

## MINNESOTA BOARD OF FIREFIGHTER TRAINING AND EDUCATION

### MEETING MINUTES OF NOVEMBER 17, 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

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

#### CALL TO ORDER – MARV CALVIN

- Meeting was called to order at 12:35 PM
  - Request for additional agendas – there were none

#### APPROVAL OF THE JUNE 16, 2009 MEETING NOTES

- Marv Calvin called for approval of the September 15, 2009 board meeting minutes.

*Motion by Jim Fisher to approve the September 15, 2009 meeting minutes, second by Rick Loveland – motion carried.*

#### OFFICERS REPORTS

- **Chairperson, Marv Calvin**  
The majority of reimbursement applicants completed the applications correctly. We would like to have Board representation at regional meetings, so if you are able, please assist with attending your regional meeting. We are pleased to say that it was a successful round of applications.
- **Vice Chair, Dan Greensweig** - No Report

- **Treasurer, Barbara Frank**
  - Barbara Frank reviewed the budget summary:
    - FY 2009 Reimbursement budget
      - Expended: 754,261.00, which is 89.6% to budget
      - Encumbered: \$74,714.52
      - Unspent: \$9,653.48
      - At this point the encumbered funds and the unspent funds total \$84,368 and will be carried over to the next fiscal year. The funds will need to be appropriated by the legislature for use.
    - FY 2010 Operating Budget
      - Board: Actual \$2, 177.21, which is .073% to budget
      - ED: Actual \$48,844.72, which is 22.7 % to budget
      - Total: \$51,021.93/% to budget .036
    - Barbara Tuccitto Warren stated that a transaction detail is available and at anytime a Board has a question regarding the financials they may contact her.

*Motion by Rick Loveland to approve the FY2009 and FY2010 financial report, motion second by Jim Fisher – motion carried.*

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

CORRESPONDENCE – None

## REPORTS

- **Executive Directors Report**
  - Barbara Tuccitto Warren stated that the ED’s report will come through the committee reports.
- **Executive Committee**
  - Marv Calvin said that the Executive Committee meeting is held in St. Cloud. There were a number of issues discussed.
    - A goal is to get the financials in a reader friendly format with information that would be productive for everyone to see.
    - Easy to understand documents are very important and allows us to be as transparent as possible.
    - The ED’s wrote and submitted an application for the Fire Prevention Grant. Marv wanted to be sure the Board was aware of the grant writing services. The Board previously approved the ED’s to write grants with fees not exceeding \$5,000. The fees for grant writing are \$1,500, which will come from the Thomas Moore Foundation grant that MBFTE received specifically for grant writing.
    - Marv stated it was beneficial that we exhibited at the MSFCA conference. He thanked Rick, Loveland, Natasha Carlson and Jim Fisher who assisted the ED’s with staffing the booth.
- **Legislative Committee** - No report
- **Licensing Committee**
  - Dan reported that the committee met on October 7, 2009.
    - Before we met as a committee, Dan and the Executive Directors met with Brian Rice and Tom Thornberg. The purpose of the meeting was to ensure that there were no issues as we move forward. It was a good meeting.
    - The committee met and there was consensus that licensing is a relatively serious issue because it affects people’s livelihood. We want to ensure that there is an open process.
    - The committee agreed to approach this issue by holding informal meetings with the intent to keep the fire service organizations informed in a general way, as well to keep the lines of communication open to ensure we are aware of issues as they arise and talk over the issues with the respective parties.
    - The Executive Directors will meet with key groups and Senator Rice and Representative Joe Aitkin.

