



## MINNESOTA BOARD OF FIREFIGHTER TRAINING AND EDUCATION

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### MBFTE BOARD MEETING MINUTES

May 9, 2017

Elk River Fire Department

13073 Orono Parkway

Elk River, MN 55330

11:30 a. m. – 2:30 p.m.

Board Member	PRESENT	ABSENT	TELECONFERENCE
Eric Hedtke	X		
Kelli Slavik	X		
Rick Loveland		X	
Jonathan Kahnke	X		
Chip Lohmiller	X		
Roger Ihrke	X		
Chris Ford			X
Greg Withers	X		
Gary Stevens	X		
Mark Bergerson	X		
Jim Fisher	X		
Christine Patrick	X		
Becki White	X		
Natascha Hennen	X		
Bruce West	X		
<b>Staff:</b>			
<b>Steve Flaherty, Executive Director</b>	X		
<b>Margaret Koele</b>	X		

1. Call to order - Chair Mark Bergerson
  - a. Meeting called to order at 11:36 a.m.
    - i. Guests: Kevin Sedivy SFM FSS, Marv Calvin M-State and Dean Wrobbel
  - b. Please have all cell phones on silent and off the table during the meeting
  - c. Accept agenda
    - i. Additions to the agenda:
      1. Training Committee recommendations on funding
        1. Target Solutions
        2. DNR ADMS Simulator
        3. Leadership Development Course
        4. Qualified Instructor statute recommendations
      2. License Committee recommendations on Statute revisions

- ii. Jim Fisher motioned to accept the agenda with the additions, Chip Lohmiller second the motion. Motion carried
- 2. Approval of Minutes as Written
  - a. February 14, 2017 minutes
    - i. Jim Fisher motioned to approve the minutes as written, Kelly Slavik second the motion. Motion carried
- 3. Officers Reports
  - a. Mark Bergerson, Chair
    - i. New Committee Member Lists / Chair of each Committee
      - 1. Training – Mark Bergerson (Chair)
        - 1. Chris Ford
        - 2. Christie Patrick
        - 3. Bruce West
        - 4. Becki White
        - 5. Jim Fisher
      - 2. Licensing – Eric Hedtke (Chair)
        - 1. Gary Stevens
        - 2. Rick Loveland
        - 3. Chip Lohmiller
        - 4. Natascha Hennen
    - b. Vice Chair
      - i. Mark Bergerson, Chair, explained that in the bylaws, a person can only hold a position for the board for two terms and Chip Lohmiller has exceeded that limit. A new vote will be taken later in the agenda.
    - c. Treasurer, Becki White (representing the same organization) will be replacing Dean Wrobbel in this position until the next election comes up for vote.
      - i. Bruce West, Fire Marshal, Fire Safety Account balance update
        - 1. \$10,683,505.49 in the account and collections should reach the budget of \$13,000,000.
    - d. Secretary, Chris Ford
      - i. Nothing to report
- 4. Reports
  - a. Executive Director – Steve Flaherty
    - i. Budget
      - 1. The budget remains healthy.
      - 2. There is an encumbrance of \$30,212 in capital equipment for the purchase of a vehicle, verses leasing, as it is more economical.
    - ii. Regional Training
      - 1. FAO – 227 students
      - 2. Fire Officer 1 – 229 students
      - 3. Fire Instructor 1 – 195 students (295 requested funding for this class)
      - 4. Cancer/Mental Health - \$75,000 in funding was budgeted and used. 1500 have attended the sessions to date.
    - iii. Training Reimbursements – 425 departments have submitted to date for more than \$1.2 million.
      - 1. EMS - \$275,000 approved, with \$150,000 consisting of EMR initial or refresher training.
      - 2. Backfill & OT - \$70,000 to date

