



MINNESOTA BOARD OF FIREFIGHTER TRAINING AND EDUCATION

Operating Procedures

Updated June 2015

Mission Statement

The mission of the MN Board of Firefighter Training and Education (MBFTE) is to standardize training by providing funding, and by licensing firefighters in Minnesota.

Vision Statement

The vision of the MN Board of Firefighter Training and Education (MBFTE) is to reduce fire-related deaths and injuries through excellence in training and education.

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MINNESOTA BOARD OF FIREFIGHTER TRAINING AND EDUCATION
OPERATING PROCEDURES

INTRODUCTION

The Board of Firefighter Training and Education (the Board) was established by the Minnesota Legislature in Minnesota Statutes, Chapter 299N. Its function is to: (1) review fire service training needs and make recommendations on training to Minnesota fire service organizations; (2) establish standards for educational programs for the fire service and develop procedures for continuing oversight of the programs; (3) establish qualifications for fire service training instructors in programs; and (4) establish standards under which reimbursement will be provided for training and education.

BOARD

Roles and Responsibilities

The Board shall exercise its powers and fulfill its duties as established by law. The role of the Board is to provide set policy and establish goals to be carried out by the Executive Director and staff.

Membership Terms

The Board consists of the individuals appointed pursuant to Minnesota Statutes, Section 299N.02.

Appointments/Terminations

Appointments of Board members are governed by Minnesota Statutes, Section 15.0575.

Committees and Work Groups

The Executive Committee shall consist of the Officers of the Board and a Board Member At-Large. It shall meet during periods between regular meetings of the Board at the call of the Chair.

The Executive Committee is charged with ongoing review of Board operations procedures, assisting Board operations procedures, assisting Board members with ethical and legal obligations and Board development. In addition to any other authority granted herein, the Executive Committee may act on those issues delegated to it by Board resolution.

In addition, the Executive Committee may act on behalf of the Board in the case of an emergency, which requires the Chair to determine the action more quickly than an emergency meeting of the Board can be called. In such instances, the Chair shall report to members of the Board as soon as possible after the emergency and seek ratification of emergency actions at the next possible meeting.

The Board may create other committees and work groups of the Board as it deems appropriate.

OFFICERS

Designation of Officers

Officers of the Board are elected by and from the membership of the Board and include a Chair, Vice Chair, Secretary, Treasurer, and one At-Large Officer. Officers have all rights conferred on other Board members. No person may hold more than one Officer's position at any given time or serve more than two consecutive terms as an Officer. The Chair position is elected annually per MN Statute 299N.02 subd.(2).

Chair

The Chair shall:

- Preside at Board and Executive Committee meetings.
- Create and appoint members to working groups as needed to carry out the Board's work plan.
- In consultation with the Executive Committee, set an agenda for each Board meeting.
- Call special or emergency meetings of the Board and Executive Committee as needed.
- Fulfill other obligations designated by and exercise other authority as authorized by the Board.

Vice Chair

The Vice Chair shall fulfill the duties and exercise the authority of the Chair when the Chair cannot. The Vice Chair shall fulfill other obligations designated by and exercise other authority as authorized by the Board.

Secretary

The Secretary shall fulfill the duties and exercise the authority of the Vice Chair when the Vice Chair cannot. The Secretary shall be responsible for assisting staff in preparation or review of Board meeting minutes as needed. The Secretary shall fulfill other obligations designated by and exercise other authority as authorized by the Board.

Treasurer

The Treasurer shall fulfill the duties and exercise the authority of the Secretary when the Secretary cannot. The Treasurer shall be responsible for preparation or review of Board financial records and reports. The Treasurer shall fulfill other obligations designated by and exercise other authority as authorized by the Board.

At-Large Officer

The At-Large Officer shall fulfill the duties and exercise the authority of the Treasurer when the Treasurer cannot. The At-Large Officer shall fulfill other obligations designated by and exercise authority as authorized by the Board.

