



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

August 16, 2016

11:30 am

Elk River Fire Station #2

13073 Orono Parkway, Elk River, MN 55330

Board Member	PRESENT	ABSENT	TELECONFERENCE
Eric Hedtke Assn of Townships	X		
Kelli Slavik League of Cities	X		
Rick Loveland MPFF			X
Jonathan Kahnke MSFDA	X		
Chip Lohmiller MSFCA	X		
Roger Ihrke League of Cities	X		
<i>Vacant Seat</i> <i>MPFF</i>			
Greg Withers Public Member	X		
Gary Stevens MSFDA	X		
Mark Bergerson MSFDA	X		
Jim Fisher Assn of Townships	X		
Christine Patrick MSFDA	X		
Dean Wrobbel MSFCA	X		
Amanda MacDonell MSFDA	X		
Bruce West DPS, State Fire Marshal	X		

Staff:			
Steve Flaherty, Executive Director	X		
Margaret Koele License Coordinator	X		

1. Call to order 11:37 a.m. - Chair Mark Bergerson
 - a. Guests present at the meeting: Marvin Calvin (MnSCU), Theresa Zikmund (MFSCB), Ann Mathiowetz via teleconference (Hennepin Tech), and Dan Buchholz (SCTCC).
 - b. Please have all cell phones on silent and off the table during the meeting.
 - c. Accept agenda
 - a. Agenda accepted as written, with no additions.
2. Approval of February Minutes
 - a. May 10, 2016 Board meeting minutes approved as written.
3. Officers Reports
 - a. Chair, Mark Bergerson
 - a. Nothing to report.
 - b. Vice Chair, Chip Lohmiller
 - a. Nothing to report.
 - c. Treasurer, Dean Wrobbel
 - a. The financial report is all in order and nothing new to report.
 1. Steve Flaherty, Executive Director
 - a. Financials were handed out to all board members. Fiscal Year 16 is the first of the biennium, so \$889142.75 out of the \$5.435 million were able to carry over to FY17. The carried over amount was from all the accounts, including the board budget and reimbursements, once we allocated up to \$200 per firefighter. This carry over does not include Licensing, which can carry over and does not have to be closed out at the end of the biennium.
 - b. Bruce West, Fire Marshal, Fire Safety Account balance update:
 1. Fire Safety Account collected a total of \$13,052,599.90. The fiscal year budget was \$13,000,000.00.
 - d. Secretary, Amanda MacDonell
 - a. Nothing to report.
4. Reports
 - a. Executive Director – Steve Flaherty, Executive Director
 - a. Update on Incident Safety Officer training
 1. Course completed the final fourth year run in June. MnSCU delivered 96 classes in FY16 with 40 classes remaining in budget (\$16,000) that will be carried over into FY17 budget.
 2. Total of 640 classes delivered over the last four years.
 - b. Reimbursement Program
 1. We had \$160 per firefighter and saw an increase in participation from 618 departments in FY15 to 644 departments in FY16. There were 74 departments that submitted in FY16 that did not in FY15, twelve of those submitted for the first time.
 - c. Leadership Development

1. There is a waiting list for this course that will host two more courses in FY17. Twelve students from 9 different regions have committed to the October course.
- d. NFPA 1001 Project
 1. Budget was for 1045 students at \$1.5 million and all but \$17,000 was used, which will carry over to FY17. There are still certification invoices coming in for the FY16 students.
- e. Conferences
 1. 19 different agencies were awarded funding, with 18 submitting invoices for more than \$62,500. The remaining \$12,925 will carry over to FY17 budget.
- f. Live Burns
 1. Budget was 123 live burns at \$1500 each. We funded 106 live burns for a total of just under \$151,000. The remaining \$33,000 will carry over to the FY17 budget.
- g. NJPA
 1. 48 of 49 departments within NJPA Region 5 submitted for reimbursements and 35 departments used all the NJPA funds.
 2. More than \$124,500 was reimbursed to departments and \$19,185 will carry over to FY17.
 3. MBFTE received \$335,000 for NJPA reimbursement program in FY17
 - a. \$175,000 to be used for EMS, law enforcement, and public health agencies.
 - b. \$150,000 (plus rollover FY16) for fire departments.
 - c. \$10,000 to be used for administrative costs.
 4. Licensing
 - a. We are currently at 4009 licensed firefighters. We have a section on our web site that the board and public can track the number of licenses. Margaret Koele, staff, continues to promote licensing to departments on a daily basis.
 5. Fire Specialist
 - a. Kevin Sedivy is actively promoting MBFTE in his new position, with the Fire Marshal Division, as the Fire Specialist. There will be two more positions added across the state, in which Kevin Sedivy will train to promote MBFTE programs.
- b. Bruce West, State Fire Marshal, commented that he suggested an idea to Steve Flaherty, Executive Director and Margaret Koele, staff regarding reimbursements. The idea was to think about if we could pay the training provider directly for training verses depending on the departments to complete the paperwork and submit for reimbursements. That would take 781 departments submitting to 20 providers submitting paperwork once a month. This was brought up just for discussion purposes at this time and possibly brought to the board prior to a fiscal year start.
 - a. There would need to be a good check and balance to make sure the courses took place.
- c. Executive/Legislative Committee Report – Mark Bergerson, Chair
 - a. This will be incorporated as we move through the agenda.
- d. Licensing/License Review Committee Report – Eric Hedtke, Chair
 - a. Legislation update on licensing:

1. License committee will make changes and bring the proposal back to the full board at the next meeting.
- e. Training Committee Report – Dean Wrobbel, Chair
- a. There were 25 applications for the conference/seminar grant and the conference committee put together a scoring system for the decision process.
 1. Once the Board approves the budget the committee will review the applications again to decide funding.
 2. Discussion to spread out FF1, FF2 and Haz over two years:
 - a. This will be discussed more regarding data base changes and funding. This would need to start at the beginning of a biennium.
 3. Discussion to discuss PTSD, Cancer, critical incident stress class:
 - a. Funding set for each Region to decide which health/safety issue they would like to offer within their Region. We can set up by region rather than do an RFP.
 4. Discussion on Target Solutions as a training program across the state:
 - a. This would be a good record keeping program for training within departments. They have offered a good proposal to do across the state. We will continue discussion on this program.
5. Old Business
- a. Web Site and Data Base Update – Margaret Koele, License Coordinator
 - a. Roster requirement online
 1. We have had a total of 733 departments upload rosters. We are missing 49 rosters to date. Kevin Sedivy (Fire Service Specialist), Steve Flaherty (Executive Director) and Margaret Koele (staff) spent time calling all departments, emailing and hard copy letters to all departments not uploaded. There were some responses we were surprised by from the departments we contacted:
 - a. Not to call them anymore
 - b. They do not need the funding
 - c. They are trained out and do not need any more training
 - d. They do not want the “State” dictating their department
 - e. They get funding from FEMA grants and do not need our money
 2. We have added bubble information that is specific to each department regarding licensing, NFPA1001 and reimbursements. We are getting very positive feedback on the information we are putting out there for departments on our web page and their log in page.
 3. We have run an analytical report showing the views on our web page. We are able to track what part of the state, country or continent they are coming from. We show the duration of viewing on the website and number of views.
 4. Reports were handed out to the board members showing the following information:
 - a. Reimbursement award by department report.
 - b. Department types, staff numbers from rosters turned in, regions, county and number of licensed firefighters by department:

- i. Report shows departments that did not upload rosters with how many staff they had and taking them down to 10 staff members, per the Board requirement of the roster uploads.
 - ii. Report showing some departments that merged or folded in the data information handed out.
 - c. Departments that used the NFPA1001 program but did not use the reimbursement award program.
 - d. Provider information by fiscal year with FF1/FF2 pass and fail results by number of students.
 - i. Theresa Zikmund clarified for the Board that the incompletes are due to live burns not being completed yet to complete the program.
 - ii. Mark Bergerson commented that in the NFPA1001 program the student does not have to pass the test only take the test.
 - iii. Margaret Koele, License Coordinator commented that we will now be able to track reimbursements that were given to providers and students that have not completed the course according to the requirements for reimbursement.
 - e. Fiscal year 2016 department information regarding total of backfill and OT reimbursed.
 - i. This is less than one percent of the budget.
 - ii. Kelly Slavik has requested a report showing the actual amount submitted and what is paid out. Steve Flaherty, Executive Director, replied we will work out a report for this request. We will ask our vendor to build that into our data base for this information.
 - f. Fiscal year 2016 department EMS billed and EMS approved reimbursement.
 - i. This is less than one percent of the budget.
 - ii. Steve Flaherty, Executive Director, commented that most fire departments are doing a lot more of EMS and first responder calls verses fire calls. This is training that falls under the MBFTE mission and was discussed at length when it was approved to be included as a reimbursable expense. Some of the EMS regions do not have funds to reimburse for training and some have very little funding to reimburse their regions for training.
 - iii. Margaret Koele, License Coordinator, commented that a few meetings ago, we handed out a report in May showing the statistics of the amount of EMS verses fire calls departments are going out on.
 - 1. Margaret Koele, License Coordinator, replied we will email the information again to board members, after discussion from Greg Withers

not remembering the information from the past meeting.

