

MINNESOTA BOARD OF FIREFIGHTER TRAINING AND EDUCATION
MEETING MINUTES OF JULY 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.

A	Marvin Calvin Chair 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 Secretary MPFF	Moorhead	2012		A	Troy Walsh MSFDA	Victoria	2012
P	Matthew Ashmore MPFF	Hibbing	2011		P	Natasha Carlson MSFDA	Pequot Lakes	2014
P	Jim Fisher Association of Townships	Zim	2013		A	Amanda Wood MSFDA	Grand Rapids	2013
A	Kelli Slavik League of Cities	Plymouth	2014		P	Dan Cline MSFDA	North Mankato	2011
P	Judy Smith Thill MSFDA	Inver Grove Heights	2012		p	Roger Ihrke League of Cities	Dover	2011
P	Eric Hedtke Association of Townships	Saint Michael	2014					
P	Barbara Tuccitto Warren Executive Director				P	Nancy Franke Wilson Executive Director		
Richard Kleiss attended as an alternate for Jerry Rosendahl.								
MN Professional Fire Fighters (MPFF) • MN State Fire Chiefs Association (MSFCA) MN State Fire Department Association (MSFDA)								

1. Open Meeting - Chair, Rick Loveland - 12:33pm
2. Approval of the April 27, 2010 Board Meeting Minutes and the May 14, 2010 Strategic Planning Session Minutes
 - Board Meeting, April 27, 2010 – Roger Ihrke said the minutes incorrectly stated that he was absent.

Motion by Roger Ihrke to approve the April 27, 2010 meeting minutes, second by Jeff Swanson – motion carried.

- Strategic Planning Session, May 14, 2010

Motion by Jim Fisher to approve the May 14, 2010 Strategic Planning Session minutes, second by Matt Ashmore – motion carried.

3. Business
 - o Chair – Rick Loveland
 - FY2011 Professional Technical Services Contract
 - Rick reported that the contract has been signed and executed.

- He thanked Jerry Rosendahl and Judy Smith Thill for the effort they put into preparing the job posting and working with HR/DPS.
- Report on FSAC Meeting
 - MBFTE was allocated \$1 million; the other million will be divided amongst other entities. The Commissioner of Public Safety will determine how those funds will be allocated.
 - MBFTE's award of one million includes \$950K for reimbursement and \$50K for Live Burn.
- Meeting with Fire Service Organizations
 - Rick Loveland reported that he and Jim Fisher were asked to attend a meeting with the MSFDA, MSFCA, MPFF, MNFAC group.
 - There were a number of items discussed, some resolved and some yet to be worked out.
 - MBFTE was requested to conduct a training needs survey, which has been completed.
 - The survey was sent to the fire service organizations to send out to their members and was available at the MSFDA conference.
 - The end result of the meeting was that it was productive and beneficial to all entities.
 - In the future when these groups have issues or questions they will contact their representative on the Board.
- Vice Chair – Jim Fisher
 - Meeting attendance FSAC (2), Fire Organization meeting
 - Jim agreed that the meeting with the fire organizations was helpful for all.
- Treasurer – Barbara Frank - report given under Financial Report
 - Financial Report – Barbara Frank/Barbara Tuccitto Warren
 - Financial Review through May 31, 2010 – Barbara Frank
 - Board is 57% to budget
 - Professional Technical Services 78% to budget
 - Total Operating Budget 77 % to budget
 - Round 2 Reimbursements are 32% to budget. The deadline was August 1, 2010.
 - The year-end Operating Budget is projected to come under the mid or high end of \$30,000.
 - Projected FY 2012 – Barbara Tuccitto Warren
 - Changes or new line items include:
 - Compliance Examiners
 - Costs shown for the part time administrative assistant and the Executive Director as State employees including benefits.
 - The amount of the proposed operating budget remains the same as previous years.
 - Discussion regarding the ED position as a contractor or State employee – Rick Loveland.
 - The Board needs to decide if they want a state employee or to continue with professional contract services.
 - Barbara Tuccitto Warren suggested that the Board establish a Human Resources Committee that will research, discuss and make a recommendation to the Board.
 - The FSAC meeting is scheduled for October 6th and it would be best to have that information prior to that meeting.
 - Rick stated that the Executive Committee will serve as the HR committee.
 - He also would like to ask Roger Ihrke and Marv Calvin to serve on the committee.
 - Roger agreed to serve and Rick will contact Marv.
 - Dan Cline suggested contracting with three Compliance Examiners at \$20,000 each, because it would be challenging to hire part time examiners for \$15,000 per year.

