



MINNESOTA BOARD OF FIREFIGHTER TRAINING AND EDUCATION

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MBFTE BOARD MEETING MINUTES

May 10, 2016

11:30 am

Elk River Fire Station #2

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		
Staff:			
Steve Flaherty, Executive Director	X		
Margaret Koele	X		
Guests:			
Kevin Sedivy	X		
Marv Calvin (MNSCU)	X		
Ken Gilliam (St Paul Fire)	X		
David Schliek (MFSCB)	X		

1. Call to order - Chair Mark Bergerson
 - a. Lunch will be served
 - b. Meeting called to order at 11:29 a.m.
 - c. Please have all cell phones on silent and off the table during the meeting
 - i. The phones vibrating phones are interfering with recording meetings
 - d. Accept agenda

- i. Agenda accepted as written with no new agenda items added.
- 2. Approval of Minutes as Written
 - a. February 9, 2016 Board meeting minutes
 - i. Christie Patrick wanted a correction made to the minutes that she was on teleconference for the board meeting.
 - 1. Amanda MacDonell motioned to approve the minutes with the correction being made, Chip Lohmiller second the motion carried and motion carried to approve the minutes.
- 3. Officers Reports
 - a. Chair, Mark Bergerson
 - i. Nothing to report.
 - b. Vice Chair, Chip Lohmiller
 - i. Nothing to report.
 - c. Treasurer, Dean Wrobbel
 - i. Bruce West, Fire Marshal, Fire Safety Account balance update
 - 1. The current account balance is \$10,518,367.40.
 - 2. The budget amount is \$13 million.
 - d. Secretary, Amanda MacDonell
 - i. Nothing to report.
- 4. Reports
 - a. Executive Director – Steve Flaherty
 - i. Update on Incident Safety Officer training
 - 1. This project will end on June 30, 2016.
 - 2. 75 classes have been reimbursed through February with 60 left in the budget for this fiscal year.
 - ii. Leadership Development
 - 1. Completed two full courses this fiscal year and two courses from 2015 completed.
 - 2. Total of 32 students this fiscal year and total of 64 for both years.
 - 3. The courses have come in a couple hundred under budget.
 - iii. NFPA 1001 Project
 - 1. Reimbursed 783 students, total 1045 budgeted, still have invoices not submitted by training providers. 43 seats were funded with 20 for academies. We had 137 seats turned back and some providers are up to 68 seats funded through the process.
 - iv. Training Reimbursements
 - 1. 385 departments have submitted reimbursements to date, with four departments submitting this round that have not submitted prior rounds. We have 53 that did not submit last year and have submitted this year.
 - 1. EMS training \$882,000 submitted invoices, of that \$165,000 has been EMS, \$123,000 initial EMR & refresher and \$42,000 for other EMT/EMS training.
 - v. Conferences
 - 1. 19 have funded with 11 submitted to date, with over 1600 attendees.
 - vi. Live Burns
 - 1. Funded 123 live burns, with 62 we are still waiting for paperwork from.
 - b. Executive/Legislative Committee - Chair Mark Bergerson

