

MINNESOTA BOARD OF FIREFIGHTER TRAINING AND EDUCATION
MEETING MINUTES OF May 15, 2012, ELK RIVER, MN

The Minnesota Board of Firefighter Training and Education (MBFTE) Board Meeting was called to order at 1003 hours in Elk River, MN by Vice Chair, Jim Fisher.

P	Marvin Calvin <i>Secretary</i> MSFCA	Willmar	2013		P	Chip Lohmiller MSFCA	Cross Lake	2014
P	Greg Withers Public Member	Coon Rapids	2015		P	Jerry Rosendahl Dept of Public Safety	St Paul	
A	Richard Loveland <i>Chair</i> MPFF	Moorhead	2012		A	Troy Walsh MSFDA	Victoria	2012
A	Matthew Ashmore Executive Committee <i>Member</i> at Large MPFF	Hibbing	2015		A	Natasha Carlson MSFDA	Pequot Lakes	2014
P	Jim Fisher <i>Vice Chair</i> Association of Townships	Zim	2013		P	Amanda MacDonell MSFDA	Grand Rapids	2013
P	Kelli Slavik League of Cities	Plymouth	2014		P	Gary Stevens MSFDA- Teleconference	Hastings	2015
A	Sarah Larson MSFDA	Crystal	2015		P	Roger Ihrke <i>Treasurer</i> League of Cities	Dover	2015
P	Eric Hedtke Association of Townships	St. Michael	2014					
P	Bruce West Executive Director				P	Jana Evans Licensing Coordinator		
Also present: Kathy Schwantes, Ridgewater College; Chad Coauette, Alexandria Technical & Community College; Bernie Vrona, Hennepin Technical; Chad Steffens, St. Cloud Technical & Community College								

1. Meeting was called to order at 1003 hours by Vice Chair Jim Fisher
 - a. There was a quorum present
2. Introductions
 - a. Guests: Kathy Schwantes, Ridgewater College; Chad Coauette, Alexandria Technical & Community College; Bernie Vrona, Hennepin Technical; Chad Steffens, St Cloud Technical & Community College

3. Approval of March 20, 2012 Board Meeting minutes
Motion made by Roger Ihrke; seconded by Amanda MacDonell

4. Officers Reports

- a. Vice Chair Jim Fisher - nothing to report at this time
- b. Treasurer Roger Ihrke -
 - i. The Board is in good shape, our end of year balances show we will have carry-over on the Board side;
 - ii. Still working with SWIFT program to see if we can show the revenue for licensing
 - iii. Reimbursement requests are coming in
 - iv. All Mass/Gross Decontamination funds will go through us
 - v. Task Force One training this week per Bruce West; so the funds will be expended soon
 - vi. Mass/Gross Decontamination training - we are doing the purchasing for the HSEM training; we received full \$102,000; \$70,000 for the classes and \$32,000 for consumables;
 - 1. Training is occurring and it follows the federal fiscal year, which ends on 09/30/12
 - 2. Consumables are being ordered through Grainger and being shipped to departments
 - 3. Marv Calvin asked if the expended amount total is on the consumables; it was determined that the amount in question was a total for the entire expenditures for the Board

Motion made by Roger Ihrke to accept the financial report; seconded by Jerry Rosendahl; Motion carried

- c. Secretary Marv Calvin - nothing to report at this time

5. MNSCU Update

- a. Kathy Schwantes, Chad Coauette
 - i. Since closure of EMS/Fire/Safety Center there have been changes in their system and a disconnect within MNSCU and the fire service
 - ii. Went externally to Minnesota State Fire Chiefs Association and other associations to find what people want; They determined that others want:
 - 1. Consistency in curriculum, pricing and message
 - 2. MNSCU to act like a system
 - iii. MNSCU has developed a plan on how to move forward
 - 1. Have formed four committees: Executive, Hiring, Curriculum and Marketing
 - iv. Strategic plan
 - 1. Will be hiring a Fire Liaison person to bring cohesiveness to the program
 - a. Would like to send job posting to us for assistance in publicizing it
 - 2. Standardizing core curriculum and pricing; two areas of focus:
 - a. Firefighter I/II/Haz-Mat Ops, NFPA 1001
 - b. Firefighter refresher program

