

Mayor
John T. Keis

Council Members
Tom Fischer
Michael McGraw
Christian Torkelson
Teresa Miller



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East
Little Canada, MN
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City Administrator
Chris Heineman

**Regular Meeting of the
Little Canada City Council**
Wednesday, June 8, 2022
6:00 p.m.
City Center Conference Room

AGENDA

1. CALL TO ORDER - Workshop Meeting - 6:00 P.m.
2. Roll Call
3. Workshop Topics
 - A. Little Canada Fire Department Annual Update

Documents:

[FIRE DEPT ANNUAL UPDATE.PDF](#)

4. Adjourn

This agenda is subject to change by additions and deletions.



STAFF REPORT

TO: Mayor Keis and Members of the City Council

FROM: Chris Heineman, City Administrator

DATE: June 8, 2022 City Council Workshop

RE: Little Canada Fire Department Annual Update

ACTION TO BE CONSIDERED

No Action Required

BACKGROUND

Representatives from the Little Canada Fire Department will be in attendance at the City Council workshop to provide an annual update to City Council. Fire Chief Don Smiley provided an agenda and several attachments for your review. A separate request for an increase to the annual benefit from the Little Canada Fire Relief Association (LCFRA) is included on the regular City Council agenda.

**Little Canada Fire Department
Workshop Meeting with City Council
June 8, 2022
Agenda**

1. Introduction of Fire Department Board of Directors
2. Retirements/Resignations/New Hires
 - a. Retirement - Steve Schuster – 21 years
 - b. New Hires – David King, Doug Verhaal, Allison Zschokke
3. 2021 Statistical information
4. 2021 Fire incident summary
5. 2021 Actual operating expenses
6. 2021 Highlights
 - a. Firefighter memorial
 - b. New Radios
 - c. FFH golf tournament
 - d. Ladder truck
7. Capital Improvement Updates
 - a. Computers
 - b. Blinds
8. Vehicle Replacement Schedule
9. Discussion items
 - a. Fire service update shared services
 - b. Other

Little Canada Fire Department

2021 Statistical Information

1. Fire Call statistics 2021
 - a. Responded to 389 calls for service (same as 2020)
 - b. Auto aid received 72 times
 - c. Auto given 62 times
 - d. Mutual aid received 6 times
 - e. Mutual aid given 9 times
 - f. Property loss \$109,000
 - g. Content loss \$3,600

Fire/EMS Training

- h. 37 fire/ems drills.
 - i. 35 duty crews

2. Volunteer activities (18 events totaling over 600 hours)
 - a. Canadian Days events (almost 400 hours)
 - b. Station clean ups
 - c. Bell ringing for the Salvation Army
 - d. Smoke detector installs
 - e. 9/11 Remembrance
 - f. Booya
 - g. Birthday parades

3. Department Meetings
 - a. weekly/monthly committee meetings
 - b. Officers meetings
 - c. Board of Director meetings
 - d. Capital City Mutual Aid meetings
 - e. Ramsey County Fire Chiefs Association meetings.

Incident Type Report_LC

Incident Type	Total Incidents	Total Incidents % of Incidents	Total Property Loss	Total Content Loss	Total Loss
Incident Type Category: 1 - Fire					
111 - Building fire	23	5.9%	29,500	2,500	32,000
113 - Cooking fire, confined to container	21	5.4%	1,500	0	1,500
114 - Chimney or flue fire, confined to chimney or flue	1	0.3%	2,000		2,000
118 - Trash or rubbish fire, contained	2	0.5%			
131 - Passenger vehicle fire	15	3.9%	76,000	1,100	77,100
142 - Brush or brush-and-grass mixture fire	3	0.8%	0	0	0
143 - Grass fire	4	1.0%			
151 - Outside rubbish, trash or waste fire	3	0.8%	0	0	0
154 - Dumpster or other outside trash receptacle fire	3	0.8%			
	Total: 75	Total: 19.3%	Total: 109,000	Total: 3,600	Total: 112,600
Incident Type Category: 3 - Rescue & Emergency Medical Service Incident					
311 - Medical assist, assist EMS crew	29	7.5%			
320 - Emergency medical service, other	1	0.3%			
321 - EMS call, excluding vehicle accident with injury	9	2.3%			
322 - Motor vehicle accident with injuries	76	19.5%			
323 - Motor vehicle/pedestrian accident (MV Ped)	4	1.0%			
324 - Motor vehicle accident with no injuries.	16	4.1%			
341 - Search for person on land	1	0.3%			
353 - Removal of victim(s) from stalled elevator	1	0.3%			
361 - Swimming/recreational water areas rescue	1	0.3%			
	Total: 138	Total: 35.5%	Total: 0	Total: 0	Total: 0
Incident Type Category: 4 - Hazardous Condition (No Fire)					
411 - Gasoline or other flammable liquid spill	2	0.5%			
412 - Gas leak (natural gas or LPG)	11	2.8%			
420 - Toxic condition, other	1	0.3%			
421 - Chemical hazard (no spill or leak)	1	0.3%			
424 - Carbon monoxide incident	3	0.8%			
444 - Power line down	4	1.0%			
445 - Arcing, shorted electrical equipment	1	0.3%			
463 - Vehicle accident, general cleanup	2	0.5%			
	Total: 25	Total: 6.4%	Total: 0	Total: 0	Total: 0
Incident Type Category: 5 - Service Call					
522 - Water or steam leak	3	0.8%			
531 - Smoke or odor removal	4	1.0%			
542 - Animal rescue	1	0.3%			
550 - Public service assistance, other	1	0.3%			
551 - Assist police or other governmental agency	11	2.8%			
553 - Public service	7	1.8%			
554 - Assist invalid	8	2.1%			
	Total: 35	Total: 9.0%	Total: 0	Total: 0	Total: 0
Incident Type Category: 6 - Good Intent Call					
611 - Dispatched and cancelled en route	30	7.7%			
6111 - EMS Dispatched and cancelled en route	3	0.8%			
621 - Wrong location	1	0.3%	0	0	0
622 - No incident found on arrival at dispatch address	1	0.3%			
631 - Authorized controlled burning	1	0.3%			
651 - Smoke scare, odor of smoke	11	2.8%			
	Total: 47	Total: 12.1%	Total: 0	Total: 0	Total: 0
Incident Type Category: 7 - False Alarm & False Call					

