

MINNESOTA BOARD OF FIREFIGHTER TRAINING AND EDUCATION
MEETING MINUTES OF SEPTEMBER 15, 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		A	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
P	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
A	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		
MN Professional Fire Fighters (MPFF) • MN State Fire Chiefs Association (MSFCA) MN State Fire Department Association (MSFDA)								

CALL TO ORDER – MARV CALVIN

- Meeting was called to order at 12:32 PM
- Request for additional agendas – there were none

APPROVAL OF THE JUNE 16, 2009 MEETING NOTES

- Marv Calvin called for approval of the June 16, 2009 board meeting minutes.
 - Corrections to meeting minutes noted:
 - Natasha Carlson and Amanda Wood cities are reversed.
 - Jerry Rosendahl was marked absent but Bob Dahm was in attendance serving as his alternate.

Motion by Rick Loveland to approve the September 15, 2009 meeting minutes, second by Judy Thill – motion carried.

OFFICERS REPORTS

- Chairperson, Marv Calvin
 - Marv announced that he will not be running for chair again. He stated that it is in the best interest of the board to look for a new chair.
 - Marv said it has been a challenging couple of months as witnessed by the letter that he forwarded to Board members from the Commissioner.
 - We are of the opinion that the issues are resolved and we most certainly want to move on.

- Marv reinforced the importance of Board members keeping their respective organizations informed on board activities and the respective organizations need to communicate with you on what they need or have questions about.
- **Vice Chair, Dan Greensweig - No Report**
- **Treasurer, Barbara Frank**
 - A budget summary was created to simplify the reporting of the financial statements.
 - FY2009 budget in review:
 - Total budget under by \$25,791.11
 - Board under by \$10,319.38
 - ED's contract under by \$15,431.73
 - Barbara Frank reported on the status of the reimbursement budget.
 - The unspent funds are due to reimbursements not yet completed or a few that will not be collecting funds for miscellaneous reasons.
 - Jerry Rosendahl explained that the FY2009 carry-over funds flow into the FY 2010 budget but cannot be used.
 - Barbara Tuccitto Warren will follow-up on the carry-over funds and will get back to the Board on the findings.

Motion by Rick Loveland to approve the FY2009 and FY2010 financial report, motion second by Kelli Slavik – motion carried.

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

CORRESPONDENCE

- **Letter from the Commissioner**
 - Marv Calvin directed the Board to the Commissioner's letter in their packet. Marv, Dan Greensweig and Barbara Tuccitto Warren met with signers of the letter, Dan Winkel, MSFDA, Bob Brown, MSFCA and Jerry Rosendahl, representing the Commissioner's office. Not in attendance was Tom Thornberg, MPFF.
 - A number of documents were prepared and distributed for the meeting, which are in the Board packets. Marv asked Board members to specifically look at the State Board Comparison Grid, which clearly delineates the expenses of the POST Board, the Private Detective Board and the EMSRB. This information demonstrates that the MBFTE's operating expenses are significantly less than the State Boards referred to in the Commissioner's letter.
 - Barbara Tuccitto Warren noted that the information stated on the grid was taken from each agency profile taken from the MN Management and Budget website <http://www.mmb.state.mn.us>.

REPORTS

- **Executive Directors Work Report Update**
 - Barbara Tuccitto Warren reviewed the highlights of the work plan. Many items on the work plan will be discussed throughout the agenda of the meeting.
 - An administrative assistant was hired through a temporary employment service.
 - The ED's are writing a standard operating procedure manual for office procedures and programs including; reimbursement and qualified instructors.
 - Jerry Rosendahl complimented the detailed Profit and Loss report that breaks down the ED's time and how it is spent. He felt that this was very helpful to see where we need more time or less time.
- **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 reviewed the legislative work plan that was distributed.

- Nancy Franke Wilson explained that ED's would like to meet with the MN Institute of Public Health (MIPH) on a possible collaboration for the I'll Walk Through Fire Campaign. MIPH is a nonprofit that could act as the fiscal agent and has the resources statewide to make the contacts that would be beneficial to the campaign.
- Members agreed that the Executive Committee should work with the ED's on the plans to work with MIPH.
- **Training Committee**
 - Rick Loveland reported that the October 7th meeting will be focused on the live burn RFP and will be held at the Pequot Lakes Fire Department.
 - The November meeting will focus on instructor's qualifications, audits and reimbursements and will be held prior to the Board meeting in Elk River.
 - A list of instructors is in the process of being established with the purpose of providing accessibility to the list with the capabilities to search for an instructor by course, name or geographical area.
 - An email has been sent or a letter has been mailed to instructors with a supplement to complete on courses they are qualified to teach.
 - Rick asked if we need a special meeting for reimbursement. That will be discussed under new business.
 - There was much discussion about qualified instructors; what we plan to do to increase the and the development of an audit system. Changes must be made prior to the next RFR and the training committee will address those items in the upcoming months.

UNFINISHED BUSINESS

- **Thomas Moore Foundation Funds**
Barbara Tuccitto Warren stated that the grant funds which the Board received several years ago from the Thomas Moore Foundation are to be used for grant writing. She has learned from DPS that the funds are in a separate account that is not part of the operating budget. The ED's would like to use the funds to write grants for MBFTE. A motion and resolution is needed to move forward.

