

MINNESOTA BOARD OF FIREFIGHTER TRAINING AND EDUCATION
MEETING MINUTES OF FEBRUARY 12, 2013
ELK RIVER, MN

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

Guests: Marv Calvin - MnSCU

1. The meeting was called to order at 1000 hours by Chair Jim Fisher.
 - a. There was a quorum present.
 - b. Chip Lohmiller and Natasha Carlson arrived at approximately 1004 hours.
 - c. Kelli Slavik arrived at approximately 1035 hours.
2. Introductions were made of those present.
3. Approval of November 13, 2012 Board Meeting minutes
Motion was made by Dean Wrobbel to approve the meeting minutes; seconded by Matt Ashmore. Motion carried.

4. Officers Reports
 - a. Chair Jim Fisher - nothing to report.
 - b. Vice Chair Chip Lohmiller - nothing to report.
 - c. Treasurer Roger Ihrke -
 - i. Copies of the financial report were provided to the Board.
 - ii. Licensing has reported \$5,100 in income from new licenses for FY13.
 - iii. Task Force One has not submitted any reimbursement requests yet.
 - d. Secretary Amanda MacDonell - nothing to report.

5. Reports
 - a. Executive Director - Bruce West
 - i. Reappointments of Board members
 1. Jim Fisher, Amanda MacDonell and Dean Wrobbel have all submitted their applications for reappointment.
 2. They will continue to serve until the appointments are made.
 3. We have not heard from the Governor's Office yet on the appointments.
 - ii. Update on Mass/Gross Decontamination Training
 1. The number of sessions is down, due to the winter weather.
 2. Chip Lohmiller now has the contract, as he has purchased FIRE Inc. from Dale Mashuga.
 3. FIRE is still on track to meet the number of classes specified by the contract renewal.
 4. The contract runs on the Federal Fiscal Year, which ends on September 30, 2013.
 5. Funding for this project is run through HSEM.
 - iii. Update on Incident Safety Officer Training
 1. There are 225 classes scheduled as of today.
 - a. Advanced Education has the contract on this training program.
 2. The funding is through our budget with funding from the Fire Safety Account.
 3. Cities are commenting to the League of Minnesota Cities that this is a good class and League of Minnesota Cities is promoting this class.
 - iv. Leadership Development Informal Solicitation
 1. This will be addressed at the next Training Committee meeting on February 19, 2013.
 2. The submittals were reviewed by one of the Curriculum Specialists for the Elk River School District, as an independent third party.
 3. The results will be discussed at the upcoming meeting.
 4. The funding for this project can be carried over to June 30, 2014, so there is no need to rush on this project; we can take our time and get it right the first time.
 5. The results and recommendation will come from the Training Committee to the Board for approval.
 - v. Live Burns
 1. So far 38 requests for reimbursement have been submitted, with more departments reporting to Bruce that they will be doing a burn in the springtime.
 2. There have been a couple of meetings with the DNR and MPCA, as some departments have done burns without permits.
 - a. This raises concerns, as the fire service receives an exception on these training burns, but departments still have to follow the protocol and obtain the correct permits.
 - b. We don't want the fire service to suffer from those not following the procedures.
 3. There have been no issues with paperwork on the Live Burn reimbursements that have been submitted.

- vi. NFPA 1001 Project
 - 1. The funding from this project is due to the additional \$1.7M appropriation from the Fire Safety Account for FY13.
 - 2. Currently over 900 firefighters have received the NFPA 1001 training.
 - a. The projected number was 1400 to receive the classes.
 - 3. There are still a lot of training providers that will be doing classes this spring, so we can expect to meet that projected number.
 - a. Bruce will provide the numbers from individual departments to the Board, so that legislators and others can be made aware of the numbers of departments taking advantage of this program.
- vii. Training Reimbursements
 - 1. The spreadsheet was sent to Board members.
 - 2. We are in a slow time regarding receiving reimbursement requests.
 - 3. The average turnaround time is 3-4 days for departments to receive their payments.
 - 4. We have received more of smaller agency participation due to the fact that there is no need to provide the proof of payment, so they can have the training and then receive their reimbursements.
- viii. Conference/Seminars Reimbursements
 - 1. The reimbursement requests are starting to roll in, as more of the conferences have been held.
 - 2. Every agency that requested funding for a conference/seminar have used all their dollars, so we may not have any left for re-distribution at this time.
- b. Executive Committee, Chair Jim Fisher
 - i. No meetings.
- c. Legislative Committee, Chair Jim Fisher
 - i. No meetings.
 - ii. Bruce West and Jerry Rosendahl attend the weekly MNFAC meetings.
- d. Licensing Committee, Eric Hedtke
 - i. Licensing Policy for approval.
 - 1. Statute talks about crimes that would disqualify;
 - a. The Majority of the crimes listed are violent crimes.
 - b. Question was asked about the wording "any felony" in the policy.
 - c. Discussion ensued.
 - 2. It was decided that this issue will be discussed again at the next Licensing Committee meeting in April.
 - ii. E-licensing update -
 - 1. Nothing has changed; we are not able to move forward with e-licensing at this time, as Alcohol/Gambling has been slated to be completed before us.
 - iii. Standards for renewal - questions that were asked were answered by email to committee members and will be discussed further at the next Licensing Committee meeting in April.
- e. Training Committee, Matt Ashmore
 - i. Minimum standards for firefighters have been the biggest discussion topic of late.
 - 1. There are state requirements on some training that must be done annually.
 - 2. Looking at developing a 72-hour refresher course of best practices.
 - a. By setting these best practices, firefighters should have their 72 hours for re-licensing every three years.
 - 3. We have discussed having a person to help departments develop the training programs.
 - a. This person could also help with auditing departments to make sure that they are following through with spending the reimbursement funds properly.