Incident Type	Total Incidents	Total Incidents % of Incidents	Total Property Loss	Total Content Loss	Total Loss
700 - False alarm or false call, other	1	0.3%			
711 - Municipal alarm system, malicious false alarm	2	0.5%			
714 - Central station, malicious false alarm	5	1.3%			
731 - Sprinkler activation due to malfunction	3	0.8%			
733 - Smoke detector activation due to malfunction	11	2.8%			
735 - Alarm system sounded due to malfunction	14	3.6%			
736 - CO detector activation due to malfunction	2	0.5%			
740 - Unintentional transmission of alarm, other	1	0.3%			
741 - Sprinkler activation, no fire - unintentional	2	0.5%			
743 - Smoke detector activation, no fire - unintentional	7	1.8%			
744 - Detector activation, no fire - unintentional	1	0.3%			
745 - Alarm system activation, no fire - unintentional	16	4.1%			
746 - Carbon monoxide detector activation, no CO	4	1.0%			
	Total: 69	Total: 17.7%	Total: 0	Total: 0	Total: 0
	Total: 389	Total: 100.0%	Total: 109,000	Total: 3,600	Total: 112,600

Report Filters	
Basic Incident Date Time:	is between '1/1/2021' and '12/31/2021'
Agency Name:	is equal to 'LITTLE CANADA'

Report Criteria	
Incident Type (Fd1.21):	Is Not Blank

Little Canada Fire Department Profit & Loss Budget vs. Actual January through December 2021

	<u>Jan - Dec 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Expense				
100 Building				
110 Electric/Gas Utilities	12,293.53	11,258.40	1,035.13	109.19%
120 Contracted Service	2,454.44	1,579.92	874.52	155.35%
130 Maintenance Supplies	8,252.88	2,267.65	5,985.23	363.94%
135 Repair/Replacement	3,038.84	2,779.81	259.03	109.32%
Total 100 Building	26,039.69	17,885.78	8,153.91	145.59%
200 Compensation				
201 Fire Chief	13,368.92	16,682.28	-3,313.36	80.14%
202 Assistant Chiefs	9,892.63	11,121.60	-1,228.97	88.95%
203 Secretary	1,277.57	1,390.20	-112.63	91.9%
204 Treasurer	5,110.21	5,560.80	-450.59	91.9%
211 Captains	5,636.01	8,177.28	-2,541.27	68.92%
213 Engineer	958.21	1,042.68	-84.47	91.9%
215 Fire Prevention Officer	638.82	695.16	-56.34	91.9%
216 Training Officer	1,277.56	1,390.20	-112.64	91.9%
221 Directors at Large	765.78	833.28	-67.50	91.9%
222 Janitor	5,121.93	5,924.44	-802.51	86.45%
223 Duty Crew	7,207.80	9,453.60	-2,245.80	76.24%
224 Administrative Assistant	7,636.68	10,489.44	-2,852.76	72.8%
230 Fire Call/Drill Remunerat	94,760.10	94,774.19	-14.09	99.99%
231 Payroll Taxes	26,268.71			
232 FICA/Unemployment Taxes	14,338.49	13,335.80	1,002.69	107.52%
239 Relief Assn	32,537.00	32,537.00	0.00	100.0%
Total 200 Compensation	226,796.42	213,407.95	13,388.47	106.27%
240 Administration				
242 Workers Comp Insurance	6,784.00	9,127.23	-2,343.23	74.33%
243 Vehicle/BLDG Insurance	17,855.00	15,438.06	2,416.94	115.66%
245 Bonding/Disability Insurance	1,840.00	2,418.68	-578.68	76.08%
251 Wireless Communications	570.00	1,233.00	-663.00	46.23%
252 Cable TV	2,003.98	1,745.13	258.85	114.83%
253 Website	799.32	841.79	-42.47	94.96%
254 Network Support	12,763.82	11,664.31	1,099.51	109.43%
260 Office Supplies	4,386.95	1,049.56	3,337.39	417.98%
270 Membership, Dues, Subs	2,438.40	2,065.49	372.91	118.05%
280 Bank Service Charges	156.00	242.88	-86.88	64.23%
Total 240 Administration	49,597.47	45,826.13	3,771.34	108.23%
300 Professional Services				
310 Accounting Services	2,627.38	2,704.98	-77.60	97.13%
330 Physician New Member Screen	0.00	720.00	-720.00	0.0%
332 SCBA Fit Test/Physicals	2,415.00	2,907.48	-492.48	83.06%
Total 300 Professional Services	5,042.38	6,332.46	-1,290.08	79.63%
350 Special Activities				
351 Banquet	14,043.65	10,577.55	3,466.10	132.77%

