

CITY OF FALCON HEIGHTS
Regular Meeting/Workshop of the City Council
City Hall
2077 W. Larpenteur Ave.

June 30, 1999
AGENDA

- A. CALL TO ORDER: 7 p.m.
- B. ROLL CALL: GEHRZ ____ GIBSON TALBOT ____ HUSTAD ____
 JACOBS ____ KUETTEL ____ HOYT ____
 ATTORNEY ____ ENGINEER ____
- C. COMMUNITY FORUM
- D. APPROVAL OF MINUTES: June 9, 1999
- E. PUBLIC HEARING: None
- F. CONSENT AGENDA:
 - 1. General Disbursements through June 25, 1999, \$419,515.46
 Payroll, 6/1/99 to 6/15/99, \$\$1,329.67 (Fire Dept.)
 Payroll, 6/1/99 to 6/15/99, \$9,406.39
 - 2. Licenses
 - 3. Awarding of contract for tree removal and incidental tree trimming for 1999
 - 4. Approval of the Falcon Heights Fire Relief Association By-Laws
- H. INFORMATION AND ANNOUNCEMENTS:
- I. ADJOURN TO WORKSHOP
 - 1. Discussion on the finances and future of the rescue service

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 Payroll, 6/1/99 to 6/15/99, \$9,406.39 **(Tab #2)**
 - 2. Licenses **(Tab #3)**
 - 3. Awarding of contract for tree removal and incidental tree trimming for 1999
(Tab #4)
 - 4. Approval of the Falcon Heights Fire Relief Association By-Laws **(Tab #5)**
- H. INFORMATION AND ANNOUNCEMENTS:
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DRAFT

CITY OF FALCON HEIGHTS
CITY COUNCIL MEETING
MINUTES OF 9 JUNE 1999

The meeting was called to order by Mayor Sue Gehrz at 6:00 PM.

Present

Gehrz, Gibson Talbot, Hustad, Jacobs, Kuettel, Hoyt

Community Forum

No one was present for the community forum.

Minutes of May 26, 1999

The minutes of the May 26, 1999 meeting were approved.

Consent Agenda

Mayor Gehrz asked item 5 on the consent agenda be removed from the consent agenda for discussion.

Councilmember Jacobs moved approval of the consent agenda. The motion passed unanimously.

1. General disbursements and payroll
2. Licenses
3. Request to contract with Ehlers financial advisors for TIF reporting
4. Request to the Metropolitan Council to extend the city's comprehensive plan deadline
5. Request to approve job descriptions for the positions of executive secretary and elections administrator (moved to Policy Agenda)
6. Response to request from the Capitol Region Watershed District (CRWD) regarding the Troutbrook stormwater interceptor
7. Acceptance of \$700.00 donation from Celebrity Bowl for the city's 50th birthday events

Policy Agenda.

Consideration of an interim ordinance 99-04 temporarily prohibiting the issuance of building permits, subdivision approval and zoning controls for colleges, academies and schools in the B-1, B-2 and B-3 zone

Councilmember Kuettel moved approval of ordinance 99-04 for a moratorium

with the added language that a conditional use permit be included in the title and that the council authorize a study by a planner on the school use to begin to move forward on this. The motion passed unanimously.

Request to approve job descriptions for the positions of executive secretary and elections administrator

After some minor revisions to the job assignments, Councilmember Hustad moved approval of the positions of executive secretary, election administrator and community activity aid.

At 6:30 PM the council adjourned to a workshop where the council reviewed 1) the summer meeting schedule including cancellation of the June 23 meeting; 2) the current staffing plan for the city, 3) the revenue from state and aid and the levy for 2000, potential 2000 budget expenditures and 4) the status of the rescue fund as of May 30, 1999.

The meeting was adjourned at 7:50 PM.

Respectfully submitted,

Susan Hoyt, City Administrator

Susan L. Gehrz, Mayor

CONSENT 1
Meeting Date: 6/30/99

ITEM DESCRIPTION: Disbursements

SUBMITTED BY: Roland Olson, City Accountant

EXPLANATION/SUMMARY:

1. General disbursements through June 25, 1999, \$419,515.46
2. Payroll, 6/1/99 to 6/15/99, \$1,329.67 (Fire Dept.)
3. Payroll, 6/1/99 to 6/15/99, \$9,406.39

ACTION REQUESTED: Approval

1

APPROVAL OF BILLS
PERIOD ENDING: 6-24-99

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	FALCON HEIGHTS FIRE	1998 STATE FIRE AID	-----	27,652.00
37668	AIRTOUCH CELLULAR	CELL PHONE, 3 MONTHSCHRG	-----	207.56
	SPRINGSTED	BOND ISSUANCE COSTS	-----	15,014.65
	*** TOTAL	FOR DEPT 00		42,874.21
	FOCUS NEWS	BIDS ON 99 SEAL COATING	LEGISLAT	57.80
	GEHRZ, SUE	REIMBURSED LMC CONF EXPS	LEGISLAT	351.79
	*** TOTAL	FOR DEPT 11		409.59
	AMERICAN OFFICE PRODUCTS	INK CARTRIDGES/TONERS	ADMINIST	247.57
	FBN, INC	FILE SUPPORT/SERVER ISSU	ADMINIST	42.50
	MOUNDVIEW COMMUNITY EDUC	COMPUTER CLASSES-IVERSON	ADMINIST	310.00
	IVERSON, TERRY	REIMB MILEAGE	ADMINIST	5.50
	LEAGUE OF MN CITIES	REVISED PREMIUM DUE	ADMINIST	9.00
	MIDWEST DELIVERY SERVICE	DELIVERIES	ADMINIST	29.40
	MINNEAPOLIS PAPER COMPANY	COPY PAPER	ADMINIST	255.49
	MN CITY/COUNTY MANAGEMENT	99 MEMBERSHIP	ADMINIST	77.00
37666	MN DEPARTMENT OF REVENUE	6/15 STATE WITHHOLDINGS	ADMINIST	786.65
	NCPERS GROUP LIFE INS	6/99 PHILLIPS	ADMINIST	12.00
37667	PERA	6/15 PERA WITHHOLDINGS	ADMINIST	1,260.39
	RAMSEY COUNTY	6/99 INS PREMIUMS	ADMINIST	3,053.00
	KINKO'S INC.	COPY CHARGES	ADMINIST	25.22
	*** TOTAL	FOR DEPT 12		6,113.72
37669	GFOA	CAFR AWARD APPLICATN FEE	FINANCE	350.00
	*** TOTAL	FOR DEPT 13		350.00
	CAMPBELL KNUTSON	5/99 LEGAL	LEGAL	1,089.00
	*** TOTAL	FOR DEPT 14		1,089.00
	AWARDS BY HAMMOND	50TH B-DAY ANNIV LOGO	COMMUNIC	124.03
37663	US BANCORP-CAROL	50TH PARADE EXPS	COMMUNIC	50.85
	KUETTEL, LAURA	REIMB PARADE EXPS	COMMUNIC	8.50
	*** TOTAL	FOR DEPT 16		183.38
	DAHLGREN SHARDLOW & UBAN	LINDIG ISSUES	PLANNING	153.81
	DAHLGREN SHARDLOW & UBAN	U OF M ISSUES	PLANNING	1,820.53
	*** TOTAL	FOR DEPT 17		1,974.34
	NSP	ELECT TO 6/21	EMERGENC	6.28
	*** TOTAL	FOR DEPT 21		6.28
	ST. ANTHONY VILLAGE	7/99 POLICE SVCS	POLICE	31,792.25
	ST. ANTHONY VILLAGE	CITYS PORTION SQUAD RPR	POLICE	5,000.00
	*** TOTAL	FOR DEPT 22		36,792.25
	AMERIPRIDE LINEN&APPAREL	LINEN CLEANING	FIRE FIG	39.63
	AMERIPRIDE LINEN&APPAREL	LINEN CLEANING	FIRE FIG	39.63
	CY'S UNIFORMS	SHIRT WITH PATCHES	FIRE FIG	32.20
	EMERGENCY APPARATUS MAINT	REPAIR PEDAL ON 753	FIRE FIG	165.62
	INSTY-PRINTS PLUS	PRINTING	FIRE FIG	108.48
	JANKE, KATHLEEN	6/99 CLEANING FIRE HALL	FIRE FIG	100.00
	REGIONS HOSPITAL	MED EXAMS NEWFIREFIGHTRS	FIRE FIG	324.00

APPROVAL OF BILLS
 PERIOD ENDING: 6-24-99

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	SUPERIOR PRINTWEAR	T-SHIRTS/ AND SWEATS	FIRE FIG	323.40
37672	AIRTOUCH CELLULAR	CELL PHONE LADDER TRK	FIRE FIG	7.90
	USWEST COMMUNICATIONS	TELE TO 6/1	FIRE FIG	165.67
	*** TOTAL FOR DEPT 24			1,306.53
	IVERSON, TERRY	REIMB 2ND QTR AUTO INS	FIRE PRE	75.00
	IVERSON, TERRY	REIMB INSPECTIO MILEAGE	FIRE PRE	40.92
	NCPERS GROUP LIFE INS	6/99 IVERSON	FIRE PRE	12.00
	*** TOTAL FOR DEPT 25			127.92
	ALBRECHT	SCREW CLAMPS/ POLY	CITY HAL	13.88
	BROWNING-FERRIS IND.	6/99 WASTE REMOVAL	CITY HAL	209.71
	HERMES FLORAL COMPANY	CHEMICALS/SOIL	CITY HAL	23.96
	GRAINGER, W. W., INC.	TOWELS-BATHROOMS/KITCHEN	CITY HAL	96.96
	MCI WORLDCOM RES SVC	LONG DIST FAX & TELE	CITY HAL	12.53
	M-75 BUILDING MAINTENANCE	6/99 CLEANING	CITY HAL	270.78
37670	NSP	GAS TO 6/2	CITY HAL	65.66
37671	NSP	ELECT TO 6/2	CITY HAL	746.25
	OXYGEN SERVICE COMPANY	2 TANKS RENTAL	CITY HAL	18.00
	RAMSEY CLINIC	MED EXAMS-PW SUMMR EMPLY	CITY HAL	213.00
	STAR TRIBUNE	RENEWAL DAILY PAPER	CITY HAL	104.00
	USWEST COMMUNICATIONS	TELE TO 6/1	CITY HAL	606.87
	*** TOTAL FOR DEPT 31			2,381.60
	CARLSON EQUIPMENT COMP.	RENTAL OF IMPACT MACHINE	STREETS	72.29
	GOPHER SIGN COMPANY	6 STOP SIGNS/1 TURNAROUN	STREETS	455.17
	GOPHER STATE ONE-CALL	3 LOCATES	STREETS	5.25
	LINDERS GREENHOUSES	FLOWERS	STREETS	23.02
	LINDERS GREENHOUSES	SOD	STREETS	30.67
37665	NSP	ELECT TO 6/2	STREETS	24.50
37665	NSP	ELECT 6/4	STREETS	8.85
37665	NSP	ELECT TO 6/4	STREETS	50.56
37665	NSP	ELECT TO 6/2	STREETS	159.66
37665	NSP	ELECT TO 6/3	STREETS	73.60
37670	NSP	ELECT TO 6/2	STREETS	8.75
	NSP	ELECT TO 6/1	STREETS	2,023.75
	*** TOTAL FOR DEPT 32			2,936.07
	CARLSON EQUIPMENT COMP.	PAINT FOR LINE STRIPING	PARK & R	52.53
	CARLSON EQUIPMENT COMP.	EARPLUGS/TAPE/SHOVEL	PARK & R	160.23
	CARLSON EQUIPMENT COMP.	PAINT	PARK & R	52.53
	GARCEAU HDWR & PWR EQUIP	BELTS FOR 955 MOWER	PARK & R	76.68
	HAR MAR LOCK & KEY	KEYS FOR PARK BLDG	PARK & R	23.96
	ICMA RETIREMENT TRUST 457	6/99 MAERTZ	PARK & R	100.00
	ICMA RETIREMENT TRUST 457	6/99 TETSVEN	PARK & R	100.00
	MARGOLIS BROTHERS	15 YD TOP SOIL	PARK & R	234.75
37665	NSP	ELECT AND GAS	PARK & R	51.22
37665	NSP	AUTO PROTECTIVE LIGHTS	PARK & R	21.61
	NSP	ELECT TO 6/10	PARK & R	553.82
	NSP	PROTECTIVE LIGHING	PARK & R	22.56
	ON SITE SANITATION	5/99 PORTABLE BIFFY	PARK & R	68.65
	USWEST COMMUNICATIONS	TELE TO 6/10	PARK & R	65.71
	D-ROCK CENTER & SMALL ENG	MULCH/BLACK DIRT/ROCKS	PARK & R	285.74

