



MINNESOTA BOARD OF FIREFIGHTER TRAINING AND EDUCATION

445 MINNESOTA STREET, SUITE 146

SAINT PAUL, MN 55101

TELEPHONE: 651-201-7257 FAX: 651-215-0525

EMAIL: fire-training.board@state.mn.us

WEBSITE: www.mbfte.org

MBFTE BOARD MEETING MINUTES

February 9, 2016

11:30 am

Elk River Fire Station #2

13073 Orono Parkway, Elk River, MN 55330

Board Member	PRESENT	ABSENT	TELECONFERENCE
Eric Hedtke	X		
Kelli Slavik	X		
Rick Loveland	X		
Jonathan Kahnke	X		
Chip Lohmiller	X		
Roger Ihrke	X		
Mark Lakosky		X	
Greg Withers	X		
Gary Stevens	X		
Mark Bergerson	X		
Jim Fisher	X		
Christine Patrick			X
Dean Wrobbel	X		
Amanda MacDonell	X		
Bruce West		X	
Staff:			
Steve Flaherty, Executive Director	X		
Margaret Koele	X		
Kevin Sediwy	X		
Guests:			
Marv Calvin (MNSCU)	X		
David Schliek (MFSCB)	X		

1. Meeting called to order at 11: 40 a.m. by the Chair Jim Fisher
 - a. Quorum was met for the meeting.
 - b. Agenda
 - i. Margaret Koele (staff) added items to the agenda.
 1. Presentation Policy
 2. Bylaws
 3. Strategic Plan Report
 4. MFSCB Reciprocity
 5. FSAC Report

2. Approval of Minutes as Written
 - a. November 10, 2015 Board Meeting minutes approved to remove DRAFT and post on the web site as written.
 - i. Mark Bergeson made the motion, Dean Wrobbel second the motion and motion carried.
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
 1. Nothing to report.
 - d. Secretary, Amanda MacDonell
 - i. Nothing to report.
4. Reports
 - a. Executive Director – Steve Flaherty
 - i. Update on Incident Safety Officer training
 1. We are in the fourth and final year of this program. We have reimbursed 18 classes and there are 125 classes budgeted for this fiscal year.
 - ii. Leadership Development
 1. We have put four groups through in two fiscal years.
 2. A total of 63 students have completed the course by the end of fiscal year 16.
 3. The feedback has been very positive and currently we have a waiting list of 25 for upcoming classes.
 - iii. NJPA Region 5 Reimbursements
 1. We have had 25 departments submit for reimbursement for a total of \$50,000 to date.
 2. This program will continue in FY17.
 3. They are discussing EMS reimbursement for region 5 reimbursement in FY17.
 - a. The approval process for these reimbursements will be handled through the Region 5 County EMS coordinators.
 - b. MBFTE will only be processing reimbursement payments to twelve approved EMS providers.
 - c. The qualified EMS training will be for first responders, law enforcement and public health agencies within the region.
 - iv. MBFTE Training Reimbursements
 1. We have had 218 departments submit for reimbursement for a total of \$325,000 to date.

- a. Requests for EMS reimbursements total over \$60,000, with \$38,000 being for EMR initial and/or refresher.
 - b. Requests for backfill and overtime are just over \$1,300 to date.
 - c. We have only 47 departments that have never used our program to date.
- 2. HMEP (Hazardous Materials and Emergency Preparedness grant)
 - a. This grant is through Homeland Security and MBFTE will receive the grant to distribute funds to various fire departments and training providers.
 - i. There are two funding streams to this grant:
 - 1. Planning, which is for \$78,000 and allows for attending out-of-state conferences, such as FDIC and FRI, which MBFTE does not allow for funding out of state conferences.
 - 2. Training, which is for \$235,000 allow for Hazmat Operations and Technician training (initial & refresher), which allow for departments to use these dollars instead of relying on their MBFTE per firefighter award.
 - a. Any remaining funds in the Training account will go toward buying down the cost of Hazmat Ops seats in the NFPA 1001 program (as done in past years).
 - 3. HMEP grants do require a 20% soft match by the department.
 - 4. HSEM proposes to partner with MBFTE on an annual basis for the HMEP grant in the future.
 - a. Amanda MacDonnell asked if we get any administrative dollars for administering this program. Steve Flaherty, Executive Director, replied that we do not, it is similar to Mass Gross Decon program.
 - b. Roger Ihrke asked if a special form will be designed for this program. Steve Flaherty replied, that a special form is being designed for this program.
 - c. Rick Loveland asked if they are required to take Hazmat training. Steve Flaherty replied, that they will need to follow the guidelines set by HSEM in the grant.
- v. MIFC (Minnesota Interagency Fire Center) Leadership courses L380, L-381 and L481
 - 1. Steve Flaherty (Executive Director) reported that these courses are being held at Camp Ripley through the funding from FSAC. The courses have been received very well by the students that have attended.
 - 2. There have been two classes held to date, with two more being offered by the end of January 2017.

