



MBFTE BOARD MEETING MINUTES

DATE: February 11, 2020

TIME: 10:09 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		
Jim Smith – SFM - DPS	X		

Guests: Steve Shapira (Century College), Steve White (SFM Fire Service Specialist), Paul Seleski (MFSCB) and Dave Schliek (MFSCB)

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

I. Call to order – Dean Wrobbel, Chair

- a. Introduction of Fire Marshal Jim Smith
 - i. Bruce West is the new appointed Assistant Commissioner and Jim Smith has been appointed the new MN State Fire Marshal
- b. Accept agenda
 - i. Agenda accepted as written

II. Approval of minutes from November 12, 2019

- a. Minutes approved as written

III. Reports

- a. Treasurer, Becki White
 - i. Financials are in order as presented
 - 1. Out of \$4.265 million budget, we have \$3.5 unexpended to date, which majority is in reimbursements to be disbursed
 - i. Financials approved as presented
 - b. FSA balance, Marshal Smith
 - i. \$8,721,531.67
- b. Executive Director, Steve Flaherty
 - i. Target Solutions pilot program update
 - 1. The pilot program has started to roll out with two regions on board at this time
 - ii. Leadership course has come in under budget from projection and the feedback has been very positive taking the program off site from Camp Ripley to a hotel
 - iii. Reimbursements are still coming in, but is still early in fiscal year
 - iv. Sourcewell funding is at \$184 per firefighter for region 5, fire/EMS/law enforcement/public health
 - 1. They are talking about expanding their reimbursements in that region
 - 2. We only administer the program with an administrative fee added in for our staff time
 - v. MBFTE staff has been busy with Target Solutions, certification board transition, fire schools/conferences and license renewal
- c. Executive Committee, Chair Dean Wrobbel
 - i. Met on January 28th
 - 1. MFSCB joint meeting, presented 2019 certification data
 - a. Certification has been average the last few years, they go up when we have had more one time funding from the FSA for special projects that include certification
 - b. New NFPA standards are being rolled out
 - c. New instructor certification from Pro Board
 - 2. The board will need to consider one time funding from FSA and where the priorities will be for the request
 - 3. New instructor information from Pro Board
 - 4. MBFTE audit will be wrapped up at the end of FY20
 - 5. Dave Schliek asked for additional funding for live burn instructors
- d. Training Committee, Chair
 - i. Met on January 28th
 - 1. Dave Schliek commented on how well the Target Solutions is working
 - 2. Mike Nelson from South Metro Fire asked for L380, L381 and L481 to be considered for funding through the MBFTE, Steve Flaherty will talk with DNR, as it is a very labor intensive program
 - a. Cost is \$26000 for 24 people, plus all the personnel that would be needed to host the course

3. Chip Lohmiller asked about EMS certified instructors under the qualified instructor program and it was discussed that if someone is certified through the state of MN DOT or EMSRB that supersedes our requirements and they would be listed under the expert part of the application
 4. Dave Schliek (MFSCB) asked for someone on our board to be on their NFPA1041 expert committee and Becki White volunteered to sit on that committee to review the standard and testing procedures
- e. Licensing Coordinator, Margaret Koele
- i. License renewal going well
 1. 4006 licenses to renew
 - a. 2177 full time
 - b. 77 part time
 - c. 1206 paid on call
 - d. 467 Volunteer
 - e. 79 no department
 - i. Currently in statute if they are not affiliated with a department they cannot renew the license
 2. We have well over 500 renewed at this time
 - a. Waiting for verification 570
 - b. Waiting for payment 200
 3. We have 219 departments that pay the license fee
 - a. We just licensed three new full departments
- f. Fire Service Specialist Report
- i. Steve White, FSS Northwest, reports:
 1. John Ehret has moved into an interim Supervisor position at the office created by the appointment of Bruce West to Deputy Commissioner and Jim Smith appointed to Fire Marshal, so the other FSS are helping fill in for him where needed
 2. There is a decent turnover in Chiefs, we are getting a better handle on getting contact information quickly when this is happening
 3. When departments are contacted by Target Solutions we are following up to make sure they are getting on board with the requests quickly
 4. Service planning grant received six applications requesting approximately \$264,000, all received a portion of the \$150,000 available in the grant award
 5. Fire deaths for 2020 is 5 of 9 caused by smoking related incidents