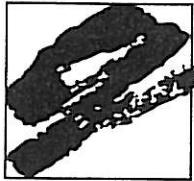
APPROVAL OF BILLS
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CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
*** TOTAL FOR DEPT 41				1,869.99
	GOPHER SPORT	36 RAINBOW DOME CUPS	PARK PRO	67.14
	GOPHER SPORT	BALL BAG WITH STRAPS	PARK PRO	111.44
	JULES JACKSON	REFUND PRKS CLASS	PARK PRO	22.00
	JANE SAVAGE	REFUND PARKS PROG CLASS	PARK PRO	23.00
	KINKO'S INC.	PK REC FLIERS FOR CTC	PARK PRO	38.30
*** TOTAL FOR DEPT 50				261.88
	E-Z RECYCLING, INC.	6.99 RECYCLING	SOLID WA	2,559.40
*** TOTAL FOR DEPT 56				2,559.40
	TRADEWIND PRODUCTS II	PICTURE FRAMES LOBBY	GENERAL	149.80
*** TOTAL FOR DEPT 63				149.80
	FIRE EQUIPMENT SPECIALTIE	5 SETS BUNKER GEAR	FIRE & R	4,386.70
*** TOTAL FOR DEPT 64				4,386.70
	METROPOLITAN COUNCIL	7/99 S.S.	SANITARY	18,077.56
37665	NSP	ELECT TO 6/4	SANITARY	7.92
37665	NSP	ELECT TO 6/4	SANITARY	138.06
37670	NSP	ELECT TO 6/2	SANITARY	17.84
	GREG & KATHY SCHAEFER	CITY SEWER LINE REPLACMT	SANITARY	200.00
*** TOTAL FOR DEPT 75				18,441.38
	MARK ALLEN	REIMB-MEMBER PAID TNG	RESCUE S	450.00
	EMERGENCY APPARATUS MAINT	BRAKE LIGHT REPAIR	RESCUE S	110.97
	KATHERINE MEEHAN	REFUND- OVERPAYMENT	RESCUE S	8.00
	STEVEN M HOY	REIMB-MEMBR PAID EMT TNG	RESCUE S	450.00
	SHELLIE MARVIN	REIMB-MEMBER EMT TNG	RESCUE S	450.00
	OXYGEN SERVICE COMPANY	OXYGEN AND AIR	RESCUE S	68.42
	OXYGEN SERVICE COMPANY	OXYGEN & AIR	RESCUE S	40.50
37672	AIRTOUCH CELLULAR	CELL PHONE CHRGS AMBULAN	RESCUE S	12.17
*** TOTAL FOR DEPT 76				1,590.06
	CARLSON EQUIPMENT COMP.	RENTAL FORKLIFT FOR PLNT	LARPENTE	237.00
	LINDERS GREENHOUSES	PEATMOSS AND PEARLITE	LARPENTE	84.64
	LINDERS GREENHOUSES	GERANIUMS/ANNUALS	LARPENTE	590.07
	LINDERS GREENHOUSES	PEAT MOSS/ PERLITE	LARPENTE	109.05
*** TOTAL FOR DEPT 82				1,020.76
	RAMSEY COUNTY	5500 BROCHURES	MCAD	2,900.00
	ROSEVILLE PARKS AND RECRE	STAFFING & EVENTS	MCAD	2,228.00
	BERNARDY, CONNIE LANNERS	JUNE 16-30 PROF SVCS	MCAD	1,227.13
	BERNARDY, CONNIE LANNERS	REIMB SEMINAR EXP	MCAD	45.00
	BERNARDY, CONNIE LANNERS	REIMB TELEPHONE EXPS	MCAD	185.00
	BERNARDY, CONNIE LANNERS	REIMB MEETING EXPS	MCAD	40.42
	BERNARDY, CONNIE LANNERS	SUPPLIES	MCAD	15.09
	BERNARDY, CONNIE LANNERS	COPY EXPS	MCAD	47.13
	BERNARDY, CONNIE LANNERS	SUPPLIES	MCAD	37.25
	BERNARDY, CONNIE LANNERS	COPIES	MCAD	45.60
	BERNARDY, CONNIE LANNERS	POSTAGE	MCAD	172.01
	BERNARDY, CONNIE LANNERS	PHONE REIMB	MCAD	169.49

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CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	BERNARDY, CONNIE LANNERS	U OF M ALUMNI INTERNET	MCAD	130.00
	BERNARDY, CONNIE LANNERS	SUBWAY CABLE VOLUTEERS	MCAD	21.46
	BERNARDY, CONNIE LANNERS	MEETING EXP REIMBURSMNT	MCAD	290.68
	*** TOTAL FOR DEPT 84			7,554.26
	PALDA AND SONS, INC	PARTIAL PYMT # 1	NE QUAD	284,127.34
	*** TOTAL FOR DEPT 86			284,127.34
	WILLIAM MAERTZ	TRUITION REIMB-MAERTZ	CONTINGE	1,009.00
	*** TOTAL FOR DEPT 92			1,009.00
	*** TOTAL FOR BANK 01			419,515.46
	*** GRAND TOTAL ***			419,515.46

NE Quadrant Street Repair. See attached letter from Terry Mauer.



Howard R. Green Company
CONSULTING ENGINEERS

120 -
OK
SA

June 17, 1999
File: 803490j-0071

Ms. Susan Hoyt
City Administrator
City of Falcon Heights
2077 Larpenteur Ave. W.
Falcon Heights, MN 55113-5594

RE: 1999 STREET AND UTILITY IMPROVEMENTS
PARTIAL PAY ESTIMATE NO. 1

Dear Ms. Hoyt:

Enclosed are three copies of Partial Pay Estimate No. 1 for Palda & Sons, Inc., who is the contractor for the 1999 Street and Utility Improvements project. This pay estimate is in the amount of \$299,081.41. Major work completed for this first pay estimate includes mobilization, removing bituminous pavement, common excavation, aggregate base and new concrete curb and gutter. After retainage of 5%, the total amount due the contractor for this pay estimate is \$284,127.34.

We have inspected the work performed by Palda & Sons, Inc., and would recommend payment of Partial Pay Estimate No. 1. If you have any questions regarding this, please call.

Sincerely,

Howard R. Green Company

Terry J. Maurer, P.E.

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2

C H E C K R E G I S T E R

CHECK TYPE	CHECK DATE	EMPLOYEE NAME NUMBER	CHECK NUMBER	CHECK AMOUNT
COM	6 14 99	30 NICHOLAS BAUMANN	29461	6.37
COM	6 14 99	32 RAYMOND BROWN	29462	31.11
COM	6 14 99	34 CLEMENT KURHAJETZ	29463	31.07
COM	6 14 99	35 LEO LINDIG	29464	43.38
COM	6 14 99	40 KEVIN ANDERSON	29465	33.53
COM	6 14 99	42 MICHAEL D. CLARKIN	29466	10.32
COM	6 14 99	47 NATHANIEL HEROLD	29467	6.47
COM	6 14 99	63 RACHELLE L. MARVIN	29468	60.83
COM	6 14 99	66 ALFRED HERNANDEZ	29469	156.82
COM	6 14 99	70 JUSTIN T. NOVAK	29470	85.94
COM	6 14 99	73 JEREMY HUTCHISON	29471	212.06
COM	6 14 99	74 MARK J. ALLEN	29472	97.89
COM	6 14 99	75 JOSEPH P. KRAJEWSKI	29473	119.88
COM	6 14 99	76 STEVEN M. HOY	29474	33.65
COM	6 14 99	77 BARBARA J. LEMAY	29475	110.76
COM	6 14 99	79 MICHAEL D CLARKIN II	29476	12.52
COM	6 14 99	80 MARY K RIGNEY	29477	74.75
COM	6 14 99	81 LAUREL F SANDBERG	29478	62.05
COM	6 14 99	82 DUSTIN P THUNE	29479	64.70
COM	6 14 99	83 JAMES R RYLE SR	29480	19.40
COM	6 14 99	84 ALAN J JOHNSON	29481	33.14
COM	6 14 99	85 DANIEL S JOHNSON-POWERS	29482	23.03

COMPUTER CHECKS	1329.67
MANUAL CHECKS	.00
NOTICES OF DEPOSIT	.00

*****TOTALS***** 1329.67

3

PERIOD END DATE 06/15/99
SYSTEM DATE 06/15/99

FILE NOT UPDATED

PAGE 1

C H E C K R E G I S T E R

CHECK TYPE	CHECK DATE	EMPLOYEE NAME NUMBER	CHECK NUMBER	CHECK AMOUNT
COM	6 15 99	1002 SUSAN HOYT TAFF	29485	1389.02
COM	6 15 99	1003 TERRY IVERSON	29486	1050.31
COM	6 15 99	1005 CAROL KRIEGLER	29487	970.00
COM	6 15 99	1007 PATRICIA PHILLIPS	29488	956.75
COM	6 15 99	1013 WILLIAM MAERTZ	29489	1073.09
COM	6 15 99	1033 DAVE TRETSEVEN	29490	814.60
COM	6 15 99	1057 KRISTIN L. WOLVERTON	29491	521.70
COM	6 15 99	1083 JAMES W. SNOWDEN	29492	295.16
COM	6 15 99	1136 ROLAND O. OLSON	29493	957.67
COM	6 15 99	1148 RACHAEL J SEVERSON	29494	476.35
COM	6 15 99	1149 WILLIAM J MONCRIEF	29495	298.45
COM	6 15 99	1168 RYAN P. LAVELLE	29496	482.77
COM	6 15 99	1169 JAY PAUL KURTIS	29497	120.52

