024	3 Computers	5,330.27	500.00		5,830.27
		Total Fire Administration Computer Hardware/Software					5,330.27	500.00	-	5,830.27
FD-1402	105-42220-580	Fire Fighting	Other Equipment	annual	annual	Turnout Gear	44,206.73	4,000.00		48,206.73
		Total Fire Fighting Other Equipment					44,206.73	4,000.00	-	48,206.73
FD-1404	105-42220-584	Fire Fighting		1996-2005	2019-2026	Extrication Equip	36,562.40	2,300.00		38,862.40
		Total Fire Fighting Equipment Reserve					36,562.40	2,300.00	-	38,862.40
FD-1403	105-42220-585	Fire Fighting	Firefighter Equipment	2012	2024	6 Wheeler	5,903.95	1,350.00		7,253.95
FD-1405	105-42220-585	Fire Fighting	Firefighter Equipment	2012	2022	Rescue Van	259.58	-		259.58
FD-1406	105-42220-585	Fire Fighting	Firefighter Equipment	2012	2032	Pumper Truck #1	134,323.77	5,000.00		139,323.77
FD-1407	105-42220-585	Fire Fighting	Firefighter Equipment	2001	2026	Ladder Truck #2	-	15,000.00		15,000.00
FD-2202	105-42220-585	Fire Fighting	Firefighter Equipment	2022	2042	Pumper/Tanker	226,750.00	-		226,750.00
FD-1408	105-42220-585	Fire Fighting	Firefighter Equipment	1997	2022	Grass Rig #3	100,000.00	1,500.00		101,500.00
FD-2201	105-42220-585	Fire Fighting	Firefighter Equipment	2005	2025	Crew Cab #6	-	-		-
FD-1409	105-42220-585	Fire Fighting	Firefighter Equipment	1999	2028	Tanker #4	31,501.00	2,500.00		34,001.00
FD-1417	105-42220-585	Fire Fighting	Firefighter Equipment	2013	2019	Air Packs	6,800.00	1,500.00		8,300.00
FD-1410	105-42220-585	Fire Fighting	Firefighter Equipment	on going	on going	Replacement	16,958.08	2,500.00		19,458.08
		Total Fire Fighting Equipment					522,496.38	29,350.00	-	551,846.38
FD-1411	105-42250-580	Fire Communication	Other Equipment	2007	2017	800 MHz Radios	48,356.75	250.00		48,606.75
FD-1412	105-42250-580	Fire Communication	Other Equipment	on going	on going	Replacement	4,352.22	3,000.00		7,352.22
		Total Fire Communications Equipment					52,708.97	3,250.00	-	55,958.97
FD-1413	105-42270-580	Medical Services	Other Equipment	on going	on going	Replacement	3,153.33	200.00		3,353.33
		Total Medical Services Equipment					3,153.33	200.00	-	3,353.33
FD-1414	105-42280-530	Fire Station & Building	Equipment Reserve	on going	on going	Building Repairs	4,500.00	37,500.00		42,000.00
FD-1415	105-42280-530	Fire Station & Building	Equipment Reserve	2011	2017-2022	Parking Lot	3,000.00	1,000.00		4,000.00
FD-1416	105-42280-530	Fire Station & Building	Improvements other than Building	2008	2017-2024	Painting	3,500.00	1,500.00		5,000.00
		Total Fire Station & Building Improvements other than Building					11,000.00	40,000.00	-	51,000.00
		Total Capital Equipment - Fire Fund					675,458.08	79,600.00	-	755,058.08

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

Proposed Debts

FD-1407	105-42220-585	Fire Fighting	Firefighter Equipment	2001	2026	Ladder Truck #2-2026 - after down payment + trade in valu				
FD-1406	105-42220-585	Fire Fighting	Firefighter Equipment	New	2042	Pumper/Tanker Truck-2022	575,000.00			after down payment, Fire Relief to a
FD-1409	105-42220-585	Fire Fighting	Firefighter Equipment	1999	2028	Tanker #4-2028 - may last longer with new tank				
FD-1406	105-42220-585	Fire Fighting	Firefighter Equipment	2012	2032	Pumper Truck #1-2032				

Debt Service Relief Fund/ARPA/FEMA Grant/Other



Fire Board Agenda Item 4 - A

MEETING DATE: February 14th, 2022

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.