- i. We will discuss throughout the agenda as we move forward.
 - c. Licensing/License Review Committee – Chair Eric Hedtke
 - i. Eric Hedtke reported that Margaret Koele, staff, went over the web site and data base combining our roster requirement with the recruitment retention program, so we are not asking the departments to do two separate rosters.
 - ii. We discussed having an “inactive” status license and after discussion it was decided not to move forward with that type of a license. The licenses will be active and expired with a reinstatement application process.
 - iii. Statutory Legislation Changes in FY17 Session
 - 1. Working out the process for out of state applicants coming in as reciprocity. We will be having more discussion on this at our next meeting.
 - iv. Licensing and hiring practices for firefighters through HR departments
 - 1. The license committee recommends that the document between the Certification Board and MBFTE remain separate.
 - 2. The recommendation is that MBFTE put statute information regarding licensing on our form and reach out to the League of Cities through our board member representatives to have the document put into their HR manual.
 - d. Training Committee- Chair Dean Wrobbel
 - i. Leadership Development program has been well received and we want to see that we can continue to fund at this level or more.
 - 1. We have 38 on a waiting list for this class and we are able to host 16 per class.
 - ii. Rail & Pipe
 - 1. \$150,000 used out of \$500,000 set aside for three fiscal years of training.
 - iii. HMEP Grant
 - 1. This grant is for \$301,000 and will be an annual grant passing through MBFTE.
 - 2. Any unused funds of the \$229,000 training portion will be used toward NFPA1001 seats.
 - iv. Conferences & Seminars
 - 1. The committee is revising the application for this program.
 - 1. The application will be designed to get more clarifying information, speakers and budget information for the events that funding is being applied for.
 - 2. The committee will draft a scoring system that will be developed to evaluate the applications that are received.
 - 2. The committee would like to display our MBFTE banner at the events funded.
 - 1. The committee would like to show MBFTE sponsorship of a speaker or that we sponsored a portion of the event.
 - 3. Time Frame
 - 1. The committee set a time frame for the applications to be received June 1 through July 25.
 - 2. This will give the committee time to go over the applications and make a decision on the ones that would be funded. The

committee would then bring the board specific information on the amount being requested to fund the approved events.

4. The committee would like a member of the committee, staff or board to attend each event that would be funded by MBFTE. The committee would like a report or evaluation back regarding the event that was attended.
5. The committee would like to recommend to the board splitting the NFPA1001 program between two fiscal years. We would like to see all firefighters trained to 1001 level.
 1. The committee would also like to recommend to do another bridge class. This would get the firefighters up to NFPA1001 compliance.
 2. This funding would be added to the request through the presentation for the Fire Service Advisory meeting by Steve Flaherty, Executive Director.
 - i. Request would be for 500 seats at \$500 per seat for one time appropriation funding.
6. Special projects
 - i. The committee would like to put in a recommendation for special project funding for Behavioral Health, Critical Incident Stress Management for up to \$2500 per region and get proposals. We would like to start with regions and if we see a greater need we then would like to get it out to all the departments. We will be also putting this project in to the presentation at FSAC for additional funding for FY17.
 1. Eric Hedtke commented that the League of Cities Insurance Trust may want to join efforts with this type of project as that is considered a workers compensation issue now.
 2. Rick Loveland asked if this would be put out to one provider or open to anyone that is offering the training.
 - a. Mark Bergerson commented that we would like to work with each region to put together the training and give the committee proposals. There are three different pieces to this behavior health training: PTSD, CISM, suicide awareness. This would be the theme of the funding and the region could decide what type of speaker they would like to present on a certain topic in this category.
 - b. Rick Loveland would like to see a uniform process put together so we do not have three speakers in one region.

- c. Mark Bergerson would like to see what the need is in each region.
- d. Steve commented that it would be feedback from who presents to give us information on what more the fire service was requesting from their presentation. This would be based on the need for a specific topic.
- e. Mark Bergerson would like to build the program and base it on need of each region for the departments in that region.
- f. Eric Hedtke would like to know who will coordinate with all these speakers.
- g. Dean Wrobbles, commented that the committee decided to recommend putting the request out to FSAC for extra funding for this type of program. Then have regions set up speakers under the criteria of the program being funded, which then we would ask for an evaluation to be completed and then base building a program on need. If we see the need we would put an RFP out to get this program going.
- h. Rick Loveland commented that we need to have one person to go out and present so it is equal and consistent messages going out to each region. Each region may have different opinion based on the different presentations
- i. Gary Stevens mentioned this should go out prior and ask if each region would like this sort of training done. Once we have feedback then develop the program.
- j. Mark Bergerson, replied there is one time money available through FSAC, but we would like to request funds on behavior health now and put together the process if we receive funding.
- k. Bruce West, Fire Marshal, commented that if you do the RFP for four people then go through evaluation process and that each item you want is covered, then base it on those four people to select to carry the program on.

