

## MINNESOTA BOARD OF FIREFIGHTER TRAINING AND EDUCATION

### MEETING MINUTES OF MARCH 17, 2009, ELK RIVER, MN

The Minnesota Firefighter Training and Education Board (MBFTE) was called to order at 12:30 PM in Elk River, MN by Chair, Marvin Calvin.

#### ATTENDANCE ROSTER

P	Marvin Calvin Chair <b>MSFCA</b>	Willmar	2013		P	Judy Smith Thill <b>MSFDA</b>	Inver Grove Heights	2012
A	Daniel Greensweig Vice Chair <b>Association of Townships</b>	St. Michael	2010		P	Jeff Swanson <b>MSFCA</b>	Detroit Lakes	2010
P	Barbara Frank Treasurer <b>Public Member</b>	Danube	2011		A	Jerry Rosendahl <b>Dept of Public Safety</b>	St Paul	N/A
P	Richard Loveland Secretary <b>MPFF</b>	Moorhead	2012			Vacant <b>MSFDA</b>		2011
P	Matthew Ashmore <b>MPFF</b>	Hibbing	2011			VACANT <b>MSFDA</b>		
P	Jim Fisher <b>Association of Townships</b>	Zim	2013			VACANT <b>MSFDA</b>		
A	Tom Pressler <b>MSFDA</b>	Bloomington	2010			VACANT <b>League of Cities</b>		
A	Kelli Slavik <b>League of Cities</b>	Plymouth	2010					
P	Barbara Tuccitto Warren	Executive Director			P	Nancy Franke Wilson	Executive Director	
Visitor: Don Beckering, MNSCU								
MN Professional Fire Fighters (MPFF) • MN State Fire Chiefs Association (MSFCA) MN State Fire Department Association (MSFDA)								

#### APPROVAL OF THE FEBRUARY 17, 2009 MEETING NOTES

Marv Calvin stated that approval was received from the Attorney General to classify February 17, 2009 meeting notes as meeting minutes.

*Motion made by Rick Loveland to approve the February 17, 2009 meeting minutes. Second by Jim Fisher – motion carried.*

#### OFFICERS REPORTS

Chairman, Marv Calvin

- Called for additional agenda items.
  - Minnesota State Volunteer Firefighters Association (MSVFA)
  - Licensure Bill
  - EOC – Camp Ripley Regional Training Site
- Marv thanked the Executive Directors for their work on the Reimbursement Program. He stated that he heard many good things and has been in discussion with Nancy and Barb about its success.
- Marv stated that the board will not meet on a monthly basis after this meeting. A quarterly meeting will be sufficient. June will be the next board meeting.

Vice Chair, Dan Greensweig – No report

Treasurer, Barbara Frank

- Reporting from State's Appropriation Summary Balance Information dates 2/27/09 (numbers through January)
  - Expended amount \$102,478.09/ Unexpended 981,150.9/Total Allotment \$1,083,629
- Reporting from the FY2009 Operating Budget as of 2/27/09 (numbers through February)
  - Expenses total \$120,572.15

***Motion made by Rick Loveland to approve the financial reports. Second by Jeff Swanson – motion carried.***

Secretary, Rick Loveland – No report.

#### **CORRESPONDENCE –**

Marv Calvin stated that he was contacted by the Minnesota State Volunteer Firefighters Association (MSVFA). They have received a Federal grant of approximately \$500,000 to be used for recruitment and retention for the fire service.

- MSVFA chair Cal Larson would like to meet with Executive Directors and Marv Calvin. Marv will contact Mr. Larson to arrange the meeting details. The board is in agreement.

Marv Calvin stated that the MPFF has introduced a licensing bill. Dan Greensweig has reviewed it. No action is needed.

- Judy Smith Thill stated that she has met with Joe Atkins. There are many concerns out there against this bill, but no one seems to be formally voicing their opinion.
- Nancy Franke Wilson has read the two bills. The house version was introduced two days ago. It does not mention the board, but the bill does authorize the commissioner to house it under the board. She stated that she will continue to watch it.
- Jeff Swanson questioned what the board wants.
- Matthew Ashmore stated the bill is the same except it excludes paid on call and volunteer.
- Judy suggested that a letter be sent to Commissioner Campion, Brian Rice and Joe Atkins. There needs to be communication that the board believes the bill should be housed here.
- Jeff Swanson stated that the letter should not be in support of the bill, but it demonstrates neutrality.

