

MINNESOTA BOARD OF FIREFIGHTER TRAINING AND EDUCATION

MEETING MINUTES OF MAY 14, 2013, ELK RIVER, MN

P	Jim Fisher <i>Chair</i> Association of Townships	Zim	2013		P	Amanda MacDonell <i>Secretary</i> MSFDA	Grand Rapids	2013
P	Dean Wrobbel MSFCA	Annandale	2013		P	Chip Lohmiller <i>Vice Chair</i> MSFCA	Cross Lake	2014
A	Eric Hedtke Association of Townships	St. Michael	2014		A	Natasha Carlson MSFDA	Pequot Lakes	2014
P	Kelli Slavik League of Cities	Plymouth	2014		P	Matthew Ashmore Executive Committee <i>Member at Large</i> MPFF	Hibbing	2015
P	Sarah Larson MSFDA	Crystal	2015		P	Greg Withers Public Member	Coon Rapids	2015
P	Roger Ihrke <i>Treasurer</i> League of Cities	Dover	2015		P	Gary Stevens MSFDA	Hastings	2015
A	Brian Sjodin MPFF	Ogilvie	2016		A	Jerry Rosendahl Dept of Public Safety	St Paul	
A	Mark Bergerson MSFDA Teleconference	Alexandria	2016					
P	Bruce West Executive Director				A	Jana Evans Licensing Coordinator		
Guests: Marv Calvin - MNSCU, Wayne Kewitsch - Richfield FD								

1. The meeting was called to order at 1000 hours by Chair Jim Fisher.
 - a. There was a quorum present.

2. Approval of February 12, 2013 Board Meeting Minutes
Matt Ashmore made the motion to approve the meeting minutes; motion was seconded by Chip Lohmiller. Motion carried.

3. Officers Reports:
 - a. Chair Jim Fisher had nothing to report.
 - b. Vice Chair Chip Lohmiller had nothing to report.
 - c. Treasurer Roger Ihrke reported that the budget and expenses are all in order.
 - i. We have set up the Technology accounts as per the directive from the State.
 - ii. Budget has been realigned with 25% of the Executive Director's salary now coming out of the Licensing Budget.
 - d. Secretary Amanda MacDonell had nothing to report.

4. Reports
 - a. Executive Director Bruce West
 - i. Mass/Gross Decontamination training program
 1. FIRE Inc. is the contract holder on this program.
 2. The contract runs through September 30, 2013, as it is a federally funded program, through HSEM.
 3. Benchmark of 120 classes will be achieved.
 4. Chip Lohmiller stated that no departments have turned down the training program as of yet.
 - ii. Incident Safety Officer (ISO) training program
 1. AdvancEd Fire Education (formerly Mesabi College) is the contract holder on this program.
 2. Benchmark of 250 classes will have been completed by June 30, 2013.
 - a. Starting to look ahead for next fiscal year, July 1, 2013 to June 30, 2014.
 3. Some departments are now moving forward and taking additional training on the subject.
 4. Marv Calvin stated that no departments have turned down the classes to date.
 - iii. NFPA 1001 Program
 1. This program has been a huge success.
 2. Currently we have over 1400 students that have taken a portion of the training.
 - a. Some are doing complete program, others are using this opportunity to complete the training, with bridge classes.
 3. The \$1.7M that was allocated for this program will be completely used this year.
 - a. If necessary, we can shift some funding to cover overages.
 - iv. Training Reimbursements program
 1. Reimbursement requests are coming in slowly.
 - a. Bruce feels that the NFPA 1001 program will affect the use of reimbursement dollars by departments.
 2. It is anticipated that redistribution will occur again this year.
 - a. Once Bruce gets the final numbers for initial requests, then the amount for redistribution can be determined.
 - v. Live Burn Reimbursements
 1. Have received requests for 104 live burns this year; not all documentation has been submitted yet, but we will have achieved our benchmark of 100 reimbursements.

2. Have received a memo from Minnesota Pollution Control Agency (MPCA) regarding PCB's in caulking on houses.
 - a. The memo was dated February, but was just received this week.
 - b. The memo states that if a live burn is being done on a structure built before 1979, a sampling of the caulk and/or mastic from the structure must be sent in for testing.
 - i. Per MPCA, if the testing is not completed, the live burn cannot be done.
 - ii. MPCA will be taking punitive actions against anyone who does a burn without having had this test completed.
 - c. South Central College and MPCA will be hosting a webinar/conference call on Thursday May 16, 2013 on this subject.
 - i. MNSCU will see about making a recording of this webinar for distribution to the Board.
 - ii. Bruce will forward the information about the webinar to the Board.
 - iii. MPCA will also have their official statement on lead-based paint available at this webinar.
 - d. Location of this caulk or mastic is usually found in poured wall or concrete basement with windows and/or doors installed in the concrete space.
- vi. Conference Reimbursements
 1. We have been receiving the documentation within the 45 day requested timeframe.
 2. Some have come in under their funding amounts, so Bruce has redistributed to other conference awards, to a maximum of \$10,000 per award.
- b. Executive Committee Report
 - i. Nothing to report.
- c. Legislative Committee Report
 - i. Nothing to report.
- d. Licensing Committee Report
 - i. Issue that was raised was about language in the last sentence of the policy.
 1. It was discussed and corrected at the most recent committee meeting.