- g. Report showing which departments pay for licenses for their department firefighters.
- b. Firefighting Training Study update (M.A.D.) – Bruce West, State Fire Marshal
 1. The FSAC approved funding for this project and we will get this study started and completed by June 30, 2017. This study has not been updated since the 1999 study was done.
 2. The Board may get calls from the M.A.D staff to gather information for this study.
- c. Rail/Pipeline Safety Training Update – Steve Flaherty, Executive Director
 1. FY16 there was 57 classes with \$148,000 in reimbursements.
 2. This will be year three of this HSEM program, and this funding will roll over to the next fiscal year. We just manage this program for HSEM.
 3. HSEM will next be hosting “Awareness and Beyond” training.
- d. Appointment Vacancy
 1. Mark Lakosky – Resigned from the board in writing.
 2. Appointment is pending:
 - a. MPFF has recommended Chris Ford from the Rochester Fire Department for this vacancy.
 - b. Appointments Vacancies that will Post in November
 1. Amanda MacDonell
 - a. Amanda MacDonell will not apply for re-appointment.
 2. Jim Fisher
 - a. Jim Fisher will be applying for re-appointment.
 3. Dean Wrobbel
 - a. Dean Wrobbel will be applying for re-appointment.
- e. Strategic Plan Discussion– Executive Committee Report
 - a. Camp Ripley September 26-27
 1. Chad Weinstein will be doing a presentation at this special meeting.
 2. Those members that would like to go to Camp Ripley on the 26th for social gathering. The board members need to let Steve Flaherty, Executive Director know if staying on the 26th so we can let Camp Ripley aware of who is on the base.
 3. The meeting will take place for the day on the 27th, with the meeting starting at 9:00 a.m.
- f. By Laws
 - a. Vote to approve By Laws
 1. Roger Ihrke motioned to amend the original motion to accept the By Laws with the following changes listed below. Jim Fisher second the amended motion and the motion carried with nobody opposing:
 - a. Article 1, Section 1, Subd. 2 Terms; Chair; Compensation
 - i. Delete the word “annually” and add “elect a chair from among the members pursuant to statute.
 - b. Article 1, Section 2 - Reports
 - i. Change to “Committee Reports and Recommendations”.
 1. Chair will appoint committees as needed.

- c. Article 4, Section 9
 - i. Delete Section 9 as it is a repeat of Section 8.
 - g. HMEP Grant – Steve Flaherty, Executive Director
 - a. This grant will be run from HSEM through MBFTE for departments through the Federal fiscal year.
 - b. \$229,000 grant that was available for department training and \$72,000 for out of state conferences for FRI and FDIC.
 - c. This has been a popular grant for the departments.
 - d. We have not heard yet on the next fiscal year grant, but it will probably run through MBFTE as this fiscal year grant has.
 - h. Follow Up on Information Document for League of Cities
 - a. Information document was completed and forwarded to Kelly Slavik and Roger Ihrke to turn over to the proper area for the League of Cities human resource manual on hiring.
 - b. Kelly Slavik stated that they commented that we cannot add things to their policies and Kelly stated we just wanted to get information out there regarding statutes and licensing in Minnesota.
 - c. Margaret Koele, License Coordinator, replied that the document is on our website now under “Licensing” under “License FAQ”. The League had offered they would refer people to our website for further information regarding licensing.
- 6. New Business
 - a. 2017 Calendars
 - a. Change the times of Training to 10:00 a.m.
 - b. Change Executive committee to 12:15 p.m.
 - c. Change Training and Executive Committee August date to the 10th.
 - b. FY17 Funding Consideration – Training Committee Discussion and Recommendations to the Board
 - a. NFPA1001
 - 1. 1800 students (includes bridge courses)
 - a. First come first serve basis
 - 2. \$1,370 per student
 - a. Total cost \$2,466,000
 - 3. 3600 certification tests at \$115 each certification for FF1 & FF2
 - a. Total budget \$414,000
 - b. Training Reimbursement
 - 1. \$200 per firefighter for 20,500 firefighters
 - 2. Total budget \$4,100,000
 - c. MBFTE Board Budget
 - 1. \$245,000
 - d. Conferences & Seminars
 - 1. Total budget \$95,000
 - a. \$5,000 maximum per conference
 - i. Mark Bergerson commented that we would like board members and/or staff to attend these events we sponsor and we have our banner up to display that we have help fund a portion or a speaker of this event.