COMPUTER CHECKS	9406.39
MANUAL CHECKS	.00
NOTICES OF DEPOSIT	.00

****TOTALS**** 9406.39

CONSENT 2
Meeting Date: 6/30/99

ITEM DESCRIPTION: Licenses

SUBMITTED BY: Pat Phillips, Licensing Coordinator

REVIEWED BY: Susan Hoyt, City Administrator

EXPLANATION/SUMMARY:

THERAPEUTIC MASSAGE LICENSE:

Hair Designs Unlimited #99-532
(Christine Schulz)

GENERAL CONTRACTOR

Fred Keller Asphalt Paving #99-533
E. L. Bulach Construction Co., Inc. #99-534
Vogel Concrete Const. #99-535

ACTION REQUESTED: Approval

ITEM DESCRIPTION: Awarding of contract for tree removal and incidental tree trimming for 1999

SUBMITTED BY: Carol Kriegler, Director of Parks, Recreation and Facilities

REVIEWED BY: Susan Hoyt, City Administrator
Steve Kunde, Kunde Co. Forestry Consultants

EXPLANATION / DESCRIPTION:

Summary and action requested.

The city annually removes diseased and hazardous trees and does incidental trimming on an as needed basis. An RFP was sent to several tree services requesting a proposal for trimming of the University Grove neighborhood and a portion of the north-home neighborhood (1463 - 1513 California, 1390 - 1456 Idaho) as well as requesting a proposal for tree removal costs. Following are the proposals received:

Precision Landscape and Tree, Inc.

\$6,500.00 total cost not to be exceeded - - trimming
\$15.00 cost per diameter inch - - tree removal

S & S Tree and Horticultural Specialists

\$7,500.00 total cost not to be exceeded - - trimming
\$17.50 cost per diameter inch - - tree removal

Rainbow Treecare, Inc.

\$15,000 total cost not to be exceeded - - trimming
\$42.00 cost per diameter inch - - tree removal

Based on cost and a positive performance history, Precision Landscape and Tree is recommended as the city contractor for tree removals and trimming for 1999. As the city's contracted tree service last year, they provided excellent service in response to last summer's storms. Also, staff received many compliments from residents regarding Precision's performance in conducting last year's trimming.

Meets goal #2 To maintain and promote the unique assets of the city's neighborhoods.

Strategy 5. To protect and enhance the physical land use characteristics of the community.

ACTION REQUESTED:

Approval of Precision Landscape and Tree as the city contractor for tree removals and trimming for 1999.

CONSENT 4
6/30/99

ITEM: Approval of the Falcon Heights Fire Relief Association By-Laws

SUBMITTED BY: Susan Hoyt, City Administrator
Leo Lindig, President, Fire Relief Association

APPROVED BY: Fire Relief Association Membership

REVIEWED BY: Roger Knutson, City Attorney
Jennifer Thienes, Auditor

EXPLANATION/DESCRIPTION:

Summary and explanation. The council is being asked to approve the Fire Relief Association by-laws as required by state statute. The Relief Association is the pension fund for firefighters who have served on the department. The guidelines outline the eligibility for the funds. The by-laws were revised to meet state statute and to reflect current association policies. The by-laws now require a 10 year period of service on the department before vesting. The relief association receives the state fire aid money each year from the city in the sum of about \$23,000. (State statute requires that state fire aid go to the pension for firefighters.) The association also raises money through other fund raising events like selling parking for the State Fair. This has taken several months to get through the process and it meets all requirements from the state and auditor. The membership passed the by-laws at the June meeting.

Goal 4: To provide cost efficient city services.

ATTACHMENT:

Draft Falcon Heights Fire Relief Association By-Laws.

ACTION REQUESTED:

Approve the by-laws.

**BYLAWS
OF
FALCON HEIGHTS FIRE DEPARTMENT
RELIEF ASSOCIATION**

**ARTICLE I
NAME AND LOCATION**

Section 1. Name. The name of this Association shall be FALCON HEIGHTS FIRE DEPARTMENT RELIEF ASSOCIATION.

Section 2. Location. The registered office of this Association shall be located at 2077 West Larpenteur Avenue, Falcon Heights, Minnesota 55113.

**ARTICLE II
DEFINITIONS**

Section 1. Active Service. The performance of fire suppression duties or the supervision of fire suppression duties. The performance of suppression or supervision of fire suppression duties includes responding to 33 drills during the year of service. For purposes of computing benefits or service pensions payable, a year of service shall be defined as a period of 12 full months of active service in the Falcon Heights Fire Department.

Section 2. Break in Service. A minimum of three months, occurring consecutively (computation period) during which the participant does not complete the service or training hours necessary to remain in good standing with the fire department. Members shall not be given service credit for a year in which they have a break in service. A break in service does not include an approved leave of absence pursuant to these bylaws.

Section 3. Fiduciary Responsibility. In the discharge of their respective duties, the officers and trustees shall be held to the standard of care enumerated in Minn. Stat. § 11A.09. In addition, the trustees must act in accordance with Minn. Stat. § 356A. Each member of the board is a fiduciary and shall undertake all fiduciary activities in accordance with the standard of care of Section 11A.09 and in a manner consistent with Minn. Stat. § 356A. No trustee of the Falcon Heights Fire Department Relief Association shall cause the relief association to engage in a transaction if the fiduciary knows or should know that a transaction constitutes one of the following direct or indirect transactions:

- (1) sale or exchange or leasing of any real property between the relief association and a board member;
- (2) lending of money or other extension of credit between the relief association and a board member or member of the relief association;
- (3) furnishing of goods, services, or facilities between the relief association and a board member; or
- (4) transfer to a board member, or use by or for the benefit of a board member, of any assets of the relief association. Transfer of assets does not mean the payment of relief association benefits or administrative expenses permitted by law.

Section 4. Leave of Absence. If the Board has approved a leave of absence for the member, the treasurer shall prorate monthly, that year of service and pay the member accordingly. All leaves of absence of more than 90 days occurring during a year, except such as are granted to a member because of a member's disability due to sickness or accident, shall be excluded in computing the period of service. Any member returning from a leave of absence beyond 90 days must remain in active service equal to time to the leave of absence in order to qualify for any pension increases having occurred during the leave time. If this requirement is not met prior to the individual's resignation, the retirement benefits will revert to those in effect at such time the leave of absence began.

Section 5. Surviving Spouse. The term "surviving spouse" means a spouse who was legally married to the member volunteer firefighter and remained such continuously after the marriage until death without at the time of death having pending an action for dissolution or legal separation, and who was residing with the firefighter at the time of the firefighter's death; no temporary absence for the purposes of business, health, or pleasure shall constitute a change of residence for these purposes.

Section 6. Trustees. The individuals designated as such by Minn. Stat. §424A.04 and by virtue of elected office, those that qualify as an ex-officio trustee.

Section 7. Year of Active Service. For purposes of computing benefits of service pensions payable, a year of service shall be defined as a period of 12 full months of active service in the Falcon Height Fire Department. Service pensions will be prorated monthly for fractional years of service pursuant to Minn. Stat. § 424A.02, subd. 1.

ARTICLE III MEMBERSHIP

Section 1. All active members of the Falcon Heights Fire Department including probationary members except members of the PERA police and fire fund who are eligible for regular salary or overtime salary during volunteer activity are eligible for membership in the Falcon Heights Volunteer Fire Department Relief Association. Application for membership shall be made in writing on a form supplied by the Secretary of the Relief Association.

Section 2. Members of this Association shall be classified into three categories: active, deferred and disabled.

- (a) Active members are those that have not been suspended or expelled from this Association.
- (b) Deferred members shall be those former members who have retired from the Falcon Heights Fire Department and who have had an active period or periods of service in the Falcon Heights Fire Department for 10 years, but who have not reached the age of 50.
- (c) Disabled members are those former members that have been permanently disabled due to injury or sickness while an active member and are no longer in active service with the Falcon Heights Fire Department.

Section 3. Any member may be expelled from this Relief Association for cause by a two-thirds (2/3) vote of all members present at a regular or special meeting of the general membership. Cause for expulsion includes but is not limited to, failure to account for money belonging to the Association or feigning illness or injury for the purpose of defrauding the Association. The member shall have a right to a hearing before a quorum of the Board of Trustees. Written notice via registered mail will be sent to the individual at least 15 days prior to the hearing.

Section 4. Falcon Heights Fire Department Relief Association may, upon such terms as the officers of the Falcon Heights Fire Department Relief Association Board of Trustees shall direct, provide for an honorary membership in the Association.

ARTICLE IV
MEETINGS AND ELECTION OF OFFICERS

Section 1: The annual meeting of the Association for the election of officers shall be held on the first Tuesday in January of each year. Written notice of the annual meeting shall be given to all members at least 7 days in advance. The place of the meeting shall be designated and may be changed from time to time by the Board of Trustees.

Section 2: The regular monthly meeting shall be held on the first Tuesday of each month.

Section 3: Special meetings may be called by the President and Secretary in cases of emergency. Notice of all special meetings shall be given to all members and the object of the meeting stated in such notice.

Section 4: Order of Business. At meetings, the order of business of the Association shall be:

1. Call to Order
2. Reading of the Minutes
3. Report of the Treasurer
4. Unfinished Business
5. New Business
6. Proposed Memberships
7. Reports of Special Committees
8. Reading of Reports and Minutes of Board of Trustees
9. Election of Officers

Section 5: A majority of all eligible voting members of the Association shall constitute quorums of the transaction of business at annual, regular, and special meetings.

Section 6: A majority of members of the Board of Trustees shall constitute a quorum for the transaction of business at meetings.

Section 7: A meeting of the Board of Trustees shall be held at the registered office of the Association in the City of Falcon Heights unless notice of another place within the state as designated by the Board.

Section 8: Subject to waiver, a notice of every meeting shall be sent or delivered by the secretary to each trustee including ex-officio trustees, at least five (5),

but not more than thirty (30) days before the meeting, excluding the date of the meeting. Such notice shall set forth the date, time, place, and in case of a special meeting, the purpose.