IV. Public comment

- a. Dave Schliek (MFSCB) would like to share comment during certification board report

V. Old business

- a. Board appointment update
 - i. Chris Ford 1/6/2020
 1. Margaret Koele is waiting for reply back from new contacts at the Governor office on appointment

- b. Certification Board transition, Steve Flaherty, Executive Director
 - i. We were the only one to respond to the RFP for the position of Executive Director of MFSCB when their current directors contract expires (this would be under the State Fire Marshal Division/under MBFTE)
 - 1. In January there were presentations of the respondents, in which we were the only one to respond
 - a. At this meeting questions were answered that their transition committee had regarding the RFP, so they could make a recommendation to their board
 - 2. Their board meeting was held on January 30th and they approved the transition of the certification program coming to the State Fire Marshal Division at the end of the current Executive Directors contract, which is up at the end of 2023
 - a. Dave Schliek (MFSCB) commented that the proposal was not unanimous with two votes with one descending and one abstain, but the board voted to allow the Fire Marshal Division to move forward to prepare draft legislation
 - i. The transition committee has a fair amount of concerns that were discussed at the board meeting and the transition committee meeting
 - ii. The board has listed their concerns and sent a letter to Fire Marshal Smith
 - 1. They have asked for updates on legislation and they hope that the legislation will address their concerns
 - iii. Two regions in the state of MN were not in favor of moving, but after discussion they did vote in favor of allowing legislation to be drafted
 - iv. They will see what the proposed legislation will be in September or October and they will see how that shakes out
 - ii. Approval needed by MBFTE to move forward with this concept of certification coming under MBFTE
 - 1. Chip Lohmiller motioned to move forward with legislation to bring the certification board to the State Fire Marshal office under the MBFTE, Natascha Hennen second the motion
 - a. Rick Loveland asked about any cost to us or fiscal note attached in bringing the certification board over under the MBFTE and can it be handled under our current operational budget or do we need to adjust it now to move forward
 - i. Steve Flaherty commented that there will be some sort of fiscal note attached to this, as additional staffing will need to be hired, several meetings that will take place, legislation, etc., the budget needs would need to be reviewed closer to the FY24 time frame when we need to take on more staff

- b. Motion passed unanimous, per roll call vote

VI. New business

- a. Fire Safety Account strategy for 1-time funding FY21 – Steve Flaherty, Executive Director
 - i. Base budget funding increase asks are in August (\$4.5 from \$4.265)
 - 1. We would like to ask to cover Target Solutions \$135,000 per year
 - ii. In June they will be taking presentations for one time appropriation
 - 1. There may be \$3.5 million for one time requests
 - a. Training Committee will hear presentations for one time requests on behalf of organizations to FSAC and MBFTE, at their April meeting
 - i. DNR L380/L381/L480
 - ii. \$200 per firefighter would be \$2.4 million request
 - 1. We would like to recommend moving the training committee meeting for a 9:00 a.m. start to hear presentations
 - a. Dean Wrobbel, Chair has approved to move the time change for the training committee
- b. Elections (terms are two calendar years)
 - i. Treasurer (Becki is currently in 2nd term) (2016-2020) (replaced board member in 2016/2017 term year)
 - 1. Becki White nominated John Peura, Natascha Hennen seconded the motion
 - a. Motion carried
 - ii. At Large (can extend John Kahnke until 2022)
 - 1. Reno Wells motioned to accept extending John Kahnke to 2022, Natascha Hennen second the motion
 - a. Motion carried
 - iii. Chair - need to change bylaws to new statute language (2021)
 - 1. Dean will remain in place until 2021
- c. Bylaws Revision
 - i. Revise Article 1, subd. 2, section 3
 - 1. Chair position elected biennially per MN Statute 299N.02 subd. 2
 - 2. Change the chair to two terms to be consistent with other officers
 - a. Reno Wells moved to approve the changes and John Peura second the motion, motion carried
 - ii. Revise Article III, section 6
 - 1. Election of officers – change the vote for chair from annual to odd year
 - a. John Peura moved to approve the changes, Becki White second the motion, motion carried

VII. Adjourn 10:59 a.m.