



**Fire Advisory Board Meeting
St. Joseph Fire Station
Monday, May 9th, 2022 at 5:00pm**

1. Call Meeting to order
2. Approve February 14, 2022 minutes
3. Financial Report
4. City Administrator Reports
 - A. Fire Study
 - B. Rescue Van
 - C. Technology Updates
 - D. Other
5. New Business
 - A. DNR Grant
 - B. Other
6. Old Business
 - A. Pumper-Tanker Update
 - B. FEMA Grant Update – Extrication Equipment
 - C. Other
7. Membership
8. Fire Chief's Report – Update on Activities
9. Adjourn

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 14, 2022 at 5:00 PM in the St. Joseph Fire Hall.

Members Present: Fire Chief Jeff Taufen, City of St. Joseph Representative Jon Hazen, St. Joseph Township Representative Doug Fredrickson

Members Absent: St. Wendel Township Representative Greg Salk

City Representatives Present: City Administrator Therese Haffner

Others Present: Assistant Fire Chief David Salzer, Firefighter Keith Louwagie

Minutes: **Hazen made a motion to approve the minutes of November 22, 2021; seconded by Fredrickson and passed unanimously by those present.**

Financial Report & Budget Discussion: Haffner presented the financial report. Fredrickson asked for clarity on the interest – actual to budget. Haffner said that Finance Director Lori Bartlett could provide clarity on that.

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

Relief Association Update: Keith Louwagie who serves as the President of the Relief Association for the Fire Department provided an update on the retirement account for firefighters. There was discussion on increasing the contribution amount.

Hazen moved to approve to increase contribution amount from \$2,300 per year of service per firefighter to \$3,200 per year of service per firefighter effective January 1, 2023; seconded by Fredrickson and passed unanimously.

State Fire Convention: Taufen reported that the State Fire Convention provides training for firefighters and recommended approval of two members to attend.

Fredrickson moved to approve two firefighters to attend the State Fire Convention; seconded by Hazen and passed unanimously.

Rescue Van: Taufen provided an overview of the rescue van purchase. Rosenbauer agreed to provide a trade in value of \$30,000 for the existing rescue van. Saint John's University is interested in purchasing the rescue van so it could go to a bid process. Proceeds from the sale of the existing rescue van could be applied to a new grass rig. Haffner discussed ARPA funding to pay for the purchase.

Fredrickson moved to approve the quote for a new rescue van from Arrow Ambulances in the amount of \$149,900.00; seconded by Hazen and passed unanimously.

Hazen moved to approve declaring the existing rescue van surplus and to move forward with requesting bids to sell; seconded by Fredrickson and passed unanimously.

LODD Bench: Taufen said the fire department would like to honor Captain Andy Loso with a granite bench outside the fire station.

Hazen moved to approve the LODD bench for Andy Loso to be paid by the general account of the Fire Relief Association; seconded by Fredrickson and passed unanimously.

Fire Study: Haffner provided an update on the proposed fire study. The Cities of St. Joseph, Waite Park and Sartell continue to explore options, including seeking other proposals from consultants.

Fire Hall Roof: Haffner reported that the plan was to have the fire hall roof inspected in the spring.

Technology Upgrades: Haffner reported that the City was obtaining a quote to have technology updates completed at the fire hall to allow for a screen with the ability to have virtual trainings and meetings.

Pumper Tank: Taufen said the pumper tanker was ordered and was on schedule to be completed by September of 2022.

FEMA Grant: A grant application was submitted for extrication equipment.

Fire Chief & Assistant Fire Chief Duties and Pay: Taufen shared the duties of Fire Chief and Assistant Fire Chief. There was discussion on increasing pay.

Membership: Taufen discussed the Fire Department having a booth at the Chamber Showcase for recruitment.