- l. Rick Loveland wants to see a deliverable outcome.
 - m. Dean Wrobbel wanted to clarify this is awareness not training.
 - n. Bruce West, Fire Marshal, commented the outcome is awareness and where to go from here.
 - o. Roger Ihrke, would like to see this done in sectional schools.
 - p. Bruce West, Fire Marshal, is hearing a lot about mental health issues in his travels, but this would be a very beneficial program in the regions and believes most regions would be willing to host something like this.
 - q. Roger Ihrke commented that there is an issue with time for things like this and they do not get a lot of people at the region meetings.
 - r. Eric Hedtke has concerns about the amount of people that would show up to something like this.
 - s. Mark Bergerson would like to move forward from this discussion and just request the one time funds. If we get the funding then work out the specifics of this program.
 - 7. The committee would like to see the Presentation policy approved at this meeting so they can proceed according to the policy guidelines.
- e. Fire Service Training and Licensing Specialist- Kevin Sedivy
 - i. Announcement that Kevin Sedivy has been hired as Fire Service Specialist under the Fire Marshal Division.
 - ii. Kevin Sedivy will be doing the same work as he has been doing and promoting MBFTE.
 - 1. Kevin Sedivy will continue to set goals with getting more departments using the funding.
 - 2. Kevin Sedivy stated that with three specialists covering the state it will be a benefit to getting information out about MBFTE. All of the specialists will be trained on MBFTE, the data base and compliance.
 - iii. Fire Specialist Positions - Bruce West, Fire Marshal
 - 1. Marshal West is pleased to have hired Kevin Sedivy in the specialist position.
 - 2. Marshal West commented that they will be having three fire service specialist in the state with one in the east, west and south.
 - 3. The fire service specialist will be promoting MBFTE licensing, reimbursement, conferences, along with them attending the meetings. Kevin Sedivy will be the mentor for the next two positions hired on.
 - 4. It is the board decision if you want to replace the position.

1. It is not feasible to have someone running the whole state it will wear the people out.
2. The Fire Service Specialist will not promote the Certification Board, except to offer where they can get information from, unless it is a question they can answer regarding licensing and certification.
3. The second position should be hired in July.
4. Amanda MacDonell commented that it is a benefit to have the new people attend the meeting to understand what MBFTE is all about.
5. Steve Flaherty, Executive Director, thanked Kevin Sedivy for his contribution to MBFTE and he will do a great job for the Fire Marshal Division.
6. Mark Bergerson commented the Executive committee recommends to not hire the position at this time, but re-evaluate in two years. This will give the board time to see how the three in the field are doing promoting MBFTE.
7. Roger Ihrke asked if the audit is going to be part of the specialist position. Margaret Koele, staff, replied that each specialist will be trained on the data base we built to accommodate doing audits. Marshal West, replied that the audit will be part of the position.
8. Dean Wrobbel would like to monitor the Executive Director position as to not overload his work level. Marshal West commented that with three specialist will try to attend county chief meetings and regional meetings in their area, which will relieve the Executive Director from traveling to all those meetings.
9. Steve Flaherty, Executive Director, commented if the board decides to replace the position then the operating budget would need to be increased by approximately \$80,000 to accommodate a higher level position and all the travel expenses that are incurred with that position.
 - i. Executive Committee recommendation for the board was agreed upon to support the Executive Director to contact the board if there is a need to replace the open position and to work with HR to audit the position and get it up to senior level.

