



MINNESOTA BOARD OF FIREFIGHTER TRAINING AND EDUCATION
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March 20, 2012
10:00 am
Elk River Fire Station #2
13073 Orono Parkway, Elk River, MN 55330

BOARD MEETING MINUTES

1. Meeting was called to order at 1005 hours, by Vice Chair Jim Fisher
 - a. Present: Roger Ihrke, Greg Withers, Marv Calvin, Amanda MacDonell, Matt Ashmore, Jerry Rosendahl, Gary Stevens, Kelli Slavik, Natasha Carlson, Chip Lohmiller, Bruce West, Jana Evans
 - b. Teleconference: Rick Loveland
 - c. A quorum was present
2. Introductions of all present
3. Approval of January 17, 2011 Board meeting minutes
Marv Calvin made a motion to accept the meeting minutes; Amanda MacDonell seconded; Motion carried
4. Officers Reports
 - Chair, Rick Loveland - nothing to report
 - Vice Chair, Jim Fisher - nothing to report
 - Treasurer, Roger Ihrke -
 - FY2012 Financials - 3 months left in fiscal year; at the next meeting money may need to be transferred to stay within budget;
 - o Licensing coordinator salary, due to workload shift, the money needs to come out of another account
 - o Asked Bruce West to come up with amount that needs to be transferred
 - Funds from mass decontamination - those will be handled in separate account
 - o If we are handling some of the money, then some of Bruce West's salary should be allocated into the fund in the future

- Bruce West
 - o For Mass and gross decontamination; asked for any management & administrative
 - Cheryl Neudahl doesn't think that there will be any available money from HMEP
 - o Mass & gross decontamination has its own budget
 - o Meeting next month to make sure we have the budget categories correct
 - o Task Force One has \$45k; training on trench rescue coming up; all funds will be used
 - o Received the first invoice from Hennepin Technical on Live Burn
 - Has separate budget item for Live Burn too
- Jerry Rosendahl - comment - if funds are unobligated, the money can be picked up by legislature - need to encumber the money
 - o Question - the space rent and utilities - appears to be way over?
 - Believe it is leftover from when we moved from Elk River
 - Bruce West will review and speak with Roger Ihrke
 - Will provide an answer at the next meeting
- Marv Calvin - Mass and Gross Decontamination budget shows as \$70,000; is that an educated guess?
 - o Budget for mass/gross shows as \$102,000, but HSEM is paying \$32k for the consumables
 - the \$400 per class is the \$70k

Amanda MacDonell made the motion to accept the budget; seconded by Kelli Slavik; motion carried.

5. Correspondence - nothing

6. Public comment - joined by two public members: Fire Chief George Esbensen, Eden Prairie FD and Fire Chief Marty Scheerer, Edina FD

a. George Esbensen - Eden Prairie Fire Chief

- Intent of 299N is to reimburse fire departments to enhance training across the state
 - Believe that if there is specialized training that would meet the dept's mission, the training should be eligible for reimbursement by MBFTE
 - o Seems like, for example - EMS, is being put off as not "fire service related"
 - Asked Basic Animal Rescue Training (BART) to submit proposal that training by them can be reimbursed
 - o The Pets Act of 2006 talks about First Responders having this training
 - Think that what is available for training should have more options
- Discussion ensued
- Our mission is to standardize training throughout the state

- So if key components are met - FF1, FF2 and Haz-Mat; how the funding goes forward is up to the local chief?
 - Several agreed
 - Discussion then turned to standards and Chief Esbensen was asked if he would accept it if we approved animal rescue training, not one specific to any one particular company
 - Chief Esbensen stated it did not have to be any particular company
 - It was explained that we are trying to go to national standards, not specific companies
 - Additionally, instructor qualification is also a charge of the MBFTE, along with curriculum
 - Discussion then turned to standards and meeting them or not
 - How about mutual aid? Cities are always responding to neighboring cities also. We would want all trained to the same level. Additionally would be concerned that additional training courses that aren't basic, and we have some departments that can't meet basics, there might be pushback from the legislature.
 - Other's agreed with this position and it was brought to Chief Esbensen's attention that this has been discussed at length by the committees. We are trying to make sure that firefighters are safe in their primary mission of firefighting.
 - Looking over the list of classes, we are reimbursing for a lot outside the basics
 - Chief Esbensen stated that's why he assumed that animal rescue training, which meets the NFPA 1670 standard, would be included on that one list ; or EMS, which is a significant part of many fire departments commission.
- b. Chief Scheerer - concerned that the board is narrowing their scope so much and he's not sure why. Legislation is pretty clear, establish standards and review training needs for fire service; doesn't say it has to be purely structural fires; fire service is a big word and EMS is a component of fire service so why wouldn't we consider EMS to be part of the standards. Chief Scheerer stated that he was confused as to why the scope of the mission of the training board seems to be narrow and focused and not larger than it is
- It was pointed out that we've had a lot of discussions on this, but there is an EMS board that has money, and everyone says it's not enough there. That's legislatively controlled, maybe they can get them to change their view and start providing more money to the fire departments
 - Chief Scheerer stated that our legislation doesn't say that we should pick and choose what standards we want to reimburse
 - Discussed that we need to find a balance between the two groups, ourselves and EMS, because there is money set aside for EMS training
 - Chief Scheerer stated that our charter doesn't say don't exclude, it says fire service training needs; which are huge. Why should we tell others to go to the other board when the legislation is clear, this Board

