

**MINNESOTA BOARD OF FIREFIGHTER TRAINING AND EDUCATION**

**MEETING MINUTES OF FEBRUARY 17, 2009, ELK RIVER, MN**

The Minnesota Firefighter Training and Education Board (MBFTE) was called to order at 12:35 PM in Elk River, MN by Vice Chair, Dan Greensweig.

**ATTENDANCE ROSTER**

<b>A</b>	Marvin Calvin Chair <b>MSFCA</b>	Willmar	2013		<b>P</b>	Judy Smith Thill <b>MSFDA</b>	Inver Grove Heights	2012
<b>P</b>	Daniel Greensweig Vice Chair <b>Association of Townships</b>	St. Michael	2010		<b>A</b>	Jeff Swanson <b>MSFCA</b>	Detroit Lakes	2010
<b>A</b>	Barbara Frank Treasurer <b>Public Member</b>	Danube	2011		<b>A</b>	Jerry Rosendahl <b>Dept of Public Safety</b>	St Paul	N/A
<b>P</b>	Richard Loveland Secretary <b>MPFF</b>	Moorhead	2012			Vacant <b>MSFDA</b>		2011
<b>P</b>	Matthew Ashmore <b>MPFF</b>	Hibbing	2011			VACANT <b>MSFDA</b>		
<b>P</b>	Jim Fisher <b>Association of Townships</b>	Zim	2013			VACANT <b>MSFDA</b>		
<b>P</b>	Tom Pressler <b>MSFDA</b>	Bloomington	2010			VACANT <b>League of Cities</b>		
<b>P</b>	Kelli Slavik <b>League of Cities</b>	Plymouth	2010					
<b>P</b>	Barbara Tuccitto Warren	Executive Director			<b>P</b>	Nancy Franke Wilson	Executive Director	
MN Professional Fire Fighters ( <b>MPFF</b> ) • MN State Fire Chiefs Association ( <b>MSFCA</b> ) MN State Fire Department Association ( <b>MSFDA</b> )								

**APPROVAL OF THE JANUARY 20, 2009 MEETING MINUTES**

A quorum was not present therefore approval of the January 20, 2009 meeting minutes were deferred to the March Board meeting.

**OFFICERS REPORTS**

Chairman, Marv Calvin – No Report

Vice Chair, Dan Greensweig

- o Dan Greensweig reported that he will cover updates later in agenda.

Treasurer, Barbara Frank

Barbara Frank was absent. Barbara Tuccitto Warren reported that to date the expenses have been to the ED's allocated budget and to date nothing has been charged to the Board's side of the budget.

- o When reimbursement funds are given out, a detailed report will be provided.
- o Barbara explained that she has prepared a projected expense budget through June 30<sup>th</sup>.
- o In the next three months the expenses that will be incurred will include: the website development, office furniture, laptops, phones and phone lines, printer and rent.

Secretary, Rick Loveland – No Report

**CORRESPONDENCE - None**

**REPORTS**

### **Executive Directors**

Report will be given in agenda where appropriate.

### **Executive Committee**

Barbara Tuccitto Warren stated that the Executive Committee met on February 10, 2009. She explained that as we move through today's agenda, information will be given on what transpired at the Executive Committee.

### **Legislative Committee**

Nancy Franke Wilson reported on the "I'll Walk Through Fire For You" campaign.

- It was designed to educate the Legislature and the general public on the importance of firefighters.
- It will show what they do and how important training is and that money is necessary to train firefighters.
- Pictures will be taken of firefighters, along with interviews to develop the campaign.
- Funding for the campaign will be pursued through private sector donations.
- The ED's will be meeting with Novartis Pharmaceutical in March to discuss Novartis's interest in sponsoring the campaign. Barbara Tuccitto Warren has worked with Novartis and their representatives.

Nancy Franke Wilson questioned if the Board will give the ED's permission to write the campaign for the Fire Prevention and Safety Grant.

- Judy Smith Thill stated that the training falls under the Fire Act Grant, and there may actually be three options (Prevention and Safety, Training and Retention).
- Nancy stated that they will apply for all 3.
- Tom Pressler felt that it falls under "Safety". He also stated that he has reviewed all three grants and offered to work with Nancy before it goes out.
- Judy stated that she is familiar with the Fire Grant and would also be open to assist.

Nancy Franke Wilson stated that she will develop a half page sheet of talking points for Fire Service Organization leadership and our board members to use when speaking to legislators.

- Tom Pressler asked if it will be in coordination with MNFAC. Nancy affirmed and interjected that currently there is no legislation out there regarding training. When there are issues, information will be sent out. Nancy also shared that we are not a member of MNFAC, but does receive their legislative alerts.

### **Training Committee**

Rick Loveland reported that the Training Committee met prior today's Board meeting. The Reimbursement Program and requests were discussed.

- Currently 4 applications have been received. Many calls have been received, mainly informational in nature.
- The application deadline is March 2 at 5:00PM and committee members agreed that there will no exceptions.
- It was clarified that March 2<sup>nd</sup> postmarked applications will not be considered.

Rick stated that there needs to be more research done on the RFP for Live Burn NFPA 1403.

- Rick and Nancy will contact other states to find out the type of curriculum they have.
- The states that will be contacted are Illinois, Indiana, Maryland and Michigan There needs to be a curriculum developed.
- He questioned if an outside agency does training and qualifies the instructor – will that instructor able to train others?
- Rick stated that recertification has been added.
- MBFTE plans to request funding from FSCA to pay for the course development.
- Rick stated that the committee agreed to take time with the development of the RFP in order to conduct the proper research and not rush the process.
- Matthew Ashmore stated that the committee will be meeting to review the ED's recommendations on March 10<sup>th</sup> following the Executive Committee meeting.

