

**MINNESOTA BOARD OF FIREFIGHTER TRAINING AND EDUCATION**

**MEETING MINUTES OF NOVEMBER 13, 2012, ELK RIVER, MN**

<b>P</b>	Jim Fisher <i>Chair</i> Association of Townships	Zim	2013		<b>P</b>	Amanda MacDonell <i>Secretary</i> MSFDA	Grand Rapids	2013
<b>P</b>	Dean Wrobbel MSFCA	Annandale	2013		<b>P</b>	Chip Lohmiller <i>Vice Chair</i> MSFCA	Cross Lake	2014
<b>P</b>	Eric Hedtke Association of Townships	St. Michael	2014		<b>P</b>	Natasha Carlson MSFDA	Pequot Lakes	2014
<b>P</b>	Kelli Slavik League of Cities	Plymouth	2014		<b>A</b>	Matthew Ashmore Executive Committee <i>Member at Large</i> MPFF	Hibbing	2015
<b>A</b>	Sarah Larson MSFDA	Crystal	2015		<b>P</b>	Greg Withers Public Member	Coon Rapids	2015
<b>P</b>	Roger Ihrke <i>Treasurer</i> League of Cities	Dover	2015		<b>P</b>	Gary Stevens MSFDA	Hastings	2015
<b>P</b>	Brian Sjodin MPFF	Ogilvie	2016		<b>A</b>	Jerry Rosendahl Dept of Public Safety	St Paul	
<b>P</b>	Mark Bergerson MSFDA Teleconference	Alexandria	2016					
<b>P</b>	Bruce West Executive Director				<b>P</b>	Jana Evans Licensing Coordinator		

Guests: Marv Calvin - MnSCU

1. The meeting was called to order at 1001 hours by Chair, Jim Fisher.
  - a. There was not a quorum initially.
  - b. Brian Sjodin arrived at 1008 hours, making a quorum.
  - c. At 1009 hours, Greg Withers and Dean Wrobbel arrived.
  - d. Kelli Slavik arrived at 1058 hours.
  
2. Officers Reports:
  - a. Chair Jim Fisher had nothing to report.
  - b. Vice Chair Chip Lohmiller had nothing to report

- c. Treasurer Roger Ihrke reported that the budget and expenses are all in line.
  - i. There is \$150K intentionally set aside as unobligated, so that we can use later in the year if needed.
  - ii. Per Bruce, reimbursements are coming in and we have some from the target list of departments that have not ever participated have sent in reimbursement request.
  - iii. Roger recommended that in May of 2013 that Bruce should send out the list of departments that have requested reimbursement, so that the Board can see who is partaking of the program.
    - 1. Bruce advised that the list can be sent to any Board member who requests it at any time.
  - iv. Amanda asked about the \$31K in Part-time salary. Roger explained that Bruce and Jana's salaries are split between the Board and Licensing budgets and that amount is set aside in case we need to hire someone part-time in the future.
- d. Secretary Amanda MacDonell had nothing to report.

### 3. Reports

- a. Executive Director Bruce West
  - i. Mass/Gross Decon
    - 1. Awaiting the final signed grant agreement from HSEM for \$102K again; we are in Year 2 of the 5 year contract.
    - 2. Addendum was added to contract setting the benchmark of 160 classes to be taught in Year 2.
  - ii. Incident Safety Officer RFP
    - 1. Two companies bid, FIRE Inc. and AdvancEd Fire Training Program (formerly Mesabi Range Community College).
    - 2. Reviewing the responses were: Sarah, Amanda and Jim; Marv and Matt abstained due to employment with the involved parties.
    - 3. Overall scores:
      - a. FIRE Inc. received 92 points;
      - b. AdvancEd Fire Training Program received 96 points.
    - 4. Recommendation by the Training Committee for the MBFTE Board to approve awarding the contract to AdvancEd Fire Training Program.
    - 5. Classes are ready to go; AdvancEd is currently scheduling classes; awaiting final approval of the Board.
      - a. This will be a 4 year program; each year's funding will have to be approved by the Legislature.
      - b. Have set a benchmark of 160 classes; they can complete up to 250 classes per year with the funding.
  - iii. Conference Awards
    - 1. Awards have been made as shown on the report.
    - 2. Amounts were made based upon the programs that were being offered, hence some were reduced.
      - a. The hope is that not all will be spent by others and amounts can be made up towards the end of the year, like last year.
      - b. Funding requests must be submitted within 45 days of the event. This will allow us to re-distribute, if possible.

