

**Minnesota Board of Firefighter Training and Education
Meeting Minutes of May 15, 2007 Maple Grove, MN**

The Minnesota Firefighter Training and Education Board (MnFTEB) was called to order at 9:10 a.m. in Maple Grove, MN by Chairman Marv Calvin.

P	Marvin Calvin MSFCA	Willmar	2009			VACANT League of Cities		2007
P	Wayne Durant MSFDA	Brainerd	2009		P	Tom Pressler MSFDA	Bloomington	2009
P	Jim Fisher Ass'n of Townships	Zim	2009		P	Jerry Rosendahl Dept of Public Safety	St Paul	N/A
P	Daniel Greensweig Ass'n of Townships	St. Michael	2010		P	Kelli Slavik League of Cities	Plymouth	2010
P	Aliina Granholm MSFDA	Esko	2011		P	Judy Smith Thill MSFDA	Maple Grove	2008
A	Doug Holton MSFCA	St Paul	2010		A	John Wiskocil MSFDA	Montgomery	2008
	VACANT Public Member		2007		A	Matthew Ashmore MPFF		2011
P	Richard Loveland MPFF	Moorhead	2008					

MPFF = Minnesota Professional Fire Fighters MSFCA = Minnesota State Fire Chiefs' Association
MSFDA = Minnesota State Fire Department Association

Also attending: Mike Stockstead, President of MPFF

There were introductions around the table and the Agenda was confirmed.

***Motion by Jim Fisher – that minutes of meeting April 9, 2007 be approved as distributed.
Second by Judy Thill. Carried.***

Officers Reports:

Secretary Tom Pressler distributed a packet of information that included

- Agenda for this meeting
- Draft copy of April 9, 2007 minutes
- Approved copies of:
 - January 3, 2007, December 18, 2006, and November 20, 2006 Minutes
- Updated Legislation (299N)
- Current Roster
- Presentation by St Paul Training Chief Keith Morehead

A roster was also passed around for corrections.

Correspondence: None

Unfinished Business:

Administration Development Committee (ADC)

- Met on May 10, 2007 – Marv Calvin replaced Chief Holton on the committee
 - Discussed wording change in legislation to ad “Hire or” contract . . .
 - Discussed HIRE vs CONTRACT and will recommend CONTRACT
 - Assigned duties to committee members

Motion by Jim Fisher – To support the concept of CONTRACT vs HIRE as recommended by the ADC. Second by Wayne Durant. Carried.

- Looking for examples of Executive Director duties
- Rough draft of Duties by last of June
- Established a follow-on meeting for June 26, 2007 – 10:30 a.m.
- Discussion by the Board on length of the contract – consensus of 1 year with a 2 year window.

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Board Vacancy Report

- Chief Doug Holton has resigned and taken a new position – Chief of Milwaukee Fire Department
- Daniel Greensweig of St. Michael has been appointed for Ass'n of Townships with term ending 2010.
- Aliina Granholm has been reappointed with term ending 2011.
- League of Cities member is still open
- Public Member is still open.
- Matthew Ashmore of Hibbing has been appointed for MPFF with a term ending 2011.

Fire Advisory Committee Actions (Budget Request, Legislative Position)

- A subcommittee was considered to review grant requests for recommended topics with Jim Fisher and Jerry Rosendahl.

Committee Appointments - Deferred

Posting of Minutes on DPS/Fire Marshal Web Site with Links to others

- A memory stick with pertinent data was given to Fire Marshal Rosendahl.

Fire Department Survey

- Suggestion by Kelli Slavik
- On hold until next meeting – there may be opportunities coming up at the MSFDA Conference, but may need more time in order to do it right. Big question is money –
 - Funding may be pre-mature until after courses and instructors have been addressed.
 - Look at study for questions (4?) - how old was the study?.
 - Presentation at Fire Service Boards and possibly at Regional meetings.
 - Jerry will comment to the MSFDA and MSFCA boards.
 - Try to get the former study on the web site.

Mission Statement

- Gather some thoughts, but hold off until Executive Director onboard.

Goals Update - Defer until Executive Director can provide input.

Presentation to Conferences

- Wayne Durant will present at MSFDA Conference (June)
- Jerry Rosendahl will give report to MSFDA and MSFCA Boards
- Upcoming Conferences – MPFF in September, MSFCA in October

New Business:

Work Plan Development

- Discussion on whether now or after Executive Director is on board. Need to develop a plan.

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- Moneys from Moore Foundation was for hiring a grant writer – if not used for that, Moore Foundation may want the funds returned.
- Discussed using funds to develop an RFP. Department of administration will contract to write RFP.

Motion by Judy Thill – To extend funds for RFP (job description) development. Second by Jim Fisher. Carried.

- Desire to have ready by June 20th – Judy will contact Paul Larson.

Reimbursement Procedure

- Need to clarify access to moneys available.
- More data needed and limits need to be established
- Criteria for classes and instructor qualifications needed and possible curriculum approval
 - Committee appointed to study –
 - Rick Loveland with Wayne Durant, Jim Fisher, Matt Ashmore, Aliina Granholm
 - Committee will bring recommendations to the Board for approval
- Board Compensation
 - None according to the legislation
 - Expense reimbursement was to be handled by representing organizations

Next meeting

- July 17th at 9 a.m. at Maple Grove.

Motion by Kelli Slavic – To approve e-mail as a proper notice of future meetings. Second by Rick Loveland. Carried.

Comments from Board Visitors

Mike Stockstead commented about excitement of this Board's actions. It was a number of years ago when Dan Formato started talking about this Board. Mike commented further that an Executive Director is needed soon and there is lots of work to do. The Advisory Committee should provide assurance of moneys available. Could be looking at \$5 – 6M by second year. A “dividing of the pot” not acceptable to the legislature – we must address the needs and sooner than later.

The meeting adjourned at 10:00 a.m.

Respectfully Submitted,
Tom Pressler, Secretary

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