



MBFTE BOARD MEETING MINUTES

DATE: May 13, 2025

TIME: 10:30 a.m.

LOCATION: Elk River Fire Department
13073 Orono Pkwy NW
Elk River, MN
Teams/Teleconference

Board Member	In Person	TEAMS	ABSENT
Vance Bachmann – Assoc. of Townships			x
Dean Wrobbel – League of Cities	X		
Jesse Buhs- League of MN Cities		X	
Chip Lohmiller - MSFCA		X	
Thomas Schulte- MPFF	X		
Kate McKay - MSFDA	X		
Jason Low – Public Member	X		
Michael Shwankl - MSFDA			X
Chad Vermeersch		x	
Jim Fisher – Assoc. of Townships			X
Gavin Peterson – MSFDA	X		
Mike Warner - MSFCA		X	
Jason Forshee - MSFDA	X		
Dan Krier – SFM - DPS		X	
Jennifer Elleraas – MSFDA		X	

Staff:

Steve Flaherty (Executive Director, MBFTE) Allison Marcus (Licensing Coordinator MBFTE) Ross Hoernemann (MBFTE)

Guests: (In person) Tom Popsun (Century College)

- I. Call to order at 10:32 am – Dean Wrobbel, Chair
 - a. Roll call attendance listed above
 - b. Agenda additions –none
- II. Approval of the agenda (Motion by: Lohmiller / Second by: McKay)
 - a. Agenda approved
- III. Approval of minutes from February 11, 2025 (Motion by: McKay / Second by: Lohmiller)
 - a. Minutes approved as written via roll call vote
- IV. Reports
 - a. Budget –Steve Flaherty, Executive Director
 - i. \$4.23 million balance
 - 1. \$3.879 dedicated to reimbursement programs
 - ii. One-time fund \$2 million balance
 - b. Executive Director, Steve Flaherty
 - i. Allison, licensing coordinator, and Steve, Executive Director have been meeting with MNIT regarding the database replacement options
 - ii. EV/Stored energy funds from FSAC have been spoken for
 - iii. 205 departments utilizing Core version of Vector Solutions
 - iv. Just finished Leadership Development course
 - 1. 308 fire service leaders have gone through course thus far
 - 2. 75 people on waiting list for future courses
 - c. Executive Committee Report, Dean Wrobbel, Chair
 - i. Discussed MNIT update
 - ii. Discussed FSAC 1-time ask
 - d. License Update – Allison Marcus
 - i. 207 new license applications in 2024
 - ii. 118 new applicants thus far
 - iii. Total licensed firefighters 4044
- V. Old business
 - a. MNIT Update—Dean Wrobbel, Chair
 - i. Steve and Allison have been working with MNIT to find a vender to replace database
 - ii. 3 vendors have been reviewed
 - 1. ImageTrend – not recommended
 - 2. ServiceNow—not recommended due to cost and support required
 - 3. Salesforce—Meets business requirements

- a. Currently in use at DPS and supported by MNIT
 - b. Recommended
 - iii. Salesforce
 - 1. Requires \$1.155 million for 1st year implementation
 - 2. \$375K-\$400K/year for licensing and maintenance for years 2-5
 - 3. 6 month implementation process
 - 4. Will require budget approval to go to Governance Board
 - 5. Executive committee recommends Board approve FSAC ask for \$1.155 million for database initial build out and MNIT costs
 - 6. License and ongoing MNIT costs will come out of annual operating budget
- b. FSAC 1-time Ask – Steve Flaherty, Executive Director
 - i. FSAC gave MBFTE \$250,000 for EV/Stored Energy training
 - 1. Funds have been spoken for
 - 2. There is demand for additional training
 - a. Executive committee recommends asking for an additional \$250,000 from FSAC
 - ii. Motion to approve Steve ask FSAC for:
 - 1. \$3 million for training reimbursements
 - 2. \$1.155 million for database implementation
 - 3. \$250,000 for EV- Stored energy training
 - a. (Peterson/ Second: Lohmiller)
 - i. Motion passed

VI. New business

- a. New Board appointments—Steve Flaherty, Executive Director
 - i. Board welcomes new board members
 - 1. Staff hosted new Board member orientation
 - a. Well received
- b. Preliminary Budget Discussion—Dean Wrobbel, Chair
 - i. Explained Board budget discussion, that will happen in August, for new Board members
 - 1. Reviewed FY25 budget as example
 - a. Compared base budget with 1-time funding budget
- c. Conferences and Seminars Reimbursement Program – Dean Wrobbel, Chair
 - i. In the past, max request = \$5,000
 - 1. 5 person committee to determine funds per application
 - 2. MFSCA, MSFDA, FMAM, IAAI have all requested funds
 - a. Recommended \$2,500 max for these conferences
 - ii. Statute is unclear if funds could be given to organizations or not

1. Counsel determined funds could be given to organizations, however statute is subject to interpretation by counsel
 - iii. Options:
 1. Open Statute to clarify verbiage
 2. Change guidelines to program to require fire department to be fiscal agent
 - a. Permitted if fire department wants to sponsor speaker @ organization's conference
 - iv. Motion to update applications and require department to be fiscal agent, and to open application period on June 1, 2025 (Schulte/Second: McKay)
 1. Motion carries
- d. State of Fire Service Survey –Dan Krier, SFM
- i. State will complete macro-level analysis study of fire service
 - ii. At February 11, 2025 Board meeting, another training study was proposed with suggestion to ask FSAC for 1-time funds for training study
 1. Propose State do their macro-level study first and postpone Board's training study until a later date
 - a. Motion to rescind 1-time FSAC ask of \$250,000 for training study and move forward with support for macro-level study (Krier, Second: Forshee)
 - i. Motion carries
- e. Sourcewell MOU—Steve Flaherty, Executive Director
- i. Sourcewell wants to continue partnering with MBFTE
 1. \$1.25 million gifted thus far for Sourcewell Region 5 departments
 - a. Sourcewell will continue program with a 2 year MOU
- f. Leadership Recap—Steve Flaherty, Executive Director
- i. Just completed one cohort
 1. 21 students in cohort
 - ii. 308 fire service leaders completed course thus far
 1. 75 people on waiting list
- g. Committee Appointments—Dean Wrobbel, Chair
- i. Executive/Training committee
 1. Consists of Dean Wrobbel, Jim Fisher, Kate McKay and Chip Lohmiller, Treasurer
 2. One position open
 3. Vance Bachmann indicated interest in serving on Executive/Training committee
 - ii. Licensing Committee
 1. Consists of Dean Wrobbel, Kate McKay and Tom Schulte
 2. 2 open positions

iii. Past Treasurer: Becki Rowan

1. Tom Schulte appointed as new Treasurer

VII. Public Comment

- a. None

VIII. Next Meeting date:

- a. Scheduled for August 13, 2025

IX. Motion to Adjourn at 12:15 p.m. by: Lohmiller / second by: McKay

- a. Motion carried

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