

**MINNESOTA BOARD OF FIREFIGHTER TRAINING AND EDUCATION**  
**MEETING MINUTES OF JANUARY 19, 2010, ELK RIVER, MN**

The Minnesota Firefighter Training and Education Board (MBFTE) was called to order at 12:30 PM in Elk River, MN by Chair, Marvin Calvin. New board members were welcomed and introductions took place.

**ATTENDANCE ROSTER**

<b>P</b>	Marvin Calvin Chair MSFCA	Willmar	2013		<b>P</b>	Jeff Swanson MSFCA	Detroit Lakes	2010
<b>P</b>	Daniel Greensweig Vice Chair Association of Townships	St. Michael	2010		<b>P</b>	Jerry Rosendahl Dept of Public Safety	St Paul	N/A
<b>P</b>	Barbara Frank Treasurer Public Member	Danube	2011		<b>P</b>	Troy Walsh MSFDA	Victoria	2012
<b>P</b>	Richard Loveland Secretary MPFF	Moorhead	2012		<b>P</b>	Natasha Carlson MSFDA	Pequot Lakes	2010
<b>P</b>	Matthew Ashmore MPFF	Hibbing	2011		<b>A</b>	Amanda Wood MSFDA	Grand Rapids	2013
<b>P</b>	Jim Fisher Association of Townships	Zim	2013		<b>P</b>	Dan Cline MSFDA	North Mankato	2012
<b>P</b>	Kelli Slavik League of Cities	Plymouth	2010		<b>A</b>	Roger Ihrke League of Cities	Dover	2011
<b>P</b>	Judy Smith Thill MSFDA	Inver Grove Heights	2012					
<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> )								

**CALL TO ORDER – MARV CALVIN**

- Meeting was called to order at 12:32 PM
- Request for additional agendas – there were none

**INTRODUCTIONS**

- Dan Greensweig presented Marv Calvin a plaque to recognize him for his years as Board chair.
- Dan thanked Marv for his dedication and vision relative to the development of the MBFTE.

**APPROVAL OF THE NOVEMBER 17, 2009 MEETING NOTES**

- Marv Calvin called for approval of the November 17, 2009 board meeting minutes.

***Motion by Jim Fisher to approve the November 17, 2009 meeting minutes, second by Barbara Frank – motion carried.***

**OFFICERS REPORTS**

- Chairperson, Marv Calvin
  - Marv reflected on his tenure on the Board and thanked the Board.
  - He recognized Jim Fisher as being the only person still serving on the Board since its inception.
  - Marv gave a special mention to his assistant Terrah Biegert. He asked that if you call Willmar Fire Department please give her a thank-you on behalf of the Board.

- **Vice Chair, Dan Greensweig**
  - Dan announced that he has accepted another job with the MN League of Cities; therefore he will be stepping down as a Board member.
- **Treasurer – Barbara Frank**
  - Barbara Tuccitto Warren distributed a revised summary report.
  - The changes include the addition of the open encumbrance for reimbursement and the position of actual and budget columns have been reversed.
  - Barbara Frank reviewed the budget summary
    - Operating budget actual % to budget 36.3%
    - Other budget items actual % to budget .03%
    - Total budget actual % to budget .08%
  - Barbara Tuccitto Warren spoke to Frank Ahrens about adjusting the state’s financial reports to reflect the budget numbers stated in the contract. Frank will adjust the budget numbers which will be stated on the January 2010 financials. .
- Secretary – Rick Loveland – no report. He thanked Dan and Marv.

1. Correspondence

- Don Beckering of MnSCU sent a letter to the Board regarding the reimbursement of online Firefighter I & II courses.
- MnSCU would like to see the MBFTE reimbursement at 60% course room and 40% online split.
- The first RFR did not include online training, in round two the Training Committee decided on an 80 – 20 split.
- Don Beckering’s letter explained why there should have been some type of methodical determination of online training.

