



## MINNESOTA BOARD OF FIREFIGHTER TRAINING AND EDUCATION

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### MBFTE BOARD MEETING MINUTES

November 10, 2015

11:30 am

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

Board Member	PRESENT	ABSENT	TELECONFERENCE
Eric Hedtke	X		
Kelli Slavik		X	
Rick Loveland		X	
Jonathan Kahnke	X		
Chip Lohmiller	X		
Roger Ihrke	X		
Mark Lakosky		X	
Greg Withers			X
Gary Stevens		X	
Mark Bergerson		X	
Jim Fisher	X		
Christine Patrick	X		
Dean Wrobbel		X	
Amanda MacDonell	X		
Bruce West	X		
<b>Staff:</b>			
<b>Steve Flaherty</b>	X		
<b>Margaret Koele</b>	X		
<b>Kevin Sedivy</b>	X		
<b>Guests:</b>			
<b>Marv Calvin</b>	X		
<b>Nancy Libor</b>	X		

1. Call to order - Chair Jim Fisher
  - a. Lunch will be served
  - b. Please have all cell phones on silent and off the table during the meeting
    - i. The phones vibrating phones are interfering with recording meetings.
    - ii. Meeting called to order at 11:30 a.m., quorum not yet met so introduction of guest to wait for Board member to arrive.
      1. Quorum achieved at 11:45 a.m. meeting continued.
2. Approval of Minutes as Written

- a. August 18, 2015 Board Meeting minutes (approve to remove DRAFT and post on the web site as written)
  - i. Minutes are approved as written, motion by Roger Ihrke, second by Chip Lohmiller. Motion carried.

### 3. Officers Reports

- a. Chair, Jim Fisher
  - i. Nothing to report.
- b. Vice Chair, Chip Lohmiller
  - i. Nothing to report.
- c. Treasurer, Roger Ihrke
  - i. FY16 Budget referred to Steve Flaherty
    - 1. Handed out an overview of the license side and reimbursement side of funding.
      - a. Roger Ihrke asked about the funding based on licensing not having a bulk renewal until 2017, will funding have to be transferred from one side to the other. Steve Flaherty, Executive Director, replied that fiscal will adjust the funds as needed between the two programs.
- d. Secretary, Amanda MacDonell
  - i. Nothing to report.

### 4. Reports

- a. Executive Director – Steve Flaherty (Report handed out to all Board members)
  - i. Mass/Gross Decon Recap (program ended)
    - 1. Project completed Sept 30, 2015.
    - 2. Since October 2012 there were 503 classes delivered through a \$300,000 grant from HSEM.
    - 3. FIRE Inc. had the RFP on that project and did a fantastic job administering that training.
  - ii. Update on Incident Safety Officer training
    - 1. This is the fourth and final year of this project.
      - a. Program end will be June 30, 2016.
    - 2. MnSCU making contact with 300 departments who have not yet received training to see if they want the training or not.
  - iii. MBFTE Leadership Development
    - 1. December 18 & 19<sup>th</sup> will be the start of another four module course
      - a. By the end of the fiscal year we will have completed two groups approved through budget for this year and group two from last year.
      - b. A total of 63 students and some Board members will have completed this course by the end of FY16. The Board would have invested nearly \$100,000 into this program.
    - 2. We have gotten a lot of positive feedback on this program.
    - 3. We have a waiting list for the next fiscal year courses.
    - 4. We were able to hand out completion certificates at the Chief Conference banquet.

- a. The next group certificates will be handed out at the banquet for Fire Officer School in February.
    - iv. NFPA 1001 Project
      - 1. 1045 seats budgeted for this fiscal year.
      - 2. 198 seats reimbursed.
    - v. NJPA
      - 1. Reimbursements to 14 departments to date.
      - 2. Total paid out \$25,000 to date.
      - 3. NJPA funding will be used prior to MBFTE funding.
    - vi. Training Reimbursements
      - 1. Reimbursements to 88 departments to date.
      - 2. Total paid out \$107,000 to date.
      - 3. \$21,000 of the \$107,000 has been EMS training.
    - vii. Conferences & Seminars
      - 1. 19 different agencies were awarded funding out of 32 requests.
      - 2. \$75,500 was budgeted for this project by the Board.
      - 3. Members of the committee, staff and/or Board members will try to attend these events which were funded to perform an informal assessment of the projects successfulness.
        - a. The application process for this funding project will be revised next year by the committee selected to review the information.
      - 4. Event information will be posted on a calendar that has been added to our web site.
      - 5. Funding information of the events MBFTE has funded is posted on our web site.
    - viii. Live Burns
      - 1. Funding for 123 burns with some departments on a waiting list.
  - b. Executive/Legislative Committee - Chair Jim Fisher
    - i. Deferred to new business.
  - c. Licensing/License Review Committee – Chair Eric Hedtke
    - i. The License Committee is in discussion on “active” and “inactive” license status. The committee is in discussion on some possible administrative legislative language changes regarding licensing.
  - d. Training Committee- Chair Dean Wrobbel
    - i. Dean Wrobbel not present and no meetings have been held due to attendance.
  - e. Fire Service Training and Licensing Specialist- Kevin Sedivy
    - i. Kevin Sedivy, reported the he has been attending many meetings and educating departments on MBFTE programs. Kevin Sedivy commented that he has met with departments individually and the reception has been positive educating on our programs.
5. Old Business
  - a. Firefighting Training Study update
    - i. Steve Flaherty, Executive Director, commented we are still looking into this project, but there have been other priority issues within the Fire Marshal Division at this point we cannot move forward.
  - b. Rail/Pipeline Safety Training Update
    - i. Steve Flaherty, Executive Director reported that HSEM is moving into the next step of operations and technician level training. MBFTE will only be involved