Fire Board Agenda Item 4 - B

MEETING DATE: February 14th, 2022

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 in Willmar April 22 -23. 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.

BUDGET/FISCAL IMPACT: 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 14, 2022

AGENDA ITEM: Rescue Van

SUBMITTED BY: Finance

PREVIOUS BOARD ACTION: Approved 5-year capital equipment plan and the specifications of the rescue van. The Fire Board also discussed funding the rescue van with ARPA grant dollars.

BACKGROUND INFORMATION: The St. Joseph Community Fire Department adopted the 2021 capital budget and recommended approval of the 2022 budget, including the 5-year capital equipment plan (CEP). The CEP anticipated the replacement of the rescue van in 2022. Funds have been set aside and along with trade-in value, the van will be paid for with cash.

In 2021, all communities in the fire district approved adding a pumper/tanker truck to the fire dept fleet at a cost not to exceed \$800,000. This new truck will be purchased versus replacing the ladder truck as originally budgeted. The funding set aside in the ladder truck budget has been reallocated to the down payment for the pumper/tanker. The balance of the pumper/tanker is anticipated to be paid for with an equipment certificate over 7 years to be paid by all communities based on their market value share of the fire budget. Equipment over \$800,000 will be paid for by the St. Joseph Fire Relief.

In March 2021, the Federal government passed the American Rescue Plan Act (ARPA) to assist with the recovery from the COVID-19 pandemic. St. Joseph Township and City accepted ARPA federal funds. The US Treasury issued their final rule for use of the ARPA dollars. The final rule states expenses for public safety as it relates to COVID-19 are allowable expenses. In addition, communities can take a standard revenue loss replacement of up to \$10M for use of their ARPA grant. The grant received by St. Joseph Township and the City of St. Joseph is under the \$10M; therefore, each community can report all their usage as revenue loss replacement for any government function except replacing lost property taxes and funding pension plans. The Fire Board supported using ARPA funds or other public funds to spend up to \$160,000 for the rescue van replacement. Proceeds from the sale or trade of the old rescue van will support purchasing the grass rig replacement. Based on the 2022 budget allocation percentages, each jurisdiction is responsible for the following cost of the rescue van.

City of St. Joseph	58.96%	\$94,344.98
Township of St. Joseph	20.29%	\$32,459.97
Township of St. Wendell	<u>20.75%</u>	<u>\$ 33,195.05</u>
Total	100%	\$160,000.00

The rescue van can be traded in to Rosenbauer when the new van is received. Rosenbauer agreed to provide a trade in value of \$30,000. St. John's University is interested in purchasing the old van when it becomes available. Often selling via sealed bid will generate a higher amount than a trade in value. To request sealed bids, the old rescue van needs to be declared surplus and publish bid requests for two weeks. If SJU is interested in the old van, they can submit a sealed bid. The request for bids can specify a minimum bid and indicate the old van is not available until the new van is received.

The last truck need is the grass rig replacement. The Fire Dept unsuccessfully applied for federal FEMA funding the past three years. The grass rig had the rear-end go out a couple years ago. The repairs were substantial and will continue on the older rig (purchased in 1997). The current funding set aside for the

grass rig is \$77,000. A new rig is expected to cost \$130,000. The rescue van sale proceeds (minimum \$30,000 expected) will be applied to the grass rig. The remaining \$23,000 was transferred from the 800MHz radio budget. Some of the radios were just updated with 2020 CARES funding. The radio budget would have enough funding to cover several radios when they need to be replaced.

BUDGET/FISCAL IMPACT: \$160,000 Rescue Van

ATTACHMENTS: Rescue Van Specification and Quote

REQUESTED BOARD ACTION: Recommend acceptance of the bid for the 2022 rescue van, including the funding from each jurisdiction. Recommend declaring surplus of the old rescue van and move forward with requesting sealed bids to sell. Proceeds from the sale will be applied to the new grass rig.



