



MBFTE BOARD MEETING MINUTES

9710
DATE: November 13, 2018

TIME: 11:30 AM

LOCATION: Elk River Fire Department
 EOC Room Lower Level

Board Member	PRESENT	ABSENT	TELECONFERENCE
Reno Wells	X		
Dean Wrobbel	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		
MSFDA – Vacant Seat			
Jim Fisher – Assoc. of Townships	X		
Christine Patrick - MSFDA	X		
Becki White - MSFCA			X
Natascha Hennen - MSFDA	X		
Bruce West – SFM - DPS	X		

Guests: Dave Yurczyk (MSFDA), Dave Schliek (MFSCB), Steve White (SFMD FSS), Theresa Zikmund (MFSCB), Jovan Palmieri (St Paul FD), Tate Mills (SFMD FSS), Steve Flaherty (Executive Director MBFTE) and Margaret Koele (License Coordinator MBFTE)

I. Call to order – Jim Fisher, Chair 11:41 a.m.

a. Accept agenda

i. Agenda additions

- 1.** Appointment applications for upcoming board seats are now open (if want to be re-appointed need to re-apply, if choose not to apply for re-appointment please let your organization President know so they can recommend other applicants for the seat)

- a.** Jonathan Kahnke
- b.** Chip Lohmiller
- c.** Roger Ihrke
- d.** Richard Loveland
- e.** Greg Withers
- f.** Gary Stevens

- i.** Will be retiring in January and not re-applying as an MSFDA rep

2. Agenda accepted with additions

II. Approval of minutes from August, 2018

- a. Minutes approved with additional corrections made for clarification in two sections

III. Reports

a. Treasurer, Becki White

- i. Commented that the finances look in order and referred to Steve Flaherty, Executive Director
- ii. Steve Flaherty, Executive Director commented that the board will need to address the need to increase the license budget to sustain that account
 1. License revenue is only triennial and so we have issues that third year
 - a. Marshal West commented he believes the license budget continues to carry over year to year
 - b. Roger Ihrke asked if we need to increase license fees to sustain
 - i. Marshal West commented that would need to be addressed in statute
 - c. Natascha Hennen suggested Larry Freund be at our February meeting to discuss the long term budget
 - i. Marshal West and Steve Flaherty will meet with Larry and get a long range plan
 - d. Reno Wells would like the information emailed out prior to the meeting so the board could have questions ready for the meeting
- iii. FSA balance, Marshal West
 1. \$4,391,334 through October
 2. Fireworks in FY18 was approximately \$30,000

b. Executive Director, Steve Flaherty

- i. 145 departments have submitted for reimbursements to date
- ii. Sourcewell providing \$167 per firefighter for their region 5 on top of our \$205 per firefighter amount
- iii. Live burn program had 116 budgeted, 28 have been reimbursed and approximately 30 on waiting list in this fiscal year
- iv. Fire Instructor I & II had 407 seats budgeted have all been spoken for throughout the state
- v. Basic Firefighter Training funding change from our NFPA1001 program
 1. Getting positive feedback for the most part across the state
 - a. The departments understand that the board cannot pay for students that do not complete the course or drop out going forward with the new process of that program
 - i. The costs are not paid until the course is complete and the certification is passed
 2. Chip Lohmiller addressed the Training Committee regarding challenges on his business side
- vi. Leadership course currently has a wait list of 30
 1. We are starting a course in December with another course starting in January
 2. We are having issues with Camp Ripley as military takes precedence and our accommodations can be cancelled with little notice
 - a. Difficulty in accommodating students and instructors when these cancellations happen
 - b. Marshal West commented that Steve Flaherty check other options to keep things scheduled as plans
 3. 14 past leadership students will be taking the L380 Fireline Leadership course at Camp Ripley
- vii. Margaret Koele, Theresa Zikmund and the Fire Service Specialists have been out working throughout the state with providers and departments on the program changes

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- viii. We will be at the Association of Township Conference later this week and just finished MSFCA Conference, our booth is always very busy
- ix. Steve Flaherty would like to reach out and meet with board members again this year to keep the line of communication open
- c. Executive Committee, Chair Jim Fisher
 - i. Nothing to bring to the board
- d. Licensing/License Review/Legislative Committee, Chair Natascha Hennen
 - i. The committee was updated on the DNR statute wording changes for the upcoming session for Wild Land Firefighters
 - 1. They are just specifying the exemption of licensing from our statute 299N
- e. Training Committee, Chair Jim Fisher
 - i. It was a short meeting and some discussion items will be discussed later in the agenda
- f. Fire Service Specialist Report, Tate Mills FSS
 - i. Fire Service Specialists are grateful for the addition of the 4th person on behalf of MBFTE
 - ii. Continuing the shared service planning grant program
 - iii. FSS will also be attending the Association of Township Conference for the first time
 - iv. Working on improving LP and vent trailer props for use around the state
 - v. NAFTD (North American Fire Training Directors) was hosted in MN and well attended
 - vi. Steve White is the new FSS and is happy to be part of the Fire Marshal Division
- g. Marshal West commented working on hiring a Supervisor for the FSS/educators and have had 23 applicants

