

**MINNESOTA BOARD OF FIREFIGHTER TRAINING AND EDUCATION**

**SPECIAL MEETING MINUTES OF MAY 24, 2011, ELK RIVER, MN**

The Minnesota Firefighter Training and Education Board (MBFTE) was called to order at 10:30 PM in Elk River, MN by Chair, Rick Loveland.

<b>P</b>	Marvin Calvin MSFCA	Willmar	2013		<b>P</b>	Chip Lohmiller MSFCA	Crow Wing	2014
<b>P</b>	Greg Withers Public Member	Coon Rapids	2015		<b>P</b>	Jerry Rosendahl Dept of Public Safety	St Paul	N/A
<b>P</b>	Richard Loveland Chair MPFF	Moorhead	2012		<b>A</b>	Troy Walsh MSFDA	Victoria	2012
<b>P</b>	Matthew Ashmore Executive Committee Member at Large MPFF	Hibbing	2015		<b>P</b>	Natasha Carlson MSFDA	Pequot Lakes	2014
<b>P</b>	Jim Fisher Vice Chair Association of Townships	Zim	2013		<b>P</b>	Amanda MacDonell MSFDA	Grand Rapids	2013
<b>A</b>	Kelli Slavik League of Cities	Plymouth	2014		<b>A</b>	Gary Stevens MSFDA	Hastings	2015
<b>P</b>	Sarah Larson MSFDA	Crystal	2012		<b>P</b>	Roger Ihrke League of Cities	Dover	2015
<b>P</b>	Eric Hedtke Association of Townships	St. Michael	2014					
<b>P</b>	Barbara Tuccitto Warren Executive Director				<b>P</b>	Nancy Franke Wilson Executive Director		

1. Call to order – Rick Loveland, Chair
2. Introductions and Welcome New Board Members
  - Sarah Larson – MSFDA
  - Gary Stevens – MSFDA
  - Greg Withers – Public Member
  - Chip Lohmiller - MSFCA
3. Approval of April 19, 2011 Meeting Minutes

***Motion by Marv Calvin to approve the April 19, 2011 meeting minutes; second by Jim Fisher – motion carried.***

4. Approval of the April 30, 2011 Financials

***Motion by Jerry Rosendahl to approve the April 30, 2011 financial report; second by Matt Ashmore – motion carried.***

5. HR Committee Report and Recommendation

Marv Calvin stated that the job was posted a second time in order to change the location of the job. The DPS decided to move the job to save money.

- The job was posted for 24 hours as per the DPS human resources policy.
- The DPS HR scored the candidates and the names of the candidates that met the minimum requirements were sent to the HR committee.
- The HR committee agreed upon a method of scoring.
- The entire committee worked together to determine interviewing questions.
- Using state law and public safety policy, five candidates were selected.
- Three candidates had phone interviews and two in person; all had the same questions prior to their interview time.
- One candidate missed one page of interview questions but later that person did receive the interview questions.
- The interview questions and scoring benchmarks were approved by the HR committee and forwarded to the Board chair.
- Referring to the report that was in your board packet, Jerry Rosendahl did not provide scoring or input; only input in regard in state employment contractual issues.
- One candidate had a question; no others did.
- Interviewers were Amanda MacDonell, Roger Ihrke and Marv Calvin.
- Bruce West was top candidate with a score of 82; the second candidate Carla Vita had a score of 54.

It is the recommendation to the Board by the HR committee to recommend Bruce West for the Executive Director position.

- Marv Calvin spoke with Mr. West about the issues on his background including lack of experience working with boards and lack of experience with greater Minnesota departments.
- The background check has been completed and Mr. West has passed all of them.
- Marv Calvin forwarded a motion that extends an employment offer to Bruce West between DPS and Bruce West. The salary, including benefits, is not to exceed \$96,000.00. Eric Hedtke made the motion and it was second by Matt Ashmore.
- Eric Hedtke brought up the question; in regard to DPS negotiating the ED salary, what authority does DPS have spending the MBFTE's money and to change the location of the office?
- Barbara Tuccitto Warren explained that there will not be any negotiations over salary because Bruce West is a state employee and his salary grade remains the same.

- Eric Hedtke brought up that it is on the agenda to discuss the ED position.
- Rick Loveland stated that we had been talking about hiring a state employee for some time.
- Jerry Rosendahl said that in regard to the salary negotiations, there are no negotiations involved. The position is a lateral move. It is a union position: MAPE. Jerry then said that the job description that the ED reports to the Board Chair.
- Eric Hedtke requested that we follow up to Marv's motion and then come back to the discussion about our relationship to DPS.
- Marv rescinded his motion.

**Resolution 1.05.11**

*Resolution made to extend an employment offer to Bruce West at his current salary and benefits of \$96,000 for the Executive Director's position.*

*Motion made by Eric Hedtke; seconded by Amanda MacDonell – motion carried.*

Roll call vote dated this day the 24<sup>th</sup> day of May 2011

<b>Member</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
<b>Ashmore</b>	<b>x</b>			
<b>Calvin</b>	<b>x</b>			
<b>Carlson</b>				<b>x</b>
<b>Fisher</b>	<b>x</b>			
<b>Hedtke</b>	<b>x</b>			
<b>Ihrke</b>	<b>x</b>			
<b>Larson</b>	<b>x</b>			
<b>Lohmiller</b>	<b>x</b>			
<b>Loveland</b>	<b>x</b>			
<b>MacDonell</b>	<b>x</b>			
<b>Rosendahl</b>	<b>x</b>			
<b>Slavik</b>	<b>x</b>			
<b>Stevens</b>				<b>x</b>
<b>Walsh</b>				<b>x</b>
<b>Withers</b>	<b>x</b>			

