



**MINNESOTA BOARD OF FIREFIGHTER TRAINING AND EDUCATION**

**445 MINNESOTA STREET, SUITE 146**

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Board Meeting

Attendance

May 12, 2015

10:00 a.m.

Elk River FD

13073 Orono Parkway

Elk River, MN 55330

<b>Board Member</b>	<b>YES</b>	<b>NO</b>		<b>Phone</b>	
Eric Hedtke		X			
Kelli Slavik	X				
Sarah Larson		X			
Chip Lohmiller	X				
Roger Ihrke		X			
Matthew Ashmore		X			
Greg Withers	X				
Gary Stevens	X				
Mark Bergerson	X				
Jim Fisher	X				
Brian Sjodin	X				
Dean Wrobbel	X				
Amanda MacDonell	X				
Bruce West	X				
Staff:					
Steve Flaherty	X				
Margaret Koele	X				
Kevin Sedivy	X				
Guests:					
Marv Calvin	X				
John Kahnke	X				
Christine Patrick	X				

**MBFTE BOARD MEETING MINUTES**

**May 12, 2015**

**10:00 am**

**Elk River Fire Station #2 – Upstairs Training Room  
13073 Orono Parkway, Elk River, MN 55330**

1. Call to order - Chair Jim Fisher
  - a. Lunch will be served during this meeting due to length of agenda
  - b. Meeting called to order at 10:00 a.m.
  
2. Approval of Minutes as Written
  - a. February 2015 Board Meeting minutes (approve to remove DRAFT and post on the web site as written)
    - i. Minutes approved as written: Chip Lohmiller motioned and Mark Bergeson second the motion, motion passed.
  
3. Officers Reports
  - a. Chair, Jim Fisher
    - i. Nothing to report
  - b. Vice Chair, Chip Lohmiller
    - i. Nothing to report
  - c. Treasurer, Roger Ihrke (not present and Steve Flaherty reported)
    - i. FY Budget outlook for Licensing & Reimbursement
      1. Steve Flaherty, Executive Director, reported the budgets are good between the licensing and reimbursement divisions. A full report was sent to the Treasurer, Roger Ihrke, and short versions were sent to the rest of the board members.
      2. Bruce West, State Fire Marshal, asked if there has been any information on the biennial carry- over through Legislation. Jim Fisher, Chair, mentioned he had not heard anything yet regarding that in the legislative session. Bruce West, State Fire Marshal, commented that in the past the funds had to be used and no carry over was allowed to the new biennial period. Bruce mentioned this would be very important to know prior to the redistribution amounts in the re-allocation of funds from MBFTE to departments.
  - d. Secretary, Amanda MacDonell
    - i. Nothing to report
  
4. Reports
  - a. Executive Director – Steve Flaherty
    - i. Steve Flaherty mentioned he had emailed out the Executive Director report for the Board members to review.

- ii. Back fill and overtime has had six departments so far use this option, which \$23,000 has been utilized. Departments giving good feedback on this program.
  - 1. Gary Stevens asked if training was done for Task Force One would that come out of backfill and overtime. Steve Flaherty, Executive Director, replied that those funds will be reimbursed out of Task Force One budgeted amount, whether they trained for Task Force One or did training as a Task Force One member.
- iii. Steve Flaherty mentioned that there are another two classes of Leadership scheduled for May 30, 2015. The final course for the first group will be held in June. The budget amount figured was a little under estimated from the invoices we are getting from MnSCU. To put on one full four part course at Camp Ripley, with MNSCU providing the instructors and the books, the total cost is about \$ 18,250. The course has gotten a lot of great feedback from those attending.
- iv. Steve Flaherty reported that the technical language of our Statutes has passed through the Senate and we are waiting for the final discussion on the House side.
- v. Steve Flaherty reported Kevin Sedivy has been out seeing a lot of departments in the field. Steve mentioned that several departments that have not used the reimbursement program are now submitting for reimbursement.
- vi. Steve Flaherty reported that Margaret Koele has reached her one year anniversary on May 22<sup>nd</sup>.
- vii. Steve Flaherty mentioned that appointments have not been made yet by the Governor to the Board. We extended invites, as guests, to this Board meeting to John Kahnke and Christine Patrick who have submitted applications to be appointed.
- b. Executive Committee - Chair Jim Fisher
  - i. Nothing to report
- c. Legislative Committee - Chair Jim Fisher
  - i. Bruce West, State Fire Marshal, discussed the Fire Safety Account. The bill is in the House, but there is a big difference between the House and the Senate bill. This is included in the omnibus public safety bill.
- d. Licensing Committee - Eric Hedtke
  - i. Eric Hedtke is not present at the meeting.
  - ii. Margaret Koele, Licensing Coordinator, reported that we have approximately 3759 active licenses, 1300 expired licenses and a few hundred retired licenses.
    - 1. A mass email went out to all departments to send us an update on their licensed firefighter roster with a status of active, resigned or retired.

