

MINNESOTA BOARD OF FIREFIGHTER TRAINING AND EDUCATION

MEETING MINUTES OF JANUARY 18, 2011, ELK RIVER, MN

The Minnesota Firefighter Training and Education Board (MBFTE) was called to order at 12:35 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	2010
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 MPFF	Hibbing	2011		P	Natasha Carlson MSFDA	Pequot Lakes	2010
P	Jim Fisher Vice Chair Association of Townships	Zim	2013		P	Amanda MacDonell MSFDA	Grand Rapids	2013
P	Kelli Slavik League of Cities	Plymouth	2010		A	Dan Cline MSFDA	North Mankato	2012
P	Judy Smith Thill Secretary MSFDA	Inver Grove Heights	2012		P	Roger Ihrke League of Cities	Dover	2011
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)								

GUESTS: Dale Maschuga, Fire Inc. Andy MacDonell, Cohasset Fire Department, Bernie Vrona, MNSCU

1. Call to order/Rick Loveland
2. Introductions
3. Approval of October 19 and November 4, 2010 Meeting Minutes

Motion by Marv Calvin to approve the October 19, 2010 and November 4, 2010 meeting minutes, second by Jim Fisher – motion carried.

4. Officers Reports
 - Chair – Rick Loveland
 - No report

- Vice Chair – Jim Fischer
 - No report
- Treasurer – Barbara Frank (report given by Barbara Tuccitto Warren)
 - The Operating Budget has increased from \$245,000 to \$255,000 due to the addition of carry-over funds.
 - Reviewing the State’s report it shows two major changes:
 1. The original budget for equipment and software was \$20,000, but has been decreased to zero.
 2. A new category was added called State indirect costs with an expense of \$24,000. This is a fee charged to State boards for services.
 - Barbara has a call into Frank Ahrens to discuss this matter and to ask for him to reinstate the \$20,000, along with adding the \$31,000 carryover funds.
 - Budget Summary Report Through December 2010
 - 36.5% of the Operating Budget has been expended.
 - 4% of other Budget Items have been expended.
 - 2009 Reimbursement Funds of \$186,000 have been rolled into training reimbursement budget.
 - 7.6% of our total operating budget has been expended.
 - The profit and loss report shows in detail all income and expense categories year-to-date.

Motion by Amanda MacDonel to approve the FY2010 financial report, motion second by Matt Ashmore – motion carried.

- Secretary
 - No report
- 3. Correspondence
 - None
- 4. Reports
 - Executive Directors – Barbara Tuccitto Warren
 - The ED Report will take place throughout the committee reports.
 - Executive Committee – Rick Loveland/Jim Fisher
 - An RFP for the ED position will be written for the Professional Technical Services Contract.
 - Roger Ihrke, Marv Calvin and Rick Loveland will be writing the RFP and working with the State on posting and processing.
 - Legislative Committee – Rulemaking discussion. We had a lengthy discussion on whether or not we should pursue rulemaking.

Motion by Matt Ashmore to approve the Board to begin the legislative process to seek Rulemaking authority, motion second by Jim Fisher – all agreed motion carried.

- Licensure Committee – Eric Hedtke
 - There is a \$7.50 surcharge that is to be charged for each firefighter license, which is equal to 10% of the licensing fee.
 - Rick Loveland suggested that we absorb the 10% during the grandfathering period and begin charging it in State Fiscal Year 2013 beginning July 1, 2011.

Motions made by Marv Calvin to begin charging the surcharge for licensing on July 1, 2011 and reimburse any unforeseen cost as a result of licensing, motion second by Amanda MacDonel – all agreed motion carried.

- IFSAC RFP – Nancy Franke Wilson
 - The RFP will be posted on the State Register by the end of January.
- Training Committee – Amanda MacDonel
 - Live Burn RFP will be posted in the 60 days on the State Registry.
 - The next RFR process will be the agenda item at the March meeting.
 - Guests at the meeting were Bernie Vrona with MNSCU who spoke about online training and Tom McDonough, St. Paul Fire Department who spoke to the committee about the allocations of funds for reimbursements.
- 5. Unfinished Business
 - Regional Meetings – Barbara Tuccitto Warren
 - A protocol was presented to board members to clarify and guide each prior to and when attendance at the Regional meeting.
 - It was agreed that the important step in the process is to ensure MBFTE is an agenda item for each meeting and a report is given.
 - The protocol addresses the process on how to ensure meetings receive a MBFTE report.
- 6. New Business
 - Annual Planning Session – Barbara Tuccitto Warren
 - The ED's recommend to hold the session after the legislative session has ended, so we can learn of the future budget.
 - Board members agreed on a date for the session, Wednesday, May 18th from 9:00 am to 4:00 pm at the Elk River City Hall.
 - Board members also agreed that they would like to bring back Gary Wingrove to facilitate.
 - The ED's will contact Gary regarding his interest and availability.
 - Board Terms – Barbara Tuccitto Warren
 - Barbara Frank and Dan Cline are not seeking reappointment.
 - Jeff Swanson retired from the fire department on January 1, 2011 and submitted his resignation from the Board.
 - All have agreed to remain on until June 30th, 2011 or until the appointment is filled.
 - Operating procedures correction in the first paragraph under Officers to say “terms” rather than “years.”
 - Officer's Elections – Rick Loveland
 - Treasurer – Rick Loveland nominated Roger Ihrke

Motion made by Rick Loveland and second by Marv Calvin to elect Roger Ihrke as Treasurer. Marv Calvin motioned for a white ballot, second by Matt Ashmore – all agreed motion carried.

- Secretary - Rick Loveland nominated Natasha Carlson.

Motion made by Rick Loveland and second by Judy Smith Thill to elect Natasha Carlson as Secretary. Roger Ihrke motioned for a white ballot, second by Jerry Rosendahl – all agreed motion carried.

- At Large – Jim Fisher nominated Matt Ashmore.

Motion made by Jim Fisher and second by Kelli Slavik to re-elect Matt Ashmore to the At Large position. Judy Smith Thill motioned for a white ballot, second by Amanda MacDonel – all agreed motion carried.

- Other
 - Jerry Rosendahl reported that Minnesota Fire Associations Coalition (MNFAC) is intending to alter legislation to allow block grants to replace the current reimbursement program.
 - The discussion took place that the board and/or the ED's were not made aware of this intent.
 - A review of what had transpired in the past was provided. Bill Struzinski and Sherry Munyon attended a Board meeting to explain why and how the block grants would be beneficial to fire service as a whole.
 - At the time they presented this information, the Board had been advised by the State that the current legislation does not allow block grants.

7. Public comment

- Bernie Vrona thanked the training committee and the Board thanked him.

8. Adjournment – 1:50 pm

Respectfully submitted,
Barbara Tuccitto Warren
Nancy Franke Wilson
Executive Director
January 18, 2011