



MBFTE BOARD MEETING MINUTES

DATE: August 13, 2019

TIME: 10:00 a.m.

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	
John Peura – Public Member	X		
Robert Dixon Jr - MSFDA	X		
Roxanne Altmeyer - MSFDA	X		
Jim Fisher – Assoc. of Townships	X		
Gavin Peterson – MSFDA	X		
Becki White - MSFCA	X		
Natascha Hennen - MSFDA	X		
Bruce West – SFM - DPS	X		

Guests: Mike Nelson (South Metro Fire Dept), Gary Stevens (outgoing MBFTE Board member), Paul Seleski (MFSCB), Steve Shapira (Century College), Matt Grave (SCTCC/Ridgewater), Frank Hanson (Willmar Fire Dept), Jared Rozeboom (SFMD), Dave Yurczyk (MSFDA), Kip Springer (Eagan Fire Dept), Judy Thill (Inver Grove Heights Fire Dept), Terri Zikmund (MFSCB), Greg Withers (outgoing MBFTE Board member) and Christi Patrick (outgoing MBFTE Board member), Ed Hoffman (Mankato Fire Dept, teleconference line), Anne Mathiowetz (Hennepin Tech, teleconference line)

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

I. Call to order – Dean Wrobbel, Chair 10:05 a.m.

- a. Accept agenda**
 - i. Agenda additions**
 - 1. Board members wear shirts to next meeting for website picture
 - a. Agenda approved with additions**

II. Approval of minutes from May 14, 2019

- a. Minutes approved as written**

III. Board Members

- a. Outgoing members presented with certificates signed by the Governor**
 - i. Christi Patrick**
 - ii. Greg Withers**
 - iii. Gary Stevens**
 - iv. Mark Bergerson**
- b. New Members**
 - i. Orientation went well with the new members**
 - 1. Roxanne Altmeyer
 - 2. John Peura
 - 3. Robert Dixon Jr
 - 4. Gavin Peterson
- c. Appointment opening**
 - i. Chris Ford 1/6/2020**
 - 1. Chris Ford emailed that he will be seeking to stay on the board for re-appointment

IV. Reports

- a. Treasurer, Becki White**
 - i. We ended with a zero balance for the end of the biennium**
 - 1. \$4,265,000 board budget for FY20
 - ii. \$2.2 million in redistribution**
 - 1. FSA balance, Marshal West
 - a. This account is a fire safety surcharge .05% charge on each homeowners insurance policy that gets collected and funds the SFMD, MBFTE and state wide teams)**
 - i. \$14,207,274.42 FY19 collections**

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- ii. \$13,043,000 fiscal year budget for base budgets (SFM, MBFTE, MART, Task Force One and state response teams)
 - iii. \$1,164,274.42 one-time funding appropriation provided to various groups
 - 1. Task Force One \$454,274.42
 - 2. MnFIRE \$60,000
 - 3. Washer Extractor & Dryer Grant \$400,000
 - 4. State Fire Marshal Division \$250,000
 - a. Non Responsible Party fund
 - b. Service Planning grant
 - b. \$479,000 collected July 2019 starting new fiscal year
 - c. Chief Financial Officer recommends \$2 million stay in the operational account at all times
 - d. Base budget increase requests will be reviewed next August by the FSAC for the FY2022 biennium
 - e. One time appropriation presentations are held in June by the FSAC
- b. Executive Director, Steve Flaherty
 - i. 687 departments used the reimbursement program this year which is a decrease from last year where 702 submitted
 - 1. 31 departments submitted that did not submit last year, 4 for the first time
 - 2. 11 departments still have never submitted for reimbursement
 - 3. Region 5 continues to see the extra funding from Sourcewell
 - 4. More than \$2.2 million was redistributed to 302 departments around the state
- c. Executive Committee, Chair Dean Wrobbel
 - i. Committee did not meet
 - ii. We will hold discussion later in the agenda regarding committees and draft minutes
- d. Licensing/License Review/Legislative Committee
 - i. Committee did not meet
 - ii. Legislative update on MBFTE and DNR statutes, Steve Flaherty Executive Director
 - 1. Statutes all passed through legislation, we have not seen final statute language from the Revisor's Office yet
 - a. DNR wild land firefighters are exempt from licensure in their statute, as it did pass through legislation
 - 2. MBFTE does not have anything to bring forward to the next legislative session
- e. Training Committee, Chair Dean Wrobbel
 - i. Committee did not meet

1. Conference & Seminar review committee met via teleconference line to review the applications submitted, if the board should choose to fund this program again
 - a. \$84,000 in requests
 - b. \$43,000 committee recommendations
- f. Fire Service Specialist Report
 - i. The Specialists have been very busy with helping to contact departments for rosters and submissions for reimbursements
 1. They are very appreciative of the database provided by MBFTE with the updated information it provides
 2. They have been helping answer questions with the qualified instructor process since that has just rolled out
 3. MBFTE continues to be the number one topic of calls and emails across the state

V. Public comment

- a. No public comment
 - i. In the board folders there are several letters submitted by departments for your review in regards to the NFPA1001 program

VI. Old business

- a. Discussion on having committees
 - i. Suggestions
 1. Licensing/Legislative committee as needed basis
 - a. Marshal West suggested there should be a licensing committee of at least 3 members, so the License Coordinator has someone to go to with information from the AG office or policy issues that come up with licensing
 - i. Have an annual meeting then other meetings as needed
 2. Training & Executive committee
 - a. Meet two weeks prior to the board meeting
 - b. Five members
 - c. Members need to have equal representation from the board and across the state
 - d. Need to have equal organization representation by board members on each committee
 - e. Need to trust the committees to do the work on decisions to bring recommendations back to the board
 - i. If the same discussions are taking place that the committees have, then we should bypass committees and just have all business conducted by the board