3. Steve Flaherty reported, that he and the administrative staff from MIFC, will make a joint presentation to FSAC to consider additional funding for this project in FY17.
- vi. Conferences
 1. We funded 19, with four of them reimbursed to date.
 - vii. Live Burns
 1. We have reimbursed about 45 out of the 123 that were approved in the budget for this fiscal year. We have ten on the waiting list and three requests already in for FY17.
 - viii. 1001 Program
 1. We have budgeted for 1045 1001 students this fiscal year.
 2. We have reimbursed for approximately 475 students to date.
 3. We had 39 seats returned and we have lottery given those out to other providers.
- b. Executive/Legislative Committee - Chair Jim Fisher
 - i. Nothing to report
 - c. Licensing/License Review Committee – Chair Eric Hedtke
 - i. Eric Hedtke, commented we have discussed having an “inactive” license
 1. This would be for those that are no longer with the fire service, but want to retain a license.
 2. To reactivate the license they would need to follow the reinstatement guidelines, similar to the expired licenses.
 - a. They would need to keep up the 72 hours of training requirement in the last three years.
 - b. They would need to be employed by a department.
 - c. They would need to pay all renewal fees during the “inactive” status period.
 3. Next step is to get Legislative language changes
 - a. Rick Loveland commented we will not allow re-application for a new license number.
 - b. Rick Loveland stated we will be collecting data on cities or departments holding up hiring processes when applicants are not licensed.
 - d. Training Committee- Chair Dean Wrobbel
 - i. Dean Wrobbel reported that they would like to recommend the approval of the HMEP grant funding for out of state conferences in FY16, as each year the guidelines may change.
 1. Greg Withers commented that there should be action done on any funding that will be going through MBFTE.
 - ii. The Committee would like to also recommend approval from the Board for exploring another project to educate the state:
 1. Post- traumatic stress disorder – presentations are done by Scott Gieselhart and Jeff Tacker
 - a. Steve Flaherty commented this is a good educational subject matter to put out to the fire service as a project. The provider would be Jeff and Scott doing the training on this subject.

- b. Dean Wrobbel commented that we would like approval from the Board to move this forward. We would like to look at the need and how do we offer support after the project.
- c. Roger Ihrke mentioned the other two projects were funded by someone else and now you are talking about using MBFTE funding.
 - i. Steve Flaherty commented one project, Mass Gross Decon, was federally funded the other project, Incident Safety Officer, was funded by the Board. Roger Ihrke commented we need to get our priorities in line with trying to get the per fire fighter amount up to \$200.
 - ii. Eric Hedtke commented he would like some sort of information on the need for this type of training. Dean Wrobbel commented we need to educate departments on this information for firefighter safety. These situations are in the fire service, but nobody knows the signs which this will help educate on that issue. It will help educate where can you go for help when in this situation. Kevin Sedivy commented if we can save one life then it was worth doing the program.
 - iii. Dean Wrobbel would like to have approval to go forward to gather information for consideration. We would like to get a proposal on the class, how many people do the class and the cost of doing this type of class.
 - iv. This subject will go back to the Training Committee for further research and they will bring back to the Board for discussion.
- iii. Rick Loveland commented on the conference and seminar program as it was not clearly defined in the application process for departments.
 - 1. Steve Flaherty commented that the Training committee has redesigned the application form to be more specific with the type of information requested.
 - 2. Staff and/or Board members will be attending the funded events to evaluate if the event was attended well and if it was worth the funding allotted through the request.
 - 3. Steve Flaherty also mentioned that the committee is discussing sponsoring speakers for different conferences that are requesting funding.
 - 4. Rick Loveland replied that he would like to know the process for selecting the conferences that are funded and how they decide on the amount of funding for each application received.
 - a. Steve Flaherty replied, there is a committee, put together by the Board Chair, and they review the applications and decide the funding for the different requests.
 - b. Gary Stevens asked if there is a scoring method going to be used for deciding the funding. Rick Loveland also commented that

there should be a scoring method used, except when funding is used to sponsor a speaker.

