

MINNESOTA BOARD OF FIREFIGHTER TRAINING AND EDUCATION

MEETING MINUTES OF AUGUST 14, 2012, ELK RIVER, MN

P	Marvin Calvin <i>Secretary</i> MSFCA	Willmar	2013		P	Chip Lohmiller MSFCA	Cross Lake	2014
P	Greg Withers Public Member	Coon Rapids	2015		P	Jerry Rosendahl Dept of Public Safety	St Paul	
P	Brian Sjodin MPFF	Ogilvie	2016		P	Mark Bergerson MSFDA	Alexandria	2016
P	Matthew Ashmore Executive Committee <i>Member</i> <i>at Large</i> MPFF	Hibbing	2015		P	Natasha Carlson MSFDA	Pequot Lakes	2014
P	Jim Fisher <i>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
P	Sarah Larson MSFDA	Crystal	2015		P	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: Dan Winkel - MSFDA; Tom Thornberg - MPFF; Denise Demars - MNIAAI; Randy Polzin - MSFCA; Bruce Roed - State Fire Marshal's Office; Marty Scherer - Edina FD								

1. Meeting was called to order at 10:00 am by Interim Chair Jim Fisher
 - a. There was a quorum present.
2. Introductions of all present were made.
3. Approval of meeting minutes from May 15, 2012
 - a. **Marv Calvin made the motion to approve the meeting minutes; seconded by Kelli Slavik; Motion carried.**

4. Presentation by Dan Winkel of the position paper from MSFDA, MSFCA, MPFF, MNIAAI, FMAM Discussion ensued:
 - a. Some of the issues around MN include: funding, instructors, and a uniform pricing for training, and allowing the chiefs to decide what training should be reimbursable for their department.
 - b. Training requirements are individual to departments. LGA cuts to cities have affected public safety. The associations have worked hard to make the training dollars available to all departments, and that funding needs to go back to the departments. Additionally, Thornberg stated that the chiefs need to be the ones to decide what to spend their funding on.
 - c. IAAI is in agreement with the position paper. Per state statute, fire chiefs are required to investigate every fire that occurs within their jurisdiction. This places additional burdens on chiefs who need to have people trained to conduct the investigations.
 - d. Specialized training is especially pertinent and the chiefs need to have control over the funding that they receive. MBFTE should consider that as long as the training meets a national standard, MBFTE should be supporting this position paper.
 - e. Funding for EMS should be allowed, as many departments support themselves based upon the EMS runs they do. A large volume of department's calls, ranging from 75 to 95%, are EMS-related.
 - f. ***Marv Calvin made a motion to accept the position paper; Sarah Larson seconded the motion.***
 - g. Additional discussion:
 - i. Cities need to prioritize how they spend their dollars; training dollars are limited.
 - ii. These training dollars are not meant to supplant training budgets of departments.
 - iii. Concerns abound that the training dollars may be lost at the legislative level if they are not used.
 - iv. Some of the training or costs may not meet the 'core services' that legislators envision the dollars being spent on.
 - v. Adoption of the position paper would allow for greater discretion on behalf of the AHJ as to what their funding would be spent for.
 - vi. MBFTE has not yet adopted our strategic plan; MBFTE needs to adopt our own strategic plan before adopting anything else.
 - vii. Does this board see itself as policymakers, or those who make recommendations to the organizations that you represent?
 1. We are representatives and need to take the recommendations to the organizations for the needs of the state.
 2. We are policy setters, we set policy that is gathered by direction from our organizations; but we are tasked with representing the citizens of the state and doing the best that we can to carry out the duties that we have been asked to do.
 3. These issues are greater than just the organizations that authored this paper, as there are other organizations represented on this board.
 4. Isn't the goal of the board to make recommendations to the organizations, not set policy for the organizations?
 - a. We don't set policy for the organizations, we set policy for ourselves

- b. State statute says that you will make recommendations to the organizations;
 - c. We have made strides in accepting the directives of the organizations and setting policy by the input that we are given.
- h. ***Kelli Slavik made a motion to table the motion until the next meeting; Roger Ihrke seconded. Roll call vote took place after voice vote, as it was too close to call.***

Name	Aye	Nay	Abstain	Absent
Ashmore	X			
Bergerson	X			
Calvin		X		
Carlson	X			
Fisher	X			
Hedtke		X		
Ihrke	X			
Larson		X		
Lohmiller		X		
MacDonell	X			
Rosendahl				X
Sjodin		X		
Slavik	X			
Stevens	X			
Withers	X			

- i. ***Results of the voice vote were 9 ayes, 5 nays and one absent; to table the motion to the next meeting.***
- i. The Board thanked the guests for attending and presenting their position paper.