Fire Chief Report: Taufen reported:
2020 total calls: 508
2021 total calls: 553
January 1 – February 9, 2022: 78

Adjourn: **Hazen made a motion to adjourn at 6:27 PM; seconded by Fredrickson and passed unanimously.**

Therese Haffner
City Administrator



MEETING DATE: May 9, 2022

AGENDA ITEM: 1st Quarter Treasurer's Report

SUBMITTED BY: Finance

PREVIOUS BOARD ACTION: None

BACKGROUND INFORMATION: Enclosed are the 1st Quarter 2022 financial position for Board's review. The operational fund balance is a deficit of \$100,020 as of March 31, 2022 (unaudited). The Fire fund is mainly funded by contract revenue and levy from the City of St. Joseph, St. Joseph Township and St. Wendel Township. The contract revenue is paid quarterly, levy is received in June, July and December. The reserve funds include the 2022 capital budget of \$79,600. Without the 2022 capital budget, the deficit would be \$20,420.

The 2022 fire fund revenue represents 5% of the budgeted revenue for the year. The main source of revenue includes the contract fire service and levy revenue from the three jurisdictions, only one quarter contract revenue received. Interest earnings show a reduction. The City records the fluctuation in the market value of the investments during the year. The market value will go up and down over the term of the investments. Recent years realized increased market values, but have been down since 2021. As the FOMC pushes up the longer federal rate, current investments will show lower values. The current average rate of return is 1.72% APY.

The fire fund expenditures represent 10% of the budgeted expenditures. The expenditures are operational. The first half fire call wages will be 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.

BUDGET/FISCAL IMPACT: Information Only

ATTACHMENTS: Request for Board Action – Treasurer's Report
1st Quarter 2022 Summary Report
Fire Dept Balance Sheet
Fire Board Revenue
Fire Board Expenditures
Fire Board Check Register
Fire Dept 2022 Capital Improvement Plan Summary

REQUESTED BOARD ACTION: Consider accepting the 1st Quarter 2022 Treasurer's Report.

**St. Joseph Joint Operating Fire Report
1st Quarter 2022
January 1 through March 31, 2022**

Balance as of December 31, 2021 (Audited) \$ 692,477.81

YTD Revenue	<u>Budget</u>	<u>Actual YTD</u>	
St. Joseph Township	62,725	15,682.90	
St. Wendel Township	64,145	16,038.45	
City of St. Joseph	182,305		
State 2% Fire Aid	61,000		
State Supplemental Aid	-	2,000.00	
State Fire Training Reimbursement	-		
Fire Hall Rental	2,500	1,600.00	
Interest	5,000	(16,511.77)	
Contributions	1,000	101.09	
Surplus Property	-	-	
Fire Fighting Reimbursement	2,000	10.26	
Total Revenue	<u>380,675</u>	<u> </u>	\$ 18,920.93
		<i>percent of the budget</i>	5%

YTD Expenditures			
Fire Administration	(37,065)	(3,514.83)	
Fire Fighting	(232,880)	(13,697.81)	
Fire Training	(11,145)	(1,060.00)	
Fire Communications	(9,930)	(1,324.37)	
Fire Repair Service	(30,260)	(11,923.34)	
Medical Services	(2,400)	(561.06)	
Fire Station and Building	(54,520)	(7,619.49)	
Community Room	(2,475)	(135.00)	
Fund Transfers	-	-	
Total Expenses	<u>(380,675)</u>	<u> </u>	\$ (39,835.90)
		<i>percent of the budget</i>	10%

Fire Fund Summary:

Fire Fund Balance as of March 31, 2022 (Unaudited) \$ 671,562.89

Less Designations:

Equipment Reserve	644,271.03	
Building Fund	51,000.00	
Medical Equip Fund	3,353.33	
Radios/Pagers	55,958.97	
Debt Service Relief	17,000.00	
	<u> </u>	\$ 771,583.33

Operating Fund Balance \$ (100,020.44)



