



MBFTE BOARD MEETING MINUTES

DATE: May 14, 2024

TIME: 10:46 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)

Guests: (In person) David Jensen(SFMD), Tate Mills (SFMD), Patrick Kelly (M State), Scott Carriveau, Scott Saeher (MFSCB)

(Teams) Taylor Schenk (DNR), Michael Meyer, Stephen Shapira (Century College), Melinda Coscarelli (Pro Network)

- I. Call to order at 10:46 am – Natascha Huspek, Chair
 - a. Roll call attendance listed above
 - b. Agenda additions –Dave Jensen to report for FSS instead of Jared Rozeboom
- II. Approval of the amended agenda (Motion by: Peura / Second by: Lohmiller)
 - a. Agenda approved
- III. Approval of minutes from February 13, 2024 (Motion by: McKay / Second by: Peura)
 - a. Minutes approved as written via roll call vote
- IV. Reports
 - a. Budget –Steve Flaherty, Executive Director
 - i. Base budget for FY24 is \$5.5 million
 1. Remaining balance is \$4.099
 - a. Approximately \$3 million left for reimbursements
 - b. Fire Safety Account (FSA) balance, SFM Dan Krier DPS
 - i. Receipts are up \$3 million ahead of last year
 - c. Executive Director, Steve Flaherty
 - i. Staff has made adjustments to address OLA audit findings
 - ii. MBFTE database is now on State server
 1. Database was down for 24 hours for changeover
 - iii. Reimbursement process is now going paperless
 - d. Executive Committee Report, Chair Natascha Huspek
 - i. Vector Solutions contract will be due October 10th, 2024
 1. Need to decide if the Board will continue with the contract at a 5% increase
 2. Executive committee recommends to the Board to keep Vector solutions
 - a. 2017 study from MBFTE to the fire service, resulting in an ask for statewide online training
 - e. License Update – Allison Marcus
 - i. Total of 3,764 licensed firefighters in Minnesota

- f. Fire Service Specialist —David Jensen (SFMD)
 - i. Steve White retired
 - 1. NW part of state is being covered by other FSS, Ross Hoernemann and Steve Flaherty
 - ii. Encouraging departments to get rosters submitted

V. Old business

- a. MBFTE database transferred to State Server – Allison Marcus, Licensing Coordinator
 - i. Dan Krier asked if transfer triggered any accessibility issues

- b. Vector Solutions—Steve Flaherty, Executive Director
 - i. Contract due every 5 years, current contract expires 10/10/24
 - ii. MBFTE does not need to go for RFP, can do single source for Vector Solutions with a 5% increase
 - iii. If Board chooses not to continue contract, departments can pay for core platform at \$60/head, which would be eligible for reimbursement
 - 1. Currently the cost per firefighter <\$21
 - iv. Motion to have Steve go to MnIT to see if Vector Solutions can be single source and what the costs are (Peura/Peterson)
 - 1. Discussion- Dean doesn't want to wait until August to make decisions, suggests a special meeting if necessary
 - 2. Dan Krier wants more comprehensive data about usage
 - v. Motion amended to give Steve authority to go to MnIT to see if Vector Solution can be single source and what the costs are, and if not, give Steve the authority to work with MnIT to go out for RFP.
 - 1. Motion carried

- c. Reimbursement memo and Yearly redistribution payments document —Steve Flaherty, Executive Director
 - i. Worked with fiscal, Jessica Zemien, to clarify dates that fall on weekends and spelled out acronyms
 - ii. Motion to adopt Reimbursement Memo (Peura/Wrobbel)
 - 1. Discussion- Dan Krier suggests to change the Board “May accept funds” not “shall accept funds”
 - a. Kate McKay questions “option 1, option 1” and suggests striking “you will need to directly”
 - 2. Motion amended to accept policy with striking “you will need to directly”, test “option 1, option 1” and change to “the Board may”

- a. Motion carried
- iii. Motion to adopt Yearly Redistribution Payment document (Peura/Wrobbel)
 - 1. Discussion-Dan wants clarification on whether DPS Staff is doing tasks or the Board members are doing tasks
 - 2. Motion to adopt Yearly Redistribution Payment document with technical changes
 - a. Motion carried
- d. DPS and MOU Update – SFM Dan Krier, DPS
 - i. CFO wants an interagency agreement instead of MOU

VI. New business

- a. OLA Audit Report – SFM Dan Krier, DPS
 - i. 11 findings
 - ii. Hearing is on YouTube and is public
 - iii. Natascha, Chair- Staff is already working on addressing findings, including the processes adopted today
- b. Policy on Reviewing Reimbursements and Licensing Continuing Ed Requirements—Steve Flaherty, Executive Director
 - i. Auditors want to know how MBFTE knows trainings happen
 - 1. Created process to review reimbursements and licensing requirements
 - 2. Motion to accept policy on Reviewing Reimbursements and Licensing Continuing Ed Requirements (Peura/Wrobbel)
 - a. Discussion on technical changes to be made to document
 - i. Suggestion to create a committee to select departments for review
 - b. Motion to approve Reviewing Reimbursements and Licensing Continuing Ed Requirements policy with technical corrections
 - i. Motion carried (8 yea, 2 nay)
- c. Strategies for Death Notifications—Jen Traw
 - i. Hour long training program on how to give Death Notifications
 - ii. Executive Committee suggests making training eligible for funding through MBFTE
 - iii. Motion to fund and make training eligible through MBFTE (Peura/Krier)
 - 1. Discussion finds this training fits within the needs of the fire service per the 2017 survey
 - 2. Motion carried

- d. FSAC FY25 1-time request presentations – Executive Director Steve Flaherty
 - i. MBFTE
 - 1. Motion to give Steve the authority to ask FSAC for \$3 million to supplement the MBFTE budget from 1-time funding (Peura/Schwankl)
 - 2. Motion carried
 - ii. DNR- Taylor Schenk
 - 1. Asking for \$295,580 over two years
 - 2. 2 L-380 courses, 2 L-381 courses, 1 L-481 course
 - 3. Motion for Steve and DNR to go to FSAC and ask for \$295,580 for 1-time funding (Peura/Schwankl)
 - a. Motion carried

VII. Public Comment

VIII. Next Meeting date:

- a. Scheduled for August 14, 2024

IX. Motion to Adjourn at 2:18 p.m. by: Peura / second by: Wrobbel

- a. Motion carried

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