

**MINNESOTA BOARD OF FIREFIGHTER TRAINING AND EDUCATION**

**SPECIAL MEETING MINUTES OF AUGUST 20, 2013, ELK RIVER, MN**

<b>P</b>	Jim Fisher <i>Chair</i> Association of Townships	Zim	2017		<b>P</b>	Amanda MacDonell <i>Secretary</i> MSFDA	Grand Rapids	2017
<b>P</b>	Dean Wrobbel MSFCA	Annandale	2017		<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>P</b>	Matthew Ashmore MPFF	Hibbing	2015
<b>P</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 <i>Member at large</i> MPFF	Ogilvie	2016		<b>P</b>	Jerry Rosendahl Dept. of Public Safety	St Paul	
<b>P</b>	Mark Bergerson MSFDA	Alexandria	2016					
<b>P</b>	Bruce West Executive Director				<b>P</b>	Jana Evans Licensing Coordinator		
Guests: Marv Calvin - MNSCU; Tom Kriske - Hibbing FD, Scott Carriveau - Customized Fire Training Inc.								

1. The meeting was called to order by Chair Jim Fisher at 1001 hours.
  - a. All members were present.
  - b. There was a quorum.
  
2. Approval of May 14, 2013 Board Meeting minutes  
***Motion made by Kelli Slavik to approve the minutes; seconded by Dean Wrobbel. Motion carried.***
  
3. Communication
  - a. Bruce West received an email from Steve Jurrens, Kasson FD requesting consideration for EMR (First Responder) to become a reimbursable class.

#### 4. Officers Reports

- a. Chair Jim Fisher - nothing to report
- b. Vice Chair Chip Lohmiller - nothing to report
- c. Treasurer Roger Ihrke - year-end has occurred; will talk about monies in the budget discussion.
- d. Secretary Amanda MacDonell - nothing to report

#### 5. Reports

- a. Executive Director, Bruce West
  - i. Update on Mass/Gross Decon -
    1. Chip Lohmiller - FIRE Inc. has the contract and it has been very successful.
      - a. Class list is being sent around for review.
    2. The Federal grant ends on September 30, 2013.
      - a. Grant amount is \$102,000; \$70,000 for classes and \$32,000 for the consumables.
      - b. We should know by the middle of September if we have secured the grant for the third year of the program.
    3. We have changed the consumables again, to try to meet the instructor's needs.
  - ii. Update on Incident Safety Officer training -
    1. MNSCU-AdvancEd has this contract, and it has been very successful.
    2. All 250 classes were completed in this first year.
      - a. They also provide a CD of the training for departments.
    3. With the Board approving the FY14 funding, we will proceed with the second year of the program.
  - iii. NFPA 1001 Project -
    1. This first year of the program has been very successful.
    2. There were over 1,600 students that took the FF2 portion of the class.
      - a. There were students from 427 departments that participated in the program.
    3. We started with \$1,700,000.00 from the FSAC.
      - a. We got an additional \$110,000.00 from HSEM for the hazmat portion of the training.
      - b. Bruce used funding from other programs to cover the costs of NFPA 1001.
    4. Discussion ensued and branched into a discussion of instructors and availability.
  - iv. Leadership Development Project -
    1. M State has this contract and they are working on developing the program.
      - a. This program focuses on providing training for future leaders within the fire service.
    2. They have conducted a survey, which has been completed and the responses are being recorded regarding what is wanted or needed by the fire service for the program.
    3. MNSCU will develop the course and will provide a pilot course.
    4. MBFTE will own the training program and will have the ability to select the instructors.

- v. Training Reimbursements -
  1. Round 5 spreadsheet and Round by Round comparison sheets were provided to the Board.
  2. Spreadsheet shows initial awards and the redistribution up to \$200 per firefighter.
    - a. 120 departments have not participated in the program.
      - i. 15% have not participated, ever.
    - b. Discussion regarding departments that have not participated.
      - i. Awards list is provided to all providers in the state.
      - ii. Other suggestions were made about ways to inform departments and elected officials.
      - iii. MBFTE staff will reach out to those departments again.
- vi. Live Burn Reimbursements -
  1. Designated funds for 100 this year; 93 were reimbursed.
    - a. Some of the remaining funds from this program went towards NFPA 1001, to help cover costs.
  2. Fire departments are required to complete and submit Live Burn Plans in order to receive reimbursement.
    - a. Some burns did not meet the standard and were not reimbursed.
    - b. If departments used their RFR funding, they still have to submit the Live Burn Plan.
    - c. It takes about 3 to 4 hours to complete the paperwork required for submittal.
- vii. Conference Reimbursements -
  1. Some of the remaining funding went towards NFPA 1001 to help cover the costs.
    - a. Some of the applicants for this funding never used it, therefore there was money left over.
  2. MNSCU will be doing regional trainings to use up voucher dollars, so there will be regional conferences available to firefighters.
- b. Executive Committee, Chair Jim Fisher - nothing to discuss.
- c. Legislative Committee, Chair Jim Fisher - nothing to discuss.
- d. Licensing Committee, Eric Hedtke
  - i. Approval of website documentation
    1. Discussion of tracking training hours.
  - ii. There are close to 4,850 licensed firefighters in MN.
  - iii. First reapplication period quickly approaching.
    1. Bruce has budgeted for 2,500 to renew; we hope to exceed that.
    2. Some departments are asking if they can renew their licensed firefighters before the end of December, so as to take it out of this year's budget dollars.
- e. Training Committee, Matt Ashmore
  - i. Best Practices Training Plan for firefighters provided to the Board.
    1. Covers Federal, State and OSHA requirements that are to be completed each year.
      - a. This plan leaves local autonomy to the departments to decide what training they want to do.