3. MBFTE will post conference flyers on our website again, like last year, if the department/associations offering the conference provides us with a flyer.
  - a. Jim asked if we happen to have a counter on our website, so that we know how many visitors we receive. Bruce stated he would check with Scott to see if this can be done.
- iv. Leadership Development Informal Solicitation
  1. This Informal Solicitation is in the final stages prior to being published. It is currently posted, as is required, to see if any laid-off state employee can complete. If not, it should be published on Friday.
  2. MBFTE is looking for this course to be developed and presented to Chief Officers with an emphasis on Paid-On-Call and Volunteer Chiefs, to give them more opportunity to receive some Chief Officer training.
    - a. Any Board Member that wishes to critique may participate in the pilot class
  3. Must have the curriculum developed and present one pilot class session by 06/30/2013.
  4. The submitted Informal Solicitations will be reviewed by the Training Committee.
    - a. Bruce explained that the time constraints might not necessarily allow for more than one pilot class presentation, due to the possible length of instruction.
    - b. Bruce stated that he would like to have this program rolled out to the State in 2014, if funding was available.
4. Approval of August 14, 2012 Board Meeting Minutes
  - a. ***Amanda MacDonell made a motion to accept the meeting minutes; motion was seconded by Chip Lohmiller. Motion carried.***
5. Introductions
  - a. Dean Wrobbel introduced himself to the Board.
    - i. He started out in Howard Lake as a volunteer firefighter for 5 years, and then moved to St. Cloud as a career firefighter. He has been with St. Cloud for the past 20 years and has served in a variety of capacities, currently holding the position of Deputy Chief, for the past 5 years.
6. Approval of Treasurer's Report
  - a. ***Chip Lohmiller made a motion to accept the treasurer's report; Amanda MacDonell seconded the motion. Motion carried.***
7. Reports continued:
  - a. Executive Committee - nothing to report
  - b. Legislative Committee - nothing to report
  - c. Licensing Committee - Chair Eric Hedtke reported
    - i. The committee reviewed the Training Survey results and is waiting to receive more recommendations from the Training Committee.
    - ii. The committee reviewed the Licensing policy that was drafted by the committee;
      1. The policy would broaden the range of crimes that could disallow a person from becoming a firefighter.

2. Eric answered questions from the Board members about how this policy would be enforced and who it affects.
3. Eric asked that the policy be placed on the agenda for the February 12, 2013 meeting for approval by the Board.
- iii. Bruce and Jana met with Ben Kosel and two others from OET regarding E-licensing.
  1. Current issue is an upgrade to MN E-Licensing System (MNELS), which is to take place in "early 2013". Once this is in place, they assured that the implementation would be successful.
  2. Biggest cost to MBFTE would be the manual entry into the system of all currently licensed firefighters; this would be cheaper than trying to automate the conversion.
  3. Bruce and Jana like the look of the program
    - a. Currently we have a portion of our users currently using the programs for EMSRB, would be able to link their licenses in the system, once entry from our side occurred.
  4. MNELS would have to have to develop some additional functions, such as allowing departments to pay for all their licensees.
  5. The system is able to track continuing education and verification of such.
    - a. Dean asked if MNELS could do as EMSRB does and send bulk emails to departments for verifications and payment. The system should be able to.
- iv. MBFTE has not yet received cost information for this project. There was discussion about the "surcharge bucket" which is where the money that has been collected by MMB for the e-licensing surcharge is held. Sophie Uyoma, OET, is looking at how the surcharge may apply to MBFTE, as it was implemented prior to our inception. We will have to pay in, but again, the primary concern we have is initial start-up costs, which we do not have.
  1. Bruce was assured that he will be given a quote by December 10, 2012.
- d. Training Committee - Jim Fisher reported
  - i. The committee discussed the Incident Safety Officer RFP and made the recommendation to award to AdvancEd Fire Training Program.
  - ii. The committee discussed the Mass/Gross Decon training program and how it is proceeding.
  - iii. The committee discussed the Qualified Instructor Database and what changes they would like to see to it.
  - iv. The committee discussed firefighter training requirements;
    1. Jim asked if anyone knows how well MN is faring regarding our standing in national standings for firefighter training. Minnesota used to be in the 46<sup>th</sup> or 47<sup>th</sup> place per capita for training dollars spent.
      - a. Bruce stated that he will see about finding out.