doing the reimbursement side of the program. At this point 74 departments have been reimbursed for the awareness training to date out of 160 classes that have been held. The departments need the awareness training before they can go through the operations and technician level training that will be offered. This is a three year project with \$500,000 put into the program.

1. Bruce West, Fire Marshal, commented that HSEM is re-looking at the information from the original study to make sure they are on track so they can update the Legislature January 2017.

c. Meeting Minute Draft to Board Members

- i. Per recommendation of the AG office we will not release any committee minutes to Board members prior to the committee approval of those minutes.
  1. Once the committee has approved the minutes as written they will be emailed out to all Board members.
  2. Fiona Ruthven is no longer our representative for the AG office, we will now confer with Michelle Owens.
    - i. Meeting set up with Eric Hedtke, Steve Flaherty, Kevin Sedivy and Margaret Koele to meet the new AG representative for our Board.

d. Board Appointments

- i. New Appointments
  1. Christine Patrick - MSFDA
  2. Mark Lakosky – MPFF
- ii. Appointments Up January 2016 (open for applications now)
  1. Mark Bergerson
  2. Mark Lakosky

6. New Business

- a. Board Member organization representation (Legislative) – Jim Fisher, Chair
  - i. Board discussion – Jim Fisher, Chair, Kevin Sedivy (staff) & Executive Committee representatives
    - a. Jim Fisher, Chair, commented that some organizations have a dominate number on the Board to make decisions, should that be cut back and limit the number of Board members per organization.
      - i. Steve Flaherty, Executive Director, clarified that MSFDA holds 5 seats on the Board and the other organizations hold two seats each and the public member is one seat.
    - b. Jim Fisher, Chair, commented that the Board was brought together to set policy to get the program running in the beginning. Since then we have hired and Executive Director and staff to run the program and we as the Board should consider stepping back to let them do their jobs.
      - i. We could still have an Executive Committee, which the Executive Director could come back to for advising and bring before the Advisory committee for feedback on decisions. We would need to remain a Board for the license side of the program to meet that statutory requirement of being Licensing Board.

- c. Kevin Sedivy, staff, drafted up some information for discussion on what direction this Board would like to move forward with.
- i. Eric Hedtke asked what the issue is with the Board running at this time. Jim Fisher, Chair, commented that it would eliminate some of the meetings and let the staff the Board hired do their job in a more efficient manner.
    1. Steve Flaherty, Executive Director, commented that having an “advisory committee” for the reimbursement side would eliminate several meetings that take place before that information comes before the Board to be discussed again. It would make a more efficient way to administrate business, rather than waiting for quarterly meetings to get decisions made that should be done daily and not quarterly.
    2. Bruce West, Fire Marshal, commented to go to an advisory committee you are putting more faith in your Executive Director. The Executive Director would still report to the advisory committee for direction as needed. That committee could go to meet only once or twice a year to make the necessary decisions. You would still need to remain a Licensing Board to satisfy state statute.
    3. Steve Flaherty, Executive Director, commented that you would still have an Executive committee that can designate other committees for different projects that may come up or issues to discuss.
    4. Amanda MacDonnell commented that she has been part of the Board for eight years and the direction was to hire staff and Executive Director to run the programs. If they have issues or need feedback they can come back and meet with the Board a couple times a year for updates and advice. If this Board thinks the staff is not doing what the Board had hired them to do, then that needs to be discussed. It seems that we sit at a lot of meetings and hash things over and over again. We need to let the staff do their jobs and make decision on behalf of this Board
    5. Steve Flaherty, Executive Director, commented that the foundation has been laid by the Board over the years to get to this point. Now we are at a level that staff needs to be able to work at

building the programs and carrying them forward.