2. Online renewal and application process is available for use. It is being utilized by firefighters and departments. Departments can also do bulk renewal through their online login.
  3. There has been discussion from phone calls by departments as to why they should be licensed. We have been talking to departments about the image of having trained licensed firefighters on a department, volunteer/POC/part-time firefighters considering going to a career department, and if a department has a legal situation the more credentials behind you portrays a better image of the department. This is also a great way to educate departments on the licensing program and keep funding coming in.
  4. The License Committee is discussing the reinstatement process that is part of our bill in legislation. This process will be another application that will require a delayed fee set by the Board, which the conversation from the committee is \$25.00 per year added to the license fee(s) that are due. There is an option to re-apply rather than reinstate in statute.
  5. There are auto renewal notices going out each month for licenses expiring. The email goes to the individual and the Chief. We also send a letter out to each individual.
  6. There is discussion on implementing an "Associate License" for those still active in the fire service, but not affiliated with a department.
- e. Training Committee- Matt Ashmore
- i. Matt Ashmore was not present at the meeting. This committee has not met for several months due to the quorum not being met for meeting.
  - ii. Dean Wrobbel asked if the committee could be redefined so the committee could meet.

## 5. Public comment

- a. Marvin Calvin, MNSCU guest, mentioned that the State Fire Marshal Division has applied for a grant to get three training trailers (ventilation, smoke control, entry). They can run two simulations at one time. These trailers will each come with the training instruction. The trailers will be owned by the State Fire Marshal Division as an asset. These trailers are labor intensive to set up. Marvin Calvin, guest, would like to propose to the Board to set aside a separate fund for "training trailers". This funding would help cover the cost of moving and setting up the trailers for training.

## 6. Old Business

- a. Update on Fire Service Training and Licensing Specialist Progress
  - i. Kevin Sedivy had a report sent out via email to all Board members to review prior to the meetings.

- ii. Kevin Sedivy reported that the departments would like all new recruits covered under 1001 training. This would help with recruit and retention for departments. Gary Stevens asked about how this refers to retention. Mark Bergeson replied the retention is a department investing in each firefighter to go through that extensive training. This will weed out the people not really committing to the fire service. The level of professionalism has gone up with the departments having 1001 trained firefighters. Greg Withers would like data on the retention piece of the 1001 if they stayed with a department after the training. Steve Flaherty, Executive Director, replied we can show the numbers of 1001 students and the Certification Board can pull numbers on certification that was done. Bruce West, State Fire Marshal, suggested we could check how many re-certify through the certification board. Steve Flaherty mentioned taking our information and matching to certification board renewal. Greg Withers asked if the training has cut down on the number accidents for safety aspects. Bruce West, State Fire Marshal, mentioned that would be a question for League of Minnesota Cities. Kevin Sedivy, staff, mentioned that re-certification is not mandated to stay on a department, which will affect the numbers with comparing 1001 students and re-certification.
- iii. Bruce West, State Fire Marshal, asked if Kevin Sedivy, staff, heard in the field 144 hours is too much. Kevin Sedivy replied that he hears more favor toward online training being available.
- iv. Kevin mentioned that first responder, initial and refresher, is another training they would like to see available for reimbursement. The Chief of the departments would like to be able to make the choice of how they use their training dollars. Greg Withers replied that we set the state guidelines and the departments can train outside that training with their own funds. Kevin Sedivy, staff, mentioned that the fire service has evolved and changed departments as to the type of calls they do now. Kevin Sedivy stated the Chiefs would like to have the option on the reimbursement class list so they have the option how to use their awarded funds.
- v. Dean Wrobbel suggested making sure that everything meets the NFPA standard training, when discussing training options.
- vi. Brian Sjodin replied that we need to listen to the Chiefs as the mission has changed with times. Our mission as a fire service has evolved and departments are not just fighting fires anymore. We need to acknowledge these changes with the times. The fire service is being pulled into other areas that they never used to be part of such as rioting in the streets, and now we are pulled into those situations and need to be trained.
- vii. Dean Wrobbel suggested sending this discussion back to the Training committee to review the information. Dean suggested Kevin Sedivy bring information on other resources that could be utilized by departments for

first responder training. Bruce West, State Fire Marshal, agreed that the Training committee could review this information and bring back to the Board for recommendations.