is directed to support the fire service, not firefighting; so why are we narrowing the focus down to just firefighting?

- The Board pointed out that the training board is dipping into the EMS reimbursement in Round 5 with the CPR Adult Child Infant and the AED initial certification and refresher
- The chiefs were thanked for attending the meeting and assured that the Board has heard what they've been saying. Additionally it was pointed out that we have discussion points on our agenda pertaining to their conversation and they were invited to stick around for that
- Additionally, it was pointed out that when the Board started; there was a defined number of dollars and we had to focus where our dollars were going to go; we have been very focused. We may not be expanding as fast as others would like us to, but we are expanding. We are headed in the right direction; we feel very strongly that we are headed in the right direction
- Chief Scheerer said he believes that the Board is headed in the right direction, and he encourages the Board to continue heading that direction, but more rapidly; the local fire service are in tune with what they need for training and are frustrated that there are dollars out there and they don't get funding because it doesn't meet the boards fire service standards.

7. Reports

Executive Director, Bruce West

- Mass/gross decontamination review occurring today
 - o After the review, they will start scheduling trainings;
- Reimbursements still flowing in
 - o Conferences reimbursement starting to come in; may be redistributing the money as some may not have used all their money, so we will give to others that did not receive their full requested amount
- Attending regional's; sent letter out in February reminding everyone of the redistribution program

Executive Committee, Rick Loveland; will report next time

- Next meeting is April 11

Legislative Committee, Rick Loveland - no report

Licensure Committee Eric Hedtke, absent

Licensing Coordinator - Jana Evans

- Received 83 from a metro department ;
 - o 13 were full-time
 - o If you know someone who is full-time and is not licensed, tell them to get it in
- We are now at 4697 licensed firefighters;

- 229 departments that have at least 1 licensed firefighter
- 94 have at least 1 full-time firefighter
- 1,940 are full-time; 2,757 part-time/POC/volunteer firefighters
- Complaint committee - received call from one who was pending for the complaint committee; she withdrew her application and requested her check be returned; the applicants check was returned to her.

8. Old Business

Training Committee, Matt Ashmore-

- Live Burn
 - Pilot class went well; a lot of involvement with the board members in attendance
 - Revisions were made
 - Standards were set forth for the 3 levels of instructors

Resolution 2012 - 3.1

Resolution to accept the recommendation of the Training Committee to approve the Live Burn Curriculum submitted by Hennepin Technical College

Motion made by Roger Ihrke, second by Kelli Slavik

Member	Aye	Nay	Abstain	Absent
Ashmore	X			
Calvin	X			
Carlson	X			
Fisher	X			
Hedtke				X
Ihrke	X			
Larson				X
Lohmiller	X			
Loveland	X			
MacDonell	X			
Rosendahl	X			
Slavik	X			
Stevens	X			
Walsh				X
Withers	X			

Resolution carried with 12 aye votes and 3 absent

9. New Business

Live Burn

- What standard will there be for selecting those to be trained?
- What verification will there be for those trained by our trainers?

Will we provide a certificate? Can we indicate on License?