## 8. Old Business

### a. Position Paper

- i. A letter was sent to the organizations that sent the letter, thanking them for their letter and advising that MBFTE has accepted their position paper as a tool to use in the decision-making process and as a resource for the future in discussing eligible classes.

9. New Business

- a. Dean Wrobbel replaces Marv Calvin on the Board.
  - i. His initial term will be the remainder of Marv’s term, 2 months. He will then have to re-apply for the position for the next term. Dean is aware of this.
- b. Approval of the Incident Safety Officer contract with AdvancEd Fire Training Program
  - i. Bruce explained that after the recommendation from the Training Committee, he negotiated with the provider to provide a CD for each department along with the instruction; the negotiated price is \$400 per class presentation.
    - 1. Bruce clarified that the class can be presented multiple times for the same departments, as the need requires it.
  - ii. A benchmark was set of 160 classes with a maximum of 250 to be taught in FY13 (through 06/30/13).
  - iii. ***A motion was made by Roger Ihrke to award the contract to AdvancEd Fire Training Program; seconded by Chip Lohmiller.***

*Resolution 2012-11.1*

*Resolution of the MBFTE to accept recommendation of the Training Committee to award the Incident Safety Officer training program to AdvancEd Fire Training Program*

Member	Aye	Nay	Abstain	Absent
Ashmore				X
Bergerson	X			
Carlson	X			
Fisher	X			
Hedtke	X			
Ihrke	X			
Larson				X
Lohmiller	X			
MacDonell	X			
Rosendahl				X
Sjodin	X			
Slavik	X			
Stevens	X			
Withers	X			
Wrobbel	X			

***The motion was carried with no opposition.***

## 10. Other Business

- a. Marv Calvin spoke to the Board, thanking them for the certificate and the support he has received from the Board.
- b. Century College has asked to join the MNSCU consortium.
  - i. They want to start providing fire service training again in the state.
    1. This will bring the number of programs to 13 in the state.
- c. International Fire Service Accreditation Congress (IFSAC) is in town, conducting the audit of the Minnesota Fire Service Certification Board (MFSCB).
  - i. The MBFTE Board has been invited to attend the 'exit interview' on Thursday, November 15, 2013 at 1600 hours at the SBM Fire Station #3 in Blaine.
  - ii. There are no anticipated changes that will take place and MFSCB will remain the IFSAC organization for MN.
- d. NFPA 1001 Project
  - i. Classes are taking place throughout the state.
    1. This has been very well received by both public and private instructors.
  - ii. Bruce stated that he will make available at the end of the 'semester' (December), the number of students that are receiving this training.
- e. Kelli Slavik thanked Marv for his service and mentoring.
- f. Brian Sjodin will be running for President of the Minnesota Professional Firefighter's association.

## 11. Adjournment

- a. ***Kelli Slavik made the motion to adjourn; seconded by Amanda MacDonell.***
- b. The meeting was adjourned at 1117 hours.

Respectfully submitted by Jana Evans  
Reviewed by Bruce West