

MBFTE BOARD MEETING MINUTES

DATE: May 12, 2020

TIME: 10:00 a.m.

LOCATION: Meeting via teleconference &

video conference

Board Member	PRESENT	ABSENT	
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 –	X		
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	X		
Jim Smith – SFM - DPS	X		

Guests: Steve Shapira (Century College), Jared Rozeboom (SFM Fire Service Specialist), Theresa Zikmund (MFSCB), Mike Nelson (South Metro Fire) and DeeDee Jankovich (MSFDA)

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

I. Call to order – Dean Wrobbel, Chair

- a. Accept agenda
 - Addition under new business to approve taking applications for FY21 conference and seminars grant
 - 1. Agenda accepted with additions

II. Approval of minutes from February 11, 2020

a. Minutes approved as written

III. Reports

a. Treasurer, John Peura and Executive Director, Steve Flaherty

- i. The financials are in order
 - 1. Base budget \$4.265 for FY20
 - **a.** \$3.1 still unexpended, we are still early for the fire service to submit reimbursements
 - **b.** We will not know rollover until close books on FY20
- ii. FSA balance, Dean Wrobbel
 - 1. FSA is running ahead in collections, than in the past collection year
- **b.** Executive Director, Steve Flaherty
 - i. COVID update
 - Governor order
 - a. Executive order pushed license renewal to 1/1/2021 for new firefighters that have not been able to meet the continuing education requirement
 - DNR requested MBFTE/SFMD to weigh in on live burn permits, the recommendation from SFMD/MBFTE was to not issue permits during the COVID
 - Governor order clarification for exemption for firefighters to do skill based testing with the direction to maintain social distance protocol
 - ii. Target Solutions pilot program update
 - 1. 40 departments are up and running with the pilot program
 - 2. Target Solutions gave tutorial webinars four nights in a row for about half hour each for all pilot departments and MBFTE staff
 - 3. Once we get feedback from the pilot departments, Target Solutions feels we will be ready to roll the program out statewide as early as September
 - Departments can work direct with Target Solutions on the full suite program costs, that is not part of our contract
 - iii. Leadership course update
 - 1. We had positive feedback moving the course from Camp Ripley to hotels. Several brought families to enjoy the hotel amenities while they were in class
 - a. We came in \$6000 under budget for the program costs
 - iv. Update on reimbursements
 - 1. RFR
 - **a.** We are early yet, COVID will impact departments using their reimbursements
 - **b.** We are in the first year of the biennium so the funding not used will roll into next fiscal year
 - Sourcewell is having a positive impact on region five with that extra funding
 - 2. Staff
 - We are communicating with the fire service every day and functioning well remotely
 - 3. Qualified Instructors

- We are working on the incomplete applicants to get their applications completed
- c. Executive Committee, Chair Dean Wrobbel
 - i. We had a meeting on April 28th with discussion on the funding for special projects that could not take place this fiscal year due to COVID pandemic
 - 1. Conference & Seminars, Live Burn, NFPA1001
 - a. The committee agreed with rolling the funds over to FY21 for these projects due to postponing events and training not being able to be conducted during the COVID pandemic stay at home emergency
 - **b.** We discussed the presentations for special funding requests for one time appropriation from the FSA that were brought forward
 - i. The committee agreed to move these forward to the board for approval, that MBFTE request funding on their behalf from the FSAC and if they are not granted MBFTE would then consider under their budget, if funding is available
 - 2. The committee agree to move to the board for approval, MBFTE asking for one time appropriation to get the per firefighter award to \$200 per firefighter
 - 3. The Board Chair is working with the Fire Marshal to try and find out how we can change the language in legislation regarding video conference for meetings after the emergency order has been lifted due to the COVID pandemic
- d. Training Committee, Chair Dean Wrobbel
 - i. Presentations for one time appropriation through FSA
 - **1.** DNR \$220,250
 - **a.** 5 sessions of courses L380, L381, L481
 - 2. Gasaway Safety Solutions
 - **a.** \$48,000
 - i. 12 speaker virtual training lecture series
 - Nationally recognized speakers and recorded on a learning management system and be out there for 30 days
 - **b.** \$115,150
 - 5 consecutive programs throughout five regions of live nationally recognized speakers
 - 1. \$25,000 optional cost for video-graph & edit live sessions to offer online
 - **3.** MnFIRE \$750,000
 - **a.** Funding to complete the basic MnFIRE Awareness Training for every firefighter in the state
- e. Licensing Coordinator, Margaret Koele
 - License renewal totals
 - 1. 4120 total from website with 141 unaffiliated with departments, but with new legislation those cannot renew unless affiliated with a fire department
 - 2. 3984 is the total licenses of those affiliated with departments renewals

