



MBFTE BOARD MEETING MINUTES

DATE: May 14, 2019

TIME: 11:30 AM

LOCATION: Elk River Fire Department
EOC Room Lower Level

Board Member	PRESENT	ABSENT	TELECONFERENCE
Reno Wells – Assoc. of Townships	X		
Dean Wrobbel – 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
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: Mike Nelson (South Metro), Gavin Peterson (MSFDA)

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

I. Call to order – Dean Wrobbel, Chair 11:32 a.m.

a. Accept agenda

i. Agenda additions

1. Leadership course change (training report)
2. Fixed facilities added under live burn funding (training report)
3. Information on NFPA1001 program with end dates set by Training committee for past students from audit and current students (training report)
4. Discussion on NFPA1001 program issues with funding students that do not complete within the fiscal year
5. Web conference (Executive report)
6. Bylaw update on quorum for meetings (Executive report)

7. Draft of committee meetings to board members prior to the board meeting (new business)
 - a. **Motion by Chip Lohmiller, second by Chris Ford, to approve the agenda with the additions, motion carried**

II. Approval of minutes from February 12, 2019

- a. **Motion to approve the minutes from February 12, 2019, by Rick Loveland, second by Chip Lohmiller, motion carried**

III. Reports

- a. Treasurer, Steve Flaherty, Executive Director
 - i. Condensed version of the financial report is in your packet
 1. \$7.33 million total budget this fiscal year
 2. \$6.9 million is for reimbursement
 3. Unexpended is \$5.9 million as of May 1, 2019
 - a. Motion by Rick Loveland to approve the financial report, second by Chip Lohmiller, motion carried
 - ii. FSA balance, Bruce West
 1. \$11,369,295.77 (includes firework sales)
 - a. should meet the \$13 million budget goal
- b. Executive Director, Steve Flaherty
 - i. RFR Update
 1. \$5.9 million left to reimburse
 2. Have a few departments that have submitted for the first time and some that did not submit last year that have this year
 3. Sourcewell funds (5 county region), have been used up by 21 departments thus far
 4. Live burn has a waiting list for FY19 and FY20
 5. We are still waiting on conference and seminars to finish up in order to reimburse them
 6. NFPA1001 has about 1200 projected to go through FY19 and only reimbursed 95 students so far, still waiting on providers to upload paperwork and MFSCB to enter data
 7. Leadership has completed the two cohorts this fiscal year, would like to change things for FY20
 - a. Great evaluations from this program by participants
 8. Still waiting on the Governor to appoint the seats to the board
 9. Roster collections are under way
 10. Margaret Koele, License Coordinator is celebrating five years working with MBFTE next week

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11. Steve Flaherty will be part of the MFSCB transition committee working on options for when they transition from the Executive management they have now to a new organization or management team
 - a. One of the options is moving under the State Fire Marshal Division
 - b. Observing Pro Board
- ii. Phase II audit update
 1. Steve Flaherty, Executive Director, commented that we are continuing to work with MFSCB, along with providers, to find out the students that are dropped from this course
 - a. Once the audit is completed it will show the cost of doing business by the dropped students, which goes along with the turnover rate in the fire service
 - b. We will have a better idea of numbers at the August meeting
- c. Executive Committee, Chair Dean Wrobbel
 - i. Bylaw revision on quorum for meetings – Dean Wrobbel, Chair
 1. The Executive committee would like to recommend to the board that the quorum be met in person at the meeting and change the bylaws to address that change
 - a. There is an issue with distractions or drop off during the teleconference call in
 - i. The quorum changes as people drop off
 - ii. People talk over each other when not able to see when others are going to talk making it hard to conduct business
 - iii. Noise distracting the meeting when people do not mute their phones or are typing during the meeting over the teleconference line
 - b. The meetings are four times a year and people should be able to make those meetings when volunteered to be on the board
 - c. John Kahnke, added the definition of quorum “is you must be present”
 - d. Have protocol if a meeting is cancelled to have it listed on calendar that the meeting will be held the following week same day of the week
 - i. If the weather his bad the meeting should be cancelled for the safety of all members driving to attend the meeting
 1. Add this to the bylaws about weather and holding meetings the following week if cancel a meeting
 - e. In “Roberts rules” the Chair announces the loss of the quorum before taking any votes, if people leave the meeting, still continue the meeting and finish conducting business
 - i. Roberts rule will be reverted to in the interim of a quorum issue