Motion by Jeff Swanson to approve the FY2010 financial report, second by Matt Ashmore – motion carried.

- Secretary – Judy Smith Thill
 - Report on Metro Chief's meetings

- Nancy Franke Wilson gave a presentation to Metro Chiefs where a question was presented about a test for renewal.
- As a result, a conference call was held with Rick Loveland, Jim Fisher, Judy Thill the ED's, Brian Rice and Tom Thornberg to get clarification of legislative intent.
- Rick Loveland explained to the Board, the law in more detail regarding grandfathering.
- Barbara Tuccitto Warren called the AG after the conference call, as we have to be assured the AG interprets the law in the same way; which he does.

5. Correspondence – Rick Loveland

- Dave Schliek chair of the MN State Fire Certification Board (MSFCB) sent a letter to Rick requesting a meeting of the MBFTE Executive Committee, MSFCB and other fire service organizations.
- Rick explained that we would not be meeting with them because we are putting out an RFP and they are a potential vendor.
- Barbara Tuccitto Warren spoke with the AG's Office regarding MSFCB's request. The response was:
 - There is a law to abide by and follow; therefore there is no need to meet with entities outside the Board members.
 - MBFTE should not meet with potential vendors due to a conflict of interest.
 - The AG's Office pointed out that the Board of Education is being sued at this time for meeting with a vendor in a similar situation.
 - MBFTE should not meet with fire service organizations.
 - The Board is comprised of members who represent these organizations, along with the expertise needed to make decisions.

6. Reports

- Executive Directors -This is a brief overview of what has transpired since the April Board meeting. – Barbara Tuccitto Warren
 - Coordinated and followed up on the Strategic Planning Session
 - Orientation of new board member
 - Coordinated, prepared for, attended and followed up on the EC and LC meetings
 - Attended OET E-Licensing meetings at Dept of Labor and a final meeting with the consultants
 - Met with Frank Ahrens regarding E-Licensing, along with the revising of the licensing budget
 - Researched alternatives to E-Licensing
 - Drafted and released an RFP for a web designer/programmer
 - Responded to inquiries and collecting the submitted RFP's
 - Coordinated the release of Round 3 RFR – managed the inquiries from FD's, receipt of applications, data entry of information and the compilation of the distributions
 - Organized and managed the calling project to connect with all MN Fire Departments regarding a reminder to submit their documents for Round 2 and to bring to their attention the deadline for Round 3, along with offering assistance if needed.
 - Processed the incoming documents from Round 2.
 - Coordinated with Board members who were staffing the Board's booth at the MSFDA conference
 - Released via email, a training survey on Survey Monkey to the MSFDA, MSFCA and MPFF
 - Attended two FSCA meetings regarding the Supplement Funds distribution
 - Drafted projected yearend budget
 - Drafted projected budget for 2012
 - Drafted a PowerPoint presentation on licensing legislation and presented to Metro Chief's
 - Met with MPFF
 - Met with Dept of Admin to discuss the RFP for the IFSAC appointment
- Executive Committee – Rick Loveland
 - Board members received the July 16th meeting minutes for their review.
 - Rick called for questions – none were asked
- Legislative Committee – no report