Marv Calvin asked Nancy Franke Wilson to draft the letter. It should be given to Dan Greensweig and the legislative committee for review. It will be sent to the board by Thursday of this week.

#### **REPORTS**

##### **Executive Directors**

Report will be given in agenda where appropriate.

##### **Legislative Committee**

Nancy Franke Wilson has no report.

##### **Training Committee**

Rick Loveland reported that all reimbursement applications are now being reviewed by the Executive Director. They are still waiting on paperwork from some departments. Discussion took place regarding a recommended plan to insure all funds are distributed. Marv Calvin distributed a draft of the Request for Reimbursement with total requests per department for the board's review.

#### **RECOMMENDED PLAN:**

1. Authorize Executive Directors to reimburse up to the budgeted amount of \$838,629
2. Extend the closing date for completed forms to March 18 (Application not turned by the 18<sup>th</sup> will not be accepted.)
3. FF1 and FF2 will be given top priority for reimbursement followed by joint trainings that have not been completed.
4. Fund every applicant up to \$7,000 and then take a percentage of those above \$7,000 to get to \$838,629

Discussion:

- Jeff Swanson has received many comments about the short window in which to turn in applications.
- Nancy Franke Wilson stated that if fire departments made a good attempt to turn in their applications, the Executive Directors have worked hard to help them through the process.
- Rick Loveland stressed that every effort is being made to accommodate these departments.
- Judy Smith Thill is happy to see so many smaller fire departments requesting money.
- Nancy Franke Wilson stated that these numbers are not to share. It is in the preliminary stages.
- Marv Calvin suggested that the handouts be pulled back and shredded after meeting is completed.
- Jeff Swanson asked what the application window will be next year.
- Nancy stated that it is up to the Legislature. The goal is to have a much larger window. A larger window will give the Executive Directors time to attend the Regional Meetings and promote the plan.
- Rick Loveland stated that having templates available to fire departments will help them next time they apply.

**Operating Procedures Committee**

Barbara Tuccitto Warren reported that the Attorney General was contacted and all of the questions pertaining to the Operating Procedures were answered. Recommended edits will go back to the committee, followed by a presentation at the next board meeting.

**UNFINISHED BUSINESS**

**Reimbursement Plan**

- Nancy Franke Wilson stated that the Executive Directors have processed over 300 applications. There are some applications still outstanding.
- The Training Committee recommended the plan that is outlined on the white board (see above plan).
- The Executive Directors will prioritize. FFI and FFII will receive top consideration. These classes must be completed by June 30.
- Marv Calvin stated there will be a place on the new website to suggest an audit of a particular department.
- Nancy Franke Wilson stated that every department that receives reimbursement funds will receive an award letter. She requested that the Executive Directors receive approval to move forward with the recommended plan.

***Motion made by Matthew Ashmore to accept the recommended plan. Second by Jeff Swanson-motion carried.***

- Judy Smith Thill asked if there are voucher dollars can the departments “double dip”.
- Nancy Franke Wilson responded if a department uses voucher dollars, they cannot double dip and must only apply for reimbursement for dollars not covered by vouchers but paid for by their department.
- Marv Calvin was aware that there was a concern that the playing field wasn’t going to be level. He made a commitment to privates and fire departments to address that concern. MNSCU was also aware of this concern.
- Nancy Franke Wilson reported that all but 8 counties submitted an application.

***Resolution-Executive directors have permission to reimburse up to budgeted amount to approve applications. Amount not to exceed \$838,629.***

- Marv Calvin stated that as a matter of record, departments that are represented at this meeting that may have a financial gain cannot vote.
- Guest Don Beckering from MNSCU stated from a state agency point, you must abstain from a vote if you have a financial gain.