2. Reports

- Executive Directors
  - Barbara Tuccitto Warren stated that the ED’s will not be providing a detailed report at this time, as everything they are working on will be reported within the other reports on the agenda.
  - Each of the ED’s reflected their appreciation of Marv’s integrity and how he has supported the ED’s during their time together. They also commented on Marv’s vision for the Board, which has been invaluable in building the organization both in the past and will equally be as we move forward.
- Executive Committee
  - Marv Calvin spoke about the need for a fact sheet to justify the need for the additional \$4 million.
  - He shared how important it is to articulate how many firefighters we need to fight a fire. It is important for the Board to be able to explain how much it costs to train a firefighter who responds to your house to fight the fire.
  - We will have something to show the Board at the next meeting. “It still takes XYZ hours to train a firefighter.” When we talk about the \$4 million dollars we are talking about funds that pay for firefighters participating in training.
- Legislative Committee
  - Dan Greensweig distributed copies of the post card mailed to legislators.
  - The ED’s will meet with Senator Ann Rest and Tom Thornberg on Thursday.
  - The ED’s will have the opportunity to learn if MPFF has any legislative agenda items that would affect MBFTE.
- Licensing Committee
  - Dan Greensweig said that at the committee meeting we went through the work plan.
  - He created a checklist of things that need to be done in order to have licensing completed. The committee will work through that checklist at the next meeting.

- Dan said he would provide informal assistance to the committee until his replacement is on the Board.
- In terms of a budget there is nothing specific to report, but we should be within the dollar amount the Board has talked about earlier. It doesn't look like we will need legislative changes.
- Training Committee
  - Rick Loveland reported that due to poor weather the January 7<sup>th</sup> meeting was postponed and the planning session was held today.
  - A list of items of importance was established and will be prioritized at the March meeting.
  - We looked at the course approval and the instructor ideas.
  - MnScu has been invited to attend the next meeting to discuss concerns with and ideas for providing the training.
  - Bob Dahm said that Fire Marshal's Office has a code specialist job open and that the person would be putting together fire code training. There is a need to increase the training for Fire Marshals and Fire Inspectors. The Fire Marshal's office realizes that this is their responsibility in Minnesota. Bob said it will take a minimum of four months to hire for the position.

Rick Loveland reviewed the handout that was distributed showing the Round One Funding Allocations graph broken out by instructing organizations. The ED's compiled the information from round one and are currently compiling it for round two.

A priority item for the Training Committee is the education of instructors including the Qualified Instructor process and education of departments, including the courses that are approved and process.

### 3. Unfinished Business

- Regional Meetings –
  - Barbara Tuccitto Warren reviewed the Regional Meeting schedule and asked Board members to participate in the meetings and let her so she can maintain the master list.
  - If you are unable to attend, please find someone to attend in your place or contact one of the ED's who will attend.
  - Barbara asked who has recently attended their meeting and if they were able to talk about MBFTE. Natasha Carlson attended her regional meeting and spoke. She said it made a huge difference.
  - Dan Cline is the president of Region 14. Barbara will make the correction.
  - Barbara reminded Board members as to how critical it is that the Board is present at the Regional Meetings to report the activities of MBFTE.
  - After each Board meeting talking points will be emailed to all members.
- Communication Tool Kit
  - Nancy Franke Wilson explained the purpose of the Communications Tool Kit.
  - The Board was in approval to move forward with continual development and printing of the materials.
  - The tool kit will not replace the monthly talking points but will be incorporated in it.

### 4. New Business

- Camp Ripley Regional Training Site
  - Matt Ashmore provided an update on the training site development.
  - It was originally to be the second EOC but now it will be the third.
  - It will have training rooms and DPS will have onsite offices.
  - The lodging will be built onsite because Camp Ripley gives lodging priority to soldiers. They will have 200 – 250 beds.
  - The driving course will be available for DOT, EMS and Fire.
  - It will be a little city with a variety of roads which is beneficial to fire service.
  - June 1<sup>st</sup> is the ground breaking.
  - Marv Calvin said that the Governor put the \$10 million bonding bill in his budget.