ARTICLE V OFFICERS

Section 1. President. It shall be the duty of the President to attend and preside at all meetings of the Association and the Board of Trustees. The President shall enforce the due observance of Minnesota State Statutes, the Articles of Incorporation and the Bylaws and see that the officers properly perform the duties assigned to them. The President shall sign all checks issued by the Treasurer and all other papers requiring the President's signature. The President shall be a member of all committees and shall exercise careful supervision over the affairs of the Association. The President shall have other duties as assigned from time to time by the Board of Trustees.

Section 2. Vice President. It shall be the duty of the Vice President to perform the duties of the President in the President's absence. In the absence of both, it shall be the duty of the Association to appoint a President Pro-Tempore, who shall perform the duties incident to the office. The Vice President shall have other duties as assigned from time to time by the Board of Trustees.

Section 3. Secretary. It shall be the duty of the Secretary to keep a true and accurate record of the proceedings of all meetings of the Association and the Board of Trustees. The Secretary shall keep a correct record of all amendments, alterations, and additions to the Constitution, Bylaws, or order of business in a separate book from the minutes of the Association. The Secretary shall cause a due notice of all special meetings of the Association and Board of Trustees. The Secretary shall keep a roll of membership, with date of joining, resignation, discharge, name of beneficiary in case of death, assessments paid and relief furnished. The Secretary shall, prior to entering upon the duties of the office, give a bond in such sum and with such securities as may be required and approved by the Board of Trustees, conditioned upon the faithful discharge of the trusts and full performance of the duties of the office. The Secretary shall approve all checks issued by the Treasurer. The Secretary shall receive such salary as the Board of Trustees shall from time to time fix, subject to the approval of the Association. The Secretary shall prepare all paperwork and obtain required signatures for relief benefits due to membership and insure benefits are distributed to appropriate parties. The Secretary shall receive all monies due the Association and pay the same over to the Treasurer, taking a receipt of the same, and failing to do so the Secretary may be impeached and expelled from the Association. The books of the Secretary shall be at all times open to inspection by the Board of

Trustees. The Secretary shall prepare and process all correspondence as needed. The Secretary shall sign all orders for payment issued to the Treasurer, and jointly with the Treasurer prepare and file all reports and statements required by laws. The Secretary shall have other duties as assigned from time to time by the Board of Trustees.

Section 4. Treasurer. It shall be the duty of the Treasurer to receive all monies belonging to the Association and hold them subject to the order of the President and countersigned by the Secretary and no others. The Treasurer shall keep separate and distinct accounts of all General and Special Funds, and shall prepare and present to the Board of Trustees a full and detailed statement of the assets and liabilities of each fund and separately at each annual meeting of the Board of Trustees. The Treasurer shall deliver to the successor in office, or any committee appointed by the Board of Trustees to receive the same, all monies, books, papers, etc., pertaining to the office immediately upon the expiration of term of office. Failing in his/her obligations, he/she may be impeached and expelled from the Association. The Treasurer shall, prior to entering upon the duties of office, give a bond in the sum and with such securities as may be required and approved by the City Council conditioned upon the faithful discharge of the trusts and full performance of the duties of the office. The amount of the bond will be equal to at least ten percent (10%) of the assets of the Association; however, the amount of the bond need not exceed \$500,000.00. Jointly with the Secretary, the Treasurer shall prepare and file all reports and statements required by law. The Treasurer shall receive such a salary as the Board of Trustees shall from time to time fix subject to the approval of the Association. The Treasurer shall have other duties as assigned from time to time by the Board of Trustees.

ARTICLE VI **BOARD OF TRUSTEES**

Section 1. The Board of Trustees shall consist of six (6) members elected by the membership and three (3) ex-officio members consisting of the Fire Department Chief, Mayor and City Administrator.

Section 2. Two Board members shall be elected for three (3) year terms at each annual meeting of the Association. A vacancy on the Board may be filled by the remaining Board members at any regular, or special meeting shall hold office only until the next special or annual meeting of the Association membership when the successor shall be elected by the membership. The terms of the elected trustees shall be staggered.

Section 3. As compensation for services to the Association by the President, Secretary and Treasurer, the membership may at the Annual Association meeting authorize payment of an aggregate salary expense payable from the Special Fund to these officers. The Board shall then apportion that aggregate authorized amount to reflect the services respectively rendered by those officers during the prior year. All other Board members can receive a nominal fixed payment from the General Fund for each Board meeting attended. The amount shall be recommended by the Board to the membership and approved by the membership at their Annual Association meeting. Administrative expenses incurred by the Board members in fulfilling their administrative responsibilities shall be paid from the Special Fund.

Section 4. It shall be the duty of the Board of Trustees to prepare modes and plans for the safe and profitable investment of the unappropriated funds of the Association and whenever investments are made, to investigate and pass upon the securities offered and to attend to the drawing and execution of necessary papers. The Board shall order an audit of the books and accounts of the Secretary and the Treasurer annually, according to law, and shall submit a written report of the condition of the Association to the members at the annual meeting. The investment of the funds of the Association shall be in the exclusive control of the Board of Trustees, in conformance with state statutes, the bylaws, and the investment policy attached hereto. The Board of Trustees shall meet with the Investment Committee. The members of the Board shall act as trustees with a fiduciary obligation to the State of Minnesota, to the City of Falcon Heights and the members of the Association. The trustees shall participate in continuing education to keep themselves abreast of their fiduciary responsibilities.

Section 5. At any meeting of the Board of Trustees, the Board shall elect from their number, excluding ex-Officio Trustees, a President, Vice President, Secretary, and Treasurer. These officers shall hold office until the next annual meeting.

ARTICLE VII INVESTMENTS

Section 1. The Board of Trustees shall discharge their duties in good faith and with that diligence and care which an ordinarily prudent person would exercise under similar circumstances.

Section 2. The Board of Trustees shall investigate and prepare for the safe and profitable investment of Association funds in conformance with State Statutes, the bylaws and the investment policy attached hereto.

Section 3. The Board of Trustees may designate two or more Association members to sit on an investment committee. The Treasurer, the President and an ex-officio member shall sit on the committee. The investment committee shall investigate and make recommendations to the Board of suitable investments for Association funds among those permitted by Statute, the bylaws and the investment policy attached hereto.

ARTICLE VIII FUNDS

Section 1. All monies received by the Association shall be kept in two separate funds as follows:

- (a) General Fund. The funds received by the Association from dues, fines, initiation fees and entertainment shall be kept in a general fund and may be disbursed upon a majority vote of the members of the Falcon Heights Fire Department Relief Association for any purpose reasonably suited to promote the welfare of the Association and its members.
- (b) Special Fund. All funds received by this Association which qualify as state aid received pursuant to law, all taxes levied by or other revenues received from the City pursuant to law providing for municipal support for the Relief Association, any moneys or property donated, given, granted or devised excluding fundraiser proceeds, by any person which is specified for the use for the support of the special fund any interest earned on the assets of the special fund shall be kept in a fund known as the Special Fund. Any tax sources and other money which may be directly donated or transferred to said fund, shall be kept in a separate account on the books of the Treasurer known as the Special Fund and shall be disbursed only for the following purposes:
 - (1) Payment of members' service pension benefits in accordance with these bylaws;
 - (2) Payment of ancillary benefits in accordance with these bylaws;
 - (3) Administrative expenses as limited by Minn. Stat. § 69.80;
 - (4) Payment of dues to belong to membership associations.

All other expenses of the Association shall be paid out of the General Fund.

Section 2. All money belonging to this Association shall be deposited to the credit of the Association in such banks, trust companies, or other depositories as the Board of Trustees may designate. Board of Trustees shall make deposits in conformance with State Statutes, the bylaws and the investment policy.

Section 3. No disbursement of the funds of this Association shall be made except by checks drawn by the Treasurer and countersigned by the President or Vice-President. Except when issued for salaries, pensions and other fixed charges, the exact amount of which has previously been determined by the Board of Trustees or the members, no check shall be issued until the claim to which it relates has been approved by the Board of Trustees.

ARTICLE IX BENEFITS

Section 1. The Falcon Heights Fire Department Relief Association shall pay a defined contribution service pension in accordance with Minn. Stat. 424A.02, subd. 4. An individual account shall be established for each person who is a member of the Falcon Heights Fire Department Relief Association. To each individual member account shall be credited a right to an equal share of:

- (1) any amount of fire state aid received by the Relief Association;
- (2) any amounts of municipal contributions to the Relief Association raised from levies on real estate or from other available revenue sources exclusive of fire state aid; and
- (3) any amounts equal to the share of the assets of the special fund to the credit of:
 - (a) any former member who terminated active service with the fire department to which the Relief Association is associated prior to meeting the minimum service provided for under state law and has not returned to active service with the Fire Department for a period no shorter than five years; or
 - (b) any retired member who retired prior to obtaining a full nonforfeitable interest in the amounts credited to the individual member account pursuant to state law and any applicable provision of the by-laws of the Relief Association.

In addition, any interest or investment income earned on the assets of the special fund shall be credited in proportion to the share of the assets of the special fund to the credit of the individual member accounts. Administrative expenses of the special fund and fees and expenses for managing the fund shall be deducted in proportion to the share of the assets of the special fund to the credit of the individual member accounts.

Section 2. To be eligible to receive a service pension a member must meet all of the following requirements:

- (a) have retired from the Fire Department of the municipality;
- (b) have completed at least 10 years of active service with such department before retirement; and
- (c) have been a member of the Association in good standing at least 10 years prior to such retirement.

Section 3. All applications for pensions or deferred pension status shall be submitted to the Board of Trustees at a regular or special meeting of the Board. An application form will be provided by the Secretary of the Association containing the following information:

- (a) Age of the applicant;
- (b) Length of service the applicant has been a member of the Association;
- (c) Such other information as the Board of Trustees may require by including lawful requests for information or questions on an application form for benefits which has been adopted by the Board of Trustees.

Application for benefits shall be made by or on behalf of the applicant within ninety (90) days prior to the date that the pension commences, and no pension benefits shall be paid for a period covering more than 90 days before the application is made.

Section 4. It shall be the duty of the Board to approve applications for service pensions if the applicant meets all of the eligibility requirements set forth in these bylaws. It shall also be the duty of the Board not to approve the application if any of the eligibility requirements are not met. If an application is not approved, the Board shall return the application to the applicant within thirty (30) days, noting thereon, with particularity, which requirements the applicant does not meet. Thereafter, the applicant shall be furnished with the opportunity to be heard by the full

Board, within the next thirty (30) days, on the question of whether the applicant meets all of the eligibility requirements. When the application is approved, the service pension shall be paid as a service pension to such applicant.

ARTICLE X **OPTIONAL FORMS OF PAYMENT**

Section 1. Because of the varying circumstances in each member's retirement planning, optional benefit payment methods are offered. Selection should occur after consultation with a tax consultant, insurance and/or estate planner, or any attorney. Alternate payment methods on the Application Form shall include:

- (a) A single lump sum check payment payable to the eligible retiree; or
- (b) Lump sum payment by the Association to a recognized insurance carrier licensed to do business in this state and approved for this product by the Commerce Commissioner under Minn. Stat. § 60A.40.

