



## MINNESOTA BOARD OF FIREFIGHTER TRAINING AND EDUCATION

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### MBFTE BOARD MINUTES

August 18, 2015

10:00 am

Elk River Fire Station #2 – Upstairs Training Room

13073 Orono Parkway, Elk River, MN 55330

<b>P</b>	Jim Fisher <i>Chair</i> Association of Townships	2017		<b>P</b>	Amanda MacDonell <i>Secretary</i> MSFDA	2017
<b>P</b>	Dean Wrobbel MSFCA	2017		<b>P</b>	Chip Lohmiller <i>Vice Chair</i> MSFCA	2019
<b>P</b>	Eric Hedtke Association of Townships	2018			MSFDA	2019
<b>P</b>	Kelli Slavik League of Cities	2018		<b>P</b>	Rick Loveland MPFF	2019
<b>P</b>	Jonathan Kahnke MSFDA	2019		<b>A</b>	Greg Withers Public Member	2015
<b>P</b>	Roger Ihrke <i>Treasurer</i> League of Cities	2015		<b>P</b>	Gary Stevens MSFDA	2015
	<i>At Large</i> MPFF	2016		<b>P</b>	Bruce West Dept. of Public Safety, State Fire Marshal	
<b>P</b>	Mark Bergerson MSFDA	2016				

1. Call to order - Chair Jim Fisher
  - a. Meeting called to order at 10:03 a.m.
    - i. Lunch will be served during this meeting due to length of agenda.
    - ii. Please have all cell phones on silent and off the table during the meeting, the phones vibrating phones are interfering with recording meetings.
    - iii. Guests present at the meeting: Steve Flaherty (Executive Director), Kevin Sedivy (staff), Margaret Koele (staff), Christine Patrick (MFSCB), Dan Buchholz (St Cloud Tech & Comm College), David Schliek (MFSCB), Marvin Calvin (MnSCU), Kip Springer (Eagan Fire), and Dan Roeglin (Hennepin Tech).
    - iv. Guests via teleconference: Anne Mathiowetz (Hennepin Tech).
2. Approval of Minutes as Written
  - a. May 12, 2015 Board Meeting minutes (approve to remove DRAFT and post on the web site as written)
    - i. Mark Bergeson motioned to approve the minutes as written, Chip Lohmiller second the motion. Motion carried to approve the minutes as written.
3. Officers Reports
  - a. Chair, Jim Fisher
    - i. Nothing to report.
  - b. Vice Chair, Chip Lohmiller
    - i. Nothing to report.
  - c. Treasurer, Roger Ihrke
    - i. FY16 budget report turned over to Steve Flaherty, Executive Director to report
      1. Handouts were given out with the fiscal report for the "License" side and "Reimbursement" side of MBFTE.
        - a. \$687,329 was left over from FY15 for all accounts.
        - b. FY16 is not allocated as of yet until after the Board meeting, except for \$245,000, which is set by the Legislature for operating cost.
  - d. Secretary, Amanda MacDonell
    - i. Nothing to report.
4. Reports
  - a. Executive Director – Steve Flaherty
    - i. Update on Mass/Gross Decon
      1. This program will end at the federal fiscal year of September 30, 2015.
        - a. We have 50 classes scheduled for FY16 to budget.
      2. This was a very successful program and we thank Chip Lohmiller for running it at capacity.
    - ii. Update on Incident Safety Officer training
      1. There were 114 classes completed in FY15.
      2. They anticipate only needing \$50,000 to complete FY16, which will end the three year contract doing ISO Training. They are reaching out to departments that have not yet participated in the program through MnSCU.
      3. We currently had \$54,000 left over in the budget of the three year contract that was set aside. We will be able to roll over \$50,000 of that into FY16 to complete the contract request.
    - iii. Leadership Development
      1. We have shared in your packet some testimonials of students going through the course.
      2. Feedback has been very positive.
      3. We have completed group one and half way through group two. In FY16 we would like to complete group two and start two more courses.
      4. This is all being conducted at Camp Ripley and is working out very well.
    - iv. NFPA 1001 Project
      1. Funded 803 seats for FY15, based on additional funding through HSEM.
        - a. Eric Hedtke asked how many different departments this was that used this training. Steve Flaherty, Executive Director, commented that would be hard to

track currently in our data base, but will inquire with our vendor on if we can set up this type of reporting for the Board in the future.