- Bernie Johnson from the Attorney General's Office attended the meeting to clarify many issues. He walked through some options for terminating licensing due to a felony conviction. Procedures will be developed to address revocation.
  - Bernie stated that we are going to be more similar to the POST Board, because we are going to be doing much of the same things.
  - We will also have to consider what type of information we collect and how background checks will be handled.
  - Judy Smith Thill added that Chief Officers, fulltime deputy Chiefs are also required to be licensed. Licensing is not just for the large, fulltime departments.
  - The issue of how the legislation is written was raised by Brian Rice; it appears that full time inspectors would be included. MPFF's intent is to have the legislature clarify who is required to be licensed.
  - We asked Bernie about whether or not we need rule making authority. He suggested we hold off going to the legislature; waiting until we see how the process goes before we go.
  - The committee is working on a budget draft for FY 2011. At this time, the range of the budget is \$120,000 – \$140,000, which aligns with the first year's fiscal note.
- **Training Committee**
    - Rick Loveland reported that the committee has had two meetings. During the meeting on October 7<sup>th</sup> in Pequot Lakes live burn was discussed. It is on the agenda for the next committee meeting when we will make final approval of the RFP and bring forth to the Executive Committee and then the Board.
      - Rick discussed the Qualified Instructor Data Release and Disclosure Form. This form will be sent to the qualified instructor list we currently have compiled. If any instructor fails to sign and return it to MBFTE, they will be removed from the list.
      - We will start inviting fire instructors to our meetings to listen and discuss qualifications and issues with instructors prior to making changes. We will begin in January with private/independents and MnScu.
      - The new committee meeting schedule will be first Thursday of the odd months in Pequot Lakes and at 10:00 in the MBFTE conference room on the day of our Board meetings.
      - Qualified Instructor List Audit Process
        1. Check FF1, FF2 and Instructor 1 certified or equivalent experience
        2. Federal level training class instructors must have the train the trainer certificate supporting documents.
        3. Data practices form must be signed
        4. Deadline for submitting information. If deadline is missed instructor is off the list.

*Motion by Jeff Swanson to approve the Qualified Instructor Data Release Form under the condition that if there are no substantial changes made by the Attorney General's Office, the motion will move forward, second by Jim Fisher– motion carried.*

UNFINISHED BUSINESS – None

NEW BUSINESS

- 2009 REIMBURSEMENT AWARD
  - Nancy Franke Wilson distributed the RFR Program Summary.
  - Barbara Frank suggested that a process be developed to ensure the entire \$1.18 million is awarded. The Executive Directors will work with DPS on a plan and report on that plan at the next meeting.
  - Barbara Frank suggested to award more money than we actually have appropriated, since we have funds left over from the first round of funding.
  - Board members will be mailed copies of the spreadsheet of the RFR applicants for their review.

**Resolution 2009 – 11.1**

**Resolution:** Authorize Executive Directors to reimburse up to the budgeted amount of \$1,180,000 using the eligible expenses as outlined in the Request for Reimbursement. They will fund every applicant, awarding no more than \$7,000 until they have met \$1,180,000 in total awards. The approval is contingent that upon the provision that no Board member objects to the awards, calling for a meeting by November 27, 2009.