Arrow Ambulances

800.743.3157

info@arrowmfginc.com

801 South East Street

Rock Rapids, IA 51246

arrowambulances.com/listing/80321



2022 Ford E450 Type 3 Arrow Ambulance

\$149,900

ON HOLD

JOB NUMBER

80321

CONDITION

New

MILEAGE

N/A

DRIVE

4x2

ENGINE

7.3L V-8 Gasoline Engine

CHASSIS

Ford E450



BACKED BY THE ARROW GUARANTEE

Measurements

- Overall Length - 23
- Modular Length - 168
- Interior Height - 72
- Overall Height - 9
- Modular Width - 95

Chassis Features

- AM/ FM Radio with Bluetooth
- Aux Transmission Cooler
- Power Locks & Windows
- Stainless Steel Running Boards

- Stainless Steel Wheel Covers
- TorqShift Automatic 6 Speed Transmission
- Chrome Bumper & Grille
- Cruise Control
- Power Mirrors
- Aluminum Diamond Plate Running Boards
- Keyless Remote Entry
- Power windows/Locks
- Custom-built front metal console with drink and map/binder storage
- Quick-access removable console for service thru-Doghouse
- Ambulance Prep Package Equipped
- Carling Rocker- Switch Activated Controls on Front Switch Panel
- 7.3L V-8 Gas Engine
- Dual Sealed Beam Headlamps
- Multi-Function Siren & Dual Speaker Package
- 16" Wheels with Stainless Steel Wheel Simulators
- AM/FM Radio with CD Player
- 55 Gallon Fuel Tank
- Daytime Running Lights
- Vinyl Flooring for Easy Clean Up
- High Idle System
- Cloth Seats
- USB & 12V Outlets on Console
- USB Charging Ports in Front Switch Panel

Module Features

- Gen2 Remounted and Reconditioned Walk-Thru Ambulance
- Seven Exterior Compartments
- Extruded Aluminum Compartment Doors
- Modular Gen2 Extruded Aluminum Body
- Step Up Side Entry
- Manual Module Door Locks
- Curbside Backboard Compartment
- Universal O2 Bottle Brackets

Exterior Electrical

- Whelen ION Duo LED Warning Lights in Front of Grille
- Whelen LED Rubrail Warning Lights
- Whelen LED Warning Lights on Rear of Body (2) Upper Corners, (2) Window Level
- Back-Up Camera
- LED Marker Lights
- Whelen LED Brake/Turn Light & LED Back-Up Assemblies
- Whelen Amber LED Warning Light at Rear Center of Body
- LED Scene Lighting
- 110-volt Shoreline w/ Auto-Eject & Charge Indicator
- Whelen LED Warning Lights (5) on Front of Body
- Whelen ION LED Intersection Warning Lights on Front Fenders

Interior Electrical

- Solid State Electronic System with Circuit Breakers, Relays, Solenoids, etc.
- On-board Inverter/Charger with Shoreline Connection
- 110v and 12v Outlets in Front & Rear Action Areas
- Driver's Switch Console with Back Lighting
- USB Outlets in Cab & Module
- Amp Meter, Voltmeter, Hour Meter, & Indicator of Lights for Door Ajar
- Carling- Style Rocker Switches for Dependable, Quick & No-Nonsense Functionality
- Intellitec Digital Clock
- Whelen Interior LED Cot Lights
- Battery On & Module Disconnect

Switches in Console

- Check Out Lights Deactivated by Timer for Battery Preservation
- Radio & Antenna Pre-wire Installed

Heat & A/C

- Digital Thermostat with Brushless HVAC Motor
- 3-way Heat/AC Control from Cab or Module
- User- Selectable Fan Speed Control

Outside Finish

- Stainless Steel Trim Package
- Cast "Grabber" Door Stays on Rear Door
- Stainless Steel Rock Guards
- Stainless Steel Rub Rails
- Polished Fenderettes
- Heavy-Duty Rear Bumper with Stainless Steel End Caps & Flip-Up Center Section for Ease of Cot Loading
- Stainless Steel Running Boards with Punched Holes & LED Lighting

Inside Finish

- Vacuum Formed Interior Upholstery
- Glove Box Holders
- Interior Plexiglass Cabinet Doors with Full-Length Extruded Aluminum Handles
- O2 Outlets
- Captain's Chair with Integrated Child Safety Seat & Swivel Base
- Interior Flooring- Dark Gray Lonseal Lonplate II
- Left Side Attendant (CPR) Seat
- Rear Action Counter
- Inside/outside access in ALS compartment
- Suction
- Sharpes/Waste

PPG Finish

- PPG Certified Paint Process
-



WARRANTY CERTIFICATE

The following are the Warranties offered by Arrow Manufacturing, Inc.

Lifetime emergency vehicle Structural and Conversion Warranty. Ambulance shall be free of substantial defects and shall include material and workmanship.

