

MINNESOTA BOARD OF FIREFIGHTER TRAINING AND EDUCATION
MEETING MINUTES OF APRIL 27, 2010, ELK RIVER, MN

The Minnesota Firefighter Training and Education Board (MBFTE) was called to order at 12:40 PM in Elk River, MN by Chair, Rick Loveland. New board members were welcomed and introductions took place.

P	Marvin Calvin MSFCA	Willmar	2013		P	Jeff Swanson MSFCA	Detroit Lakes	2014
P	Barbara Frank Treasurer Public Member	Danube	2011		P	Jerry Rosendahl Dept of Public Safety	St Paul	N/A
P	Richard Loveland Chair MPFF	Moorhead	2012		A	Troy Walsh MSFDA	Victoria	2012
P	Matthew Ashmore Officer at Large MPFF	Hibbing	2011		P	Natasha Carlson MSFDA	Pequot Lakes	2014
P	Jim Fisher Vice Chair Association of Townships	Zim	2013		P	Amanda Wood MSFDA	Grand Rapids	2013
A	Kelli Slavik League of Cities	Plymouth	2014		A	Dan Cline MSFDA	North Mankato	2011
A	Judy Smith Thill Secretary MSFDA	Inver Grove Heights	2012		P	Roger Ihrke League of Cities	Dover	2011
P	Eric Hedtke Association of Townships	St. Michael	2014					
P	Barbara Tuccitto Warren Executive Director				P	Nancy Franke Wilson Executive Director		
MN Professional Fire Fighters (MPFF) • MN State Fire Chiefs Association (MSFCA) MN State Fire Department Association (MSFDA)								

GUESTS: Sherry Munyon (MNFAC), Bill Struzinski (MNFAC), Tim David (Deloitte Consulting), Ben Kosel (Versa Software)

1. Call to order – Chair, Rick Loveland
2. Introductions
3. Approval of Minutes (January 19, 2010 and March 30,2010)

Motion by Jim Fisher to approve the January 19, 2010 and March 30, 2010 meeting minutes, second by Barbara Frank – motion carried.

4. Officers Reports
 - Chair , Rick Loveland
 - Rick explained that it has been a busy first few months, but things are settling down.
 - He thanked Board members for their help.
 - Vice Chair – Jim Fisher

- No Report
- Treasurer –Barbara Frank
 - Financial Report through March 31, 2010
 - Through March 31, 2010, the Board has expended 43.5% of its budget.
 - The ED’s have expended 56.6% of their budget.
 - Overall the Board has expended 23.9% of its budget.
 - Barbara Tuccitto Warren reported that the projections for the Board’s year end Operating Budget will be under \$5,000 and the ED side is estimated to come in around \$22,000 – \$28,000.
 - Barbara T. W. explained that the professional services has not been used to a great degree, because the ED’s possess the skill set to do the work needed, with the exception of graphic design and website setup.
 - Marv Calvin said that not only are we doing good work, but we are fiscally responsible.

Motion by Marv Calvin to approve the FY2010 financial report, motion second by Amanda Wood – motion carried.

- The presentation of the 2011 operating budget – Barbara Tuccitto Warren
 - As stated on the initial RFP, each year of the contract’s Operating Budget cannot exceed \$225,000.
 - The major difference in this budget is the addition of two compliance officers.
 - Professional Fees have been largely reduced.
 - Barbara T. W. is working with the city of Elk River to obtain bids for one, two and three more years of renting the office space. Our lease is up on January 31, 2011. At the strategic planning session the Board will discuss how they wish to proceed regarding the lease/office.
 - Marv asked if we should put in for the 2 million from MNFSAC and Barbara T.W. told him that we would not know that until after MNFSAC and the Commissioner of Public Safety makes a recommendation to the Governor.
 - Jerry Rosendahl stated that the final language in the statute says the MNFSAC makes a recommendation to the Commissioner of the Dept. of Public Safety; who then is in charge of how that money is spent rather than the Governor as in previous years.

