

MBFTE BOARD MEETING MINUTES

DATE: November 12, 2019

TIME: 10:01 a.m.

LOCATION: Elk River Fire Department

EOC Room Lower Level

Board Member	PRESENT	ABSENT	TELECONFERENCE
Reno Wells –	х		
Assoc. of Townships			
Dean Wrobbel –	Х		
League of Cities			
Rick Loveland - MPFF			X
Jonathan Kahnke - MSFDA	X		
Chip Lohmiller - MSFCA	X		
Roger Ihrke –	Х		
League of Cities			
Chris Ford - MPFF	X		
John Peura –	Х		
Public Member			
Robert Dixon Jr - MSFDA		X	
Roxanne Altmeyer -	Х		
MSFDA			
Jim Fisher –	Х		
Assoc. of Townships			
Gavin Peterson –	Х		
MSFDA			
Becki White - MSFCA	X		
Natascha Hennen - MSFDA	Х		
Bruce West – SFM - DPS	X		

Guests: Mike Nelson (South Metro Fire Dept), Steve Shapira (Century College), John Ehret (SFM Fire Service Specialist) Staff: Steve Flaherty, Executive Director and Margaret Koele, License Coordinator

- I. Call to order Dean Wrobbel, Chair
 - a. Accept agenda
 - i. Agenda approved as written
- II. Approval of minutes from August 13, 2019
 - a. Minutes approved as written
- **III. Reports**
 - a. Treasurer, Becki White
 - i. Financials are in order as presented
 - 1. FSA balance, Marshal West
 - a. \$4,527,418.36, includes firework sales tax collections
 - b. Executive Director, Steve Flaherty

- i. Target Solutions moving forward and they are setting up an enterprise site for MBFTE
 - 1. We are working on a logo with MBFTE and Target Solutions to show on the site when departments login
 - 2. 40 pilot departments will be starting soon with a web X training program
 - a. Fire Service Specialists, Executive Director and License Coordinator will be involved in that training to help answer questions as they arise from departments
 - **b.** On site train the trainer will start after the initial web X training occurs
 - c. 105 departments wanted to be part of the pilot program, with very positive feedback regarding the program going state wide
 - **d.** Executive Director, Steve Flaherty, will be working with Target Solutions to make sure all the training links go along with MN Certification Board requirements
- ii. Leadership Development
 - December 6-7 will be the first module in Baxter at the Arrowwood Resort with
 25 students expected to participate
 - 2. The second course will be January 4th at the Arrowwood
 - 3. Module three will be held at the Holiday Inn St Cloud
 - 4. Fourth module will be at the Kelly Inn St Cloud
 - a. In order to abide by the state purchasing policies we had to split the locations for the modules to different locations
- iii. Marshal West and Executive Director Steve Flaherty, will be attending the Sourcewell annual meeting next week to thank them for the funding and share how it has helped the fire service in that region with training
- iv. We are currently reaching out to departments that have not yet invoiced for students that have completed courses and passed certification in the "Basic Fire Training" programs
- v. We attended the Chief Conference a couple weeks ago and will be at the Association of Townships Conference next week
 - Both conferences are well attended and our booth continues to be very busy throughout our vending time
- c. Executive Committee, Chair Dean Wrobbel
 - i. Draft minutes were sent out to all board members after the meeting
 - ii. Dave Schliek from MFSCB talked about their transition committee going over the RFP process for those interested in taking over the MFSCB when the current Executive Directors retire in January 2024. The four options being considered are: State Fire Marshal's Division, M State Universities, independent contractor and direct hire. Presentations will be made in December with a final decision in early February of the direction they choose to go
 - iii. The committee would like to discuss at the board level to do a request for base budget increase from FSAC to cover Target Solutions annual fee
- d. Training Committee, Chair Dean Wrobbel

