



MBFTE BOARD MEETING MINUTES

DATE: May 11, 2021

TIME: 10:07 a.m.

LOCATION: Meeting via teleconference & Teams

Board Member	PRESENT	ABSENT
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: Dave Schliek (MFSCB), Mike Dobesh (MnFIRE & Richfield FD), Shawn Kremer (DPS Chief Financial Officer), Todd Manley (DNR), Kip Springer (Eagan FD), Jessica Zemien (DPS Fiscal), David Jensen (SFMD FSS), DeeDee Jankovich (MnFIRE), Theresa Zikmund (MFSCB), Wayne Kewitsch (MnFIRE), Sarah Krans (AG Representative), Patrick Kelley (M-State College & University Office) and Jared Rozeboom (SFMD FSS)

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

- I. Call to order – Dean Wrobbel, Chair** 10:07 a.m.
 - a. Roll call attendance completed
 - b. Introduce Sarah Krans – AG representative
 - c. Introduce Shawn Kremer – DPS Chief Financial Officer
 - d. Congratulate reappointed board members
 - i. Becki White
 - ii. Jim Fisher
 - iii. Natascha Hennen
 - e. Agenda additions
 - i. Budget discussion
 - 1. Reno Wells motioned to accept the agenda with addition, Becki White second the motion, roll call, motion carried
- II. Approval of minutes from February 9, 2021**
 - a. John Peura motioned to accept the minutes as presented, Natascha Hennen second the motion, roll call, motion carried
- III. Reports**
 - a. Treasurer, John Peura
 - i. Financials are in order
 - 1. FSA balance, Marshal Smith
 - a. \$13,154,535.13 collections through April, there is a discrepancy in collection reporting being reviewed
 - b. Executive Director Report, Steve Flaherty
 - i. COVID update
 - 1. Meetings in person are starting to open up with restrictions being lifted
 - 2. DPS employees are still working remotely at this time
 - ii. TargetSolutions update
 - 1. 132 departments on the “Core” version of TargetSolutions
 - a. That number includes the 37 pilot departments
 - i. 87 departments on the “Premier” version
 - 2. Total number firefighters training in the site
 - a. 4800 firefighters
 - i. 7200 hours of “core” elements training conducted in 2020
 - 1. Return on investment is \$15.00 an hour per firefighter for online training, this will go down as more departments come on board with the program
 - 3. Materials we have added to the platform
 - a. Underwriters Laboratory on Basement Fires
 - i. 90 minute five part online training
 - iii. Certification board transition update – Marshal Smith
 - 1. Legislation update
 - a. The house version of the language is part of the omnibus bill sitting in a conference committee

- i. This topic has not been discussed
 - iv. DNR Wildland training to structural firefighters update
 - 1. There is a wildfire working group that is identifying the challenges of making sure structural firefighters meet the credentials of wild land firefighter training when deployed in state or out of state
 - v. Leadership Development course
 - 1. One course was held this fiscal year and would like to do two if budget allows in FY22
 - a. We received positive feedback from all the participants that took the course
 - i. 75 on wait list
 - vi. Virtual speakers update
 - 1. We have had over 1200 registrations for the live speakers
 - 2. We have had over 1900 watch the recorded speakers (this could be a higher number as a department that registers to watch the recorded version could be holding a training with many other participants and we cannot gather that information)
 - a. 10th presentation of twelve after last night completed
 - b. The series is getting people from other countries and states viewing the live and recorded speakers, this spreads the message about MBFTE
 - 3. Feedback of presentations
 - a. We have been getting positive feedback on all the speakers
 - 4. Return on investment has been impressive
 - vii. Qualified Instructor update
 - 1. 296 active instructors on the list
 - 2. 85 incomplete applications we are still working on
 - 3. July 1st is the launch date of this program that departments need to use a qualified instructor from our active list to be eligible for reimbursement
- c. Training Committee, Chair Chip Lohmiller
 - i. MnFIRE course content discussion to add to the NFPA1001 program, as a requirement to complete the course for the future
 - 1. We feel this is important course content to add to the program
 - 2. Financial cost adding this content to the program needs to be discussed further
 - 3. More discussion with all the training providers and MnFIRE on this recommendation
 - ii. CISD added to the leadership course
 - 1. Financial cost adding this course content to program needs to be discussed further
 - a. It was received well from participants and they feel it is a necessary module to incorporate into the training
 - i. MnFIRE did the program with funding they had received from the FSAC one time funding this fiscal year

