



MBFTE BOARD MEETING MINUTES

DATE: February 13, 2023

TIME: 10:33 a.m.

LOCATION: Elk River Fire Department
13073 Orono Pkwy NW
Elk River, MN
Teams/Teleconference

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

Staff:

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

Guests: (In person) David Jensen(SFMD)

- I. Call to order at 10:33 am – Natascha Huspek, Chair
 - a. Roll call attendance listed above
 - b. Agenda additions –none
- II. Approval of the agenda (Motion by: Peura / Second by: Wrobbel)
 - a. Agenda approved
- III. Approval of minutes from November 14, 2023 (Motion by: Peura / 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 \$4.566
 - b. Fire Safety Account (FSA) balance, SFM Dan Krier DPS
 - i. Current balance: \$14.2 million
 - ii. Anticipated transfers out \$11.3 million
 - iii. Remaining balance \$2.9 million
 - c. Executive Director, Steve Flaherty
 - i. Allison has been working with database programmer and MnIT to prepare for transition to State server
 - ii. Ross will be attending FDIC in Indianapolis in April with two Fire Service Specialists
 - iii. Will develop MoU between Board and DPS
 - iv. Working with Sourcewell to develop documentation to accept gift since July
 - v. Met with Bruce West, Marshal Krier, Natascha Huspek, Jim Fisher and Steve Flaherty to discuss MBFTE history and how it ended up under DPS/SFMD
 - d. Executive Committee Report, Chair Natascha Huspek
 - i. MBFTE database switching over to MnIT
 - ii. Discussed 5 year Vector Solutions contract due at end of calendar year
 - e. Fire Service Specialist —David Jensen (SFMD)
 - i. Working on educating fire departments about yearly redistribution and updated deadlines for reimbursements
 - ii. Set up monthly meeting between Fire Service Specialists and MBFTE to provide unified message to fire service
 - f. License Update – Allison Marcus
 - i. Total of 3,712 licensed firefighter in Minnesota

1. 2,385 Full time
2. 200 Part time
3. 912 Paid on Call
4. 212 Volunteer

V. Old business

- a. Board member reappointments – Steve Flaherty, Executive Director
 - i. Expiration dates are staggered
 - ii. Board is fully staffed

- b. License committee
 - i. Committee meets yearly and as need
 - ii. Tom Schulte volunteered to join committee
 - iii. Kate McKay volunteered to join committee

- c. MBFTE move to State server—Allison Marcus
 - i. Planning to go live next Thursday, February 22, 2024
 - ii. Website will temporarily be down while transition occurs

VI. New business

- a. Vector Solutions – Executive Director Flaherty
 - i. Contract will expire at end of calendar year
 - ii. 181 departments are using CORE version
 1. 36 departments have 0 completions
 2. 53 departments have <10 completions
 3. 42 departments have >100 completions
 - iii. Asked Vector Solutions if departments can stay on CORE platform and pay per person and have departments pay per person, and have departments submit for reimbursement. Waiting for response
 - iv. Board will need to decide whether or not to reinvest in contract, if so, will need to go out for RFP
 - v. Vector Solutions says there may be a 5% increase to the \$130,000 yearly fee for new contract
 - vi. Board members discussed wanting more data broken down by year to help make decision on whether or not to continue contract

- b. Base budget vs Reimbursement requests by year—Steve Flaherty, Executive Director
 - i. Created document in response to question: “Do we have enough in the base budget to cover the needs of the fire service?”

1. In FY23 there was a \$4 million deficit
 2. Over 10 years there is an average of \$2 million deficit
 3. One-time funds are critical to support fire service
- c. New OSHA standard for fire brigades – Executive Director Steve Flaherty
- i. OSHA is proposing new emergency response standard
 - ii. Current standard will be expanded
- d. MBFTE Reimbursement Policy and Process – Steve Flaherty, Executive Director
- i. MBFTE Reimbursement policy, process and timeline documents have been drafted between MBFTE and DPS Fiscal
 - ii. Motion to accept MBFTE Policy and Procedure documents by Wrobbel/Second Peura
 1. Discussion on policy and procedure documents
 2. Marshal Krier wants more acronyms identified and spelled out
 - a. Suggests documents are too specific and should be more general until DPS/MBFTE document is created
 - i. Dean Wrobbel suggests to maintain step-by-step process and add statement to include “As long as DPS is doing our AP process, this is our policy, if that changes the policy must change.”
 3. Dean Wrobbel motions to table approval of reimbursement policy until May meeting/John Peura Seconds
- e. Approval of 2024 Licensing committee calendar
- i. Licensing committee meeting scheduled for August 14th, 2024 at 9:00am
 - ii. Motion to approve Wrobbel/Second Kummer

VII. Public Comment

- a. Marshal Krier DPS
 - i. Want to clarify that the DPS/MBFTE agreement is not meant to change any operations

VIII. Next Meeting date:

- a. Scheduled for May 14, 2024

IX. Motion to Adjourn at 12:07 p.m. by: Peura / second by: Kummer

- a. Motion carried

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

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