Greg Withers made the motion to adopt the licensing policy; seconded by Roger Ihrke. Motion carried.

 2. So far we have issued 93 licenses this fiscal year; we had budgeted for 100.
 3. Renewals that are paid for prior to the actual renewal date will be good for 3 years past the renewal date, not the payment date.
- e. Training Committee Report
 - i. Minimum Training for MN Firefighters to Meet Federal and State Requirements
 1. Committee has been working on pulling this together; majority of it is required by state and federal statute.

2. The Training Committee has added the 11 Core Elements, which are there to guide departments as to refreshers on Fire Suppression needs.
 3. This will go to the Licensing Committee for review and approval as a template for licensing renewal recommendations.
 4. The Training Committee feels that the Board will need to hire a Fire Service Training Specialist, to work with departments in regards to completing the training requirements and recommendations.
 - a. This position will also exist to help to provide accountability for licensing renewals.
 - b. Salary can be split between Board and Licensing.
 5. Page 8 has the conclusion that this document exists to provide guidance and assist departments by providing training suggestions.
 - a. If departments complete the 24 hours of recommended training as listed, the potential exists for MBFTE to reimburse for “non-traditional” training classes and expenses.
 6. These recommendations/requirements provide a standardized template of training that can be utilized throughout the state.
 7. Training Committee would also like to look at developing or purchasing lesson plans for training modules to make available to departments.
5. Old business
- a. No unresolved old business.
6. New Business
- a. Leadership Development RFP
 - i. Training Committee is making the recommendation to accept MNSCU's proposal of \$30,950.00 for the training curriculum.
 1. MBFTE and the Training Committee will have final approval on all instructors of the curriculum was added to the contract.
 2. MNSCU agreed to ask for and incorporate findings from a survey of some Volunteer and Paid On-Call Chiefs, as to what will be needed/wanted in the curriculum.

Resolution 2013-5.1

Resolution of accept the recommendation of the Training Committee in awarding the Leadership Development Informal Solicitation to MNSCU.

Motion was made by Matt Ashmore; seconded by Chip Lohmiller. Resolution carried.

Member	Aye	Nay	Abstain	Absent
Ashmore	X			
Bergerson				X
Carlson				X
Fisher	X			
Hedtke				X

Ihrke	X			
Larson	X			
Lohmiller	X			
MacDonell	X			
Rosendahl				X
Sjodin				X
Slavik	X			
Stevens	X			
Withers	X			
Wrobbel	X			

- b. Use of overtime as authorized reimbursement for department training reimbursement program award
- i. Chief Wayne Kewitsch of Richfield Fire Department
 1. His department is contractually required to pay overtime or backfill a position when a firefighter wants to attend off-site training. If MBFTE allowed departments to use their reimbursement funding this way, it would benefit career departments.
 2. Please consider allowing departments to use their funding for wages for firefighters.
 - ii. Discussion ensued:
 1. Dean Wrobbel pointed out that it is being considered with the minimum standards; Matt Ashmore stated that there was no outcry about allowing it in today's discussion about the minimum standards.
 2. Kelli Slavik asked how it would be managed.
 3. Dean Wrobbel pointed out that the discussion has been that the department should have to have a policy in effect regarding wages.
 4. Greg Withers stated that cities have to have some responsibility towards paying for training also. Concern was expressed that it could lessen the "purity" of the training reimbursements.
 5. Wayne stated that he has no access to the training dollars spent for NFPA 1001, as all his firefighters must have completed this before hire.
 - a. He supports the NFPA 1001 program, but would like some leeway in being allowed to pay his firefighters to attend training also.
 6. Bruce West stated that it would be about 10-20 departments that would maybe take advantage of paying wages and it wouldn't be too difficult for him to get verification of the 24 hours of minimum standards from those departments.
 7. Gary Stevens stated that there has to be checks and balances. His concern that this would become a supplemental budget item.
 8. Dean Wrobbel stated that it wouldn't be an additional budget item; it would just be using the reimbursement dollars to allow firefighters to attend training beyond the minimum standards.