- c. Steve Flaherty, commented that they critique the applications based on the type of event, if any requests can be combined in an area, and base funding on the types of events requesting funding. Steve Flaherty replied that they can put some type of scoring together for the Board.
- d. Dean Wrobbel commented that they use a type of scoring without writing it down, they look at the type of event, locations if they can combine any events, the amount of people that may attend the event and they look at the type of training at the event that would be funded.

e. Fire Service Training and Licensing Specialist- Kevin Sedivy (staff)

i. Kevin Sedivy emailed his report to all Board members.

- 1. We have 47 departments that have not utilized funding from the previous year of 87. We have improved this number for reimbursements being submitted.
- 2. We are in discussion in the Training Committee about having the option of breaking the FF1 and FF2 apart. The departments would like to see this happen as the time frame for required training is becoming a burden on the firefighters. This would also help with recruitment and retention.
 - a. Greg Withers would like more information before a decision is made on this issue.
 - b. Gary Stevens brought up the question on certification testing and are we in line with that.
 - i. Dean Wrobbel stated the certification test is broke down by three different areas of testing. It is broke down into FF1 test, FF2 test and then HazMat testing.
 - c. Dave Schliek, certification board, commented FF1 is going well with pass rates and FF2 is trending down.
- 3. 702 departments which is over 90% returned our information sheet this fiscal year.
 - a. 20,800 figure used for the reimbursement side of per firefighter is pretty accurate per the informational sheets we have received from over 700 departments.

5. Old Business

a. Web Site and Data Base Update – Margaret Koele (staff)

- i. Motion by Roger Ihrke to launch the new web site, Amanda MacDonell second the motion and the motion carried.
- ii. Department Information Update
 - 1. Roster Requirement
 - a. We will be sending our information form out to the departments and requesting a roster from each one. This requirement will satisfy the Board with the number being more exact for the per firefighter award amount. We will be

partnering with the Retention Program so only one roster will be required between both our requests for information.

2. Dates for returning information
 - a. If the forms are not returned by our deadline date listed on the form the department will revert to 10 staff members for the reimbursement award.
 3. Motion made by Mark Bergerson to implement the form, Chip Lohmiller second the motion and the motion carried.
- b. Firefighting Training Study update
- i. Rick Loveland would like to know why this study is not being conducted.
 1. Steve Flaherty, staff, commented the Fire Marshal Division was going to fund that study and MBFTE would benefit from that study. Unfortunately, the priorities of the Fire Marshal Division have changed and the study has been delayed. It would need to be addressed by Marshal West. Rick Loveland suggested we send this back to the FSAC committee for the study to be done. Steve Flaherty commented it will cost about \$100,000. Greg Withers asked what the study does. Steve Flaherty, mentioned the study helps identify if the group is on the right track and where it will be down the road. The last study was done in 1998 and is posted on our web site.
- c. Rail/Pipeline Safety Training Update
- i. Steve Flaherty commented we are in the second year of the reimbursement. The "Awareness" class has been given for the last year and half. HSEM is approving the next level of "Operational" training going. We have received \$29,000 in reimbursement requests this fiscal year. \$418,000 remaining in the account for this training, which is pass through money from HSEM.
- d. Chief Handbook Update – Kevin Sedivy
- i. Nothing to report
- e. Board Members
- i. New Appointments
 1. We are still waiting for the Governor office to re-appoint Mark Bergerson and Mark Lakosky to the Board.
6. New Business
- a. Board Strategic Plan and Policy Discussion
 - i. February 16, 2012 (emailed out to all Board members 11/12/15)
 1. Staff has gone through and reported how the Board has accomplished the items within the 2012 strategic plan.
 2. The Board would like to have a special meeting set up with Matt Langer to discuss making a new strategic plan.
 - a. Roger Ihrke would like to see this approved for viewing by the Legislature, so we can show how we have utilized the funds that have been given to MBFTE.
 - b. Greg Withers would like to have a facilitator come in and the Board design it.
 - i. Roger would like to set up a one day special meeting with Matt Langer. Staff will contact Matt Langer and get some dates in the fall that he has available.

- ii. Add the strategic plan on the web site once it is created.
Bring strategic plan back to next meeting.
 - ii. Presentation Policy
 - 1. Dean Wrobbel commented that Margaret Koele (staff) has created a policy of guidelines for presentations to be made before the Training Committee for funding. This would be a special meeting set up by Training Committee to hear these presentations. If the Training Committee sees a presentation that is beneficial, then the presentation can be brought before the full Board.
 - 2. Dean Wrobbel sees this in two parts:
 - a. Presentations for the reimbursable expense list.
 - b. Presentations for one time funding projects.
 - 3. Bring back the “Draft” for approval next meeting.
 - iii. Operation Procedures – Bylaws
 - 1. Bring back the “Draft” to the next meeting for discussion and approval.
 - 2. Margaret Koele (staff) explained the document is revised in a more formal document and references similar to the “Governors Bylaws”. Some updates to the original “Operational Procedures” is the attendance policy section.
- b. Legislation – Eric Hedtke
 - a. Eric Hedtke commented that we had met with the Attorney General office and discussed a few items such as the inactive license status. We also discussed about the ability to revoke, suspend or deny a license. When you use the words “may” gives the Board more flexibility and if you use “must” there is no flexibility and must do the action.
 - b. Eric Hedtke also commented that we discussed when the License Committee meets regarding a situation it would need to be a closed session and the information discussed would be confidential, not discussed publicly. The individual would have the right to bring the matter before the full Board, so the License Committee would not be allowed to discuss any matters directly with Board members and would remove themselves from any discussion regarding the matter with the full Board. If anyone questions a situation that has been publicly aired cannot be discussed outside the Board with the individual having their right to due process. They individual would be allowed to go before the ALJ.
 - c. The License Committee will investigate all information that is brought before the Board.
- c. Fire Safety Account Balance
 - i. Steve Flaherty (Executive Director) reported the Fire Safety Account balance as of January was \$7,384,605.27. They are on target to meet the \$13 million that was budgeted for FY16.
 - ii. Steve Flaherty commented that there is \$8 million in the FSAC account that could be one time appropriations.
- d. Project Suggestions – Kevin Sedivy (staff)
 - 1. Cancer Awareness (Kevin Sedivy)

- a. This may be something we can take on the road for information. Kevin will talk with Chris Parsons and Rick Loveland regarding more information on this subject.
 - 2. Critical Incident Stress Management (Steve Flaherty)
 - a. Dean Wrobbel commented that the Board should get a strategic plan together first and define our direction.
 - b. Dean Wrobbel also commented that the projects should be discussed further within the Training Committee and then brought back to the Board for further discussion.
 - e. HMEP grant
 - i. Dean Wrobbel made a motion to approve the current fiscal guidelines set up for the grant, Mark Bergerson second the motion and motion carried.
 - f. 2016 Officer Position Voting
 - i. Voting for Chair (elected annually per statute)
 - 1. Nominations
 - a. Kelly Slavik nominated Mark Bergerson for the Chair position, no other nominations.
 - i. Rick Loveland called for white ballot, Gary Stevens second the motion, motion carried.
 - ii. At Large Officer
 - 1. Roger Ihrke nominated Mark Lakosky for At Large Officer, no other nominations were made.
 - a. Dean Wrobbel called for white ballot, Chip Lohmiller second the motion, motion carried.
 - iii. Treasurer
 - 1. Amanda MacDonell nominated Dean Wrobbel for Treasurer, no other nominations.
 - a. Chip Lohmiller motioned for white ballot, Mark Bergeson second the motion, motion carried.
- 7. Public comment
 - a. No comment
- 8. Other Business
 - a. Steve Flaherty handed out a report he has written for FSAC. It will show informational data to FSAC of how the funding they have given MBFTE has been used.
 - i. Mark Bergerson suggested showing the “on going statewide projects” such as Mass Gross Decon and Incident Safety Officer Training.
 - b. Steve Flaherty commented that he is working with the Certification Board on putting together a reciprocity informational document to educate the fire service along with state agencies on licensing and certification. We would put this document on our web site along with asking other agencies to further get the information out across the state.
 - i. The Board would like to see the final draft before approval.
- 9. Adjourn
 - a. Meeting adjourned 1:59 p.m.