- Informal discussion after the meeting
 - o Not all will be licensed
 - o Chose to issue certificate vs. providing a card
 - Less cost prohibitive
 - Card cost \$.51 each
 - Certificate costs \$.07 each
- On website, they can be flagged as Live Burn Instructors under the Qualified Instructors section
- Discussion that a separate list would be better was agreed upon

Train the trainer instructors

- Will have 60-80 Trainers in the state, after the classes from Hennepin Technical College are done
- Don't know how often the Train the Trainer will be repeated
- Could be an estimated 200-400 Live Burn Instructors when the trainers have completed training their classes
- They will be Instructor-in-charge, if they choose
- There will be three levels
 - o Fire Control Team
 - o Advanced Instructor
 - o Instructor-in-charge

Selection of those to be trained; did set the requirements for instructor;

Minimum requirements are:

- Current burns - as was set
 - o Fire Officer 1
 - o Fire Instructor 1
 - o IFSAC Firefighter 2
 - o 7 years firefighting experience
 - o MBFTE Qualified Instructor
- Also, additional preferred standards:
- o Incident Safety Officer (ISO)
 - o First Responder
 - o 3-5 years' experience as a Live Burn Instructor
- After January 1, 2013, IFSAC certification will be required in Fire Officer 1 and Fire Instructor 1
 - Bruce West and Matt Ashmore will review the resumes and make sure that the standards are met

Resolution 2012 - 3.2

Resolution to accept the recommendation of the Training Committee to approve \$200,000 for reimbursement of the Live Burn Curriculum for Round 5 Reimbursements with a \$1500 cap per burn; total burn costs and a copy of the Live Burn plan must be submitted with reimbursement request

Motion made by Matt Ashmore, second by Marv Calvin

Member	Aye	Nay	Abstain	Absent
Ashmore	X			
Calvin	X			
Carlson	X			
Fisher	X			
Hedtke				X
Ihrke			X	
Larson				X
Lohmiller	X			
Loveland	X			
MacDonell	X			
Rosendahl				X
Slavik	X			
Stevens	X			
Walsh				X
Withers	X			

Motion carries with 10 ayes, 0 nays, 1 abstention, and 4 absent

Reimbursement - Round 5

Discussion ensued

- Greg Withers stated that he has long understood that boards are used to standardize programs and wondered if we need to readjust our focus
 - o If we're going to have reimbursement classes every department needs to meet those standards; our guests were looking for localized things; we need to meet statewide, not localized;
- Jim Fisher stated that other departments may have other standards that need to be met; rural needs training that aren't done in the city
- Chip Lohmiller commented that everyone needs to do FF1;
 - o What about continuing education?
- Natasha Carlson our funding isn't made to replace their funding
 - o Are we going to stick to standards?
- Chip Lohmiller stated that every chief should have other things to do;
- Greg Withers said that the reality is that mayors will quit funding of departments
- Roger Ihrke stated that maybe Eden Prairie could apply for conference grants to pay for the BART training
 - o maybe we want to fund EMS
- Natasha Carlson stated that we may have to fund EMS at some time
- Matt Ashmore stated that funding EMS was discussed but did not pass out of committee at this time
- Natasha Carlson stated that it is a common issue
- Chip Lohmiller stated that it could be an issue as neighboring cities may need the funding for EMS

- Matt Ashmore stated that we need to do more with high-risk training in order to save firefighters; we need to give them proper training, stuff that can't necessarily be done in-house
- Jim Fisher stated that they need to change the funding from EMSRB to funding more EMS training
- Matt Ashmore said that the standard is there and the local jurisdiction has a right to use it that way. As far as reimbursement classes go if the chief is sending in for mine rescue we can approve it; if the instructor doesn't meet the standards, we wouldn't, but there are avenues for getting the instructors qualified by MBFTE
- Gary Stevens stated that animal rescue is not a part of the NFPA1670 standard. He stated that we need to set the criteria for when we do expand, so that reimbursements can be applied for.
 - o He believes that we need to stay with the basics
- Marv Calvin asked what would it look like if we amended the motion to say something like "In Round 5 we will reimbursement NFPA standard classes, as a priority FF1; FF2 to be left to the chiefs discretion" and left the EMS too

Chip Lohmiller made a motion to allow the fire chief to approve the classes they choose for reimbursement.

- Matt Ashmore stated that it is already up to the departments to choose the classes
- Roger Ihrke stated he wants to know where that would go, especially with wanting to hire a compliance examiner to check to see if the departments have done everything correctly.
 - o Roger also asked if we were going to bend over backwards to make everyone happy.
- Greg Withers stated that he wants the MBFTE to set the standards for the state
 - o Departments can go to their cities to request the funding and we shouldn't reimburse everything just because someone wants us too
- Matt Ashmore asked if Greg would be opposed to doing a single class for a department
- Greg responded not if it was a standard through the state
 - o Doesn't think that everyone can be experts at it all
- Matt Ashmore stated that NFPA 1670 does contain different classes and asked if firefighters would have to take the entire class and then we would reimburse to that particular standard
- Bruce West stated that currently, chiefs are choosing what the firefighters are taking and the departments are being reimbursed for
- Marv Calvin said that if we approve the training for Animal Rescue training, not just a person/company, that way you have the class and it meets the standard, we will pay for it
- Natasha Carlson asked if it met the standard, then how many departments will ask for the course