Section 2. Upon written request from the retiring member who has given proper notice of retirement, the Secretary or Treasurer shall directly transfer the service pension amount into an Individual Retirement Account under Section 408(a) of the Internal Revenue Code, as amended.

Section 3. No service pension or ancillary benefits paid or payable from the special fund of a relief association to any person receiving or entitled to receive a service pension or ancillary benefits shall be subject to garnishment, judgment, execution, or other legal process, except as provided in Minn. Stat. §§ 518.58, 518.581, or 518.611. No service pension or ancillary benefit paid or payable from the pension fund shall be assignable by any member nor shall any assignment be recognized by the board.

ARTICLE XI **ANCILLARY BENEFITS**

Section 1: Following the receipt of a lump sum death benefit neither a member's surviving spouse nor estate is entitled to any other or further financial relief or benefits from the Association.

Section 2: Upon the death of any member, the Association shall pay to the surviving spouse, if any, and if there is no surviving spouse, to the surviving child or children, if any, or to the estate, the balance of the member's account in the plan.

Section 3: A member who is permanently disabled from being an active member in the Falcon Heights Fire Department shall be eligible for a disability benefit in lieu of retirement. Upon approval of the Board of Trustees pursuant to this section the disability benefits will apply: A member who is permanently disabled with a service related disability shall be eligible to collect a disability benefit in an amount equal to his/her full account balance as of end of the year in which the application for disability pension is made. The member shall be eligible to receive the disability benefit immediately upon approval of the Board of Trustees.

- i. Any such disability benefit paid in accordance with this section shall be in lieu of all rights to further service pension and survivor's benefit.
- ii. Disability is defined as the inability to engage in performance of his/her duties as a firefighter by reason of a medically determinable physical or psychological impairment arising out of an act of duty which can be expected to last for a continuous period of not less than twelve months or can be expected to result in death, that was incurred in the line of duty as a firefighter with the City of Falcon Heights.
- iii. Reports Required. No member shall be paid disability benefits except upon the written report of a physician or chiropractor of the member's choice. This report shall set forth the diagnosis and prognosis of the disability, disease or injury of the member. Each report shall be filed with the association.
- iv. Procedure. All applications for disability benefits shall be made within six months after such applicant has ceased to be an active member of the fire department. Written application shall be made to the Board setting out the nature and cause of such disability. This application shall be under oath by the member or his or her immediate family. The application shall be tabled until the next meeting so that the applicant may be examined by a physician or chiropractor of the member's choice. the physician or chiropractor shall submit a written opinion concerning the diagnosis and prognosis of the applicant's disability and its probable duration and permanence. The Board of Trustees has the discretion to request that another doctor, selected by the board, examine the applicant. Final determination of disability will be based on the reports of at least one doctor and by a 2/3 majority vote of a quorum of the Board of Trustees present at the subsequent association meeting.
- v. An applicant shall not be considered under a disability unless he/she furnishes adequate proof of the existence thereof. An applicant's

statement as to pain or other symptoms will not alone be conclusive evidence of disability as defined in this section.

- vi. Grievance Procedure. If the applicant for disability benefits feels he/she has been aggrieved by any action of the Board, he/she shall, within sixty (60) days from notice of such action of the Board, file written objections and the reasons thereof with the Board and shall be allowed to appeal the determination pursuant to the review procedure in these bylaws.

ARTICLE XII
EARLY VESTING PROVISION

Section 1. Except as otherwise provided under Section 2, in the event a member with ten (10) years or more but less than twenty (20) years of active service on the Falcon Heights Fire Department resigns or otherwise becomes a nonmember, that person shall be entitled to the following benefits that represent the nonforfeitable portion of:

Completed Years of Service	Nonforfeitable Percentage of Pension Amount
10	60%
11	64%
12	68%
13	72%
14	76%
15	80%
16	84%
17	88%
18	92%
19	96%
20 and thereafter	100%

Section 2. In the event any member of the Falcon Heights Fire Department with at least five (5) years or more of active service on the Falcon Heights Fire Department resigns or otherwise becomes a nonmember, where that person was an active member of the Falcon Heights Fire Department at any time during the period from June 2, 1992 to November 4, 1997, that person shall be entitled to an unreduced service pension. The service pension may be paid when the retiring member meets the minimum age requirement of Minnesota Statutes, Section 424A.02, subdivision 1.

ARTICLE XIII
DEFERRED PENSION STATUS

Section 1. A member of the Association who is otherwise qualified for a service pension but who has not reached the age of fifty (50) years may retire from the Falcon Heights Fire Department without forfeiting the member's right to such pension. Upon the application of such member, the member shall be placed on a deferred pension roll and shall be entitled to receive said pension upon reaching the age of fifty (50) years and making application therefor. The balance of the member's account shall be credited with earned interest at the rate permitted by Minn. Stat. § 424A.02, subd. 7 which provides that interest will be paid on the lump sum amount deferred during the period of deferral at the rate actually earned by the Association on Special Fund asset investments, but not to exceed 5% per Minn. Stat. § 356.215, subd. 4d, and interest shall be compounded annually based on calendar year balances. Administrative fees and fund management expenses shall be assessed to each individual member in proportion to the member's account balance.

ARTICLE XIV
AMENDMENTS TO BYLAWS

Section 1. Amendments. The Bylaws of this Association may be amended by the Association at any time at a regular meeting by a vote of two-thirds (2/3) of the members present, provided that the members present constitute a quorum and provided that notice of any proposed amendment shall be given by reading the regular meeting next preceding that upon which such amendment is acted upon. A further stipulation pertaining to any change in the Bylaws relative to that purpose, amount or manner of disbursements, by the Association shall obtain the approval of a three-fifths (3/5) majority of the members of the City Council of the City of Falcon Heights.

Section 2. The Bylaws of the Association shall be filed with the President and Secretary and may be inspected by any member of the Association upon request. A copy of the duties of the Board of Trustees will be furnished to each member of the Board.

The Amended and Restated Bylaws was adopted by the members of the Falcon Heights Fire Department Relief Association on June 1, 1999.

Approved by the Falcon Heights City Council on 6/30, 1999.

CITY OF FALCON HEIGHTS

By: _____
Sue Gehrz, Mayor

ATTEST:

Susan Hoyt, City Clerk

(SEAL)

FINAL

WORKSHOP
6/30/1999

ITEM: Discussion on the finances and future of the rescue service

SUBMITTED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

Summary and action requested. The city council is meeting with the fire department to discuss the financial status and future of the EMS/BLS service that the city provides in conjunction with St. Paul's ALS service. The rescue fund is not operating in the black and has not been for some time. The alternative to providing a dual BLS/ALS response to EMS calls is to have all calls answered by an ALS response from St. Paul.

Budget goal 1. To protect the health and safety.

Budget goal 4. To provide cost effective city services

Prior discussion on the rescue service fund.

In 1996 the city moved to a dual response program for EMS service in Falcon Heights. This meant that the St. Paul dispatcher would determine if the EMS calls should receive an ALS or a BLS response and a unit was dispatched accordingly. Prior to implementing this model, a task force and the city council discussed the financial challenges already facing the rescue service fund and the possibility that the dual response approach might further challenge the financial feasibility of the rescue service.

After receiving the preliminary audit findings for 1998 in mid-February, which found a significant loss in the rescue service fund, the administrator provided the fire chief and assistance chief with a summary of information related to the fund. The administrator met with the fire chief, assistant fire chief and rescue captain on March 2, 1999 to discuss these findings and options for revenue. On March 9, 1999 a meeting with Chief Huisenga from St. Paul was held to discuss the BLS response and any dispatching errors that might have occurred.

The administrator also contacted the State Fair about possibly getting a designated assignment at the State Fair for BLS transports with the idea that this would produce a guaranteed revenue stream for the service. Fair officials responded on April 27 that there was no demand for this at this time.

On May 13, the administrator briefed the fire chief elect, Clem Kurhajetz, on the status of the fund. They discussed the need for a workshop on the service prior to the city's year 2000 budgeting process.

On June 9, 1999 the city council received the May 30, 1999 update on the rescue services fund at a workshop. This information was passed along to the Fire Chief.

On June 14, 1999 the administrator wrote Chief Huisenga, Chief Butler and Kent Griffith asking for information about how St. Paul could serve Falcon Heights and Lauderdale as the sole EMS provider, if that decision needed to be made for financial reasons.

Key points.

- The Falcon Heights BLS service provides a good quality EMS service and has been for some time using paid by the call volunteer firefighters who are trained as EMTs or first responders.
- The Falcon Heights BLS service has met the requirements for this service under the direction of Regions medical advisors.
- The Falcon Heights BLS service serves Lauderdale. The service provided EMS transport to 56 patients in 1998. 29% or 16 were residents of Falcon Heights. As of May 30, 1999 the service transported 13 Falcon Heights residents.
- The rescue fund is established to be self-supporting through user fees so that it doesn't rely on other city funds to support it. Despite the fire department's care in monitoring its expenses when it operates the service, the rescue service has operated in the red most years because costs like training, equipment, and supplies are required to be covered.
 - In 1998 the rescue fund ended the year with a – \$ 27, 115 in net income.
 - Between 1994 and 1998 the fund lost \$38,025.
 - As of May 30, 1999, the fund is operating at a deficit of -\$1,675.28 without accounting for bad debt. Estimating bad debt based on 1998 trends, the fund would be at a loss of -\$7,257.21.
 - With medicare caps starting in January, 2000 the service will lose more money because it relies on balanced billing to cover the full cost of a medicare transport
- If the service is not self-supporting the city can use other funds to support the service. However, these funds would come from the general operating budget which supports other city services. Most cities rely on a private or other public provider to provide EMS services rather than use other city revenue to cover these costs.

- 17% (60 out of 341) volunteer fire departments in the state provide a BLS response to medical emergencies; 5 volunteer fire departments in the state provide an ALS response.
- General property tax and state aid funds will go up no more than \$15,000 for 2000. This will not cover all the increased costs in current services provided by the city, including a \$15,400 increase in police service costs.
- The alternative to providing a dual ALS/BLS response is to have St. Paul respond to all EMS calls. St. Paul has the capacity to do this.
- Under a totally ALS response to medical calls in Falcon Heights and Lauderdale, the police department would continue to be first responders.
- Under a totally ALS response to medical calls in Falcon Heights, the fire department would assist with traffic control and other problems at traffic accidents as part of the fire department budget. Lauderdale would be charged for this service in the future as part of the fire service.