- ii. Training Committee would also like to look at having a Fire Training Specialist to assist departments in getting their training information and funding.
  - 1. Fire Training Specialist would also be tapped to audit training records for licensing checks.
    - a. Initial renewal in 2014 the only verification is just the sign-off by the chief.
    - b. In 2017, we will require documentation to substantiate their 72 hrs of training.
  - 2. Discussion ensued.

***Amanda MacDonell made a motion to approve the Best Practices Training Plan; seconded by Sarah Larson. Additional discussion ensued.***

***Amanda MacDonell made a friendly amendment to her motion to include recommended changes to cover letter language; seconded by Sarah Larson.***

***Eric Hedtke made a motion to table this discussion, to be continued at the November Board meeting; seconded by Greg Withers. Motion to table was carried.***

- 6. Lunch (Board recessed at 1152 hours, returned at 1220 hours)
- 7. Old Business
  - a. No unresolved old business.
- 8. New Business
  - a. Board Carryover funds - \$735,326.07 carried forward to FY14.
    - a. Bruce and Roger recommend holding back \$60,326.07; this frees up \$675,000.00 to be used for programs.
  - b. Licensing Carryover funds - \$240,241.98 carried forward to FY14.
  - c. FY14 Budget
    - i. Funding MBFTE programs for FY14
      - 1. Operating Budget has been approved at \$245,000 for FY14.
      - 2. Recommending FY14 NFPA 1001 for 800 students.
      - 3. Discussion ensued
        - a. Conferences funding - open application process.
          - i. Maximum of \$10,000 per award.

***Resolution 2013-08.01***

***Resolution to approve the proposed FY14 reimbursement budget as presented with reimbursement set at \$80.00 per firefighter, \$60,000.00 for Conferences reimbursement, \$117,000.00 for Live Burns, \$100,000.00 for Incident Safety Officer training program and \$1,160,000.00 for NFPA 1001.***

***Motion made by Greg Withers; seconded by Roger Ihrke.***

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			

***Resolution Carried***

***Mark Bergerson made a motion to approve up to \$200.00 per firefighter of carry-over for redistribution; seconded by Eric Hedtke. Motion carried.***

- d. Reimbursement for back-fill and overtime costs
  - i. Working on clarification for this, as we may not be able to legally do this.
    - 4. Minnesota Fire Association Coalition (MNFAC) is looking to take this issue to the legislature, as at this time, overtime and back-fill costs do not appear to be an eligible expense.
      - a. This will be the best way to get this issue clarified.

9. Other Business

- a. State Fair starts Thursday, with Friday being the Governor’s Fire Prevention Day at the Fair.
  - i. MBFTE staff will be working at the Fire Marshal’s booth on Friday, August 23, 2013
- b. December 3, 2013 will be Jerry Rosendahl’s last day as State Fire Marshal.
  - i. Thanks for all his hard work for the Fire Service.
  - ii. Bruce will be submitting his application for the position.
- c. Legal Handbook for Board Members
  - i. The Memo details the changes; please read.

10. Public comment

- a. Scott Carriveau of Customized Fire Training Inc.
  - i. NFPA 1001 was a huge hit, thanks for the programs MBFTE provides.
- b. Marv Calvin of MNSCU
  - i. A formal request has been sent to Bruce West to sit on conference committee and help choose the conferences for MNSCU.

11. Adjournment

***Motion to adjourn was made by Jerry Rosendahl; seconded by Dean Wrobbel. Carried.***  
 The meeting was adjourned at 1316 hours.

Respectfully submitted by Jana Evans  
 Reviewed by Bruce West