3. Would like to hire Fire Curriculum Specialists; possibly 3; would help to bring best practices throughout the program managers;
- v. Questions?
1. Jerry Rosendahl asked about the specific appropriations that fire training programs get?
 - a. Had received Fund 120 which pays for the allocation for customized training, including fire training programs
 - b. Presidents had the option last year to do what they wanted with Fund 120 dollars, but Kathy Schwantes did not believe that the Fire Allocation dollars were included in that
 2. Do not know where funding will be at in the future; could be removed from fire training, it may not be
 3. Methodology as to how it arrives at the colleges changed; the money still arrives at campuses, but believe that they will keep coming for some years; allocation change at system level; not sure what it means after next year; think average allocation will be \$40,000
 4. Jerry Rosendahl also stated that voucher dollars are going away after 06/30/13 and the Training Board needs to know about them; is there any specific plan to get those dollars used up?
 - a. Program managers are aware of those funds and are trying to get them used up, so they don't get absorbed into general funds
 - b. Intent is to have them remain with fire programs, not be absorbed; would like to be able to have departments use these funds
 - c. Departments can pool their funds for training; some program managers have been pushing this idea
 5. Bernie Vrona stated that departments earn the voucher dollars and MNSCU will then go back to department and let them know what they have to spend and then provide the training; previously it was restrictive as to how they can be spent
 6. Chad Steffens stated that, in the past there was misinformation regarding vouchers; now due to EMS/Fire/Safety Center situation; we program managers have been advising where the money is coming from and acting as financial advisors to the departments
 7. Chad Coquette stated that without the EMS/Fire/Safety Center, MNSCU is in direct control to pull it all together; Fire Managers and Administrators are more empowered to make this happen

6. Reports

- a. Executive Director, Bruce West
 - i. Update on Live Burn -
 1. 2 sessions completed at North Mankato and St Cloud; Grand Rapids remaining on June 9 and 10th
 2. CD's of training are being issued to attendees; if any changes are made new versions will be sent to all attendees
 3. Live Burn Instructors are listed on website; 3 categories of instructor:
 - a. Fire Control Team
 - b. Fire Instructor
 - c. Fire Instructor In Charge

4. Must complete live burn plan based on NFPA 1403 standards;
 - a. Burn plan must accompany request for reimbursement
 5. Chad Steffens asked if the department will be the one requesting the reimbursement; Bruce explained that it will work the same as current reimbursement program
 6. Roger Ihrke asked if the reimbursement is coming from the departments allocation for Round 4 Reimbursement; Bruce stated that it is not from the departments allocation
 7. Amanda MacDonell asked the amount that was set aside for reimbursement; Bruce stated it was \$200,000
- ii. Update on Mass/Gross Decon -
1. Schedules updated regularly; FIRE Inc. contacts the departments and schedules the training
 2. Chuck McKusick has trained the trainers at FIRE Inc., so we can expect that more classes will be taught
 - a. Possibility of up to 12 instructors
 3. Marv Calvin asked when they will ramp up; Bruce stated it would be very soon
 4. Amanda MacDonell asked if departments can call FIRE Inc. to schedule; Yes, currently, FIRE Inc. is doing all the calling
 5. FIRE Inc. updates Bruce and Jana with the addresses of the departments to ship to.
- iii. Reimbursements
1. Bruce West is sending the information to the Board as the reimbursements come in
 - a. Reimbursements are trickling in; Bruce keeps reminding departments about the dates
 - b. Fiscal has been good about getting the reimbursements paid out quickly
 - c. We are ready for re-distribution; once over their allotted amount for this round, Bruce updates the spreadsheet showing the redistribution amounts
 2. Discussion ensued
 - a. There are complaints that MNSCU can't provide the instructors - most prevalent; now as it get closer to the end there is more demand for instructors;
 - b. The Board is encouraging departments to send in all training costs
 - c. Some departments are upset that voucher dollars are going away; due to lack of prerequisites and the fact that we limit the courses and they have to comply with them;
 - d. Maybe we need to be more responsive to the needs of the individual fire chief; need to re-focus that our customer is the Fire Chief
 - e. There is a disconnect between the people that do training and those people that provide the finances to the fire departments; we have to look at how to bring these together to make that easier; there's got to be a way we can do it; maybe through cities clerk's conferences or township clerk conferences or league of Minnesota cities workshops; do they have a city clerk's magazine or newsletter? Then we have our private non-profit

departments, where we have to make contact with the treasurer's, we have quite a variety of people to contact out there.

