

Minnesota Board of Firefighter Training and Education Meeting Minutes
November 12, 2013, Elk River, MN

P	Jim Fisher <i>Chair</i> Association of Townships	Zim	2017		P	Amanda MacDonell <i>Secretary</i> MSFDA	Grand Rapids	2017
P	Dean Wrobbel MSFCA	Annandale	2017		P	Chip Lohmiller <i>Vice Chair</i> MSFCA	Cross Lake	2014
P	Eric Hedtke Association of Townships	St. Michael	2014		P	Natasha Carlson MSFDA	Pequot Lakes	2014
P	Kelli Slavik League of Cities	Plymouth	2014		P	Matthew Ashmore MPFF	Hibbing	2015
A	Sarah Larson MSFDA	Crystal	2015		A	Greg Withers Public Member	Coon Rapids	2015
A	Roger Ihrke <i>Treasurer</i> League of Cities	Dover	2015		P	Gary Stevens MSFDA	Hastings	2015
P	Brian Sjodin <i>Member at large</i> MPFF	Ogilvie	2016		P	Jerry Rosendahl Dept. of Public Safety	St Paul	
P	Mark Bergerson MSFDA	Alexandria	2016					
P	Bruce West Executive Director				P	Jana Evans Licensing Coordinator		
Guests: Marv Calvin - MNSCU								

1. The meeting was called to order at 1003 by Chair Jim Fisher.
 - a. Present was Jim Fisher, Amanda MacDonell, Gary Stevens, Matt Ashmore, Dean Wrobbel, Kelli Slavik, Natasha Carlson, Brian Sjodin, Chip Lohmiller, Eric Hedtke, Jerry Rosendahl, Bruce West and Jana Evans.
 - b. Present by teleconference was Mark Bergerson.
 - c. There was a quorum present.

2. Approval of August 20, 2013 Special Board Meeting minutes
Motion made by Amanda MacDonell to accept the minutes; motion seconded by Matt Ashmore. Motion carried.

3. Communication
 - a. Nothing to discuss

4. Officers Reports

a. Chair Jim Fisher -

- i. Need to create an HR committee to address hiring issues.
 - ii. The MN Fire Service Advisory Council (MNF SAC) will be recommending the allocation of \$1.3 million from the Fire Safety Account.
 1. The recommendation has to be approved by the Governor, and then it is sent to the Legislature for approval. The recommendation includes:
 - a. \$450 thousand to MBFTE,
 - b. \$350 thousand to Task Force 1,
 - c. \$200 thousand for Shared Services grants,
 - d. \$80 thousand for Minnesota Air Rescue Team (MART),
 - e. \$120 thousand to the Chemical Assessment teams, with each team receiving \$10 thousand and \$20 thousand to ERT.
 - f. \$100 thousand to the State Fire Marshal's Division for software and technology updates.
 2. If approved, the money will not be available until 07/01/14, which is FY15.
 - iii. Please check your contact information on the list coming around.
 - iv. Natasha Carlson, Eric Hedtke and Kelli Slavik's terms are expiring.
 1. Bruce has provided the listing from the Secretary of State's office website regarding the posting.
 2. Please submit your renewals through the Secretary of State's website.
- b. Vice Chair Chip Lohmiller - nothing to report.
- c. Treasurer Roger Ihrke - Bruce West provided copies of the financial reports for review. There were no questions.
 - i. As Bruce West transitions to the Fire Marshal position and continues his work for MBFTE, 25% of his wages will come from the MBFTE funding.
- d. Secretary Amanda MacDonell - nothing to report.

5. Reports

a. Executive Director, Bruce West

- i. Update on Mass/Gross Decon
 1. The training continues with FIRE Inc. and is still very well received.
 2. Consumables are being provided to the departments per the plan.
- ii. Update on Incident Safety Officer training
 1. MNSCU has this contract and it is in its second year.
 2. Marv Calvin stated the numbers are in and consistent; the program is still going strong.
 3. This training is an inside drill, which is nice for the winter months.
- iii. NFPA 1001 Project
 1. This year is presenting a real challenge with less funding, but classes continue.
 2. We are looking towards Year 3, to see how best to continue to run the program in the future.
 3. With help from the Minnesota Fire Service Certification Board (MFSCB) we have a new database to track students.
 - a. Jana will be testing this with volunteer providers.

4. MBFTE may be getting additional funding from Homeland Security and Emergency Management (HSEM) division that needs to be spent by 11/30/13; Bruce is still waiting to hear on this.
 - a. We could be getting an additional \$100 thousand for projects involving Haz-Mat training components from FY13.
 - b. We could also be receiving additional funding for FY14, of about \$100 to \$110 thousand.
- iv. Leadership Development Project
 1. Bruce, Marv Calvin and G.L. Tucker will be meeting to discuss the progress of this project this month.
 2. The project's completion date is 06/30/14.
 - a. They will be looking for volunteers willing to pilot the course.
- v. Training Reimbursements
 1. This is a pretty quiet time of year, which is good given the changes we are going through.
- vi. Live Burn Reimbursements
 1. We have received notice of about 50 burns already scheduled; We only have funding for 78 burns this year, down from the 100 last year.
- vii. Conference Reimbursements
 1. The applications were evaluated and the full \$60 thousand was allocated.
 2. Two of the requestors have already held their conferences.
- b. Executive Committee, Chair Jim Fisher
 - i. We will be taking the necessary steps to fill Bruce West's position.
- c. Legislative Committee, Chair Jim Fisher - nothing to report.
- d. Licensing Committee, Eric Hedtke
 - i. At the last meeting, October 2, 2013, the Best Practices Plan was discussed and approved, and the Licensing Committee also discussed and approved the Fire Service Training and Licensing Specialist position.
 - ii. Our Attorney General designee, Bernie Johnson, is retiring; we will be addressing some issues with our new Attorney General designee, Fiona Ruthvin.
- e. Training Committee, Matt Ashmore
 - i. The Best practices plan appears to be complete, for now.
 - ii. The Best Practices contains the 11 Core Elements.
 1. Before posting on the website, we will separate the plan from the OSHA Violations.