5. Old Business

- a. Web Site and Data Base Update – Margaret Koele, staff
 - i. Roster requirement online
 1. We have launched the online roster requirement for reimbursement through email and through US postal mail.
 1. Currently have 113 rosters uploaded to date.
 2. We have partnered up with the recruitment retention stipend program so departments only need to do one roster for both of our agencies, if that program goes statewide.
 - ii. Bubble information for Board and departments

1. We have been getting positive feed -back from departments on the information we are putting in bubbles on the department log in side. Each bubble has information that is for that particular department on staff numbers, licensed firefighters, reimbursement and NFPA1001 student information.
2. We also have bubble information on our web site for public view regarding reimbursement information, NFPA 1001 information and current up to date license information.
3. Steve Flaherty, Executive Director commented that we have added a calendar with MBFTE funded training or conferences with links to the information. This has been well received by departments and we are getting requests to put regional training information on the calendar as well. Mark Bergerson, Chair, replied that their department has been utilizing the MBFTE calendar and finding it very useful for training information.
4. Margaret Koele, staff commented we are working on building reporting and need board member input on what type of reporting the board would like to see.
5. Margaret Koele commented that we have built into the department login an online upload for reimbursement forms and invoices, so departments can track what they submit to MBFTE.
 1. Also implemented was an online reimbursement form that auto populates the department information and tracks their reimbursement dollar totals.

b. Firefighting Training Study update

i. Bruce West, Fire Marshal Division

1. Bruce West, Fire Marshal commented that on June 1, the Fire Marshal Division will request funds for \$109,060 for 796 hours to do a firefighting training study. We want to update the survey from year 2000. We would like to see how we have improved things since that study.
2. Rick Loveland commented this will provide a clear path of where we need to be going strategically.
3. Eric Hedtke asked if EMS funding will be part of this study. Bruce West, Fire Marshal replied this will be within the scope of the study.
4. Gary Stevens wanted to question how many cities the survey will be going to.
 1. Marshal West commented they will sit down with M.A.D. (Management and Analysis Division) and decide that at a later date if get the funding to do the study. They will do listening sessions, phone interviews and surveys.

c. Rail/Pipeline Safety Training Update – Steve Flaherty, Executive Director

- i. We are working with HSEM is in the next phase, which is the operations stage, the first stage was awareness training.
 1. Rick Loveland questioned all the backfill and OT is being tracked. Steve Flaherty, Executive Director replied that we would not track that from the HSEM grant, but we track that in our data base for our reimbursement side.

1. Steve Flaherty, Executive Director replied out of \$882,000 there has been \$4,600 in back fill and OT for this fiscal year.
 2. \$96,000 of that grant has been used of the Rail/Pipeline Safety Training to date.
- d. Chief Handbook update – Kevin Sedivy
- i. Kevin Sedivy, Fire Specialist, will continue to work on this subject, but take off the agenda for now.
- e. New Appointments
1. Mark Bergerson
 2. Mark Lakosky MPFF (at-large)
- f. Presentation Policy
- i. Discussion and approval vote
 1. Dean Wrobbel commented that this policy would let the committee set a special date and time for presentations to be brought before the committee.
 2. Motion was made to approve the policy by Jim Fisher, Amanda MacDonell second the motion, motion carried.
- g. Strategic Plan Discussion– Executive Committee Report by Mark Bergerson
- i. ELA quote
 1. Ethical Leaders in Action quote is for the amount of \$2,250 for this quote
 1. Resolution to approve ELA quote of \$2,250, motion was made by Rick Loveland, seconded by Jim Fisher, motion carried with all in favor of the quote.
 2. Steve Flaherty, Executive Director will get some dates that will work for ELA to meet in the fall and set it up to be held at Camp Ripley.
 2. Steve Flaherty, Executive Director, brought up the survey responses from FSAC by MFCA as to what the needs are of the fire service. It clearly shows the importance of the MBFTE programs to the fire departments from the survey responses that were received.
- h. By Laws
- i. Discussion and approval vote
 1. Missing meeting notifications in the bylaws was brought up last meeting to discuss again.
 2. Committee make-up
 1. Equal attendees for each organization
 - i. Mark Bergerson addressed attendance by Mark Lakosky (at large officer MPFF)
 1. Mark Lakosky sent an email to his organization In regards to possibly resigning from the Board due to meeting conflicts. Mark has only made one meeting since he was appointed to take the vacant seat that was left by Brian Sjodin. Once we receive official notice of resignation the seat will be posted as a vacancy with the Governor Office for applicants to apply.