- iv. Live Burns – budget was 132 live burns and we have 20 on the FY18 waiting list
- v. Conference & Seminars – 23 different agencies were awarded funding for FY17 with 11 reimbursements received to date. Over 2000 firefighters benefited from this funding.
- vi. NJPA - \$163,720 budgeted for Region 5 area (Cass, Crow, Wing, Morrison, Todd Wadena counties), which equates to an additional \$155 per firefighter reimbursement. 35 departments have requested more than \$95,000 to date.
- b. Executive Committee – Mark Bergerson, Chair
  - i. We had a meeting last week and most of the discussion will take place during this meeting.
- c. Licensing/License Review Committee – Eric Hedtke, Chair
  - i. Legislation Update (Statutes) – Proposals by the License Committee
    - 1. Proposed legislative language changes that are being discussed:
      - 1. DNR forest wildland firefighter’s exemption. They did not get an exemption put through legislation on their end this session so the committee is discussing that issue.
        - i. The committee had discussion to propose the addition of the DNR wildland firefighter exemption and Industrial Fire Brigades without FDID numbers to exempt them from licensing.
        - ii. Steve Flaherty, Executive Director, will be clarifying if the DNR has an FDID number or not to the committee.
      - 2. To get specified legislative authority for MBFTE to create a qualified instructor application process and list to distribute to departments.
      - 3. To get specified legislative authority for MBFTE to set standards, for which reimbursements happen, with funds from the fire safety account.
      - 4. Proposal to add language regarding the firefighter examination appointment and accepting accredited agencies.
      - 5. When the qualified instructor language has legislative approval to add into statute, the license committee has requested that the Training Committee create the application process for that program and bring the suggestions to the board.
        - i. Kelly Slavik motioned to move forward with statute changes, Jim Fisher second the motion.
        - ii. Kelly withdrew the motion.
        - iii. Bruce West, Fire Marshal, commented it would be a good idea to wait until all changes are completed and then discuss to approve at the August meeting.
        - iv. Roger Ihrke would like to have the document with all the changes at the August meeting.
  - ii. Renewal Update – Eric Hedtke, License Committee Chair
    - 1. 4,909 renewal letters were sent out to licensees.
      - 1. There were 1,608 licenses renewed to date, with 2,200 letters sent out last week for those remaining to renew.
    - 2. 864 expired license letters were sent out last week.
      - 1. 55 of the expired licenses have reinstated.

3. 1,960 new applications have submitted since January 1, 2017.
- d. Training Committee- Mark Bergerson, Chair
    - i. Target Solutions Online and Reporting Program Update
      1. Target Solutions (online training program) has proposed a “suite” for the MBFTE to fund for the departments around Minnesota.
        1. \$125,000 per year proposal (This would be a budgeted item out of the MBFTE budget annually if the board decides to offer this program state wide)
          - i. At \$5.00 per firefighter the program will have:
            1. Eleven core elements training
            2. OSHA training
              - a. Departments on the program already will not get a discount for the \$5.00 per firefighter, but the company will add more business features to those programs for those departments.
              - b. There is a full package option for departments that has more reporting features at \$95.00 per firefighter.
              - c. Steve Flaherty, Executive Director, commented that there was a lot of request during the listening sessions for an online training program. The reporting feature can give us the information as to what is the fire service doing a lot of training on, what standards are being conducted throughout the state, or what is the need out there for certain kinds of training as we do not have a way to capture that information at this time.
        - ii. This will be a tiered system with state/region/department for reporting features on training around the state.
          1. Roger Ihrke would like to make sure this would not be mandatory for departments to use and we do not penalize departments for not using the program.
            - a. Mark Bergerson, Chair, commented there was never and discussion on penalizing those departments that do not use the program. It is just an option for the online training component for those departments that have issues getting their members to the meetings for the specified trainings that are required.