IV. Public comment

- a. Dave Schliek (MFSCB) commented that the certification board had the opportunity to tag team with MBFTE on certification verses licensure at the MN Chiefs Conference. As MBFTE and MFSCB met we agreed that it is not one verses the other, but how they work together. The presentation was shared with about 25 that certification and licensure are two options across the state of Minnesota
 - i. Margaret Koele, License Coordinator, clarified that licensing is not an option for full time career firefighters, as it is a mandate, that they be licensed if employed by a fire department

V. Old business

- a. RFP Draft discussion if want to continue with the RFP or not – Steve Flaherty, Executive Director
 - i. Target Solutions was presented to the MBFTE a couple years ago based on getting online licensing across the state
 - 1. 71 Fire Departments using Target Solutions as of 11/1/18
 - a. 56 in 2017 with a loss of two due to non-engagement
 - 2. Courses completed
 - a. 45,990 in 2017
 - b. 58,000 in 2018
 - ii. The Training Committee discussed moving forward with the RFP based on the outcome of a meeting with MNIT by Steve Flaherty and Marshal West
 - 1. MNIT (Minnesota Information Technology) would help draft the RFP with more specifics and timelines for clarity in what MBFTE expectations are (hope to have back by the end of the week)
 - 2. When the RFP is completed then it will give the board an idea of costs
 - a. Would need to be included in the operational costs to be able to keep it an annual budget item if the board chooses to move forward with this program
 - b. Marshal West commented that the RFP is not a commitment it is just giving an idea what is out there by a third party vendor and the costs involved

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John Kahnke made a motion to move forward with the RFP, Natascha Hennen second the motion. Motion carried.

- b. Appointments to the Board
 - i. Association of Townships – Reno Wells
 - 1. Represents District 11 and is with Hackensack Fire Department/EMT
 - 2. Went through Leadership at Camp Ripley
 - 3. All Hackensack firefighters all certified from using MBFTE funding
 - ii. League of Cities – Dean Wrobbel
 - 1. Has returned back to the board and is still St Cloud Fire Department Fire Chief
 - 2. 30 years in the fire service
 - 3. Believe in MBFTE mission/vision
 - iii. MSFDA – Christi Patrick
 - 1. Reappointed back to her seat
 - iv. MSFDA (Open)
 - 1. Bobby Falcon is the recommendation from the MSFDA and we are waiting for appointment to be made by the Governor Office

VI. New business

- a. MBFTE logo to go on the SCBA Confidence Prop Trailer - Steve Flaherty, Executive Director
 - i. Training provider wanted to have MBFTE logo on a prop trailer at no cost
 - ii. Training Committee decided not to go ahead with a logo on the trailer after discussion regarding issues that could arise with a negative impact, validation of endorsement once add logo to equipment, and also deciding who can use the logo once you put it out there
Greg Withers motioned to not have the MBFTE logo on any prop trailers in regards to the Training Committee recommendation, Rick Loveland & Chip Lohmiller second the motion, motion carried
 - iii. Margaret Koele, License Coordinator, commented on an info graph that Theresa Zikmund of MFSCB and herself had put together on the process of the link between licensure and certification in Minnesota

VII.

- Gary Stevens asked with putting a time line such as 3 years on the basic firefighter training program splitting up the program and how much are we losing in funding with recruitment retention through this program
- a. Steve Flaherty commented that we are in the process of the audit from the last few years and we should have some figures by the February meeting
 - b. Steve Flaherty commented that we can report on who did not complete the course, but we do not have reporting on retaining the students through departments once trained as we do not have a system to track that
 - c. John Kahnke commented that we are taxing the firefighters in the outstate areas to try to get the program done right away and it is a good idea that we offered the splitting up of the program
 - d. Margaret Koele commented we are auditing from 2014 to current and it is not all dropped students. The audit is finding students that did not complete the course or certification requirements, as well as those providers or MFSCB that pre-billed and were reimbursed for those students
 - i. Margaret Koele added that MBFTE is being fiscally responsible with the funding by waiting for the students to complete the course and pass certification before reimbursement is made
 - ii. Margaret Koele commented to Gary Stevens concern about splitting the NFPA1001 program is a benefit as when she is going around the state the rural departments are grateful at the option to do one course in one fiscal year and then come back to complete the FFII the next fiscal year. The splitting helps accommodate the busy lives of the POC/Part time/volunteer firefighters that work other jobs, in the fields whatever so the burden of training is not so much pressure on them.
 - iii. Also departments can submit for reimbursement under their department awards verses the basic fire training funding

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VIII. Marshal West commented that all board members serve their seats until new appointments are made

IX. Adjourn 1:09 p.m.

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