

MINNESOTA BOARD OF FIREFIGHTER TRAINING AND EDUCATION

MEETING MINUTES OF JUNE 16, 2009, ELK RIVER, MN

The Minnesota Firefighter Training and Education Board (MBFTE) was called to order at 12:30 PM in Elk River, MN by Chair, Marvin Calvin. New board members were welcomed and introductions took place.

ATTENDANCE ROSTER

| | | | | | | | | |
|--|--|---------------------------|------|--|----------|---|------------------|------|
| P | Marvin Calvin Chair MSFCA | Willmar | 2013 | | P | Jeff Swanson MSFCA | Detroit Lakes | 2010 |
| P | Daniel Greensweig Vice Chair Association of Townships | St. Michael | 2010 | | P | Jerry Rosendahl Dept of Public Safety | St Paul | N/A |
| A | Barbara Frank Treasurer Public Member | Danube | 2011 | | P | Troy Walsh MSFDA | Victoria | 2012 |
| P | Richard Loveland Secretary MPFF | Moorhead | 2012 | | P | Natasha Carlson MSFDA | Pequot Lakes | 2010 |
| A | Matthew Ashmore MPFF | Hibbing | 2011 | | P | Amanda Wood MSFDA | Grand Rapids | 2013 |
| P | Jim Fisher Association of Townships | Zim | 2013 | | P | Dan Cline MSFDA | North Mankato | 2012 |
| P | Kelli Slavik League of Cities | Plymouth | 2010 | | P | Roger Ihrke League of Cities | Dover | 2011 |
| P | Judy Smith Thill MSFDA | Inver Grove Heights | 2012 | | | | | |
| P | Barbara Tuccitto Warren Executive Director | | | | P | Nancy Franke Wilson Executive Director | | |
| Visitors: Dan Winkel, MSFDA, Keith Morehead, St. Paul Fire Department | | | | | | | | |
| MN Professional Fire Fighters (MPFF) • MN State Fire Chiefs Association (MSFCA) MN State Fire Department Association (MSFDA) | | | | | | | | |

APPROVAL OF THE MARCH 17, 2009 MEETING NOTES

Marv Calvin called for approval of the March 17, 2009 board meeting minutes.

Motion by Rick Loveland to approve the March 17, 2009 meeting minutes, second by Jim Fisher – motion carried.

OFFICERS REPORTS

- **Chairperson, Marv Calvin**
 - Called for additional agenda items.

- 2010 Lease Renewal Form
- Live Burn Focus Group
- **Vice Chair, Dan Greensweig**
 - The Operating Procedures changes will be discussed further down on the agenda.
 - Dan and Barbara Tuccitto Warren met with Bernie Johnson from the Attorney General’s Office to discuss the Operating Procedure changes and licensing. Bernie will look into the questions on licensing and follow-up with Barbara.
- **Treasurer, Barbara Frank (Barbara Tuccitto Warren reported in Barbara Frank’s absence)**
 - Reporting from the State’s financial report dated May 29, 2009 with expenses booked through April 30, 2009 Were \$173,495.46 based on a budget of \$245,000.
 - The Executive Director’s budget was set at \$214,600, projecting the year-end at \$200,000 or just under.
 - The Board’s budget is \$30,400, projecting the year-end to come under by \$7, 000.
 - There were additional expenses incurred due to the State’s requirements such as building the website through the Office of Enterprise Technology (OET), which to date \$7,560 has been expensed. There will be additional fees such as the service fees for website hosting at \$10.00 per month. The laptops that were purchased through the State have Microsoft Word 2002 without Access. Marv Calvin approved the purchase of Microsoft Word 2007 with Access for the purpose of database management and updates software.
 - A Resolution is needed to move funds in the Board’s budget from one account to another. Currently \$3,000 will need to be moved from rent to office expenses. All expenses were approved by Marv Calvin prior to purchasing.

Resolution 2009 – 06.1

Approve to move \$3,000 from the rent category to office expenses.

Motion by Jim Fischer, second by Jeff Swanson – motion carried

Roll Call Vote:

| Member | Aye | Nay | Abstain | Absent |
|----------------|-----|-----|---------|--------|
| Ashmore | | | | x |
| Calvin | x | | | |
| Carlson | x | | | |
| Cline | x | | | |
| Fisher | x | | | |
| Frank | | | | x |
| Greensweig | x | | | |
| Ihrke | x | | | |
| Loveland | x | | | |
| Rosendahl/Dahm | x | | | |
| Slavik | x | | | |
| Smith Thill | x | | | |
| Swanson | x | | | |
| Walsh | x | | | |
| Wood | x | | | |

Motion passed with a majority vote.

