

MINNESOTA BOARD OF FIREFIGHTER TRAINING AND EDUCATION
MEETING MINUTES OF JANUARY 17, 2012, ELK RIVER, MN

The Minnesota Board of Firefighter Training and Education (MBFTE) Board Meeting was called to order at 10:09 AM in Elk River, MN by Vice Chair, Jim Fisher. Rick Loveland arrived at 10:35 am and took over.

P	Marvin Calvin <i>Secretary</i> MSFCA	Willmar	2013		P	Chip Lohmiller MSFCA	Cross Lake	2014
P	Greg Withers Public Member	Coon Rapids	2015		A	Jerry Rosendahl Dept of Public Safety	St Paul	
P	Richard Loveland <i>Chair</i> MPFF	Moorhead	2012		A	Troy Walsh MSFDA	Victoria	2012
P	Matthew Ashmore Executive <i>Committee 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- Teleconference	Hastings	2015
A	Sarah Larson MSFDA	Crystal	2015		A	Roger Ihrke <i>Treasurer</i> League of Cities	Dover	2015
P	Eric Hedtke Association of Townships	St. Michael	2014					
P	Bruce West Executive Director				P	Jana Evans Licensing Coordinator		
Also present: Mark Dunaski - DPS, Bob Dahm for Jerry Rosendahl, Bernie Vrona - MnSCU								

1. The meeting was called to order by Vice-Chair, Jim Fisher at 10:09 a.m.
2. Approval of the November 15, 2011 Board Meeting Minutes
 - A quorum was present

Motion to approve the minutes made by Marv Calvin, seconded by Kelli Slavik – motion carried

- Chip Lohmiller advised that he is with Crosslake FD, not Crow Wing; correction to be

made

3. Officers Reports

- Chair – Rick Loveland – arrived at 10:35, no report

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

- Treasurer – Roger Ihrke – absent – report provided by Bruce West
 - FY 2012 Financials
 - Financial report – 2nd page shows the funding for the Live Burn
 - \$292,857.31 shown is reimbursement dollars that expire on 06/30/12; those funds will not be available for roll-over, they must be used by that date
 - There is \$1,787M that is possible for carryover for FY 2013 funding
 - Licensing budget has rolled forward with \$306K
 - There are some deposits from January that are not included on this report

Amanda MacDonell made a motion to accept the budget; Marv Calvin seconded the motion – motion carried

- Interim Secretary – Marv Calvin – nothing to report at this time

4. Correspondence – none

5. Reports –

- Executive Director – Bruce West
 - Display booth is in progress – went with FastSigns of Roseville; very nice product
 - Live Burn – handout of email from Hennepin Technical College
 - Date for Pilot Course – February 25th and 26th, 2012 at Hopkins Fire Department, 8 am to 5 pm both days
 - Will outline the acquired burn structure training – no actual burn
 - Need to know who would like to attend; Matt A will decide; would like 10-12 people to attend
 - Marv Calvin brought up persons listed from a June 9th meeting, in regards to the Live Burn; Bruce West will check for those names and see about contacting some of them
 - The training courses will occur –
 - South – April 14-15, in the Mankato or North Mankato area
 - Central – May 5-6, at Camp Ripley or the St. Cloud area
 - North – June 9-10, in the Grand Rapids area
 - Anne Mathiowetz from Hennepin Technical College is working to secure the locations for the trainings
 - Due to negotiations with vendor, were able to secure three classes of 20 train-the-trainer instructors each
 - Each regional president will be contacted by Anne Mathiowetz of Hennepin Technical College, notifying them of the classes, dates, locations and the criteria for the attendees

