

**CITY OF SHOREVIEW  
AGENDA  
CITY COUNCIL WORKSHOP MEETING  
SEPTEMBER 12, 2016  
7:00 P.M.**

1. DISCUSSION WITH THE RAMSEY COUNTY SHERIFF'S DEPARTMENT
2. DISCUSSION WITH THE LAKE JOHANNA FIRE DEPARTMENT
3. DISCUSSION WITH NORTH SUBURBAN TOBACCO COMPLIANCE PROJECT
4. OTHER ISSUES
5. ADJOURNMENT

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**TO: MAYOR AND CITY COUNCIL**

**FROM: TERRY SCHWERM, CITY MANAGER**

**DATE: SEPTEMBER 6, 2016**

**SUBJECT: DISCUSSION WITH THE RAMSEY COUNTY SHERIFF'S DEPARTMENT**

The City has invited Undersheriff Terry Soukala from the Ramsey County Sheriff's Department to attend the workshop meeting to update the Council on the activities of the Sheriff's Department and provide a brief overview of their proposed 2017 budget.

The City of Shoreview, along with six other communities in northern Ramsey County, contract with the Ramsey County Sheriff's Department for police services. The service includes patrol, investigations, and animal control. In addition, the City also shares in the funding of a two-person traffic unit, two-person crime prevention division, and pays for supplemental water patrol during the summer months. The County wide 800 MHz radio and dispatch service are managed through the County Manager's office.

Shoreview's annual budget for the Sheriff's Department is projected to be about \$2.07 million in 2017 out of a total budget of nearly \$7.33 million. The proposed budget in 2017 is \$120,000 more than 2016, which represents a 6.19% increase from last year. The increase reflects salary and benefit increases for the deputies, as well as the addition of an investigator position in 2017. The additional investigator is warranted as the caseload has grown from about 600 in 2010 to more than 1,100 in 2015. The last time an investigator was added to the department was 1999. There will be a total of six investigators assigned to the contract cities.

Attached is a copy of a map of the patrol districts that are used during the daytime and afternoon hours in the contract cities. Essentially, Shoreview is patrolled by two squads (2262 and 2264, 2362 and 2364) for 24 hours per day. It should be noted, however, that squads throughout the contract cities can move from community to community based on calls that are received.

Also attached is the Ramsey County Sheriff's Annual Report for 2015 and a copy of "A Year At a Glance" report for the contract cities.

# 2017 LAW ENFORCEMENT CONTRACT COMMUNITIES ESTIMATE

## ARDEN HILLS

	%CHANGE	EST COST 2017	EST COST 2016	EST COST 2015	EST COST 2014	EST COST 2013
PATROL DEPUTIES		\$816,407.65	\$790,113.64	\$772,952.27	\$754,570.38	\$734,162.97
POWER SHIFT		\$21,340.54	\$17,798.23	\$18,937.10	\$20,078.19	\$19,672.25
INVESTIGATION DEPUTIES		\$125,966.72	\$98,511.57	\$104,782.82	\$93,433.99	\$92,228.98
PROPERTY FLEET ASST		\$15,003.81	\$15,406.30	\$14,051.22	\$13,028.29	\$12,688.40
EQUIP&MAINT		\$107,331.55	\$107,331.55	\$99,792.33	\$86,989.18	\$87,943.86
TRAFFIC DEPUTY		\$37,433.52	\$35,675.48	\$34,722.64	\$33,945.50	\$21,794.80
TRAFFIC DEPUTY #2		\$0.00	\$0.00	\$0.00	\$0.00	\$11,803.35
ANIMAL CONTROL		11,075.74	10,728.96	9,010.69	8,574.70	8,410.83
CRIME PREV		\$32,154.22	\$31,586.20	\$31,622.82	\$26,422.61	\$22,257.26
ESTIMATED REVENUE		(\$71,228.91)	(\$66,554.22)	(\$59,394.39)	(\$54,788.54)	(\$68,865.38)

TOTAL      \$54,887.15      5.27%      **\$1,095,484.85**      \$1,040,597.71      \$1,026,477.49      \$982,254.30      \$952,077.32

## GEM LAKE

PATROL DEPUTIES		\$66,499.49	\$64,136.94	\$62,201.67	\$60,723.25	\$60,025.95
POWER SHIFT		\$6,097.30	\$5,085.21	\$2,469.52	\$0.00	\$0.00
PATROL DEPUTY SUPPLEMENT		\$6,996.65	\$6,646.43	\$6,294.52	\$6,295.38	\$5,908.54
INVESTIGATION DEPUTIES		\$9,343.82	\$7,148.91	\$7,736.08	\$7,172.55	\$7,396.79
PROPERTY FLEET ASST		\$1,087.18	\$1,103.31	\$961.04	\$889.22	\$946.13
EQUIP&MAINT		\$8,967.90	\$8,967.90	\$8,337.97	\$7,268.23	\$7,348.00
TRAFFIC DEPUTY		\$9,065.95	\$8,640.18	\$8,409.41	\$8,221.20	\$1,768.75
TRAFFIC DEPUTY #2		\$0.00	\$0.00	\$0.00	\$0.00	\$5,901.67
CRIME PREV		\$1,856.58	\$1,824.89	\$1,776.72	\$1,480.31	\$1,321.96
ESTIMATED REVENUE		(\$7,462.72)	(\$5,960.52)	(\$5,809.29)	(\$6,208.74)	(\$6,185.40)

TOTAL      \$4,858.91      4.98%      **\$102,452.16**      \$97,593.25      \$92,377.64      \$85,841.40      \$84,432.39

## LITTLE CANADA

PATROL DEPUTIES		\$876,929.65	\$830,761.64	\$800,731.92	\$787,833.18	\$767,056.50
POWER SHIFT		\$109,751.34	\$91,533.76	\$85,614.14	\$80,312.74	\$78,689.00
PATROL DEPUTY SUPPLEMENT		\$37,674.26	\$35,788.48	\$33,893.55	\$33,898.19	\$31,815.19
INVESTIGATION DEPUTIES		\$176,050.58	\$128,792.01	\$127,981.45	\$119,377.26	\$119,597.35
PROPERTY FLEET ASST		\$20,886.62	\$19,389.87	\$16,541.35	\$15,886.74	\$15,543.97

# 2017 LAW ENFORCEMENT CONTRACT COMMUNITIES ESTIMATE

EQUIP&MAINT	\$107,321.37	\$107,321.37	\$99,782.86	\$86,980.93	\$87,935.51
TRAFFIC DEPUTY	\$57,095.49	\$54,414.04	\$52,960.72	\$51,775.39	\$23,311.90
TRAFFIC DEPUTY #2	\$0.00	\$0.00	\$0.00	\$0.00	\$26,567.54
ANIMAL CONTROL	19,197.94	18,596.86	15,618.53	14,862.82	14,578.77
CRIME PREV	\$39,185.11	\$36,375.90	\$35,043.73	\$29,880.56	\$25,226.32
ESTIMATED REVENUE	(\$84,123.64)	(\$73,265.91)	(\$65,732.64)	(\$62,995.56)	(\$71,894.66)

TOTAL \$110,260.71 8.82% **\$1,359,968.72** \$1,249,708.01 \$1,158,112.25 \$1,118,417.39

## NORTH OAKS

PATROL DEPUTIES	\$460,424.12	\$435,833.87	\$428,171.81	\$425,503.53	\$417,819.73
POWER SHIFT	\$6,097.30	\$5,085.21	\$2,469.52	\$0.00	\$0.00
INVESTIGATION DEPUTIES	\$38,471.67	\$26,630.55	\$30,308.98	\$32,080.89	\$34,219.09
PROPERTY FLEET ASST	\$5,105.77	\$4,500.63	\$4,355.06	\$4,643.71	\$4,823.52
EQUIP&MAINT	\$66,135.40	\$66,135.40	\$61,489.89	\$53,600.86	\$54,189.11
TRAFFIC DEPUTY	\$12,388.81	\$11,806.98	\$11,491.63	\$11,234.44	\$11,947.97
CRIME PREV	\$12,870.00	\$11,748.27	\$12,038.82	\$10,745.97	\$9,347.28
ESTIMATED REVENUE	(\$39,019.07)	(\$38,072.56)	(\$30,856.06)	(\$27,749.55)	(\$32,147.09)

TOTAL \$38,805.64 7.41% **\$562,473.99** \$523,668.35 \$510,059.85 \$500,199.61

## SHOREVIEW

PATROL DEPUTIES	\$1,507,798.04	\$1,446,391.96	\$1,412,969.54	\$1,377,358.39	\$1,347,148.35
POWER SHIFT	\$51,827.02	\$43,224.28	\$41,566.15	\$40,156.37	\$39,344.50
INVESTIGATION DEPUTIES	\$222,561.23	\$171,323.05	\$180,792.13	\$160,737.56	\$158,667.31
PROPERTY FLEET ASST	\$26,856.13	\$26,373.86	\$23,915.30	\$21,981.83	\$21,998.27
EQUIP&MAINT	\$199,653.45	\$199,653.45	\$185,629.31	\$161,813.46	\$163,589.30
TRAFFIC DEPUTY	\$85,336.47	\$81,328.70	\$79,156.53	\$77,384.90	\$39,925.08
TRAFFIC DEPUTY #2	\$0.00	\$0.00	\$0.00	\$0.00	\$35,410.05
ANIMAL CONTROL	39,380.40	38,147.40	32,038.00	30,487.84	29,905.16
CRIME PREV	\$70,126.48	\$67,124.88	\$66,854.44	\$55,719.54	\$47,560.07
ESTIMATED REVENUE	(\$133,877.68)	(\$124,577.88)	(\$110,566.77)	(\$103,467.56)	(\$119,000.92)

TOTAL \$120,671.84 6.19% **\$2,069,661.53** \$1,948,989.70 \$1,822,172.33 \$1,764,537.17

**2017 LAW ENFORCEMENT CONTRACT COMMUNITIES ESTIMATE**

**VADNAIS HEIGHTS**

PATROL DEPUTIES	\$799,830.99	\$771,725.06	\$747,951.59	\$727,440.53	\$704,252.75
POWER SHIFT	\$88,410.80	\$73,735.53	\$66,677.04	\$60,234.56	\$59,016.75
PATROL DEPUTY SUPPLEMENT	\$12,290.00	\$12,290.00	\$12,200.00	\$12,160.00	\$11,585.00
INVESTIGATION DEPUTIES	\$170,161.27	\$133,412.22	\$134,027.54	\$120,706.69	\$113,605.03
PROPERTY FLEET ASST	\$19,412.58	\$19,404.43	\$16,973.64	\$15,542.64	\$14,866.21
EQUIP&MAINT	\$97,280.76	\$97,280.76	\$90,447.53	\$78,843.30	\$79,708.58
TRAFFIC DEPUTY	\$55,576.43	\$52,966.32	\$51,551.67	\$50,397.88	\$21,574.46
TRAFFIC DEPUTY #2	\$0.00	\$0.00	\$0.00	\$0.00	\$26,567.54
ANIMAL CONTROL	16,244.41	15,735.80	13,215.68	12,576.23	12,335.88
CRIME PREV	\$41,512.65	\$40,190.43	\$39,332.17	\$32,653.12	\$27,252.06
ESTIMATED REVENUE	(\$78,255.67)	(\$65,987.99)	(\$62,527.58)	(\$58,189.08)	(\$64,514.65)
<b>TOTAL</b>	<b>\$72,711.66</b>	<b>\$1,149,752.58</b>	<b>\$1,109,849.28</b>	<b>\$1,052,365.87</b>	<b>\$1,006,239.61</b>

6.32%

**WHITE BEAR TOWN**

PATROL DEPUTIES	\$671,960.99	\$631,396.76	\$613,334.50	\$601,462.77	\$586,998.34
POWER SHIFT	\$21,340.54	\$17,798.23	\$29,218.55	\$40,156.37	\$39,344.50
INVESTIGATION DEPUTIES	\$101,222.40	\$71,832.83	\$74,184.03	\$70,636.63	\$70,662.94
PROPERTY FLEET ASST	\$12,629.35	\$11,098.65	\$9,760.47	\$9,266.98	\$9,168.81
EQUIP&MAINT	\$87,873.57	\$87,873.57	\$81,701.11	\$71,219.03	\$72,000.64
TRAFFIC DEPUTY	\$32,778.16	\$31,238.75	\$30,404.41	\$29,723.92	\$17,430.54
TRAFFIC DEPUTY #2	\$0.00	\$0.00	\$0.00	\$0.00	\$11,803.35
ANIMAL CONTROL	12,552.50	12,159.48	10,212.11	9,718.00	9,532.27
CRIME PREV	\$31,667.96	\$28,863.87	\$28,365.40	\$23,978.46	\$20,363.55
ESTIMATED REVENUE	(\$59,191.97)	(\$54,317.71)	(\$51,033.26)	(\$48,220.98)	(\$50,072.91)
<b>TOTAL</b>	<b>\$74,889.07</b>	<b>\$837,944.43</b>	<b>\$826,147.33</b>	<b>\$807,941.18</b>	<b>\$787,232.03</b>

8.94%

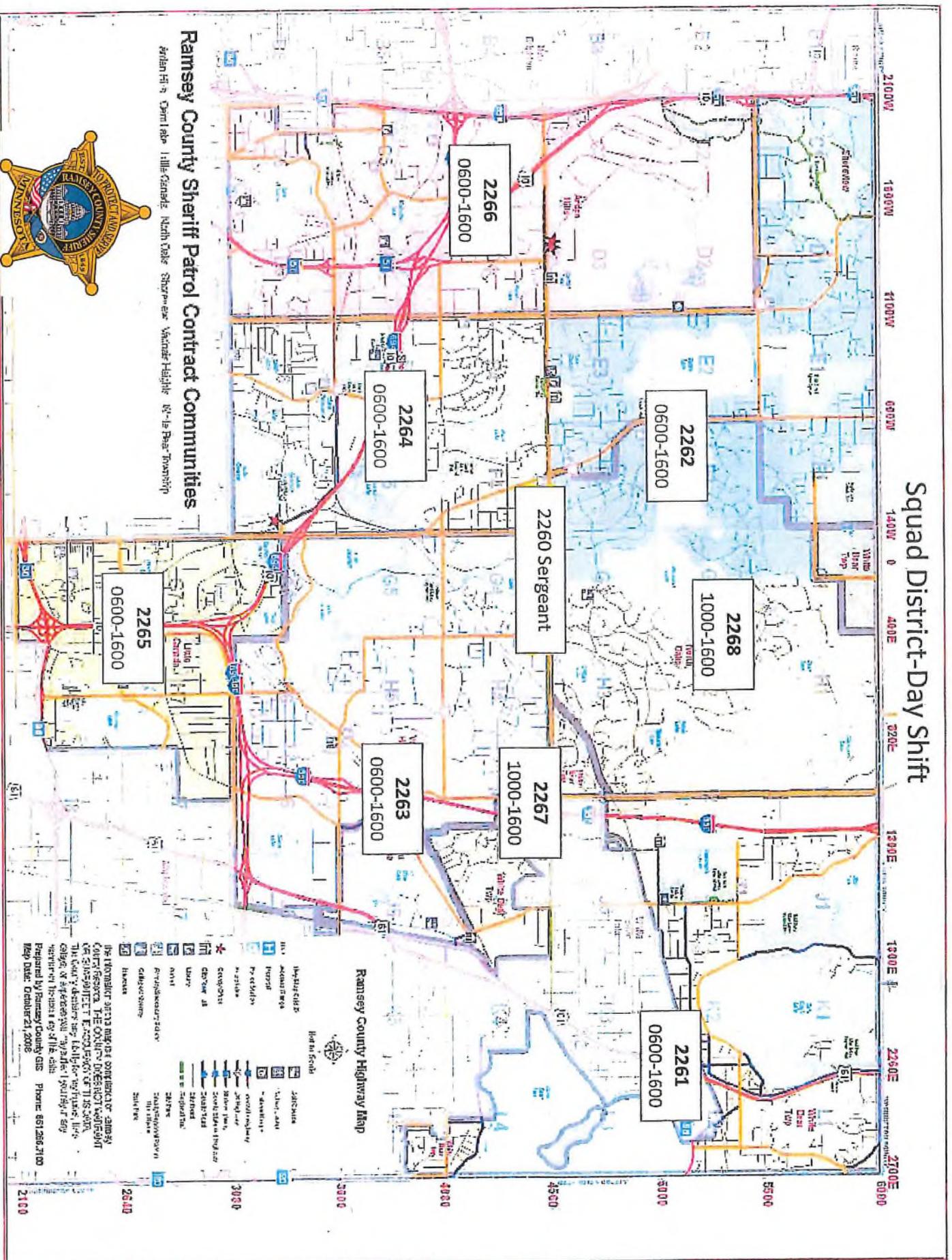
**CONTRACT ESTIMATE**

<b>TOTAL</b>	<b>\$7,325,338.99</b>	<b>\$6,848,254.01</b>	<b>\$6,689,111.60</b>	<b>\$6,418,747.18</b>	<b>\$6,213,135.52</b>
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6.97%

Dayshift has 16 deputies assigned to that shift, with 2 K-9s There are 6 sergeants assigned to patrol, 7 total K-9s

### Squad District-Day Shift



**Ramsey County Sheriff Patrol Contract Communities**

Arden Hills, Corn Lake, Little Canada, North Oaks, Shoreview, Woodbury Heights, W-14a Park Township



0200-0900 hours 5-6 deputies 1000-1600 8 deputies 1600-2000 7 deputies 2000-0200 10-11 deputies





## Office of the Ramsey County Sheriff

### Matt Bostrom, Sheriff

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425 Grove Street • Saint Paul, Minnesota 55101  
Office: 651-266-9333 • Fax: 651-266-9301  
[www.RamseyCountySheriff.us](http://www.RamseyCountySheriff.us)

March 21, 2016

Ramsey County Citizens  
Ramsey County Board, Mayors, and City Councils  
Public Safety and Community Partners

Dear Citizens, Commissioners, Mayors, Council Members, and Partners,

This last year, 2015, marked my fifth year in office as Ramsey County Sheriff. Within county government, the sheriff serves in two capacities. First, in many respects, the sheriff is like a county department director. This includes assuming the responsibilities for budget, training, and administration. In the second capacity, the sheriff is an elected official and chief law enforcement officer of the county. Every four years, citizens hold the sheriff directly accountable for providing mandated services as prescribed by Minnesota State Statute.