Chair Calvin explained that the RFP stated the expected cost for the Executive Director’s contract was \$287K. Tuccitto Warren Associate’s bid came in at \$214,600.00 significantly below the RFP and the EDs will complete their first year well under budget. Chair Calvin explained how the RFP dollars were determined. He also explained that when the RFP was posted the first time, the Board received two bids but was unsuccessful in reaching an agreement so the RFP was reposted. The reposting generated a number of bidders and the Board unanimously approved to contract with Tuccitto Warren Associates.

Motion by Rick Loveland to approve the financial reports, second by Jeff Swanson – motion carried.

- **Secretary, Rick Loveland** – No report

CORRESPONDENCE

Nancy Franke Wilson read the email from Nyle Zikmund asking MBFTE encouraging fire service to write a letter of support to increase the funds for the FIRE ACT grant. No motion was made; therefore, the request will be filed as correspondence.

REPORTS

- **Executive Directors**
 - Barbara Tuccitto Warren presented the Tuccitto Warren Associates, LLC 2009 Annual Work Report for the contracted services. The report was reviewed in detail by outlining the outcomes in the 13 categories that were contractually agreed upon. Barbara stated that Nancy and she are very pleased to present this report. We would especially like to thank those Board members who have been with us the past year and the support we have received. Marv Calvin said the Board has been very fortunate to have coverage 20 hour a day. He went on to say that the EDs have done a fabulous job and we appreciate the services they have provided in their first year.
- **Executive Committee**
 - Marv Calvin directed people to review the Executive Committee meeting minutes in their board packet. He called for questions, there were no questions.
- **Legislative Committee**
 - Dan Greensweig gave the report beginning with the licensure law.
 - The legislation is not tremendously detailed which is what Dan and Barbara spoke to the Bernie Johnson about in meeting with him last week.
 - The EDs will be meeting with other licensing Boards to see how their boards administer licensing. This is significant because it is a requirement for full time firefighters and their livelihood depends upon us implementing a well planned program.
 - Dan suggested that the Board may want to create a working group, which could be modeled after the training committee comprised of Board members who have an interest and experience.
 - There is a list of items to follow-up on from the meeting with the AG. The EDs will be working on this along developing as detailed timeline and action plan. The first month will be focused on meeting with other licensing boards and their respective EDs.
- **Training Committee**
 - Rick Loveland reported on the meeting in Brainerd.
 - One priority area is to place more checks and balances on instructor qualifications.
 - Rick read the instructor qualifications from the RFR. The committee is going to review the list of instructors and in accordance with the Data Practices will determine what information can be listed on the MBFTE website. Future plans include the process of reviewing, auditing, and spot checking instructors, curriculum and class training.
 - Also discussed at the Training Committee meeting was the Live Burn RFP focus group outcomes. Barbara will cover that later on agenda.
 - The list of approved classes determined by the training committee last year was discussed. Classes are listed in the Training Committee meeting minutes. Rick reviewed the list of classes the training committee had approved for the 2009-2010 RFR. He stated the training committee had approved other classes in the past and they would be documented by class and its approval date.
 - Eligible classes and the NFPA standards will be posted on the MBFTE website.
 - The committee will be meeting in Brainerd the third Wednesday of odd months. Rick named the committee: Jeff Swanson, Matt Ashmore, Jim Fisher and himself, Rick Loveland. New Board members should contact Rick or Nancy if they have an interest in more information regarding the committee.

Motion by Judy Smith Thill to approve the Class list approved by MBFTE, second Dan Cline – motion carried.

- **Operating Procedures Committee**

- Dan Greensweig reported that Judy Smith Thill and Barbara Tuccitto Warren served as the working group. He reviewed the proposed changes.
- Dan Cline asked if this is Standard Operating Procedures (SOP) or Standard Operating Guidelines (SOG)? Dan Greensweig responded that SOP.
- Bob Dahm recommended inviting the AG to the next Board meeting to make a presentation on Conflict of Interest. Dan Greensweig said that the AG would be coming to talk about licensing issues and could address Conflict of Interest at that meeting.
- Bob Dahm also brought up an issue with wording under Executive Committee “assisting Board members” in the first sentence, second paragraph under Committee and Work Groups. Dan Greensweig asked if that entire part of the sentence be deleted.
- Marv Calvin thanked the committee for their efforts.

Resolution 2009 – 06.2

Approval to accept the Operating Procedures as presented with noted changes.

Motion by Rick Loveland, second by Jim Fisher-motioned carried.

Roll Call Vote:

| Member | Aye | Nay | Abstain | Absent |
|----------------|-----|-----|---------|--------|
| Ashmore | | | | x |
| Calvin | x | | | |
| Carlson | x | | | |
| Cline | x | | | |
| Fisher | x | | | |
| Frank | | | | x |
| Greensweig | x | | | |
| Ihrke | x | | | |
| Loveland | x | | | |
| Rosendahl/Dahm | x | | | |
| Slavik | x | | | |
| Smith Thill | x | | | |
| Swanson | x | | | |
| Walsh | x | | | |
| Wood | x | | | |

Motion passed with a majority vote.

The Department of Real Estate Services has begun the renewal process for the 2010 office lease. The lease renewal dates are February 1, 2010 to January 30, 2011. The monthly rent rate of \$450 remains the same. Chair Calvin has the authority to sign the renewal agreement.

Resolution 2009 – 06.3

Approval to enter into a second year lease agreement with the city of Elk River beginning February 1, 2010 through January 30, 2011.

Motion by Jim Fisher, second by Rick Loveland – motion carried.

Roll call vote:

| Member | Aye | Nay | Abstain | Absent |
|---------|-----|-----|---------|--------|
| Ashmore | | | | x |
| Calvin | x | | | |
| Carlson | x | | | |
| Cline | x | | | |

| | | | | |
|----------------|---|--|--|---|
| Fisher | x | | | |
| Frank | | | | x |
| Greensweig | x | | | |
| Ihrke | x | | | |
| Loveland | x | | | |
| Rosendahl/Dahm | x | | | |
| Slavik | x | | | |
| Smith Thill | x | | | |
| Swanson | x | | | |
| Walsh | x | | | |
| Wood | x | | | |

Motion passed with a majority vote.

UNFINISHED BUSINESS

- **2009 Reimbursement Plan**
 - Reimbursements forms are arriving for processing at a steady pace. There are approximately 75 fire departments remaining to submit their forms. The deadline is July 10th allowing adequate process time and to deal with last minute challenges.
- **Office Space/Website**
 - The office is fully setup and the website will be ready to go by June 30, 2009
- **“I’ll Walk Through Fire” Campaign**
 - The EDs will begin grant writing for private funds. There are a few volunteers who have expressed interest. The two key components needing to be resolved before the campaign can begin are the background checks
 - **2010 ED Contract**
 - Chair Calvin explained the current status of the ED’s 2010 contract.
 - Questions were asked about the compliance examiner position and how they would be selected and how many would be hired. Chair Calvin explained that Tuccitto Warren Associates, LLC would sub-contract with those people/persons. The EDs would select candidates whose credentials would be presented to the training committee, the Executive Committee and then the entire Board.
 - There was discussion about the administrative costs being too high. Dan Cline stated that it was 22%.
 - Dan Winkel stated that the Board will have a line item for administrative costs in the licensing budget.
 - Marv Calvin stated the Board would like to see any additional revenues go to reimbursing firefighters.
 - Judy Smith Thill brought up the MSFDA Board meeting and what was said there. She asked Dan Winkel if he would like to speak.
 - Rick Loveland asked to speak and gave his opinion that they had originally thought when contracting the EDs that one person would be hired, but the Board contracted a company that provides us with a person and a half for what we expected to spend for one person.
 - Dan Winkel said that the Commissioner will meet with the MSFDA, MSFCA and the MPFFA once he gets back from vacation. He asked the Board to let them handle the matter and assured the Board that it can be worked through.
 - Chair Calvin stated that the Board went through an entire justification process with DPS that was very transparent, and the justification process was completed twice. The Board evaluated hiring a state employee and as part of the process which required the completion of a State form and a study.
 - Judy Smith Thill talked about her experience with the Board and how it made its decision to hire a contractor in order to get a “Cadillac” Executive Director. The fire service is used to paying Hyundai prices, using the car analogy. Judy Smith Thill did bring back this concern to the MSFDA and MSFCA.
 - Kelli Slavik stated the there is the issue of the Board’s goals.
 - Marv Calvin said that the Board can decide what they want to do; what direction to go in and what to spend money on.
 - Barbara Tuccitto Warren passed out the revised budget and reviewed it with the Board. After the discussion a

motion was made to remain with the budget approved by the Fire Service Safety Advisory Committee on June 3, 2009.

