



MBFTE BOARD MEETING MINUTES

DATE: October 5, 2022

TIME: 10:00 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		
Rick Loveland - MPFF		X	
Chris Kummer - 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		

Staff: Steve Flaherty (Executive Director, MBFTE)

Guests (all via Teams): Steve Shapira (Century College), Patrick Kelly (MN State Colleges & Universities), Tate Mills (SFMD), David Jensen (SFMD), Scott Carriveau (Customized Fire & Rescue), Zack Rolighed (Minnetonka FD), Jay Wood (DPS), Dawn Sandberg (Pine Technical College), Matt Nelson (Apple Valley FD), Chris Johnson (Ridgewater College), Jack Volz (SASCS, Inc.) Dan Buchholz (SFMD), DeeDee Jankovich (MSFDA)

- I. Call to order at 10:08 am – Dean Wrobbel, Chair
 - a. Roll call attendance listed above
 - b. Agenda additions – None
- II. Approval of the agenda (Motion by: Peura / Second by: Hennen)
 - a. Agenda approved via roll call vote
- III. Approval of minutes from May 11, 2022 (Motion by: Loveland / Second by: White)
 - a. Minutes approved as written
- IV. Reports
 - a. Treasurer, Becki White
 - i. Financials are in order as presented
 - b. Approval of Treasurer’s Report (Motion by: Lohmiller / Second by: Kummer)
 - i. Financial report approved via roll call vote)
 - c. Fire Safety Account (FSA) balance, Fire Marshal Jim Smith
 - i. \$5,090,600.86 balance as of September for FY23
 1. Compared to \$4.2 million in FY22 at this time
 2. \$28,508 in Fireworks Account for FY23 YTD
 - a. Discussion on the projections of FSA collections and if the insurance rates will continue to climb or if there will be a correction any time soon.
 - d. Executive Director, Steve Flaherty
 - i. Received 1-time funding from the Fire Service Advisory Committee (FSAC) of \$3.1 million to add to the FY22 carryover of approximately \$1.5 million for a total of \$9.15 million budget for FY23.
 - ii. There were more requests for reimbursement in FY22 than there was available. \$500,000 shortfall in reimbursement requests overall. No redistribution in FY22.
 - iii. The number of reimbursement requests by departments was down in FY22 compared to FY21.
 - iv. Leadership courses in FY22 were well received. Still have 100 names on the waiting list.
 - v. Licensing Coordinator Margaret Koele left to take another position within the State in June after 8 years with the MBFTE. She was instrumental in helping to take the MBFTE to the database-driven operation that we are today.
 1. Interview process has begun to replace Margaret and we hope to have someone hired soon.
 - a. Margaret’s departure has helped to identify shortfalls in our ability to provide sufficient administrative support to both internal and external customers.
 - i. Director Flaherty and Fire Marshal Smith have agreed that reinstating the Fire Service Training and Licensing Specialist position that was once held by Kevin Sedivy should be brought to the board for approval I the FY23 budget.

1. The position should be redefined to allow for more cross-training among the License Coordinator and the Executive Director's positions.

e. Executive Committee Report, Chair Dean Wrobbel

i. License update from Director Flaherty

1. Decision to pause issuing any licenses until new Licensing Coordinator is hired.

a. Applications are still being processed

- ii. Discussion on 1-time funding requests for FY23
- iii. Discussion on the potential of program reimbursement rate increases
- iv. Conferences and Seminars committee recommending 12 projects to be funded in FY23
- v. Approved moving the reinstatement of the Fire Service Training and Licensing Specialist position forward to the board for approval in FY23 budget
- vi. Discussion regarding the removal of instructors from the Qualified Instructor list for those who violate MPCA or DNR rules/laws with regard to Live Burn in Acquired Structures training

f. Fire Service Specialist Report – David Jensen (SFMD)

- i. Margaret's departure has created additional tasks for the FSS team in collecting rosters and other year-end requirements from fire departments
- ii. New fire chiefs visits by FSS discussion MBFTE information and other resources available
- iii. Breakdown of FSS report and what information they cover when talking to fire departments – majority of which is MBFTE related
- iv. Chair Wrobbel thanked the FSS for providing support to Director Flaherty and the board during the past several months

V. Old business

a. State server update – Director Flaherty

- i. Most of the transition to the State's server from the Certification Board's server is in the hands of MnIT. Still working with contracted programmer Monica Correll to complete the transition.
- ii. Need to extend Monica's encumbrance in the contract to complete the transition
- iii. Concerns with regard to MnIT's ability to address website problems outside of regular hours in a timely fashion
 1. State is more confident in the security of our website and database now that it is moving over to them

VI. New business

a. Letter from the FSAC to the Commissioner of Public Safety for one time funding in FY23 – Director Flaherty

- i. MBFTE - \$2.835 million to fully fund reimbursement programs in FY23
- ii. DNR Leadership - \$287,425 for Leadership training in FY23-FY24

b. FY23 Budget discussion – Director Flaherty

- i. \$9,150,752.59 total budget for FY23 (Base budget, FY22 carryover, and 1-time FSAC)
 - c. Reinstatement of Fire Service Training and Licensing Specialist position in FY23 – Chair Wrobbel
 - d.
 - i. Budgeted \$70,000 out of board’s operating budget (1/2 year salary and fringes)
 - ii. **Motion to approve reinstatement of Fire Service Training and Licensing Specialist position in FY23 by: Loveland (MPFF) / Second by: Hennen (MSFDA)**
 - 1. **Motion approved via roll call vote**
 - iii. \$8,605,752.59 budget available for training reimbursements and projects in FY23, including \$287,425 for DNR Leadership
 - iv. **Motion by: Chair Wrobbel (League of Cities) for a Resolution to approve the available budget as presented / second by: Kummer (MSFDA)**
 - 1. Discussion on reimbursement rates
 - a. Recommendation by Director Flaherty to increase reimbursement rates based on feedback from training providers and fire departments
 - b. Discussion with training providers present as to whether or not the rate increases would seem to be fair to them
 - c. Increases by the board have not happened in 5 or 6 years
 - d. Potential for base budget increases in the future from the FSA should be able to sustain rate increases
 - 2. Motion by Lohmiller (MSFCA) to combine Instructor, Officer, and FAO funds with per firefighter award funds / second by: Kummer (MSFDA)
 - a. Discussion identified the benefits of providing funds either way
 - i. Combining funds would add \$7 to the per firefighter award
 - b. Lohmiller (MSFCA) rescinded the motion to combine funds after further discussion
 - 3. **Motion to adopt the FY23 budget as presented approved via roll call vote**
- e. Board member terms expiring in January 2023 – Chair Wrobbel
 - i. Peura (Public); Kummer (MSFDA), Altmeyer (MSFDA), Peterson (MSFDA), Dixon Jr (MSFDA), Lohmiller (MSFCA), Ihrke (League of MN Cities), and Loveland (MPFF)
 - ii. Letters of recommendation are needed from your organizations to apply or reapply
 - iii. Letter of resignation needed for those not seeking another term
- f. Licensing Coordinator replacement update – Director Flaherty
 - i. Interviewed 3 candidates on October 3; there were 8 total applications
- g. Approval of 2023 meeting calendars – