

Minnesota Board of Firefighter Training and Education
Special Board Meeting Minutes of August 26, 2008 – St. Michael, MN

Page 1 of 4
 Three Attachments

The Minnesota Board of Firefighter Training and Education was called to order at 12:05 p.m. at the Township Offices in St. Michael, MN by Chair 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		A	Kelli Slavik League of Cities	Plymouth	2010
A	Aliina Granholm MSFDA	Esko	2011		P	Judy Smith Thill MSFDA	Inver Grove Hts	2008
P	Jeff Swanson MSFCA	Detroit Lakes	2010		A	John Wiskocil MSFDA	Montgomery	2008
P	Barbara Frank Public Member	Danube	2011		P	Matthew Ashmore MPFF	Hibbing	2011
A	Richard Loveland MPFF	Moorhead	2008					
P	Barbara Tucitto Warren	Executive Director			P	Nancy Franke Wilson	Executive Director	

MPFF = Minnesota Professional Fire Fighters MSFCA = Minnesota State Fire Chiefs' Ass'n MSFDA = Minnesota State Fire Dept. Ass'n

Guests: No Guests

Introductions around the room

This is a Special Meeting – The notice with the agenda is Page 4 of these minutes. Because of this being a Special Meeting, only those items in the notice will be discussed.

1. **Open Meeting:** Chairman Calvin opened the meeting.
2. **Approval of the June Meeting Minutes:** The June meeting was cancelled; therefore, no minutes were available for approval.
3. **Financial Report:** The Financial Report was reviewed by Treasurer Barbara Frank. (See Attachment #1)

Motion by Jeff Swanson – to approve the Financial Report as presented. Second by Judy Thill. Approved.

Discussion on how payees follow up on payments that are due.

Motion by Jim Fisher – that systems be put in place for follow-up by payees by calling the Executive Director. Second by Matt Ashmore. Approved.

Discussion about the process for actual fund distribution – all will be through the Executive Directors

Discussion on process for invoice payments --- Invoice to Chair Calvin, then to Treasurer Frank for review, then back to Chair Calvin who submits to State for payment.

Motion by Dan Greensweig – to approve the PROTOCOL PROCESS FOR APPROVAL OF CONTRACT INVOICES. Second by Wayne Durant. (See Attachment #2)

4. **Next 60 Day Outlook**
 - a. **Executive Director Update**
 1. Met with Fire Service organizations except MSVFA and that will happen in the future. Very good sessions – good feedback and support.
 - b. **Logo**
 1. ED presented four samples – discussion ensued.
 2. Question about the need for a logo – consensus is yes
 3. Concerns about the colors
 4. Suggestion to use the “Lamp of Knowledge” instead of a flame.

Approved at Board Meeting of October 21, 2008

Minnesota Board of Firefighter Training and Education
Special Board Meeting Minutes of August 26, 2008 – St. Michael, MN

5. ED will distribute alternative designs to the Board via Email for discussion at the next Board Meeting.

c. Website

1. Must meet DPS security requirements
2. Working with them to establish a web site that will be linked from SFM
3. Dept of Admin must provide a domain – i.e. MnBdFT&E.mn.com Awaiting that assignment
4. Plan to put up a one page website to get started – possibly within 2 months.

d. Office Space

1. Marv reported on the discussions around a “virtual” office and the possibility of concerns with past applicants that were not selected because they did not meet the office criteria.
2. ED presented a location suggested by the State in Elk River. It would be shared with the Dept of Corrections.
3. It would be a 12 x 12 office with space available for expansion if needed. Costs are very reasonable and would be available in October.

Motion by Jim Fisher – to accept the recommendation of the Executive Director for the location in Elk River with assurances that all aspects of the RFP are met.. Second by Jeff Swanson. Roll Call vote required:

Roll Call Vote:

Marvin Calvin	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> Nay
Tom Pressler	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> Nay
John Wiskocil	Absent	
Jim Fisher	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> Nay
Jeff Swanson	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> Nay
Aliina Granholm	Absent	
Judy Smith Thill	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> Nay
Richard Loveland	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> Nay
Wayne Durant	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> Nay
Daniel Greensweig	Abstained	
Kelli Slavik	Absent	
Matthew Ashmore	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> Nay
Barbara Frank	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> Nay
Jerry Rosendahl	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> Nay

Motion passed.



e. Next Steps

1. ED indicated that they had reviewed past minutes to determine some priorities.
2. ED reviewed the work plan that was distributed at the May 29th Meeting and available in the Directors Manual that was distributed.
3. ED presented sample Mission Statements – they will be further discussed at the next board meeting.

Minnesota Board of Firefighter Training and Education
Special Board Meeting Minutes of August 26, 2008 – St. Michael, MN
Page 3 of 4

- f. **Lap Tops**
 - 1. They were discussed as part of the Financial Report.

- 5. **Old Business**
 - a. **Department of Public Safety Grant**
 - b. **Report from Training Committee**
 - 1. There was no report from the Training Committee

- 6. **New Business**
 - a. **Election of Vice Chair**
 - 1. Nominations were opened for Vice Chair
 - 2. Dan Greensweig was the only nomination

Motion by Tom Pressler – that nominations for Vice Chair be closed and a unanimous ballot cast for Dan Greensweig for Vice Chair. Second by Wayne Durant.. Approved unanimously.

