

**MINNESOTA BOARD OF FIREFIGHTER TRAINING AND EDUCATION**  
**MEETING MINUTES OF NOVEMBER 15, 2011, ELK RIVER, MN**

The Minnesota Board of Firefighter Training and Education (MBFTE) Board Meeting was called to order at 1:10 PM in Elk River, MN by Vice Chair, Jim Fisher.

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

1. Called to order by Vice Chair, Jim Fisher at 1:10 PM; Chair, Rick Loveland, took over upon arrival, at 1:11 PM.

2. Approval of September 20, 2011 Board meeting minutes

- A quorum was present

*Motion to approve the September 20, 2011 Board Meeting minutes made by Jim Fisher; seconded by Marv Calvin – motion carried*

3. Officers Reports

- Chair- Rick Loveland -

- Kudos to Bruce West for getting out and meeting with groups; helping the Fire Service to gain understanding of MBFTE

- Vice Chair- Jim Fisher – nothing to report at this time

- Treasurer- Roger Ihrke – absent; Executive Director Bruce West presented
  - FY2012 Financials –
    - Budget – the manager’s financial report
      - licensing report, the licensing coordinator’s salary was shown budgeted under FT, it should have actually been under PT; it has been corrected by DPS Fiscal, Larry Freund
    - Still issues with SWIFT – licensing revenue was \$340K - still not showing
      - Will hope to have revenue amounts showing in the future
- Interim Secretary- Marv Calvin – nothing to report at this time

4. Correspondence – MBFTE received a letter from the MN State Fire Chiefs Association (MSFCA) recommending classes that MBFTE should consider for grant reimbursement

#### 5. Reports -

Executive Director, Bruce West

- Round 4 reimbursement forms are coming in
  - encouraging department’s to use this money now, rather than waiting
  - DPS Fiscal has streamlined the process and Bruce provides some of the required information, which means that individual PO’s do not have to be issued for each department
- News release issued 11/9/11 by Office of Communications – Doug Neville
  - It provided information about the Reimbursement Grants to the 790 Fire Department’s in Minnesota for Round 4
  - Legislators can see the money is out there working for the local fire departments
  - Rick Loveland stated that the ABC affiliate in Moorhead talked to him about it
- Conference grant – good response 14 applications totaling over \$96k requested so far
  - Have sent some on to Rick Loveland and Matt Ashmore for discussion
    - All appear to meet the criteria of the grant
    - Collaboration happening amongst regions; lots of differing uses
    - Have been promoting the grant at regional meetings
- Minnesota State Fire Chiefs Association (MSFCA) Conference –
  - Jana & Bruce West attended;
  - Successful conference
  - Many questions about reimbursements and licensing
  - Planning on attending the Fire Instructors and Training Officers of Minnesota (FITOAM) conference as vendors, January 27 to January 29, 2012

Executive Committee, Rick Loveland

- Committee met on October 12, 2011
  - items discussed are new business on this agenda

Legislative Committee, Rick Loveland – hasn’t really been discussed;

- topic for January 2012 Board Meeting

Licensure Committee, Eric Hedtke

- Committee met October 12, 2011
  - Rule making issue is needed for Licensing
    - We had a situation with Non-Sufficient Fund Checks – it’s now resolved
    - We would not be able to do anything as we have no power to revoke licenses at this time

- Report of Licensing Coordinator – Jana Evans
  - Complaint Review Committee met October 26, 2011 at Victoria Fire Dept.
    - Reviewed two convicted felon applications
    - Committee agreed that both have redeemed themselves to the community
    - Both were approved
  - We have licensed 1921 Full-time Firefighters and a total of 4573 overall to date
  - Applications still coming in and still have about 30 to be completed that were missing information that were received during grandfathering-in period

Training Committee, Matt Ashmore – absent

- Marv Calvin/Bruce West – Committee met October 18, 2011
  - Bruce West - HSEM grant for Mass/gross decon
    - Developed Request For Proposal (RFP - over \$50k) – has been sent to DPS Fiscal and Administration, Paul Mathe, for review
    - Need to see if any state employee on layoff that is eligible to come back
    - If no employee eligible, the RFP will be listed on the State Registry
    - Hope to have the RFP completed for the January 2012 Board Meeting for approval of the selected vendor
    - Discussion took place about the length of the contract and who would be parties of the contract and what would be offered to the departments and how it would be presented

7. Unfinished Business

- Annual Planning Session Facilitator discussion, and selection of January 2012 dates for Strategic Planning Session – nothing back about availability of facilitator
  - Planned for 01/09/12 - 01/10/12

8. New Business

- Formal Action - New vendor booth for MBFTE; transfer \$4,000 from FY11 Carry-over to Equipment Account (Acct. Code 41400)
  - Recommendation from Executive Committee

***Resolution 2011 – 11.1***

*Resolution made to transfer \$4,000 from FY11 Carry-over funds to Equipment (Code 41400) to purchase a new Vendor Booth for MBFTE*

*Motion made by Jim Fisher; seconded by Kelli Slavik*

Member	Aye	Nay	Abstain	Absent
Ashmore				x
Calvin	X			
Carlson	X			
Fisher	X			
Hedtke	X			
Ihrke				x
Larson	X			
Lohmiller	X			
Loveland	X			
MacDonell				x
Rosendahl	X			