Resolution 2010 – 04.1

Resolution made to adopt the FY2011 Operating Budget.

Motion by Amanda Wood and second by Jim Fisher – motion carried

Roll call vote dated this day the 27th of April 2010

Member	Aye	Nay	Abstain	Absent
Ashmore				x
Calvin	x			
Carlson	x			
Cline				x
Fisher	x			
Frank	x			
Ihrke	x			
Loveland			x	
Rosendahl	x			
Slavik				x
Smith Thill				x
Swanson	x			
Walsh				x
Wood	x			

- Secretary – Judy Smith Thill
 - No report

5. Correspondence

- The ED's received a letter from Bob Johnson, chair of MNFSAC, requesting that MBFTE present a proposed budget for the supplemental funds and another presentation on the FY2011 budget at the June 2nd MNFSAC meeting.

6. Reports

- Executive Directors – Barbara Tuccitto Warren
 - Barbara explained that generally she does not provide such a detailed report, but thought it would be helpful for the Board to hear some of the things the ED's have been doing since the last meeting.
 - Working through the new officers transition
 - ED's met with Representative Carolyn Laine, who sits on the Public Safety Finance Committee and Senator Rest.
 - Attended an Open Meeting Law workshop presented by the State
 - Hired a part time administrative assistant
 - Meeting with Frank Ahrens
 - Reimbursements
 - FY2011 Appropriations
 - Supplemental Funds
 - Licensing
 - Process in handling the Licensing fees
 - E-licensing Meetings
 - Drafting business process for licensing
 - Staffing/Budget
 - Background check fees
 - Organized the Info Gathering Session for the 72 continuing education
 - Drafted an Executive Summary on the outcome of the Info Gathering Session
 - Great deal of time spent on dealing with contract matters including meeting preparation for the meeting with Tim Leslie, AG, Frank Ahrens, Department of Admin, MPFF
 - Drafted job description for ED position
 - Strategic Planning Session
 - Met with the Gary Wingrove facilitator of the Board's Strategic Planning Session
 - Coordinator for the contract for Gary Wingrove with DPS
 - Designed the board survey
 - Drafted agenda
 - Secured the conference room and approval for food in compliance with State regulations
 - Consistent contact with John Hultquist regarding Board appointments
 - Drafted the 3rd Reimbursement Program
 - Continuing the process of collecting Qualified Instructors supplement forms
 - Consent flow of reimbursements to be processed and sent to the State for payment
 - ED's met with chair of the FSAC regarding training requests and plans to educate legislators on the importance of keeping the FSA funds for training
 - Met with Bill and Sherry for the same reason
 - Drafted FY2011 Operating Budget
 - In the last 3 months meeting preparation, attended and followed up on included:
 - 3 Licensing meetings
 - 5 E-licensing meetings
 - 2 EC meetings
 - 2 Board meetings
 - 3 Training Committee meetings
 - Gathering information on the office space from the city of Elk River regarding renewal of lease
- Executive Committee – Rick Loveland
 - Rick apologized to Barbara Frank that we moved meetings around due to the new committee. She asked if we could offer the teleconferencing option and Rick said that we could.
 - Judy Smith Thill and Jerry Rosendahl have been working on the ED position posting while Rick has been working with Barbara Tuccitto Warren on the contract.