2. John Kahnke wanted to know if Image Trend was set up to collect data and why do we need another program to do the same thing. In addition, who would be looking at the data and how will it be shared.
  - a. Dean Wrobbel replied that Image Trend is a reporting program and Target Solutions is more of an online training program and has a reporting feature of the training completed by each firefighter. If someone wanted to put a training out statewide in an email then everyone can go online with Target Solutions and do the training. The system would be set up with permissions to who you would give the access.
  - b. Bruce West, Fire Marshal, commented that Image Trend is coming out with Image Trend Elite program. We will be checking with Scott Radke regarding if this program will be the same as Target Solutions, before the MBFTE makes a decision. Image Trends is already a program offered across the state by the State Fire Marshal Division. The SFMD will be upgrading the Image Trend system, but would like to compare the two programs before any decisions are made. We would like to know if one program would work for the same needs as the other provides.
  - c. Mark Bergerson, Chair, commented that it would have four levels. The state could look down the whole chain, but the other levels cannot look up the chain. The information would be shared with the MBFTE and then the board can decide whom else they would like to share the information.
  - d. Dean Wrobbel also commented that events could be shared throughout the state with the sign up being done through the site, such as conferences and seminars. Target Solutions added this into the package. This program offers online training that individuals can complete on their own time.

- e. Eric Hedtke asked if Steve Flaherty has heard back regarding the single source RFP.
  - i. Steve Flaherty, Executive Director, replied that he has not heard back from the fiscal management yet.
- f. Mark Bergerson, Chair, would like to know when the start date would be.
  - i. Dean Wrobbel commented they would need to build the system and get the site set up and that would take about 2-3 months, so January 1, 2018 would be a good start date goal.
- g. Mark Bergerson, Chair, commented that once we have answers to some of the questions we could look if we have the budget for this type of program.
  - i. Dean Wrobbel commented that it would need to be an ongoing budget item because of the building of the program and keep consistent.
  - ii. Mark Bergerson, Chair, commented it would be out of the operating budget.
  - iii. Bruce West, Fire Marshal, replied that there should be answers by the August meeting then the board could make a decision at that time.
  - iv. Steve Flaherty, Executive Director, commented that we are also waiting for an answer on locking in the price for 5-year commitment of \$5.00 per firefighter and inflation does not occur to the price. In addition, when the firefighter study comes out later this summer it will show that departments are looking for more online type training programs for their departments. They would like to be able to assign the online portion and when they come to

the meeting do the on hands training. This program will also be able to report what standards the departments are doing, which has been a request from this board, but we do not have the ability to track that right now.

- v. Dean Wrobbel commented that they have gotten more programs added for their money with no increases in three years.
- ii. Boat and Water Rescue - Mark Bergerson, Chair
  - 1. Century College would be handling the training of this program. This would be regional classes on boat operator and rescue swimmer. This could be a refundable course through the per firefighter funding or ask FSAC for that funding to be a pass through from MBFTE funding.
    - 1. John Kahnke asked how this training is different from what the DNR offers.
      - i. Marv Calvin, M-State, commented that it is not the same as DNR; it is strictly for boat operation instruction. This program is specifically designed for emergency responders. The concern is for river operation training.
    - 2. Mark Bergerson, Chair, commented another option they could submit under the conference & seminar grant. The Executive Committee believes that this is a worthwhile course; but it could be funded through the departments per firefighter award allocations since it would fall under an NFPA standard on the reimbursable expense list.
      - i. Steve Flaherty, Executive Director, commented that this program would fall under the NFPA1670 standard on the reimbursable expense list.
    - 3. Motion from Roger Ihrke to use existing funds through MBFTE for this program, Chip second the motion. Motion carried
- iii. MNICS Leadership Course – Mark Bergerson, Chair
  - 1. Steve Flaherty, Executive Director, commented that the funding will be carried over from last fiscal year budget for this program, if more is needed then we will do the request to FSAC.
  - 2. This course remains a very popular training from departments all over the state.
- iv. ADMS Virtual Reality Simulator – Mark Bergerson, Chair
  - 1. The request is for \$342,000 without the support plan.
  - 2. The DNR would like MBFTE to request the funding from FSAC on their behalf. The funds will run through MBFTE.
  - 3. Steve Flaherty, Executive Director, commented this training would tie into the firefighter training study. We appreciate the cost and investment into this type of training program.

