

MINNESOTA BOARD OF FIREFIGHTER TRAINING AND EDUCATION
MEETING MINUTES OF OCTOBER 19, 2010, ELK RIVER, MN

The Minnesota Firefighter Training and Education Board (MBFTE) was called to order at 12:40 PM in Elk River, MN by Chair, Rick Loveland. New board members were welcomed and introductions took place.

P	Marvin Calvin MSFCA	Willmar	2013		A	Jeff Swanson MSFCA	Detroit Lakes	2014
A	Barbara Frank Treasurer Public Member	Danube	2011		P	Jerry Rosendahl Dept of Public Safety	St Paul	N/A
P	Richard Loveland Chair MPFF	Moorhead	2012		P	Troy Walsh MSFDA	Victoria	2012
P	Matthew Ashmore Executive Committee Member at Large MPFF	Hibbing	2011		A	Natasha Carlson MSFDA	Pequot Lakes	2014
P	Jim Fisher Vice Chair Association of Townships	Zim	2013		A	Amanda Wood MSFDA	Grand Rapids	2013
A	Kelli Slavik League of Cities	Plymouth	2014		A	Dan Cline MSFDA	North Mankato	2012
A	Judy Smith Thill Secretary MSFDA	Inver Grove Heights	2012		A	Roger Ihrke League of Cities	Dover	2011
P	Eric Hedtke Association of Townships	St. Michael	2014					
P	Barbara Tuccitto Warren Executive Director				P	Nancy Franke Wilson Executive Director		
Guests: Dan Winkel, MSFDA, Tom Kriske, Hibbing Fire Department, Dave Schliek, MN Fire State Certification Board, Nyle Zikmund, MN Fire State Certification Board								
MN Professional Fire Fighters (MPFF) • MN State Fire Chiefs Association (MSFCA) MN State Fire Department Association (MSFDA)								

1. Call to order- Chair Rick Loveland
 - A quorum was not present for the meeting.
 - Attendance intent as of Friday, October 15, 2010 stated 11 board members were intending on attending the board meeting.
 - With a quorum not present, the board was informed that items would be discussed, but board action could not be taken.
 - A Special Meeting will be called in early November to finish priority items.
2. Introductions
3. Approval of July 20, 2010 Meeting Minutes
 - **Board action required**
4. Officers Reports
 - Chair – no report

- Vice Chair – no report
- Treasurer – Report given by Barbara Tuccitto Warren
 - The board packet contained two financial reports.
 - The first report was for FY 2010 year-end budget, which showed that 84% of the total operating budget was expended. The remaining unspent balance is \$31K.
 - This is the second year the expenses have come significantly under budget.
 - The fact that the budget is under two years in a row demonstrates excellent fiscal management.
 - It is too soon to project FY 2011 year's budget outcome.
 - No third round reimbursements have been paid to date.
 - In FY2010 69% of the reimbursement funds in round two were expended.
 - Barbara Tuccitto Warren spoke with Frank Ahrens about the laws regarding the carry over funds.
 - The carryover of \$330K in reimbursement funds and the remaining balance of \$31K from last year's operating budget must be approved to carrying over. **Board action required**
 - Barbara Tuccitto Warren distributed a revised FY2011 operating budget, proposing to postpone hiring a compliance examiner and to take those funds and spread through the budget. **Board action required**
- Risk Insurance
 - Barbara Tuccitto Warren passed out bids from the Dept of Administration showing general liability risk insurance and public official insurance.
 - General liability annual cost would be \$66 with \$1,000 deductible per incident.
 - Public Official's insurance annual cost would be \$500 with no deductible. **Board action required**
- Secretary – no report

5. Correspondence

- Certification Board – Rick Loveland
 - A letter from Dave Schliek, chair of the Certification Board was distributed to the board members.
 - The main purpose of the letter was regarding the IFSAC appointment.
 - Rick explained that MBFTE has been directed by the board's Attorney General and Betsy Hayes from the Dept of Administration, who said that MBFTE should not meet with potential vendors in regard to contracts prior to the release of the RFP.
- MSFCA – Rick Loveland
 - There was an editorial in the MSFCA magazine that was viewed by several board members and found to be offensive to MBFTE.
 - Several board members contacted Tom Brace expressing their feelings about his editorial.
 - Tom Brace contacted the ED's requesting to speak to them, which took place on a conference call.
 - Jerry Rosendahl also spoke to Tom Brace about his discontent with the editorial.

6. Reports

- Executive Directors – no report
- Executive Committee – Rick Loveland
 - Rick discussed the proposal of giving the EC more decision making power during the months when the Board doesn't meet.
 - Eric stated that he would support giving the EC the power on specific issues rather general power. Jerry Rosendahl made the point that the Chair may give the EC additional responsibility on an emergency basis as defined by the Chair.