- v. Training Reimbursements
  - 1. 511 departments use the program in FY14 to 618 departments utilizing the reimbursement program for FY15.
    - a. 79% of departments using the program in FY15.
  - 2. 350 departments qualified for redistribution FY15.
- vi. Conferences & Seminars
  - 1. We were able to Fund 13 for FY15 with \$50,000 allocated for this project.
    - a. We had \$125,000 in requests.
- vii. Live Burns
  - 1. 53 Live Burns were funded for FY15.
- viii. Fire Department Reimbursement Program NJPA
  - 1. \$125 added to region 5 departments from NJPA.
    - a. NJPA have contributed \$150,000 for 48 departments in region 5 counties.
    - b. NJPA will be paying administrative costs to MBFTE, which is 6% of the \$150,000.
- b. Executive Committee - Chair Jim Fisher
  - i. Nothing to report.
- c. Legislative Committee - Chair Jim Fisher
  - i. Nothing to report.
- d. Licensing Committee - Eric Hedtke
  - i. Nothing to report.
- e. Training Committee, Chair Dean Wrobbel
  - i. Dean Wrobbel replied that they just completed the meeting to recommend to the Board funding recommendations as follows:
    - 1. The two most important programs to focus on are NFPA1001 program and per firefighter award reimbursement.
      - a. \$1,314,560 which is 1027 seats for 1001 program
        - i. Certification tests went down from \$110 to \$80 from funding by FSAC to the Certification Board.
      - b. \$175 per firefighter (based on 19000 firefighters).
      - c. \$50,000 Incident Safety Officer will roll over from FY15.
      - d. \$75,500 conferences & seminars.
      - e. 121 Live Burns. Steve Flaherty, Executive Director, commented we currently have 104 on the waiting list.
      - f. FAO through discussion, we would like to be able to fully fund the NFPA1001 and get the per fire fighter award amount to \$200. Once that goal has been accomplished we will be able to consider these other programs.
      - g. \$39,120 Leadership Development Course.
        - i. This is a cost of \$16,000 per group which includes: lodging & food through Camp Ripley and instruction through MnSCU.
      - h. \$245,000 MBFTE budget.
        - i. If HSEM funds become available they will be used in NFPA1001 seats.
    - 2. Bruce West, State Fire Marshal, commented that FY17 there could be more one time appropriations made through FSAC.
    - 3. Steve Flaherty, Executive Director, commented that the base budget is \$3.145, with one time appropriation from FSAC of \$1 million and \$1.2 million for a total budget of \$5.345 million.
    - 4. Dean Wrobbel commented that BART did a presentation that related to NFPA standards, which the Executive Director had requested them to do. The Training Committee is recommending that BART training be added to the reimbursable expense list. The training would be covered and the equipment would not be covered.
    - 5. HSEM has used MBFTE to use some grant dollars as a pass through and if that becomes available the Training Committee is recommending it be used to help fund "out of state" training.
    - 6. The Training Committee is recommending adding EMS training to the reimbursable expense list. The stipulation is departments need to apply to their region EMSRB first,

then submit proper documentation to MBFTE that has been done when apply for MBFTE reimbursement.