9. Sara Larson stated that it could be limited to the payroll that was associated with the registration of those classes, as a checks and balances point.
10. Wayne stated that all training has to be approved, so that it can be documented that it is not frivolous training; departments have to retain their records for other grants that allow wages to be reimbursed for, so they are used to the checks and balances system already.
11. Dean Wrobbel discussed how the federal government allows for wages to be reimbursed for actual training vs. planning, such as the Cold Zone Conference, which wages are not allowed for reimbursement. MBFTE could model after that policy.

Resolution 2013-05.02

Sarah Larson made a motion that the \$105/firefighter be approved to cover wages to attend approved MBFTE classes for FY2014; (not eligible for re-distribution if used for wages); Seconded by Roger Ihrke. The motion failed.

Member	Aye	Nay	Abstain	Absent
Ashmore		X		
Bergerson				X
Carlson				X
Fisher		X		
Hedtke				X
Ihrke	X			
Larson	X			
Lohmiller	X			
MacDonell		X		
Rosendahl				X
Sjodin				X
Slavik		X		
Stevens		X		
Withers		X		
Wrobbel	X			

- iii. Chair Jim Fisher directed this topic be brought back to the Training Committee for discussion and possible action from the full MBFTE Board.

c. FY14 Budget

- i. Bruce provided information on the Fire Safety Account to the Board.
 1. Money will continue from the FSA into the General Fund, for the next two fiscal years (FY14 and FY15).
 2. Unsure if there will be additional appropriations, like the Legislature did last year.
 - a. If there was an appropriation, the Fire Service Advisory Committee (FSAC) would have to meet to decide how to distribute the money.

- ii. Board and Licensing budgets are pretty simple.
 - 1. \$245,000 for the Board.
 - a. Now have to separate out an Information Technology (IT) budget also.
 - b. Change of \$26,000 subtracted from the Board Budget and added to the Licensing Budget, to cover a portion of the Executive Director's salary.
 - 2. If we were to continue to reimburse fire departments at \$105 per firefighter, it would be \$2,163,000.00.
 - a. We need \$100,000.00 for the second year of the Incident Safety Officer (ISO) training program.
 - b. \$45,000.00 goes to Task Force One.
 - c. If we continued with Live Burn as we did this year, it would be another \$150,000.00.
 - d. These three programs along with the Board budget total \$2,703,000.00.
 - i. Still have approximately \$40,000.00 of carry-over from FY11.
 - 3. Licensing Budget
 - a. Projected number of licenses that will be renewed is conservative; 2550 for both FY14 and FY15.
 - b. MBFTE does not pay the eLicensing surcharge of 10%, as we are not part of eLicensing, at this time.
 - c. The \$26,000.00 of the Executive Director's salary is added to the Licensing budget costs. Additionally, we will have a part-time employee to help with licensing; these costs were split between the two fiscal years, as they time period we need the person covers two fiscal years.
 - d. The IT portion of the budget shows some larger numbers, as we need to purchase a new card printer and supplies for the FY14 renewal period.

Motion was made to approve the FY14 Board budget of \$245,000 and the Licensing budget of \$105,050 by Amanda MacDonell, seconded by Matt Ashmore. Motion carried.

Member	Aye	Nay	Abstain	Absent
Ashmore	X			
Bergerson				X
Carlson				X
Fisher	X			
Hedtke				X
Ihrke	X			
Larson	X			
Lohmiller	X			
MacDonell	X			
Rosendahl				X
Sjodin				X
Slavik	X			
Stevens	X			
Withers	X			
Wrobbel	X			

- iii. Additional pages included with the budget show some different options for ways to fund programs in FY14 and FY15.
 - 1. Discussion ensued on possible funding scenarios.
 - iv. At the August Board Meeting, we will know our budget amounts and will need to set the per firefighter rate and decide the programs that we will fund and to what extent.
 - 1. It is unknown if any additional allotments will occur.
7. Other business
- a. Gary Stevens asked about tracking the students in NFPA 1001.
 - i. Bruce explained that we are tracking if they take the test, as it is required for the MBFTE to pay for the program that students take the test.
 - 1. We are not tracking pass/fails.
 - b. Gary Stevens asked about the ISO program and the success of this program.
 - i. We receive evaluations from departments that have taken it.
8. Adjournment
- Sara Larson made the motion to adjourn; seconded by Dean Wrobbel.***
- a. The meeting was adjourned at 1200 hours.

Respectfully submitted by Jana Evans.
Reviewed by Bruce West.