



MBFTE BOARD MEETING MINUTES

DATE: November 12, 2019

TIME: 10:01 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), Steve Shapira (Century College), John Ehret (SFM Fire Service Specialist)
Staff: Steve Flaherty, Executive Director and Margaret Koele, License Coordinator

I. Call to order – Dean Wrobbel, Chair

- a. Accept agenda
 - i. Agenda approved as written

II. Approval of minutes from August 13, 2019

- a. Minutes approved as written

III. Reports

- a. Treasurer, Becki White
 - i. Financials are in order as presented
 - 1. FSA balance, Marshal West
 - a. \$4,527,418.36, includes firework sales tax collections
- b. Executive Director, Steve Flaherty

- i. Target Solutions pilot program was discussed and the contract was signed to move forward
- ii. 300 applicants have applied for the qualified instructor program and Steve Flaherty, Executive Director is following up with those whose applications are incomplete
 - 1. FY21 we will be linking the instructors with the reimbursement form process
 - 2. Currently we have a live search of qualified instructors on the website
- iii. Steve Flaherty, Executive Director and Chip Lohmiller have been working with MFSCB on a committee for live burn certification
- e. Fire Service Specialist Report
 - i. We are working very hard around the state with departments
 - ii. Grant opportunities should be coming up December / January
 - iii. Service Planning Grant is going strong and we are helping with that program
 - iv. 76 fire departments were at risk of losing their fire aid and we worked closely with the Office of State Auditor to try to help prevent that from happening
 - v. We are working with many new chiefs and helping them understand MBFTE programs
 - vi. We helped Target Solutions identify some organizations that would be good fit for them
 - vii. We are working with departments that are considering merging through using the service planning grant program

IV. Public comment

- a. No public comment

V. Old business

- a. Board appointment update
 - i. Chris Ford 1/6/2020
 - 1. Chris Ford has reapplied for the seat and we have received a letter of recommendation from the MPFF, that will be submitted to the Governor office
- b. Quorum clarification from AG office
 - i. Quorum clarification from last meeting
 - 1. There are two statutes on “quorums”, as a state agency we fall under the one that is half of the total number of appointed seats for the board is the quorum, if during a meeting the number falls under that quorum the Chair will acknowledge the loss of the quorum and the meeting will go forward as discussion only and no business can be acted upon after the loss of the quorum
 - a. Committees follow the same rules as above
 - i. Teleconference members count as part of the quorum and they need to be on the line during roll call votes to be considered part of the quorum. If they drop off, hang up, or mute and are not present during such a vote it will not count as part of the quorum
- c. Certification Board transition meetings
 - i. November 14th, December 16th (proposals due) , January 15th (presentations)
 - 1. January 30th (board meeting), February 11th (board meeting) to be determined as conflict with MBFTE meeting

2. Marshal West commented that this is a modest request and agrees with Rick Loveland, but the key concern is over the requests that will be made by other agencies, as there is not enough funds to accommodate all the requests
 - a. **Natascha Hennen motioned to request from FSAC a base budget increase from \$4.265 to \$4.5 million, Rick Loveland second the motion**
 - i. **Motion carried with unanimous roll call vote**
- c. Elections for January
 - i. Treasurer (Becki is currently in 2nd term)
 - ii. At Large (can extend John Kahnke until 2022)
 - iii. Chair (can leave current Chair in position until 2021 or vote a new chair)
 - iv. Approve 2020 calendars (License & Board)
 1. Calendar approved as written

VII. **Adjourn** 11:02 a.m.

Minnesota Board of Firefighter Training and Education
445 Minnesota St. Ste 146
St Paul, MN 55101

(web-site) www.mbftc.org (email) fire-training_board@state.mn.us (phone) 651-201-7257 (fax) 651-215-0525