- f. Was it an Attorney General's ruling that we had to have the city clerk or city treasurer sign off on reimbursement forms? Or is there a way we can streamline the procedure to where we can make those dollars flow through to the Chiefs easier.
- g. There could possibly be different kinds of controls at each city of how these are processed and no matter what we do the cities going to say "this is the way we do it here and this is the way our auditors have set it up and this is the way it's going happen".
- h. MNSCU wants to step up, then maybe we should be paying MNSCU; pay them direct and have each fire department have so much credit at MNSCU; but what about the privates and how we would pull them in?
- i. We need to balance the desire to get money out with the needs of departments; don't think we've exhausted all options yet, but we also need to make sure we dealing with all qualified instructors

b. Executive Committee - notes of the last Executive Committee meeting provided

c. Legislative Committee,

- i. No meeting, but the legislative session just ended
- ii. Bruce presented SF 1983; **section 4 subd 4**; which intends all money in Fire Safety Account be appropriated to the Commissioner of Public Safety to fund the Fire Marshal's Office activities; Sec 7, the Fire Safety Account base funding for the training and education board will increase to \$2.7M in 2014 and 2015; current base budget is \$1,470,000; Sec 8 shows that the \$4.5M was appropriated in FY 2013; \$500,000 for equipment, the \$4M will go to the Fire Safety Advisory Committee (FSAC) for distribution
- iii. Meetings set for discussion of where the money is going to go to
 - 1. No meetings set for FSAC yet;
 - 2. We will need clarification on if it can be carried over;
- iv. Discussion ensued
 - 1. The Board voted at our last meeting to go up to \$200 per firefighter for FY 13; at \$200 per firefighter, you need \$4M plus to cover all; with our \$1,180,000 you would need to add \$3M to get to that \$4M. Bruce stated that he would like to see more classes that can be done like mass/gross decontamination or incident safety officer training; that he would want to be able to continue the training programs for all departments.
 - 2. Greg Withers recommended that the Board look at fully funding Firefighter I training, that it would make it simpler throughout the state for reimbursement.
 - 3. Bruce West said that he believes the cost would be \$1.5M to \$1.8M to do that, but it would be great to get the base training and certification.

4. Greg Withers said that it would be a lot simpler way for the chief and the clerks understand that the department would get reimbursed for Firefighter I training.
5. Best way to do it would be to get the bills directly from the trainers, then the bills wouldn't even have to go to the fire department.
6. Roger Ihrke cautioned that we don't want to start a program unless we know the funding is going to be there in the future
7. Greg stated once you have that base established that it can be used to leverage the legislature and the extra funding can go to all the local programs that the chiefs say they want funding for.
8. Bruce West stated that he just needs direction from board, if that's the wishes of the board, to move forward with funding FF I. Marv Calvin stated that both Firefighter I and II and Hazmat Ops are needed, as that's the only way you cover all the requirements in 1001 and certification has to be a part of it also.

Greg Withers made the motion to request from Fire Service Advisory Committee at least \$1.8 M to train all firefighter in state to NFPA 1001 standards with voluntary certification; and also looking for \$2.1M for other training reimbursement for FY 2013; Jerry Rosendahl seconded the motion

- v. This is an official action by this board that sets the minimum standard at Firefighter I and 2 with Hazmat and certification for fire training in Minnesota.
 1. Are we looking at delivery system; are we going to contract with approved instructors/or are we going to do reimbursement still? It will still have a huge impact; we will have many departments that still won't participate;
 2. You give money to training institute/department/MNSCU to provide that training; documentation from end user for verification thru certification; if going to keep certification so that level
 3. Executive Committee needs to work through this with the Certification Board to determine how it will be done, to allow for certification if wanted with or without the training component
 4. If certification test can be offered immediately after the classes, it would be better received by departments and firefighters
 5. It would become too political if we mandate certification

Marv Calvin called the question and would like to refer to the Executive Committee to work out the details with the Certification Board.