In 2015, the Sheriff's Office strengthened individual, family, and community safety. The county's detention center, courthouses, parks, and waterways were kept safe for residents. Simultaneously, investigative, civil process, warrant, and gun permit services were delivered in a judicious manner to ensure community safety. Grant funding provided investments in neighborhoods with concentrated poverty to prevent gang violence. Fiscal accountability and transparency continued to be modeled through information sharing and the provision of contracted police services to seven communities in the county.

The Sheriff's Office has many ambitious goals for 2016. A staffing and operational assessment will be completed. This will be the first time in 167 years such a study has been conducted. A strategic investment in technology will be made by replacing the nearly two decades old jail management system. Video management and the use of cameras will also advance transparency while protecting privacy.

At the same time, the Sheriff's Office will continue the momentum of hiring for character. This means those selected to fill vacant positions are based on the character traits of trust, truth, responsibility, and respect. Once hired, individuals are trained to the highest skill level. The importance of impeccable character and excellent skills are reinforced during training, formal and informal communications, and performance evaluations.

Dedication to community safety by the members of the Sheriff's Office remains unwavering. Relationships continued to be strengthened with police departments, fire departments, emergency medical services, and emergency communications. Support from the county board, county manager, mayors, city councils, city managers, and partner organizations remain strong. Our commitment to healthy partnerships ensures that Ramsey County is a county of excellence where all are valued and able to thrive.

The attached *Year at a Glance* highlights many of our accomplishments during 2015.

Thank you again for your support.

Matt Bostrom  
Ramsey County Sheriff

Values					
Providing safety through community policing	Preserving trust through fiscal responsibility	Collaborating with public safety partners	Encouraging diversity to reflect the community	Improving service through technology	Connecting with youth to build for the future

# 2015 Year At a Glance

## Ramsey County Sheriff's Office

### Sheriff Matt Bostrom



★ ★ ★ ★ ★ **Formed a diversity recruitment team**

To encourage diversity, the Sheriff's Office formed a recruitment team. Its mission is to recruit employees with character who reflect the diverse community it serves. So far, the team has worked with over 100 applicants interested in applying for deputy and correctional officer positions. The team also provided tours and attended career fairs, high school and college presentations, and community events.

★ ★ ★ ★ ★ **Securely disposed of more than 6,000 pounds of unwanted prescription drugs**

Since 2011, the Sheriff's Office has partnered with the Public Health Department to provide locations where residents can safely dispose of unwanted, expired, or unused prescription drugs at no cost. In 2015, over 6,000 pounds of unwanted prescription drugs were disposed of, preventing crime, protecting the environment, and reducing drug abuse and poisoning.

★ ★ ★ ★ ★ **Coordinated the warrant resolution event**

The Sheriff's Office led the coordination of the county's first warrant resolution and safe surrender day. In May, dozens of individuals with non-violent misdemeanor arrest warrants were held accountable by voluntarily turning themselves in at Aldrich Arena. The ice rink served as a temporary courthouse, complete with a courtroom and workspaces for prosecutors, public defenders, probation officers, pre-trial services counselors, and sheriff's deputies to help citizens resolve active warrants.

★ ★ ★ ★ ★ **Conducted an evacuation drill at the Adult Detention Center**

In June, the Sheriff's Office and Emergency Management & Homeland Security Department conducted a large-scale, multi-agency exercise to evaluate jail evacuation procedures. Volunteers played the role of inmates, who were safely and securely transported to another location. Partners from Ramsey County Public Health, Saint Paul Fire, Saint Paul Police, Metro Transit Police, Ramsey County Correctional Facility, and several other agencies were present to monitor the exercise. As a result, existing procedures and plans were enhanced to ensure the Sheriff's Office is prepared in the event of an emergency evacuation of the Adult Detention Center.

★ ★ ★ ★ ★ **Enhanced detention center security**

Throughout the year, efforts were made to enhance the security of the Adult Detention Center. An improved key security and auditing system was installed to increase accountability. Officer work stations in the housing units were upgraded to meet and exceed the Minnesota Department of Corrections' standards. Email was introduced as an option for detainees, offering a more secure form of communication between detainees and their friends and family outside of the facility.

★ ★ ★ ★ ★ **Hosted community forum on drugs and teens**

The Sheriff's Office, County Attorney's Office, and the police departments of North Saint Paul, Maplewood, New Brighton, and Mounds View joined prevention and treatment professionals to hold two community forums. The forums addressed local drug trends, root causes of addiction, and means of intervention while featuring informational tables that offered counseling services and resources.

★ ★ ★ ★ ★ **Implemented new emergency medical training**

The Sheriff's Office overhauled its emergency medical training program. The training includes advanced first aid, CPR, and AED use, and ensures that all staff members are trained at the same level to provide lifesaving medical care to the community. Combining multiple medical training programs into a single program taught by Sheriff's Office staff also provides significant cost savings to citizens.

★ ★ ★ ★ ★ **Engaged in community policing**

Another successful Night to Unite was held on the second Tuesday of August. Night to Unite is an opportunity for thousands of neighbors throughout the county to spend time together and to promote community safety. The annual School Safety Patrol event was held to recognize the 860 students who volunteer as crossing guards. Scouting Day offered safety information, anti-bullying presentations, and public safety vehicle and equipment displays for over 400 attendees.

★ ★ ★ ★ ★ **Supported small businesses through contracting opportunities**

In partnership with the Finance Department – Procurement, the Sheriff's Office supported small businesses through the county's small business enterprise (SBE) central certification program (CERT). Efforts were made to engage businesses to promote market growth and increase the competitiveness of qualified small businesses throughout the region and cultivate economic development. CERT is a collaboration of Ramsey County, Hennepin County, and the City of Saint Paul.

Values					
Providing safety through community policing	Preserving trust through fiscal responsibility	Collaborating with public safety partners	Encouraging diversity to reflect the community	Improving service through technology	Connecting with youth to build for the future

# 2015 Year At a Glance

## Ramsey County Sheriff's Office

### Sheriff Matt Bostrom



★ ★ ★ ★ **Fostered regional public safety collaboration**

The Sheriff's Office partnered with and supported local, state, and federal agencies throughout the year. Warrant sweeps were conducted with the United States Marshals and the sheriff's offices from Hennepin, Dakota, and Anoka counties. Assistance was provided to taskforces and agencies whose investigations led to Ramsey County, which resulted in arrests of high profile suspects. The Special Weapons & Tactics (SWAT) Team, with members from the county and four cities, welcomed six new team members. The Sheriff's Office also assisted the Community Corrections Department with probation checks.

★ ★ ★ ★ **Expanded training partnerships**

Training reduces litigation, improves performance, and enhances risk management. More specialized training was provided for high-risk situations, including building entries, tactical trauma medical care, active shooter response, and operational planning. The United States Marshals also invited the Sheriff's Office to participate in monthly training. Together, this reinforced tactical best practices for multi-jurisdictional teamwork. Division-specific training included topics on forfeitures, advanced report writing, and briefing development.

★ ★ ★ ★ ★ **Presented lifesaving awards and commendations**

In the line of duty, deputies and correctional officers saved lives of citizens and earned a number of commendations. In addition to lifesaving awards, five Medals of Commendation, four Medals of Merit, and one Medal of Valor were presented. Commendations recognize intelligent and excellent performance of duties which resulted from highly credible and self-initiated law enforcement activity. A Medal of Valor is awarded to employees who, without regard for personal safety and in a conscientious and intelligent manner, performs an act that puts them in serious risk of imminent personal danger to life.

★ ★ ★ ★ **Leveraged technology to improve court services**

Electronic filing (e-filing) was implemented for civil process services. This method of filing was streamlined, so that Second Judicial District Court could immediately access civil information, including judgment collections, mortgage foreclosures, evictions, and restraining orders. Communication was improved with other agencies by utilizing electronic delivery of documents. Records retention policies were also updated to ensure county-wide consistency. This resulted in additional cost savings.

★ ★ ★ ★ **Conducted emergency response training for county and state employees**

The Sheriff's Office continued to teach active shooter response training at multiple locations across the county, including the main courthouse, suburban courthouse, human services building, Metro Square, and County Attorney's Office. This training provided an understanding of what to do if an active shooting incident were to take place. It also guided employees on how to demonstrate leadership and provided direction to citizens and staff in the event of a critical incident.

★ ★ ★ ★ ★ **Deployed replacement of critical information systems**

This year, two critical information systems were replaced. The Sheriff's Office replaced its decade-old records management system (RMS). Simultaneously, the Emergency Communications Center replaced its aging computer aided dispatch (CAD) application. RMS and CAD are used 24-hours a day, 7 days a week, at law enforcement agencies and fire departments throughout the county. As a result of these investments, community safety was positively impacted because of improvements in technology.

★ ★ ★ ★ ★ **Renewed contracts for police services and school resource officers**

The communities of Arden Hills, Gem Lake, Little Canada, North Oaks, Shoreview, Vadnais Heights, and White Bear Township renewed three-year contracts with the Sheriff's Office to provide law enforcement and public safety services. In this capacity, the Sheriff's Office serves as a full-service police department, providing patrol, investigative, animal control, crime prevention, and community services. Contracting with the Sheriff's Office shares resources and is cost effective. In addition, seven School Resource Officers (SROs) were requested by school districts within the county. SROs work in collaboration with educators, students, parents, and the community to reduce crime, drug abuse, violence, and to provide school safety.

★ ★ ★ ★ **Safeguarded the county's waterways**

The Sheriff's Office responded to a number of water-related incidents, including drownings, submerged vehicles, and requests to locate possible evidence in the water. As a result of grant funding, the county's first airboat was purchased to be used where propeller boats are unable to respond due to shallow water or thin ice. Sheriff's Office volunteers also staffed the Polar Plunge on White Bear Lake.



## Ramsey County Sheriff's Office

**Matt Bostrom, Sheriff**

*Minnesota's First Law Enforcement Agency – Established 1849*

The Ramsey County Sheriff's Office is Minnesota's first law enforcement agency, established in 1849, before Minnesota was a state. Sheriff Matt Bostrom, elected in 2010 and again in 2014, leads the Sheriff's Office.

The mission of the Sheriff's Office is to provide law enforcement and public service in accordance with constitutional and statutory mandates. The Sheriff's Office is organized into five service divisions:

- **Administration Division** – responsible for warrants; criminal histories; gun permits; budget and accounting; human resources and payroll; training and staff development; professional standards; policy; internal affairs; fleet management; information technology, including research and development; and, planning, analysis, and procurement.
- **Court and Security Services Division** – responsible for court security; human service security; civil process (orders for protection, foreclosure notices and sales, civil and criminal subpoenas, dissolutions of marriage, and evictions); and, emergency management and homeland security.
- **Detention Services Division** – responsible for safely and securely housing pre-trial inmates and probation or supervised release (parole) violators in the Adult Detention Center (Ramsey County Jail); transportation of prisoners; and, hospital detention security.
- **Public Safety Services Division** – responsible for contract law enforcement (patrol and investigations) services to seven communities; canine (K-9) operations and training; crime scene processing; electronic crimes investigations; records and property; school resource officers; traffic enforcement; crime prevention; water patrol; dive team; and, volunteer programs and internships, including reserve deputies and community support services.
- **Regional Services Division** – responsible for law enforcement and public safety services that involve multiple agencies, joint investigations, and regional partners that have a county-wide impact; watch commander operations; contract negotiations and labor and union relations; and, special projects and programs.

With over 450 members and an annual operating budget of approximately \$54 million, the Sheriff's Office provides state mandated services to an urban community of over 500,000 residents situated in a metropolitan area of 3.2 million people. As a regional partner, the Sheriff's Office also provides services to city, county, state, and federal agencies.

**Matt Bostrom**  
Ramsey County Sheriff

**Jack Serier**  
Chief Deputy  
Regional Services

**Juliet Rudie**  
Undersheriff, Administration

**David Metusalem**  
Undersheriff, Court & Security Services

**Joseph Paget**  
Undersheriff, Detention Services

**Terry Soukkala**  
Undersheriff, Public Safety Services

### Vision

A leader in public safety  
and community partnerships

### Mission

The Sheriff's Office provides law enforcement and public service in accordance with our constitutional and statutory mandates with a commitment to leadership in public safety, through professionalism and partnership with other agencies

### Values

- Provide safety through community policing
- Preserve trust through fiscal responsibility
- Collaborate with public safety, community, and justice partners
- Encourage diversity to reflect the community
- Improve service through technology
- Connect with youth to build for the future



## Ramsey County Sheriff's Office

Matt Bostrom, Sheriff

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### Public Safety Services Division

1411 Paul Kirkwold Drive • Arden Hills, Minnesota 55112

Phone: 651-266-7300 • Fax: 651-266-7306

[www.RamseyCountySheriff.us](http://www.RamseyCountySheriff.us)

March 21, 2016

Residents

Mayors and City Council Members

Public Safety and Community Partners

Dear Citizens, Mayors, Council Members, and Partners,

Providing contract law enforcement and public safety services to communities who do not operate a local police department has been an important responsibility of the Sheriff's Office for over half a century. Through professionalism and partnerships, the Sheriff's Office helps reduce individual city operating expenditures by sharing personnel, facilities, and resources. The communities of Arden Hills, Gem Lake, Little Canada, North Oaks, Shoreview, Vadnais Heights, and White Bear Township presently contract with the Sheriff's Office for patrol, investigative, and community/crime prevention services. Since public safety is an important investment, thank you for trusting the Sheriff's Office to serve as your local police department.

In 2015, the Public Safety Services Division of the Sheriff's Office was involved in several high profile cases. Most notably, a missing person cold case was reopened and the suspect was convicted of homicide. This conviction was nearly twenty years later and, in part, due to partnerships with county and state agencies. In addition, community engagement continued by holding Coffee with a Cop events in August, October, and December. These events bring neighbors and deputies who patrol the community together to chat at local coffee shops. Coffee with a Cop is a national initiative to advance community policing one cup of coffee at a time. This summer, several picnic with a deputy events will be held at local parks.

For 2016, the Public Safety Services Division will continue to advance community connections, solicit input from those we serve, and utilize technology to share our results. The Sheriff's Office looks forward to continuing to protect and serve those who live, work, go to school, and do business in Arden Hills, Gem Lake, Little Canada, North Oaks, Shoreview, Vadnais Heights, and White Bear Township.

The attached *Year At a Glance: Contract Communities* highlights the accomplishments the Sheriff's Office made on behalf of these communities.

Sincerely,

A handwritten signature in black ink, appearing to read "Terry Soukkala".

Terry Soukkala

Undersheriff, Public Safety Services

Values					
Providing safety through community policing	Preserving trust through fiscal responsibility	Collaborating with public safety partners	Encouraging diversity to reflect the community	Improving service through technology	Connecting with youth to build for the future

# 2015 Year At a Glance Contract Communities

## Ramsey County Sheriff's Office Matt Bostrom, Sheriff



*Serving the communities of Arden Hills, Gem Lake, Little Canada, North Oaks, Shoreview, Vadnais Heights, and White Bear Township*

### ★ ★ ★ ★ ★ Responded to calls for service

As the full service police department for seven communities, the Sheriff's Office responded to 29,138 calls for service and investigated 1,152 cases. Calls for service ranged from animal complaints to life threatening incidents. At the same time, deputies engaged in self-initiated activity, which yielded arrests for burglary, narcotics, theft, and driving while impaired.

### ★ ★ ★ ★ ★ Increased crime prevention communications

A community and crime prevention newsletter was started. This newsletter, written for Neighborhood Watch block captains and city officials, calls attention to crime trends, prevention strategies, and public safety issues facing neighborhoods. With the replacement records management system in place, weekly calls for service reports were established for the Crime Free Multi-Housing Program.

### ★ ★ ★ ★ ★ Trained citizens to support emergency responses

The Sheriff's Office conducted the twenty-seventh Community Emergency Response Team (CERT) training academy. This training partners community members and emergency services personnel for coordinated responses following any type of catastrophic disaster. During such disasters, CERT trained citizens can help neighbors and neighborhood.

### ★ ★ ★ ★ ★ Arrested multiple suspects tied to mail thefts, fraud, and forgery

In response to a growing number of holiday package thefts across northern Ramsey County, the Sheriff's Office setup a detail to locate, identify, and apprehend suspected criminals. The detail partnered UPS, Fed Ex, USPS, White Bear Lake Police, and Roseville Police with the Sheriff's Office to utilize plain clothed officers and unmarked vehicles. This investigation recovered stolen packages, mail, checks, and debit cards as well as forged checks and drug paraphernalia. As a result, four men and two women were arrested for felonies.