5. Officers Reports

- a. Interim Chair Jim Fisher – nothing to report
- b. Vice Chair – vacant
- c. Treasurer – Roger Ihrke
 - i. There were some FY 2012 carry-over money; approx. \$124K in Round 4, along with \$600K for redistribution;
 - ii. May want to consider splitting Bruce’s salary between the two funding streams
 - iii. What are we to do with leftovers in the Licensing budget if there is still some left after the 3 year period?
 - 1. Where are we with E-Licensing?
 - a. Have no information on e-licensing at this time; not sure if we have to comply with this or not; have not gotten answers yet.
 - iv. We are sitting good with not having overspent any of our budgeted areas; but if our goal is to not have money left over, we didn’t do so well. As long as we can carry it forward, we are good.
 - v. Bruce stated that we had about \$580K left over for re-distribution, which is going out on this date. Additionally there will be about \$120K that will be carried over to Round 5.

- d. Secretary Marv Calvin – correspondence receive from Barbara Warren, requesting to make an amendment to minutes of a previous meeting in which public comment was made. The recommendation from the Executive Committee is to leave the document as prepared and submitted.

6. Reports

- a. Executive Director, Bruce West
 - i. Live Burn is completed; contract evaluation has been done with Hennepin Tech and had to complete an evaluation for them also.
 - 1. Training is completed
 - 2. Contract has been paid
 - 3. Requests for reimbursements have been submitted and burn plans have been submitted with the requests.
 - 4. Live burn reimbursement is for acquired structures only, not fixed facilities.
 - ii. Mass and Gross Decon continues
 - 1. September 30, 2012, is the end of the initial contract (end of federal fiscal year); looking at next federal fiscal year, waiting to see if funding is available, HSEM should know by mid-September.
 - 2. Contract was a 5 year contract to complete training to all departments.
 - 3. Contact is made by FIRE Inc. and if a department initially turns down the training, it is the responsibility of the department to contact FIRE Inc. and schedule if they decide they want the training.
 - iii. Request for Proposal (RFP) for Incident Safety Officer
 - 1. New initiative for FY2013
 - 2. Draft is ready to go, will be similar to Mass/Gross Decon; based on a per presentation (class) price
 - a. Class is ready to go
 - b. 3 hour training program
 - c. 4 year contract
- b. Executive Committee – will be covered with new business items
- c. Licensing Committee , Eric Hedtke
 - i. Haven't met recently
 - ii. E-licensing is on the back burner
 - iii. Will be discussing requirements for re-licensing for 2014, awaiting on Training Committees recommendations based upon survey results
- d. Training Committee, Matt Ashmore
 - i. Meet on August 21, 2012
 - ii. Large agenda

7. Old Business

- a. Approval of Strategic Plan
- b. **Roger Ihrke made the motion to approve the strategic plan; Kelli Slavik seconded. Motion carried.**

8. New Business

- a. Board and Licensing Carry-over funds
 - i. We are allowed to carry-over these funds