Terms of Office

The term of office for each Officer, with the exception of the Chair, is two calendar years. Terms will commence upon election and end upon election of a successor. No person may serve more than two consecutive terms as an Officer. The Chair position is one calendar year, per MN Statute 299N.02 subd.(2).

Election of Officers

At the first regular meeting of each year the Board will take nominations for a new Chair, per MN Statute 299N.02. At the first regular meeting of each odd number year the Board will take nominations for a new Secretary. At the first regular meeting of each even-numbered year, the Chair will request nominations from the Board for a new Vice Chair, Treasurer, At-Large Officer.

Elections will be by simple majority of those present.

BOARD MEETINGS

Conduct

- The Board will conduct meetings according to the following principles:
Meeting discussion should be limited to issues within the Board's purview.
- Deliberation should be timely, fair, orderly, respectful, thorough, and efficient.
- Board will comply with all state and federal statutes, rules, and regulations pertaining to open meetings, meeting notices, and meeting participation.

Reorganizational Meeting

At the first meeting of the calendar year, the Board will establish regular meeting dates, elect Officers, and undertake other administrative tasks as necessary.

Special and Emergency Meetings

Special and Emergency Meetings may be called by the Chair in accordance with law.

Place of Meetings

The Board shall hold all regular meetings in the State of Minnesota.

Quorum

A majority of those holding appointments to the Board constitutes a quorum.

No official business may be acted on without a quorum. When a quorum is present, the Board may take action by a simple majority of those voting.

GENERAL PROCEDURES

Record of Proceedings

Minutes will be kept of all Board meetings and will be submitted to the Executive Director for review prior to submission to the Board for approval.

Communications

Official communications to the Board on policy matters should be presented to the Executive Committee for review and consideration as an agenda item.

A Board member who receives a communication from any party that is potentially appropriate for Board consideration should immediately forward it to the Executive Director, who may consult with the Chair and Executive Committee as appropriate.

A Board member who becomes aware that a person may have a complaint regarding a possible violation of law regarding the activities of the Board or any Board member should ask the person to submit the complaint in writing to the Chair or Secretary.

A Board member who becomes aware that a person other than a Board member would like the Board to consider an issue at a Board meeting should ask the person to submit the request in writing to the Chair.

Whenever possible, Board members will be provided in advance the information necessary to properly consider any items to be acted on at a Board meeting.

Confidentiality/Privacy Protection

The collection, creation, receipt, maintenance and dissemination of data maintained by the Board are governed by the Minnesota Government Data Practices Act.

Conflict of Interest

A Board member will not participate in Board proceedings or vote on matters in which the member has a prohibited conflict of interest.

Code of Conduct

Board members will adhere to the Board's Respectful Workplace Policy.

Execution of Contracts

Contracts must be executed by the Executive Director and Chair.

Approval of Invoices

Invoices must be approved before payment by the Executive Director, which the Board has granted permission to make the decision based on approval.

Amendments to Operating Procedures

These Operating Procedures may be amended by the Board at any time. A failure to comply with any provision in these Operating Procedures will not impair the validity of any action taken by the Board and no person shall have the right to enforce compliance with the provisions of these Operating Procedures. To the extent that any provision of these Operating Procedures conflicts with any law, rule, or regulation, the law, rule, or regulation shall have precedence.

EXECUTIVE DIRECTOR

Retention

The Board may hire or contract for an Executive Director pursuant to Minnesota Statutes, Section 299N.02, subdivision 3(b)(1). The Executive Director shall have such duties and authority as designated by the Board. The Executive Director may contract with other persons for performance of Board work as authorized by the Board.

Evaluation

The Executive Committee will evaluate the Executive Director in December of each year. All Board members will be given the opportunity to complete an evaluation form that will be provided to the Executive Committee prior to its evaluation of the Executive Director.

Oversight

The Executive Director reports to the Board, through the Executive Committee, and no individual Board member shall attempt to exercise individual authority over the Executive Director or any other person retained by the Board.