- Target Solutions pilot program was discussed and the contract was signed to move forward
- ii. 300 applicants have applied for the qualified instructor program and Steve Flaherty, Executive Director is following up with those whose applications are incomplete
 - 1. FY21 we will be linking the instructors with the reimbursement form process
 - 2. Currently we have a live search of qualified instructors on the website
- iii. Steve Flaherty, Executive Director and Chip Lohmiller have been working with MFSCB on a committee for live burn certification
- e. Fire Service Specialist Report
 - i. We are working very hard around the state with departments
 - ii. Grant opportunities should be coming up December / January
 - iii. Service Planning Grant is going strong and we are helping with that program
 - iv. 76 fire departments were at risk of losing their fire aid and we worked closely with the Office of State Auditor to try to help prevent that from happening
 - v. We are working with many new chiefs and helping them understand MBFTE programs
 - vi. We helped Target Solutions identify some organizations that would be good fit for them
 - vii. We are working with departments that are considering merging through using the service planning grant program

IV. Public comment

a. No public comment

V. Old business

- a. Board appointment update
 - i. Chris Ford 1/6/2020
 - 1. Chris Ford has reapplied for the seat and we have received a letter of recommendation from the MPFF, that will be submitted to the Governor office
- b. Quorum clarification from AG office
 - i. Quorum clarification from last meeting
 - 1. There are two statutes on "quorums", as a state agency we fall under the one that is half of the total number of appointed seats for the board is the quorum, if during a meeting the number falls under that quorum the Chair will acknowledge the loss of the quorum and the meeting will go forward as discussion only and no business can be acted upon after the loss of the quorum
 - a. Committees follow the same rules as above
 - i. Teleconference members count as part of the quorum and they need to be on the line during roll call votes to be considered part of the quorum. If they drop off, hang up, or mute and are not present during such a vote it will not count as part of the quorum
- c. Certification Board transition meetings
 - i. November 14th, December 16th (proposals due), January 15th (presentations)
 - 1. January 30th (board meeting), February 11th (board meeting) to be determined as conflict with MBFTE meeting

- ii. Steve Flaherty, Executive Director will be giving a proposal on behalf of SFMD if certification were to come under the state
- d. Committee meeting discussion
 - i. Meetings were held two weeks ago to get draft minutes out to board members prior to the board meeting, per the request
 - ii. The board chair would like to combine the agenda for the training and executive committees
 - 1. Everyone will show up for the beginning of the meeting for shared reports
 - 2. The agenda will go over training committee business then roll into the executive committee business with those not being officers able to leave the meeting for that portion of the agenda
 - a. Rick Loveland would like to make sure MPFF is represented on the Training Committee
 - i. Chris Ford volunteered to be part of the Training Committee
 - The board chair will work out the committee member list for the training committee so it does not go over the quorum limit for a board meeting
 - Margaret Koele, License Coordinator will get the new committee information out to all board members once it is all finalized by the board chair

VI. New business

- a. Target Solutions pilot program update
 - i. We will have more information at the next meeting once the pilot program gets moved forward
 - 1. Roxanne Altmeyer asked if the hours for the online training would be able to be accredited for the qualified instructor hours or accredited hours
 - a. Steve Flaherty, Executive Director commented that the program follows NFPA standards and would qualify for hours under the qualified instructor program
 - **b.** It would be up to each AHJ to sign off on the training for each individual doing the training within their own departments
- **b.** Base budget increase
 - i. Executive Director Steve Flaherty, commented that the fire safety account consistently goes upward. The collection of \$14 million and only has appropriated \$13 million. We feel this is the appropriate time to ask for a base budget increase from the FSAC for Target Solutions \$130,000 annual fee
 - 1. We would like to see an increase to round numbers and go to \$4.5 verses what we get currently \$4.265
 - a. We have the data to identify the needs of the fire service for these funds
 - Rick Loveland commented that this is a very modest increase and would be justified, in his opinion, for Target Solutions and the Leadership program moving away from Camp Ripley

- 2. Marshal West commented that this is a modest request and agrees with Rick Loveland, but the key concern is over the requests that will be made by other agencies, as there is not enough funds to accommodate all the requests
 - a. Natascha Hennen motioned to request from FSAC a base budget increase from \$4.265 to \$4.5 million, Rick Loveland second the motion
 - i. Motion carried with unanimous roll call vote
- c. Elections for January
 - i. Treasurer (Becki is currently in 2nd term)
 - ii. At Large (can extend John Kahnke until 2022)
 - iii. Chair (can leave current Chair in position until 2021 or vote a new chair)
 - iv. Approve 2020 calendars (License & Board)
 - 1. Calendar approved as written

VII. Adjourn 11:02 a.m.

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