- ii. Reno Wells commented the current board bylaws state “no official business may be acted on without a quorum”
 - 1. Interpret that no business should be decided without the quorum
 - 2. Rick Loveland interprets that the meeting cannot start without a quorum, but if a quorum is lost during the meeting can continue to conduct business
 - 3. Roger Ihrke commented there is nothing in the bylaws saying you need a quorum for a committee, you only need to have one person and that is the committee
 - a. Committees are not making decisions on recommendations
 - 4. Dean Wrobbel commented that currently the way the bylaws are written he would table any item if a quorum was not there to conduct the business, unless the board clarifies the bylaw on this issue
 - 5. Chip Lohmiller commented that each board member volunteered to be on this board and if they cannot make four meetings a year, then they need to rethink their commitment. We spend too much discussion time on this issue of attendance for meeting
- iii. Board suggested to inquire with the AG office on quorums and web conference
- f. **Motion made by Bruce West to add using Roberts Rules as a guide for board activities under article 1 section 4 of the bylaws, Rick Loveland second motion, motion carried**
- ii. Web conference – Dean Wrobbel, Chair
 - 1. It is being tested to host video conference, along with the teleconference, for people that cannot attend the meetings
 - a. Beneficial when documents are being presented, as they would be visual
 - i. **Motion made by Greg Withers to have staff draw up bylaw change to allow for video conferencing, second motion by Bruce West, motion carried**
 - a. (voting against was Reno Wells)
 - 2. Reno Wells would like it written out what video conference means
 - 3. Margaret Koele commented to clarify if that would need to be opened up to public if offered to the board
- iii. DNR legislative update – Steve Flaherty, Executive Director

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1. Still in legislation this session, if not moved forward will be re-presented next session
- iv. MBFTE legislative update - Steve Flaherty, Executive Director
 1. The statute revisions are still in legislation this session and were heard in the Judiciary committee last Saturday and we hope to get included in the DPS omnibus bill
- v. RFP Update – Steve Flaherty, Executive Director
 1. The RFP was posted on May 3, 2019 and needs to be up for 21 days
 - a. We are on track to have this completed and provide more information at the August meeting for the budget discussion
- d. Licensing/License Review/Legislative Committee
 - i. Nothing to report
- e. Training Committee, Chair Dean Wrobbel
 - i. Leadership course change – Steve Flaherty, Executive Director
 1. Ten cohorts through at Camp Ripley in the last five years
 2. Camp Ripley getting hard to get dates and get bumped if the military is using facility, no notice of the changes when they bump our group
 - a. Would like to take the group to 24 students
 - b. Down to one cohort
 - c. Increase the time of two modules, per the feedback from students
 - d. Take off site to hotel
 - i. Save \$14,000 on budget
 1. Instructor cost high with two cohorts
 - a. Rick Loveland commented why we do not have the departments pick up the hotel cost and we only pick up the course
 - i. Are we creating opportunities for training or welfare
 - b. Dean Wrobbel commented that when we started, it was looked at to get a Leadership program modeled after the fire academy, and has done very well, this is an important part to provide to the fire service. This is only discussion for budget in August
 - i. If we are thinking of the programs as welfare, then we need to revisit all the programs that are being offered
 - c. Bruce West commented that Camp Ripley is becoming more difficult with logistics. We would

like to keep this paid for, as this is a phenomenal program

- i. Steve Flaherty, Executive Director commented that we could say here is what the course cost, if they do not show, we bill the department for the cost

ii. Fixed facility being added to live burn funding program - Dean Wrobbel, Chair

1. Executive Committee would like to recommend that fixed facilities be added to the live burn funding program

a. **Roger Ihrke motioned to approve fixed facilities to be added to the live burn funding program, second by Jim Fisher, motion carried**

- i. This would only be for the facility cost up to \$1500 like the live burns
- ii. Rick Loveland, does not agree with the decision being made when committee makes the decision a week before the board meeting expecting the board to approve things just on their recommendation, without information being sent out

1. Reno Wells commented that the information had been sent out by the staff, twice regarding the information being discussed at the meeting today

2. Bruce West asked if a week is not enough how much earlier should the committees meet prior to the board meeting

a. Rick Loveland replied about three weeks prior to the board meeting

- i. Margaret Koele, License Coordinator, commented if you have committees to hear the proposals, discuss and make the recommendations to the board, then why have committees. Maybe there should be discussion that if the board would like to hear the information again and have the same discussions again then have all discussions at the board level and not have committees

ii. Chip Lohmiller commented that it would be the same meeting over and over again

iii. Margaret Koele, commented that the minutes are just a summary of the meetings