City of St. Joseph
Fire Board Balance Sheet
 Current Period: March 2022

Account Descr	Begin Yr	YTD Debit	YTD Credit	Current Balance
FUND 105 Fire Fund				
G 105-10100 Cash	\$743,289.85	\$36,018.72	\$107,745.68	\$671,562.89
G 105-10450 Interest Receivable	\$2,135.04	\$0.00	\$2,135.04	\$0.00
G 105-10500 Accounts Receivable	\$183.00	\$0.00	\$183.00	\$0.00
G 105-10700 Taxes Receivable - Delinquent	\$30.24	\$0.00	\$30.24	\$0.00
G 105-13113 Due From other Gov t Units	\$193.26	\$0.00	\$193.26	\$0.00
G 105-15500 Due From Other Fund	\$0.00	\$0.00	\$0.00	\$0.00
G 105-20200 Accounts Payable	-\$8,499.60	\$8,499.60	\$0.00	\$0.00
G 105-20201 Salaries Payable	-\$44,823.69	\$44,823.69	\$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	-\$30.24	\$30.24	\$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	-\$675,458.08	\$675,458.08	\$0.00	\$0.00
G 105-24414 Design. Fd Bal -Debt Serv.Rel.	-\$17,000.00	\$17,000.00	\$0.00	\$0.00
G 105-24415 Design. Fd Bal - Operations	\$0.00	\$0.00	\$0.00	\$0.00
G 105-25310 Unassigned Fund Balance	-\$19.78	\$110,256.98	\$781,800.09	-\$671,562.89
FUND 105 Fire Fund	\$0.00	\$892,087.31	\$892,087.31	\$0.00
	\$0.00	\$892,087.31	\$892,087.31	\$0.00



City of St. Joseph
Fire Board Expenditures
 Current Period: March 2022

DEPART	DEPART Descr	Account Descr	2022 YTD Budget	QTD Amount	2022 YTD Amt
FUND 105 Fire Fund					
DEPART 42210 Fire Administration					
42210	Fire Administration	E 105-42210-151 Workers Comp. Insur. Prem.	\$14,750.00	\$0.00	\$0.00
42210	Fire Administration	E 105-42210-200 Office Supplies	\$500.00	\$0.00	\$0.00
42210	Fire Administration	E 105-42210-215 Software Support	\$3,000.00	\$2,585.58	\$2,585.58
42210	Fire Administration	E 105-42210-220 Repair and Maintenance	\$0.00	\$0.00	\$0.00
42210	Fire Administration	E 105-42210-300 Professional Services	\$500.00	\$1,000.00	\$1,000.00
42210	Fire Administration	E 105-42210-301 Audit & Accounting Services	\$13,940.00	\$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	-\$90.00	-\$90.00
42210	Fire Administration	E 105-42210-322 Postage	\$0.00	\$0.00	\$0.00
42210	Fire Administration	E 105-42210-340 Advertising	\$100.00	\$0.00	\$0.00
42210	Fire Administration	E 105-42210-410 Rentals	\$0.00	\$0.00	\$0.00