4. Bruce West, Fire Marshal, wanted to clarify the request for the funding request on the wildland portion is \$220,000 of the \$342,000. The questions will arise from the FSAC regarding the issue of being “wildland” training verses “structural” training.
  - i. Bruce West, Fire Marshal, commented that maybe it should be named something other than “wildland”. If presenting to FSAC, they will ask if it is just geared toward wildland firefighting and how would it benefit departments across the state.
    1. Mark Bergerson, Chair, commented that their department fights many wild fires and so do many other departments, so this would be a benefit across the state. The simulator is geared for all firefighting with multiple scenarios built into the simulator.
    2. Bruce West, Fire Marshal, commented that maybe it should be presented as “wildland urban interface training” for all types of firefighting.
  - ii. Roger Ihrke asked if the DNR putting funding into this project as well and will they provide the instructors for this simulator.
    1. Mark Bergerson, Chair, replied that they would be providing all the training, the instructors, trailer and storage of the equipment. They plan to go to all the regional conferences, fire schools and other events across the state with the simulator.
    2. Gary Stevens asked if they would charge for this training.
      - a. Kevin Sedivy, FSS, replied they said there would be no fees charged for this training.
5. Roger Ihrke motioned to request \$342,000 from FSAC for the ADMS simulator. Christie Patrick, second the motion. Motion carried
  1. Motion amended by Roger Ihrke, to the updated figure of \$385,450 without the support plan. Christie Patrick second the amended motion. Motion carried
- v. Leadership Development Course – Mark Bergerson, Chair
  1. This is the course MBFTE designed and has two different groups train each fiscal year at Camp Ripley. This program has been offered for the last four years with very positive feedback across the state.
    - i. Roger Ihrke asked if this funding is part of the budget that will be decided by the board in August.
      1. Mark Bergerson, Chair, commented that is correct.
- vi. Qualified Instructors – Mark Bergerson, Chair

1. This was an implied power by the board and because it is open for interpretation by the AG office representative, we would like to propose this as a specified power in statute. The training committee would like to propose adding into statute an application and qualified instructor list process.
  1. Roger Ihrke asked if this was something that the MFSCB would handle.
    - i. Mark Bergerson, Chair, replied they do not have the same criteria, as we would require for teaching a training course.
    - ii. Roger Ihrke asked what are the qualifications the schools require to instruct training courses.
      1. Marv Calvin, M-State, replied there are no requirements required through the college system, each college can have their own requirement expectations they hire instructors by.
      2. Mark Bergerson, Chair, commented that they do have to have some qualifications to instruct by having certification or experience in the field they are instructing.
      3. Christie Patrick replied she teaches for Century College and she had to have 5 years' experience in the fire service as well as an instructor certification.
      4. Becki White commented that each school is different with the requirements of qualifications to instruct the trainings.
      5. Mark Bergerson, Chair, commented that this board does have qualifications set for qualified instructors:
        - a. Five years' experience as an instructor in any MBFTE reimbursable classes or
        - b. FF1, FF2 and instructor 1 certification or Bachelors or Master's degree in adult education and
        - c. The equivalent of five years active firefighter; or
        - d. Professional Educator/Specialist (Example: Leadership; Ethics)
      6. Roger Ihrke commented so only the one person has that requirement and the people teaching under them do not meet those requirements.
      7. Steve Flaherty, Executive Director, commented that is correct the program manager has met the requirements and the people under them that do the instructor do not necessarily meet those requirements. Each college is different.