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and not full discussions held at the meetings

3. Bruce West recommended the Executive Committee discuss what was brought up regarding the time frame of committee's meeting and the information relayed to the board members prior to the board meeting for review
 - a. Roger Ihrke disagrees, as this issue is a fire department asking a request of the board with a three page letter of information, we need to just move on and make a motion on this request
 - b. Chris Ford commented he agreed with Margaret Koele, that a committee is set up to make the recommendations to the board by hearing and discussing the information. The board needs to trust the committee's recommendation, if not then disagree with the recommendation brought forward

iii. NFPA1001 program

1. End dates for completion – Dean Wrobbel, Chair

a. Audit students 2014-2018

- i. Complete program by June 30, 2020 or will be put in dropped status

1. **Rick Loveland motioned to approve the completion of the programs from 2014-2018 by June 30, 2020 or will be put into dropped status, Jim Fisher second motion, motion carried**

b. Current students FY19 – Dean Wrobbel, Chair

- i. Complete program by June 30, 2020 or will be put in dropped status

1. **Reno Wells motioned to approve the current FY19 students complete the programs by June 30, 2020 or will be put into dropped status, Bruce West second the motion, motion carried**

c. Future students – Dean Wrobbel, Chair

- i. Complete the following fiscal year from when started
 1. Decide this in August when do the budget

2. Issues with funding this program through fiscal years with those students that do not complete the program within current fiscal year

f. Fire Service Specialist Report – Bruce West

- i. The fire service specialists are working hard around the state and are there to help any fire departments in need

IV. Public comment

- a. Mike Nelson, South Metro, would like to thank the board for adding the fixed facilities to the live burn funding program

V. Old business

- a. No old business

VI. New business

a. Recommendations for additional course reimbursements

- i. Training Committee recommendation for these programs to go on the “Reimbursable Expense List” as options for the departments, they all meet a NFPA standard

1. Fire Fitt

2. The Power of Smart Nutrition Improve your Quality of Life

- a. Bruce West motioned to approve the recommendations to add the three programs to the reimbursable expense list, Chip Lohmiller second the motion, motion withdrew

- i. Dean Wrobbel, Chair would like to break into two groups, the first two, then the last program separate

- ii. **Bruce West motioned to approve the recommendation of Fire Fitt and The Power of Smart Nutrition Improve your Quality of Life, to the reimbursable expense list, second motion by Reno Wells, motion approved** (with one board member against)

1. Greg Withers and Chris Ford are concerned about getting away from education to pay for health and wellness issues

2. Chris Ford commented that there is already MNFIRE training for the mental health/cancer/wellness

3. Rick Loveland commented this is firefighter impact

4. Bruce West commented this is another opportunity as an educational session for their department, if you do not have a healthy firefighter you do not have a firefighter

3. Leading “Off” the Fireground

- a. **Rick Loveland motioned to approve Leading “Off” the Fireground to the reimbursable expense list, Chip Lohmiller second the motion, motion carried** (with one board member against)

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- b. Budget discussion
 - i. \$4.265 million for budget
 - 1. \$245,000 administrative budget
 - 2. \$100,000 Fire Service Specialist
 - 3. Remaining funding to be decided:
 - a. Department award (per firefighter/RFR)
 - b. Leadership course
 - c. Live Burn
 - d. Conference & Seminars
 - e. NFPA1001 (Basic Fire Training)
 - i. Greg Withers commented why can't we do one budget for two years
 - 1. Executive Director Steve Flaherty, commented that is difficult to know the rollover funding in the second year of the biennium for budgeting and also if get any one time funding from FSA
 - 2. Greg Withers asked why we cannot amend the budget at that time
 - 3. Dean Wrobbel, Chair, commented that discussions are long enough on one year budget, verses adding discussion on amending budgets when we do not have all the information to work with for that next year
- c. Special meeting with new members
 - i. The board said if Steve Flaherty, Executive Director has time he can certainly meet with the new members
- d. Draft minutes to board from committee meetings
 - i. Bruce West would like the Executive Committee to add this to their agenda and discuss if any changes need to be made regarding the topic

VII. Adjourn 1:23 p.m.