6. Unfinished Business

- Approval of the FY2012 Operating Budget

**Resolution 2.05.11**

*Resolution made to approval of the 2012 Operating Budget*

*Motion made by Roger Ihrke; second by Marv Calvin moved, Marv seconded.*

**Roll call vote dated this day the 24<sup>th</sup> day of May 2011**

<b>Member</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
<b>Ashmore</b>	<b>x</b>			
<b>Calvin</b>	<b>x</b>			
<b>Carlson</b>				<b>x</b>
<b>Fisher</b>	<b>x</b>			
<b>Hedtke</b>	<b>x</b>			
<b>Ihrke</b>	<b>x</b>			
<b>Larson</b>	<b>x</b>			
<b>Lohmiller</b>	<b>x</b>			
<b>Loveland</b>	<b>x</b>			
<b>MacDonell</b>	<b>x</b>			
<b>Rosendahl</b>	<b>x</b>			
<b>Slavik</b>				<b>x</b>
<b>Stevens</b>				<b>x</b>
<b>Walsh</b>				<b>x</b>
<b>Withers</b>	<b>x</b>			

Discussion of the relationship between DPS and the Board:

- Eric Hedtke said one of the questions he has is - why is the office moving?

- Jerry's Rosendahl understanding of the rationale is that it is on the monetary side. When the money comes out of the DPS there is some assumption/authority to manage budgets wisely. There is office space in St. Paul that would essentially be available at no cost. DPS feels they have a responsibility to provide support and oversight. He heard that was the reason.
- Eric Hedtke asked if the office would move July 1?
- Marv Calvin said DPS wanted it to go July 1. Marv said he spoke with Mark Carlson and explained that the relocation of the office would need to be decided by the board. He said that Mark understood that it was the board's decision.
- Marv said there is a 60 day out clause in the lease .
- Mark Carlson assured Marv that there would be no cost for office space at DPS.
- Sarah Larson asked why is the office was in Elk River.
- Marv explained that the intent of the board was to have the EDs work virtually, but it was a condition of the contract. He said he was told by Mary Foster of DPS that we had to have a physical location, but later DPS said they didn't require an office.
- Jerry Rosendahl asked Frank Ahrens about this; once it was in the RFP it had to be done.
- The Elk River location was selected because it was more central.
- It was Marv's opinion that there are more firefighters in greater Minnesota.
- Matt Ashmore asked if there is a guarantee with DPS to offer free office space and for how long will it be free?
- Eric Hedtke asked who made the decision for the board to agree with the State to relocate the office?
- Nancy commented that the location of the office is a moot point because the ED job description stated that the job is located in St. Paul. That person now cannot work in Elk River.
- Rick Loveland said we have a lease agreement and we have not agreed to move.
- Marv asked to have it on the board meeting agenda since we do not know any of these answers.
- Barbara Tuccitto Warren suggested that this matter be placed on the EC meeting agenda.
- Nancy Franke Wilson, Jerry Rosendahl and Barbara Tuccitto Warren all talked about the 30 day written notice and whether or not that had gone out to the unsuccessful candidates.
- After some discussion, Marv said that Mr. West will be starting on June 8<sup>th</sup>. There was more discussion and then Marv strongly reiterated that the start date was June 8; no question.
- Eric brought up the issue of who supervises the ED.
- Eric wants Mark Carlson to attend the EC meeting.
- Eric, Jerry and Rick all agree that we need someone from DPS to answer why they believe or if they believe DPS supervises our ED.
- Barbara spoke about how Jana received a call from DPS telling her that by August 1<sup>st</sup> her office would be moved to St. Paul. Barbara, Nancy and Rick knew nothing of this.
  - Barbara called and spoke to Mark Carlson; he said the matter was not handled right and was very apologetic.
  - Barbara said it needed to come from the ED's or the chair of the board.
  - Barbara asked if we could meet with him and a day later Barbara received an email stating that a meeting would not be happening and that the contract would end June 30<sup>th</sup>.
  - This is very disturbing to Jana, because she took a job in Elk River. She left a job in St. Paul to take this job in Elk River because she lives in Buffalo.
  - Roger said that we will need a place where records are maintained.

- Barbara shared how the EDs found out that their contract would not be extended; by an email from Mark Carlson, not the leadership of MBFTE
- Marv asked that the EDs get Bernie to say that we are an independent board and have it in writing.
- Greg Withers stated that the Bernie should clarify if DPS has statutory authority over MBFTE.
- Barbara said he has already done that at the last board meeting and now it is on the April 19<sup>th</sup> board minutes.
- Roger Ihrke suggested that we get DPS to tell us where their authority comes from.
- Matt Ashmore said he does not doubt that there is some shadiness and that we need to make sure that does not happen in the future. He would like to prevent a repeat of this situation.

- Approval of the FY2012 Meeting Schedule

Jerry Rosendahl made a motion to approve the proposed meeting schedule; Marv seconded the 2011 – 2012 meeting schedule. Discussion called for:

- Eric Hedtke asked if the board should meet every other month.
- Greg Withers agreed with Eric.
- Rick Loveland said he would be open to it for a while and then taper back.
- Barbara Tuccitto Warren recommended that for the first year of the new ED it is a really good idea to meet every other month.

***Motion amended by Jerry Rosendahl for the FY2012 Board meeting schedule to meet bimonthly the third Tuesday at 12:30 pm at the Elk River Fire Department; seconded by Marv Calvin - motion carried.***

6. Adjourned at 11:53 am.

Respectfully submitted,  
 Barbara Tuccitto Warren  
 Nancy Franke Wilson  
 Executive Director  
 June 6, 2011