- Bruce states he believes we are on track for this Live Burn.
 - MnFAC (MN Fire Associations Coalition) meetings – have been attending
 - Good for legislative session ideas and reviewing the goals of the Fire Safety Account (FSA)
 - Regional's are getting busy – attending many and getting word out about the Board
- Executive Committee – Rick Loveland
 - Met with Executive Committee of the MSFCB; will discuss more in unfinished business
- Legislative Committee – Rick Loveland
 - Nothing to report
- Licensing Committee – Eric Hedtke (arrived later)
 - Met with Tom Thornberg, MPFF, and Brian Rice, MPFF's lobbyist.
 - MBFTE is asking for input and support from them regarding possible legislative changes to the statute
 - One of the issues is the authority for revocation/denial of licenses
 - Currently can only revoke/deny if convicted of a felony that interferes with the profession of firefighting
 - Additional issues we experienced were bounced checks; concerned about crimes that affect the public trust, such as burglary, even at the gross misdemeanor level
 - Brian Rice stated they would consider that one and they are willing to look at other licensing issues
 - Reciprocity looks like a good issue to get added this year; discussed criteria for reciprocity: firefighter has passed IFSAC certification exam in another state and have been actively employed as a firefighter for the past 3 years was agreed to be reasonable
 - Rule-making issue was also discussed
 - Brian Rice provided some insight as to the process of rule-making
 - Can be expensive
 - Legislature is usually hesitant to grant it, as it allows the board to bypass them for decisions
 - Brian stated that once you bring issues 3-4 times, they are more likely to grant rule-making
 - Recommended bringing the reciprocity issue to them and possibly some language on revocation
 - Eric Hedtke stated that this is a short legislative session, he has heard 10 weeks, with a possible end date in April
 - Bruce West stated that he has not seen anything from Brian Rice for language on the revocation
 - Report of Licensing Coordinator – Jana Evans
 - New licenses – 6 this month
 - No denials
 - Returned applications due to being grandfathered FF2, not certified
 - No felonies brought forward
- Training Committee – Matt Ashmore
 - Met for Mass/Gross Decontamination RFP review on January 11, 2012

- 4 potential vendors
- 4 members of committee did the scoring, Matt and Rick L excused themselves
- FIRE Inc. was the company selected for the RFP; will be asking the board to approve the recommendation
- Bruce West reported that the project is a 4 ½ year project, due to federal funding and federal fiscal year
 - Contract will be renewed on a year by year basis
 - We expect about 160 classes per year
- There is the potential for consumables to be left with the departments that take the training
 - Bruce West will be negotiating with FIRE Inc. , as it would mean additional class time to discuss the consumables
- Question was raised about departments who would opt not to receive the training, would they receive the consumables?
 - Consensus was they would need to take the training to receive the consumables

6. Unfinished business

- Strategic Planning - Mark Dunaski
 - Used to determine strong points
 - Recommend completing the pre-session worksheet to give Lt. Colonel Langer a chance to tabulate the results for our session
 - Mission statement looks good
 - Vision statement is needed –
 - Should speak to what will be accomplished in the future
 - Should be concise and define the Board
 - Don't necessarily need "Core Values"
 - Over-arching goals – what 3 to 4 areas does the board want to move towards
 - Education; communications with Fire Service
 - Layout timelines for accomplishment
 - review quarterly
 - goals, mission statement and vision statement will probably stay the same
 - discussion about strategic planning, concerns about only ½ day session to complete
 - Does Administration offer strategic planning services?
 - Mark Dunaski stated that Administration does offer these services, but at a much higher price than what we will get Lt. Colonel Langer for
 - Lt. Colonel Langer could sub-contract for a longer session, but Mark Dunaski feels that the Board should be able to complete in the time frame
 - The Board agreed that it should be completed in the ½ day session and if more time is needed, the Board will see about contracting with Lt. Colonel Langer
 - The Board should complete their pre-session worksheets and return to Bruce West by 02/02/12
- Executive Committee met with MSFCB Executive Board
 - The meeting was very good and helped to facilitate communication between the Boards
 - Article included in MSFCA magazine this month
 - Bernie Vrona stated that since Bruce West has assumed his position, the perception

- of the Board has improved
- Feeling that both Boards are “on the same page” now

7. New business

- Formal Action – Recommendation from Training Committee for the Mass/Gross Decontamination RFP

Resolution 2012-1.1

Recommendation of the Training Committee to grant the RFP for the Mass and Gross Decontamination training to FIRE Inc.

