

MBFTE BOARD MEETING MINUTES

DATE: November 14, 2023

TIME: 10:31 a.m.

Elk River Fire Department

LOCATION: 13073 Orono Pkwy NW

Elk River, MN

Teams/Teleconference

Board Member	In Person	TEAMS	ABSENT
Vance Bachmann –		X	
Assoc. of Townships			
Dean Wrobbel –	Х		
League of Cities			
Bobby Falcon-	х		
League of MN Cities			
Chris Kummer - MSFDA	X		
Chip Lohmiller - MSFCA		X	
Thomas Schulte- MPFF		X	
Kate McKay - MSFDA	X		
John Peura –		х	
Public Member			
Michael Shwankl - MSFDA	X		
Chad Vermeersch			x
Jim Fisher –			Х
Assoc. of Townships			
Gavin Peterson –	х		
MSFDA			
Becki White - MSFCA			х
Natascha Hennen - MSFDA	X		
Amanda Swenson – SFM - DPS	X		

Staff:

Steve Flaherty (Executive Director, MBFTE) Allison Marcus (Licensing Coordinator MBFTE) Ross Hoernemann (MBFTE FSS)

Guests: (In person) David Jensen(SFMD), Patrick Kelley, Scott Saehr (MFSCB)

Online: Jacob Alsdurf, Jack Volz, Jeremie Baker, Tate Mills (SFMD), Jared Rozeboom (SFMD), Scott Carriveau, Charlie Smith (Century College), Shannon Wark, Zack Chapman (North Star College) Adam Lantz

- I. Call to order at 10:31 am Natascha Hennen, Chair
 - a. Roll call attendance listed above
 - b. Agenda additions -Policy for redistributions
- II. Approval of the agenda (Motion by: Peura / Second by: Wrobbel)
 - a. Agenda approved with addition
- III. Approval of minutes from May 9, 2023 (Motion by: Wrobbel / Second by: Kummer)
 - a. Minutes approved as written via roll call vote
- IV. Reports
 - a. Budget
 - i. Base budget for FY24 is \$5.5 million
 - 1. Remaining balance is \$5,397 million
 - b. Fire Safety Account (FSA) balance, Chief Deputy Amanda Swenson DPS
 - i. Report from FY23 end of July
 - ii. Total resources available \$29,028,000
 - iii. Budgetary balance \$6.389 million
 - c. Executive Director, Steve Flaherty
 - i. FY23 recap
 - 1. MBFTE received 1-time funding to add to base budget
 - 2. Database in transition to State server
 - 3. Ross Hoernemann hired as Training and Licensing Specialist- similar position to Fire Service Specialist
 - 4. MBFTE underwent first audit
 - 5. MBFTE gained \$1 million to base budget
 - 6. Redistributions went out to 262 departments that qualified for redistribution
 - a. 36 departments were overpaid
 - b. Not enough money to pay 57 departments
 - c. Next steps are developing policies to prevent from happening again
 - 7. Sourcewell agreed to provide \$175,000 in FY24 for training reimbursements to their 5 county region
 - d. Executive Committee Report, Chair Dean Wrobbel
 - i. Conferences and Seminars "Project"
 - 1. committee included Steve Flaherty, Steve White, Jared Rozeboom, Becki White and Dean Wrobbel
 - 2. 19 requests totaling \$86,010
 - 3. Recommending funding 11 requests for \$39,000

- 4. Can apply for a maximum of \$5,000
 - a. Decided to cap \$2,500 for major conferences of IAAI, State Fire Marshal's Association, MSFCA, and Arrowhead EMS
- ii. Discussed paying for State border training
 - 1. Suggestion is to pay for out of state training if training is within 50 miles of department
- iii. Discussed policy for redistribution
- e. Fire Service Specialist David Jensen (SFMD)
 - i. FSS appreciate partnership with MBFTE
 - ii. Steve White helped MBFTE at MSFCA conference due to Steve Flaherty's absence
 - iii. Share MBFTE information with new fire chiefs when department has turnover

V. Old business

- a. Board member appointments Natascha Hennen
 - i. Will be staggering reappointments so as not to have half new board on same date
- b. License renewal update Allison Marcus, Licensing Coordinator
 - i. FY23 409 New applicants
 - ii. FY23 3,239 Renewals
- c. FSAC 1-time Funding
 - i. Asked for \$3.5 million request to add to \$5.5 base budget
 - 1. FSAC approved \$1.75 million
 - 2. Assistant Commissioner Cunningham said the Commissioner's office would approve \$2,085,049 in 1-time appropriations
 - 3. Total budget for FY24 \$7,585,049
- d. Legislative Audit—Executive Director Flaherty
 - i. Audit is not complete
 - ii. Had field exit in August
 - 1. Looked at receipts, payroll, operating expenditures and training expenditures

VI. New business

- a. FY24 budget discussion Executive Director Flaherty
 - i. Motion to approve FY24 budget as presented by Steve Flaherty with redistribution on annual basis by Wrobbel/Second Lohmiller
 - 1. Yearly redistribution will allow fire service to more readily predict funds and MBFTE to track funds
 - 2. Note that MBFTE Leadership is not being funded with this budget

- ii. Amended motion to approve FY24 budget as presented by Steve Flaherty with annual redistribution plus FSAC 1-time funding going to per firefighter reimbursement by Wrobbel/Second Lohmiller
 - 1. Motion passed
- b. Out of State training reimbursement eligibility
 - i. Motion to allow reimbursements for out of state training within 50 miles of bordering department by Peura/Second Wrobbel
 - 1. Motion passed
- c. FY23 reimbursements and redistribution policy Executive Director Steve Flaherty
 - i. Will work with Fiscal and Commissioner's office to develop policy
 - ii. Policy will need to be in place before end of fiscal year
- d. Committee appointments Chair Natascha Hennen
 - i. Current Executive Committee: Dean Wrobbel (Chair), Natascha Hennen (secretary) Chip Lohmiller, John Peura, Jim Fischer, Becki White
 - 1. In order to adhere to bylaws, need to adjust executive committee
 - Natascha Hennen (chair), Dean Wrobbel (non voting member), John
 Peura (Secretary), Becki White (Treasurer), Chip Lohmiller (Vice Chair),
 Jim Fisher (At Large member)
 - ii. Looking for members of Licensing Committee
 - 1. Current Licensing Committee consists of Natascha Hennen and Dean Wrobbel
 - a. Tom Schulte interested in joining committee
 - iii. Approval of 2024 calendar
 - 1. Motion to approve 2024 calendar by Peura/Second Wrobbel
 - a. Motion passed

VII. Public Comment

- a. Scott Saehr (MFSCB) updated board about MFSCB
 - i. Compared 2022/2023 certifications
 - 1. Numbers have increased in 2023 for all certifications
 - ii. MFSCB office moving to SBM station 3

VIII. Next Meeting date:

- a. Scheduled for February 13, 2024
- IX. Motion to Adjourn at 12:19 p.m. by: Wrobbel / second by: Peura
 - a. Motion carried

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