

**Minnesota Board of Firefighter Training and Education**  
**Meeting Minutes of January 20, 2009; Elk River, MN**

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The Minnesota Firefighter Training and Education Board (MBFTE) was called to order at 12:30PM in Elk River, MN by Chairman Marv Calvin.

<b>P</b>	Marvin Calvin MSFCA	Willmar	2012			VACANT League of Cities		2007
<b>P</b>	Wayne Durant MSFDA	Brainerd	2009		<b>P</b>	Tom Pressler MSFDA	Bloomington	2010
<b>P</b>	Jim Fisher Ass'n of Townships	Zim	2012		<b>P</b>	Jerry Rosendahl Dept of Public Safety	St Paul	N/A
<b>P</b>	Daniel Greensweig Ass'n of Townships	St. Michael	2010		<b>P</b>	Kelli Slavik League of Cities	Plymouth	2010
<b>A</b>	Aliina Granholm MSFDA	Esko	2011		<b>P</b>	Judy Smith Thill MSFDA	Inver Grove Hts	2012
<b>P</b>	Jeff Swanson MSFCA	Detroit Lakes	2010			Vacant MSFDA		2008
<b>P</b>	Barbara Frank Public Member	Danube	2011		<b>P</b>	Matthew Ashmore MPFF	Hibbing	2011
<b>P</b>	Richard Loveland MPFF	Moorhead	2012					
<b>P</b>	Barbara Tuccitto Warren	Executive Director			<b>P</b>	Nancy Franke Wilson	Executive Director	

**MPFF** = Minnesota Professional Fire Fighters    **MSFCA** = Minnesota State Fire Chiefs' Ass'n    **MSFDA** = Minnesota State Fire Department Ass'n

***Motion by Judy Thill – that Minutes of December 16, 2008 be approved as corrected. Second by Kelli Slavik. Carried.***

**Officers Reports**

- Chair Calvin –
  - Invitations have been received to participate in a Round Table at the FITOAM Conference and that will be discussed later in the meeting.
  - A number of calls have been received about the status of the reimbursement
- Vice Chair Greensweig – no report
- Treasurer Frank –
  - On the second page of the distributed report consisting of three pages, the balance of the MBFTE Program is \$829,029.
  - The first two pages are from Minnesota Public Safety Dept.
  - The third page is a Spread Sheet developed by the Executive Directors and provides an in-depth description of the expenditures.
  - The report is attached to these minutes.

***Motion by Jim Fisher – that Treasurer's Report be approved as distributed. Second by Rick Loveland. Carried.***

- Secretary Pressler – no report.

**Other Reports**

- Executive Directors – report will be intertwined with agenda items where appropriate.
  - An form for Board members to evaluate the Executive Director performance will be distributed. That form will be returned to the Secretary (pre-addressed envelopes are provided) for compilation of the results in preparation for a review by the Chair with the Executive Directors.
- Executive Committee – minutes of the meetings were previously distributed
- Legislative Committee – Dan Greensweig indicated that there was no report.
- Training Committee – Rick Loveland indicated that there would be actions requested under New Business as a result of the Training Committee meetings.

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**Unfinished Business**

- Reimbursement Plan
  - Some concerns were raised about whether the MBFTE had authorization to reimburse for training.
    - Research is being made by the AG and others
    - Expect resolution in a timely manner, but the Reimbursement Plan will be on hold until defined.
  - Discussion on a number of possibilities
    - Concern of timing of the distribution of the plan and the pre-determined deadline for receipt of applications.
    - Concern about changing outcome rather than waiting for resolution before sending.
    - Estimated times for the resolution were discussed and a motions were formulated in an attempt to address the situation

*Motion by Tom Pressler – that in light of current activities pertaining to the Reimbursement Procedure the Board allow the Executive Directors to adjust the application due date accordingly and take other actions as necessary to promote the Reimbursement . Second by Jim Fisher. Motion was defeated.*

*Motion by Dan Greensweig – to give the Executive Directors authority to pursue legislation authorizing reimbursement if necessary. Second by Barb Frank. Carried.*

*Motion by Jeff Swanson – to give direction to the Executive Directors to establish the due date of the application and pre-survey if necessary and continue the process with DPS on reimbursement procedures. Second by Rick Loveland. Carried.*

- The Executive Directors will solicit response from the Board when other facts are determined.