2. Re-appoint At-Large Member for Board & Executive Committee
 - i. Mark Bergerson commented that we need to have a non -organization member.
 - ii. Rick Loveland motioned to remove Mark Lakosky from At Large officer of the Board, Jim Fisher second the motion, motion carried with 11 approve and 2 opposed.
 1. Nominations for the At Large Officer on the Executive Committee:
 - a. Amanda MacDonnell nominated Rick Loveland.
 - b. Mark Bergerson nominated Jim Fisher.
 - c. Dean Wrobbel nominated Greg Withers.
 2. Ballots were handed out and the vote majority was to appoint Greg Withers as the new At Large Officer for the Executive committee.
3. All board members decided to review the bylaws again and discuss for approval at the next meeting.
4. Mark Bergerson, Chair discussed to change meeting dates & times so staff can attend all the meetings.
 - i. Executive Committee remains as scheduled for one week prior to Board meeting.
 1. 10:00 – 12:00
 - ii. Training Committee
 1. Move to same day as Executive Committee meeting.
 2. 12:15 – 2:30
 3. Lunch will be served for members of the committees meeting through lunch.
 - a. Mark Bergerson brought up Mark Lakosky was a member on the training committee, so as Chair, he is now appointing Jim Fisher to replace that vacant seat on the Training Committee.
 - b. Rick Loveland wanted in the record that out of the three sub -committees only one has the three organizations represented. That is not equal representation.
 - i. Mark Bergerson, Chair, replied that the other members of the Board that represent League of Cities, Township Association or Public Member all have the same opportunity to sit on committees as the fire service organizations. We can revisit the committee make up when

the vacant seat is filled. All board members are welcome as guests at any meeting.

iii. License Committee

1. This committee will remain the same day as the Board meeting but change the meeting time.
 - a. 9:30 – 11:15
 2. Board meeting remains the same.
 - a. 11:30 – 3:30
 3. The notice of changes will be done and new calendars sent out to the board.
- i. Project Suggestions (Replace Mass/Gross and ISO) Steve Flaherty, Executive Director
 - i. Cancer Awareness
 - ii. Critical Incident / Stress Management
 - j. NJPA Reimbursements – Steve Flaherty, Executive Director
 - i. NJPA EMS Reimbursements
 1. We are handling NJPA additional reimbursements. \$92,000 has been reimbursed to the NJPA five county region out of the \$143,000. 38 of the 49 departments have submitted for reimbursement from that region.
 2. FY17 will have the EMS side and Fire reimbursements for the 5 county region of NJPA.
 - k. HMEP Grant – Steve Flaherty, Executive Director
 - i. We are working on the new grant for next fiscal year.
6. New Business
- a. Conflict letter – Mark Bergerson, Chair
 - i. An anonymous complaint was sent to the Governor Office, Attorney General Office, Internal Affairs, and HR that there was a conflict of interest with a board member. The investigation was completed and they noted that proper procedures were in place and no conflict of interest was found within the board.
 - ii. Mark Bergerson, Chair, addressed we are here on behalf of the organizations we represent and not for personal agendas.
 - b. Certification Board Reciprocity and MBFTE License process for information for Department hiring
 - i. Steve Flaherty, Executive Director, commented that this was designed to help the hiring agencies understand what licensing and certification guidelines are within the state.
 - ii. Eric Hedtke replied that this was discussed in the license committee meeting to have this document written with MBFTE licensing guidelines separately and to have our board representatives of the League of Cities take the document to the proper people for the League of Cities manual regarding the hiring processes according to the state.
7. Public comment
- a. No public comment was made.
8. Other Business
- a. Bruce West commented deputy commissioner Mark Dunaski is retiring effective June 14th.

9. Adjourn

- a. Meeting was adjourned at 2:23 p.m.