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

Roll call vote dated this day the 17<sup>th</sup> of November 2009

<b>Board Member</b>	<b>Detroit Lakes</b>	<b>Hibbing</b>	<b>Moorhead</b>	<b>Pequot Lakes</b>	<b>Grand Rapids</b>	<b>Dover</b>	<b>Plymouth</b>	<b>Willmar</b>	<b>Inver Grove Heights</b>	<b>McDavitt</b>	<b>Centennial</b>
<b>Matt Ashmore</b>	Aye	<b>Abstain</b>	Aye	Aye	Aye	Aye	Aye	Aye	Aye	Aye	Aye
<b>Marv Calvin</b>	Aye	Aye	Aye	Aye	Aye	Aye	Aye	<b>Abstain</b>	Aye	Aye	Aye
<b>Natasha Carlson</b>	Aye	Aye	Aye	<b>Abstain</b>	Aye	Aye	Aye	Aye	Aye	Aye	Aye
<b>Dan Cline</b>	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent
<b>Jim Fisher</b>	Aye	Aye	Aye	Aye	Aye	Aye	Aye	Aye	Aye	<b>Abstain</b>	Aye
<b>Barbara Frank</b>	Aye	Aye	Aye	Aye	Aye	Aye	Aye	Aye	Aye	Aye	Aye
<b>Dan Greensweig</b>	Aye	Aye	Aye	Aye	Aye	Aye	Aye	Aye	Aye	Aye	<b>Abstain</b>
<b>Roger</b>	Aye	Aye	Aye	Aye	Aye	<b>Abstain</b>	Aye	Aye	Aye	Aye	Aye
<b>Rick Loveland</b>	Aye	Aye	<b>Abstain</b>	Aye	Aye	Aye	Aye	Aye	Aye	Aye	Aye
<b>Jerry Rosendahl</b>	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent
<b>Kelli Slavik</b>	Aye	Aye	Aye	Aye	Aye	Aye	<b>Abstain</b>	Aye	Aye	Aye	Aye
<b>Jeff Swanson</b>	<b>Abstain</b>	Aye	Aye	Aye	Aye	Aye	Aye	Aye	Aye	Aye	Aye
<b>Judy Smith Thill</b>	Aye	Aye	Aye	Aye	Aye	Aye	Aye	Aye	Aye	Aye	Aye
<b>Troy Walsh</b>	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent
<b>Amanda Wood</b>	Aye	Aye	Aye	Aye	<b>Abstain</b>	Aye	Aye	Aye	Aye	Aye	Aye

- **2010 MSFCA/MNFAC Legislative Initiatives**
  - Board members discussed the fourth item on the list.
    - “Training Board Name changed to include Licensure and add additional chiefs and MPFF members. With significant funding now occurring, effort to balance the interest of MSFDA (which has 5 and MPFF and MSFCA which has two members each.)”
    - Training Board Name – Board members agreed that for now the name will remain the same.
    - Board composition – Board members discussed and decided that each individual organization could pursue this matter. MBFTE will decline involvement at this time.
- **Certification Board Request**
  - Barbara Tuccitto Warren shared that when speaking with Nyle Zikmond that he expressed an interest in having the Certification Board as a regular agenda item at the MBFTE Board meetings. As well, Nyle stated that even though MBFTE no longer holds a seat on the Certification Board, he would like MBFTE to attend the Cert Board meetings and provide an update.
  - MBFTE Board members discussed that all MBFTE meetings are open meetings.
  - If a specific group has an idea or matter relative to education and training, that group will be asked to work through the respective MBFTE committee or work group.
  - Rick Loveland said that a request such as the Certification Board has made demonstrates why the vendor meeting the Training Committee is planning to hold are important.
  - Board members were in agreement that MBFTE will attend one Certification Board meeting per year at the Blaine location.
- **Regional meetings**
  - Barbara Tuccitto Warren distributed the Regional Meeting schedule explaining that the Executive Committee is recommending that the Board members attend their respective Regional Meetings to provide the update on behalf of MBFTE.
  - Barbara will continue to confirm meeting dates and to be in communication with Board members.
  - The ED’s will be developing a communication kit for Board members, but at this time will continue to provide talking points after each Board meeting.
  - Presently there are few meetings that do not have representation. Barbara will work with the Board members to have representation at all meetings.
- **Teleconferencing**
  - Dan Greensweig discussed the change to the Open Meeting Law that allows teleconferencing.
  - He asked if anyone is interested; either the groups or the full Board.
  - Rick asked about the teleconferencing rules in terms of giving the call-in number information.
  - Visitors to the teleconference will have to attend the meeting at the public location.
  - Dan will put together protocol with the ED’s if members are interested in learning more.

**Public Comment** - None

The session was adjourned at 2:35 p.m.  
 Respectfully Submitted,  
 Barbara Tuccitto Warren  
 Nancy Franke Wilson