4. We have also discussed having a computer system that will provide training programs and looking at if it can be provided to departments to allow for best practices training.
5. These topics will continue to be discussed at upcoming and future Training Committee meetings.

6. Old Business

- a. No old business for discussion.

7. New Business

- a. Resolution to approve Licensing Committee recommendation to hire a temporary clerical staff member in 2014 to assist with licensing renewal period.
 - i. The Licensing Committee has given MBFTE staff the go-ahead to look into hiring a temporary employee to help with re-licensing.
 1. We have received the approval from Human Resources.

Resolution 2013 – 2.1

Resolution to approve Licensing Committee recommendation to hire a temporary clerical staff member in 2014 to assist with licensing renewal period.

*Motion made by Kelli Slavik; seconded by Dean Wrobbel.
Resolution approved.*

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			

- b. Resolution to reaffirm MFSCB as the testing agency for licensing (result of the IFSAC evaluation)
 - i. Pro Board and IFSAC have completed their evaluations of the MFSCB.
 - ii. IFSAC wants the resolution to have them affirmed as our independent third party for testing.
 - iii. Discussion ensued.
 - iv. An amendment was made to the resolution to clarify the resolution wording.

Resolution 2013 – 2.2

MBFTE recognizes that, as currently the only IFSAC accredited agency, to reaffirm the Minnesota Fire Service Certification Board as the testing agency for certification exams in Minnesota.

*Motion was made by Mark Bergerson; seconded by Gary Stevens.
Resolution approved.*

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	

- c. Election of Officers
 - i. Secretary
 - 1. Amanda MacDonell was nominated.
 - a. Jerry Rosendahl called for a white ballot cast for Amanda MacDonell, seconded by Mark Bergerson.
 - b. White ballot was carried for Amanda MacDonell as Secretary.
 - ii. Treasurer
 - 1. Roger Ihrke was nominated.
 - a. Jerry Rosendahl called for a white ballot cast for Roger Ihrke, seconded by Gary Stevens.
 - b. White ballot was carried for Roger Ihrke as Treasurer.
 - iii. Member at Large
 - 1. Dean Wrobbel and Brian Sjodin were nominated.
 - 2. Dean Wrobbel withdrew his name from the nomination.
 - a. Jerry Rosendahl called for a white ballot cast for Brian Sjodin, seconded by Mark Bergerson.
 - b. White ballot was carried for Brian Sjodin as Member-At-Large.

8. Other Business
 - a. Bruce and Roger will be working on the 2014 budget and they expect to have it ready for the May meeting.
 - b. NFPA 1001 may not continue for FY14, as the funding was from the special appropriation for FY13.
 - i. The cornerstone of what we do is the Training Reimbursement program.
 - ii. If there are carryover dollars, the excess could go where the Board decides, including to the NFPA 1001 program, or the departments could pay from their reimbursement dollars.
 - iii. We won't know if any carryover dollars will be available until mid-August.
 - c. Discussion ensued.
 - i. Budget from the legislature is pretty well set in stone, as it was agreed upon.
 - ii. We would really need the \$1.7M from the legislature to continue with the NFPA 1001 program and the funding is not there for the next couple of years.
 - iii. The MBFTE budget was increased by \$1.4M, so to go back and ask for more could pose a problem.
 - iv. Suggestion was made to not do re-distribution, but to use carry-over dollars for NFPA 1001 program.
 1. Departments need to have some responsibility for the training also, so if we can fund partially, it would help to establish that.
 2. Training reimbursement dollars are supposed to enhance department training budgets, not supplant their budgets.
 3. Belief is that more are taking advantage of the "free" training, as there is no bill to the department.
 4. NFPA 1001 has been identified by the MBFTE as the fundable basic firefighter training program.
 - v. The Board should anticipate that there will be more discussion in May 2013 and should have a better idea of what the money should be used for by August 2013, when we will be ready to figure out what programs we will be able to fund for FY14.
9. Public comment
 - a. Marv Calvin
 - i. Marv stated that redistribution has occurred two times and thanks for the monies sent towards MnSCU and other agencies.
 - ii. Incident Safety Officer is going well and there has been a lot of interest by departments to do the full ISO training.
 - iii. Thanks for the support shown by the Board.
10. Gary Stevens made the motion to adjourn, seconded by Kelli Slavik. Meeting was adjourned at 1149 hours.

Respectfully submitted by Jana Evans
Reviewed by Bruce West