



MBFTE BOARD MEETING MINUTES

DATE: August 12, 2020

TIME: 10:00 a.m.

LOCATION: Meeting via teleconference & Teams

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

Guests: Steve Shapira (Century College), Anne Mathiowetz (Hennepin Tech), Theresa Zikmund (MFSCB), Chris Johnson (Ridgewater College), Matt Grave (Willmar FD) and Assistant Commissioner Bruce West

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

I. Call to order – Dean Wrobbel, Chair 10:11 a.m.

- a. Accept agenda
 - i. Agenda additions
 - 1. Add Greenwood Township Letter to new business
 - a. Agenda accepted with addition

II. Approval of minutes from May 12, 2020

- a. Minutes accepted as written

III. Reports

- a. Treasurer, John Peura
 - i. Financials are in order
 - 1. FSA balance - Dean Wrobbel, Chair
 - a. \$15,209,777.14 FY20
 - ii. Fy20 Carry over – Steve Flaherty, Executive Director
 - 1. \$1,876,948.52 (part due to COVID and also NFPA1001 students that have not completed yet)
- b. Executive Director, Steve Flaherty
 - i. Leadership course update
 - 1. We have a lot of positive feedback on the course and taking off site of Camp Ripley last year
 - ii. Certification Board transition update
 - iii. Update on reimbursements
 - 1. RFR
 - a. 163 departments did not submit for reimbursement FY20 as compared to FY19
 - b. Sourcewell program going strong in region five
 - 2. Basic Fire Training
 - a. This is a very strong program and very popular
 - i. Due to COVID will carry over FY19 & FY20 students to complete
 - b. Carry over funds to help cover FY19 due to COVID
 - 3. Live Burn
 - a. The Board chose to hold over funds from FY20 to FY21 due to COVID
 - 4. Conference & Seminars
 - a. The Board chose to hold over funds from FY20 to FY21 due to COVID and events not being able to take place
 - 5. Licensing
 - a. This was our renewal period for licenses and we opened it up in January
 - i. We had 400 new applications for licensure this year
 - ii. License renewals going well
 - 6. Fire Service Specialists (FSS)

- a. We will be working with the FSS in a team effort to get information out to all departments & providers on how to continue training and use funds during pandemic situations such as COVID

7. FSAC

- a. We did very well with the FSAC appropriation, which will enhance our budget this fiscal year
- c. Executive Committee, Chair Dean Wrobbel
 - i. Met two weeks ago and draft minutes were sent out for everyone to review
 - ii. We wanted to clarify that web based training is reimbursable and added clarification language to the reimbursement expense form
- d. Training Committee, Chair Dean Wrobbel
 - i. Chip Lohmiller appointed as Chair of this committee
 - ii. Committee met and discussed presentations not approved by FSAC along with budget discussions
 - 1. At the time of this meeting FSAC had not met, so we will get an update as to how that meeting went funding the presentations that were presented to MBFTE
 - a. MnFIRE
 - b. Gasaway speakers
 - c. DNR – leadership courses
 - 2. Web based training was discussed and met our requirements as long as the classes meet NFPA standard
 - 3. It was talked about putting together a document on training that can be done during pandemic times, this is group effort with MBFTE, SFMD & FSS
- e. Licensing Coordinator, Margaret Koele
 - i. License renewal update
 - 1. 3595 total licenses to date
 - a. 2182 FT
 - b. 254 VOL
 - c. 1047 POC
 - d. 112 PT
 - e. 400 new applications submitted during FY2020 (highest since licensing started)
 - f. 90 verifications and payments still outstanding
 - ii. Rick Loveland appointed as Chair of this committee
 - iii. Meeting held prior to the Board meeting, had no quorum so could not act on any business
 - 1. Will hold a meeting to approve the minutes prior to the next Board meeting
 - 2. Will have annual meetings held in May prior to the Board meeting
- f. Fire Service Specialist Report
 - i. A written report was sent out to all members to review
 - ii. Dean Wrobbel would like to thank the FSS for all the hard work they do on behalf of MBFTE

1. Steve Flaherty, Executive Director commented that we contribute \$100,000 toward one of the FSS and we may need to discuss a change to this amount to cover wage and benefit increases
 - a. Reno Wells asked what percentages we are talking and if the Board could get a break down of costs so this can be looked at further
 - b. Steve Flaherty will get the information for the Board

IV. Public comment

- a. No public comment

V. Old business

- a. Target Solutions

- i. Steve Flaherty, Executive Director, would like to see onboarding the rest of the state this fall so that all departments can be ready to start the program January 1, 2021

1. The Board agrees that we can get started with the program, no additional costs to move this date up for starting the roll out

- a. Jim Fisher asked if Sourcewell is giving any funding toward this program for that region

- i. Steve Flaherty replied no, not to that specific program

- b. Chip Lohmiller asked if there is a discount for those departments that are currently using the full Target Solutions program

- i. Dean Wrobbel commented that there is no discount as this program is designed to have Core 11 training and the ability for the State Fire Marshal Division to send out information regionally through that program. The departments that have the full program will be brought under that umbrella to receive information from the SFMD or MBFTE. This also has reporting for the state to see what training is being done around the state. The annual fee is reimbursable under the department award funding for those departments using the full program.