6. Roger Ihrke commented we are getting close to moving toward an advisory position, but are we there yet, not feeling quite yet.
  7. Greg Withers would like to have the strategic plan brought back out for review. We may want to rethink how many committees we have and limit them. If people are not attending them, we need to consider replacement of those people through the organizations that appointed them.
  8. Eric Hedtke commented that a lot of decisions made by the training committee should have been made by the full Board.
  9. Bruce West, Fire Marshal, commented that a committee can sit idle until there is something brought forward to put together for setting up a meeting for discussion.
  10. Kevin Sedivy, staff, commented that maybe the Board can look at the number of meetings and how often all the committees are meeting and make good decisions if they are needed.
- b. Department Information Sheet for Roster Numbers on Reimbursement for Board Approval
1. Motion to approve staff to develop a mandatory roster requirement sheet for gathering staff numbers and if it is not returned by a department by a specific date would default to 10 staff members. Chip Lohmiller motioned and Roger Ihrke second the motion. Motion carried.
    - a. Roger Ihrke wants it available to be completed online and also a 60 day window for returning the information.
    - b. Steve Flaherty, Executive Director, commented we will be partnering with the recruitment and retention program for roster requirements to help combine information for both our organizations in one data base.
    - c. Kevin Sedivy, staff, commented that we would be able to partner up for the roster request and not be asking the Chief of the departments to do it twice. This request would give us more accurate staff numbers for the per fire fighter award amount.
- c. Update on Chief Handbook for Departments
- i. Kevin Sedivy (staff), commented that it is idle right now, but doing more research on gathering this information. Kevin Sedivy (staff) will be working with Nyle Zikmund on this project.
  - ii. Kevin Sedivy, staff, would like to research a program that we can enter special ID number for each firefighter and pull up all their training records, licensing and certifications within the state. Kevin will update the Board as research takes place for this type of program implementation combined with our data base.
- d. Conference & Seminar form revision (Steve Flaherty, Executive Director)

- i. The form will be revised to have more specific questioning:
  - 1. Location, date and time of the event.
  - 2. Speaker/Training being done with explanation of event program.
  - 3. Target of audience for the event.
  - 4. How will this event help the organization achieve their mission.
  - 5. Can the project be done if only partially funded or does it need full funding to have this event. Is there any other funding available for this event from within their administration.
  - 6. We plan on a Committee member, staff member or Board member to attend these events to see that the funding was used within the scope of the request. We would also like to see how well the event was attended and if it was a beneficial event to those in attendance.
- e. Web Site and Data Base Strategic Plan
  - i. Steve Flaherty (staff), commented that we are in discussion with the Certification Board and Retention Program Coordinator in regards to the maintenance and building of the data base/web site through Correll Data. Correll data will be moving to Washington and we are not sure this can be maintained for our contract needs after she moves. We also needed to know if the program she has built can be turned over to another agency to continue and build off from. We have inquired with another agency and found out that they can work with the program that has been designed and pick up where it has been left off if needed in the future.
    - 1. Correll Data has advised she can do the business we need done remotely. Bruce West, Fire Marshal, has a concern regarding the data base and web site being maintained adequately from a long distance.
    - 2. Steve Flaherty, Executive Director replied we are meeting and talking at length with Correll Data regarding our expectations. We are monitoring the situation and needs being met by her at this point. If the expectations are not being met, we are inquiring with other agencies to have a plan in place if needed. We are also sharing a server with the Certification Board and if we change vendors, we would need to partner with them as well.
      - a. The Board asked what we are being charged at this point and Margaret Koele, staff replied \$400 a month.
    - 3. Erik Hedtke, commented the work should be able to be done remotely. If it is a service issue, then it does not matter the location we need to consider other options to keep up with our needs.
      - a. The Board has agreed to give Correll Data a chance to improve the service issue and if things do not improve then let staff make a recommendation on going forward with a new vendor.
- f. Information on data collected from Fire Marshal Division regarding "Fire" calls (Steve Flaherty, Executive Director)
  - i. In each of your folders is a packet of information gathered on the type of calls each department makes such as EMS, Water Rescue, fire, etc. There has been questions by this Board regarding the fire service and what type of calls they are actually doing other than fire calls. This information will be helpful when deciding funding for training in the future by this Board based on the type of calls the fire service is now handling.

- g. 2016 Committee & Board Calendar
  - i. Voting for Vice Chair, at Large Officer and Treasurer will be done February meeting.
  - ii. Roger Ihrke, commented at the February meeting the Board should be discussing how many committees they would like to have and if should dissolve some of them.
- 7. Public comment
  - a. No public comment.
- 8. Other Business
  - a. No other business.
- 9. Adjourn
  - a. Meeting adjourned at 2:34 p.m.

DRAFT