

MINNESOTA BOARD OF FIREFIGHTER TRAINING AND EDUCATION
MEETING MINUTES OF SEPTEMBER 20, 2011, ELK RIVER, MN

The Minnesota Firefighter Training and Education Board (MBFTE) was called to order at 10:02 AM in Elk River, MN by Vice Chair, Jim Fisher.

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

1. Called to order by Jim Fisher, standing in for chair
2. Introductions – all members
3. Approval of Special Board Meeting minutes – 08.16.11 –

Motion by Amanda MacDonell to approve the August 16, 2011 special meeting minutes; second by Marv Calvin – motion carried.

4. Officers Reports:

Chair – Rick Loveland – no report

Vice Chair – Jim Fisher – no report

Treasurer – Roger Ihrke –

a. Reviewed FY 2012 financials, discussion followed

b. Motion to approve – Kelli Slavik; seconded by Troy Walsh, motion carried.

Secretary – vacant

5. Correspondence – none

6. Reports:

Executive Director (Bruce West)–

- Transition has gone very well; enjoying the executive director position, likes being face of the board, appreciates all help from board
 - o Has been attending county fire chiefs meetings; regional fire meetings; Southwest Regional was a well attended with Presentations from Southwest Chemical Assessment Team; MN Fire Service Memorial Foundation
- Working with DPS and the transition to St Paul has been very good
- Award letters out 09/01/11 as requested by the board
 - o Thanks to Roger Ihrke for his time making sure the financial numbers were in order and the training reimbursement amount was correct
 - o 790 letters/awards were sent to fire departments; Many departments are thanking board for the training reimbursement funds
- Bruce has advised departments to submit their Reimbursement process paperwork throughout the year instead of at the end of the fiscal year, so there's not a big influx of reimbursement requests at the end of June 2012

Executive Committee, Rick Loveland – no report

Legislative committee, Rick Loveland - no report

Licensure committee, Hedtke – absent; report from Licensing Coordinator, Jana Evans

- Database now to 4541
- Cards mailed out to 3900
- Mailing of license cards continuing
- Report detailing full-time firefighter numbers was handed out
- Discussion about requirements for license renewal
 - o A question was raised about firefighters who were “grandfathered” prior to June 30, 2011 and if they have to complete and be “certified firefighter 2” in order to renew their current license. A “grandfathered” firefighter does not have to have IFSAC Firefighter 2 certification to renew their license, but their fire chief must sign-off on verification of the 72 hours of continuing education on the license renewal application
- Jerry Rosendahl commended staff about info getting out to firefighters

- Rick added that the consistent message to firefighters is nice to have

Training Committee – Matt Ashmore, Chair

- Informal Solicitation went out and was posted in the State Registry on September 12, 2011; many changes were made to the Informal Solicitation by the training committee members;
 - o This is actually an informal solicitation, rather than an RFP, as the expense is less than \$50 thousand
- Informal Solicitations are due by 10/10/11 in to the MBFTE office in St Paul; The training committee will review all submitted proposals and provide a complete summary at the full board meeting on November 15, 2011
- Requests for a copy of the Informal Solicitation has been received and the information has been sent to 6 vendors
 - o Have received some questions back
 - o Curriculum must be developed and all work must be done by 06/30/12
- \$150k available for training, conferences

7. Unfinished business –

- a. Office move to St. Paul – update Bruce West
- b. Copy machine still in place in Elk River office; Bruce West has been in contact with Canon to see about getting it removed, the contract was cancelled effective August 31, 2011

8. New Business

Bruce West –

- a. Round 4 reimbursement award letters have gone out
Rick Loveland only got a few complaints about reimbursement amounts
Bruce West – 34 depts did not report/provide rosters
Jerry Rosendahl suggested the legislative committee might want to get this info out to people
 - o suggested reporting the fire safety account and publish that every dept received training dollars
 - maybe a news release that every fire dept is eligible for training dollars
 - o Bruce West will see about producing a report to send to legislative districts/legislators to publicize the monies awarded
 - Gary Stevens suggested a stack of letters is better than summary
 - Kelli Slavik suggested providing a summary with breakdown
 - “Here’s what they could have gotten...”
- b. Annual planning session facilitator discussion
Lt Colonel Matt Langer – MN State Patrol is avail on 11/15; The work session and board meeting is scheduled for 9 am till 3 pm at Elk River EOC training room(downstairs), 13073 Orono Parkway, Elk River

- c. Board appointments – secretary position
Appointed interim secretary – Marv Calvin volunteered and Chair Rick Loveland appointed him to fill the term until January 2012
- d. Requesting/suggesting additional hours for Jana
 - o She will be picking up other duties as assigned by the executive director (drafting of agendas, minutes, meeting coordination etc)
 - o Will be big help to Bruce West
 - o DPS will allow up to 30/hrs a week

Motion by Matt Ashmore, seconded by Jim Fisher – motion carried

- e. Telecommuting for MBFTE staff
 - o Issue being brought to board for info purposes/discussion
 - o Marv Calvin initially brought it forward to allow flexibility for the positions; increased productivity
 - o Recommended cell phone for licensing coordinator
 - Greg Withers objected to cell for budget purposes
 - Approved to adjust hours and telecommute with no cell phone
 - Jerry Rosendahl suggested having Scott Radke, DPS IT help set up Jana’s computer to get VoIP messages to state laptop instead of cell phone
- f. Compliance Examiner position
 - o Bruce West requesting board approval to move forward
 - Bruce West states an examiner is needed to provide oversight and education to fire departments; recommending 24 hrs week
 - He has contacted Neil Melton of POST Board and they are meeting to discuss the compliance examiner position at the POST Board
 - Examiner would travel around Minnesota to review documentation of classes/training records to compare with rosters of training classes
 - The examiner would also review fire service classes taught to “audit” curriculum for consistency around the state
 - o Discussion took place about the position;

Jerry Rosendahl made motion to table the discussion until after Bruce West meets with POST; seconded by Jim Fisher – motion carried

Other new business

Gary Stevens – reimbursement application procedure for Round 5

- Will it be discussed again? Will there be time to change procedure/application?
 - o Rick Loveland stated that it will be discussed at the January 17, 2012 board meeting; as it needs to be ready by July 2012

Matt Ashmore – will there be a legislative committee meeting?

- Are we going for rule making for licensing?
 - o It will be added to the agenda for the next licensing committee and also a potential topic at the November 15, 2011 board work session

Greg Withers – the 2012 training reimbursement application should be reviewed by the training committee for any additions needed

Marv Calvin – committee meeting dates should be sent to all members along with committee agenda's so that all board members are aware of dates, times and topics of discussion during the various committee meetings

9. Public comment

Bernie Vrona

- Agrees – the change in view of the organization from before is great; the board is seen in new light

- Conference – continue to think of needs/requirements of career firefighters; take it to next level to achieve parity with POST/police depts.

- Marketing – necessary;
 - o would recommend when adding positions - explain its' not just another way to bloat another state agency or become substantial;
 - o cautions about ruining the good will towards the organization

10. Adjournment

At 12:10 hours, Amanda MacDonell made the motion to adjourn; seconded by Matt Ashmore – motion carried