42210	Fire Administration	E 105-42210-446 License	\$75.00	\$19.25	\$19.25
42210	Fire Administration	E 105-42210-581 Computer Hardware	\$450.00	\$0.00	\$0.00
42210	Fire Administration	E 105-42210-582 Computer Software	\$50.00	\$0.00	\$0.00
DEPART 42210 Fire Administration			\$37,065.00	\$3,514.83	\$3,514.83
DEPART 42220 Fire Fighting					
42220	Fire Fighting	E 105-42220-101 Salaries	\$105,605.00	\$0.00	\$0.00
42220	Fire Fighting	E 105-42220-122 FICA Contributions	\$6,545.00	\$0.00	\$0.00
42220	Fire Fighting	E 105-42220-125 Medicare Contributions	\$1,530.00	\$0.00	\$0.00
42220	Fire Fighting	E 105-42220-171 Clothing Allowance	\$900.00	\$0.00	\$0.00
42220	Fire Fighting	E 105-42220-210 Operating Supplies	\$5,000.00	\$774.18	\$774.18
42220	Fire Fighting	E 105-42220-211 AWAIRE Supplies	\$1,000.00	\$0.00	\$0.00
42220	Fire Fighting	E 105-42220-212 Safety Program	\$400.00	\$128.57	\$128.57
42220	Fire Fighting	E 105-42220-220 Repair and Maintenance	\$650.00	\$0.00	\$0.00
42220	Fire Fighting	E 105-42220-235 Motor Fuel	\$3,000.00	\$645.23	\$645.23
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	\$2,000.00	\$0.00	\$0.00
42220	Fire Fighting	E 105-42220-361 General Liability Insurance	\$6,100.00	\$9,150.02	\$9,150.02
42220	Fire Fighting	E 105-42220-384 Refuse Disposal	\$0.00	\$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	\$61,000.00	\$2,000.00	\$2,000.00
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	\$4,000.00	\$0.00	\$0.00
42220	Fire Fighting	E 105-42220-584 Equipment Reserve	\$2,300.00	\$0.00	\$0.00
42220	Fire Fighting	E 105-42220-585 Firefighter Equipment	\$29,350.00	\$820.74	\$820.74
DEPART 42220 Fire Fighting			\$232,880.00	\$13,697.81	\$13,697.81
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	\$2,200.00	\$0.00	\$0.00
42240	Fire Training	E 105-42240-433 Dues & Memberships	\$1,650.00	\$1,060.00	\$1,060.00
42240	Fire Training	E 105-42240-443 Personnel Training	\$6,000.00	\$0.00	\$0.00
DEPART 42240 Fire Training			\$11,145.00	\$1,060.00	\$1,060.00
DEPART 42250 Fire Communications					
42250	Fire Communicatio	E 105-42250-220 Repair and Maintenance	\$750.00	\$109.00	\$109.00
42250	Fire Communicatio	E 105-42250-321 Telephone	\$5,930.00	\$1,215.37	\$1,215.37
42250	Fire Communicatio	E 105-42250-580 Other Equipment	\$3,250.00	\$0.00	\$0.00