- iii. Discussion to continue to budget the virtual speaker series
 - 1. This program was received well across the state and we will need to have further discussion on trying to continue the program within the budget in FY22
 - a. It was suggested to possibly do under conference & seminars grant program or a stand-alone program
 - i. Doing less speakers to lower the cost was also suggested
- d. Executive Committee, Chair Dean Wrobbel
 - i. Video conference update
 - 1. The next meeting in July will be held in person, video option and/or teleconference option
 - a. One member of a board or committee must be at the meeting location
 - i. Masks will be required
 - ii. Discussion was held on items from Training Committee meeting
 - 1. The committee agrees that the CISD is important to add to the Leadership program and will let Steve Flaherty, Executive Director have more discussion on the NFPA1001 program content with the training providers and MnFIRE
 - 2. The committee would like to see the speaker series continued if the budget allows
 - iii. The committee talked about the statute on board member make-up and members being from the organizations they represent, more discussion will take place based on appointments
 - 1. Steve Flaherty, Executive Director, Dean Wrobbel, Chair and Margaret Koele, License Coordinator, met with the Governor's office to discuss organizations recommendations and the importance of adhering to those in considering board members for our organization
 - a. League of Cities would like the statute changed to state their representative be a city employee or elected official
 - b. Representatives of each organizations are expected to take information back to their respective organization boards for their recommendations on discussions by the MBFTE
- e. Licensing, Margaret Koele, License Coordinator
 - i. Total licensed firefighters 3860
 - 1. 2252 - FT
 - 2. 1597 – POC/VOL/PT
 - 3. 10 Unaffiliated – (active licenses renewed and the individual is no longer affiliated with a department but will remain licensed until expiration)
 - 4. 15 applicants on verification and wait to pay report to get licensed
 - a. Have licensed two complete POC/VOL departments in last month
 - 5. License committee meeting moved to August
- f. Fire Service Specialist Report - Jared Rozeboom
 - i. David Jensen introduced as the newest Fire Service Specialist, hired in March

- ii. We have been really busy with Operations Safety net, Northern Lights Task Force and going to regional/county chief meetings across the state
 - 1. Service planning projects will be wrapping up in next month
 - 2. We have been working with contract talks between departments with the League of Cities and Township Associations, on understanding their fire departments
 - 3. We are coming up on the end of fiscal helping with MBFTE roster collections and reimbursement submissions being sent in
 - a. The MBFTE funds one of the four Fire Service Specialist positions, but all work on behalf of MBFTE across the state with departments

IV. Old business

- a. No new business

V. New business

- a. The MBFTE Board to allow Steve Flaherty, Executive Director to allocate all remaining funds under “department award” as see fit to clear account balances to zero, per the state statute for end of the biennium
 - i. Chip Lohmiller motioned to approve, Becki White second the motion, roll call vote, motion carried with all board members present voting to approve
 - b. Discussion on approval to make requests for FSA one time funding in FY22
 - i. DNR MNICS Leadership Courses
 - 1. At the June FSAC meeting presentations will be heard for one time funding for FY22, there is a potential for \$1 million appropriation available
 - a. MNICS training was not able to happen during COVID and so funding will go back to FSA for FY21 and those funds will not be available until FY23
 - i. DNR MNICS Leadership course request again for FY22 & FY23
 - 1. Chip Lohmiller motioned to approve MBFTE to request on behalf of DNR \$225,250 for five MNICS courses to carry over FY22 & FY23 from FSAC, Natascha Hennen second the motion
 - a. Roll call, motion carried with all board members present voting to approve the request
 - ii. SFMD
 - 1. Fire Chief Boot Camp
 - a. Motion made by Natascha Hennen, Reno Wells second motion to approve MBFTE to request on behalf of SFMD \$24,000 for FY22 & FY23 to hold 4 Fire Chief Boot Camp over the two years
 - i. Roll call vote, motion carried with all board members present voting to approve the request
- iii. MBFTE
 - 1. Virtual speakers, special programs and per firefighter funding increase
 - a. Natascha Hennen motioned to approve the Executive Director of MBFTE to request any available funds the FSAC may have available to continue

the special programs we had, with the board determination based on extra funding available during the budget meeting in August , second the motion by Becki White

- i. Roll call vote, motion carried with all board members present voting to approve the request

c. Budget discussion

- i. We are still waiting if the base budget will be increased to \$4.5 million through legislation

1. FY22 budget will be back to base budget unless we get any one time funding through the FSA
 - a. There will not be enough funding for all the special projects we had this fiscal year
2. June 1 – June 30th conference & seminar applications will be opened up
 - a. Suggestion from Natascha Hennen to get feedback from their represented organization on the budget for the August meeting

VI. Public Comment

- a. No public comment

VII. Adjourn 11:19

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