5. Public comment

- a. Rick Loveland, Board member, commented that it would be beneficial to see reporting on how the money is being distributed with the example of EMS training. That would help the Board make better decisions on funding options. Rick Loveland also commented on record that with reallocation money growing each year to a larger amount that the system is not working to spend all the allocated funds using the per fire fighter award amount verses the money being used in projects such as NFPA1001 where the funds are depleted each year. Steve Flaherty, Executive Director, commented we will track EMS similar to how we track backfill and overtime funds distributed. Rick Loveland would like to see the tracking done by NFPA standard to prioritize where the funds should be. Steve Flaherty, Executive Director, commented that may be a difficult request based on submissions and time to track administratively. Rick Loveland also commented that there has to be a process in place for the departments to submit their number of staff by a deadline date and if they do not it has to be stated in a letter back that they are only allotted ten staff numbers for their award amount if we do not hear back from them. Margaret Koele, staff, commented that we already have that process in place. Margaret Koele, staff, stated that we send a letter out annually with a deadline date to return that letter with current staff numbers, if they do not it is stated they will be allotted ten staff numbers for the award allocation. Margaret Koele, staff, explained that number will be used for the FY award and not changed until we collect numbers again for the next fiscal year and update changes to implement for the new fiscal year award allocations.
  - i. Dean Wrobbel commented that they have been trying to work that reallocated number lower based on the number of fire fighters, which currently used 20,600 and worked it down to 19,000 for the figures recommended today by the Training Committee. Steve Flaherty, Executive Director, commented that we want to be realistic on the number of fire fighters and not fall short if more departments utilize the reimbursement program. Roger Ihrke, Board member suggested to discuss with fiscal and the Attorney General office before dropping numbers on speculation of not using the program. Roger Ihrke commented that if more departments use all the funding proposed and then the budget will be short funds to pay.
  - ii. Kevin Sedivy, staff, commented that 636 departments have completed and annual update form with the current number of staff for their departments. This totals about 17,637 fire fighters. We are continuing to update this data and contact those departments that have not submitted the form back to us.
  - iii. Bruce West, State Fire Marshal, commented that you cannot spend money you do not have, if you lower the number of fire fighters and then all the departments turn in. Bruce West, State Fire Marshal, commented that the SFM is looking to hire two more Fire service Specialist positions, which will total three to canvas the state. These positions will go to departments and offer information on behalf of the State Fire Marshal Division and MBFTE. This will triple the exposure of MBFTE in the state.
  - iv. Dean Wrobbel commented that we may want to move the fire fighter figure back to 20,600 and make the pre fire fighter amount \$160 and move any balances to NFPA1001 seats.
  - v. Eric Hedtke commented our goal should be to come up with a more accurate number of fire fighters so we do not have such a large reallocation. Steve Flaherty, Executive Director commented that all projects are allocated a dollar amount and we cannot borrow from one account to pay another if they run short. Steve Flaherty, Executive Director replied that staff is working very hard to communicate with all the departments and get accurate numbers of fire fighters.
  - vi. Steve Flaherty, Executive Director, commented that if a department has not submitted back staff numbers to us, then they are allotted 10 fire fighters for that department. Bruce West, State Fire Marshal, commented that the number of "10" came from the IRS reporting from fire departments on the FA1 form that fire departments have to have a minimum number of ten for that reporting form.

6. Old Business

- a. Update on Fire Service Training and Licensing Specialist Progress
  - i. Kevin Sedivy, staff, reports:
    1. 636 departments have sent back the form with their staff numbers.
    2. 618 departments used the reimbursement program in round 7. Kevin Sedivy, staff, would like to see that number increase to 700 the next fiscal year. Last year 510 departments used the program.
    3. 49 departments have never used the program and hope to cut that number in half for fiscal year 16.
    4. Kevin Sedivy, staff, information is showing 20758 firefighters using 636 departments.