ATTACHMENTS:

1. Questions and answers on the finances of the rescue service fund
2. Section from 1998, 1997 and 1996 audit of rescue fund
3. 1999 summary of income, expenditures through May 30, 1999
4. Transports by location of call and residency of patient for 1998 and 1999
5. Letters to Kent Griffith, Regions Hospital, Chief Huisenga and Chief Butler, St. Paul Fire
6. Letter from Regions EMS on the St. Paul ALS service quality and service to Falcon Heights
7. Fire department roster as of June 15, 1999
- Letter from St. Paul on the response model under an ALS response only. (to be provided)
- Response times to EMS emergencies in Falcon Heights by St. Paul (to be provided)

ACTION REQUESTED:

- Introduction to the discussion – Mayor Gehrz and Councilmembers
- Discussion
- Direction

25 June 1999

Questions on the Finances of the Rescue Service*

** Rescue service is used instead of EMS/BLS
because it has historically been titled the rescue fund.*

1. *When did the rescue service become an enterprise fund?*

- In 1990 the city developed a more complex accounting system than it had used in previous years. Capital funds were established. As part of this reorganization of accounts, the rescue service was created as an enterprise fund, which means that users would pay for the service similar to a private ambulance service. Prior to that the rescue services revenues and expenditures were itemized in the general operating budget like all other city services including the liquor store.

2. *What is the financial status of the rescue service?*

- In 1998 the service lost - \$ 27,115 in net income. This includes bad debt and depreciation on equipment.
- Although there were some slightly positive years between 1994 and 1998, over this time the fund lost - \$38,025.
- As of May 30, 1999 (5 months into the year), the fund is losing money in a purely revenue over expenditure accounting – not including bad debt or depreciation with a loss of – \$1,675.28.
- If the bad debt trend in 1999 is the same as in 1998, the May 30, 1999 estimated loss to the fund would be at - \$7,257.21. (By year end it would be at least \$15,000).
- If the bad debt trend in 1999 is 50% less than it was in 1998, the May 30, 1999 estimated loss would be - \$5,528.96. (By year end it would be at least \$ 11,000).

- A billing agency that specializes in collecting ambulance bills does the invoicing and collection for the city. The agency is well informed about how to get the highest collection rate it can. The agency gets a percentage of the fee that is collected so it has an incentive to get the fees.

3. *Is there a chance that the rescue fund can start making money rather than losing money?*

- Unlikely, given the history of the service over time. Even before the ALS option was available to residents when the service had all transports, the fund was losing money.
- By January, 2000 the federal government will no longer allow for charging the balance of a medicare transport to a private insurer (balanced billing), thereby reducing the dollars that ambulance services will get for medicare transports. In Falcon Heights the collection amount will fall from about \$550 per transport to about \$180 per transport for medicare patients. In 1998 there were 10 medicare transports; 5 of these paid the full cost of the transport through balanced billing. If these had not paid the full cost, the fund would have accepted a further loss of \$1,559.

4. *What if we raise rescue fees to cover costs?*

- Raising fees won't get more money from the medicare or medicaid patients or from the patients who do not pay. It would end up costing those patients who are insured more money for each transport.
- Falcon Heights charged an average of \$563 for a BLS transport in 1998; St. Paul Fire charged \$748 for an ALS transport in 1998.

5. *What if the fire department reduces expenditures in managing the rescue service?*

- The department reduced expenditures by limiting the number of responders to calls in 1997, which reduced the total compensation paid to firefighters in the budget.
- Reducing the costs of the service further might cut into the training which is required to keep the service in good order.
- The financial challenges of the rescue service are not due to sloppy spending on the part of the fire department that manages the program. To operate the service requires training, supplies and functioning equipment regardless of the number of transports the service has. The only expense that is variable is the compensation for those responding to calls. If there are fewer calls, the compensation is lower. However, revenue is lower too.

6. *Is there another way for the rescue service to earn money by providing this service to neighboring entities?*

- A logical place to provide service might be the State Fair during fair time when there is a need for a BLS transport from the grounds to local area hospitals. After checking with fair officials it is clear that there is no demand for this service from the State Fair at this time. If the State Fair were to hire Falcon Heights for transports on special days during the Fair for say a total of 100 hours, the maximum earned by the service would be \$ 5,400 in gross income. This does not get near filling the necessary financial gap.
- St. Paul likes using Falcon Heights as a BLS back-up through mutual aid, but even if asked to do so, Falcon Heights cannot guarantee a 24, ready response with 2 EMTs to BLS calls in St. Paul given the nature of the volunteer department.

7. ***Does it really matter if the rescue fund loses money?***

- It matters only if the city does not want to fund the rescue service from sources other than from user fees paid by the patients using the rescue service.
- The city can choose to put revenue from sources other than user fees into this fund.

8. ***What is the impact of using other city revenue sources to fund the rescue service?***

- The funds to do this would need to come out of the general fund which covers the costs of other city services like police, firefighting, parks, forestry, code enforcement, and so on.
- These general funds are limited and rely on property tax revenue for a portion of the revenue. Using this revenue would require reducing other city services routinely funded through the general fund.
- In the year 2000, the city expects an increase of \$15,000 in its property tax levy and state aids. This increase is not enough to cover increased costs of existing services. The police costs alone will increase by \$15,400 for 2000.

9. ***If general fund revenue is used to pay for this service, will Falcon Heights non-residents and non-taxpayers benefit from the service without contributing as much to the cost of the service?***

- Yes, essentially the city's taxpayers would be subsidizing the ambulance bill for non residents and Lauderdale residents using the service since these users would not be contributing to the city's general fund tax revenue.
- Unlike police and fire protection, ambulance services are typically user supported. The nearby communities of Roseville, Arden Hills, Little Canada, New Brighton, Mounds

View and Shoreview use private services for EMS/ALS response.

10. *Is this financial situation for the rescue fund unique to Falcon Heights?*

- No, it is a struggle to support any type of EMS service be it publicly or privately run. The medicare maximums will negatively impact those services who relied on balanced billing. (Unlike many services, St. Paul does not use balanced billing but has accepted medicare caps.)
- Even services with many more transports, like the Woodbury fire department that transports patients in conjunction with police paramedics, are concerned over the financial health of their services and fear it will take general fund dollars to maintain the service. (Minnesota Fire Chief)

11. *How do other BLS volunteer firefighter services keep going?*

- They don't. With the exception of Oakdale, where there is an ALS/BLS arrangement with Lakeview Hospital, there are no volunteer BLS services in the Metro Area except for Marine on the St. Croix and Lower St. Croix. These communities do not provide ALS service except upon request.
- A minority of volunteer fire departments throughout the state provide EMS services. 17.6% (60 out of 341) volunteer fire departments in the state provide a BLS service; 5 provide an ALS service.(State Auditor, Fire Services: A Best Practices Review, April, 1999)

12. *Will the quality of EMS service to our residents be adversely affected if a city run BLS is not available in Falcon Heights?*

- The volunteer BLS service is a good way to provide EMS care at the appropriate level to those patients that do not

require a paramedic response. In 1998, 29% (16 persons) of the 56 Falcon Heights BLS transports were Falcon Heights residents. As of May 30, 1999, 13 Falcon Heights residents were transported by the BLS service.

- At some point, concern over how to keep up the training for several EMTs who respond to BLS calls with such a low volume of calls may become an issue. (There were 80 calls and 56 transports in a year down from 200 calls in prior years).
- The city's ALS response through St. Paul would eliminate the dual dispatching, which requires all medical calls coming into Ramsey dispatch to go to St. Paul and for St. Paul to send back notice to the Ramsey dispatch to dispatch a BLS unit.

13. *Should the general fund pay for firefighters to become the first responders to EMS calls, if there is no rescue service?*

- The St. Anthony Police serve as first responders for the city as part of the police contract. One and, typically, two squads arrive within one to two minutes to an EMS call. The police squads have defibrillators that were purchased by Falcon Heights.

14. *The rescue service has been a long standing part of the city's services, if it must go away what does it mean for the future of the fire department?*

- Finances and trends challenge the cost effectiveness of running a rescue service that serves 6,500 people (Falcon Heights and Lauderdale) with a BLS response to an EMS call. This especially true because there area other public and private service options that don't cost taxpayers money.
- The cost effectiveness of a volunteer fire department continues to be the trend for fire services, which provide a vital public safety service. Maintaining the quality of the fire

service through well trained and committed firefighters who are available to respond to fires is critical to the operation of the city.

15. *How can the continued quality and cost effectiveness of the fire department be assured?*

- Through strong leadership, teamwork and training.

16. *If the city decides to eliminate the rescue service, how will the ambulance and other rescue equipment be handled?*

- This will be determined. If equipment is sold, the revenue would likely go into the fire public safety capital fund for future fire equipment needs.

	1996 Rescue Services	1997 Rescue Services	1998 Rescue Services	
OPERATING REVENUES:				
→ Charges for Services	\$ 72,633	\$ 74,185	\$ 29,779	> Revenue changed.
OPERATING EXPENSES:				
Wages, Salaries and Compensation	43,596	20,379	12,695	
Materials and Supplies	3,354	4,111	3,096	
Professional Services	2,519	2,522	880	
Electric	0	0	0	
Conferences and Schools	3,369	5,835	3,520	
Repairs	2,318	8,083	5,706	
Insurance	1,545	2,122	1,935	
Depreciation	10,723	10,861	10,861	
Metro Sewer Charges	0	0	0	
Bad Debts	14,729	1,010	2,224	> Bad debt.
Miscellaneous	223	11,592	14,251	
Total Operating Expenses	<u>82,376</u>	<u>66,771</u>	<u>55,346</u>	
→ OPERATING INCOME (LOSS)	(9,743)	7,414	(25,567)	> operating loss
NON-OPERATING REVENUES:				
Interest	905	1,805	2,091	
Other Revenues	<u>1,050</u>	<u>0</u>	<u>0</u>	
Total Non-Operating Revenues	<u>1,955</u>	<u>1,805</u>	<u>(1,099)</u>	
INCOME (LOSS) BEFORE OPERATING TRANSFERS	(7,788)	9,219	(24,575)	
Operating Transfers Out	<u>(2,465)</u>	<u>(2,540)</u>	<u>(2,540)</u>	
→ NET INCOME (LOSS)	(10,253)	6,679	(27,115)	> Net income loss
Add: Depreciation Netted Against Contributed Capital	7,301	7,528	7,580	
RETAINED EARNINGS - January 1	61,764	<u>58,812</u>	<u>73,019</u>	
RETAINED EARNINGS - December 31	\$ <u>58,812</u>	\$ <u>73,019</u>	\$ <u>53,484</u>	