### ★ ★ ★ ★ ★ Participated in shop with a cop

A joint venture of the Sheriff's Office and the Mounds View Police Department brought together over 50 law enforcement officials to support elementary school children from 19 families to shop for holiday gifts. The group enjoyed dinner, donated by local restaurants, at the Sheriff's Patrol Station before shopping. Kids, deputies, and officers shopped the aisles of Shoreview Super Target in the search for gifts. The Sheriff's Foundation and Target provided donations for the gifts, which were wrapped by Target employees and volunteers.

### ★ ★ ★ ★ ★ Solved a cold case homicide from 1997

Nearly twenty years ago, the Sheriff's Office responded to a missing person call. The initial investigation led the Sheriff's Office to suspect foul play. However, at the time, the suspect was unable to be charged with a crime because the victim's body could not be located. In 2012, the Sheriff's Office reopened the case, and worked closely with the County Attorney's Office, Medical Examiner, and Bureau of Criminal Apprehension. As a result of the investigation and evidence collected, the suspected admitted in court to killing the victim. In late 2015, the suspect was convicted of homicide, and is currently serving time in prison.

### ★ ★ ★ ★ ★ Connected with youth and diverse communities

The Sheriff's Office formed more partnerships to advance community engagement efforts and strengthen relationships with diverse communities. Sheriff's staff also attended training that highlighted resources aimed at serving youth and under-served, under-resourced adults. Staff volunteered their time reinforce positive youth development in elementary schools.

### ★ ★ ★ ★ ★ Solved community animal control concerns

Animal control services were provided in a problem solving orientated manner. The Sheriff's Office responded to over 1,021 animal related calls for services. This community-based approach with an emphasis on education and finding solutions helped make dogs and cats good neighbors. Enforcement actions were only taken when public safety was at stake.

### ★ ★ ★ ★ ★ Promoted division-specific training

Beyond in-service and state mandated training, Sheriff's staff participated in a number of continuing education trainings throughout the year. Over 100 educational classes and conferences were attended. Topics included tactics for traffic stops, detecting danger, interview and interrogation, search warrant writing, sex trafficking, cyberbullying, and crime prevention. Conferences such as the Bureau of Criminal Apprehension annual leadership training and National Asian Police Officer Association conference were also attended.

**TO: MAYOR AND CITY COUNCIL**

**FROM: TERRY SCHWERM, CITY MANAGER**

**DATE: SEPTEMBER 7, 2016**

**SUBJECT: DISCUSSION WITH THE LAKE JOHANNA FIRE DEPARTMENT**

The City has invited Lake Johanna Fire Department's Chief Tim Boehlke to attend the September workshop meeting. The purpose of the meeting is to update the City Council on the Department's operation and answer any questions that Councilmembers may have about the Fire Department.

As the Council is aware, during 2015 the Lake Johanna Fire Department completed its multi-year phase in plan of the duty crew. The Duty Crew provides response crews at two stations (normally stations 2 and 4) seven days per week, 24 hours per day. During 2015 the Department responded to 2,875 calls with an average response time to emergency calls of 5 minutes, 47 seconds. The response time in Shoreview averages just over 5 minutes. About 75% of the calls are medical calls. Attached are copies of the 2015 Annual Report as well as the Yearly Synopsis for the Lake Johanna Fire Department.

The 2017 Department budget, which has been approved by the Lake Johanna Fire Department Board of Directors, is \$2,128,475, which represents a 5.3% increase above 2016. Shoreview is responsible for 60% of the Fire Department's budget based on a formula that uses population, households, calls for service and market value. Shoreview's increase is expected to be about 4.3%. In addition to general cost of living increases, the budget includes a Deputy Chief position that will start at mid-year. The new position will not only assist with daytime response, but also be responsible for the Department technology issues and be the primary contact with the Ramsey County Emergency Communications Center. The Department also anticipates the position being responsible for emergency management and serving as the liaison with the cities and county in the emergency management area. The Department will be using some of its fund balance to pay a portion of this new position's salary in 2017 to lessen the impact on the cities. Another significant budget increase is in the technology area with the computer support costs expected to increase about \$16,000 in 2017.

Fire Chief Tim Boehlke will be at the meeting to provide a Department overview and answer questions that the Council may have about the Department.

	TOTALS	2017 Totals	2016 Totals	% Change
2	DEPARTMENTAL OPERATIONS	\$ 1,732,819.71	\$ 1,640,608.37	5.62%
6	STATION OPERATIONS	\$ 395,656.00	\$ 380,681.00	3.93%
	<b>GRAND TOTALS</b>	<b>\$ 2,128,475.71</b>	<b>\$ 2,021,289.37</b>	<b>5.30%</b>
	2017 Grand Total	\$ 2,128,475.71		
	General Fund Contribution	(\$20,000.00)		
		<b>\$2,108,475.71</b>		

Cities Share of Budget

ARDEN HILLS (24.4%)	\$ 514,468.07	\$ 495,215.90	3.89%
NORTH OAKS (13.6%)	\$ 286,752.70	\$ 272,874.06	5.09%
SHOREVIEW (62.0%)	\$ 1,307,254.94	\$ 1,253,199.41	4.31%
<b>2017 BUDGET TOTALS</b>	<b>\$ 2,108,475.71</b>	<b>\$ 2,021,289.37</b>	<b>4.31%</b>

BUDGET HISTORY	2015	2014
% of Increase over Previous Year	\$1,844,091.07 9.53%	\$1,683,616.79 6.41%

**BUDGET NOTES:**

- \* Converting PT Deputy Chief position to FT- 1/2 year \$38,000 Pg. 4
- \* Roseville Network Router/Firewall/Support- \$16,361 Pg. 9

# LAKE JOHANNA FIRE DEPARTMENT

## 2015 ANNUAL FIRE REPORT



REPORT PREPARED BY:  
DEBI KRAUSE  
OFFICE MANAGER  
&  
TIM BOEHLKE  
FIRE CHIEF

# Lake Johanna Fire Department 2015 Annual Fire Report

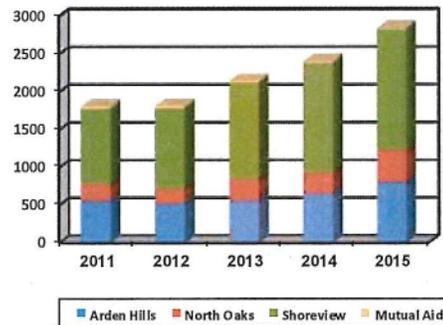
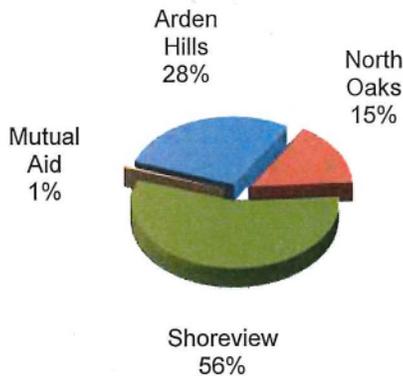
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In 2015 the Lake Johanna Fire Department responded to 2,875 calls for service which is an increase of 469 calls from the previous year. We assisted neighboring Fire Departments a total of 27 times. Automatic Aid/Mutual Aid sent us to the following Cities:

Roseville- 16 calls	Forest Lake- 1 call
Vadnais Heights- 4 calls	Lino Lakes- 1 call
New Brighton- 2 calls	Little Canada- 1 call
White Bear Lake- 2 calls	

## CALLS PER CITY

	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
<b>ARDEN HILLS:</b>	559	522	561	651	804
<b>NORTH OAKS:</b>	235	207	293	289	434
<b>SHOREVIEW:</b>	988	1060	1275	1449	1597
<b>MUTUAL AID:</b>	28	25	16	17	27
<hr/>					
<b>TOTALS:</b>	<b>1810</b>	<b>1814</b>	<b>2145</b>	<b>2406</b>	<b>2875</b>



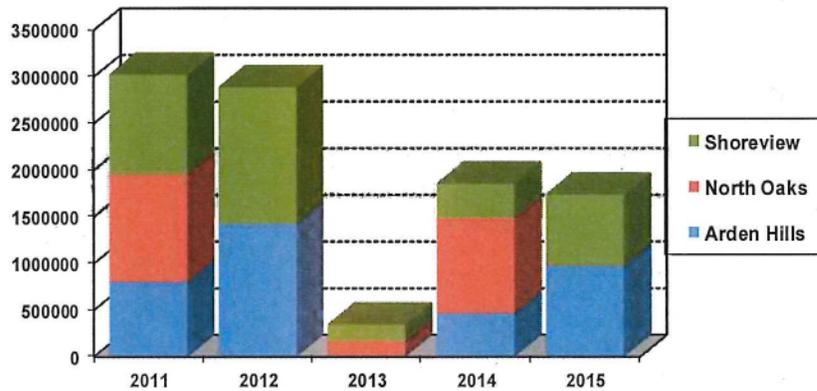
The City of Arden Hills accounted for 28% of the calls up by 159 calls over last year. The City of North Oaks had an increase of 145 calls in 2015 which represents 15% of the total calls. City of Shoreview calls for service increased by 148 calls which works out to be 56% of total calls for 2015.

# ESTIMATED FIRE LOSSES

	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
<b>ARDEN HILLS:</b>	\$ 803,100	\$1,430,180	\$ 13,750	\$467,380	\$980,400
<b>NORTH OAKS:</b>	\$1,160,000	\$ 0	\$ 160,050	\$1,021,991	\$6,300
<b>SHOREVIEW:</b>	\$1,064,656	\$1,462,024	\$ 174,287	\$367,981	\$753,800
<b>TOTALS:</b>	<b>\$3,027,756</b>	<b>\$2,892,204</b>	<b>\$ 348,087</b>	<b>\$1,857,352</b>	<b>\$1,740,500</b>

The City of Arden Hills had the highest dollar loss for 2015, the loss totaled \$980,400. Shoreview was close behind with a total dollar loss of \$753,800. North Oaks had only \$6,300 dollar loss involving fires.

## DOLLAR LOSS COMPARISON

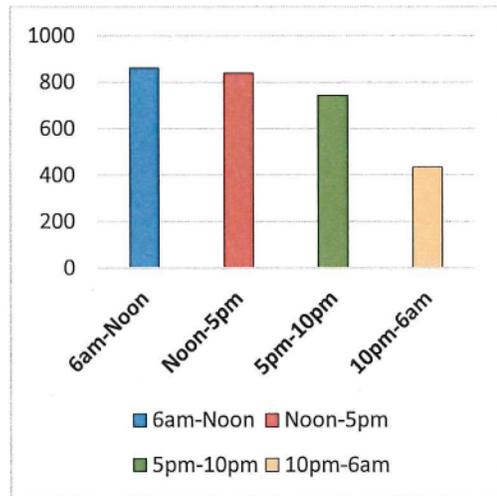
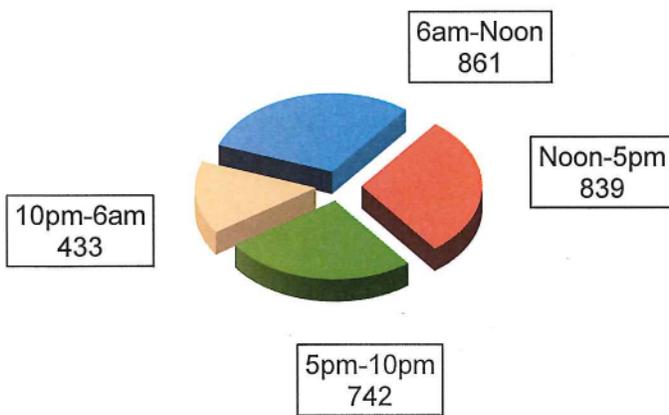


In 2015, we had 13 building fires that accounted for 94% of our dollar loss for the year. Vehicle fires accounted for 5% of the dollar loss, the remaining 1% accounted for other fires not involving buildings such as equipment fires.

# DEPARTMENT RESPONSE

Our Shift crews handled 97.4% of the calls responding to 2,801 calls in 2015, stations were only called back to assist the Shift crews 7 times throughout the year. The department had 74 "Station Callbacks" of which 33 of those calls were "All Calls".

## CALL BREAKDOWN BY SHIFTS



## CALL OVERLAP

We had numerous times each month where Fire/EMS calls overlapped each other, here is a breakdown by month:

<b>Jan</b> - 26 call overlaps	<b>Jul</b> - 41 call overlaps
<b>Feb</b> - 17 call overlaps	<b>Aug</b> - 26 call overlaps
<b>Mar</b> - 19 call overlaps	<b>Sep</b> - 33 call overlaps
<b>Apr</b> - 31 call overlaps	<b>Oct</b> - 36 call overlaps
<b>May</b> - 36 call overlaps	<b>Nov</b> - 33 call overlaps
<b>Jun</b> - 15 call overlaps	<b>Dec</b> - 37 call overlaps

## RESPONSE TIME

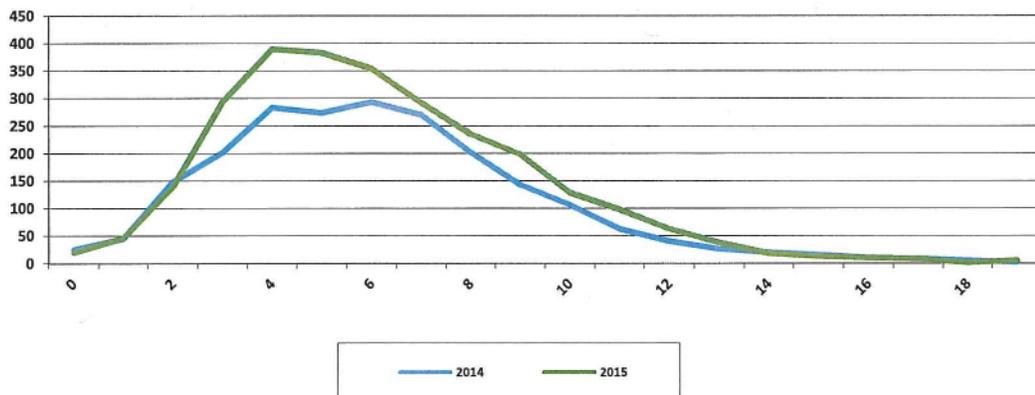
	<u>2013</u>	<u>2014</u>	<u>2015</u>
Average Response Time for Emergency Responses	5:15	5:43	5:49
Number of Emergency Responses	1341	1203	1214
Number of Non-Emergency Responses	593	983	1594
Cancelled Calls			<u>67</u>
			2875

### AVERAGE RESPONSE TIME- BY CITY

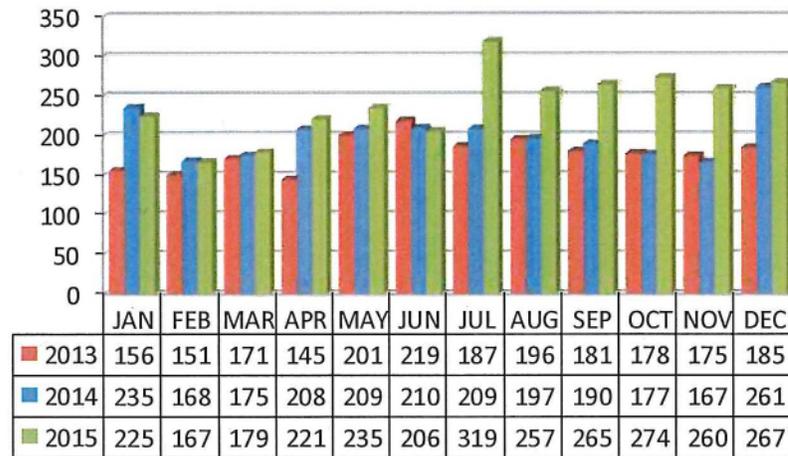
#### Emergency Calls Only

	# of Emergency Calls	Initial Response Avg. Response Time
<b>Arden Hills</b>	353	6:22
<b>North Oaks</b>	170	7:28
<b>Shoreview</b>	668	5:03
	1191	5:47

### 2014-2015 Response Time Comparison in Minutes

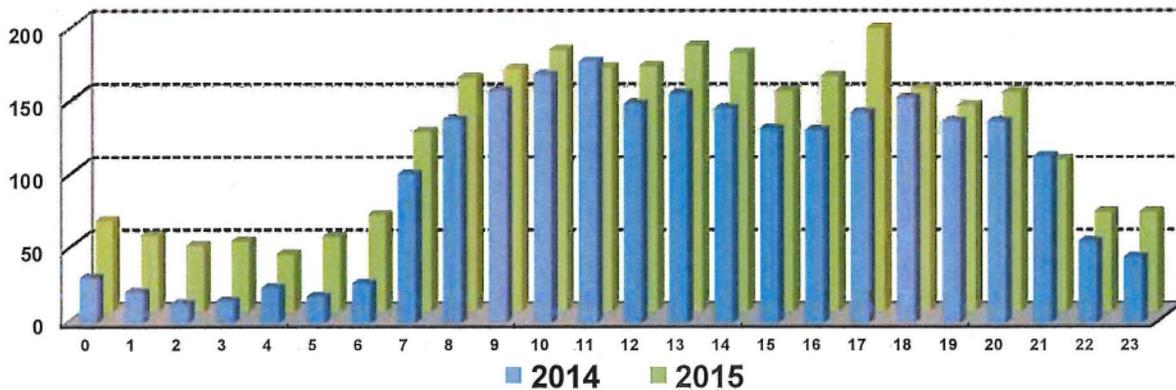


## CALLS BY MONTH



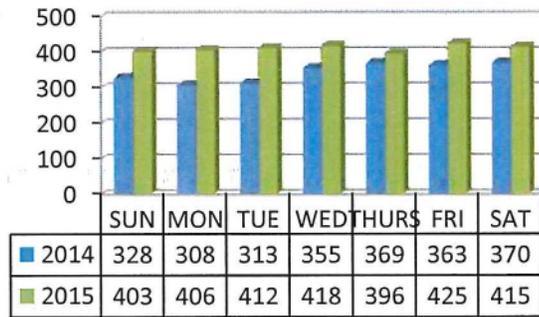
February and March were unusually slow months for our department. Notice in July the call volume jumps significantly which is when our stations were staffed 24/7.