5. Kevin Sedivy, staff, is hearing out in the field that EMS/EMR training is very important to the departments and they would like the option to use their award money toward that training.
- b. Statute Changes Update
    - i. MBFTE Changes
      1. Steve Flaherty commented that all the changes have been passed through Legislation.
    - ii. DNR Changes
      1. The letters have gone out to the departments listing MBFTE live burn plan as part of the process.
  - c. Data Base and Web Site Update
    - i. Steve Flaherty, Executive Director, commented about the one on one training Margaret Koele, staff, and Theresa Zikmund, Certification Board have been going out and doing across the state. We have been getting a lot of positive feedback with the training.
      1. Steve Flaherty, Executive Director commented that we now have online reimbursement forms for departments to submit online. The form is auto populated with department information and other blanks fillable. This form can be used by departments, providers and the Certification Board.
      2. There is a duty to report feature for emailing the Board, that has been added from the Legislative statute now for reporting information to the Board on convictions or arson related charges.
      3. We have added a new feature to the web site for finding a fire fighter, showing their name, department and expiration date of the license.
      4. We have online application and renewal processes also now implemented through the web site.
      5. Margaret Koele, staff, went over the information on the web site and in the new data base set up. We now have a compliance tab that is utilized by Kevin Sedivy when he goes out into the field and talks to departments. This will be useful when more specialists come on board to discuss MBFTE information to departments around the state. We have links set up for different information to be accessed through clicking on logos.
      6. Margaret Koele, staff reported that we have 4019 active licenses in the data base.
        - a. 1869 full time
        - b. 152 part time
        - c. 1333 paid on call
        - d. 661 volunteer
        - e. 1208 expired
        - f. 109 retired
        - g. 112 resigned
          - i. 183 full time expired
            1. Margaret Koele, staff, commented we will be designing a letter to go out to the expired full time licensees encouraging them to renew the license based on state statute. We will also notify the Fire Chief of the department as it is in statute as their responsibility to make sure their full time fire fighters are licensed.
  - d. Firefighting Training Study update
    - i. Bruce West, State Fire Marshal will have an update at the next Board meeting regarding this study.
  - e. Rail/Pipeline Safety Training Update
    - i. Steve Flaherty, Executive Director, reported that we were given \$500,000 into an account from HSEM as a pass through for those departments taking awareness level training. The remaining money from FY15 is rolling into FY16.
      1. Bruce West, State Fire Marshal commented on the next level of training, which will be implemented "Ops and Beyond", HSEM is sending out follow up information from those that submitted the proposals for this training.
  - f. Committee Appointments (Board has set 5 members per committee) Jim Fisher, Chair, commented we will send around a sign- up sheet and the Board Chair will appoint members if more than 5 members sign up for a committee and make sure all organizations are represented evenly. Jim Fisher, Chair, also commented that there have been concerns about having vendors sitting on the Training committee, as they say it is a

conflict of interest. Steve Flaherty, Executive Director, commented that is a true statement and many see that as a conflict of interest with a provider sitting on a committee that makes a decision on the financial process that could benefit their business.

- i. Training
- ii. License (includes License Review within this committee)
- iii. Executive (includes Legislative within this committee)
  1. Training and License Committee meetings will meet prior to the Board meeting starting November 10, 2015 at 9:00 a.m. to 11:00 a.m.
  2. Board meeting will start at 11:30 a.m. with lunch provided
  3. The Board discussed to change the Executive meeting to meet one week prior to the Board meeting at 10:00 a.m. Kelli Slavik motioned to approve, Eric Hedtke second the motion, motion carried.

## 7. New Business

- a. New Appointments / Reappointments:
  - i. Chip Lohmiller - MSFCA
  - ii. Roger Ihrke – League of Cities
  - iii. Rick Loveland – MPFF
  - iv. Greg Withers – Public Member
  - v. Gary Stevens - MSFDA
  - vi. John Kahnke – MSFDA
  - vii. Christine Patrick - MSFDA (waiting on appointment to be signed)
  - viii. Mark Lakosky – MPFF (waiting on appointment to be signed)
- b. Resignation from Board
  - i. Brian Sjodin – MPFF
- c. FY16 Funding Consideration – The Training committee recommendations were listed above in the minutes. Per the Board discussion the figures below are what the Board has decided for funding FY16 allocations using a staff total of 20,600 fire fighters:

Roger Ihrke motioned to approve the figures listed by Steve Flaherty, Executive Director, with Kelli Slavik making a second to the motion.