City of St. Joseph
Fire Board Expenditures
 Current Period: March 2022

DEPART	DEPART Descr	Account Descr	2022 YTD Budget	QTD Amount	2022 YTD Amt
DEPART 42250	Fire Communications		\$9,930.00	\$1,324.37	\$1,324.37
DEPART 42260	Fire Repair Service				
42260	Fire Repair Service	E 105-42260-101 Salaries	\$8,580.00	\$688.21	\$688.21
42260	Fire Repair Service	E 105-42260-121 PERA Contributions	\$645.00	\$51.60	\$51.60
42260	Fire Repair Service	E 105-42260-122 FICA Contributions	\$445.00	\$37.93	\$37.93
42260	Fire Repair Service	E 105-42260-123 Deferred Comp-Employer	\$125.00	\$18.31	\$18.31
42260	Fire Repair Service	E 105-42260-125 Medicare Contributions	\$105.00	\$8.87	\$8.87
42260	Fire Repair Service	E 105-42260-130 H S A- Employer Contribution	\$330.00	\$70.85	\$70.85
42260	Fire Repair Service	E 105-42260-131 Health Insurance	\$1,825.00	\$195.08	\$195.08
42260	Fire Repair Service	E 105-42260-132 Dental Insurance	\$145.00	\$14.92	\$14.92
42260	Fire Repair Service	E 105-42260-133 Life Insurance	\$10.00	\$0.94	\$0.94
42260	Fire Repair Service	E 105-42260-134 Disability Insurance	\$50.00	\$6.94	\$6.94
42260	Fire Repair Service	E 105-42260-230 Vehicle Repair & Maintenance	\$18,000.00	\$10,829.69	\$10,829.69
DEPART 42260	Fire Repair Service		\$30,260.00	\$11,923.34	\$11,923.34
DEPART 42270	Medical Services				
42270	Medical Services	E 105-42270-210 Operating Supplies	\$2,000.00	\$561.06	\$561.06
42270	Medical Services	E 105-42270-220 Repair and Maintenance	\$200.00	\$0.00	\$0.00
42270	Medical Services	E 105-42270-580 Other Equipment	\$200.00	\$0.00	\$0.00
DEPART 42270	Medical Services		\$2,400.00	\$561.06	\$561.06
DEPART 42280	Fire Station and Building				
42280	Fire Station and Bu	E 105-42280-210 Operating Supplies	\$500.00	\$131.45	\$131.45
42280	Fire Station and Bu	E 105-42280-220 Repair and Maintenance	\$3,000.00	\$2,344.00	\$2,344.00
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	\$5,930.00	\$2,005.92	\$2,005.92
42280	Fire Station and Bu	E 105-42280-383 Gas Utilities	\$3,090.00	\$3,138.12	\$3,138.12
42280	Fire Station and Bu	E 105-42280-530 Improvements Other than Bldg	\$40,000.00	\$0.00	\$0.00
DEPART 42280	Fire Station and Building		\$54,520.00	\$7,619.49	\$7,619.49
DEPART 42281	Community Room				
42281	Community Room	E 105-42281-101 Salaries	\$0.00	\$0.00	\$0.00
42281	Community Room	E 105-42281-121 PERA Contributions	\$0.00	\$0.00	\$0.00
42281	Community Room	E 105-42281-122 FICA Contributions	\$0.00	\$0.00	\$0.00
42281	Community Room	E 105-42281-125 Medicare Contributions	\$0.00	\$0.00	\$0.00
42281	Community Room	E 105-42281-210 Operating Supplies	\$200.00	\$0.00	\$0.00
42281	Community Room	E 105-42281-220 Repair and Maintenance	\$1,000.00	\$0.00	\$0.00
42281	Community Room	E 105-42281-300 Professional Services	\$1,275.00	\$135.00	\$135.00
DEPART 42281	Community Room		\$2,475.00	\$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		\$380,675.00	\$39,835.90	\$39,835.90
			\$380,675.00	\$39,835.90	\$39,835.90