***Motion made by Jim Fischer to accept the recommended plan to determine reimbursement fund distribution. Second by Barbara Frank – motion carried.***

Board Member	Detroit Lakes	Hibbing	Moorhead	Willmar
Matt Ashmore	Aye	Abstain	Aye	Aye
Marv Calvin	Aye	Aye	Aye	Abstain
Jim Fischer	Aye	Aye	Aye	Aye
Barbara Frank	Aye	Aye	Aye	Aye

Dan Greensweig	Absent	Absent	Absent	Absent
Kelli Slavik	Absent	Absent	Absent	Absent
Judy Smith Thill	Aye	Aye	Aye	Aye
Tom Pressler	Absent	Absent	Absent	Absent
Rick Loveland	Aye	Aye	Abstain	Aye
Jeff Swanson	Abstain	Aye	Aye	Aye
Jerry Rosendahl	Absent	Absent	Absent	Absent

Discussion:

- Barbara Tuccitto Warren stated that the reimbursement process has been a success. The Executive Directors have learned a lot and enjoyed the process. The Training Committee was thanked for all of their help.
- Marv Calvin asked Nancy to prepare a statement including the amount requested and the action of today’s board. The information will be released on March 23.
- Judy Smith Thill asked if there is a data base for qualified instructors. This will raise the bar for the instructors.
- Nancy Franke Wilson said that the information will be on the website, once it is up and running. We also will put out a report listing classes that are available for reimbursement. A report will go to the Legislature to let them know which of their districts received reimbursement.
- Rick Loveland stated that from a program side, curriculum will have better reference points with an improved instructor. More privates will be coming into this process. The Training Committee will make things more user friendly.
- Judy Smith Thill asked for a press release to be written once the reimbursements have been given out.
- Nancy Franke Wilson will give out a template and departments can fill in the blanks. She wants to use all type of media to get the word out.

***Motion made by Judy Smith Thill to collect and shred the documents handed out. Second by Matthew Ashmore – motion carried.***

**Office Space**

- Barbara Tuccitto Warren stated that the office furniture will be delivered on April 20.
- The furniture came \$950 under budget.
- The Executive Directors have received a free phone system from the city of Minnetonka.
- Phone and internet service is being established to meet criteria of contract. Should be up and going May 1.
- The Board meetings will remain at the Elk River fire station. The MBFTE’s conference room will be used as a back-up location.

**Web site**

- Barbara Tuccitto Warren stated that the web site should be up and running on May 31. OET is working with the Executive Directors on a timeline.

**NEW BUSINESS**

- Board Meeting Schedule
  - Marv Calvin suggested to the board members that we begin meeting quarterly board meeting. June would be the next meeting.
- 2010 Reimbursement Program
  - Matthew Ashmore asked when the next reimbursement process will start again.
  - Marv Calvin stated that the board will have to come up with that date. He would like to stretch it out so that there is not a tight time line. If the Executive Director’s contract is in place in June, he suggested opening the process on October 1. State law requires a starting date to be established.
  - Nancy Franke Wilson stated that once the reimbursement checks go out, the Executive Directors will begin working with the Training Committee to start a new process.

- Marv Calvin is concerned that the Training Committee may be over extended. This committee should be responsible for Training and Instructors only.
- Barbara Tuccitto Warren suggests maybe another committee should be responsible for overseeing the reimbursement process.
- Marv Calvin stated that possibly the Training Committee should be broken up into 2 separate committees: One for Training and one for Instructors.

***Motion made by Jim Fischer to move board meetings to a quarterly schedule, the next meeting to be held in June. Second by Jeff Swanson– motion carried.***

- EOC Building at Camp Ripley – Matt Ashmore
  - The contract is close to being completed.
  - It is a tier 3 training center located at Camp Ripley.
  - All state agencies will be able to use the building.
  - Guest Don Bickering stated that the building is designed to be a centralized command and control center. It is the first part of the project. The second part will soon follow.
- Board Seats - Marv Calvin
  - He stated that he received a copy of a letter from John Hultquist regarding Aliina Granholm’s board seat.
  - Jeff Swanson inquired about the board appointments.
  - Marv explained that the Governor’s Office is -looking for a “Gender Neutral” applicant in Northern Minnesota.
  - Jeff Swanson will submit a name to Barbara Tuccitto Warren.

**Public Comment**

- Don Beckering applauded the Board for all of its hard work. He stated a lot has been completed in such a short time.
- Marv Calvin stated that MNSCU has been a great partner throughout this process.

The session was adjourned at 2:10.  
Respectfully Submitted,  
Anne Goldstein