## CALLS BY TIME OF DAY

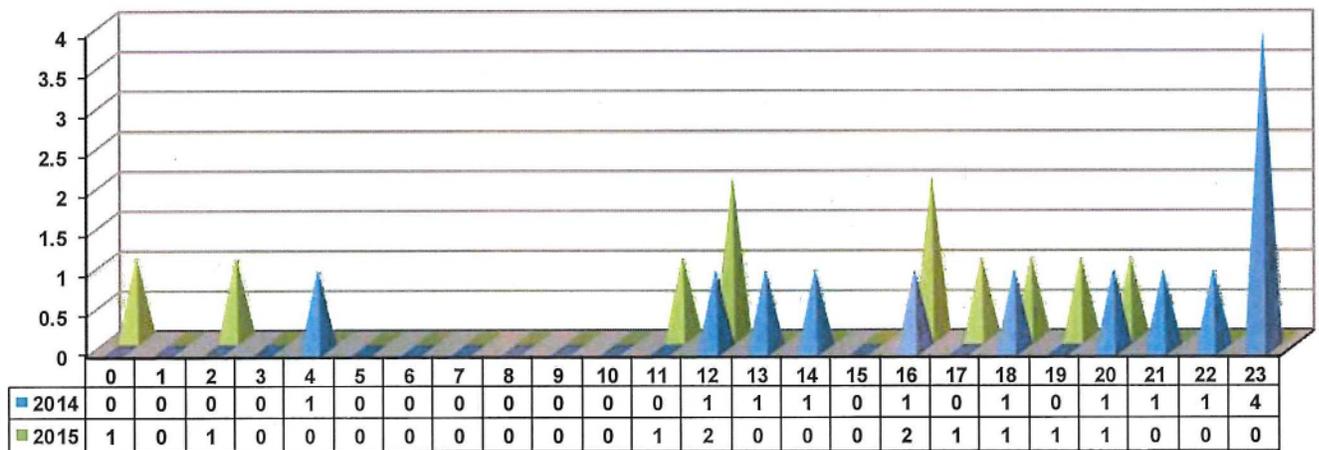


The chart above shows calls by time of day in military time, "0" would be midnight on the far left, and "23" or 2300 hours would be 11pm. The peak call times obviously correlate with when people are the most active from 0700 – 2100 hrs.

## CALLS BY DAY OF WEEK

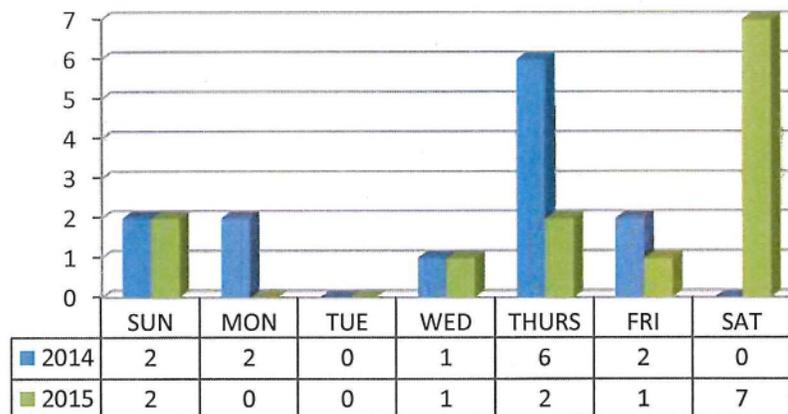


## STRUCTURE FIRES BY TIME OF DAY



In 2015 we had a couple structure fires that occurred between midnight and 2 a.m. We charted 11 of the most serious structure fires, most of the fires occurred between 11 a.m. and 9 p.m.

## STRUCTURE FIRES BY DAY OF WEEK



In 2015 seven of the structure fires occurred on Saturdays however, no fires occurred on Monday or Tuesday.

# FIRES BY INCIDENT TYPE

Incident Type	Count	% of Incidents	Est. Property Loss	Est. Content Loss	Total Est. Loss	% of Losses
<b>1 Fire</b>						
Fire, other (100)	2	0.07%	\$0.00	\$5,000.00	\$5,000.00	0.29%
Building fire (111)	13	0.45%	\$1,270,769.00	\$365,131.00	\$1,635,900.00	93.99%
Cooking fire, confined to container (113)	3	0.10%	\$0.00	\$0.00	\$0.00	0.00%
Chimney or flue fire, confined to chimney or flue (114)	3	0.10%	\$0.00	\$0.00	\$0.00	0.00%
Mobile property (vehicle) fire, other (130)	2	0.07%	\$500.00	\$0.00	\$500.00	0.03%
Passenger vehicle fire (131)	12	0.42%	\$67,400.00	\$21,000.00	\$88,400.00	5.08%
Natural vegetation fire, other (140)	2	0.07%	\$0.00	\$0.00	\$0.00	0.00%
Brush or brush-and-grass mixture fire (142)	5	0.17%	\$1,300.00	\$0.00	\$1,300.00	0.07%
Grass fire (143)	6	0.21%	\$0.00	\$0.00	\$0.00	0.00%
Outside rubbish fire, other (150)	5	0.17%	\$0.00	\$0.00	\$0.00	0.00%
Outside equipment fire (162)	1	0.03%	\$400.00	\$0.00	\$400.00	0.02%
	<b>54</b>	<b>1.86%</b>	<b>\$1,340,369.00</b>	<b>\$391,131.00</b>	<b>\$1,731,500.00</b>	<b>99.48%</b>

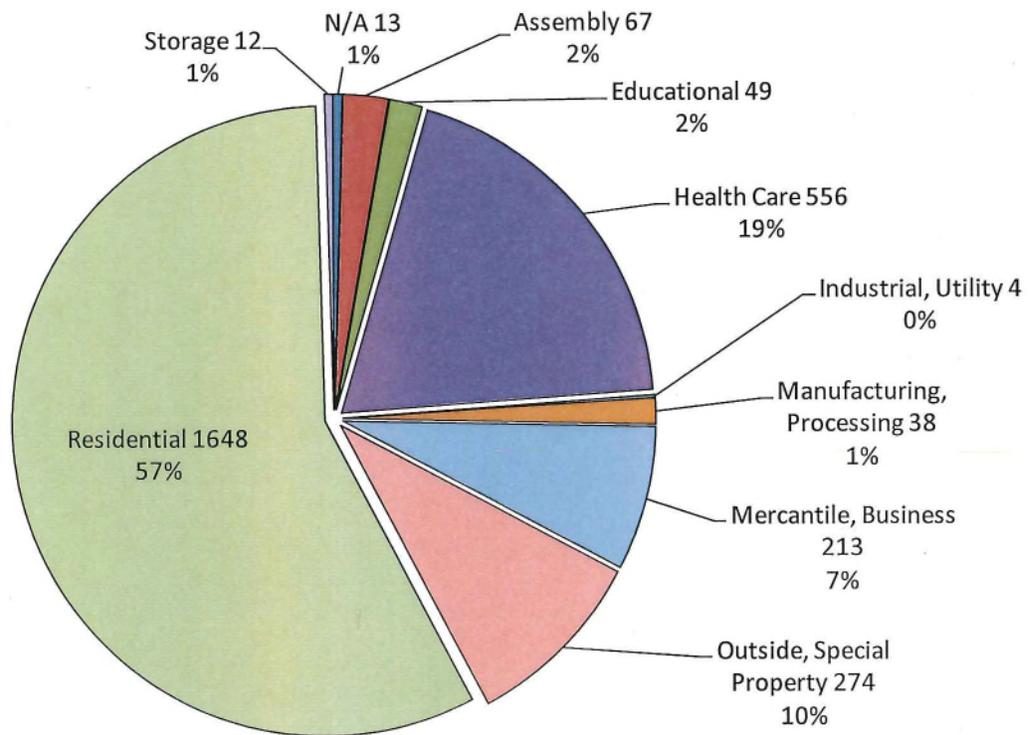
## INCIDENT TYPE REPORT Incident Percentage

Incident Type	Count	% of Incidents	Incident Type	Count	% of Incidents
<b>1 Fire</b>			<b>6 Good Intent Call</b>		
Fire, other (100)	2	0.07%	Good intent call, other (600)	25	0.87%
Building fire (111)	13	0.45%	Dispatched and cancelled en route (611)	241	8.38%
Cooking fire, confined to container (113)	3	0.10%	Wrong location (621)	2	0.07%
Chimney or flue fire, confined to chimney or flue (114)	3	0.10%	No incident found on arrival at dispatch address (622)	8	0.28%
Mobile property (vehicle) fire, other (130)	2	0.07%	Authorized controlled burning (631)	3	0.10%
Passenger vehicle fire (131)	12	0.42%	Steam, other gas mistaken for smoke, other (650)	4	0.14%
Natural vegetation fire, other (140)	2	0.07%	Smoke scare, odor of smoke (651)	20	0.70%
Brush or brush-and-grass mixture fire (142)	5	0.17%	Steam, vapor, fog or dust thought to be smoke (652)	3	0.10%
Grass fire (143)	6	0.21%	HazMat release investigation w/no HazMat (671)	16	0.56%
Outside rubbish fire, other (150)	5	0.17%		<b>322</b>	<b>11.20%</b>
Outside equipment fire (162)	1	0.03%	<b>7 False Alarm &amp; False Call</b>		
	<b>54</b>	<b>1.86%</b>	False alarm or false call, other (700)	6	0.21%
<b>2 Overpressure Rupture, Explosion, Overheat(no fire)</b>			Malicious, mischievous false call, other (710)	2	0.07%
Overpressure rupture, explosion, overheat other (200)	1	0.03%	Sprinkler activation due to malfunction (731)	4	0.14%
Excessive heat, scorch burns with no ignition (251)	1	0.03%	Smoke detector activation due to malfunction (733)	11	0.38%
	<b>2</b>	<b>0.06%</b>	Alarm system sounded due to malfunction (735)	33	1.15%
<b>3 Rescue &amp; Emergency Medical Service Incident</b>			CO detector activation due to malfunction (736)	14	0.49%
Rescue, EMS incident, other (300)	1	0.03%	Unintentional transmission of alarm, other (740)	1	0.03%
Medical assist, assist EMS crew (311)	2008	69.84%	Sprinkler activation, no fire - unintentional (741)	6	0.21%
Emergency medical service, other (320)	3	0.10%	Smoke detector activation, no fire - unintentional (743)	18	0.63%
EMS call, excluding vehicle accident with injury (321)	8	0.28%	Detector activation, no fire - unintentional (744)	1	0.03%
Motor vehicle accident with injuries (322)	84	2.92%	Alarm system activation, no fire - unintentional (745)	55	1.91%
Motor vehicle/pedestrian accident (MV Ped) (323)	2	0.07%	Carbon monoxide detector activation, no CO (746)	17	0.59%
Motor vehicle accident with no injuries. (324)	16	0.56%		<b>168</b>	<b>5.84%</b>
Extrication of victim(s) from vehicle (352)	3	0.10%	<b>8 Severe Weather &amp; Natural Disaster</b>		
Removal of victim(s) from stalled elevator (353)	5	0.17%	Lightning strike (no fire) (814)	1	0.03%
Water & ice-related rescue, other (360)	2	0.07%		<b>1</b>	<b>0.03%</b>
Swimming/recreational water areas rescue (361)	1	0.03%	<b>Total Incident Count:</b>	<b>2875</b>	
Rescue or EMS standby (381)	2	0.07%			
	<b>2135</b>	<b>74.24%</b>			
<b>4 Hazardous Condition (No Fire)</b>					
Hazardous condition, other (400)	2	0.07%			
Combustible/flammable gas/liquid condition, other (410)	1	0.03%			
Gasoline or other flammable liquid spill (411)	7	0.24%			
Gas leak (natural gas or LPG) (412)	31	1.08%			
Oil or other combustible liquid spill (413)	2	0.07%			
Chemical spill or leak (422)	2	0.07%			
Carbon monoxide incident (424)	13	0.45%			
Electrical wiring/equipment problem, other (440)	2	0.07%			
Overheated motor (442)	1	0.03%			
Power line down (444)	32	1.11%			
Arcing, shorted electrical equipment (445)	6	0.21%			
Accident, potential accident, other (460)	1	0.03%			
Building or structure weakened or collapsed (461)	1	0.03%			
Vehicle accident, general cleanup (463)	3	0.10%			
Attempted burning, illegal action, other (480)	5	0.17%			
	<b>109</b>	<b>3.76%</b>			
<b>5 Service Call</b>					
Service Call, other (500)	3	0.10%			
Person in distress, other (510)	5	0.17%			
Water problem, other (520)	2	0.07%			
Smoke or odor removal (531)	11	0.38%			
Animal rescue (542)	2	0.07%			
Public service assistance, other (550)	5	0.17%			
Assist police or other governmental agency (551)	10	0.35%			
Public service assistance (552)	3	0.10%			
Unauthorized burning (561)	22	0.77%			
Cover assignment, standby, moveup (571)	21	0.73%			

## RESPONSE TO PROPERTY TYPES

(Annual Calls by General Property Use)

General Use	JAN 2015	FEB 2015	MAR 2015	APR 2015	MAY 2015	JUN 2015	JUL 2015	AUG 2015	SEPT 2015	OCT 2015	NOV 2015	DEC 2015	Total
*NA	0	0	3	0	2	0	1	2	3	0	2	0	13
Assembly	3	3	7	5	8	2	10	2	5	8	8	6	67
Educational	5	3	2	11	2	1	7	2	5	4	4	3	49
Health Care, Detention & Correction	41	47	40	39	30	40	57	55	49	54	55	49	556
Industrial, Utility, Defense, Agriculture, Mining	0	0	0	1	0	1	0	1	0	1	0	0	4
Manufacturing, Processing	5	1	1	5	1	4	6	3	5	4	1	2	38
Mercantile, Business	17	9	17	20	33	24	10	11	18	16	18	20	213
None	0	1	0	0	0	0	0	0	0	0	0	0	1
Outside or Special Property	15	12	14	24	25	20	40	30	28	23	29	14	274
Residential	139	90	94	115	130	113	187	150	152	163	142	173	1648
Storage	0	1	1	1	4	1	1	1	0	1	1	0	12
<b>Grand Total</b>	<b>225</b>	<b>167</b>	<b>179</b>	<b>221</b>	<b>235</b>	<b>206</b>	<b>319</b>	<b>257</b>	<b>265</b>	<b>274</b>	<b>260</b>	<b>267</b>	<b>2875</b>



Of the 2,875 calls for service in 2015, 1,648 of those calls were to residential properties, the next highest category was Health Care facilities where we responded to 556 times; these include health clinics, senior assisted living apartments as well as nursing homes. Outside, Special Properties include calls to fires, accidents and EMS calls on roadways as well as open spaces, and parks that accounted for 274 of the calls for the year.