RESCUE SERVICES 1999

	OPERATING REVENUES (CHRGs FOR SVC)	OPERATING EXPENSES	BAD DEBT 1998 (INCLUDED IN OPERATING EXP)	OPERATING INCOME BEFORE DEPRECIATION	ESTIMATED MONTHLY 1999 DEPRECIATION	ESTIMATED MONTHLY 1999 BAD DEBTS
JANUARY	2,254.10	2,773.75	0.00	(519.55)	760.94	712.50
FEBRUARY	1,770.20	3,096.85 **	0.00	(1,325.55)	760.94	712.50
MARCH	2,119.70	1,728.05	0.00	391.65	760.94	712.50
APRIL	4,311.40	2,107.55	88.00	2,203.85	760.94	712.50
MAY	1,580.10	2,521.25 ***	0.00	(941.15)	760.94	712.50
JUNE	0.00	0.00	0.00	0.00	0.00	0.00
JULY	0.00	0.00	0.00	0.00	0.00	0.00
AUG	0.00	0.00	0.00	0.00	0.00	0.00
SEPT	0.00	0.00	0.00	0.00	0.00	0.00
OCT	0.00	0.00	0.00	0.00	0.00	0.00
NOV	0.00	0.00	0.00	0.00	0.00	0.00
DEC	0.00	0.00	0.00	0.00	0.00	0.00

TOTALS	12,035.50	12,227.46 **	88.00	OPERATING INCOME	(191.56)	3,604.70	<u>3,582.50</u>
+INTEREST INC	301.95			INTEREST	301.95		
	12,337.45						

(INTEREST IS POSTED QUARTERLY)

** INCLUDED AN OPERATING TRANSFER OUT
TOTALLING \$2616.00 FOR BLDG SUPPORT

NET INCOME(LOSS)

	109.99	-3694.71	<u>-7257.21</u>
--	--------	----------	-----------------

NET LOSS TO-DATE
ESTIMATING
DEPRECIATION &
BAD DEBT
FOR 1999

***INCLUDES THE ANNUAL INSURANCE
PYMT OF \$1591.00 FOR 1999

****ESTIMATED DEPRECIATION FOR 1999 TOTALS \$9131.00
(BASED UPON THE 1998 DEPRECIATION SCHEDULE)
SEE ATTACHED EXPLANATION

*****ESTIMATED BAD DEBT FOR 1999 BASED UPON 1998 DATA IS \$8550.00
SEE EXPLANATION ON HOW THIS NUMBER WAS ESTIMATED.

AVERAGE BILL PER TRANSPORT FALCON HEIGHTS LO	\$45.17
AVERAGE BILL PER TRANSPORT LAUDERDALE LOCATI	\$51.92
AVERAGE BILL PER TRANSPORT ALL LOCATIONS:	\$47.27

- 7257.21 using last year rate

3562.50 bad debt

RESCUE SERVICES 1999

CASH FLOW

	<u>ACTUAL DOLLARS RECEIVED</u>	<u>ACTUAL EXPENSES (NOT INCLUDING BAD DEBTS&BILLING EXPENSES)</u>	<u>BAD DEBTS</u>	<u>BILLING EXPENSE</u>
JANUARY	3,117.71	2,484.13	0.00	289.62
FEBRUARY	2,472.88	2,867.13	0.00	229.72
MARCH	1,785.20	1,562.22	0.00	165.83
APRIL	0.00	2,107.55	88.00	0.00
MAY	3,168.81	2,521.26	0.00	294.37
JUNE	0.00	0.00	0.00	0.00
JULY	0.00	0.00	0.00	0.00
AUG	0.00	0.00	0.00	0.00
SEPT	0.00	0.00	0.00	0.00
OCT	0.00	0.00	0.00	0.00
NOV	0.00	0.00	0.00	0.00
DEC	0.00	0.00	0.00	0.00
TOTALS	<u>10,544.60</u>	<u>11,542.29</u> **	<u>88.00</u>	<u>979.54</u>
+INTEREST INCOME	<u>301.95</u>			
	10,846.55			

** INCLUDED AN OPERATING TRANSFER OUT
TOTALLING \$2616.00 FOR BLDG SUPPORT

DOLLARS RECEIVED:	10,544.60
PLUS INTEREST:	301.95
LESS BILLING EXPS:	(979.54)
LESS OTHER EXPS(NOT INCLUDING BAD DEBTS)	(11,542.29)

DOES NOT INCLUDE DEPRECIATION EXPENSE

(1,675.28)

1998

LOCATION OF CALL

Transport

4

1999 → 6/1/99

LOCATION OF CALL

Transport

	<u>FALCON HGTS</u>	<u>LAUDERDALE</u>	<u>OTHER</u>	<u>TOTAL TRANSPORTS</u>
JANUARY	2	0	2	4
FEBRUARY	1	0	3	4
MARCH	3	0	0	3
APRIL	3	0	1	4
MAY	4	3	6	13
JUNE	3	3	0	6
JULY	4	0	0	4
AUG	3	1	2	6
SEPT	2	1	1	4
OCT	1	0	0	1
NOV	0	1	0	1
DEC	3	1	2	6
TOTALS	29	10	17	56
% OF TOTAL:	52%	18%	30%	100%

	<u>FALCON HGTS</u>	<u>LAUDERDALE</u>	<u>OTHER</u>
JANUARY	3	0	1
FEBRUARY	2	1	0
MARCH	4	0	0
APRIL	4	4	0
MAY	2	1	0
JUNE	0	0	0
JULY	0	0	0
AUG	0	0	0
SEPT	0	0	0
OCT	0	0	0
NOV	0	0	0
DEC	0	0	0
TOTALS	15	5	1
% OF TOTAL:	58%	27%	5%

22

RESIDENCY OF PATIENT

	<u>FALCON HGTS</u>	<u>LAUDERDALE</u>	<u>OTHER</u>	<u>TOTAL TRANSPORTS</u>
JANUARY	0	0	4	4
FEBRUARY	0	0	4	4
MARCH	2	0	1	3
APRIL	3	0	1	4
MAY	4	1	8	13
JUNE	0	3	3	6
JULY	1	0	3	4
AUG	3	1	2	6
SEPT	1	1	2	4
OCT	0	0	1	1
NOV	0	1	0	1
DEC	2	0	4	6
TOTALS	18	7	33	58
% OF TOTAL:	29%	13%	59%	100%

RESIDENCY OF PATIENT

	<u>FALCON HGTS</u>	<u>LAUDERDALE</u>	<u>OTHER</u>
JANUARY	2	0	2
FEBRUARY	1	0	2
MARCH	4	0	0
APRIL	4	4	0
MAY	2	1	0
JUNE	0	0	0
JULY	0	0	0
AUG	0	0	0
SEPT	0	0	0
OCT	0	0	0
NOV	0	0	0
DEC	0	0	0
TOTALS	13	5	4
% OF TOTAL:	59%	23%	18%

22



CITY OF
FALCON HEIGHTS

2077 W. LARPELLE AVENUE FALCON HEIGHTS, MN 55113-5594 PHONE (612) 644-5050 FAX (612) 644-8675

14 June 1999

Mr. Kent Griffith
Regions EMS
St. Paul, Minnesota

Dear Mr. Griffith:

At the request of the city council I am asking the EMS medical experts at Regions about the future of EMS service in Falcon Heights. As you know the Falcon Heights fire department provides a high quality BLS service with excellent response times through volunteer firefighters to Falcon Heights and neighboring Lauderdale and has done so for many years. Two years ago an ALS response from St. Paul was added to the Falcon Heights BLS response. This addition in service made it possible to send either a St. Paul ALS or a Falcon Heights BLS response depending upon the medical dispatcher's evaluation of the EMS incident.

Unfortunately, the city council is compelled to re-evaluate this dual EMS response model in Falcon Heights. This is not due to a failure in the quality of either the St. Paul ALS or the Falcon Heights BLS service. It is because the city's BLS service is under severe financial pressure. The fund has historically operated with a deficit and the deficit has grown substantially. The auditor anticipates that if the fund continues to operate in the red, it will be depleted by the end of the year 2000. This negative financial outlook does not take into account the loss of medicare revenue due to the medicare caps starting in January, 2000.

Faced with this unhealthy fiscal analysis of its quality BLS service, the city council recognizes its fiscal responsibilities to its constituents and property owners. This responsibility requires the council to undertake the difficult task of seriously exploring EMS options other than maintaining the Falcon Heights BLS service. The option that the city council is considering as a replacement to the dual ALS/BLS model is having St. Paul respond to all EMS calls just as St. Paul responds within its own city borders. This option is not new to you nor to Falcon Heights. It was discussed during the planning for the transition to medical

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dispatching and ALS because of the financial challenges that the Falcon Heights BLS service was facing at the time of the transition and the knowledge that its financial condition might worsen.

Under this option, the city council understands that St. Paul would provide the same level of service that is provided within the city of St. Paul to Falcon Heights and Lauderdale. However, before the city council would make such a change in how EMS services are delivered in Falcon Heights, the city council wants the Region's EMS medical direction staff to comment from its perspective on the quality of service that St. Paul would be able to provide to Falcon Heights and Lauderdale as the primary EMS responder. The city council is not asking for a comparison between the city's current dual ALS/BLS response model to a single ALS response model. Nor is the city council asking for comments on the quality of the Falcon Heights' BLS service because its quality and ability to serve the Falcon Heights/Lauderdale community is well established. The city council simply wants to be reassured that if financial circumstances require Falcon Heights to turn to St. Paul as its primary EMS service provider the city's EMS service needs would be met. In other words, that the level of service that St. Paul could provide Falcon Heights would meet state and national EMS standards and be equivalent to or better than the EMS service provided to other Twin City metropolitan area communities. Therefore, on behalf of the city council, I am asking for your written comments on your evaluation of St. Paul's quality of service and ability to serve Falcon Heights and Lauderdale in an expanded role. The council is interested in any information supporting your analysis such as response time data and any certifications or ratings from local, state and national evaluations that the St. Paul EMS program has received. I would like your materials by June 23, 1999 so they are available for background reference for a June 30, 1999 city council workshop with the Falcon Heights fire department on the financial health and future of the Falcon Heights BLS service.

When preparing your comments, it may help you to know that the additional geographic area that St. Paul would be the primary EMS responder rather than the ALS responder includes 6,500 residents in the two communities. It would cover approximately three square miles combined in Falcon Heights and Lauderdale (St. Paul ALS already serves the area as well as the State Fair and the University of Minnesota in Falcon Heights). In 1999 Falcon Heights BLS service responded to 84 rescue calls and made 56 BLS transports. Under any EMS scenario, the SAPD would continue as the first responders to all medical emergencies in Falcon Heights. Typically, one or two squads respond within two minutes or less and stay with the patient while medical assistance arrives. Under the St. Paul primary EMS option, when a motor vehicle accident would require a fire truck for traffic control and assistance within Falcon Heights city borders, a Falcon Heights unit(s) would be dispatched as part of the city's fire service. However, under the St. Paul primary EMS option in Lauderdale, dispatching a Falcon Heights fire unit(s) to accidents would be the protocol only with Lauderdale's prior agreement that Lauderdale would pay for the fire unit(s)

responding to accidents as part of its fire contract with Falcon Heights. (This response is not viewed as a mutual aid to Lauderdale.) If the St. Paul primary EMS option is pursued by the city council, discussions with Lauderdale about formally making this rescue charge part of the fire contract between the two cities would begin immediately.