8. Roger Ihrke commented if the AG office said we do not have the power to do this why we are doing this.
9. Mark Bergerson, Chair, commented we do have the power to set the qualifications, but we only had the implied power to create this list. We now need to open statute to have specified power to create the list. If anyone should bring about questions regarding why they may not be on the qualified list, then we need to have the specified power to have legal protection for those situations.
10. Marv Calvin, M-State, suggested the board could put out that the departments have to use “certified instructors” in order to be reimbursed.

## 5. Old Business

- a. Firefighting Training Study update (M.A.D.)
  - i. Bruce West, Fire Marshal, commented that there were eight listening sessions across the state. There was many data collected and MAD is putting all that information into a report that will be due out by June 30. The study will look at the past, present and 20 years from now. When the information from the study is received by our office, it will be shared immediately with the fire service. It was very clear in the listening sessions that the fire service does not want any changes with the MBFTE and funding.
    1. Roger Ihrke brought up that the fire safety account is funded by a percentage of homeowner’s insurance premiums and looking at a report handed out regarding department calls, shows that most of the fire calls are now EMS service calls, that maybe the account should be funded by auto insurance.
    2. Bruce West, Fire Marshal commented that many years ago, it was fire suppression and now it has changed and only 20% is fire suppression and the rest are EMS calls.
- b. Governor Appointments Completed
  - i. Jim Fisher
  - ii. Becki White
  - iii. Natascha Hennen
    1. The board would like to thank and present a certificate Dean Wrobbel for his service to the board and to the state of MN.

## 6. New Business

- a. Live Burn Training
  - i. There was an investigation regarding an incident that occurred during a live burn funded by MBFTE. Marshal West and Executive Director Steve Flaherty met with the parties involved and brought up the importance of completing a first report of injury for any incident that occurs during a training. If there is ever an incident that happens during any MBFTE funded events they are to notify MBFTE immediately of the circumstances. This is a mandatory request if any litigation should ever arise so all parties are aware of any incident that occurred.

1. Eric Hedtke asked if we should really be investigating this as it puts MBFTE into a contractual training relationship between the department and the training provider. Mark Bergerson, Chair, commented that using the term “investigation” is probably not the term that should be used, but rather an “audit”, to make sure the guidelines are being followed according to the live burn packet. Marshal West commented that it was really a follow up with them to make sure that the “live burn” National Standard had been followed.
      2. Eric Hedtke commented that maybe this should be a guideline for the qualified instructor process that will be discussed by the Training Committee.
      3. Steve Flaherty, Executive Director, wanted to thank Bruce West, Fire Marshal, for staying on top of the discussion in sessions and all his support for MBFTE.
    - b. Update on Budget
      - i. Bruce West, Fire Marshal, commented that the base budget funding proposed in legislation has been sent to the Governor and if that gets signed, the base budget would be \$4.265 million for FY18-19. It has all been positive discussion regarding MBFTE funding. The FSAC funding regarding CAT & ERT teams was discussed in the legislative session.
7. Public Comment
8. Other Business
  - a. Revote on Vice Chair
    - i. Christie Patrick nominated Eric Hedtke, Gary Stevens voiced white ballot and Jim Fisher second the motion. Motion carried.
  - b. Regional FSS Map
    - i. John Ehret
    - ii. Tate Mills
    - iii. Kevin Sedivy
      1. Steve Flaherty, Executive Director, wanted to comment that the Fire Specialists have communicated with over 45 departments. The priorities have been those departments that have not used the MBFTE funding or rarely used MBFTE funding. They do a lot for SFM and MBFTE. Mark Benson, Chair, commented that this is why we see so many departments getting their reimbursements in.
      2. Bruce West, Fire Marshal, commented that in discussions yesterday we used to have one person now we have three. In reality, we could have four. I would like to throw out there, that MBFTE has one open position, which the board could collaborate up with SFM for a fourth fire service specialist. We would be able to have four out there and each have a quarter of the state for reaching all the departments.
        1. Mark Bergerson, Chair, commented that it would have to be a change in the operating budget.
9. Adjourn
  - a. Motion to adjourn 1:50 P.M. Motion carried.