# INCIDENT TYPE REPORT

## Incident Percentage 2-Year Comparison

Incident Type	2015		2014	
	Count	Percent	Count	Percent
<b>1 Fire</b>				
Fire, other (100)	2	0.07%		
Building fire (111)	13	0.45%	13	0.54%
Cooking fire, confined to container (113)	3	0.10%	4	0.17%
Chimney or flue fire, confined to chimney or flue (114)	3	0.10%	1	0.04%
Trash or rubbish fire, Contained (118)			1	0.04%
Mobile property (vehicle) fire, other (130)	2	0.07%		
Passenger vehicle fire (131)	12	0.42%	14	0.58%
Water vehicle fire (134)			1	0.04%
Natural vegetation fire, other (140)	2	0.07%		
Brush or brush-and-grass mixture fire (142)	5	0.17%	4	0.17%
Grass fire (143)	6	0.21%	2	0.08%
Outside rubbish fire, other (150)	5	0.17%	2	0.08%
Outside equipment fire (162)	1	0.03%	1	0.04%
	<b>54</b>	<b>1.86%</b>	<b>43</b>	<b>1.78%</b>
<b>2 Overpressure Rupture, Explosion, Overheat(no fire)</b>				
Overpressure rupture, explosion, overheat other (200)	1	0.03%		
Excessive heat, scorch burns with no ignition (251)	1	0.03%		
	<b>2</b>	<b>0.06%</b>		
<b>3 Rescue &amp; Emergency Medical Service Incident</b>				
Rescue, EMS incident, other (300)	1	0.03%	1	0.04%
Medical assist, assist EMS crew (311)	2008	69.84%	1648	68.50%
Emergency medical service, other (320)	3	0.10%		
EMS call, excluding vehicle accident with injury (321)	8	0.28%	9	0.37%
Motor vehicle accident with injuries (322)	84	2.92%	88	3.66%
Motor vehicle/pedestrian accident (MV Ped) (323)	2	0.07%	4	0.17%
Motor vehicle accident with no injuries. (324)	16	0.56%	8	0.33%
Search for person in water (342)			1	0.04%
Extrication of victim(s) from vehicle (352)	3	0.10%	2	0.08%
Removal of victim(s) from stalled elevator (353)	5	0.17%	4	0.17%
Water & ice-related rescue, other (360)	2	0.07%	2	0.08%
Swimming/recreational water areas rescue (361)	1	0.03%	2	0.08%
Rescue or EMS standby (381)	2	0.07%		
	<b>2135</b>	<b>74.24%</b>	<b>1769</b>	<b>73.52%</b>
<b>4 Hazardous Condition (No Fire)</b>				
Hazardous condition, other (400)	2	0.07%		
Combustible/flammable gas/liquid condition, other (410)	1	0.03%	1	0.04%
Gasoline or other flammable liquid spill (411)	7	0.24%	4	0.17%
Gas leak (natural gas or LPG) (412)	31	1.08%	20	0.83%
Oil or other combustible liquid spill (413)	2	0.07%		
Toxic condition, other (420)			1	0.04%
Chemical spill or leak (422)	2	0.07%	2	0.08%
Carbon monoxide incident (424)	13	0.45%	12	0.50%
Electrical wiring/equipment problem, other (440)	2	0.07%	3	0.12%
Overheated motor (442)	1	0.03%	1	0.04%
Power line down (444)	32	1.11%	16	0.67%
Arcing, shorted electrical equipment (445)	6	0.21%	7	0.29%
Accident, potential accident, other (460)	1	0.03%		
Building or structure weakened or collapsed (461)	1	0.03%		
Vehicle accident, general cleanup (463)	3	0.10%	6	0.25%
Attempted burning, illegal action, other (480)	5	0.17%	2	0.08%
	<b>109</b>	<b>3.76%</b>	<b>75</b>	<b>3.12%</b>

# INCIDENT TYPE REPORT

## Incident Percentage 2-Year Comparison

	2015		2014	
<b>5 Service Call</b>				
Service Call, other (500)	3	0.10%	2	0.08%
Person in distress, other (510)	5	0.17%	3	0.12%
Lock-out (511)			2	0.08%
Water problem, other (520)	2	0.07%	1	0.04%
Water or steam leak (522)			1	0.04%
Smoke or odor removal (531)	11	0.38%	2	0.08%
Animal rescue (542)	2	0.07%	1	0.04%
Public service assistance, other (550)	5	0.17%	1	0.04%
Assist police or other governmental agency (551)	10	0.35%	5	0.21%
Public service (553)	3	0.10%	3	0.12%
Assist invalid (554)			1	0.04%
Defective elevator, no occupants (555)			1	0.04%
Unauthorized burning (561)	22	0.77%	24	1.00%
Cover assignment, standby, moveup (571)	21	0.73%	14	0.58%
	<b>84</b>	<b>2.91%</b>	<b>61</b>	<b>2.51%</b>
<b>6 Good Intent Call</b>				
Good intent call, other (600)	25	0.87%	15	0.62%
Dispatched and cancelled en route (611)	241	8.38%	220	9.14%
Wrong location (621)	2	0.07%	1	0.04%
No incident found on arrival at dispatch address (622)	8	0.28%	2	0.08%
Authorized controlled burning (631)	3	0.10%	9	0.37%
Steam, other gas mistaken for smoke, other (650)	4	0.14%	1	0.04%
Smoke scare, odor of smoke (651)	20	0.70%	13	0.54%
Steam, vapor, fog or dust thought to be smoke (652)	3	0.10%	1	0.04%
HazMat release investigation w/no HazMat (671)	16	0.56%	25	1.04%
	<b>322</b>	<b>11.20%</b>	<b>287</b>	<b>11.91%</b>
<b>7 False Alarm &amp; False Call</b>				
False alarm or false call, other (700)	6	0.21%	2	0.08%
Malicious, mischievous false call, other (710)	2	0.07%	1	0.04%
System malfunction, other (730)			1	0.04%
Sprinkler activation due to malfunction (731)	4	0.14%	2	0.08%
Smoke detector activation due to malfunction (733)	11	0.38%	5	0.21%
Alarm system sounded due to malfunction (735)	33	1.15%	29	1.21%
CO detector activation due to malfunction (736)	14	0.49%	13	0.54%
Unintentional transmission of alarm, other (740)	1	0.03%	1	0.04%
Sprinkler activation, no fire - unintentional (741)	6	0.21%	6	0.25%
Smoke detector activation, no fire - unintentional (743)	18	0.63%	28	1.16%
Detector activation, no fire - unintentional (744)	1	0.03%	1	0.04%
Alarm system activation, no fire - unintentional (745)	55	1.91%	60	2.49%
Carbon monoxide detector activation, no CO (746)	17	0.59%	17	0.71%
	<b>168</b>	<b>5.84%</b>	<b>166</b>	<b>6.89%</b>
<b>8 Severe Weather &amp; Natural Disaster</b>				
Lightning strike (no fire) (814)	1	0.03%	1	0.04%
	<b>1</b>	<b>0.03%</b>	<b>1</b>	<b>0.04%</b>
<b>9 Special Incident Type</b>				
Special type of incident, other (900)			1	0.04%
Citizen complaint (911)			3	0.12%
	<b>1</b>	<b>0.03%</b>	<b>4</b>	<b>0.17%</b>
<b>Total Incident Count:</b>	<b>2875</b>		<b>2406</b>	

## 2015 PUBLIC FIRE EDUCATION

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Totals
Scout Tours/Demos		2	2	2		1					2	2	11
Truck/Station Tours	2	1		5	4	8	6		3	14		2	45
Fire Extinguisher Training				1				1	2				4
Fire Drills									2	2			4
Parades					1		4	1					0
Fire Truck Rides													0
Block Parties				104					2				106
Misc				1		1			1	1		1	5
EMS Standby					4	1					1		6
<b>Monthly Totals</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>113</b>	<b>9</b>	<b>11</b>	<b>10</b>	<b>2</b>	<b>10</b>	<b>17</b>	<b>3</b>	<b>5</b>	<b>187</b>

## 2015 MONTHLY INSPECTION REPORT

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Totals
Plan Review													0
Sprinkler Plan Review	10					5	7	9	5	4	3	5	48
Alarm Plan Review													0
Daycare/Group Home							1	1		2	1		5
Commercial Inspection	64							1			19	2	86
Re-Inspections	3					1		1	4	2	3	2	16
Cert of Occupancy Inspection							2	4			2		8
Fire Code Complaint Inspection													0
Misc Inspection	3												3
Sprinkler/Fire Protection Inspection	10					4	6	12	13	5	10	6	66
Fire Alarm Inspection	1					2		2	2	1	3	1	12
School Inspection								5					5
Rental Inspection										10	10		20
Construction/Site Inspection	1												1
Temporary Membrane				1						1			2
Hoarding/Residential	1								2	1	2		6
Fireworks													0
Business Licensing Inspection												15	15
<b>Monthly Totals</b>	<b>93</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>12</b>	<b>16</b>	<b>35</b>	<b>26</b>	<b>26</b>	<b>53</b>	<b>31</b>	<b>293</b>
Fire Inspector	24												24

## LAKE JOHANNA FIRE DEPARTMENT 2015 YEARLY SYNOPSIS



### Brief History

This is our 73<sup>rd</sup> year as a Fire Department serving the community of what are now the cities of Arden Hills, North Oaks and Shoreview. The Lake Johanna Fire Department was established in 1943 as a Private Non-Profit Organization.

In order to generate revenue, the volunteer firefighters solicited door to door for donations, sponsored carnivals, booyas and other events to generate the initial capital needed to purchase building materials and fire equipment. The fire department members built the first fire station with their own hands located at 3242 New Brighton Road. Three years later the Current Station 1 was built next door at 3246 New Brighton Road.

By 1946 the department had purchased additional used fire trucks and equipment combined with the property was all valued at \$25,000.

With the incorporation of the villages of Arden Hills, North Oaks and Shoreview the department saw a need to add another station to help protect the growing population. Station 2 was built in 1955 located at 4676 Hodgson Road.

In 1986 Station 3 was built by the City of Shoreview at 1140 County Road I in an effort to help protect the increasing population of Northern Shoreview.

The City of Shoreview built Station 4 in 1988 at 3615 Victoria Street to better protect southern Shoreview.

Today the department protects a combined population of 41,000 residents over 32 square miles. We operate 4 Fire stations with 18 pieces of apparatus. We service the area with 5 Engines, 2 Ladders, 2 Rescues, 1 Tanker, 4 Utility's, and 4 Chiefs vehicles. The combined value of all the stations, trucks and equipment is in excess of \$12,000,000.

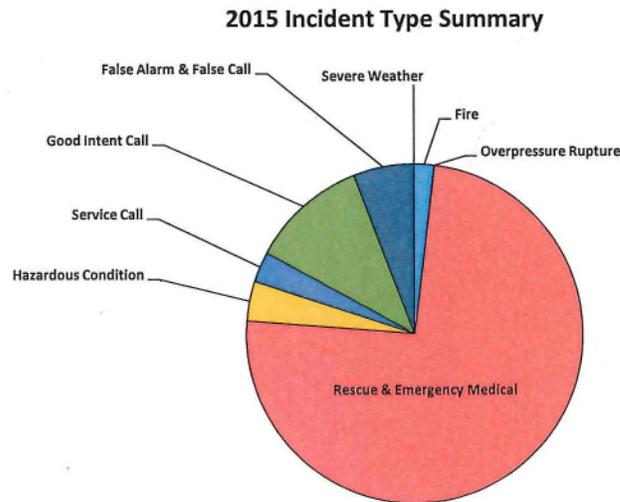
The Firefighters serving today are State Certified Firefighter II, Hazmat Operations, and EMT's. The department has a full time Fire Chief, Assistant Fire Chief, Deputy Chief/Fire Marshal, and Office Manager. We also have 73 Paid on Call Firefighters who work scheduled shifts at the station as well as respond to station callbacks when needed. Our department also participates in the North Suburban Hazmat Team, Advanced Technical Rescue Team, and Ramsey County Fire Investigation Team.

The department's operational model has significantly changed over the last decade. The service provided has expanded to include response to vehicle accident with injuries, Cardiac Arrests, and all EMS calls during staffed hours. The department operates four stations, staffs two stations 7 days a week from 7a.m. until 10pm. In July 2015, the department completed its station staffing by expanding the shift hours overnight which now provides 24/7 coverage.

Since 1943, there have been 432 men and women who have proudly served on the department. The dedication and professionalism of those who serve today is no different than those who served before us. The fire service is bound by tradition; our mission is to continue to provide the best service possible to our residents. To all those who have served, we thank you.

## Summary of calls

The pie chart below shows that in 2015 about 74.2% of our calls were responding to Rescue and EMS calls. Good Intent calls such as cancelled en-route and smoke scares, etc. were the next highest percentage of calls which accounted for 11.2%. False Alarms made up 5.8% of the calls. Hazardous Condition calls such as gas leaks, CO alarms, power line down, and accident clean up were 3.7% of the total calls. The Fire category consists of building fires, cooking fire, vehicle fires and grass fires accounted for 1.9% of the calls. Service calls include Mutual Aid, Assisting Police/Medics and animal rescues represents 2.9% of the calls.



## Incident Overview

In 2015 our department responded to 2,875 calls for service, of which there was 54 fires in our contract cities during the course of the year. They included 13 building fires, 3 cooking fires, 3 chimney fires, 12 vehicle fires, 13 brush/grass fires and many other types.



1498 Pinewood Dr. 4/18/15

A fire in an attached garage quickly spread inside the house, in a matter of minutes the house was fully involved and spread to the neighboring house to the west as well as damaging the siding on the house to the east.



1498 Pinewood Dr. 4/18/15

The first shift crew arrived and deployed the aerial master stream for a pretty quick knock down. Attack lines were then stretched to the west exposure house to knock the fire down inside the attic.



Arden Hills Group Home Fire 10/9/15

An early morning call for smoke inside a dwelling was upgraded to an All Call by Lt. Dan Corcoran who arrived with the shift crew on E-141 finding heavy smoke coming from the roof of a group home.



Group Home Fire 10/9/15

Engine 141's crew assisted evacuating 7 occupants and stretched an attack line to the front of the house. E-121's crew stretched a line to the interior and opened the ceiling to contain the fire. Heavy damage to the roof. Additional companies did a great job salvaging items on the first floor and basement. Very little personal possessions were lost due to the firefighting efforts.



Little Canada Mutual Aid- Commercial Fire

In 2015 we provided mutual aid or auto aid a total of 27 times to many of our neighboring departments. We were even called up to Forest Lake to assist them fight a massive fire at a green house.



Auto Aid to Roseville- Group Home Fire

Auto Aid has been an incredible asset to those departments who use it. A fast response has put our units on scene first more than once in the last couple of years. We currently have Auto Aid with Roseville and Vadnais Heights Fire Departments.



Vehicle Fire



Vehicle Fire



In 2015 the department responded to over 100 motor vehicle accidents, some involving



On December 20<sup>th</sup>, the department was dispatched to a car under the ice at Lake Josephine. Crews arriving located the vehicle 75' from shore under the frozen ice. Firefighters were able read the license plate and later located a body inside the vehicle. The victim was a missing Shoreview woman with a history of dementia last seen a week prior.





Cardiac Arrest Save

EMS calls account for a large volume of our calls, in 2015 we responded to 2009 Medical calls. Pictured above is Shoreview resident Mike Adsit who suffered a cardiac arrest. He presented "life saver awards" to his rescuers.



Cardiac Arrest Save

The department has significantly improved patient care to our residents. With an increased level of training and equipment our shift crews arrive on scene quickly to start Basic Life Support. Lee Rick suffered a cardiac arrest at the State driver's exam station and presented "life saver awards" to his rescuers.



Fight for Air stair climb

In 2015 LJFD had a team led by Captain Dave Vance participate in the "Fight for Air Stair Climb". Their team helped raise \$3,300 for the American Lung Association. Pictured left to right FF Denis Mikulic, Lt. Ron Wendt, Cpt. Dave Vance, FF Kris Rewald, FF Oliver Hanson.



Red Cross Blood Drive

Last year our department organized 3 blood drives throughout the year, the donations by our members and area residents helped save the life of hundreds of people in need.

### 2015 Charitable Causes

- American Red Cross - (3) Blood Drives**
- Ralph R. Reeder Food Shelf - Collected over 100 lbs. of food.**
- Salvation Army - Winter Coat Drive- 35+ winter coats.**
- American Lung Association - Fight for Air Stair Climb, \$3,300 raised.**
- Salvation Army - "Red Kettle" Bell Ringing we raised \$2,958.**
- Toys for Tots - assisted Coldwell Banker collect 700+Toys in 3 hours.**

**Department**

Currently our Department has four (4) full time staff and 75 paid-on-call staff. Our roster varies throughout the year depending on firefighters who are on a Leave of Absence or Medical Leave. We have different terminology to distinguish the firefighter's status. They are as follows:

**Active firefighters-** are fully trained with no restrictions. (Black helmet)

**Probationary firefighters-** Varies from 1-2 years for new firefighters who have some restrictions because training or certifications have not been completed and/or minimum service time has not yet been completed. (Yellow helmet)

**Leave of Absence-** allowed 12 months over 5 years, the time does not count as good time towards a pension; firefighters can attend training and calls if they choose.

**Medical Leave-** Firefighters with more than 2 years can take up to 6 months of medical leave in a five year period with proper documentation from a medical doctor.

**Current Department Status:**

Active firefighters- 72  
 Leave of Absence- 3  
 Probationary firefighters- 12  
 Medical Leave- 2

**FF's by Station (on Roster)**

Station #110 - 12  
 Station #120 - 24  
 Station #130 - 19  
 Station #140 - 20

In 2015 we had 3 members take a Medical Leave. Two members took a leave during the year and have returned. We had one member resign and one member retired.

**Recruitment and Retention**

The 2016 class of probationary firefighters:

**Station 110**

**Station 120**

**Station 130**

**Station 140**

Craig Aasen  
 Tony Bigelbach  
 Christopher DuBay  
 Robert Gordien  
 Steve Hedman  
 Robert Treft

Peter Koentopp  
 Donovan Luby  
 Brendan McCormack  
 Bradley McGee  
 Russell Wyganowski

**Age/Experience levels**

Our department had some turnover in the last year but we did hire two groups of probationary firefighters. The average age of department members is 41. The department's average years of service are 9.61, last year the average was 9.91.

<u>Station</u>	<u>2015</u> <u>Avg. Age &amp; Yrs. of Service</u>	<u>2014</u> <u>Age/Yrs. of Service</u>
110	42 / 9.14	45 / 9.33
120	45 / 7.58	46 / 8.76
130	39 / 10.30	41 / 10.57
140	36 / 8.95	39 / 10.92
<u>Dept. Average</u>	<u>41 / 9.61</u>	<u>43 / 9.91</u>

## Training

In 2015 Lake Johanna Firefighters attended 1219 hours of EMS/REMS training and 2,297 hours of Fire Training in house. We had firefighters attend over 1379 hours of training in outside classes. Our firefighters who are on our Special Operations Teams attended 97 hours in Hazmat Team training, and 97 hours of (ATR) Advanced Technical Rescue training.

### Special Operations Teams

#### **North Suburban Hazmat Team**



This was a quiet year for The North Suburban Hazmat Team, they were only called out 2 times in 2015. Typically we have 6 or more team call in a year. In 2015 the St. Anthony FD joined the team, so now we cross county lines. The current fire departments that make up the team are Falcon Heights, Lake Johanna, New Brighton, St. Anthony, and Vadnais Heights. We did receive a federal grant to purchase a robot and some other air sampling detectors. The team training is conducted on the fourth Wednesday of each month. If you are interested in joining the team please contact C-102. The team trained 97+ hours in 2015.

