



MBFTE BOARD MEETING MINUTES

DATE: August 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), Jard Rozeboom (SFMD), Cole Yungbauer (SFMD), Randy Jenson (SFMD), Patrick Kelley

- I. Call to order at 10:39 am – Dean Wrobbel, Chair
 - a. Roll call attendance listed above
 - b. Agenda additions –retention policy and NFPA 1010
- II. Approval of the agenda with additions (Motion by: Lohmiller / Second by: McKay)
 - a. Agenda approved
- III. Approval of minutes from May 13, 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. Currently working on FY25 redistribution
 - 1. Balance will be \$.50
 - ii. FY26 \$5.5 million base budget
 - b. Executive Director, Steve Flaherty
 - i. FY25 included \$5.5 million base budget, \$3 million 1-time funding and FY24 rollover
 - 1. Total \$8.7 million
 - 2. \$600,000 short of completely reimbursing all departments
 - c. Executive Committee Report, Dean Wrobbel, Chair
 - i. Discussed EV/Stored Energy program, Conferences & Seminars Reimbursement Program and retention policy
 - d. License Update – Allison Marcus
 - i. 118 new applicants since May 13 Board meeting
 - ii. Total licensed firefighters 4162
 - e. Fire Service Specialist –Jared Rozeboom
 - i. Introduced new FSS
 - 1. Cole Yungbauer (Central region) and Randy Jenson (NW region)
 - ii. David Jensen left SFMD and looking to fill vacant FSS position by October
- V. Old business
 - a. FSAC 1-time Ask – Steve Flaherty, Executive Director
 - i. \$3 million for reimbursements and \$1.155 million database upgrade approved by FSAC and recommended to Commissioner
 - ii. \$250,000 request for EV/Stored Energy funds discussion was tabled by FSAC
 - 1. FSAC requested more clarification from MBFTE regarding usage of funds

- b. MNIT Update—Steve Flaherty, Executive Director
 - i. Marshal Krier and Steve Flaherty will present to DPS Governance Board on Friday, August 15th for approval to continue with project
 - ii. Year 1 costs, including additional MNIT support = \$1,207,775
 - iii. Year 2-5 funds will come from Board operating budget
 - iv. Timeline for MNIT, if Governance Board approves project, could start as early as September 2025
 - 1. MNIT goal is to complete project by end of FY26
 - a. Funding goes over FY26-27 biennium
 - v. Krier gives kudos for MBFTE staff for FSAC presentation
 - vi. Krier gave brief explanation of Fire Service Advisory Committee and FSA
 - 1. FSA balance in 2023- \$6 million
 - 2. FSA Balance 2024- \$8 million
 - 3. FSA Balance 2025- \$15 million
 - vii. Board discussed need for legislative base budget increase
 - 1. Last Legislative session, law was passed for SFMD to do a Fire Service Assessment
 - a. \$500,000 FSAC recommendation for assessment
 - b. Report will be due to Legislature by December 2026
 - i. Preliminary report to DPS by September/October
 - 2. Suggestion to work on getting base budget increase in Governor’s budget proposal and Legislature
 - a. Potential for base budget increase in Governor’s Budget Recommendation includes change items and cost pressures
- c. EV/Stored Energy funding—Steve Flaherty, Executive Director
 - i. FSAC has not voted on this funding request yet
 - 1. FSAC requested more information from MBFTE and will discuss further at August 3rd FSAC meeting
 - ii. Training Committee recommends to Board a limit of \$800/class, no duplicate department trainings until all new department requests have been reimbursed
 - 1. Motion for Steve and Ross to present to FSAC that MBFTE will approve \$800/class with no duplicate departments and will reimburse departments who have already received reimbursement dollars if there are funds leftover (McKay/Peterson)
 - a. Discussion emphasizing that the goal of MBFTE is to get basic awareness level training to the most firefighters
 - i. Motion passes with 11 in favor, and 1 abstaining