Mark Bergerson made the motion to accept the Best Practices plan and begin distributing them; seconded by Dean Wrobbel. Motion carried.

 2. Thank you to Tom Kriske of Hibbing Fire Department for allowing us to use his Capstone Project to develop these.
- iii. The Training Committee is working on developing Skills Sheets based upon the Skill Sheets from the Minnesota Fire Service Certification Board (MFSCB).
 1. Handouts were provided to the Board members and discussion followed.
 - a. Using these Skill Sheets, that relate to NFPA 1001 and the 11 Core Elements, a training officer could develop a drill

- with an outline and then indicate what skills were completed and sign off on the skills practiced.
- b. It was recommended that we invite Scott Radke to the next Training Committee meeting, to see about adding skill sheets to Image Trend.
 - c. The MFSCB requests that we not change these skill sheets too much, as the format is familiar to most firefighters, and they are being most gracious in letting us use these.
 - d. The Training Committee is looking to provide additional components to have for departments, such as PowerPoint presentations and Instructor Kits.
6. Old Business Best Practices Training Plan - Action needed to approve
- a. Motion to approve and permission to publish - completed above.
7. New Business
- a. Fire Service Training and Licensing Specialist position
 - i. Review and approval of position description and costs.
 1. Bruce is estimating the position to start at about \$52 thousand per year.
 2. The position will be a “home office” position, with a leased vehicle and travel involved for the position.
 3. DPS Human Resources has done a pre-audit on the position.
 - a. One of the changes that should be made will be providing a “range” of experience instead of a set number of years.
 4. Amanda asked if the minimum qualifications of years of experience be changed to a range of 7 to 10 years.
 - a. Kelli Slavik, as the maker of the motion, accepted this change.
 5. Additional discussion ensued.

Resolution 2013-11.1

A resolution to approve the position description, position costs and the hiring of a Fire Service Training and Licensing Specialist.

The motion was made by Kelli Slavik and seconded by Dean Wrobbel.

Member	Aye	Nay	Abstain	Absent
Ashmore	X			
Bergerson	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
Wrobbel	X			

Resolution approved.

- b. FF1/FF2 Skills sheets - Training Committee Representative
 - i. This was discussed under the Training Committee report.
- c. Process for replacement of Executive Director

Matt Ashmore made the motion to accept Bruce West's resignation as the Executive Director of the MBFTE; seconded by Kelli Slavik. Motion carried.

- d. Review and approve position description. A handout of the position description was provided from when Bruce West applied for the position.
 - i. The position will be posted on the State Job website for two weeks.
 - ii. Human Resources will "certify" the list of applicants and then send the list of the candidates that meet the minimum and preferred qualifications.
 - 1. The HR Committee will then proceed with recommending applicants to the board.
 - iii. Discussion ensued.

Resolution 2013-11.2

Dean Wrobbel made a motion to accept the job posting and position description with the changes and to give the Human Resources Committee the ability to make minor changes if necessary; Seconded by Chip Lohmiller.

Member	Aye	Nay	Abstain	Absent
Ashmore	X			
Bergerson	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
Wrobbel	X			

Resolution approved.

- iv. Hiring process.
 - 1. The members of the Human Resources Committee will select a few finalists from the DPS HR list.
 - a. We will have to have a special board meeting to meet the final candidates before the board decides on the finalist.
 - 2. Discussion ensued.
 - a. Decision was made to post the Fire Service Training and Licensing Specialist position after the new Executive Director is hired.

Motion made by Eric Hedtke to have the Human Resources Committee narrow the finalists down to three, to be brought before the Board for the final decision; seconded by Amanda MacDonell. Motion carried.

- i. Human Resources Committee appointed.
 - 1. Members are: Jim Fisher, Chip Lohmiller, Dean Wrobbel, Matt Ashmore, Natasha Carlson and Eric Hedtke.
 - e. Draft Preliminary Legislative Report
 - i. Discussion ensued.
 - ii. Kelli Slavik offered to do a proof-reading of the document after changes are made.
 - 1. Does not include any Licensing information due to the fact this represents the funding usage from the 2012 Special Appropriation funding to MBFTE.
 - a. Licensing funding does not come from the Fire Safety Account (FSA).
 - b. Jerry pointed out that if the Licensing information was included, Bruce could use it for his annual report that is due as Fire Marshal.
8. Other Business
- a. Thank you to Jerry Rosendahl
 - i. Chairman Jim Fisher presented a plaque to SFM Jerry Rosendahl for his service to the MBFTE.
 - b. Thank you to Bruce West
 - i. Bruce thanked the board for all the work that they have done since he came on board and for approving the Fire Service Training and Licensing Specialist position.
 - 1. Bruce West will be taking 25% wages from MBFTE effective 12/04/13, until replacement is named.
9. Public comment
- a. Jerry stated that he has recommended to the new Fire Marshal that the Fire Service Training and Licensing Specialist share with Bruce Roed and divide the state in half, allowing for more service to fire departments.
10. Adjournment
- a. The meeting was adjourned at 1158 hours.

Respectfully submitted by Jana Evans
Reviewed by Bruce West