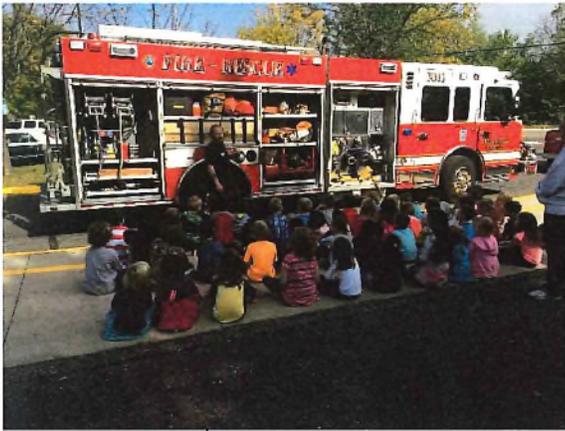
#### **Advanced Technical Rescue Team**



In 2015 we had 7 Lake Johanna members actively participating in with the team. Some of the more notable training we did this year included, storm surge chambers under Owasso Heights Road, repelling inside a fuel storage tank in the Roseville Tank farm, and an equipment familiarization with a St. Paul rescue squad.

Public Fire Education

In 2015 the Lake Johanna Fire Department participated in over 187 Public Fire Education events.



4<sup>th</sup> of July Block Party



Fire Department Open House



Station Tour



Open House- Fire Prevention Week



Night to Unite

**Shoreview City Council Workshop Meeting**  
9/12/16  
**Lake Johanna Fire Department Report**

**Brief history-** The Fire Department was established in 1943 by a group of residents. Fire station 1 was built in Arden Hills in 1943, Station 2 was built in North Oaks on Hodgson Road in 1955. The Department is a private non-profit organization that serves the cities of Arden Hills, North Oaks and Shoreview. The City of Shoreview built Station 3 in 1986 and Station 4 in 1988. The department started as a volunteer fire department but has transitioned to a Combination Department with both Fulltime and Part time (Paid on Call) firefighters who staff two stations 24/7.

**Calls for Service-** in 2015 our department responded to 2,875 calls for service. In 2016 we expect to respond to a total of 3,300 calls for the year. The department responds to both Fire and EMS calls, about 70% of the calls (2,310) are EMS calls.

**Services Provided-** LJFD responds to Fire, EMS, Hazardous Materials, Water Rescue, Ice Rescue, High Angle rescue, Confined Space Rescue and Motor Vehicle Accidents.

**Training/Certifications-** All of our Firefighters are State Certified to the Firefighter II and EMT level. The initial Fire and EMS training they receive the first year adds up to about 300 hours. We currently have 8 Paramedics, 63 EMT's and 3 EMR's.

**Medical Director-** Our Medical Direction is thru Regions Hospital; Dr. Bjorn Peterson is our Medical Director. Regions EMS provides all of the in house EMS training. Regions EMS is Nationally recognized for innovative and cutting edge EMS procedures used in the field of Emergency Medicine.

**Medical Variances-** Our Medical Director has authorized LJFD to provide additional medical interventions to improve patient care, they include: Epinephrine (Epi Pens), Albuterol Nebulizer, CPAP, Nitroglycerin, Aspirin, and IV's.

**Fire Department Roster-** we currently have 74 firefighters on our roster.

Station 1- 12

Station 2- 24

Station 3- 20

Station 4- 18

**Closing Station 1-** After attaining 24/7 shift coverage in July of 2015 the Board of Directors has directed me to work on closing the Arden Hills Station and selling the property. This station sits on a 2.8-acre site with two fire station buildings. The Zoning for this property is Residential R-2. I have contacted local builders and anticipate 3-4 proposals to purchase the property in the coming weeks. Revenue from the sale of this property will go into the Fire Department General Fund to help with future capital purchases. Firefighters currently assigned to this station will be transferred to other station.

**Station Staffing-** last year we completed a 6-year implementation of our station staffing. Currently we staff Station 2 on Hodgson Road and Station 4 on Victoria. There typically are a total of 6-7 Firefighters on duty 24/7. The on duty personnel handle 97% of the calls for service. Structure fires and other large scale events call back off duty firefighters. In 2015 our average response time was 5:47. In Shoreview, our average response time was 5:03.

**Partnerships-**

**HAZMAT-** In 1991, LJFD joined forces with Roseville and New Brighton to form a Hazmat Team. Today the North Suburban Hazmat Team is comprised of firefighters from LJFD, New Brighton, Vadnais Heights, St. Anthony, Falcon Heights and White Bear Lake.

**ATR-** Roseville Fire Department and Lake Johanna Fire Department joined forces to create an Advanced Technical Rescue Team for confined space, High Angle/Low Angle rescues.

**Closest Unit Dispatching-** on September 12, 2016 Fire Departments in Ramsey County including the city of St. Paul will go live with "Closest Unit Dispatching" for Structure Fire and Cardiac Arrest calls. If there is a Fire Unit closer to the incident location, it will automatically be added to the call and dispatched along with the host agency. This will likely extend to other life or death type of calls in the future.

**Automatic Aid-** LJFD currently has Auto Aid agreements with Roseville and Vadnais Heights for structure fires. Auto Aid dispatches an Engine from the neighboring city at the same time to improve response time to structure fires.

**Project Lifesaver/Safety Net-** this is a program to help identify and locate vulnerable children and adults. These participants may have dementia or autism and can be tracked by a radio frequency if they are reported missing. All of the Fire Departments in Ramsey County have the equipment to conduct searches. Typically for a search, three fire departments will be dispatched at the same time to assist in searching for the missing person.

**Future Needs-**

**Fulltime Deputy Chief-** as our operation continues to grow it is necessary to add some additional fulltime positions. In the 2017 Operating budget we have included a FT Deputy Chief Position in the budget to assist with the following: Technology, Liaison to the Dispatch Center, Emergency Management, Public Fire Education Coordinator, Training and Supervision of staff.

**Rice Creek Commons-** this development in the coming years will certainly add calls for service. We feel very confident that we can adequately provide service to that area from Station 2, 3 and 4. In the future it may be necessary and warranted to expand our station staffing to include station 3 in the evenings and overnight, this will be part of the departments long range plan.

**Fire Prevention Week Open House-** LJFD will have an Open House for Fire Prevention week on Saturday October 8<sup>th</sup> from 11am to 2pm. We hope you are able to stop by and say hello.

**TO: MAYOR AND CITY COUNCIL**

**FROM: TERRY SCHWERM, CITY MANAGER**

**DATE: SEPTEMBER 7, 2016**

**SUBJECT: DISCUSSION WITH NORTH SUBURBAN TOBACCO COMPLIANCE PROJECT**

At its April workshop meeting, the City Council met with Katie Engman from the North Suburban Tobacco Compliance Project/Ramsey Tobacco Coalition. At the meeting, the Council reviewed compliance check results for Shoreview's licensed tobacco vendors and also discussed the potential of placing minimum pricing on cigars and cigarillos to discourage youth access to these products.

Following the April workshop meeting, staff held a meeting with the City's licensed tobacco vendors to discuss the potential of establishing minimum pricing on cigars and cigarillos. Several vendors, along with representatives from the National Association of Tobacco Outlets and the Minnesota Retailers Association, attended the meeting. They were very opposed to minimum pricing ordinances for the following reasons:

- Minimum pricing will have an economic impact on Shoreview retailers and place them at a competitive disadvantage compared to other similar businesses in the area
- Since cigars and cigarillos could be purchased at cheaper prices at other establishments, minimum pricing does not effectively reduce youth access to the products unless it is done at a State or County level
- Some lower priced cigar products are not targeted at youth and should not have a minimum price of \$2.60 as was proposed

One option that was discussed was requiring all licensed tobacco vendors to have an identification reader system as a condition of their license. This would allow clerks to check driver's licenses of any young adult making a tobacco purchase through an automated system to verify their age. This discussion was prompted by the fact that on most recent failed compliance checks, clerks did ask underage customers for driver's licenses, but still made the sale. Bruce Nustad, from the Minnesota Retailers Association, has provided some information to staff on the identification reader systems. These systems can typically cost between \$300 and \$400. Attached is an example of this type of system that would work with Minnesota driver's licenses.

Another option to limit youth access to tobacco that has been used is restricting the sale of nearly all flavored tobacco products to tobacco shops. Currently, no one under the age of 18 is permitted in tobacco shops. Staff believes that this would be a more effective method of limiting youth access to flavored tobacco products in Shoreview. Currently, the City only has one licensed tobacco store. Both Minneapolis and St. Paul have adopted ordinances that only allow the sale of flavored tobacco products to tobacco shops.

The Ramsey Tobacco Coalition has reviewed the City's tobacco licensing ordinance and provided the attached draft language that would restrict flavored tobacco sales for consideration by the City. The

language is similar to both Minneapolis and St. Paul and has also been reviewed by the Public Health Law Center.

Staff is seeking direction from the City Council on whether to proceed with any ordinance amendments related to minimum pricing or restrictions on the sales of flavored tobacco products.

**706 Tobacco Products**

706.010

**Purpose and Intent.** The purpose of this ordinance is to regulate the sale, possession and use of tobacco, ~~tobacco products~~, tobacco-related devices, ~~and electronic delivery devices, and nicotine or lobelia delivery devices~~ products for the purpose of enforcing and furthering existing laws, to protect minors against the serious effects associated with the illegal use of tobacco, ~~tobacco products~~, tobacco-related devices, ~~and electronic delivery devices, and nicotine or lobelia delivery devices~~ products, and to further the official public policy of the state in regard to preventing young people from starting to smoke as stated in M.S. § 144.391, as it may be amended from time to time. In making these findings, the City Council accepts the conclusions and recommendations of the U.S. Surgeon General reports, “The Health Consequences of Smoking—50 Years of Progress” (2014) and “Preventing Tobacco Use Among Youth and Young Adults” (2012); the Center for Disease Control in their studies, “Tobacco Use Among Middle and High School Students – United States, 2011-2015.” and “Selected Cigarette Smoking Initiation and Quitting Behaviors Among High School Students, United States, 1997,” and of the following medical professionals in these medical journals: [Xin Xu et al., Annual Healthcare Spending Attributable to Cigarette Smoking: An Update. Am. J. Prev. Med. 48\(3\): 326-33 \(Mar. 2015\);](#) [Giovino GA, “Epidemiology of Tobacco Use in the United States.” Oncogene \(2002\) 21, 7326-40;](#) [Khuder SA, et al., “Age at Smoking Onset and its Effect on Smoking Cessation,” Addictive Behavior 24\(5\):673-7, September-October 1999;](#) [D’Avanzo B, et al., “Age at Starting Smoking and Number of Cigarettes Smoked,” Annals of Epidemiology 4\(6\):455-59, November 1994;](#) [Chen, J & Millar, WJ, “Age of Smoking Initiation: Implications for Quitting,” Health Reports 9\(4\):39-46, Spring 1998;](#) [Everett SA, et al., “Initiation of Cigarette Smoking and Subsequent Smoking Behavior Among U.S. High School Students,” Preventive Medicine, 29\(5\):327-33, November 1999,](#) copies of which are adopted by reference.

**Commented [K01]:** Consider adding rationale to ‘Purpose and Intent’ section about flavoring. Such rationale could be:

Documents obtained during litigation against the tobacco industry reveal that tobacco companies have used fruit, candy, and alcohol flavors as a way to target youth. Tobacco industry documents stated that “sweetness can impart a different delivery taste dimension which younger adults may be receptive to,”<sup>1</sup> that “[i]t’s a well known [sic] fact that teenagers like sweet products,” and that flavored products would have appeal “in the under 35 age group, especially in the 14-24 group.”

Marketing and public health research shows that flavors such as fruit, candy, and alcohol hold an intense appeal to minors and young adults.

The Family Smoking Prevention and Tobacco Control Act of 2009 prohibits the manufacture and sale of flavored cigarettes, except menthol cigarettes. No federal prohibition exists for flavored non-cigarette tobacco products.

Jurisdictions such as Minneapolis; St. Paul; New York City, and Providence, Rhode Island have passed restrictions on the sale of flavored tobacco products. The authority of state and local governments to restrict the sale of these products has been upheld by federal courts.

706.020

**Definitions.** Except as may otherwise be provided or clearly implied by context, all terms shall be given their commonly accepted definitions. For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

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(A) **Compliance Checks.** The system the city uses to investigate and ensure that those authorized to sell tobacco, ~~tobacco products~~, tobacco-related devices, ~~and electronic delivery devices, and nicotine or lobelia delivery devices~~ products are following and complying with the requirements of this ordinance. Compliance checks shall involve the use of minors as authorized by this ordinance. Compliance checks shall also mean the use of minors who purchase or attempt to purchase tobacco, ~~tobacco products~~, tobacco-related devices, ~~or electronic delivery devices, or nicotine or lobelia delivery devices~~ products for

educational, research and training purposes as authorized by state and federal laws. Compliance checks may also be conducted by other units of government for the purpose of investigating or enforcing appropriate federal, state or local laws and regulations relating to tobacco, ~~tobacco products~~, tobacco-related devices, ~~and electronic delivery devices~~, or nicotine or lobelia delivery devices.

(B) Electronic Delivery Device. Any product containing or delivering nicotine, lobelia, or any other substance intended for human consumption that can be used by a person to simulate smoking in the delivery of nicotine or any other substance through inhalation of aerosol or vapor from the product. Electronic delivery device includes any component part of a product, whether or not marketed or sold separately. Electronic delivery device does not include any product that has been approved or certified by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is marketed and sold for such an approved purpose.

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(C) Flavored Product. Any tobacco product, tobacco-related device, electronic delivery device, or nicotine or lobelia delivery product that contains a taste or smell, other than the taste or smell of tobacco, menthol, mint, or wintergreen, that is distinguishable by an ordinary consumer either prior to or during the consumption of the tobacco product, electronic delivery device, or nicotine or lobelia delivery device, including, but not limited to, any taste or smell relating to chocolate, cocoa, vanilla, honey, fruit, or any candy, dessert, alcoholic beverage, herb, or spice. A public statement or claim, whether express or implied, made or disseminated by the manufacturer of a tobacco product, tobacco-related device, electronic delivery device, or nicotine or lobelia delivery product, or by any person authorized or permitted by the manufacturer to make or disseminate public statements concerning such product or device, that the product or device has or produces a taste or smell other than tobacco, menthol, mint, or wintergreen, shall constitute presumptive evidence that the product or device is a flavored product.

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(D) Individually Packaged. The practice of selling any tobacco or tobacco product wrapped individually for sale. Individually wrapped tobacco and tobacco products shall include but not be limited to single cigarette packs, single bags or cans of loose tobacco in any form; and single cans or other packaging of snuff or chewing tobacco. Cartons or other packaging containing more than a single pack or other container as described in this definition shall not be considered individually packaged.

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(A)(E) Indoor Area. All space between a floor and a ceiling that is bounded by walls, doorways, or windows, whether open or closed, covering more than 50 percent of the combined surface area of the vertical planes constituting the perimeter of the area. A wall includes any retractable divider, garage door, or other physical barrier, whether

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temporary or permanent.

(B)(F) Loosies. The common term used to refer to a single or individually packaged cigarette or any other tobacco product that has been removed from its packaging and sold individually. The term "loosies" does not include individual cigars with a retail price, before any sales taxes, of more than \$2.00 per cigar.

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(C)(G) Minor. Any natural person who has not yet reached the age of 18 years.

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(H) Moveable Place of Business. Any form of business operated out of a truck, van, automobile or other type of vehicle or transportable shelter and not a fixed address store front or other permanent type of structure authorized for sales transactions.

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(D)(I) Nicotine or Lobelia Delivery Devices ~~Products~~. Any product containing or delivering nicotine or lobelia ~~or any other substance intended or unintended for individual human consumption, or any component part of such a product, that is not tobacco or an electronic delivery device as defined in this section. Delivery devices include those products that can be used to deliver nicotine, lobelia or any other substance through inhalation of vapor. Delivery device-Nicotine or lobelia delivery products~~ does not include any product that has been approved or otherwise certified for legal sale by the United States Food and Drug Administration for tobacco use cessation, ~~harm reduction~~, or for other medical purposes and is being marketed and sold solely for that approved purpose.

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(E)(J) Retail Establishment. Any place of business where tobacco, tobacco products, tobacco-related devices, or delivery devices are available for sale to the general public. The phrase shall include but not be limited to grocery stores, convenience stores, restaurants, and drug stores.

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(F)(K) Sale. Any transfer of goods for money, trade, barter or other consideration.

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(G)(L) Self-Service Merchandising. Open displays of tobacco, tobacco products, tobacco-related devices, or delivery devices in any manner where any person shall have access to the tobacco, tobacco products, tobacco-related devices, or delivery devices, without the assistance or intervention of the licensee or the licensee's employee. The assistance or intervention shall entail the actual physical exchange of the tobacco, tobacco product, tobacco-related device, or delivery device between the customer and the licensee or employee. Self-service sales are interpreted as being any sale where there is not an actual physical exchange of the product between the clerk and the customer.

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(H)(M) Smoking. Inhaling or exhaling smoke from any lighted or heated

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cigar, cigarette, pipe, or any other lighted or heated tobacco, plant, natural or synthetic product or inhaling or exhaling vapor or any other byproduct of a delivery device. Smoking also includes carrying a lighted or heated cigar, cigarette, pipe, or any other lighted or heated tobacco or plant product intended for inhalation.