- Gary Stevens asked who said that it met the NFPA 1670 standard, as it appears it did not meet it this morning when he looked through the standard
 - Marv Calvin replied that BART had stated that they meet the standard
 - Amanda MacDonell said that NFPA 150 meets the standard for animal rescue training
 - Gary Stevens stated that they will probably add it, but doesn't feel that we should accept until it gets in the NFPA standard
 - Greg Withers asked why should we pay if standards aren't met by all
 - Gary Stevens said that if we can help departments that have all standards met, we should let department head decide
 - Matt Ashmore said that he agrees that a standard should be set; maybe hybrid situation can do. We set standard for what each can meet;
 - o Priority should have the basics; if department meets the standard; if you have met all, then you can take additional courses
 - Greg Withers stated it should be priority of the board; not a local pot for everyone to come and get money;
 - Bruce West asked if MBFTE wants to set the standards of what every department should be
 - o There are no formal standards set to be a department;
 - Greg Withers stated that he knows of no other program that everyone can pick and choose what they want the money for
 - Marv Calvin reminded the Board that the 1st round of reimbursement, the funding had to be for FF1 and FF2; we were establishing standards at this time; we did expand it out for each round;
 - o Liking what Greg is saying that FF1, FF2, Haz-mat must have; and once department shows proficiency beyond that we can approve other classes
 - Gary said that he thinks where Greg is getting to...prerequisite is that all have the basic training; what we don't know is do we want to go to that stipulation
 - Roger Ihrke do we go from recommending to telling that they have to be FF1 and FF2?
 - Chip Lohmiller commented that once you have met the basic qualifications, you have nowhere else to go but out, to train to higher standards
 - Matt Ashmore said that he thinks you can become too over educated in some areas; in doing extra stuff
 - o We have good standards set; especially in our mutual aid situations
 - Jim Fisher said he thinks it's better now
 - Matt Ashmore stated that he is saying is don't amend the motion
 - Natasha Carlson stated that she thinks we need to do homework
- Motion dies for lack of a second*

Resolution 2012-3.4

Resolution to approve the recommended list of classes for Round 5 Reimbursement with new classes: Everyone Goes Home, MBFTE Live Burn and CPR - Adult, Children and Infant and AED

Motion made by Matt Ashmore; seconded by Marv Calvin

Member	Aye	Nay	Abstain	Absent
Ashmore	X			
Calvin	X			
Carlson	X			
Fisher	X			
Hedtke				X
Ihrke	X			
Larson				X
Lohmiller	X			
Loveland	X			
MacDonell	X			
Rosendahl				X
Slavik	X			
Stevens	X			
Walsh				X
Withers	X			

Motion carried with 11 ayes, 0 nays and 4 absent

- Bruce West - point of clarification - he will study NFPA 1670 closer and will speak with Gary; will update training chair; will speak with BART to see how it correlates with NFPA 1670 and/or NFPA 150

Grants -

- Training Committee would like to approve \$200k for special grants; if we get the supplemental funding
- Roger Ihrke - spending money you don't have yet; don't vote until we have the money;
- Marv Calvin - is appropriation there for it?
- Bruce West stated that \$1.18M is for this next year for reimbursements; Matt is saying if the supplemental comes thru;
- Matt Ashmore stated only if we get the supplemental; once we get the money, when we get the money
- Bruce West - maybe in August, we might know

No action taken on potential resolution 2012-3.3, to approve \$200k for the special training/conferences/symposium reimbursements in Round 5

Approval of Round 5 Reimbursement process from Training Committee

- Discussion
- Matt Ashmore stated he doesn't like the \$200 per firefighter program; he likes the grant system; think that this was poor way to do it; keep grant process
- Kelli Slavik agreed with Matt
- Bruce West presented the options and examples as a neutral party
- Roger Ihrke asked if more departments get funded this round?
 - o Bruce West - won't know until August 1, when all reimbursements are in
 - o Just to remind legislature looks at; every year we ended up with money in the end with grant program; do believe that there was more benefit with grant program
 - o Actual fairness; larger departments should have had a bit more money than smaller; think we struggle with allocating all of the funding
 - o Maybe hybrid system; if go back to grant system solely; we will be back to 300 departments
- Rick Loveland stated that he agrees with Roger Ihrke a bit; In 2 rounds there were only 400 departments and we need more information with this type of round. Think we owe it to the departments to do one more year to show if it worked or didn't work.
- Bruce West pointed out a concern; that if we go back to grants, the larger departments will be back down to maximum of \$9400 or whatever is set
- Marv Calvin said the dollar amount was determined by available dollars divided by number of departments; this equaled the cap amount
- Rick Loveland stated that the point of this is to fund all;