- c. Chip Lohmiller asked if he can get reimbursement for hiring an outside source for records management entry, such as his Target Solutions account. There is a NFPA 1401 standard for record management

1. Steve Flaherty, Executive Director, commented we do not cover salaries for training/administrative staff under "administrative costs" of expenses not reimbursed by the MBFTE on the "Reimbursable Expense" list found on our website

- d. Dean Wrobbel commented that it would be going away from the mission of providing fire training by covering administrative costs

VI. New business

- a. Video meeting discussion

- i. We will be keeping the Board up to date on this legislation as the statute needs to change under ITV

1. The Board would like to keep meeting this way, as it helps when people have to travel a distance and because of sickness
 - a. Dean Wrobbel will work with SFM and AG office to see if that law can be changed
 - b. Jim Fisher commented he has talked to several representatives that are willing to push to get that law changed for Boards to be able to meet by video conference meetings
- b. Reimbursing webinars
 - i. Dean Wrobbel commented that this will need to be someone from the approved instructor list starting in FY21 and the person that submits the request attach a resume or credentials so we have credible people doing the speaking
 1. Steve Flaherty, commented it will be difficult to get a resume, but they could send documentation with the invoice and he would review the information. The question is how do we determine who is reputable, such as a training provider, purchasing books or a training DVD's online. We should let the Chief decide who is qualified to do the training for their department
 - a. Dean Wrobbel commented if there is a question on a reimbursement to bring it to the training committee for review
- c. Greenwood township letter – Dean Wrobbel, Chair
 - i. A letter of response was sent this last week to that township
 - ii. John Ehret FSS spent a lot of time with them
 - iii. They did not have SOP's up to date and no real policies on resignations
 1. They will be updating their policies and bylaws moving forward
 - iv. There were some discrepancies with what was on the rosters
 1. This year's roster collection is verified and correct
 2. Last year when they tried to make corrections, after they realized there was a mistake, we had closed the roster collection for budget reasons for that fiscal year and could not make any changes
 - v. We went back to 2018 and did not find any significant discrepancies
 1. One year they did not ask for all the reimbursement funding they had available
 2. Two of the years we had redistribution and they received what they requested
 - a. We could not identify that anything was done intentional for the errors on the roster
 - vi. Is there any other idea of doing verification for rosters, such as multiple people approve the roster before submitted
 1. Jim Fisher commented this seems like a personality conflict within a township and not a Board issue. We have collected rosters from the whole state and this is the only issue that has come up regarding our processes
 2. Margaret Koele, License Coordinator, commented the cost of changing the database would be costly and could cause issues with our other programming, per our programmer

- a. We have collected rosters from 777 departments with no issues with the process.
 - b. There are some rural departments that are confused with EMS personnel and firefighters, as they run both type of calls out of their departments. We educate them on the process when questions arise. Some departments will then add their EMS personnel to their department firefighter roster if they run on fire calls
 - c. To do multiple verifications would take a lot of time, which we do not have at the end of fiscal. We have found that most city administrative people do not know the fire department rosters, which would hold up that process finding multiple people to verify this information. This would also take more staff time to follow up on all the verifications and submissions
 - d. We trust the department Chiefs, as we do in statute for verifying licensee training to renew licenses
 - e. We have created a report that shows each fiscal year submission and shows any discrepancies between roster numbers and if they vary a lot we call them to question their numbers
 - f. We can do more educating of the process for roster collections
3. Natascha Hennen commented that she agrees we have one complaint out of 777 entities and does not think it is worth the effort to accommodate something that is a problem on one level than on how we do our business. We need to trust the Chiefs to do their jobs and handle the responsibilities
 4. Roger Ihrke commented he agrees and we could put some repercussions in place if found someone had broken the rule by holding funding for a year or something like that, which would be better time spent than to reinvent how we come with collecting a roster from a fire department
 5. Steve Flaherty, commented that the Board does have repercussions in place for departments that do not submit a roster, as they default to ten members. In the future if there is found any malicious intent to inflate their numbers, the Board could make a decision to default that particular department to a particular number other than they have in place for the next fiscal year
 - a. Dean Wrobbel commented that we will move on and if there is at any time malicious intent, brought up to the board, we will investigate on a case by case basis. This situation had no malicious intent, from what we found, as it seemed like just confusion.

vii. Budget Discussion

MBFTE Fiscal Year 2021

Base Budget for FY 21	\$4,265,000.00
FSAC 1-Time	\$1,796,730.00
Carryover from FY20	\$1,876,948.52

TOTAL FY21 Budget	\$7,938,678.52
MBFTE Board Budget	\$245,000.00
4th Fire Service Specialist	\$100,000.00
Target Solutions Contract	\$130,000.00
Available for programs in FY21	\$7,463,678.52

\$7,463,678.52

<u>Active FY19 - 20 Students</u>	\$1,251,250.00
<u>Completed but not yet paid</u>	\$139,750.00

Programs Budget for FY21 **\$6,072,678.52**

Proposed Programs

Training Reimbursements	20037	\$	200.00	per FF	\$4,007,400.00
	FY20		84.00	per FF	
	20300	\$			
NFPA 1001 Program	850	\$	1,370.00	FF1/2	\$1,164,500.00
	FY20 funded		800	OPS	
		\$	1,370.00		
138 Hazmat Ops students					\$27,600.00
Certification Tests	850	\$	240.00		\$204,000.00
	FY20 funded		800		
		\$	240.00		
138 Hazmat Ops students					\$23,460.00
Live Burn Program	125	\$	1,500.00		\$187,500.00
	FY20 funded		93		
		\$	1,500.00		
Seminars, Conferences	13				\$59,250.00
	FY20 funded		13		
Leadership Development Course					\$40,568.52
Gasaway Virtual Speaker Series					\$48,000.00
Instructor I and/or II	160	\$	400.00		\$
					64,000.00
Certification Tests	160	\$	125.00		\$
					20,000.00
Fire Officer I	160	\$	500.00		\$
					80,000.00
Certification Tests	160	\$	120.00		\$
					19,200.00
Fire Apparatus Operator (FAO)	160	\$	650.00		\$
					104,000.00