Lifetime Electrical System Conversion Warranty on Emergency Vehicle. Items not manufactured or installed by Arrow Manufacturing, Inc. shall be excluded and or otherwise covered under the warranty of the specific component Manufacturer.

PPG Ambulance Paint Conversion Warranty shall be five (5) years from the date of delivery. Paint warranty shall cover any painting done by Arrow Manufacturing on the modular body and on the chassis. Corrosion is not included.

One (1) Year General Warranty from Date of Pick Up/Delivery to the original retail purchaser to be free from defects in material and workmanship supplied or performed by Arrow Manufacturing under normal use and service. The following items are excluded by Arrow Manufacturing warranty:

- **Chassis or items supplied by chassis manufacturer**
- **Tires, tire balancing, or wheel alignments**
- **General tightening, light bulbs or headlamp adjustments**
- **Separately manufactured items installed by Arrow including, but not limited to: batteries, sirens, battery chargers, inverters, lightbars and similar equipment. These are covered by warranties supplied by the manufacturer of the components. Arrow will facilitate the warranty and replacement of the defective component.**
- **Normal wear, abuse, accident, negligence or unapproved alteration of original parts.**

Should repairs become necessary under the terms of this warranty, the extent of that repair shall be determined solely by Arrow Manufacturing and shall be authorized prior to any work performed.

Chassis Warranty shall be covered by the Chassis Manufacturer.

"Specializing in Emergency Vehicles"
801 South East Street ~ P.O. Box 349
Rock Rapids, IA 51246
1-800-743-3157
FAX 712-472-3156
www.arrowmfginc.com ~ info@arrowmfginc.com



"Specializing in Emergency Vehicles"

January 10, 2022

**St. Joseph Fire Department
PO Box 4
St Joseph, MN 56374**

Arrow Manufacturing Inc. hereby proposes to furnish to you, subject to your acceptance of this proposal the following vehicle and equipment in accordance with the attachments hereto:

\$149,900	2022 Ford E450 Type 3 Ambulance with 7.3L V-8 gasoline engine, tall headroom/long length module, back-up camera and other options as described in website listing #80321. Includes all applicable warranties (attached).
\$1,380	Install Opticom traffic emitter
\$1,695	Install Whelen LED traffic advisor on rear of module
\$5,000	Custom printed vinyl graphics and lettering to match customer's existing scheme
INCLUDED	Move customers radio equipment and install in new ambulance
<u>(\$30,000)</u>	Trade in customers 2012 E450 type 3 ambulance with approx. 12k miles
\$127,975	TOTAL

FOB: Rock Rapids, IA

Approximate Completion: **Chassis production is scheduled, but not delivered; completion to be 6 weeks after chassis arrival.** Completion is dependent on chassis availability, parts availability and any changes made by customer after receipt of order.

Terms: **(40%)** deposit with receipt of signed proposal. Remaining balance due upon completion.
NOTE: Prices do not include any taxes, title, license, registration and inspection fees unless specifically stated in the attachments hereto.

Arrow Manufacturing Inc. reserves the right to withdraw or amend this proposal if not accepted within **30 days**. **Please sign and fax/email back as your acceptance of this proposal.**

Respectfully Submitted by:
ARROW MFG. INC.

Agreed and Accepted by:
CITY OF ST JOSEPH

(signature)

(City Administrator Signature)

(proposal date)

(acceptance date)

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Fire Board Agenda Item 4 - D

MEETING DATE: February 14th, 2022

AGENDA ITEM: LODD Bench

BACKGROUND INFORMATION: With the LODD this past year of Captain Andy Loso, the department would like to honor him with a granite bench outside of the fire station. The bench would be set out front next to our current sign. It would be engraved with our St. Joseph Fire Department logo along with Captain Andy Loso's name and years of service. If need be, other names could be added to the bench down the road. The cost of this bench installed would be around \$2600.00 and would be covered all be the general fund of the relief association. We will work with City maintenance to find the correct spot and possible lighting.

BUDGET/FISCAL IMPACT: Zero

ATTACHMENTS: no

REQUESTED ACTION: Have the Fire Board approve the LODD Bench to be paid for by the General account of the Fire Relief Association.