Please call me if you have any questions. Thank you in advance for the information the city council is asking me to request from you by June 23. Heights.

Sincerely,

Susan Hoyt
City Administrator

c: Mayor and Councilmembers
Chief Kurhajetz, Falcon Heights
Chief Huisenga, St. Paul
Chief Butler, St. Paul



CITY OF FALCON HEIGHTS

2077 W. LARPEUR AVENUE FALCON HEIGHTS, MN 55113-5594 PHONE (612) 644-5050 FAX (612) 644-8675

14 June 1999

Chief Huisenga, EMS
Chief Butler, Communications
St. Paul Fire
Public Safety Building
St. Paul, Minnesota

Dear Chief Huisenga and Chief Butler:

At the request of the city council I am asking you, as the medical dispatcher and primary ALS responder for Falcon Heights, about EMS service in Falcon Heights. As you know the Falcon Heights fire department provides a high quality BLS service with excellent response times through volunteer firefighters to Falcon Heights and neighboring Lauderdale and has done so for many years. Two years ago an ALS response from St. Paul was added to the Falcon Heights BLS response. This addition in service made it possible to send either a St. Paul ALS or a Falcon Heights BLS response depending upon the medical dispatcher's evaluation of the emergency medical incident.

Unfortunately, the city council is compelled to re-evaluate the dual response model to EMS incidents in Falcon Heights. This is not due to a failure in the quality of either the St. Paul ALS or the Falcon Heights BLS service. It is because the city's BLS service is under severe financial pressure. The fund has historically operated with a deficit and the deficit has grown substantially. The auditor anticipates that if the fund continues to operate in the red, it will be depleted by the end of the year 2000. This negative financial outlook does not take into account the loss of medicare revenue due to medicare payment caps starting in January, 2000.

Faced with this unhealthy fiscal analysis of its quality BLS service, the city council recognizes its fiscal responsibilities to its constituents and property owners. This responsibility requires the council to undertake the difficult task of seriously exploring EMS options other than maintaining the Falcon Heights BLS service. The option that the city council is considering as a replacement to the dual ALS/BLS model would be having St. Paul respond to all EMS calls just as St. Paul responds within its own city borders. This option is not new to you nor to Falcon Heights. It was discussed during the planning for the transition to medical

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dispatching and ALS because of the financial challenges that the Falcon Heights BLS service was facing at the time of the transition and the knowledge that its financial condition might worsen.

However, before the city council would make such a change in how EMS services are delivered in Falcon Heights, the city council wants to review how St. Paul would deliver EMS services as the primary EMS responder in Falcon Heights so the council is clear about what the change would mean for the city's EMS service. Therefore, on behalf of the city council, I am asking for a written explanation and diagram from you describing this process. A definition or brief description categorizing what type of incidents require a BLS response and an ALS response would be very useful. I am also asking for a historic summary of response times for St. Paul to Falcon Heights EMS incidents. I would like your materials by June 23, 1999 so they can be available as a background reference for a June 30, 1999 city council workshop with the Falcon Heights fire department on the financial health and future of the Falcon Heights BLS service.

When preparing your explanation, it may help you to know that the additional geographic area covered for all EMS incidents would be about 3 square miles of Falcon Heights and Lauderdale (St. Paul ALS serves the area now and serves the U of M and State Fair in Falcon Heights) and 6,500 residents. In 1999 Falcon Heights BLS service responded to 84 rescue calls for service and made 56 transports. Under any EMS response model, SAPD are the first responders to all medical emergencies in Falcon Heights. Typically, one or two squads respond within two minutes or less and stay with the patient while EMS assistance arrives. Under the St. Paul as primary EMS option, when a motor vehicle accident requires a fire truck for traffic control and assistance within Falcon Heights city borders, a Falcon Heights unit(s) would be dispatched as part of the city's fire service. However, under the St. Paul as primary EMS option in Lauderdale, dispatching a Falcon Heights fire unit(s) to accidents would be the protocol only with Lauderdale's prior agreement that Lauderdale would pay for the fire unit(s) responding to accidents as part of its fire contract with Falcon Heights. (This response is not viewed as mutual aid for Lauderdale.) If the St. Paul as primary EMS option is actually pursued by the city council, discussions with Lauderdale about formally making this charge part of the fire contract between the two cities would begin immediately.

Please call me if you have any questions or require more explanation. Thank you in advance for the information that the city council is asking me to request from you by June 23.

Sincerely,

Susan Hoyt
City Administrator

c: Mayor and Councilmembers, Falcon Heights
Chief Kurhajetz, Falcon Heights
Kent Griffith, Regions EMS
Pat McCauley, Regions EMS

B



Regions Hospital
Emergency Medical Services

640 Jackson Street
St. Paul, MN 55101-2595
(651) 778-0398 (Office)
(651) 778-3778 (Fax)

June 24, 1999
Susan Hoyt
City Administrator
City of Falcon Heights

Dear Susan,

In an effort to clarify and compliment the information I provided to you the other day, I am writing to you with some more specific comments.

As I stated in my previous letter, there are no state or national standards that measure the quality of an EMS system. Our office created performance standards based on our knowledge of EMS and other bodies of work from national associations.

You asked us to assess St. Paul Fire Department's ability to provide a level of service that is equal to or better than the service provided to other metropolitan communities. St. Paul Fire Department has provided excellent ALS ambulance service to the citizens of St. Paul since 1974. The fire department has exceeded many of the minimum requirements for Advanced Ambulance Services as set forth by the state in statute.

Based on the current industry literature from the American Heart Association, Journal of the American Medical Association, and others as referenced in our Standards of Performance, response times have been formulated. The accepted standard currently recognizes that an ALS response should occur within eight minutes from the time of the 911 call. St. Paul Fire provides itself on quick response for both fire and medical emergencies. Their average response (time of call to on scene) for an ALS ambulance is 4.0 minutes, a full 4.0 minutes faster than what is considered the national standard.

The city of St. Paul also has its own Public Safety Answering Point (911) with trained Telecommunicators who are nationally certified to provide Emergency Medical Dispatch. Again, this meets one of our performance standards and is an expectation of groups such as the American Society for Testing and Materials and the Committee for Accreditation of Ambulance Services.

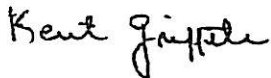
Staffing of an ALS ambulance has minimum requirements set by statute. The statute states (1) paramedic on every ambulance. St. Paul Fire Department exceeds this requirement and maintains a minimum of (2) paramedics on every ambulance.

All of the ambulances meet state and local requirements for equipment and operational specifications. The paramedics on the fire department meet the minimum requirement for continuing medical education, and the department mandates that all medics maintain a National Registry status, which requires additional hours of education on a biannual basis.

As medical directors for St. Paul, we maintain active, ongoing involvement through our quality assurance program. We believe, without reservation, that St. Paul Fire Department serves the citizens of St. Paul and Falcon Heights with excellent, progressive patient care. If St. Paul Fire chooses to expand services in your community, we are confident that they will continue to provide the quality response and patient care that you have experienced over the past two years.

Again, if you have questions, please don't hesitate to call.

Sincerely,



Kent Griffith, R.N., EMT-P

Medical Direction Coordinator

Fire Department Roster

23 Firefighters
2 on leave
21 Firefighters

4 First responders
14 EMT (not on leave)
2 EMT in training

June 15, 1999

Falcon Heights Fire Department Roster

- 1 Lindig, Leo 784-7278 633-0125 Work *1st RESPONDER*
2501 Long Lake Road
New Brighton, MN 55112
- Y Brown, Ray 644-1654 *EMT I TECH*
2 1844 Tamam Street
Falcon Heights, MN 55113
- ~~3 Fuller, Jim 792-1747 *EMT I TECH*~~
(returning out of town by 4 year)
3 P.O. Box 130581 *ON LEAVE*
Roseville, MN 55113
- Y Iverson, Terry 444-7103 *EMT I TECH*
4 25626 Rmn River Dr. NW
Isanti, MN 55040
- Y Clarkin, Mike 482-1808 *EMT I TECH*
5 2647 Virginia Ave. N.
Roseville, MN 55113
- 6 Kurhajez, Clem 646-1061 *1st RESPONDER*
1733 Hamline Ave.
Falcon Heights, MN 55113
- Y Anderson, Kevin 783-3087 *EMT I TECH*
7 3897 36th Ave. NE
Circle Pines, MN
291-1111 Work
747-8091 Cell/Pager
- Y Herald, Nat 917-2083 *EMT I ON LEAVE*
8 1512 Minnehaha Ave.
St. Paul, MN 55113
636-6367 Work
Ext. 121
- Y Marvin, Shellie 645-6396 *EMT I R.N.*
9 1818 W. Larpentour #8
Falcon Heights, MN 55113
589-4151 Pager
- 10 Hernandez, Al 647-9396 *1st RESPONDER?*
2439 Larpentour Ave.
Landerdale, MN 55113
986-8083 Cell
365-5361 Pager
- Y Novak, Justin 641-0830 *EMT*
11 1300 W. Larpentour #9
Falcon Heights, MN 55113
647-9925 Work
709-6476 Cell
- Y Hinchison, Jeremy 917-3825 *EMT I*
12 1830 W. Larpentour Apt. 201
Falcon Heights, MN 55108
969-3778 Pager
- Y Allen, Mark 644-7690 *EMT*
13 1773 Lafond Ave.
St. Paul, MN 55104
- Y Krajewski, Joe 647-0960 *EMT*
14 1830 W. Larpentour
Falcon Heights, MN 55108
926-1943 Work
- Y LeMay, Barb 645-9831 *EMT*
15 2026 Carroll
St. Paul, MN 55104
224-5400 Work
909-8350 Pager
- Y Hoy, Steve 645-0767 *EMT*
16 1898 Pascal St.
Falcon Heights, MN 55113
726-5687 Work
- Y Mary Rigney 488-5081 *EMT R.N.*
17 1027 Sherrou St.
Roseville, MN 55113
482-5245 Work
- 18 Dustin Thune 624-5326 *INTERIM*
26 Irvine Park
St. Paul MN 55102
318-6908 Pager for EMTs
292-0561 Alt.
- 19 Mike Clarkin Jr. 482-1808 *(?)*
2647 Virginia Ave. N.
Roseville, MN 55113
- Y Laurel Sandberg 646-3094 *EMT*
20 1893 Larpentour Ave. W.
Falcon Heights, MN 55113
- 21 James Byle Sr. 651-578-3142 *1st RESPONDER*
1340 Belmont Ln.
Roseville, MN 55113
612-365-4269 Pager
651-221-3979 Work
- 22 Alan Johnson 612-867-2161 *EMT*
1460 N. Hamline
St. Paul, MN 55108
651-908-4996 Pager
- 23 Dan Johnson-Powers 651-603-6961
1740 Larpentour Ave. #1K
Falcon Heights MN 55113
612-328-6916 Cell
INTERIMING FOR EMT