Voting occurred:

Member	Aye	Nay
Ashmore	Absent	
Calvin	X	
Carlson	Absent	
Fisher	X	
Hedtke	X	
Ihrke	X	
Larson	Absent	

Lohmiller	X	
Loveland	Absent	
MacDonell	X	
Rosendahl	X	
Slavik	X	
Stevens	X	
Walsh	Absent	
Withers	X	

Motion carries

- d. Licensing Committee, Eric Hedtke
 - i. Met April 11th -
 - 1. Discussed revocation issues; and what would be disqualifying standards; settled on: Arson, Theft, Burglary, Fraud, Violent Crimes as defined by 611A, and a felony level crime.
 - 2. Seeking a statutory change; want to remove felony language that we currently have and replace with above; and keep those that plead to others crimes
- e. Training Committee,
 - i. Marv Calvin - update from Bruce West on mass/gross decon and live burn update;
 - ii. Discussed the animal rescue issue; recommending that animal rescue to be approved under NFPA1670 and NFPA 150;
 - iii. Survey sent to some departments requesting information on training
 - iv. Discussed qualified instructors and clarified some things
 - v. Hibbing FD training chief was a guest and presented regarding minimum standards for fire departments regarding testing and training.

7. Old Business

- a. Compliance Examiner position -
 - i. Bruce West stated that we should not pursue a compliance examiner position; it is in our best interest to proceed with full-time for Jana; 50% of time for licensing and 50% of time for administrative assistant. Easily balanced from each budget.
 - 1. This will give Bruce West the opportunity to be compliance examiner and he can instruct departments on correct process/procedures to submit documentation on reimbursements; keeps it more positive experience
- b. Animal Rescue Training
 - i. Training committee looking at it; there is much more in the program than was initially understood; letter handout passed out

Roger Ihrke made a motion to approve animal rescue training as reimbursable for 2013; seconded by Marv Calvin;

- ii. Discussion ensued
 - 1. Some still have concerns about the training; it is recognized that it is good public relations for departments to have the knowledge
 - 2. There are technical rescue portions that meet the NFPA 150 standard in regards to animal facilities
 - 3. Some still feel that we need to focus on the core training requirements
 - 4. Many departments regularly have to save animals at fire scenes
 - 5. There is a question if a motion is in order, as NFPA standards address some of it; still not sure that it is really covered in the NFPA standards; it does “apply” to the guideline of NFPA 150, not word for word

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

Motion failed 4-6

- c. Other unfinished old business
 - i. Survey’s being received back and will be brought to Training Committee
- 8. New Business
 - a. Discussion of quarterly Board Meetings
 - i. Executive Committee wanted it brought forward; the Board can choose which to do;
 - ii. August, February, November, and May; chose these months as they would be the start of the FY, near start of the legislative session and the end of the legislative session

Eric Hedtke made a motion to switch to 4 Board meetings per year; seconded by Kelli Slavik

- iii. Discussion ensued

1. We haven't completed strategic planning yet; needs to be completed.
2. Suggestion of a special meeting was made to be held to complete that

Roger Ihrke called the question of switching to 4 Board meetings per year; voting occurred; all voted aye, no nay votes; motion carries

- b. Projected Board and Licensing budgets
 - i. Part-time labor - Board budget; \$35K for Jana; part-time \$39K could keep it there in case needed; we have ensured coverage
 - ii. Indirect costs;\$25K - \$15K for Board and \$10K for Licensing; \$1.8M for grants and \$45K for Task Force One
 - iii. E-licensing figures included with nominal figure for costs; not sure if we will be doing E-licensing and not sure about startup costs;
 - iv. Revenue from Licensing is on a 3-year cycle; can we carry it over? If carry-over not allowed, we could take for some of Bruce West's salary from Licensing, to help to reduce any potential carry-over.
 - v. Would be good to discuss at the August meeting
 - vi. License cost of \$75 is in statute; Bruce suggested that the Board absorb the cost of the licensing 10% fee for E-licensing, if necessary
 - vii. Bruce will have a Revenue forecast and budget for FY13 and FY14 for the August meeting

Roger Ihrke made the motion to approve the budget for FY 2013; Amanda MacDonell seconded.

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

Motion carries.

- c. Other new business
 - i. Executive Committee wants the Board to approve the strategic plan
 1. Discussion ensued

Marv Calvin made the motion to include the Strategic Plan on the August 2012 meeting agenda; Amanda MacDonell seconded, voting occurred, all voted aye, no nay votes, motion carries

- d. The Governor's Office is anticipating that they will make the appointments next week for the MFPP and MSFDA positions open on the Board
 - i. Names have been submitted
 - ii. When that occurs, we may need to elect or appoint to fill any vacant positions
9. Public comment
10. Adjournment motion made by Jerry Rosendahl; Amanda MacDonell seconded; meeting was adjourned at 1222 hours.

Respectfully submitted by Jana Evans
Reviewed by Bruce West