~~(H)~~(N) Tobacco or Tobacco Products. Tobacco or tobacco products includes cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product; cigars, cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff, snuff flour, cavendish; plug and twist tobacco; fine cut and other chewing tobaccos; shorts, refuse scraps, clipping, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco excludes any tobacco product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

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~~(H)~~(O) Tobacco-Related Devices. Tobacco-related devices includes any tobacco product as well as a pipe, rolling papers, ashtray, or other device intentionally designed or intended to be used in a manner which enables the chewing, sniffing or smoking of tobacco or tobacco products.

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~~(K)~~(P) Vending Machine. Any mechanical, electric or electronic, or other type of device which dispenses tobacco, tobacco products or tobacco-related devices or delivery device upon the insertion of money, tokens or other form of payment directly into the machine by the person seeking to purchase the tobacco, tobacco product or tobacco-related device.

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706.030 License.

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- (A) License Required. No person shall sell or offer to sell any tobacco, ~~tobacco products,~~ tobacco-related device, electronic delivery device or nicotine or lobelia delivery ~~device-products~~ without first having obtained a license to do so from the city.
- (B) Application. An application for a license to sell tobacco, ~~tobacco products,~~ tobacco-related devices, ~~or electronic delivery device or nicotine or lobelia~~ delivery ~~devices-products~~ shall be made on a form provided by the city. The application shall contain the full name of the applicant, the applicant's residential and business addresses and telephone numbers, the name of the business for which the license is sought, and any additional information the city deems necessary. Upon receipt of a completed application, the City Clerk shall forward the

application to the City Council for action at its next regularly scheduled City Council meeting. If the City Clerk shall determine that an application is incomplete, he or she shall return the application to the applicant with notice of the information necessary to make the application complete.

- (C) Action. The City Council may either approve or deny the license, or it may delay action for a reasonable period of time as necessary to complete any investigation of the application or the applicant it deems necessary. If the City Council shall approve the license, the City Clerk shall issue the license to the applicant. If the City Council denies the license, notice of the denial shall be given to the applicant along with notice of the applicant's right to appeal the City Council's decision.
- (D) Term. All licenses issued under this section shall be valid for the calendar year during which it is approved.
- (E) Revocation or Suspension. Any license issued under this section may be revoked or suspended as provided in Section 706.130.
- (F) Transfers. All licenses issued under this section shall be valid only on the premises for which the license was issued and only for the person to whom the license was issued. No transfer of any license to another location or person shall be valid without the prior approval of the City Council.
- (G) Moveable place of business. No license shall be issued to a moveable place of business. Only fixed location businesses shall be eligible to be licensed under this section.
- (H) Display. All licenses shall be posted and displayed in plain view of the general public on the licensed premise.
- (I) Renewals. The renewal of a license issued under this section shall be handled in the same manner as the original application. The request for a renewal shall be made at least 30 days but no more than 60 days before the expiration of the current license.
- (J) Issuance as privilege and not a right. The issuance of a license issued under this section shall be considered a privilege and not an absolute right of the applicant and shall not entitle the holder to an automatic renewal of the license.
- (K) Smoking. Smoking shall not be permitted and no person shall smoke within the indoor area of any retail establishment or any licensed retail tobacco shop. Smoking for the purposes of sampling tobacco, tobacco related ~~products~~devices, electronic delivery devices or nicotine or lobelia delivery ~~devices~~products or any other product is prohibited.

**706.040 Fees.** No license shall be issued under this chapter until the appropriate license fee shall be paid in full. The fee for a license under this chapter shall be established in the City Code Exhibit B, as it may be amended from time to time.

**706.050 Basis for Denial of License.**

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- (A) Grounds for denying the issuance or renewal of a license under this chapter include but are not limited to the following:
  - (1) The applicant is under the age of 18 years.
  - (2) The applicant has been convicted within the past five years of any violation of a federal, state, or local law, ordinance provision, or other regulation relating to tobacco, ~~tobacco products~~, tobacco-related devices, ~~or electronic delivery devices~~, or nicotine or lobelia delivery ~~devices~~products.
  - (3) The applicant has had a license to sell tobacco, ~~tobacco products~~, tobacco-related devices, ~~or electronic delivery devices~~, or nicotine or lobelia delivery ~~products~~devices revoked within the preceding 12 months of the date of application.
  - (4) The applicant fails to provide any information required on the application, or provides false or misleading information.
  - (5) The applicant is prohibited by federal, state, or other local law, ordinance, or other regulation from holding a license.
- (B) However, except as may otherwise be provided by law, the existence of any particular ground for denial does not mean that the city must deny the license;
- (C) If a license is mistakenly issued or renewed to a person, it shall be revoked upon the discovery that the person was ineligible for the license under this chapter.

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**706.060 Prohibited Sales.** It shall be a violation of this chapter for any person to sell or offer to sell any tobacco, ~~tobacco product~~, tobacco-related device, ~~or electronic delivery device~~, or nicotine or lobelia delivery ~~device~~products:

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- (A) To any person under the age of 18 years.
- (B) By means of any type of vending machine.
- (C) By means of self-service methods whereby the customer does not need to make a verbal or written request to an employee of the licensed premise in order to receive the tobacco, ~~tobacco product~~, tobacco-

related device, ~~or electronic delivery device, or nicotine or lobelia~~ delivery ~~device~~products and whereby there is not a physical exchange of the tobacco, ~~tobacco product,~~ tobacco-related device, ~~or electronic delivery device, or nicotine or lobelia~~ delivery ~~device~~products between the licensee, or the licensee's employee, and the customer.

- (D) By means of loosies as defined in Section 706.020(D).
- (E) Containing opium, morphine, jimson weed, bella donna, strychnos, cocaine, marijuana, or other deleterious, hallucinogenic, toxic or controlled substances except nicotine and other substances found naturally in tobacco or added as part of an otherwise lawful manufacturing process. It is not the intention of this provision to ban the sale of lawfully manufactured cigarettes or other tobacco products.
- (F) By any other means, to any other person, or in any other manner or form prohibited by federal, state or other local law, ordinance provision, or other regulation.

706.065 ~~Flavored products. No person shall sell, offer for sale, or otherwise distribute any flavored products. This restriction does not apply to retail establishments that:~~

- ~~(1) Prohibit minors from entering at all times; and~~
- ~~(2) Derive at least ninety (90) percent of their revenues from the sale of tobacco, tobacco-related devices, electronic delivery devices, or nicotine or lobelia delivery products.~~

~~Any retail establishment that sells flavored products must provide upon request financial records that document annual sales.~~

706.070 **Self-Service Sales.** It shall be unlawful for a licensee under this chapter to allow the sale of tobacco, ~~tobacco products,~~ tobacco-related devices, ~~or electronic delivery devices, or nicotine or lobelia~~ delivery ~~device~~products by any means whereby the customer may have access to those items without having to request the item from the licensee or the licensee's employee and whereby there is not a physical exchange of the tobacco, ~~tobacco product,~~ tobacco-related device, ~~or electronic delivery device, or nicotine or lobelia~~ delivery ~~device~~products between the licensee or his or her clerk and the customer. All tobacco, ~~tobacco products,~~ tobacco-related devices, ~~and electronic delivery devices, and nicotine or lobelia~~ delivery ~~device~~products shall either be stored behind a counter or other area not freely accessible to customers, or in a case or other storage unit not left open and accessible to the general public. This section shall not apply to retail stores which derive at least 90 percent of their revenue from tobacco, ~~tobacco products,~~ tobacco-related products ~~and electronic delivery devices, and nicotine or lobelia~~ delivery ~~device~~products and where the retailer ensures that no person younger than 18 years of age is present, or permitted to enter, at any time.

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- 706.080**      **Responsibility.** All licensees under this chapter shall be responsible for the actions of their employees in regard to the sale of tobacco, ~~tobacco products,~~ tobacco-related devices, ~~or electronic delivery devices, or nicotine or lobelia~~ delivery ~~devices products~~ on the licensed premises, and the sale of an item by an employee shall be considered a sale by the license holder. Nothing in section shall be construed as prohibiting the city from also subjecting the clerk to whatever penalties are appropriate under this chapter, state or federal law, or other applicable law or regulation.
- 706.090**      **Compliance Checks and Inspections.** All licensed premises shall be open to inspection by the Ramsey County Sheriff's Office or other authorized city official during regular business hours. From time to time, but at least once per year, the city, or its designated law enforcement agency, shall conduct compliance checks by engaging, with the written consent of their parents or guardians, minors over the age of 15 years but less than 18 years to enter the licensed premise to attempt to purchase tobacco, ~~tobacco products,~~ tobacco-related devices, ~~or electronic delivery devices, or nicotine or lobelia~~ delivery ~~devices products~~. Minors used for the purpose of compliance checks shall be supervised by city designated law enforcement officers. Minors used for compliance checks shall not be guilty of unlawful possession of tobacco, ~~tobacco products,~~ tobacco-related devices, ~~or electronic delivery devices, or nicotine or lobelia~~ delivery ~~devices products~~ when those items are obtained as part of the compliance check. No minor used in compliance checks shall attempt to use a false identification misrepresenting the minor's age, and all minors lawfully engaged in a compliance check shall answer all questions about the minor's age asked by the licensee or his or her employee and shall produce any identification, if any exists, for which he or she is asked. Nothing in this section shall prohibit compliance checks authorized by state or federal laws for educational, research, or training purposes, or required for the enforcement of a particular state or federal law.
- 706.100**      **Other Illegal Acts.** Unless otherwise provided, the following acts shall be a violation of this chapter:
- (A)      **Illegal Sales.** It shall be a violation of this chapter for any person to sell or otherwise provide any tobacco, ~~tobacco product,~~ tobacco-related device, ~~or electronic delivery device, or nicotine or lobelia~~ delivery ~~device products~~ to any minor.
  - (B)      **Illegal Possession.** It shall be a violation of this chapter for any minor to have in her or her possession any tobacco, ~~tobacco product,~~ tobacco-related device, ~~or electronic delivery device, or nicotine or lobelia~~ delivery ~~device products~~. This shall not apply to minors lawfully involved in a compliance check.
  - (C)      **Illegal Use.** It shall be a violation of this chapter for any minor to smoke, chew, sniff or otherwise use any tobacco, ~~tobacco product,~~ tobacco-related device, ~~or electronic delivery device, or nicotine~~

or lobelia delivery deviceproducts.

- (D) **Illegal Procurement.** It shall be a violation of this chapter for any minor to purchase or attempt to purchase or otherwise obtain any tobacco, ~~tobacco product~~, tobacco-related device, ~~or electronic delivery device~~, or nicotine or lobelia delivery deviceproducts, and it shall be a violation of this chapter for any person to purchase or otherwise obtain those items on behalf of a minor. It shall further be a violation for any person to coerce or attempt to coerce a minor to illegally purchase or otherwise obtain or use any tobacco, ~~tobacco product~~, tobacco-related device, ~~or electronic delivery device~~, or nicotine or lobelia delivery deviceproducts. This shall not apply to minors lawfully involved in a compliance check.
- (E) **Use of False Identification.** It shall be a violation of this chapter for any minor to attempt to disguise his or her true age by the use of a false form of identification, whether the identification is that of another person or one on which the age of the person has been modified or tampered with to represent an age older than the actual age of the person.

**706.110** **Exceptions and Defenses.** Nothing in this chapter shall prevent the providing of tobacco, ~~tobacco products~~, tobacco-related devices, ~~or electronic delivery device~~, or nicotine or lobelia delivery deviceproducts to a minor as part of a lawfully recognized religious, spiritual, or cultural ceremony. It shall be an affirmative defense to the violation of this chapter for a person to have reasonably relied on proof of age as described by state law.

**706.120** **Severability.** If any section or provision of this ordinance is held invalid, such invalidity shall not affect other sections or provisions which can be given force and effect without the invalidated section or provision.

**706.130** **Administrative Fine, Suspension or Revocation.** Any violation of the City's regulations relating to the issuance of a Tobacco Products License or of any conditions/restrictions attached to the issuance of such license shall be cause for the imposition of an administrative fine, the suspension of the license or the revocation of the license pursuant to the procedures described in Shoreview Code Section 701.060.

If the violation relates to the sale of tobacco, ~~tobacco products~~, ~~tobacco-related devices~~, ~~or electronic delivery devices~~, or nicotine or lobelia delivery deviceproducts to minors by licensee or licensee's employees, the following administrative fines, suspensions or revocations shall be imposed:

- (A) The first such violation within 24 months shall subject the licensee to the payment of an administrative fine of \$250 plus an additional compliance check;
- (B) The second violation within 24 months shall subject licensee to the

payment of an administrative fine of \$500 plus an additional compliance check;

- (C) The third violation within 24 months shall subject the licensee to the payment of an administrative fine of \$1,000 and to a minimum seven (7) business day suspension of the license;
- (D) The fourth violation within 24 months shall subject the licensee to the payment of an administrative fine of \$1,500 fine and to a minimum fifteen (15) business day suspension of the license;
- (E) The fifth violation within 24 months shall subject the licensee to the payment of an administrative fine of \$2,000 and to a minimum of thirty (30) business day suspension of the license.
- (F) The sixth violation within 24 months shall be cause for revocation of the license for up to one year.

The imposition of an administrative fine and a suspension of license or to a license revocation pursuant to this section shall be preceded by a hearing before the City Council.

**706.140**

**Administrative Fine – Individuals.** An individual who sells tobacco, ~~tobacco-related devices-products, or electronic delivery devices, or nicotine or lobelia~~-delivery ~~devicesproducts~~ to a person under the age of 18 years of age will be charged an administrative penalty. No penalty may be imposed until the individual has received notice, served personally or by mail, of the alleged violation and an opportunity for a hearing before the City Council. A decision that a violation has occurred must be in writing. The following administrative fines shall be imposed:

- (A) First Violation within 24 months- \$50.00
- (B) Second Violation within 24 months- \$100.00
- (C) Third Violation within 24 months - \$150.00
- (D) Fourth Violation within 24 months - \$200.00
- (E) Fifth Violation within 24 months - \$250.00

Failure to pay this penalty by an individual who sells tobacco to a person under the age of 18 years of age will result in a misdemeanor violation for the first offense. Additional offenses within five years of a previous conviction will result in a gross misdemeanor.

**706.150**

**Administrative Penalties Procedures.** The following procedure should generally be followed for Council review of tobacco license violations that are subject to the administrative penalties established in 706.130 and 706.140:

- (A) The City Manager or designee will contact the licensee/seller asking if the licensee/seller will sign an admission of the facts of the alleged violation and an acceptance of the administrative penalty listed in

Section 706.130 and 706.140. Licensees/sellers have the right to request a hearing before the City Council if not in agreement with the violation or the administrative penalty. The City Manager may also schedule a hearing before the Council if he/she believes there is a valid reason to deviate from the administrative penalty.

- (B) If a hearing is requested, it will be conducted in accordance with the Administrative Procedure Act, Minn. Stat. 14.57 to 14.70. The Council will issue written findings on the alleged violation and an order imposing sanctions, if any.
- (C) If the licensee/seller and the City Manager agree on the violation and the administrative penalty, a written admission will be provided to the Council with a proposed order. For first and second violations, the matter will be scheduled as part of the consent agenda, and it is expected that the Council will generally issue the proposed order without discussion. Nevertheless, the Council may choose to schedule the matter for special Council review and action. The City must provide at least ten (10) days notice to the licensee/seller before this review is conducted. Any violations beyond the second violation must be scheduled for a hearing before the Council.



# FLAVORED TOBACCO PRODUCTS



These pineapple-flavored cigars are cheap and easily accessible to youth.



Swisher Sweets come in flavors such as grape, strawberry and chocolate.

## WHAT TYPES OF TOBACCO PRODUCTS ARE FLAVORED?

Flavored tobacco products include cigars, chewing tobacco, blunt wraps, electronic cigarettes and shisha, the tobacco used in hookah. These products help the tobacco industry avoid the Food and Drug Administration's (FDA) 2009 prohibition of flavored cigarettes.<sup>1</sup> Flavored tobacco products are often sold in attractive packaging for a low price. Cigars are frequently available for less than \$1.

## MANY COMMON FLAVORS ARE USED IN TOBACCO PRODUCTS.

Cigars, chewing tobacco, blunt wraps, electronic cigarettes and shisha are sold in fruit, candy, dessert and novelty flavors. Popular flavors include chocolate, piña colada, apple, grape, berry, cotton candy, bubble gum and menthol. The same flavorings used in tobacco products are also used in candy and Kool-Aid.<sup>2</sup> These flavorings are often present in higher amounts in tobacco products than in candy.<sup>2</sup>

## WHO USES FLAVORED TOBACCO PRODUCTS?

Flavoring in these products makes it easier for new, young users to take up tobacco, because the flavoring masks the harshness of the tobacco and enhances the user's experience.<sup>3</sup> Nearly 90 percent of addicted adult smokers started smoking by age 18.<sup>4</sup>

Because of their sweet flavors, low cost and attractive packaging, flavored tobacco products are especially appealing to youth. Young people are much more likely to use flavored tobacco products than adults.<sup>3</sup> The 2014 National Youth Tobacco Survey (NYTS) found that among current tobacco users, 73 percent of high school students and 56 percent of middle school students had used a flavored tobacco product in the past month.<sup>5</sup>

According to a report from the Centers for Disease Control and Prevention (CDC), 63 percent of the students who use electronic cigarettes use flavored e-cigarette juice. Also, 64 percent of those who use cigars use flavored cigars, and 61 percent of those who use hookah use flavored shisha.<sup>5</sup>

Studies show that young people perceive flavored tobacco products as tasting better and being safer than unflavored products, even though they are just as dangerous and addictive as cigarettes.<sup>6</sup>

## WHAT DOES THE TOBACCO INDUSTRY HAVE TO SAY ABOUT FLAVORED TOBACCO PRODUCTS?

Documents from the tobacco settlements revealed the "Graduation Theory," a method used by the tobacco industry that aimed to secure customer loyalty.<sup>8</sup> This approach implies that new users start with milder tasting and flavored products. Then, they graduate to full-bodied, less flavored items that often contain more nicotine, resulting in a life-long addiction.