Fire Board Agenda Item 6 - A

MEETING DATE: February 14th, 2022

AGENDA ITEM: Pumper-Tanker / Update

BACKGROUND INFORMATION: In August, the Fire Board approved the purchase of the New Pumper/Tanker truck and after a few city council meetings, the council also approved the truck. The contract with Rosenbauer was signed on September 9th 2021. Rosenbauer is expecting the chassis to be completed 6 months from that date and total truck completion 13 months from the September 9 2021 date.

The Truck committee went to the factory on October 27th for a Pre-Con meeting and will probably be there at least 3 more times during the build.

Everything is still on schedule.

BUDGET/FISCAL IMPACT: \$800,000

ATTACHMENTS:

REQUESTED ACTION: Update only as truck was approved by Fire Board August 9th, 2021



Fire Board Agenda Item 6 - B

MEETING DATE: February 14th, 2022

AGENDA ITEM: FEMA Grant

BACKGROUND INFORMATION: At our meeting in November, the Fire Board approved the hiring of a grant writer to try and get funding for new extrication equipment. If received, this equipment would go into the new pumper/tanker. The grant is a 95/5 grant and is \$44,779.00

As our now, we have not heard any news from FEMA about the grant.

BUDGET/FISCAL IMPACT: ????

ATTACHMENTS:

REQUESTED ACTION: Nothing at this time except cross your fingers.



Fire Board Agenda Item 6 - C

MEETING DATE: February 14th, 2022

AGENDA ITEM: Fire Chief & Assistant Fire Chief Duties and Pay

BACKGROUND INFORMATION: At our August 9th 2021 fire board meeting, the Chief asked the Board to raise the Chiefs pay from \$6,000 to \$10,000 per year and the Assistant from \$3,500 to \$5,000 per year. The fire board agreed to raise the Chiefs pay to \$8,000 and the Assistant to \$5,000 per year.

This went to the City council in September and they decided to not give either the Chief or Assistant the raise and want to study and get more info on this before they would approve.

The fire chief still believes the pay increase needs to happen.

Per the request of the Fire Board Members, the Fire Chief has come up with list of the duties that the officers do. This list is hard to make because each day is different. Hopefully after more discussion the Fire Board and City council will understand the need for the pay increase.

BUDGET/FISCAL IMPACT: ????

ATTACHMENTS: yes

REQUESTED ACTION: Get the Fire Board to back the Fire chief on the pay raises and hope that the city council will follow.

Current Fire Chief Duties

- **Be ready to Respond to Emergency Calls 24/7 if available**
 - Respond to as many calls as possible. (Call volume is going up each year)
 - Watch to make sure we have enough members responding to calls. Through run sheets and I Am Responding app.
 - Take charge at all bigger calls to make sure everything is getting done and everyone is safe and make the call for Mutual Aid if needed.
 - Make sure the department is covered during holidays, weekends, other special events, ect.
 - Make sure every member is making at least the minimum % of paged out calls per year.
 - Make sure every member comes back from every call.

- **Make sure Equipment is in good working order.**
 - All of our equipment needs to be in good working order and ready to go anytime the pager goes off, from medical equipment, extrication equipment, structure fire equipment, etc.
 - If any equipment is not working right or gets broken, it needs to be repaired or replaced asap.
 - Look at equipment needs and try to come up with a future outlook.

- **Make sure all trucks are in good working order.**
 - Currently we have 6 trucks, 1 ATV, 1 Snowmobile, and 2 trailers. All these trucks need to be ready to go anytime the pager goes off.
 - Schedule preventive maintenance on the trucks and the pumps to make sure they are in good working order.
 - If repairs are needed, either repair them, take them in somewhere for repair, or call and meet someone to repair.

- **Fire Gear.**
 - Make sure every fire fighters gear is up to par. Gear consists of Boots, Pants, Coat, Helmet, Fire Gloves, Extrication, Gloves, Nomax Hoods, Air Pack Face piece, and Flashlight.
 - If any of this gear is not working right or needs repair, get this done asap as we never know when we need them.
 - NFPA has regulations on fire fighter protective gear. All gear must be replaced every 10 years from boots, to helmets, pants, and coats. Make sure all gear falls into these guidelines and set up a schedule of replacement for any outdate gear.