Eric Hedtke stopped the motion for discussion by asking what was being motioned to approve. Eric Hedtke agreed with moving more money to the NFPA1001 program as we need to address our priorities, Eric would like to see more of the training dollars moved there as well. Eric Hedtke commented live burns are important, but if we decreased the live burn to 100 that would be 23 more firefighters that could go through NFPA1001 training. Bruce West, State Fire Marshal, commented that in the future he would like to see money put toward the “FAO” program. Marshal West stated how important it is to have trained fire fighters operating the pump vehicles. Jim Fisher, Chair, asked if anyone was amending the motion or if the motion was being placed back on the table as stated and the Board placed the motion back on the table as stated.

  - i. NFPA1001
    1. 1045 seats at \$2090
  - ii. Conferences & Seminars
    1. \$75,500
  - iii. Per Firefighter Amount
    1. \$160 per fire fighter (total \$3,296,000)
  - iv. Live Burn
    1. 123 Live Burns at \$1500 each (total \$184,500)
  - v. Incident Safety Officer
    1. Roll over \$50,000 from FY15
  - vi. Leadership Development
    1. \$39200
  - vii. FAO (Fire Apparatus Operator)
    1. \$0 funding

**Resolution 2015 08.18-1**

**Resolution to approve the proposed FY16 fiscal year MBFTE budget:  
 Training Reimbursement Award set at \$160 per firefighter (based on 20,600  
 firefighters) for a total budget of \$3,296,000; NFPA 1001 Program with 1045 seats at  
 \$1,280 each (FF 1, FF2 and Ops) for total budget of \$1,337,600; Certification Tests for  
 2090 at \$80 each for a total budget of \$167,200; MBFTE Board Budget \$245,000;  
 Incident Safety Officer for a total budget of \$50,000 (rolling over from FY15 to FY16);  
 Live Burn Program for 123 live burns at \$1,500 each for a total budget of \$184,500;  
 Seminars and Conferences for a total budget of \$75,500 and the Leadership  
 Development Course total budget of \$39,200. Total proposed:  
 MBFTE Base Funding amount \$3,145,000.  
 Additional 1-Time Monies \$1,000,000.  
 \$1.2 million Supplemental Budget \$1,200,000  
 Total Budget for FY16 Funding \$5,345,000.**

*Motion made by Roger Ihrke to approve the above FY16 funding, motion was second by Kelli Slavik.  
 Motion carried - Resolution approved*

Member	Aye	Nay	Abstain	Absent
Loveland	X			
Bergerson		X		
Kahnke	X			
Fisher	X			
Hedtke	X			
Ihrke	X			
Lohmiller	X			
MacDonell	X			
West	X			
Slavik	X			
Stevens	X			
Withers				X
Wrobbel		X		

- d. Training Committee Discussion and Recommendation to the Board on Additions to Reimbursable Class List
  - i. BART

- 1. Dean Wrobbel commented that BART gave a presentation and met NFPA 1500 fire fighter safety and 1670 rescue standards, which is what the Board had requested of them to do when denied the proposal in the past. Dean Wrobbel mentioned that all departments do some sort of animal rescue in part to deter other people from becoming endangered doing the rescue themselves. Dean commented that the Training Committee is proposing to the Board that the "training" portion of BART be considered on the reimbursable expense list, NOT the equipment. The Training Committee believes a department Chief should be able to make the decision if this is the type of training their department would benefit from.
  - a. Discussion from the Board that the Board members would like "draft" copies of the minutes from all meetings after approved by the "Chair" of each committee, prior to the minutes being approved by the committee's in their next meeting. Motion made by Rick Loveland and second was made by Gary Stevens. Motion carried with one "Nay" being Eric Hedtke.

**Resolution 2015 08.18-2**

***Resolution to approve the proposed recommendation to have BART added to the reimbursable expense listing for the training portion only (No reimbursement for equipment):***

*Motion made by Dean Wrobbel to approve BART training on the reimbursable expense list, Chip Lohmiller made a second to the motion.*

*Motion carried - Resolution approved*

Member	Aye	Nay	Abstain	Absent
Loveland		X		
Bergerson	X			
Kahnke	X			
Fisher	X			
Hedtke		X		
Ihrke		X		
Lohmiller	X			
MacDonell	X			
West	X			
Slavik		X		
Stevens	X			
Withers				X
Wrobbel	X			

- ii. Water Rescue Training
  - 1. This is already NFPA standard 1670, but Chief McDonough would like to see this set up as a special project if funds become available in the future.
- iii. EMS Training
  - 1. Training Committee is recommending any EMS training be added to the reimbursable expense list.
    - a. Departments will need to submit documentation that they requested from EMSRB prior to submitting for MBFTE award amount.