- o Dan Greensweig supported the first budget for the reasons that licensing is a larger job that we think it is.
- o Rick Loveland said that this money is to augment firefighter training and not be the entire budget.
- o Judy Smith Thill said that she supports it because the contractors came in under budget.

Resolution 2009 – 06.4
To approve the 2010 Operating Budget as presented to the
Fire Service Safety Advisory Committee on June 3, 2009.
Motion by Jeff Swanson, second by Jim Fischer – motion carried

Roll Call Vote:

| Member | Aye | Nay | Abstain | Absent |
|----------------|-----|-----|---------|--------|
| Ashmore | | | | x |
| Calvin | | | x | |
| Carlson | x | | | |
| Cline | | x | | |
| Fisher | x | | | |
| Frank | | | | x |
| Greensweig | x | | | |
| Ihrke | x | | | |
| Loveland | x | | | |
| Rosendahl/Dahm | | | x | |
| Slavik | x | | | |
| Smith Thill | x | | | |
| Swanson | x | | | |
| Walsh | x | | | |
| Wood | x | | | |

Motion passed by majority vote.

NEW BUSINESS

• **FSCA Meeting**

- o Marv Calvin reported that he, Dan Greensweig and the ED’s attended the Fire Service Advisory Committee (FSAC) meeting on June 3rd to seek funding for the 2010 MBFTE. The budget presented to FSAC was as follows:

| | | |
|----------------|--------------------|--|
| Board’s budget | \$ 33,320 | |
| ED’s budget | \$ 291,680 | (includes salary of \$55,000 for a Compliance Examiner) |
| Live Burn | \$ 75,000 | |
| Reimbursements | <u>\$1,055,000</u> | (the Governor’s budget recommended an appropriation of \$125,000 |
| Total | \$1,421,680 | outside of the FSA, which is not included in the \$1,055,000) |

- o There was a short discussion around the Compliance Examiner.
- o FSAC approved the MBFTE to manage the reimbursements of Taskforce One, which has been newly established to deal with catastrophes around the state such as the I 35W bridge.
- o Taskforce One budget of \$45,000 plus the MBTE \$1,421,680 total budget approved by FSA is \$1,466,680.
- o The ED’s were asked to meet with Ulie Seal and obtain information on the Taskforce One, classes etc.

Motion by Rick Loveland to approve the MBFTE to manage the reimbursements for Taskforce One, seconded by Jim Fischer – motion carried.

- **Board Seats**

- Marv Calvin is pleased that all the board seats are filled and to welcome the new board members. He asked new board members to remain after the board meeting for a brief orientation.

- **2010 Reimbursement Program**

- Nancy Franke Wilson outlined the changes in the 2010 Reimbursement Program. There are many things that will remain the same, but there are a few changes: The release date will be August 1, 2009 with a deadline date of November 1, 2009, with an award date notification of December 1, 2009. The window is 90 days which is much larger than the first round. The application itself has a checklist that will be helpful to insure all necessary paper work is included and completed. The process with the State has now been defined and it will be a smoother a process.
- A postcard will be mailed to Fire Departments as we did on the first round. The application will be posted on the MBFTE website as well.

Resolution 2009 – 06.5

***To approve the 2010 RFR as presented by Rick Loveland and Nancy Franke Wilson
Motion by Roger Ihrke, seconded by Jeff Swanson – motion carried.***

Roll Call Vote:

| Member | Aye | Nay | Abstain | Absent |
|----------------|-----|-----|---------|--------|
| Ashmore | | | | x |
| Calvin | x | | | |
| Carlson | x | | | |
| Cline | x | | | |
| Fisher | x | | | |
| Frank | | | | x |
| Greensweig | x | | | |
| Ihrke | x | | | |
| Loveland | x | | | |
| Rosendahl/Dahm | x | | | |
| Slavik | x | | | |
| Smith Thill | x | | | |
| Swanson | x | | | |
| Walsh | x | | | |
| Wood | x | | | |

Motion passed by majority vote.

Public Comment – None

Motion by Jim Fisher for adjournment, second by Rick Loveland-motioned carried.

The meeting adjourned at 3:29 PM.

Respectfully Submitted,

Nancy Franke Wilson
Barbara Tuccitto Warren