- Legislative Committee
 - Bill Struzinski and Sherry Munyon addressed the Board to explain what happened at the Capitol this year.
 - First, Bill remarked that the Board is doing the right things and doing a good job.
 - He was pleased to see how their concepts of this Board and the Fire Safety Account have come to fruition.
 - What hurt us at the Capitol the most was that there was no documentation on the need for money. The most beneficial thing we can do is to demonstrate the need.
 - Politics is influencing future money available to our Board.
 - Sherry Munyon stated that the legislature removed \$10.5 million from the Fire Safety Account and left the fire service with \$2.5 million.
 - Now the legislature will be looking at the requests in the future to see what requests are.
 - Sherry said they initially, there was created a perception there would be \$5.5 million dollars in requests.
 - A couple legislators suggested that maybe the surcharge is too high and that we should have that surcharge reduced.
 - If more training costs can be captured that would help them lobby for the money at the Capitol. Next year it is going to be more difficult to keep the money, as we already know.
 - Jeff Swanson asked how the legislature/Governor can take money collected for one thing and spend it on something else.
 - Bill explained that statute allows them to do this. It may be horrible, but it is legal and it may be a long-term issue. We were not the only fund raided and some funds have been deleted, so we are doing better than others.
 - Marv Calvin asked if we could use the block grant funds in a grant process rather than a reimbursement program and if it was possible to keep the application process open longer.
 - Bill stated that the law doesn't preclude you from doing it.
 - Jerry Rosendahl explained that Frank Ahrens acts in accordance with law; if it's not stated in law then we can't do it.
 - Amanda Wood stated that what the lobbyists are saying is that we need to show need for training.
 - Sherry added that at the Regional Meetings she asked why so many departments haven't applied. She said it seems like some departments just need help with the application.

- Licensing Committee
 - Tim David from Deloitte Consulting and Ben Kosel with Versa Software provide a presentation on e-licensing.
 - As the contractors of the E-Licensing program they performed the pilot with the Post Board and EMSRB.
 - There are 25 State agencies/boards who license and who will need to be functioning within the E-licensing at some point over the next six years.
 - MBFTE would be the fourth agency they work with.
 - Today Tim and Ben demonstrated the licensing gateway; what the firefighters would see when they sign in. Tim said there are a many parts that make up the e-licensing system..
 - Licensing Minnesota is a listing of the 1600 licensing types that will eventually be on the system.
 - Identity and access management is the second area of the system that allows one person to do business with five different agencies by only logging in once.
 - The third component is the licensing gateway. Component number four is the back office; what the MBFTE staff will see.
 - Available will be very substantial reporting from the data in the back office.
 - Not every agency or board wants to adopt a back office system because they already have their own back office.
 - Those agencies can adopt their own back office to feed into the State system. Any licensee can pay on-line through an agreement with US Bank.
 - They are working on a fingerprinting system and a way to connect to MAPS (MN Accounting and Procurement System.) The system allows licensees to do updates; address, name change, check email addresses, etc on-line.

- Jerry Rosendahl asked if we could send an email out to all licensees. The answer was yes; we could send configured messages.
- Ben Kosel introduced himself and explained that Versa is a sub-contractor for Deloitte.
 - Versa worked with many states and all licensing types. The e-licensing concept of a one-stop-shop is unique to Minnesota.
 - Ben conducted a demonstration of the system live for attendees.
- Barbara Tuccitto Warren mentioned MBFTE has not received a bid for the back office costs. The agency/board is responsible for the cost of the back office expenses; the front office costs are offset by the surcharge paid by the licensee.
- Barbara Tuccitto Warren presented the proposed licensing budget.
 - The fiscal note had an administrative assistant position but we have determined that the licensing coordinator would do the job of the administrative assistant.
 - In talking with Frank Ahrens about our budget, the 150k is based on 2500 licensees, but most people agree it would be higher.
 - We are going to be sharing services between MBFTE and licensing; so some expenses would be used by both.
 - Roger said it was illegal for us to approve a budget that is in a negative balance.
 - Marv asked if the budget was labeled draft would Roger be alright with it. Roger said yes.
 - Jerry suggested approving the budget for the first year and the remaining revenue will be reflected in setting the budget in 2012 and 2013.

Resolution 2010 – 04.2

Resolution made to adopt the FY2011 Licensing Budget.