- b. **Board Vacancies**
 - 1. ED has met with John Hultquist; and, based on their discussion developed a protocol for the appointment process. (See Attachment #3).
 - 2. ED directed to continue to investigate and bring back to next Board Meeting.

- c. **Camp Ripley Committees**
 - 1. **Approval of Representative for Camp Ripley Build-out Committee**
 - Chair Calvin explained the background for the need. He had previously asked Matt Ashmore to attend on the Board's behalf. Matt has attended two meetings. DPS has requested a primary and an alternate.

Motion by Tom Pressler – that Matt Ashmore and the Executive Director be approved as Primary and Alternate Representative respectively for the Board on the Camp Ripley Build-out Committee. Second by Judy Thill. Approved unanimously.

- 2. **Approval of Representative for Camp Ripley Oversight Committee**

Motion by Tom Pressler – that Marv Calvin and the Executive Director be approved as Primary and Alternate Representative respectively for the Board on the Camp Ripley Oversight Committee. Second by Jim Fisher. Approved unanimously.

SFM Rosendahl indicated that there are few restrictions on attendees; therefore, if Marv cannot make it on short notice, the ED or another member of the Board could fill in.

- 7. **Adjournment**

Meeting was adjourned at 2:02 p.m.

Respectfully Submitted,

Tom Pressler, Secretary

Approved at Board Meeting of October 21, 2008

**The Minnesota Board of Fire Training and Education
will meet in a Special Meeting at:**

**Minnesota Association of Townships Office
805 Central Ave East
St Michael, Minnesota
Tuesday, August 26, 2008**

- 12:00) 1. Open Meeting**
- (12:05) 2. Approval of the June Meeting Minutes**
- (12:10) 3. Financial Report**
- (12:15) 4. Next 60 Day Outlook**
- Executive Director Update
 - Logo
 - Website
 - Office space
 - Next steps
 - laptops
- (12:50) 5. Old Business**
- Department of Public Safety Grant
 - Report from Training Committee
- (1:00) 6. New Business**
- Election of Vice Chair
 - Board Vacancies
 - Camp Ripley Committees
 - Approval of Representative for Camp Ripley Build-out Committee
 - Approval of Representative for Camp Ripley Oversight Committee
- (1:30) 7. Adjournment**

Respectfully Submitted,

Tom Pressler, Secretary

Minnesota Board of Firefighter Training and Education
Special Board Meeting Minutes of August 26, 2008 – St. Michael, MN
Attachment #1

Finance Report 8-26-08

Current Budget

July 1, 2008 to June 30, 2009	\$245,000.00
Executive Director's Budget	<u>\$214,600.00</u>
	\$ 30,400.00

Projected Revenue

July 1, 2009 to June 30, 2010	\$1.3 million
July 1, 2010 to June 30, 2011	\$1.3 million

Possible Expenses current budget

Elk River site yearly	\$ 2,500.00
Office Furniture (estimate)	\$ 10,000.00
Laptops (2)	\$ 2,400.00
Docking Stations (2)	\$ 340.00
LCD Projector	\$900.00 to <u>\$ 1,400.00</u>
	\$ 16,640.00

Grant dollars	\$ 5,000.00
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ED can search out grants for various activities,
and accreditation/qualifying course and instructor processes.

Approved at Board Meeting of October 21, 2008

Minnesota Board of Firefighter Training and Education
Special Board Meeting Minutes of August 26, 2008 – St. Michael, MN
Attachment #2

Protocol Process for Approval of Contractor Invoice

August 2008

1. Contractor will electronically send Board Chair the invoice that will include: listing compensated hours worked by categories in items 1 – 13 and listing itemized expenses. Assigned state codes and vendor number will be included on the invoice

2. Chair will forward to Treasurer for review.

3. Board Chair will approve and send electronically with a written approval to the appropriate state contact.
Marlys Gardner, Accounts Payable Supervisor
Email: marlys.gardner@state.mn.us
Telephone: 651 201-7022

4. Board Chair will mail hard copy to the state contact.

Marlys Gardner
Dept of Public Safety
Accounts Payable Supervisor
444 Cedar St Ste 125
St Paul, MN 55101
FAX 651 282-6586

Approved at Board Meeting of October 21, 2008

Minnesota Board of Firefighter Training and Education
Special Board Meeting Minutes of August 26, 2008 – St. Michael, MN
Attachment #3

Board Member Appointment Protocol

1. Board members are required to send a letter or email to John Hultquist, once their term has ended or they wish to terminate their Board seat:

John Hultquist
Director of Judicial, Board and Commission Appointments
Office of Governor Tim Pawlenty
130 State Capitol
St Paul, MN 55155
651 296-0019 – phone
651 296-0056 – fax
john.hultquist@state.mn.us

2. At the time of a resignation or term completion, John Hultquist files notification of that vacancy with the Secretary of State's Office.
3. Individuals of fire service professional organizations candidate for Board member positions must fill out an Open Appointment Form.
4. Open Appointment Forms are available at the Secretary of State's website under the "Open Appointment" tab or this link; http://www.sos.state.mn.us/survey/user_survey.asp?nSurvey=111 or they may be picked up from the Secretary of State's Office. 180 State Office Building, Saint Paul, Minnesota 55155
5. The Secretary of State's Office forwards the applications to the Governor's Office. John Hultquist works closely with the Board to develop geographic diversity of the membership.
6. A Board member may serve up to, but no longer than, six months following the termination date of their term. During that time, however, they must abstain from voting.