- b. Training Reimbursement Carry-over funds
 - i. Board has received general numbers
 - ii. Need to decide what to do with the carry-over dollars
 - iii. Discussion ensued
 - 1. Reimbursement requests may drop off with the implementation of the NFPA 1001 Program, as many departments use their reimbursement dollars to cover FF1/FF2.
 - 2. Need to look at departments that have used in the past, but not taken advantage of the reimbursement funds lately.
 - 3. Are there more classes that we should be bringing to departments? Would like recommendations from Training Committee for future trainings.
- c. MBFTE base budget is \$1.18M for reimbursement program
 - i. Received additional \$955K from FSAC Special Appropriation
 - ii. Those total \$2.13M, which, when divided by the 20,602 firefighters we have, you would have a reimbursement amount of \$103.65 per firefighter.
 - iii. We can raise the \$103.65 amount by using some of the \$120K carryover funds.
 - iv. Discussion ensued
 - 1. Should we use these carryover funds for additional classes like Live Burn, or should we raise the per firefighter rate?
 - 2. With the approval of reimbursement for Live Burn, the cost of doing these burns through MNSCU went up, to \$1500.
 - 3. The standard for Live Burn now requires an ambulance to be on-scene for the duration of the burn, and the costs involved with that have now increased. Many departments may not ask for reimbursement due to extra costs involved.
 - 4. If we are going to continue to end up with re-distribution, we should look at increasing the amount we give to special programs.
 - 5. Conferences were well received and the training that became available was great.
 - 6. Some think that the reimbursement requests will drop with MBFTE paying for FF1/FF2.
 - 7. Suggestion was made that \$50K be added to each Live Burn and Conferences.
 - 8. Concern was brought up that Live Burns are inherently dangerous and maybe the Board should not be advocating these burns, due to their dangerous nature.
 - a. With our program, which follows the NFPA 1403 standard, using our trained instructors, it should make the situations safer.
 - b. By increasing the safety factor, we increased the cost of doing these burns; therefore, the Board feels the need to help to offset the costs.
 - c. Additionally, not every department has access to fixed structure training facilities; for some departments, acquired structures are the only training available.
 - d. Thus, if we can make the training safer by promoting the NFPA 1403 standard, we have helped make Minnesota safer in the acquired structure burns.

9. When we pay for conferences, is there a way to assure that the money goes to departments, rather than to associations.
 - a. When this funding is used for a conference, it does not go to the association; the money must be used for their costs of providing the instructor for the benefit of the attendees.
 - b. MBFTE is reimbursing the associations their costs of providing the instructors.
 - c. Associations should drop the cost of attendance for firefighters if they receive the reimbursement funding from MBFTE.
 - i. We should be monitoring the conferences/associations to make sure that they are offsetting the costs, and not just pocketing the money for their own use.
 - d. If you get the funding for a conference, you can't use your reimbursement for attendance at the conference.
10. **Motion made by Brian Sjodin to provide \$50K to each, Live Burn and Conferences; seconded by Roger Ihrke. Motion carried.**
 - d. Set FY13 Per Firefighter Rate
 - i. Looking to set it based upon the leftover amounts from the carryover funds and the allocated amount.
 - ii. **Motion made by Marv Calvin to allow Roger Ihrke to set the per firefighter rate for FY13; seconded by Matt Ashmore. Motion carried.**
 - e. Election of Officers
 - i. Floor was opened for nominations for Chair
 1. **Marv Calvin nominated Jim Fisher; seconded by Amanda MacDonell. Roger Ihrke moved that the nominations cease.**
 2. **White ballot called for, motioned by Roger Ihrke, seconded by Jerry Rosendahl; Motion carried.**
 - ii. Floor was opened for nominations of Vice Chair
 1. **Jim Fisher nominated Chip Lohmiller; seconded by Jerry Rosendahl. Greg Withers moved that nominations cease.**
 2. **White ballot called for, motioned by Greg Withers, seconded by Marv Calvin; Motion carried.**
 - iii. Resignation was submitted by Marv Calvin, due to his new position with MnSCU; MSFCA also aware of his leaving once appointment is made.
 1. **Chair Jim Fisher appointed Amanda MacDonell as Secretary.**
 - f. Board Vacancy
 - i. Marv Calvin notified Bruce that he has retired from Willmar Fire Department.
 - ii. Information has been passed on to the Governor's Office; opening will be posted on the Secretary of State's website. Randy Polzin is aware of the vacancy also.
 - iii. Marv's position is up for appointment in 2013; so it will be appointment to fill the remaining time of Marv's term.
 - iv. Marv was thanked by the Board for his service.
 - g. BART Training
 - i. There was clean-up in the consistency of hours
 - ii. They list the standards that they meet
 - iii. This is just a request to make them an eligible class available for the departments training reimbursement dollars