Slavik	X			
Stevens	X			
Walsh	X			
Withers	X			

*Voting was 12 aye votes, 0 nay votes and 3 absent - Resolution approved*

- Formal Action - Employee Development account class code in budget; transfer \$4,000 from FY11 Carry-over to a new account, Employee Development (Acct. Code 41180)
  - Licensing coordinator has money for Continuing Education; Executive Director suggested that the Board and/or Executive Director should have the same
  - Recommendation from the Executive Committee

***Resolution 2011 – 11.2***

*Resolution made to use FY11 carry-over funds to establish an Employee Development code (Code 41180) and transfer \$4,000 to that account code*

*Motion made by Jim Fisher; seconded by Sarah Larson*

- Discussion ensued. The money could be used by the Executive Director and Board Members for training. The money is part of the FY11 carry-over money and needs to be designated by the board. It was decided that authority on approval of use would lie with the Executive Director as long as it is a reasonable amount. Executive Director will answer to the Board.

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

*Voting was 12 aye votes, 0 nay votes and 3 absent - Resolution approved*

- Formal action - Live Burn RFP/Informal Solicitation Award recommendation (see attachment 1)
  - Recommendation made by training committee
  - Training committee - scored the proposals and reviewed
    - Hennepin Technical was the lowest bid with the highest points

**Resolution 2011 – 11.3**

*Resolution made accept the recommendation of the Training Committee and award the Live Burn RFP/Informal Solicitation to Hennepin Technical College - <\$50,000*

*Motion made by Jim Fisher; Seconded by Eric Hedtke.*

Discussion ensued. Scores were: Hennepin Technical College - 96.25 points with a cost of \$37,083.62; FIRE Inc. – 85.59 points with a cost of \$37,500.00; and Century College – 83.85 points with a cost of \$47,150.00. Executive Director spoke with Hennepin Technical College and was able to negotiate 2 additional classes and more students admitted to the training. MBFTE Board Members can be present at the pilot course prior to instruction starting for the regional live burn instructor attendees. Amendments were made to the resolution.

*Resolution Amended by Eric Hedtke to: Accept the recommendation of the Training Committee to award the Live Burn RFP to Hennepin Technical College after revisions of paragraphs 4 and 11 and the introductory paragraph and review of contract by our Attorney, Bernie Johnson; and delegate to Executive Committee to complete, per the terms discussed here and approval of Bernie Johnson; Seconded by Jerry Rosendahl.*

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

*Voting was 8 aye votes, 2 nay votes and 3 absent – resolution approved*

- Reimbursement of EMS Classes in Round 5 – Health Care Provider (Adult, Child, and Infant CPR & AED) Initial training and refreshers – as recommended by Training Committee (see attachment 2) – letter attached – training committee reviewed the correspondence from the Minnesota State Fire Chiefs Association, EMS Committee
  - Training Committee believes that every member of the fire departments should know CPR
  - Training committee recommends that in Round 5 these be reimbursed
- *Motion by Marv Calvin to allow the Health Care Provider Initial training and refreshers for Round 5 reimbursements; seconded by Kelli Slavik – motion. Motion carried- 3 absent.*

- Reimbursement of books and initial certifications to 100% in Round 5 – as recommended by Training Committee
  - *Motion by Marv Calvin; seconded by Troy Walsh*
  - Discussion ensued. Decided that the Board will require “successful completion” of the certification test for the classes submitted for reimbursement and it is only for initial certifications, not recertification
  - *Motion carried with 1 nay vote; 3 absent*
- Update on Mass/Gross Decon RFP – occurred during Training Committee report
- Other new business
  - Jerry Rosendahl – group of fire service agencies preparing to make a move to get the remainder of the Fire Safety Account – MBFTE needs to work in concert with them
    - Minnesota Fire Associations Coalition (MNFAC)
    - Joint Council
      - Marv Calvin suggested that MBFTE should go to the groups and ask to join – the Executive Director could work with them
  - Rule making – Eric Hedtke suggests placing it on the January 2012 Board Meeting agenda
  - Gary Withers recommended getting clarification that the Board is separate from DPS
  - Rick Loveland would like to see Executive Committee and Executive Director to put together something about the Fire Safety Account prior to December
  - Bruce West would like to see Firefighter 1 and Certification paid for by MBFTE so that every firefighter in Minnesota is trained to this standard; separate fund established separate from the Training Reimbursement fund
  - Rick Loveland would like to see regional Conference/Seminar/Symposium grants funded in future years
    - Review success after the first year of grants
  - Bruce West reports that the Minnesota Fire Service Certification Board (MFSCB) Executive Board would like to meet with MBFTE Executive Board –
    - Discussion ensued. It was agreed that the meeting should take place to gain better understanding of how each serves the Fire Service of Minnesota – having an understanding of each groups mission would help serve the firefighters of MN
  - *Marv Calvin made a motion for the Executive Committee to accept the invitation with the Minnesota Fire Service Certification Board (MFSCB); seconded by Jerry Rosendahl – Motion carried, 3 absent*

9. Public comment – no public present

10. *Motion to adjourn made by Marv Calvin; seconded by Gary Stevens - Motion carried*  
 - Adjournment at 2:48 pm

Minutes submitted by Jana Evans  
 Minutes reviewed by Bruce West