Rick Loveland made the motion to administer Round 5 Reimbursements, the same as Round 4; on a per firefighter basis, "up to 200" per firefighter; Amanda MacDonell seconded the motion

Discussion ensued

- Greg Withers stated that if we were to fund all FF1 training in MN, it couldn't be done
- Bruce West stated that if supplemental passes; we could set aside \$1.5m to fund for every department in state and chief would send the bill to MBFTE and we would pay it
- Greg Withers stated that he would like to shoot for that
- Matt Ashmore said that there is always going to be left over money

Marv Calvin called the question and voting was conducted by show of hands; the motion carried, with 8 ayes and 3 nays

Bruce West will add up the depts that have submitted and forward to the Board
 Roger Ihrke - if things work out, we will have the money plus extra...

Qualifications for Live Burn Instructor were discussed in the process of Resolution 3.1

Compliance Examiner position

- Bruce West provided a handout - see draft attached
- Discussion ensued
 - o Roger Ihrke stated that it would be best to have a job description
 - Yet we have no authority (rule-making) for the position
 - o Bruce West agreed, but stated that we were not wanting to blacklist departments; we would want to work with them to make sure they know how to complete the forms correctly
 - o Matt Ashmore asked if we wouldn't have the right to deny their request if they didn't meet the standards
 - o Rick Loveland said he doesn't think we have the right to deny;
 - o Marv Calvin said that if they used qualified instructors, we probably can't deny
 - o Rick Loveland asked how that stops the Board. He stated it is not a good idea; we would be setting standards now; but we're not in the best shape, liability wise.
 - o Matt Ashmore asked how would we say we aren't going to fund them
 - o Marv Calvin stated that if they used an approved class and instructor, but didn't teach to class they claimed, that would be one way. He stated that it is not up to us to determine if class wasn't up to snuff and we have no legal leg to stand on
 - o Natasha Carlson stated that the purpose would be to get departments to comply with standards and documentation correction;
 - o Rick Loveland suggested that we should teach a class at sectional school about documenting for reimbursement
 - o Marv Calvin stated that he asked for this to put on the agenda, as we have instructors going to departments asking "how much do you have; that's how much your class costs"
 - o Roger Ihrke said that the solution isn't to do it with compliance examiner, we should pay for the class ourselves and don't give the money to the departments
 - o Marv Calvin suggested that the Executive Director should prepare for the Chair a sample job description to bring to the Board to look at and the Training Chair should look at it for consistency;
 - The point is to do what Roger Ihrke and Greg Withers said; listen; and work with departments to gain a compromise situation
 - 1st round was supposed to help establish costs;
 - o Rick Loveland - agree

- Greg Withers stated that if we go ahead with a job description, it could help with getting rule-making; particularly if the examiner found discrepancies
- Roger Ihrke said they could do verification of class attendance
- Gary Stevens said that they could get a class roster with the facility's sign off and can contact those to verify
- Bruce West stated that it not what we get (class roster); compliance examiner will review invoice; let them know "this was not reimbursable" and not allow that portion of reimbursement
- Gary Stevens thinks there could be more verification.
- Bruce West stated that they could expand with the compliance examiner position
- Marv Calvin said that the reason we haven't required rosters to get mailed in, is that the departments then have records they need to keep on file Greg Withers stated that since the departments know what money is available, we should also send the notification to the cities too
- Roger Ihrke stated that they are the ones that will say "we get that from the board" and will use it for other things;
- Bruce West stated that most of the documentation goes to the cities and the reimbursement is deposited to the city's account; unless they are a private non-profit department

Job description for Compliance Examiner - Bruce West will try to have it for the next executive meeting or board meeting.

Strategic Planning Session - February 16, 2012 - no discussion

Other new business

- Job postings on website
 - Marv Calvin stated that we should, if it has a training emphasis
 - Approved per board to do so
- Rick Loveland - need to gather accurate data for true costs of training; including EMS
 - Licensed emergency personnel throughout the state
 - Bruce West read the statistics
 - 10,329 licensed peace officers
 - 29,898 first responders and EMT's
 - 4,697 licensed firefighters

10. At 1255 hours, motion to adjourn was made by Amanda MacDonell and seconded by Rick Loveland. Meeting was adjourned.

Respectfully submitted by Jana Evans

Reviewed by Bruce West