- b. Legislative Committee Update on Statute Changes
  - i. Discussed above with committee information.
- c. Data Base and Web Site Update
  - i. E-Licensing
    - 1. Margaret Koele, staff and Steve Flaherty, Executive Director did a visual showing of the web site features, online process and data base information. Margaret Koele, staff, commented we are working to have online reimbursement set up in the coming months.
- d. Rail/Pipeline Safety Training Update
  - i. Steve Flaherty, Executive Director, reported that 40 requests for reimbursement have been received totaling nearly \$35,000. The project is running smoothly between departments receiving the training, HSEM, and our reimbursement process.
- e. Commitment and Attendance at Committee Meetings
  - i. Discuss a possible limit of number of members on each committee
    - 1. Steve Flaherty recommended 5 members for each committee; as if you get too many it is hard to meet the quorum with attendance.
  - ii. Discuss License Board verses Advisory Committee Reimbursement
    - 1. This was discussed at previous meetings and Margaret Koele, staff, wanted to report after speaking with the Attorney General office on this discussion. The information handed down is that the license side of the business needs to remain a “Board” according to state statute. The Reimbursement side of the business could become an “advisory committee”. This means the Board would be making all the decision on the “licensing” through MBFTE and the “advisory committee” would be discussing and offering advice on the reimbursement side of MBFTE with the Executive Director.
  - iii. Discuss meeting places/time for committees and Board meeting
    - 1. Elk River – currently meet for Executive & License Committee and Board meeting
      - a. The Board discussed having all meetings remain at Elk River Fire Department.
    - 2. Grand Rapids – currently meet for Training Committee
      - a. Bruce West, State Fire Marshal, clarified the Training committee would meet the same four times a year as the Board meeting with the rest of the committees. If the Training committee wanted to hold special meetings at

another location they could by posting a “notice of change”.

- b. It was decided by the Board to have the committee meetings in June and July to continue on the original calendar schedule. It was decided by the Board to start the new schedule for all committees after then next scheduled Board meeting when the committees could be reformed.
- iv. Discuss which type of committees beneficial to continue, dis-continue or set up new:
  1. Motion made by Greg Withers that no more than one person can be on two committees. No second motion, motion failed.
  2. Brian Sjodin made a motion we have a Training committee, Executive will also be the Legislative committee and Licensing will also be the License Review committee. Dean Wrobbel second the motion, motion carried.
  3. Greg Withers made a motion we have five members on each committee and an individual cannot be on more than two committees, Mark Bergeson second the motion, motion carried.
  4. Dean Wrobbel made a motion to run the Training, Executive/Legislative & Licensing/Review Committee meetings from 9:00 – 11:00 and start the Board meeting at 11:30 a.m. Brian Sjodin second the motion, motion carried. (Gary Stevens did not approve). Dean Wrobbel made a motion to have a four person Training committee for the next meeting, Amanda second, motion carried.
- v. Sign up for committee’s
  1. It was decided by the Board to wait until all new appointments are made to sign up for the committees.
- vi. Clarification needed on the Secretary position, if they need to be at all meetings (Operation Procedures Manual does not specify that they need to be at all meetings)
  1. The Board replied they do not need to attend all the meetings.
- vii. Discuss more authority for Executive Director to make decisions based on daily administrative decisions and when no quorums are met for meetings
  1. The Board commented that Steve Flaherty, Executive Director can make administrative decisions and confer with the Board Chair. If they are continual issues then they need to be brought before the Board.
- viii. Vote Annual Chair & Vice Chair, per statute
  1. Mark Bergeson made the motion to vote Chair & Secretary every two years and the vice Chair, Executive at large & Treasurer opposite two years. Brain Sjodin second, motion carried.
    - a. Nominations for Chair: Jim Fisher

- i. Gary Stevens moved for a white ballot for Jim Fisher, motion carried.
- b. Nomination for Secretary: Amanda McDonnell
  - i. Chip Lohmiller motioned for white ballot, motion carried.