### **Operating Procedures Committee**

Barbara Tuccitto Warren reported that the Operating Procedures Committee met last week to review the current Operating Procedures

- Next steps include speaking with the Attorney General Office to seek answers to the list of questions that arose.
- Changes to the Operating Procedure will be presented to the Board in the next few months.
- Dan Greensweig stated that the simpler, the better with a group of this size. It should contain “guiding principles” and not be too detailed. There also will be a distinction made with Board members and staff.

## **UNFINISHED BUSINESS**

### **Reimbursement Plan**

- Nancy Franke Wilson stated that the phone calls and emails have been steady and are informational in nature.
- The applications are due on March 2.
- The ED’s have set aside March 3 and March 4 to review applications.
- A spreadsheet outlining training completed vs. training will be generated.
- Currently there are 4 applications, ranging in funding requests from \$1,100 to \$15,000.
- A postcard was sent out to firefighter, Legislators and as a state-wide press release.
- Judy Smith Thill brought in literature from a State School. The comments she has heard was that it would be nice to have instructor information on file. Nancy Franke Wilson agrees, but stated that MBFTE does not have the right to make this information public. This is not a licensing board. It has to be done voluntarily.
- Dan Greensweig asked what the ED’s want from the Board for signing off on reimbursements. Nancy Franke Wilson stated that is difficult, because there is no way to know what is going to come in. She will take it to the Training Committee and is getting receipts. Nancy stated that classes which are planned to be held through June maybe eligible for reimbursement. Requests from smaller departs may not have any costs associated with them. We may want to give them a stipend. Nancy stated that she would like departments to share all of their costs, but hourly wages for firefighters will not be reimbursed.

### **Office Space**

- Barbara Tuccitto Warren reported she is working with the State attempting to purchase surplus furniture.
- The ED’s have ordered laptops, a printer and will be addressing phone needs in the near future.
- Barbara stated that the State asked for an explanation as to why the office occupancy was not January 1. We have been requested to complete a 16A form to address why this discrepancy occurred and how it can be prevented from happening in the future. Dan Greensweig stated that Barbara can sign off on it and that no Board action is required.
- Barbara also stated that Anne Goldstein will be at the office on a weekly basis the schedule has not yet been determined.
- The MBFTE sign is now on the door.

### **Website**

- Barbara Tuccitto Warren reported that they are further along on the website.
- The cost is \$9, 623, 00.
- Due to the confusion with OET and the Department of Public Safety, the contract that the Board approved was null and void. It is now resolved and the only changes are dates. The costs remain the same. The website should be up and running to some degree by end of March.

### **Strategic Planning**

- At the Executive Meeting, it was discussed to delay holding a Strategic Planning Session.
- We have a number of items that we have to bring closure to before setting a date.
- Fall 2009 is being considered at this time.

### **Evaluations**

Dan Greensweig stated that Marv Calvin met with Barbara Tuccitto Warren and Nancy Franke Wilson. If there are any questions from the Board about their evaluations, they are to ask Marv Calvin.

- Barbara Tuccitto Warren stated that the next evaluations should be evaluating a company providing a service and meeting the requirements of the contract The ED’s are not staff, they are contractors.
- She thanked Board members for taking the time to complete the evaluations.

## **Regional Meetings**

- Nancy Franke Wilson stated that the request for reimbursement is completed.

The ED's will begin attending Regional Meetings in the near future. Board members will be notified of the schedule of the meetings. Board members attendance is optional

## **NEW BUSINESS**

### **Financial Forum**

Barbara Tuccitto Warren reported that the Governor's office is holding a Financial Forum for state boards. Attendance is mandatory. The ED's will be attending.

### **Trademark**

Barbara Tuccitto Warren stated that it is official. Trademark has been filed and paperwork is back

### **Executive Director's Fire Service Education**

Dan Greensweig stated that Marv Calvin wanted to obtain the Board's input on the idea to have the ED's attend FF1 Training Class, which will aid them to better understand terminology and add to the ED's credibility. It would be classroom training only.

- Nancy Franke Wilson commented that she attended a training class in Law Enforcement in the past and it was very helpful.
- Judy Smith Thill agreed 100%. She recommended one in-house program and one tech program.
- Jim Fisher stated that more knowledge is a smart idea.
- Rick Loveland stated that it will provide great credibility when the ED's attend the Regional Meetings.
- Barbara Tuccitto Warren stated that it will also bring more awareness to the Board.
- Judy thought most classes have already begun, starting in January.
- Rick stated that there are online programs that the ED's could catch up on.
- Judy suggested trying a West Metro program.

### **Recognition of Outgoing Board Members**

Barbara Tuccitto Warren stated that it was discussed at the Executive Meeting that Marv Calvin would like to recognize retiring Board members. Barbara then showed the board the plaque that will be given to Wayne Durant. Funding for these plaques was discussed at Executive Meeting and it was noted that the cost will covered.

### **2010 Contract**

Barbara Tuccitto Warren said that Marv Calvin spoke with her about beginning the development of the 2010 contract.

- Marv will be contacting Mary Foster to seek information on how to proceed with year two.
- Dan Greensweig stated that he would like to work on this sooner than later.
- Barbara explained the fact that there are 13 different categories that the ED's currently use to invoice from needs to be revised to better fit the day to day responsibilities.
- The ED's will revise the categories and present to Marv for approval.

### **Other**

- Judy Smith Thill thanked Tom Pressler for serving as Secretary. Dan Greensweig agreed.

The session was adjourned at 1:40.

Respectfully Submitted,  
Anne Goldstein