- a. 1714 completed
- b. 2271 still need to renew
- ii. Roster collections
 - 1. 642 still outstanding
 - 2. 134 rosters collected
- f. Fire Service Specialist Report (FSS)
 - i. We are working more virtual with the COVID and with the personal attention they have reached out to each department, which has been positive with communication through this emergency order
 - ii. They all have been helping staff the emergency communications center
 - iii. All FSS have been working with the MSFCA COVID 19 task force and getting PPE out to departments as shipments come in
 - iv. FSS will also be helping reach out to departments on roster collections and reminding them to use their reimbursement funding before the deadline
 - v. MBFTE has been one of the top items of discussion as they communicate with departments

IV. Public comment

a. No public comment

V. Old business

a. No old business

VI. New business

- a. Governor order on training clarification Marshal Jim Smith
 - i. EMS/EMR/First Responder and/or skills training is available and can continue as long as they practice social distancing according to guidelines
 - 1. We are not the authority, the departments will need to go to their AHJ or governing authority to make sure it is alright to do training
 - 2. What is the difference between social distance on the apparatus floor doing classroom training or having a station meeting
 - a. Technically you can do training but not a meeting
 - Before and after the training social distancing still needs to be upheld and done responsibly
- **b.** Fire Safety Account strategy for 1-time funding FY21
 - i. Recommendation from training committee
 - **1.** DNR \$220,250
 - 2. Gasaway Safety Solutions
 - **a.** \$48,000 (12 virtual speakers)
 - **3.** MnFIRE \$750,000
 - Reno Wells motion to request one time appropriation funding from FSAC on behalf of these three organizations for training, John Peura second motion, motion carried with all present board members approving
 - 4. MBFTE

- a. \$2.354 million to meet \$200 per firefighter
 - i. Natascha Hennen motion to request one time appropriation funding from FSAC for \$2.354 million to get to \$200 per firefighter, Jim Fisher second the motion, motion carried with all present board members approving
- 5. Target Solutions will be requested as a base budget increase to \$4.5 million for MBFTE in August at the FSAC meeting (\$235,000 increase)
 - a. Rick Loveland motion to approve requesting a base budget increase of \$235,000 from FSAC in August to cover Target Solutions and add to MBFTE budget, John Peura second the motion, motion carried with all present board members approving

c. Leadership Course

- i. Recommendation from the training committee to go to two cohorts in FY21
 - 1. 64 on the waiting list and we need to move these people through the program before they retire or lose interest in the program
 - a. John Peura motioned to approve adding a second cohort of the Leadership Course in FY21, Natascha Hennen second the motion, motion carried with all present board members approving

d. Budget during COVID

- i. RFR funding that has not been used by each department
 - 1. Address this at the August board meeting when we know what is left and those departments that have not used all their funding
 - a. Margaret Koele will check on programming to carry over unused RFR funding by department
 - b. We will know more after MBFTE closes FY20 books
- ii. Steve Flaherty explained we need to address the projects that needed to be completed this fiscal year and extend those funds to the next fiscal year
 - 1. Conference & Seminars
 - a. Reno Wells motioned to allow the funding to be moved for those it was granted, if the event was postponed due to COVID, to FY21, Rick Loveland second the motion, motion carried with all present board members approving

2. Live burns

a. Natacha Hennen motioned to allow the funding to be moved for those on the live burn list, due to COVID, to FY21, Becki White second the motion, motion carried with all present board members approving

3. NFPA 1001

a. Reno Wells motioned to allow funding for this program to roll to FY21 for those students that were unable to complete, due to COVID, Roger Ihrke second the motion, motion carried with all present board members approving

- 4. FY21 Conference & Seminars Grant applications
 - John Peura motioned to approve opening up FY21 Conference and Seminar Grant applications for June 1 – July 3rd, Roger Ihrke second the motion, motion carried with all present board members approving

VII. Adjourn 11:38 a.m.

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