Little Canada Fire Department Profit & Loss Budget vs. Actual January through December 2021

	Jan - Dec 21	Budget	\$ Over Budget	% of Budget
352 Picnic	5,414.64			
353 Special Events	5,579.31	7,467.79	-1,888.48	74.71%
354 Food/Refreshments	4,707.88	4,619.59	88.29	101.91%
355 Golf	0.00			
Total 350 Special Activities	29,745.48	22,664.93	7,080.55	131.24%
400 Operations				
410 Vehicle Expenses				
411 Fuel	9,756.62	4,481.93	5,274.69	217.69%
412 Vehicle Repairs	23,927.68	26,764.87	-2,837.19	89.4%
414 Vehicle Maintenance	8,199.10	8,627.70	-428.60	95.03%
Total 410 Vehicle Expenses	41,883.40	39,874.50	2,008.90	105.04%
420 Equipment Expenses				
421 Fire Equipment Repair/Mtnc	12,390.01	5,158.61	7,231.40	240.18%
422 Fire Equipment New				
422b Rescue	0.00	5,500.00	-5,500.00	0.0%
422c Hand Tools	994.77	1,000.00	-5.23	99.48%
422e First Aid	0.00	145.74	-145.74	0.0%
Total 422 Fire Equipment New	994.77	6,645.74	-5,650.97	14.97%
Total 420 Equipment Expenses	13,384.78	11,804.35	1,580.43	113.39%
423 Turn-out Gear	13,928.09	10,500.00	3,428.09	132.65%
424 Uniforms	8,643.41	4,465.92	4,177.49	193.54%
431 New Radios/Pagers	-35.60			
432 800 MHZ Fee/Serv Contract	979.68	1,041.96	-62.28	94.02%
433 Radio/Pager Repairs	37.08	1,795.29	-1,758.21	2.07%
434 Laptop Connection Fee	3,955.25	2,155.67	1,799.58	183.48%
440 SCBA Repair/Maintenance	3,698.78	2,261.14	1,437.64	163.58%
Total 400 Operations	86,474.87	73,898.83	12,576.04	117.02%
490 Fire Prevention				
491 Fire Prevention Reimbursmnt	1,248.00	1,214.40	33.60	102.77%
492 Fire Prevention Supplies	2,145.91	2,975.03	-829.12	72.13%
Total 490 Fire Prevention	3,393.91	4,189.43	-795.52	81.01%
500 Training				
510 Probationary Members	7,508.13	5,700.00	1,808.13	131.72%
514 Outside Instructors	3,650.00	1,695.92	1,954.08	215.22%
515 Supplies	5,426.97	784.30	4,642.67	691.95%
520 MSFCA Conference	1,557.83	5,810.41	-4,252.58	26.81%
523 Outside Training Classes	14,736.26	592.57	14,143.69	2,486.84%
524 MSFDA Conference	0.00	3,436.35	-3,436.35	0.0%
Total 500 Training	32,879.19	18,019.55	14,859.64	182.46%
Total Budgeted Items	459,969.41	402,225.06	57,744.35	114.36%
610 New Truck	24,337.70			
700 Non-budgeted Items	227,164.35			
Total Expense	711,471.46	402,225.06	309,246.40	176.88%