



MINNESOTA BOARD OF FIREFIGHTERS TRAINING AND EDUCATION (MBFTE) MEETING MINUTES

November 14, 2017
11:35 a.m. - 12:43 p.m.

445 Minnesota St. Ste 146
St Paul, MN 55101
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Board Member	PRESENT	ABSENT	TELECONFERENCE
Eric Hedtke - Assoc. 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		
Chris Ford - MPFF		X	
Greg Withers - Public Member		X	
Gary Stevens - MSFDA	X		
Mark Bergerson - MSFDA		X	
Jim Fisher - Assoc. of Townships		X	
Christine Patrick - MSFDA	X		X
Becki White - MSFCA	X		
Natascha Hennen - MSFDA	X		
Bruce West - SFM - DPS	X		

Guests: Anthony DeSamLazaro (AGO representative), Theresa Zikmund (MSFCB), Tate Mills (SFMD FSS), Jared Rozeboom (SFMD FSS), Dean Wrobbel (SCFD), and T. John Cunningham (MSFCA).
Staff: Steve Flaherty (Executive Director MBFTE) and Margaret Koele (License Coordinator MBFTE)

Call to order at 11:35 a.m. by Eric Hedtke, Vice Chair

- A meeting of the MBFTE was held at Elk River Fire Department on November 14, 2017

Approval of agenda & minutes

- Meeting agenda accepted with additions of:
 - ◆ introduction to new FSS and AGO representative
 - ◆ google analytical reports

- August 15, 2017 minutes approved as written

Officer reports

- Chair, Mark Bergerson - not present
- Vice Chair, Eric Hedtke - nothing to report
- Secretary, Chris Ford - nothing to report
- Treasurer, Becki White - balance and finances look all in order
 - ◆ FSA Balance, Marshal West - present balance is \$4,109,590.36
 - ◆ Marshal West commented that approximately \$7 million will be carried over from FY18 to FY19 and this would be an opportunity for the MBFTE to do some requests for one time appropriation funding. Just be aware the committee has been advised to keep \$2 million in their account and they could decide not to appropriate that extra \$5 million also. If the board has, any special requests this is a great opportunity to request for one time appropriation funding.

Reports

- Executive Director - Steve Flaherty
 - ◆ Each board member was given an infographic showing how the fire safety account is funded, who makes up the committee and where the funding goes. This document is also available on our website under the legislative tab.
 - ◆ We have reimbursed \$134,000 this fiscal year. NJPA is still supplementing region five. The live burn program has all 116 burns spoken for with 30 on the waiting list. We have two "Leadership" classes set up for this fiscal year and we hope to complete the last module during the "Fire Officer School" in Duluth. We have been making a presence at regional meetings and sectional schools around the state. Staff was very busy at the MSFCA Conference and will be at the upcoming Association of Township Conference. I opening up communication between board members and staff by meeting with each member one on one. We encourage each board member to read the "Executive Summary" from the fire service training study to see what the recommendations are from the fire service.
 - Eric Hedtke asked if there would be a meeting with each of the organizations regarding the fire training study. Marshal West replied that he and Steve Flaherty are working on a date for that meeting. Eric Hedtke would like this topic added to the next agenda for discussion.
- Executive/Legislative Committee - Eric Hedtke, Vice Chair
 - ◆ The same information is being discussed at this meeting.
- Licensing/License Review Committee - Eric Hedtke, Vice Chair

- ◆ Statute update:
 - MPFF will be carrying the statute revisions to legislation on behalf of MBFTE. The board approved to move forward with the proposed changes to legislation through MPFF.
 - The license committee discussed not to license qualified instructors and let the training committee handle the process for that program.
 - The license committee will be having more discussion on the classification of licenses. Representatives will be going back to their respected organization for feedback on this subject for the February meeting.
- Training Committee - Chris Ford, Secretary
 - ◆ The committee requested Steve Flaherty, Executive Director, to put together a draft proposal, for the February meeting, to FSAC for one time funding appropriation for PTSD/cancer awareness/mental health.
 - ◆ The committee requested Steve Flaherty, Executive Director, to put together a draft, for the February meeting, of an RFP for a learning management system with an option of a record management program.
 - ◆ The committee requested Steve Flaherty, Executive Director, to put together a draft, for the February meeting, of a new qualified instructor process. This program is based on legislative action for MBFTE this legislative session. Steve Flaherty is asking for any board member input on this new program and any suggestions be to him by January 1, 2018.
 - ◆ Healthy Hero had put out information to departments with two levels of training and the training committee had approved level one for reimbursement under our program, but not level two. The group was notified to remove all wording from their literature relating to MBFTE approving or reimbursing for that level. They were also asked to remove any MBFTE wording regarding reimbursing any funding through reallocation funds.

Public comment

- No public comment

New business

- No new business

Other business

- Fire Service Specialist Tate Mills recapped their report that was given to the Executive Committee, they have prop trailers available now placed around the state and the instructors

will need to be MBFTE live burn trained instructors. The FSS are busy with the \$250,000 service planning grant program, based on a match, which entails departments working together. We have a new FSS, Jared Rozeboom that will be in the west part of the state. Jared is an instructor and Assistant Fire Chief. We are currently going through training with conversations with the League of Cities, Dept of Revenue and the resources we have available to us for departments. We currently assist MBFTE getting information on the reimbursement and licensing program out to the departments. Jared Rozeboom commented that the accomplishments of the MBFTE over the last ten years as made a big difference in the fire service across the state.

- Anthony DeSamLazaro introduced himself to the board as our new Attorney General Office representative. He will be serving many boards in MN along with MBFTE. He is currently familiarizing himself with all the statues for each of the boards he represents.
- Marshal West commented that the live burn standard 1403 has been updated to a version 18 and we currently have been using version 12. We will look over the changes and see if it will require new training. We will need to abide by the latest edition. Rick Loveland would like a date to adopt the new changes. Marshal West said they would try to have these adopted by the new fiscal FY19, which would be July 1, 2018.
- Becki White commented that there should be some requirements added for the live burn instructors using clean equipment. Is there a reimbursement that could be initiated for this process? Rick Loveland commented that we could make the new training mandated and implement a policy regarding cleaning the equipment used in the training.
- Margaret Koele, License Coordinator, handed out some "google analytics" reporting regarding traffic coming to our website. This was information only regarding the usefulness of our site to the fire service and the Fire Service Specialists. In addition, we are at capacity with our template for the database/website and we just picked a more responsive template with more options to expand on. We will be designing that new website and data base and try to roll out this spring. We will be adding the "online training" links that come to our attention and the SFM props to our website for access by the fire service.

Adjournment

- Meeting adjourned at 12:43 p.m.