Motion made by Matt Ashmore; seconded by Jim Fisher

Discussion ensued:

- Concerns about fulfillment of the contract; advised the contract will be renewed annually
- Discussed having haz-mat team members take the course and audit for MBFTE
- Overall, the primary goal is to get the haz-mat trailers and/or go packs to departments for training

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 11 aye votes, 0 nay votes and 4 absent

Resolution approved: Yes

- Discussion of Resolution 2011-4.2
 - The resolution was to recall monies that were not spent by departments in Round 4, effective 03/31/12
 - All notices about Round 4 monies went out with the date of June 30, 2012 in which to have spent the money
 - The Board feels that the money should still be re-allocated if it is not spent by a department

- Some felt that the projected spending amount of up to \$200 per firefighter was too little
- Bruce West pointed out that departments who had not participated in previous Rounds of reimbursement indicated they are grateful for the funds and have used their allotments
- This round, with disbursements to every department in the state was a trial, to see how well it would work/be received
- One issue is that departments could use the money up front, rather than as a reimbursement; this has been discussed, but would take legislative action
- Another issue is that some trainers/training companies were asking departments how much reimbursement money they had, then charging that amount for the classes they taught; this was not the intent for the funding

Resolution 2012-1.2

Resolution to review the amounts submitted by departments, by invoices, to re-allocate the remaining amounts after August 1st, 2012 (extend the end date to after June 30, 2012)

Motion made by Amanda MacDonell; seconded by Jim Fisher

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 ayes, 0 nays and 3 absent;

Resolution approved: Yes

- Recording of meetings – Jana Evans
 - Requesting permission to record meetings for note taking purposes
 - Have determined that record retention schedule indicates that once meeting minutes/notes completed, recording can be destroyed
 - Will make it easier in regards to votes, etc
 - Directed to develop standard operating procedure for this
 - Greg Withers also requested we slow the meetings down, so that motions, voting, etc. can be documented better

Motion made by to allow the recording of meetings, both Board and committees, for note-taking purposes; the recordings can be destroyed after the minutes/notes are made part of the permanent record

Motion made by Matt Ashmore; seconded by Rick Loveland – motion carried

- Election of Officers
 - Nomination for Chair
 - Matt Ashmore nominated Rick Loveland; no other nominations
 - Seconded by Amanda MacDonell
 - Greg Withers declared a white ballot
 - Rick Loveland was voted the Chair
 - Nomination for Vice-Chair
 - Marv Calvin nominated Jim Fisher; no other nominations
 - Seconded by Amanda MacDonell
 - Marv Calvin declared a white ballot
 - Jim Fisher was voted the Vice-Chair
 - Nomination for Secretary
 - Jim Fisher nominated Marv Calvin to complete the term; no other nominations
 - Seconded by Kelli Slavik
 - Chair asked for white ballot, motion was approved unanimously
 - Marv Calvin was voted the Secretary to complete the term

- Two positions up for appointment
 - Rick Loveland's and Troy Walsh's terms have expired
 - Both have submitted their applications to be re-appointed
 - they continue to serve until appointments are completed by the Governor's Office

- Marv Calvin requested that we discuss the Compliance Examiner's position(s) at the next meeting
 - States it is too much to require the Executive Director to make sure that departments are in compliance
 - Concern as information was relayed that trainers were charging departments the amount of their reimbursement grant
 - Rick Loveland would also like to have one, so as to follow up with qualified instructors, as there were no checks and balances put into place when the Board began qualifying instructors
 - Bruce West explained that with qualified instructors, he is following up with references as the applications come in

- Special Conferences/Seminars Training grants information on the website
 - Is currently posted under What's New tab
 - If the applicant agency submitted a flyer, it is posted next to their training conference/symposium/seminar information

- Matt Ashmore stated that the Training Committee will start taking recommendations for Round 5 Reimbursement
 - Criteria for disbursement of funds
 - Determine if any new classes to reimburse
 - Will be placed on the Training Committee agenda

8. Public Comment

- Bernie Vrona – MNSCU
 - Would like to thank the Board for funding additional training grants
 - Thinks that a distress fund should be set up for departments to use in advance, instead of reimbursement; a loan to departments that need the money up front
 - Encourages the Board to find out the “true costs” of training for re-allocation of up to \$200 per firefighter to departments
 - Compliance Examiner is a good idea; finding out what ff1 includes and costs (how many burns); qualitative costs;

9. Adjournment

Motion made by Kelli Slavik to adjourn the meeting; seconded by Amanda MacDonell – motion carried

- Meeting adjourned at 12:06 p.m.

Respectfully submitted by Jana Evans
Reviewed by Bruce West