VI. New business

- a. Conferences and Seminars Reimbursement Program – Dean Wrobbel, Chair

- i. Gavin Peterson, Mike Warner, Dean Wrobbel, Steve Flaherty, Ross Hoernemann and Jared Rozeboom met to review applications
 - ii. 7 applications
 - 1. 1 organization not eligible due to not being hosted by a fire department
 - 2. 6 eligible applications
 - a. Recommending funding 4 applications
 - b. Committee had discussion on transportation costs and chose not to fund travel expenses
 - c. Total amount requested \$32,500
 - i. Recommends to Board to fund \$12,250
 - 1. Motion to approve \$12,250 for Conferences and Seminars Training Program Reimbursement Program for 4 applications approved by committee (Lohmiller/Peterson)
 - a. Motion passes unanimously
- b. Firearms Awareness for First Responders and Fire Personnel—Dean Wrobbel, Chair
 - i. Pete Kramer requests Board approve course as reimbursable expense
 - ii. Course aligns with NFPA 3000 and NFPA 1500
 - iii. Training Committee recommends course be approved as eligible expense
 - 1. Pete Kramer would need to submit qualified instructor application as subject matter expert
 - 2. Motion to approve Firearms course as reimbursable expense (Peterson/McKay)
 - a. Motion passes with 11 in favor and 1 opposed
- c. FY25 Recap—Steve Flaherty, Executive Director
 - i. 647 departments submitted for reimbursements
 - 1. 238 departments eligible for redistribution
 - 2. 53 departments submitted last in FY24 but not in FY25
 - ii. 1001 reimbursement program
 - 1. Budgeted for 800 students
 - a. 568 students completed course, passed exam and submitted invoice
 - iii. Live burn
 - 1. Reimbursed \$170,027
 - a. Reimbursement rate increased from \$1800 - \$2000
- d. FY26 Budget Discussion—Steve Flaherty, Executive Director
 - i. FSAC met last Wednesday, August 6th
 - 1. MBFTE Board cannot vote and approve budget this meeting until FSAC recommendation is signed
 - ii. Suggestion to discuss budget including \$3 million 1-time ask and database request funds

1. Once Commissioner letter is signed, Chair will call a special meeting to approve budget
 - iii. Available funds for programs -\$7,594,525
 1. FY25 1001 liability - \$531,800
 - a. Remaining available funds \$7,062,725
 - i. FY26 per firefighter - \$255
 - iv. Marshal Krier suggests reducing NFPA 1001 reimbursement to \$1 million and move remaining funds to PFF award
 1. Clarification that any leftover 1001 funds go to yearly redistribution
 - v. Marshal Krier requests MBFTE staff to report to Board on redistribution data at future meeting
 - vi. Marshal Krier notes that the goal of MBFTE is for every department to use all their award amount
 - vii. Dean is Interim Executive Director of Certification Board and will abstain from budget vote due to conflict of interest
- e. Retention Policy—Dean Wrobbel, Chair
 - i. Record retention policy needs to be established
 - ii. MBFTE has records from 2009 when reimbursement program was established and 2014 when database was started
 - iii. Steve Flaherty and Marshal Krier will look at FSAC retention policy and DPS policy to create MBFTE retention policy
 1. Action on licenses will be retained indefinitely
- f. NFPA 1010—Dean Wrobbel, Chair
 - i. Certification Board is getting accredited by ProBoard by June 30, 2026
 - ii. Will be a new level of firefighter- “Support Person”
 1. If MBFTE Board supports this certification, it will have an impact on Board base budget
 - iii. Current basic HAZMAT operations is part of FFI certification
 1. In future, HAZMAT will be standalone certification
 - iv. Changes could have impact on future Board budget

VII. Public Comment

- a. None

VIII. Next Meeting date:

- a. Scheduled for November 12, 2025

IX. Motion to Adjourn at 12:27 p.m. by: Bachmann / second by: Lohmiller

- a. Motion carried

Minnesota Board of Firefighter Training and Education
445 Minnesota St. Ste 146
St Paul, MN 55101

(web-site) www.mbfte.org (email) fire-training board@state.mn.us (phone) 651-201-7257 (fax) **651-215-0525**