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- ii. Draft committee minutes out to board members prior to approval
 - 1. The AG office recommends not to send out non approved minutes until the committees have approved them, once approved then can be made public
 - 2. Suggestion is send out an outline of what was discussed at the committee meeting to the board members
 - a. The agenda for that meeting lists the outline of what would be discussed at the committee meeting
 - i. If presentations occur the handouts can be sent out to the board members on the presentations
 - 3. Meetings are always open to the public and have conference call line to accommodate those that cannot attend in person
- b. Bylaw revision draft
 - i. Calendar revised for inclement weather cancellations with rescheduling the meeting to the following week same day (depending on holiday's or elections)
 - 1. Jim Fisher motioned to approve, Natascha Hennen second the motion, motion carried
 - ii. Adopting "Roberts Rules" as a guideline to the bylaws
 - 1. The board will follow state guidelines per the AG office
 - iii. Video conferencing added to allow for meetings
 - 1. Feedback from AG office if need to make public
 - a. The board will continue telephone conference and not go forward with video conference

VII. New business

- a. Budget discussion
 - i. Recommendation by Executive Director \$4,265,000
 - 1. \$245,000 Operation budget
 - 2. \$100,000 Fire Service Specialist
 - 3. \$20,000 for Target Solutions pilot program
 - a. If the board does not move forward with the RFP we would have to start process over from the beginning again
 - b. Online training was a recommendation in the fire study by the fire service
 - c. The board could ask the FSAC for a base budget increase for the cost of the Target Solutions program going forward when the cost is \$130,000 for 5 yr program (\$6.41 per firefighter)
 - d. Target Solutions will be based in Minnesota and they will do all the training across the state
 - e. State level training can be pushed out through that program to all departments

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- f. The program has reporting features to track training of each firefighter
 - g. 30 day written opt out clause by the state or Commissioner with or without cause
 - i. Chip Lohmiller motioned to approve the \$20,000 for Target Solutions for this year only, Reno Wells second the motion
 - 1. \$20,000 for pilot program of 40 departments
 - a. Motion withdrew by Chip Lohmiller as he was only motioning for the \$20,000 not moving forward with any further funding and Reno Wells thought the motion was for the whole contract proposal of \$20,000 for the pilot program and \$130,000 after that annually for 4 years
 - ii. Becki White motioned to approve the Target Solutions five year contract proposal with the opt out clause, \$20,000 pilot program and \$130,000 for 4 years after the pilot, Reno Wells second the motion
 - 1. John Kahnke commented that we need the vendor to know how to promote this program to get more people involved in using it
 - a. We will have to help promote with cards or letters to all departments through mail or email
 - i. **Roll call vote for motion, motion carried unanimous**
4. \$689,715 needs to be taken out of the budget for FY19 NFPA1001 students and Instructor students that did not complete in one fiscal year, board gave two fiscal years to complete
 - a. The board can answer to the funding by being accountable for funds with students completing the course and passing the certification before reimbursement is made
 - b. Suggest not to have a redistribution in the first of the biennium and carry over for the next fiscal for the NFPA1001 program for those students that do not complete the program within the first year
5. \$1,701,840 training reimbursements (\$84 per firefighter)
 - a. 20260 staff numbers from the roster collections
6. \$1,096,000 NFPA1001 program (800 seats)
 - a. 800 students at \$1,370 for the course
 - b. Ability to have two years to complete the course and pass the certifications

- c. We should not have to allocate seats to providers and academies as we only had 700 students complete the course and pass the certifications, even though 1200 went through the program
 - i. Giving the two years to complete helps hold that number that we can allow the same amount of students to go through the program again this year
- 7. \$192,000 certification exams
 - a. \$240 for the exams, increased by MFSCB from \$230 last year
- 8. \$139,500 Live Burn program
 - a. 93 live burns
- 9. \$43,000 Seminars/Conferences
- 10. \$37,945 Leadership course
 - a. Not being held at Camp Ripley because of logistical issues of getting rooms cancelled when in route to the facility for the class and classrooms moved to smaller rooms than planned
 - i. Going to one class with 25 students with 4 modules
 - ii. Holding classes at a hotel where assured rooms and classrooms
 - iii. Savings come from having instructors only once rather than having them come out for two separate classes
- 11. The Executive Director encourages the board to lock in the programs for two years
 - a. When change programs annually makes it very difficult to educate the fire service on changes each year. We need to be more consistent
 - b. When changing programs is costly when have to change our database programming to accommodate changes made each budget year on programs
 - i. Example is NFPA1001 when take a certification out of the full 1001 program to have the department pay for one certification cost was costly programming change, then to pay the programmer to change it back again when changed the program back to a full program again. We need to be more consistent with our programs
- ii. TOTAL \$3,210,285
 - 1. Board Discussion
 - a. Marshal West motions to approve the Executive Directors recommendation for FY20 budget, Chip Lohmiller second the motion
 - 1. Roll call vote motion carried unanimous**
 - a. We need to look at each financial number on annual basis then decide on the programs

- b. MBFTE representative from the board for MFSCB on a live burn certification committee
 - i. MFSCB would like to set up a committee to develop a certification for live burn instructors and would like a member of MBFTE part of that committee
 - 1. Executive Director will be happy to sit on the committee, but recommends a member of the board also sit on the committee
 - 2. Jim Fisher nominated Chip Lohmiller for the committee, Roger Ihrke second the motion, motion carried
- c. Position replacements – vote
 - i. At Large
 - 1. Marshal West motioned for John Kahnke, Natascha Hennen second motion, motion carried
 - ii. Secretary
 - 1. Jim Fisher nominated Natascha Hennen, Reno Wells second the motion, motion carried

VIII. **Adjourn** 12:58 p.m.