- Fire Safety Advisory Committee (FSAC) Special Meeting
  - Barbara Tuccitto Warren said that the Fire Service Advisory Committee (FSAC) recommended that MBFTE receive \$3 million of the proposed supplemental budget.
  - FSAC created an outline about why the \$3 million is a reasonable request.
  - Barbara attended the December meeting and requested \$4 – \$5 million for MBFTE.
  - Jim Fisher attended the special meeting and stated that the budget had to be reduced or there was a great risk of losing everything. All of the other committees have given up their portions of the funds.
  
- Strategic Planning Session
  - Marv Calvin stated that before we could have a planning session we needed to have a round of Reimbursement Program completed and have a full Board that meets the legislative qualifications.
  - Barbara Tuccitto Warren explained that she had contacted Frank Ahrens seeking direction as how to move forward when planning the session. He directed her to the appropriate state contacts for food, location and facilitation.
    - The Executive Committee discussed the need to look at our mission, vision and set our objectives.
    - The other piece is that it will give Board members a way to become better acquainted, which helps to build and strengthen the team.
    - The State facilitator would cost \$3 - \$4,000. It was agreed by all that was too costly.
    - The ED's have found Gary Wingrove of the Mayo Clinic system and formerly the first ED of the EMRSB. Gary has agreed to facilitate the session gratis. He would be willing to conduct a six hour session.
  - Bob Dahm agreed that Gary Wingrove would be an excellent choice.
  - Marv asked Board members if they are in agreement with holding a planning session.
  - Judy Smith Thill asked if we are doing a weekday or weekend. Marv asked Board members which would be best weekday or weekend. All agreed weekday.
  - Marv asked that if Board members have specific items they would like discussed at that session please send them to Barbara Tuccitto Warren.
  - Kelli Slavik asked when the session would be held. Barbara responded that initially we considered April or May. Kelli said that in her opinion April would be best.
  - Marv said Barbara will email date choices.
  - Once the details are confirmed an agenda will be sent to Board members.
  
- Other
  - Marv said his vision of how this Board looks is that there is an ED contract position but state employees as well. He wanted everyone to know that the ED's are aware of this, which will be talked about at the strategic planning session.
  
  - Marv asked if officers should serve as committee chairs. He and Dan Greensweig offered several options and reasons for or against having officers serve as committee chairs. The Board decided to wait to make any decision about this until the strategic planning session.
  
- Election of Officers
  - Chair – Jim Fisher nominated Rick Loveland.  
*Judy Smith Thill motioned for a white ballot, second by Jim Fisher - motion carried.*
  - Vice Chair – Rick Loveland nominated Jim Fisher.  
*Rick Loveland motioned for a white ballot, second by Dan Cline - motion carried.*
  - Treasurer – Barbara Frank has agreed to complete her term as Treasurer through 2011.
  - Secretary is vacant as Rick moved to the Chair. Natasha and Dan Cline moved and seconded for Judy Smith Thill.  
*Jeff Swanson motioned for a white ballot, second by Judy Smith Thill - motion carried.*

- At Large  
The At Large Officer position was created so the Executive Committee has an odd number of members.

Dan Cline nominated Kelli Slavik. Rick Loveland nominated Matt Ashmore. Kelli Slavik declined the nomination.

***Rick Loveland motioned for a white ballot, Jeff Swanson second the motion. All agreed and motion carried.***

Nancy Franke Wilson will write a press release and will ensure the MSFDA, MSFCA and MPFF are notified of the newly elected slate of officers.

5. Public comment

6. Adjournment – 2:16 pm

Respectfully submitted,  
Barbara Tuccitto Warren  
Nancy Franke Wilson  
Executive Directors  
January 19, 2010