- Office Space
  - The signed lease from Elk River is at the Department of Administration for approval.
    - The correct address will be determined and distributed.
- Website
  - Because of state requirements to establish a firewall, the state will be contracted to set up a website with the proper firewall.
  - An agreement was distributed that must be signed. That agreement gives not only the terms, but delineates the project steps and associated fees.
  - Updates will be made via Dreamweaver. The Executive Directors have been enrolled in Dreamweaver classes.
  - Resolution needed

**Resolution:**

*To approve the Chair of the Minnesota Board of Firefighter Training and Education the delegation of Authority to enter into an agreement between the MBFTE and the Office of Enterprise Technology (OET) for website and related services not to exceed \$9,623.00.*

*Motion by Dan Greensweig. Second by Barb Frank.*

**Roll Call Vote:**

Marvin Calvin	Abstain
Tom Pressler	Aye
Jim Fisher	Aye
Jeff Swanson	Aye
Aliina Granholm	Absent from meeting
Judy Smith Thill	Aye
Richard Loveland	Aye
Wayne Durant	Aye
Daniel Greensweig	Aye
Kelli Slavik	Aye
Matthew Ashmore	Absent from meeting
Barbara Frank	Aye
Jerry Rosendahl	Aye

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*Motion passed*

- AG Interaction
  - Board member data furnished by John Hultquist
  - Open Appointment information will be updated to remove the reference to \$55 per diem.
  - Corrections in terms – Kelli Slavik and Tom Pressler terms expire in 2010 instead of 2009.

**NEW BUSINESS**

- Operating Procedures Committee
  - A Committee will review current Operating Procedures and develop a draft of updated procedures for Board approval
  - Serving will be Dan Greensweig and Judy Thill – others that are interested should contact the Executive Directors
- FITOAM Board Membership
  - The request for representation of the MBFTE on their Board will be deferred until after the Strategic Planning Session.
- Metro Chiefs' Membership for Executive Directors

***Motion by Rick Loveland – to approve membership in the Metro Chiefs for the Executive Directors . Second by Jim Fisher. Carried.***

- Conferences and Presentations
  - MBFTE will review each request and respond in each case appropriate.
- Strategic Planning Session
  - Contacted Ann Gergen of the League of Cities to moderate such a session.
  - Will probably be a one day activity in the latter part of April or early May
- Training Committee
  - Four items from the committee for Board approval

***First Motion by Rick Loveland moved to develop a standard that if instructors who develop their own class must have goals and objectives, be replicated in other places in the state and the administer the test you give; each question has to be referenced back to a standard. Second by Jim Fischer – motion carried.***

***Motion by Rick Loveland - to issue an RFP to the state for development of a 1403 (Structural Burn) Train the Trainer course. Second by Jim Fisher. Carried.***

***Motion by Rick Loveland – in regard to the Instructor of Record, each assistant must have taken training from approved instructors having Firefighter II (FFII), Instructor I, and Fire Officer I certification . Second by Jim Fisher. Carried.***

***Motion by Rick Loveland – to only reimburse 1403 training in commercially produced fire burning props . Second by Jim Fisher. Carried.***

- Future Meetings
  - The schedule will expand for the full year
    - Executive Committee – 2<sup>nd</sup> Tuesday of each month, Cokato Fire Station, 10:30 a.m.
    - Training Committee – 3<sup>rd</sup> Tuesday of each month, Elk River Offices, 10:30 a.m.
    - Board – 3<sup>rd</sup> Tuesday of each month, Elk River Offices, 12:30 p.m.
- Board Information
  - A letter was sent to Aliina Granholm to remind her of state statute concerning missing meetings. There was no response to the letter; therefore, Chair will send a letter to the appointing authority to have her seat declared vacant and appoint a replacement.
- Elections
  - Chair
    - Nominations – Marv Calvin – no other nominations

***Motion by Jeff Swanson – to suspend the rules about successive terms . Second by Jim Fisher. Carried.***

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*Motion by Tom Pressler – to close nominations and cast a unanimous ballot for Marv Calvin for Chair . Second by Barb Frank. Carried.*

- Vice Chair
  - Nominations – Dan Greensweig – no other nominations

*Motion by Tom Pressler – to close nominations and cast a unanimous ballot for Dan Greensweig for Vice Chair. Second by Jim Fisher. Carried.*

- Secretary
  - Nominations – Tom Pressler, Rick Loveland
    - After a written vote – Rick Loveland declared winner and Secretary.

*Motion by Jim Fisher – to destroy the ballots . Second by Jeff Swanson. Carried.*

The meeting was adjourned at 2:50 p.m.

Respectfully submitted,

Tom Pressler