- Licensure Committee Update – ED’s
 - Dan Cline reported that the meetings are now held at the Savage Fire Department
 - Guest in attendance was Tom McDonough St. Paul Fire Department
 - Meeting with Frank Ahrens
 - Status of E-licensing – Barbara Tuccitto Warren
 - In June, the ED’s met with the Board’s accountant from DPS to look at the feasibility of paying \$240,000 for a Back Office System for licensing. The meeting concluded with an agreement that it is not likely that the Board could afford such a fee when the initial fiscal note is projected at \$201, 000. As well, it would not be in the best interest of the Board to finance these funds.
 - The Office of Enterprise Technology has been notified of this decision, after the Board was notify of the outcome of the meeting.
 - The plan is now to move forward with the RFP for a web programmer/designer
 - RFP for web programmer/designer – Nancy Franke Wilson
 - To date there have been 17 inquires received
 - The project amount is \$20,000 to set up an front and back office system
 - Applications deadline is July 26, 2010
 - The ED’s will be interviewing the top two candidates.
 - The target start date is August 16, 2010
 - Revised Budget – Barbara Tuccitto Warren
 - After meeting with the Board’s accountant from DPS, the determination was made to reduce the licensing coordinator’s position to half-time.
 - The committee views this as a reasonable change and provides the budget a healthy reserve.
 - We expect that person to start November 1, 2010.
 - The committee recommends approval of the revised budget.
 - Meeting with Department of Admin – ED’s
 - The ED’s met with Betsy Hayes of the Dept of Administration.
 - The discussion was based on if there is more than one IFSAC accredited entity in the State of Minnesota.
 - The ED’s will continue to work with the Dept of Administration on this RFP.
 - Matt Ashmore and Barbara Tuccitto Warren both brought up the idea of the MBFTE being IFSAC accredited in order to administer and manage the tests.

Resolution 2010 – 07.1

***Resolution made to adopt the revised Licensing Budget.
Motion by Jim Fisher and second by Roger Ihrke – motion carried.***

Roll call vote dated this day the 20th of July 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 Update – Rick Loveland
 - MSFDA Conference
 - Booth traffic was good and was placed in a good location.
 - Many people had questions that the booth volunteers were able to answer.
 - Training Survey
 - To date 54 surveys have been returned.
 - Rick advised that we evaluate which conferences would be best for MBFTE to exhibit.
 - There was a significant amount of down time at the MFSDA conference.
 - Judy Thill suggested we put up a table near the FITOAM booth so when those attending go to that table for training material, they will see ours. That way, we would not have to staff a booth.
 - Dan Cline said that at the end of his class, the survey was handed out and people in the room did not know the information or it was not their responsibility to fill it out.
 - Rick explained that the survey went out to all three fire service organizations.
 - The Joint Council suggested requested that MBFTE conduct the survey, so each was asked to assist in the distribution.
 - Live Burn Reviewer Subcommittee – Rick Loveland
 - Marv Calvin, Dan Cline and Jeff Swanson have agreed to serve on the subcommittee.
 - Subcommittee has been asked to submit a written report of their findings and suggested changes by August 27th.
 - A copy of the RFP will be sent to committee members.
 - Status of Qualified Instructor List – Nancy Franke Wilson
 - The current list on the web is up to date.
 - There are 94 instructors who have not completed a supplement form.
 - If departments apply for reimbursement and the instructor of that course is not on the MBFTE Qualified List, the department cannot receive reimbursement for that training.
 - Round 3 Reimbursement Program – Rick Loveland
 - Rick stated that the training committee will be working with groups in regard to their conferences being eligible for reimbursement.
 - Distribution and outreach effort – Barbara Tuccitto Warren
 - A comprehensive effort was made to reach all MN Fire Departments, through press releases, postcard mailing to each department, teleconferencing, regional meetings, and a statewide calling effort.
 - The statewide calling effort report:
 - Calls were made from June 1st – June 30th.
 - If the department was not reached on the first call two more attempts were made and messages were left each time.
 - Nearly 400 departments were spoken to directly during the effort.
 - Round 3 Applicants Data – Nancy Franke Wilson
 - To date there have been 336 submitted which is 42% of the total fire departments.
 - Original Reimbursement Request \$3,011,343.07
 - Average Request - \$9,016
 - First Time Applicants – 68
 - Applicants applying a second time – 125
 - Applicants applying a third time – 140
 - Distribution
 - Board members discussed the pros and cons to Option A – distributing the initial allocation of \$1, 180,000.
 - Option B - combining the annual appropriation with the supplemental funds.
 - The training committee’s recommendation is Option B.
 - Board members agreed for the following reasons:

1. to ensure all funds are accounted for,
2. to meet the demands of the qualified requests and,
3. not to incur more administrative cost for another round

Resolution 2010 – 07.2

Resolution made to combine the supplement funds of \$950,000 with the Round 3 allocation of \$1,180,000 to total \$2,130,000.

Motion by Roger Ihrke and second by Jim Fisher – motion carried.

Roll call vote dated this day the 20th of July 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

Resolution 2010 – 07.3

Resolution made to distribute \$2,130,000 for Round 3 reimbursements of training funds.

Motion by Jeff Swanson and second by Roger Ihrke – motion carried.

Roll call vote dated this day the 20th of July 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

Resolution 2010 – 07.4

Resolution made to permit the Executive Directors to reimburse up to budgeted amount to approve applications. Amount not to exceed \$2,130,000.00. Not to exceed \$9,500.00 per department.

Motion by Matt Ashmore and second by Barbara Frank – motion carried.

Roll call vote dated this day the 20th of July 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

7. Unfinished Business

- Strategic Planning Session – Barbara Tuccitto Warren
 - Results of the Evaluation
 - Overall experience – 4.5 out of 5
 - Effectiveness of the facilitator – 4.6
 - Comments ranged from appreciating the time to get to know the other Board members to talking about the frustration of outside influences. Attendees said they are looking forward to a more structured session once some of the challenges have been surpassed.
 - Outcomes and Action Items
 - Board members agreed that the priority page in their Board packet was helpful for today’s meeting.
 - A regular schedule will be developed to distribute articles and information
 - Bi-weekly updates will be sent to the Board.
 - Communication to and from the Board member’s affiliate organization will come through the Board member.
 - Renewal for office space will be sought.
 - Plans to conduct an annual strategic plan will begin in March.
 - Approval of new mission statement

As an independent state agency the MN Board of Firefighter Training and Education (MBFTE) is responsible for standards and licensing of the fire service in Minnesota; our mission is to identify needs, develop and enforce procedures and assure quality education, which contribute to the safety and well-being of the people of Minnesota.

Motion by Matt Ashmore to approve the new mission statement, second by Jeff Swanson – motion carried.

8. New Business

- 2011-2012 Office Space – Barbara Tuccitto Warren
 - Based on the Professional Services Contract, it is necessary to keep the office in Elk River.
 - The Board agrees to move forward with negotiation for a one year lease beginning February 1, 2011 with a one year renewal options.
 - The monthly rental fee remains the same at \$450.

Resolution 2010 – 07.5

Resolution made to pursue a one year lease renewal for office space with the City of Elk River beginning February 1, 2010 with one year renewal option.

Motion by Jim Fisher and second by Dan Cline – motion carried

Roll call vote dated this day the 20th of July 2010

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

- Tuccitto Warren Associates Yearend Report – Barbara Tuccitto Warren
 - The annual report was submitted to Rick on June 22, 2010.
 - It is in the Board packet and if anyone has questions or comments, please direct them to Barbara.
- Approval of the Board’s 2011 Meeting Schedule – Barbara Tuccitto Warren
 - Roger Ihrke, Barbara Frank and Dan Cline’s terms will be expiring as of January 2011.
 - In early fall, Barbara will send each of them the protocol to follow for reappointment or resignation.
 - FY2011 meeting schedule must be approved by the Board today.

Motion by Dan Cline to approve the FY2011 Board Meeting Schedule, second by Roger Ihrke – motion carried.

9. Public Comment

10. Adjourned: 2:30 pm

Respectfully Submitted,

Barbara Tuccitto Warren
Nancy Franke Wilson
Executive Directors
July 20, 2010