Resolution 2009 – 09.1

Resolution made to allow Tuccitto Warren Associates, LLC access to grant funds from the Thomas Moore Foundation for grant writing services not to exceed \$5,000.

Motion by Kelli Slavik and second by Dan Greensweig – motion carried

Roll call vote dated this day the 15th of September 2009

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			

- **Licensing**

- Dan Greensweig addressed the issues of legislation and how this Board will run as a licensing board.
- If there are any legislative issues that need to be addressed in the upcoming session, we have a couple months before we need to get the bills to the legislature.
- To begin, it will require setting up a standing committee comprised of Board members who will initially oversee the development process and further down the timeline work on other matters.
- Dan Greensweig has been asked by Chair Calvin to chair that new committee. Dan realizes that this is a potentially a political issue and wants to be assured that his chairing the committee would not be a problem for anyone. There were no comments or questions.
- Jerry Rosendahl asked what the purpose of the new committee was; legislative changes and/or develop licensing. Response to the questions was all of the items he asked about.
- Dan Greensweig asked Board members who would be interested in serving on the committee. The new committee members are Judy Smith Thill, Dan Cline Matt Ashmore and Dan Greensweig.
- The committee will discuss at their first meeting who should serve in advisory role and what the role will look like.
- Dan Greensweig would like to provide the Board an update at the next Board meeting.
- Marv Calvin asked for Board input on the following issue. We need to give direction to the ED's to move forward with licensing. I would like permission for the ED's to work on licensing. The dollar amount under the current contract does not change; the work on licensing will be completed under number seven on the task list.
- Jerry Rosendahl asked if live burn could be included in the motion. Marv Calvin asked for each item to have a separate motion.

Motion made by Rick Loveland to authorize the Executive Directors to begin working on licensing under the current contract, category number seven on the task list, motion second by Barbara Frank --motion carried.

Motion made by Roger Ihrke to authorize the Executive Directors to begin working on the live burn RFP under the current contract, category number seven on the task list, motion second by Barbara Frank --motion carried.

NEW BUSINESS

- **Fire Service Advisory Committee Meeting**

- Marv Calvin reported to the Board that the ED's made a presentation to the Minnesota Fire Service Advisory Committee (FSAC) on MBFT and did an excellent job.
- FSAC members discussed the \$4.5 million dollars in the Fire Safety Account.
- The funds would go toward the Fire Marshal's Office, MBFTE and Special Regional Response Teams.

- **Certification Board Seat**

Due to the conflict of interest with licensing, MBFTE's Attorney General advised that MBFTE to relinquish their Certification Board seat.

Motion made by Dan Greensweig for MBFTE to relinquish the Certification Board seat as counseled by the Attorney General's Office, motion second by Kelli Slavik --motion carried

- **Expiring 2010 Board Terms**

- Barbara Tuccitto Warren notified the Board members whose terms are expiring in January 2010.
- The Board members are Kelli Slavik, Jeff Swanson, Dan Greensweig and Natasha Carlson.
- Dan Greensweig has been in touch with John Hultquist who would like the Board members to contact him in October with their intentions.
- Barbara Tuccitto Warren emailed the protocol to the four Board members and asked them to communicate with her their intentions.

- **Executive Committee Member At Large Position**

- Marv Calvin said the Executive Committee currently has an even number of members serving. When the Operating Procedures were revised the Board approved adding an at-large member.
 - The discussion took place as to if the seat was appointed or elected. It was clarified that according to the Operating Procedures it was an elected position.
 - It was agreed that the position will be elected in January with the other slate of officers.
- **Data Request Policy and Form**
Nancy Franke Wilson reviewed the Data Request Policy and Form. Marv Calvin asked for a change of no cost for under 25 copies to include a fee. Nancy will research the required fee and make the changes as appropriate.

Resolution 2009 – 09.2

Resolution made to adopt Data Practices Policy and Request Form including fee charge for copies in accordance to Data Practices Statute 13.03.

Motion by Rick Loveland and second by Barbara Frank – motion carried

Roll call vote dated this day the 15th of September 2009

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			

- **Procedure for Public Information Request**
Marv Calvin is asking for a motion to have the ED’s administratively handle the public information request forms rather than have it go to the Board.

Motion moved by Rick Loveland to allow the Executive Directors to administratively handle public information requests, motion second by Kelli Slavik–motion carried.

Resolution 2009 – 09.3

Resolution made to adopt the Data Practices Policy as the official procedure for public information requests regarding the MBFTE.

Motion by Kelli Slavik and second by Dan Greensweig – motion carried

Roll call vote dated this day the 15th of September 2009

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			

- **Setting the Board Meeting Schedule**

New meeting dates are proposed for the Board meeting calendar at align with the Operating Procedures and fiscal year.

- The next Board meeting is scheduled for November 17, 2009.
- The next Executive Committee meeting is scheduled for October 13, 2009.
- The schedule will be updated on the website and an email will be sent to Board members.

Motion moved by Kelli Slavik to adjust the Executive Committee and Board Meeting Schedule, motion second by Dan Greensweig - motion carried

- **Public Comment** – None

- **Adjournment**

Motion for adjournment moved by Kelli Slavik, second by Dan Greensweig-motioned carried.

The meeting adjourned at 2:00 PM.

Respectfully Submitted,

Barbara Tuccitto Warren

Nancy Franke Wilson