Smokeless and spit tobacco are available in flavors such as apple and cherry.

The tobacco industry's own internal documents state sweet products are "...for younger people, beginner cigarette smokers, teenagers...when you feel like a smoke, you want to be reminded of bubble gum."<sup>7</sup>

## WHAT CAN COMMUNITIES DO ABOUT FLAVORED PRODUCTS?

Flavored tobacco products are a major public health concern because they encourage young people to start using tobacco. While the FDA banned flavored cigarettes other than menthol in 2009, the ban does not affect other tobacco products, many of which are now heavily marketed by the tobacco industry. The use of these products, especially among young people, has spiked.<sup>5</sup>

State and local governments can adopt laws that restrict the sale of flavored tobacco products within their jurisdiction. Limiting the sale of products, setting a minimum price or creating a minimum pack size for cigars are some of the ways communities can protect their youth. According to the 2000 U.S. Surgeon General's Report, raising prices of tobacco products decreases tobacco use among youth and young adults.<sup>9</sup> Making flavored tobacco products less accessible has the potential to reduce youth tobacco use.

## WHAT COMMUNITIES HAVE TAKEN A STANCE AGAINST FLAVORED PRODUCTS?

Locally, Minneapolis and Saint Paul restricted the sale of flavored tobacco, allowing flavored tobacco to only be sold in adult-only tobacco shops, meaning convenience stores can no longer sell flavored tobacco products. This significantly reduces availability and visibility of the products.

New York City and Providence, R.I., passed policies restricting flavored tobacco sales, with the exception of menthol-flavored products. Chicago passed an ordinance restricting sale of all flavored products, including menthol cigarettes, within 500 feet of schools except in adult-only tobacco retailers.



Shisha is the tobacco used in a hookah. It is often flavored.



E-cigarette liquid, known as e-juice, comes in numerous youth-friendly flavors, such as pomeberry, psychedelic peach and fruit stripe shown above.

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(August, 2016)



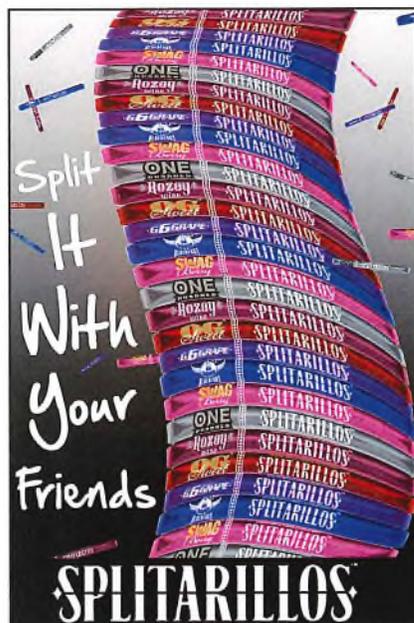
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651-646-3005 | [www.ansrmn.org](http://www.ansrmn.org)



# CIGARS & CIGARILLOS



In most Minnesota cities, cigars and cigarillos can be purchased cheaply. This three-pack of cigars costs 99 cents, which is highly affordable for youth.



This Splitarillos advertisement was on the company's Facebook page. Their tag line "Split it with your friends" is a youth-friendly message.

## WHAT ARE CIGARS & CIGARILLOS?

Cheap cigars and cigarillos are machine-made, often flavored, and inhaled like a cigarette. These cigars are wrapped in paper that contains a small amount of finely milled tobacco.

Cigarillos are a type of cigar with increasing popularity among youth. They are slightly larger than a cigarette, usually do not contain a filter, and have tobacco in the paper. Cigarillos vary in packaging size and are sold in an assortment of flavors.

## ARE CIGARS & CIGARILLOS REGULATED?

Regulation is lacking for cigars and cigarillos. In 2009, Congress gave oversight on the manufacture and sale of cigarettes to the Food and Drug Administration (FDA)<sup>1</sup>, which prohibited the sale of flavored cigarettes. In response, tobacco companies increasingly added flavoring to cigars, making them appealing to youth.

Not only are many cigars and cigarillos flavored, they are often cheap. In 2009, small cigars were subject to increased federal taxes. Cigar makers responded by slightly increasing the weight of their products to avoid this taxation.<sup>1</sup> In Minnesota, cigars and cigarillos became subject to increased state tobacco taxes in 2013, but these products are still much less expensive than cigarettes, costing as little as three for 99 cents.

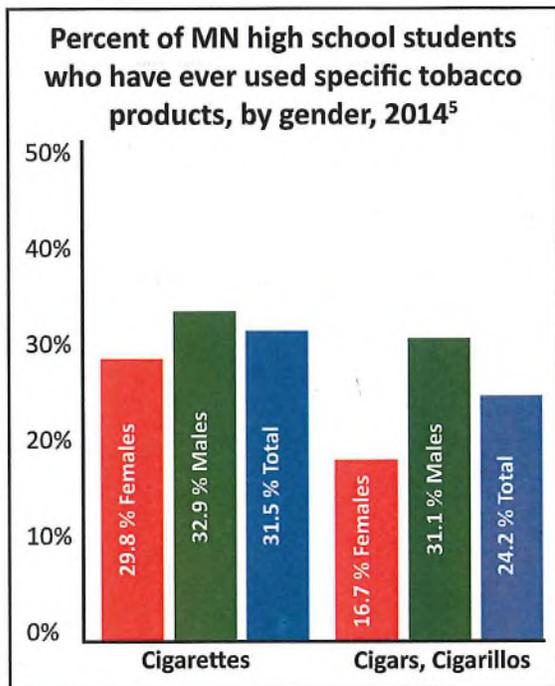
The FDA began regulating cigars and cigarillos in 2016. The new regulations:

- Require that one of six rotating warnings labels be placed on the packaging of all cigars;
- Prohibit free samples of cigar products;
- Require registration of cigar manufacturers and product lists with the FDA;
- Require manufacturers to disclose ingredient lists to the FDA; and
- Require a review process for new products marketed.<sup>2</sup>

## WHAT ARE THE HEALTH EFFECTS OF CIGARS & CIGARILLOS?

Cigar smoke is composed of the same toxic and carcinogenic constituents found in cigarette smoke. Cigars smoke causes cancers of the lung, larynx, oral cavity, and esophagus, coronary heart disease and chronic obstructive pulmonary disease.<sup>3</sup>

Cigars and cigarillos are often smoked and inhaled like cigarettes. Flavoring can disguise the harshness of the smoke, making it easier for first time tobacco users to smoke these products.



## WHO USES CIGARS & CIGARILLOS?

Each day, more than 2,500 kids under 18 years old try cigar smoking for the first time.<sup>4</sup> With fruity flavors, candy-like packaging and deals like two for 89 cents or three for \$1, cigars and cigarillos are attractive, accessible, and affordable for young people.

In Minnesota, almost one in four high school students have used cigars or cigarillos.<sup>5</sup> Nearly one in three boys and one in six girls currently use cigars or cigarillos.<sup>5</sup> The Minnesota Youth Tobacco Survey found the percentage of high school current tobacco users who only smoked cigar products in the past 30 days rose from 10.9 percent in 2011 to 15.8 percent in 2014.<sup>5</sup>

## WHAT CAN BE DONE TO PREVENT YOUTH USE OF CIGARS & CIGARILLOS?

Local communities can regulate these products to prevent youth use. Several options are available including:

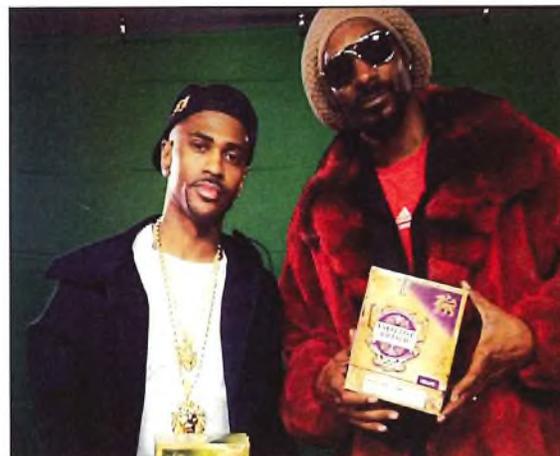
- Prohibit the sale of all flavored tobacco products;
- Require minimum pack sizes for cigars; and
- Require a minimum price per cigar.

In Minnesota, Brooklyn Center adopted an ordinance that requires cigars to be sold for a minimum price of \$2.10 unless sold in packs of five or more.

Minneapolis, Saint Paul, Maplewood, Richfield and Bloomington adopted an ordinance setting the minimum price at \$2.60. These ordinances are meant to make cigars, many of which are flavored, more expensive and less appealing to price-sensitive youth. Nationally, Boston and many surrounding Massachusetts communities set minimum prices for cigars.



Many brands market heavily on social media to reach new users. **Above**, Swisher Sweets posts beach-themed photos to its Instagram account. **Below**, Executive Branch Cigar uses rap celebrities Big Sean, left, and Snoop Dogg to reach youth. This photo appears on Executive Branch's Instagram.



### SOURCES

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This publication is made possible by funding from the Minnesota Department of Health's Tobacco-Free Communities grant program.

## General reminders about the sale of tobacco:

- Stores must be licensed as a tobacco vendor to sell tobacco products, including electronic cigarettes.
- Tobacco products with flavors other than mint, menthol or wintergreen can only be sold in adult-only tobacco products shops (at least 90 percent of revenue from tobacco sales). Tobacco products include items such as cigars, shisha, blunt wraps, smokeless tobacco, e-cigarettes and e-cigarette liquid.
- Stores must keep all tobacco products behind the counter or in a locked cabinet, unless anyone under 18 is prohibited from entering at all times.
- Liquid sold for use in an electronic delivery device must be sold in child-resistant packaging. Stores are required to provide written proof from the manufacturer upon request from the City that packaging is child-resistant.
- Penalties for violating the minimum cigar pricing or flavored product restrictions are the same as other tobacco license-related violations: \$200 for a first violation; \$400 for a second violation; \$800 and license suspension for a third violation; and license revocation for a fourth violation.

Dear Saint Paul Tobacco Vendor,

As of April 13, 2016, flavored tobacco products, excluding menthol, mint and wintergreen, can only be sold in tobacco products shops accessible exclusively by adults, 18 and older. Additionally, non-premium cigars must be sold for a minimum of \$2.60 each plus sales tax. The minimum price of cigars is as follows:

- Single Cigar - \$2.60 + sales tax
- 2 Pack - \$5.20 + sales tax
- 3 Pack - \$7.80 + sales tax
- 4 Pack or larger - \$10.40 + sales tax

This requirement applies regardless of promotional offering, such as buy one get one free. Please use this postcard as a guide for how to price non-premium cigars.

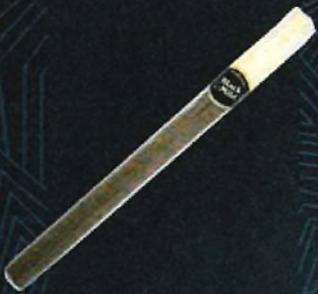
If you have any questions or concerns, please contact the City of Saint Paul Licensing Department: 651-266-8989 or [DSLComplaints@ci.stpaul.mn.us](mailto:DSLComplaints@ci.stpaul.mn.us)

Association for Nonsmokers-Minnesota  
2395 University Avenue West, Suite 310  
Saint Paul, MN 55114

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# SAINT PAUL'S NEW CIGAR PRICING REQUIREMENT

As of April 13, 2016, if you sell non-premium cigars in Saint Paul, they must be sold at the following prices:



1 Cigar for at least

**\$2.60**  
+sales tax



A Pack of  
2 Cigars for at least

**\$5.20**  
+sales tax



A Pack of  
3 Cigars for at least

**\$7.80**  
+sales tax



A pack of 4 or more  
cigars for at least

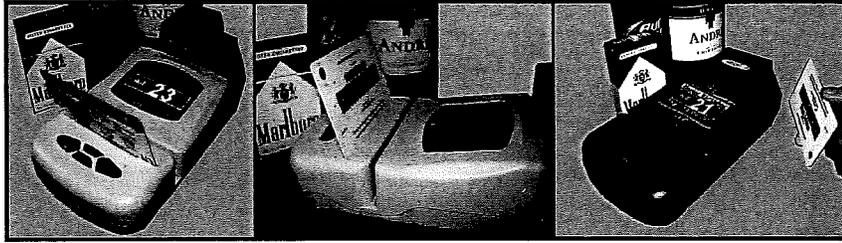
**\$10.40**  
+sales tax

**THIS IS A TOBACCO PRODUCTS SHOP.**

**YOU MUST BE AT LEAST 18  
YEARS OF AGE TO ENTER.**

# ID-e Scanners Info sheet: *ID-e3000-S*

## ID-e Reader / ID-e3000-S <sup>tm</sup>/ID-e3000-S Option "A" and "B"



\$ 395.00 Option "A"

Option "B" \$ 850.00

### Benefits & Features COUNTER TOP [www.id-escanner.com](http://www.id-escanner.com)

- Option "A" C-store fast easy direct scan option. (2D on Top) recommended
  - Option "B" 2D reader under Acrylic and side reading mode.
  - Scan any Magnetic Strip or 2D Bar Code or ID Card.
  - Driver License or Credit Cards.
  - FAST "1" second read rates!
  - Counter top & Portable
  - Designed Small for your Counter top !
  - Fcc/UL approved.. 3yr No labor Warranty
  - Instant Age, Date of Birth, Expire date.
  - View, Name, Address, Ht,Wt, Eye Color.
- 
- Holds 4000 records in memory. Or NOT save anything – Your Choice.
  - Review records right in your hand anytime.
  - Software up-grades are easy to install and no Charge ever.
  - Reads USA & Canada ID's.
  - Large LED screen, Age visible 20 feet away in the Dark
  - Wall transformer included - AC/DC or AA battery operation.
  - USB Download data anytime into a Database or Compliance report.

### Description

The ID-e3000-S Reader is one of the most versatile Age Verification or Data collection terminal you can own. ID-e gives the user a small footprint and all Magnetic strip or 1D & 2D capability in one package. No other device gives the flexibility of low cost and high end data collection options for today's POS environment. ID-e incorporates a new LED back light display technology that gives a smooth bright back light and reduces glare, and surface reflection interference. Daylight exposure from windows is not a problem.

The ID-e3000-S reader is the only dual function Age Verifier fit for C-Store counter top or portable Night club use, and is up-gradable from Magnetic reading only to full 2D reading capability. The 2D barcode reader is able to read wide linear and large 2D bar codes or the smallest micro PDF417 bar code labels found on today's Driver License.

# ID-e Scanners Info sheet: *ID-e3000-S*

The ID-e3000-S ID scanner can save up to 4000 scans in non-volatile flash memory and is safe even with the removal of the batteries or any other power failure. Save data in memory is OPTIONAL. The ID-e3000-S unit can be easily customized to read even the most difficult or encrypted magnetic or 2D bar codes used for your business, institution or events.

The ID-e readers can be used as a hand held wireless or fixed mounted terminal. With flexible programming can be used in Law Enforcement, POS, or institutional use making it one of the most cost effective terminal readers available.

Warranty is One full year Factory, and additional,..3 yr. No Labor Warranty.

**Hardware specs** *TriCom Card Technologies, Inc. 800-830-2225*

**Dimensions:** 4"x 6"x 1-1/2" inches  
**Display size** 2 1/2" x 1-1/2" Dual - Color  
**Weight:** 1.5 lbs

## Technical Specs.

**High Resolution Display** 120 X 120  
**Reader:** 3 Track Magnetic / 2D – (with 2d barcode reader)  
**Card Sensor:** Card load signal / Data sensor  
**Card Type:** Low-co. 200 to Hi-co 3000 or.  
**Card Thickness:** ISO 10 mil to 35 mil tolerance.  
**Read capability:** Bi-directional  
**Shock:** UL/ 3 ft to concrete Drop tested  
**Power requirements:** 6 to 9 V DC / 600 mA to 1.5 Amp.  
**Battery:** 2 AA for terminal – (4 AA for 2D reader)  
**USB port:** 5V USB power / Pc supplied.  
**Bar Code Reader:** RS-232 / 9 pin din.  
**Memory Capacity:** 2 MB non-volatile (Approx: 4000 records)  
**Operational Modes:** Wireless, AC/DC, USB

## USER ENVERMENTS:

**Operating Temperature:** 32° to 123° F

**Storage Temperature:** - 0 to 130° F

**Humidity:** 5% to 92% non-condensing

**Decode Capability:** 1D, 2D, ISO magnetic stripe, AAMVA magnetic stripe,  
Custom magnetic stripe,. Bar Code = UPC/EAN/JAN,  
Code 39, Code 128, Interleaved 2 of 5, PDF417, Micro  
PDF417.

**TIME STAMP:** With Every stored record.



Listed