City of St. Joseph

Fire Check Register

Check #	Search Name	Comments	Amount	DEPART	OBJ	FUND
Period 1 January						
DEPART 42220	Fire Fighting					
002030	SENTRY BANK-CREDIT CARD	2021 - Motor Fuel	\$151.10	42220	235	105
DEPART 42220	Fire Fighting		\$151.10			
DEPART 42250	Fire Communications					
058601	FIRSTNET	Dec 2021 - Mobile Device Cha	\$76.46	42250	321	105
058648	MIDCONTINENT COMMUNICATIONS	Jan. 2022 - Fiber, Internet, P	\$354.54	42250	321	105
DEPART 42250	Fire Communications		\$431.00			
DEPART 42280	Fire Station and Building					
002027	SENTRY BANK-CREDIT CARD	2021 Concrete Sealer	\$9.98	42280	220	105
058564	DESIGN ELECTRIC, INC	2021 Replace Light for Light	\$210.00	42280	220	105
058564	DESIGN ELECTRIC, INC	2021 Repair Wall Pack - Door	\$187.50	42280	220	105
058594	XCEL ENERGY	Dec 2021 Electric/Gas	\$602.90	42280	381	105
058594	XCEL ENERGY	Dec 2021 Electric/Gas	\$1,268.40	42280	383	105
DEPART 42280	Fire Station and Building		\$2,278.78			
Period 1 January			\$2,860.88			
Period 2 February						
DEPART 42210	Fire Administration					
058701	ST. JOSEPH NEWSLEADER, INC	2021 - Firefighters Wanted A	\$114.80	42210	340	105
058667	DVS RENEWAL	2022 Vehicle License Renewal	\$19.25	42210	446	105
DEPART 42210	Fire Administration		\$134.05			
DEPART 42220	Fire Fighting					
058760	NORTH STAR SIGNS & ENGRAVING	Firefighter ICS Helmet Tags f	\$100.80	42220	210	105
058725	LEAGUE OF MN CITIES	LMCIT/MMUA 2022 Regional	\$128.57	42220	212	105
058699	SPEEDWAY	Jan 2022 Motor Fuel	\$165.95	42220	235	105
058699	SPEEDWAY	Jan 2022 Motor Fuel	-\$13.53	42220	235	105
058745	BATTERY WHOLESALE, INC.	Annual Batteries for Air Packs	\$179.07	42220	240	105
058679	LEAGUE OF MN CITIES INS TRUST	2022 General Liability Insuran	\$9,150.02	42220	361	105
058752	GALLS, INC	2021 - J.Richter New Member	\$104.00	42220	585	105
058752	GALLS, INC	2021 - J.Richter New Member	\$206.00	42220	585	105
058752	GALLS, INC	2021 - J.Richter New Member	\$125.99	42220	585	105
058752	GALLS, INC	2021 - J.Richter New Member	\$14.00	42220	585	105
058752	GALLS, INC	2021 - A.Scepaniak New Mem	\$65.00	42220	585	105
058752	GALLS, INC	2021 - A.Scepaniak New Mem	\$331.99	42220	585	105
058752	GALLS, INC	2021 - A.Scepaniak New Mem	\$14.00	42220	585	105
058752	GALLS, INC	2022 - T.Koepke New Membe	\$331.99	42220	585	105
058752	GALLS, INC	2022 - T.Koepke New Membe	\$14.00	42220	585	105
DEPART 42220	Fire Fighting		\$10,917.85			
DEPART 42240	Fire Training					
058664	CENTRAL MN FIRE AID ASSOC.	2022 Annual Dues	\$50.00	42240	433	105
058669	EMERGENCY SERVICE MARKETING	Year 5 of 5 Subscription - Ia	\$660.00	42240	433	105
058677	LAKE REGION FIREFIGHTERS ASSOC	2022 Dues	\$40.00	42240	433	105
058766	SMOKE-EATER	MN Smoke-Eater Subscription	\$20.00	42240	433	105
DEPART 42240	Fire Training		\$770.00			
DEPART 42250	Fire Communications					
058715	FIRSTNET	Jan 2022 - Mobile Device Cha	\$76.47	42250	321	105
058731	MIDCONTINENT COMMUNICATIONS	Feb 2022 - Fiber, Internet, P	\$354.39	42250	321	105
DEPART 42250	Fire Communications		\$430.86			