7. New Business

a. FY16 Funding Consideration

i. NFPA1001

- 1. Report on how many NFPA1001 reimbursed in previous years
  - a. FY13 = 1739
  - b. FY14 = 1026
- 2. Previous years did not track students in classes not funded – current data base can track that information going forward.

- ii. Conferences & Seminars
- iii. Per Firefighter Amount
- iv. Live Burn
- v. CAT/ERT
- vi. Incident Safety Officer
- vii. Leadership Development
- viii. MART
- ix. Mass & Gross Decon
- x. Rail & Pipeline Safety
- xi. Task Force 1
- xii. First Responder Training
- xiii. Backfill and OT for Out of State Training (Pueblo, Colorado) (Dean Wrobbel)
  - 1. This was more meant for Hazmat funding.
    - a. Bruce West, State Fire Marshal, made a motion that the Training Committee come with full recommendation to the Board on the reimbursements listed above, Greg Withers second the motion, motion carried.

b. January 5, 2015 Appointments Up/ New Appointments:

- i. Chip Lohmiller - MSFCA
- ii. Roger Ihrke – League of Cities
- iii. Matt Ashmore – MPFF / Tentative replacement - Rick Loveland
- iv. Greg Withers – Public Member
- v. Gary Stevens - MSFDA
- vi. Sarah Larson – MSFDA / Tentative replacement – John Kahnke
- vii. Natasha Carlson - MSFDA (Resigned) / Tentative replacement - Christine Patrick
  - 1. Replacements have not been appointed yet by the governor office. Bruce West, State Fire Marshal explained the Governor office asked that the organizations consider more diversity in their

applicants for the Board positions. The appointments are pending Governor Approval.

- c. Staff would like to recommend the removal of driver license information on the application process due to the privacy data and public information act.
  - i. Mark Bergeson made the motion to remove the driver license information from the application process, Chip Lohmiller second the motion, motion carried.
- d. Record Retention Policy
  - i. Margaret Koele, staff, explained the MBFTE will need to adopt a retention policy. It is state guideline that all agencies have a retention policy in place and on file with the MN Historical Society. Margaret Koele, staff, commented that they looked at other Board's retention policies and put together some guidelines for the Board to review. This will be discussed at the next meeting after Board members review the information handed out for their recommendations on retention.
- e. Committee Meeting Minutes
  - i. The Staff is asking for the Board's approval to email minutes to all Board members once they approved for all committee meetings. Staff recommending not publishing committee meeting minutes on the web site. If the public wants a copy they can complete a request. All Board minutes are published on the web site.
    - 1. Greg Withers made a motion to email committee meeting minutes to the Board members after they are approved by each committee and not to publish on the web site, Bruce West, State Fire Marshal second the motion, motion carried.

## 8. Other Business

- a. Discuss August Meeting Date (change to Aug. 18)
  - i. Dean Wrobbel made the motion to move the meeting to August 18<sup>th</sup>, due to waiting on fiscal year numbers for the budget, Amanda MacDonell second the motion, motion carried.
- b. Steve Flaherty, Executive Director, discussed the National Joint Powers Alliance, (NJPA), would like to go through MBFTE for an annual reimbursement program for "Region 5" only. NJPA will have a check made to MBFTE, which will be put in a separate project fund. This project will be \$100 per fire fighter and this would be in addition to the MBFTE award per fire fighter amount. NJPA will reimburse MBFTE \$6300 for administrative time to handle their reimbursement program. Greg Withers asked do we really want to do this and what is the benefit. Steve Flaherty replied that departments and Legislators would get very confused if two programs are out there running the same way.
  - i. Dean Wrobbel made the motion to handle this project, Chip Lohmiller second motion, motion carried.
- c. Bruce West, Mark Scipioni and Peter Butler did 1998 Training study that recommended establishing this Board. Steve and Bruce talked to them about

doing another study. Bruce waiting on cost as last study was \$58,000. Bruce feels it is time to update the study as of today for past, present and future. Get a look at the system of public and private training.

- d. Margaret Koele, staff, handed out updated binders with the most current Board handbook, Board operating procedures, Board mission and other information useful to Board members.
9. Adjourn
- a. Meeting adjourned 1:18 p.m.