- **Make sure the fire hall building needs are getting taken care of.**
 - Make sure the building is staying clean and OSHA compliance from the bay area, to the dispatch area, to the offices, and down stairs.
 - Keep up on the maintenance ends from lights, to heat/AC, to roof issues, parking lot maintenance. If something major, call at meet for repairs. (Snow removal and grass cutting is covered by Public works)

CURRENT CHIEF AND ASSISTANT CHIEF DUTIES

- Make sure there is enough paper supplies for the kitchen and all restrooms. When needed, order more.
- Monthly drills.
 - We have minimum of 2 drills a month. Need to make sure that these drills are planned out ahead of time, that they fall in our scope of duties, that they keep up to 30 members busy, that everyone learns something.
 - Make sure every member is making the mandatory drill hours per year.
- Meetings.
 - We have 1 monthly department meeting. Make sure all members are kept up on any changes to the department and remind them of policy items, how we respond to calls, new thoughts of doing things, etc.
 - Meet with the City Administrator every other Monday morning to discuss fire department / city issues that are currently going on.
 - Go to at least 1 council meeting a month. Fire department material must be turned into the city for the agenda 1 week prior to meeting.
 - Mutual Aid meeting. We meet at least 4 times a year to discuss with other departments anything new, ways we can do things better, or how we can work and train together better.
 - Fire Board Meeting. We meet at least 4 times a year with members from the City Council, St. Joseph Township, and St. Wendel Township. We discuss membership, equipment needs, budget, and any other fire department issues. Fire department material must be turned into the city for the agenda 1 week prior to meeting.
- Office Duties.
 - Make sure that all bills are getting coded and signed off and to the city for payment weekly.
 - Keep an eye on the budget to make sure we are not overspending.
 - Answer emails and phone calls throughout each day. This varies each day.
 - Fill out a weekly run report of calls.
 - Fill out a weekly payroll report.
 - Do payroll every six months, have each member sign time card, and turn into city for approval.
 - Try to come up with ways to find new members.
 - Line up classes and physicals for new members.
 - Help new members know their role until they get classes done.
 - Try and keep our Facebook page updated with new things that are going on.
 - Keep up with iPad in trucks and I am Responding app that we use for communication and emergency call notification.
 - Come up with ways of raising additional funds for equipment through fundraisers and grants.
 - Work with other department heads. – Police – Public Works.

(This and more are done all while working a full-time job and having a family).

Assistant Fire Chief Duties.

- Respond to Emergency Calls
- Makes sure Truck Checks are getting done each week and will let Fire Chief know of anything that needs to be fixed or replaced.
- Goes with Fire Chief to Fire Board and Mutual Aid meetings.
- Fill in for Fire Chief when he is not available.

Data Entry.

- Inputs all emergency calls, drills, and meetings into the Minnesota State Reporting system. She puts in about 6-8 hours a month. Depending on the call volume.



MEETING DATE: February 14th, 2022

AGENDA ITEM: Membership

BACKGROUND INFORMATION: Since our last meeting in November of 2021, we lost 3 more members, 1 to a LODD, 1 to a retirement, and 1 to family issues and not enough time to give to the department.

We also have 2 members on Family leave. Brian Theisen is on a 1 year leave which will end on 6-11-22. Rob Lyon is on a 6 – month leave which will end 8-1-22. Both members will need to decide either to come back or step down from the department.

This leaves us with 23 current members.

Currently we have no new applicants.

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: Approve to hire new members per the investigating committee as they come available.



MEETING DATE: February 14th, 2022

AGENDA ITEM: Fire Chief's Report

- Our call volume for 2021 was 553. For 2020 our total was 508
- Up to date = 78 as of 2-9-22

65	Medical Emergency
5	Car / Truck Accident
4	Fire Alarm
	CO Alarm
1	Structure Fire
1	Gas / Fuel Leak
2	Car / Truck Fire
	Grass Fire
	Other (Assist PD)

We are continually working with Mayo to try and curb some of the non-emergent calls we receive. We haven't been able to have another meeting with Mayo, dispatch PD, and the other facilities yet do to not everyone being able to make it. We will continue to try and lie something up; however, it is the chief belief that there may be not much that will change if we continue to run to calls the way we currently are.

- We are keeping very busy this year. One of our main goals is to work better at having drills prepared for each night and that our members are learning or fine tuning their skills each night.
- 1 of the 3 new members from the last hire who already had all his classes done is starting to feel more at home. Another one has started his FF1, Hazmat, FF2. The other one didn't have time to commit to the class and will need to take the next class that is offered.