- Legislative Committee – no report
- Licensure Committee
 - Web programmer selection has been completed and a contract was extended to the company; Integration Architects. Details of the timing and contract will be coordinated with the State’s contract coordinator.
 - Licensing Coordinator position description has been approved at a State Program Administrator level. The target date for the position to begin is in the middle to late November. The approval process for all the signatures is taking place at this time. The position will then be posted. Eric Hedtke and Judy Smith Thill will be conducting the interviews.
 - The sole source documents for the IFSAC appointment have been prepared and will be sent to the Dept of Administration by the end of the week.
- Training Committee – Rick Loveland
 - **Recommendation:** The approval to release the live burn RFP. **Board action required**
 - **Recommendation:** The award amounts from previous and closed out RFR rounds will be given to individuals on request-only basis. **Board action required**
 - **Recommendation:** Each fire department requesting the MBFTE to reimburse first responder or EMS courses will be directed to speak to their EMSRB designated regional EMS organization to ask them for the funding. When a fire department makes such a request, we ask each of the requestors if their departments are FF1 and FF2 certified. If not, then having the MBFTE pay for EMS is not reasonable, as basic training has been the board’s goal. **Board action required**
 - The committee discussed a method for reimbursing training at conferences as well as a format for how to submit training classes to be reimbursable.
 - There was a discussion about paying for first responder.
 - Marv Calvin said he had no problem reimbursing fire based first responder.
 - Rick Loveland mentioned that departments that run ALS calls and receive fees for that service can use the funds for reimbursing first responder training.
 - More discussion took place around the notion that the MBFTE did not want to get into looking at departments’ budgets.
 - Marv Calvin stated that the priority should be the fire based EMS. He said a fifth tear could be added to the RFR and each department could provide justification as to why the MBFTE should reimburse that class.
 - Matt Ashmore recommended that the committee discuss this and bring it back to the next board meeting.
 - He also mentioned that that the EMS regions have money for EMS training and the MBFTE has money for fire training.
 - MBFTE would be held accountable to those departments that do not have EMS asking why the fire training money is spent on EMS.
 - Marv Calvin said a paramedic training is \$10K in his area.
 - Matt Ashmore said that he would like to see fire departments be FF1 and FF2 certified before MBFTE considers reimbursing first responder.
 - Jerry Rosendahl said that the MSFCA was putting a letter together to the MBFTE requesting first responder reimbursement, but to date MBFTE has not received such a letter.
 - Jerry Rosendahl brought up the issue of vouchers at \$200 per firefighter.
 - Marv Calvin suggested we give the voucher system a try.
 - Jerry Rosendahl mentioned that he would like to receive all of the committee minutes; therefore the decision was made to send minutes out to all Board members after the

minutes are approved by each committee chair.

- Human Resources Committee – Rick Loveland
 - The committee met on October 18, 2010 to discuss how to move forward with the FY2011 Executive Director’s position.
 - The committee concluded it would be most advantageous to contract the position and is recommending to the board to so do.
 - As was done when the current business was contracted, the board chair will work with Frank Ahrens, Betsy Hayes, and HR at the Dept of Public Safety to move forward with the process once the recommendation it is formerly approved by the board. **Board action required**

7. Unfinished Business

- Communication Tool Kit – Nancy Franke Wilson
 - The toolkit, business cards and brochure were completed and passed out to members present.
 - Items will be available at the MSFCA conference this week and given to all board members to assist them when they are at meetings representing MBFTE.

8. New Business

- Fire Service Advisory Committee Meeting – Rick Loveland
 - Jim Fisher, Barbara Tuccitto Warren and Rick Loveland attended the meeting on October 14, 2010. The purpose of the meeting was to discuss the FSA budget and to make recommendations to the Commissioner of Public Safety. The proposal was made and accepted by the committee to allocate \$4 million to the MBFTE.
- Delegation of Authority – Rick Loveland
 - Currently, the way the Delegation of Authority was stated in the motion in 2009, the outgoing chair still has the Delegation of Authority.
 - The recommendation for the motion would be to state “the chair” rather than name the person.
 - Eric Hedtke confirmed that it would be better than naming the individual.
 - The lease has been drawn-up, and needing to be signed; which can only happen with approved by the board. **Board action required**
 - Jerry Rosendahl brought up the issue of whether or not we need an office.
 - Eric Hedtke mentioned that we need to have an office for a central location for licensing.
 - Barbara Tuccitto Warren pointed out that at the Strategic Planning Session; the matter of keeping the office was discussed and agreed by board members. At the July board meeting, a Resolution was stated and a motion passed to support moving forward with a lease agreement for one year with a one year option to renew.
- MSFCA Conference
 - Barbara Tuccitto Warren will be attending the conference on Thursday and Nanci Libor will be there on Friday.
- Appointment of Eric Hedtke as Licensing Committee Chair – **Board action required**
- Board Members Terms ending in January 2011
 - Matt Ashmore and Roger Ihrke are seeking reappointment.
 - Dane Cline and Barbara Frank are not seeking reappointment.
 - Marv Calvin said that John Hultquist has a list of people that may have an interest to serve on the board.

9. Public comment - none

10. Adjournment

Respectfully submitted,

Barbara Tuccitto Warren
Nancy Franke Wilson
Executive Director
November 1, 2010