Motion by Barbara Frank and second by Jeff Swanson – motion carried

Roll call vote dated this day the 27th of April 2010

Member	Aye	Nay	Abstain	Absent
Ashmore				x
Calvin	x			
Carlson	x			
Cline				x
Fisher	x			
Frank	x			
Ihrke	x			
Loveland			x	
Rosendahl	x			
Slavik				x
Smith Thill				x
Swanson	x			
Walsh				x
Wood	x			

- Training Committee
 - Marv Calvin said he met with his local MNSCU customized training institute and was told they feel the fire service is not holding or paying their own freight.
 - They believed their training was subsidized and Marv didn't want to see costs increased because of this MBFTE money.
 - Rick Loveland said there was special money for the MNSCU system and when that money goes away many of the schools will stop offering firefighter training money. If they are not making their 45% profit they will stop holding those classes.
 - Marv said he offered to pay 100% mark-up and they didn't want to take him up on it.

- Roger Ihrke commented that an issue which arose in the last budget cycle was that fire departments were under the impression that the only training that would be funded was FF1 so that is what they applied for. Departments did not believe they would get reimbursed for more dollar requests. He also said that someone is going to figure out the need, contact a provider to find out the cost and send that application in.
- Jerry Rosendahl asked if the fire departments would apply for a flat rate per firefighter, if they knew they were going to get it. Roger said he thought they would.
- Nancy Franke Wilson reviewed the 3rd round Request for Reimbursement.
 - She explained that the Training Committee recommends using the Tier System and asked Board members to review the Tier System in their packet.
 - The goal is to have the application available to be completed online.
 - The application has been made easier to complete.

Motion was made by Jim Fisher to approve the release of the 3rd Request for Reimbursement on May 10, 2010, motion second by Natasha Carlson. Amendment to the motion by Marv Calvin to remove the preference of Firefighter 1 & 2 from page 4 of the guidelines, as the Tier System will set the priority training areas, motion second by Roger Ihrke – motion carried.

- The Training Committee is recommending that up to \$50,000 of the Supplemental Budget be used to fund the Live Burn RFP.

Motion made by Jim Fisher to include a request of up to \$50,000 in the proposed Supplemental Budget to fund the Live Burn RFP, motion second by Roger Ihrke – motion carried.

Resolution 2010 – 04.3

Resolution made to hire a student intern for up to \$5,000 to collect the data on training needs,.

Motion by Amanda Wood and second by Jim Fisher – motion carried

Roll call vote dated this day the 27th of April 2010

Member	Aye	Nay	Abstain	Absent
Ashmore				x
Calvin	x			
Carlson	x			
Cline				x
Fisher	x			
Frank	x			
Ihrke	x			
Loveland			x	
Rosendahl	x			
Slavik				x
Smith Thill				x
Swanson	x			
Walsh				x
Wood	x			

Rick said the committee recommends that three members of the Board review the Live Burn RFP. Agreeing to serve on the review committee are Marv Calvin, Jeff Swanson and Dan Cline.

7. Unfinished Business

- Strategic Planning Session - May 14th, 10 am to 4 pm, City of Elk River main level conference room
- Communication Tool Kit – Tabled for next meeting

- Regional Meetings – Current schedule was sent out, talking points will be sent to use for reporting.
- Board Appointments – Township representative has applied for appointment.

8. New Business

- Human Resources Committee – Rick Loveland
 - Rick Loveland stated that we will need to establish a Human Resource committee to set a plan for the interviewing for Executive Director candidates.
 - He explained that the Board could delegate the duties to the Executive Committee or he could appoint a committee.

Motion made by Marv Calvin to authorize the Board chair to determine if the Executive Committee would serve as the HR committee or appointment members from the Board, also authorize the Board chair to make formal appointment of committee chairs, motion second by Amanda Wood- motion carried.

9. Public Comment

10. Adjournment

Respectfully Submitted,
Barbara Tuccitto Warren
Nancy Franke Wilson
Executive Director
April 27, 2010

Adjourned: 3:21pm