**Resolution 2015 08.18-3**

***Resolution to approve the proposed recommendation to have all EMS Training added to the reimbursable expense list. (All submissions must provide proof of requesting funds from EMSRB prior to the submission to MBFTE for funding).***

*Motion made by Dean Wrobbel to approve all EMS Training on the reimbursable expense list, Mark Bergerson made a second to the motion.*

*It was requested by Rick Loveland to amend the motion to be a two year pilot program to collect data on how much funding is going toward EMS Training. Steve Flaherty, Executive Director, commented we will add that to our data base to collect the data on EMS submissions. Eric Hedtke would like to have Bob Johnson from FSAC to weigh in on this subject. Bruce West, State Fire Marshal, commented that the decision on the type of training a department does should be decided by the Fire Chief, as they*

*have other people to report to regarding their department duties. Mark Bergerson commented that most of the calls in their department are EMS calls, the fire service has changed it is not all fighting fires anymore. Steve Flaherty, Executive Director commented that the Chiefs are telling Kevin and him in the field they would like the opportunity to make their own decision on where to spend their funds that meet their mission, whether it is animal rescue or EMS that benefit their specific departments. EMS is a big part of the fire service.*

*Dean Wrobbel amended the motion to be a two year pilot program and then to review the data. Mark Bergerson made a second to the motion.*

*Motion carried - Resolution approved.*

Member	Aye	Nay	Abstain	Absent
Loveland		X		
Bergerson	X			
Kahnke	X			
Fisher	X			
Hedtke		X		
Ihrke		X		
Lohmiller	X			
MacDonell	X			
West	X			
Slavik		X		
Stevens		X		
Withers				X
Wrobbel	X			

b.

iv. HSEM Funds (out of state training – Pueblo, CO)

1. This would only be under recommendation if funds become available from HSEM.
2. Out of state training (Pueblo, CO) (Dean Wrobbel).

- a. **Discussion from the Board that the Board members would like any HSEM grant funds that become available to go toward “Out State” training. Motion made by Kelli Slavik and second was made by Mark Bergerson. Motion carried.**

v. State Fire Marshal/MnSCU Trailers

1. These are considered training props and not up for consideration of funding at this time.

e. Record Retention Policy Approval to File with The MN Historical Society

- i. **Motion made by Kelli Slavik to approve the retention policy as written and second was made by Mark Bergerson. Motion carried.**

f. Handbook for Departments

- i. Board approved to move forward with Kevin working with Nyle Zikmund to compile information for departments as a guide or handbook.

g. 2015 Committee & Board Calendar Changes

- i. 2016 Calendar for Board and Committees
  1. **Discussion from the Board that the Board members would like the Executive Committee meeting moved to one week prior the Board meeting with a start time of 10:00 a.m. Kelli Slavik made the motion to approve this request, Eric Hedtke second the motion. Motion carried.**

8. Other Business

- a. MNICS Agency for leadership program FSAC funded through MBFTE
- b. Roger Ihrke asked where on the financial reports it shows the Certification Board paying for part of Kevin’s salary. Steve Flaherty, Executive Director replied that it was reflected in a percentage of Kevin’s salary was

offset in invoices they submitted for NFPA1001 certifications. We have not yet had a discussion on FY16 salary costs.

- c. Steve Flaherty, Executive Director commented that FSAC allotted the Certification Board through MBFTE \$150,000 to offset certification costs through operating costs. This also dropped the certification costs down from \$110 to \$80.
9. Adjourn
- a. Meeting adjourned at 1:21 p.m.