City of St. Joseph Fire Check Register

Check #	Search Name	Comments	Amount	DEPART	OBJ	FUND
DEPART 42260 Fire Repair Service						
058668	EMERGENCY APPARATUS MAINT. INC	2021 #2 - Nozzle; Discharge	\$3,423.31	42260	230	105
058668	EMERGENCY APPARATUS MAINT. INC	2021 - #4 - Brake Pedal Repa	\$541.41	42260	230	105
058763	PRECISION MOTOR SPORTS	Repair to FD Snowmobile	\$649.28	42260	230	105
DEPART 42260 Fire Repair Service			<u>\$4,614.00</u>			
DEPART 42270 Medical Services						
058663	CENTRAL MCGOWAN, INC	2021 - Mecical Oxygen	\$61.76	42270	210	105
058663	CENTRAL MCGOWAN, INC	2022 - Medical Oxygen	\$33.04	42270	210	105
DEPART 42270 Medical Services			<u>\$94.80</u>			
DEPART 42280 Fire Station and Building						
058750	EMERGENCY MEDICAL PRODUCTS,INC	Microdot Test Strips	\$46.40	42280	210	105
058681	MCDOWALL COMPANY	2022 - Roofing Inspection	\$362.50	42280	220	105
058744	XCEL ENERGY	Gas/Electric Services	\$654.19	42280	381	105
058744	XCEL ENERGY	Gas/Electric Services	\$1,517.91	42280	383	105
DEPART 42280 Fire Station and Building			<u>\$2,581.00</u>			
DEPART 42281 Community Room						
058673	HOFFMAN, JUNE	Jan 2022 Fire Hall Cleaning	\$60.00	42281	300	105
DEPART 42281 Community Room			<u>\$60.00</u>			
Period 2 February			<u>\$19,602.56</u>			
Period 3 March						
DEPART 42210 Fire Administration						
058881	SENTRY BANK-CREDIT CARD	Batteries; Clock	\$71.08	42210	200	105
058881	SENTRY BANK-CREDIT CARD	Return Batteries; Clock	-\$71.08	42210	200	105
058792	CIVICPLUS	Annual Hosting, Support & W	\$1,209.80	42210	215	105
058836	OPG-3, INC.	2022 Laserfische Renewal Co	\$1,375.78	42210	215	105
058871	LEAGUE OF MN CITIES INS TRUST	Claim #00468413 - Loso	\$1,000.00	42210	300	105
DEPART 42210 Fire Administration			<u>\$3,585.58</u>			
DEPART 42220 Fire Fighting						
058817	FIRE EQUIPMENT SPECIALTIES INC	Firefighting Gloves	\$673.38	42220	210	105
058805	SPEEDWAY	Feb 2022 Motor Fuel	\$133.06	42220	235	105
058805	SPEEDWAY	Feb 2022 Excise Tax Credit	-\$9.74	42220	235	105
058883	SPEEDWAY	Mar 2022 - Motor Fuel	\$394.88	42220	235	105
058883	SPEEDWAY	Mar 2022 - Excise Tax Credit	-\$25.39	42220	235	105
058861	ST. JOSEPH FIRE RELIEF ASSN	Fire Supplemental State Aid	\$2,000.00	42220	447	105
058829	MACQUEEN EMERGENCY, INC	Bonnaci - New Boots	\$474.75	42220	585	105
DEPART 42220 Fire Fighting			<u>\$3,640.94</u>			
DEPART 42240 Fire Training						
058832	MN STATE FIRE DEPART ASSOC.	2022 MSFDA Membership Du	\$290.00	42240	433	105
DEPART 42240 Fire Training			<u>\$290.00</u>			
DEPART 42250 Fire Communications						
058820	GRANITE ELECTRONICS, INC	Service Radio	\$109.00	42250	220	105
058818	FIRSTNET	Feb 2022 Mobile Device Char	\$76.47	42250	321	105
058830	MIDCONTINENT COMMUNICATIONS	Mar 2022 Fiber, Internet, Pho	\$353.50	42250	321	105
DEPART 42250 Fire Communications			<u>\$538.97</u>			
DEPART 42260 Fire Repair Service						
058816	EMERGENCY APPARATUS MAINT. INC	ATV - Vehicle Safety Inspecti	\$319.26	42260	230	105
058816	EMERGENCY APPARATUS MAINT. INC	Engine 1 - Vehicle Safety Ins	\$1,327.30	42260	230	105
058816	EMERGENCY APPARATUS MAINT. INC	Portable Generator Service	\$254.01	42260	230	105