- iv. **Motion made by Jerry Rosendahl to approve the allowance of BART training under reimbursement; motion was seconded by Chip Lohmiller.**
- v. Discussion ensued:
 - 1. Previously their total hours of class were not correct.
 - 2. BART does follow the criteria in NFPA 150 and 1670, but this is not included in 1670 as a “rescue”.
 - 3. BART should petition the NFPA Standard Committee to have them add it to the standard.
 - 4. Some have had some BART training; one comment was that they don’t know how it would have helped in the situations they have dealt with; another stated that they have saved some pets, but they don’t believe that this training is high on the necessity list.
 - 5. We don’t have a basic standard for fire departments as it is, so giving approval for BART class, is not in the firefighters best interest.
 - 6. **The question was called: motion failed.**
 - 7. Marv stated that Bruce should let BART know that we would encourage them to work on getting the standard added at the NFPA level.
- h. Communication Toolkit
 - i. This has been updated as of August 2012.
 - ii. Plan is to send it out to the presidents of the Associations, so they have the information included in the booklets. If anyone wants additional, please let us know.

9. Other Business

- a. Board meeting minutes are posted on the website, along with the agendas for each meeting.
- b. Should we take out ads in trade magazines?
 - i. Bruce does an article for the Chief’s magazine.
 - ii. Suggestion is to get the information out to firefighters also.
 - iii. Smoke Eater is read by more departments in Greater MN.
 - iv. Daily Dispatch is another that we could utilize.
 - v. Press release will be going out about Round 5 reimbursements.
 - vi. Think that we shouldn’t do ads, but articles in these magazines.
- c. Requirement of Certification
 - i. FSA made it mandatory to take the test, not that you have to pass the test. Gary thinks it is conflicting and counterproductive that you don’t have to pass it.
 - 1. If we come back stating that we want them to pass, or that we would like them to pass, it is counterproductive.
 - 2. The question that comes up is what do rural departments need certification for? How does certification help them to help their community?
 - 3. Most won’t re-certify after their initial certification period.
 - 4. We stipulate for all other money we give out, except this. We need to have some form of measurement for competency and the fact that we have paid for this; you should have to pass the test.

- ii. When Bruce presented to FSAC, he indicated that taking the test was voluntary; Bob Johnson, Chair of FSAC, commented that they should have to take the certification test, as part of this program.
 - 1. Nothing about passing the test in the motion.
 - 2. Vocational schools have always used a test; now they will be using the Certification test as the end of class test.
 - d. Governor's Fire Prevention Day at the State Fair on Friday August 24th.
 - i. Bruce and Jana will be at the Fair.
 - ii. Booth will be on Dan Patch Ave.
 - e. September 8th to 15th Bruce will be out at the National Fire Academy
 - i. We have received \$50K to develop curriculum on Leadership and Officer Development.
 - ii. Six day class on leadership and administration that is geared towards volunteer departments.
 - 1. The MBFTE will be contracting with a contractor to develop fire officer curriculum.
 - 2. MBFTE will only have to pay for Bruce's meals; all other costs are either reimbursed or covered by the National Fire Academy.
 - f. Roadway/Highway Safety Project for First Responders?
 - i. Jerry stated that there have been classes presented regarding first responders killed while responding to highway incidents.
 - ii. The request was to develop a DVD and guidebook that will go to every department in MN that will have the MN version of highway safety.
 - g. Have received approval to purchase MBFTE shirts for the Board Members,
 - i. Please provide your size to Jana for ordering
 - ii. Board decided that Black was the color for the shirts

10. Public Comment

- a. Jerry Rosendahl introduced Bruce Roed, Fire Service Specialist
 - i. New position within Fire Marshal Division created to work with departments in greater MN to help departments navigate issues.

11. Marv Calvin made the motion to adjourn; seconded by Jerry Rosendahl; meeting was adjourned at 1330 hours.

Respectfully submitted by Jana Evans
 Reviewed by Bruce West