- i. Rick Loveland wants to make sure it is clear to everyone that this is one time appropriation funding this year for these programs. Steve Flaherty, Executive Director made it clear in letters and all notification to departments that this is one time appropriation for the programs being presented this fiscal year.
 - ii. Eric Hedtke questioned why we are funding certifications? Steve Flaherty, Executive Director commented that we want to make sure that the students are coming out with knowledge and certification for going through the training. Eric Hedtke commented if providers do not meet the passing rate are we going to stop using that provider? Mark Bergerson commented the report shows us a pattern if a provider is not meeting a bench mark of passing certifications, then the Training Committee will need to discuss that. Eric Hedtke commented that if the department wants the student to be certified then they can pay that out of their per fire fighter award amount so we can get people trained without certification. Eric Hedtke commented that the money can be used toward other programs.
 - c. Total proposed MBFTE program amount \$8,089,142.75
 - a. FY17 Base budget \$2,913,000
 - b. FSAC approved \$4,287,000
 - c. FY16 carryover \$889,142.75
- 7. Rick Loveland motioned to offer the FAO, Fire instructor and Fire Officer 1 to successfully pass the certification before reimbursements is offered to departments for the class and certification.
 - a. Dean Wrobbel second the motion as stated above.
 - a. Dean Wrobbel commented that it is very important to have certification tied to the training.
 - b. Clarification by Steve Flaherty, Executive Director:
 - a. Is this motion to hold off reimbursement until certification is successfully completed to the departments for the class and Certification Board?
 - b. Clarification from Rick Loveland is that no reimbursement for departments or Certification Board until students pass the certifications.
 - c. Bruce West (Fire Marshal), Gary Stevens and Rick Loveland agreed with motion.
 - d. Rest of the board members were against the motion, motion did not carry on.
- 8. Eric Hedtke motioned to hold off paying for the certification test through MBFTE until the tests are passed successfully on FAO, Fire Instructor and Fire Officer 1.
 - a. Amanda MacDonell second the motion.
 - b. Bruce West, Fire Marshal, commented this would be difficult for all administration in billing after certification is passed and tracking the information by MBFTE staff and Certification Board staff.
 - c. Eric Hedtke motioned to table the initial motion to hold off paying for certification test through MBFTE until tests are passed successfully for FAO, Fire Instructor and Fire Officer 1.
 - d. Eric Hedtke motioned to withdraw the motion.

- e. Amanda second the motion to withdraw the motion.
- b. Eric Hedtke wants to see training not certification.
 - a. Rick Loveland said that the training needs some sort of merit to pass the certification and not just an attendance certificate. This is a benefit to a department.
 - b. Eric Hedtke believes training is important, but certification should be a local decision.
 - c. Bruce West, Fire Marshal, stated that NFPA1001 has to keep training and certification as the Fire Service Advisory Committee required certification test be taken as part of funding MBFTE to start the program.
 - d. Dean Wrobbel believes certification is a third party that is accredited by IFSAC and is a measure on how well we train MN firefighters. This is information the Legislators will be looking at the training offered in Minnesota. There should not be a provider testing who they instruct.
- c. Rick Loveland motioned to approve the proposed budget as written:
 - a. NFPA1001
 - 1. 1800 students (includes bridge courses)
 - a. First come first serve basis
 - 2. \$1,370 per student
 - a. Total cost \$2,466,000
 - 3. 3600 certification tests at \$115 each certification for FF1 & FF2
 - a. Total budget \$414,000
 - b. Training Reimbursement
 - 1. \$200 per firefighter for 20,500 firefighters
 - 2. Total budget \$4,100,000
 - c. MBFTE Board Budget
 - 1. \$245,000
 - d. Conferences & Seminars
 - 1. Total budget \$95,000
 - a. \$5,000 maximum per conference
 - 2. Mental Health/Cancer Awareness
 - a. 15 at \$5,000 per region
 - b. Total budget \$75,000
 - e. Leadership Development Course
 - 1. Total budget \$45,742.75
 - f. FAO
 - 1. 270 - \$600 per student 18/students/region
 - a. Budget of \$162,000
 - 2. 270 - Certification tests \$140.00 each
 - a. Total budget \$37,800
 - g. Fire Instructor (pre-req for Officer 1)
 - 1. 200- \$400 per student 15 students/region
 - a. Budget of \$80,000
 - 2. 200 - Certification tests at \$115
 - a. Budget \$23,000
 - h. Fire Officer 1
 - 1. 240 - \$500 per student 16/students region
 - a. Budget of \$120,000

- 13. Greg Withers**
- 14. Dean Wrobbel**
- ii. Motion Carried**

9. Public Comment

- a. Marvin Calvin, MnSCU, commented this is a big day for MN Fire service. On the health awareness they should be separated out as to how the training happens.

10. Other Business

- a. Bruce West, Fire Marshal, is handed to the Board members the annual report from the Fire Marshal Division.

11. Adjourn

- a. Meeting adjourned 2:10 p.m.