City of St. Joseph Fire Check Register

Check #	Search Name	Comments	Amount	DEPART	OBJ	FUND
058816	EMERGENCY APPARATUS MAINT. INC	Grass Rig - Vehicle Safety Ins	\$442.95	42260	230	105
058816	EMERGENCY APPARATUS MAINT. INC	Ladder Truck - Vehicle Safety	\$1,305.07	42260	230	105
058816	EMERGENCY APPARATUS MAINT. INC	Rescue - Vehicle Safety Inspe	\$687.54	42260	230	105
058816	EMERGENCY APPARATUS MAINT. INC	Runner Truck - Vehicle Safety	\$606.23	42260	230	105
058816	EMERGENCY APPARATUS MAINT. INC	Tanker - Vehicle Safety Inspe	\$1,209.43	42260	230	105
058816	EMERGENCY APPARATUS MAINT. INC	Engine 1 - Repalce Batteries	\$1,794.54	42260	230	105
058816	EMERGENCY APPARATUS MAINT. INC	Runner Truck - Replace Batte	\$680.90	42260	230	105
058816	EMERGENCY APPARATUS MAINT. INC	Grass Rig - Replace Batteries	\$680.90	42260	230	105
058816	EMERGENCY APPARATUS MAINT. INC	Replace Leaking Transmission	\$872.30	42260	230	105
DEPART 42260 Fire Repair Service			\$10,180.43			
DEPART 42270 Medical Services						
058813	CENTRAL MCGOWAN, INC	Medical Oxygen	\$33.04	42270	210	105
058849	CENTRAL MCGOWAN, INC	Medical Oxygen	\$25.01	42270	210	105
058851	EMERGENCY MEDICAL PRODUCTS,INC	Unit #5 - Gloves, First Respo	\$315.49	42270	210	105
058894	EMERGENCY MEDICAL PRODUCTS,INC	Unit 5 - Probe Covers, Battery	\$154.48	42270	210	105
DEPART 42270 Medical Services			\$528.02			
DEPART 42280 Fire Station and Building						
058859	SPECTRUM SUPPLY	Supplies for Apparatus Floor	\$85.05	42280	210	105
058794	DESIGN ELECTRIC, INC	Fire Hall Wall Pack Repair	\$187.50	42280	220	105
058795	EL-JAY PLUMBING & HEATING, INC	2021 - Replace 2" RPZ in Wat	\$672.25	42280	220	105
058821	HEARTLAND DOOR SALES INC.	Door #6 - Install Weatherstri	\$75.00	42280	220	105
058858	PRECISE REFRIGERATION INC	Install Blower Assembly on R	\$1,719.00	42280	220	105
058795	EL-JAY PLUMBING & HEATING, INC	2021 - Annual RPZ Tests	\$318.75	42280	300	105
058844	XCEL ENERGY	Gas / Electric Services	\$1,351.73	42280	381	105
058844	XCEL ENERGY	Gas / Electric Services	\$1,620.21	42280	383	105
DEPART 42280 Fire Station and Building			\$6,029.49			
DEPART 42281 Community Room						
058822	HOFFMAN, JUNE	Feb 2022 Fire Hall Cleaning	\$75.00	42281	300	105
DEPART 42281 Community Room			\$75.00			
Period 3 March			\$24,868.43			
			\$47,331.87			

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	3/31		Available Reserve Funds
							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		18,983.33
		Total Fire Fighting Equipment					522,496.38	29,350.00	-	474.75
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	-	474.75

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 value				
FD-1406	105-42220-585	Fire Fighting	Firefighter Equipment	New	2042	Pumper/Tanker Truck-2022	575,000.00			after down payment, Fire Relief to
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 5 - A

MEETING DATE: May 9th, 2022

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. Last year we received the grant and purchased some hose that was taken out of service.

We would like to write the grant for more hose - 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



Fire Board Agenda Item 6 - A

MEETING DATE: May 9th, 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.

Talked with the vendor and the truck is on schedule for completion in January of 2023 as long as the supplies are in.

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: May 9th, 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

Still waiting to hear back from FEMA on if we received the grant or not.

BUDGET/FISCAL IMPACT: TBD

ATTACHMENTS:

REQUESTED ACTION: Informational Only



MEETING DATE: May 9th, 2022

AGENDA ITEM: Membership

BACKGROUND INFORMATION: Since our last meeting in February, we had 6 applications turned in. We did interviews and agility testing with 5 of them and are in the process of hiring 4 of them. Start date for the 4 we be no later than July 12th depending on getting all their requirements done.

(1 of the 6 did not live in our area and the other one we interview changed his mind at this time).

This will bring our total members to 27. We can have up to 30.

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

ATTACHMENTS: no

REQUESTED ACTION: Fire Board had previously ok'ed to hiring of new members.



MEETING DATE: May 9th, 2022

AGENDA ITEM: Fire Chief's Report

- Up to date = 210 as of 5-3-22

164	Medical Emergency
14	Car / Truck Accident
11	Fire Alarm
4	CO Alarm
6	Structure Fire
4	Gas / Fuel Leak
4	Car / Truck Fire
2	Grass Fire
1	Other (Assist PD)

- 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.
- Of the 3 last hired in November of 2021, Mooney who had all his training done before coming to SJFD, is fitting is great. Jack Taufen has passed his FF1 and HazMat classes and is currently in FF2 class with completion in June. Bret Jacobson is learning as much as he can during our drills. Bret will be starting his FF1, FF2, HazMat classes this fall.
- Both Bret and Jack will need to take their First Responder class which will be done maybe the fall of 2022 and we may tie them in with the other 4 new hires from 2022.
- We will continue to look for more new members as we are still down 3 and have a few that could retire.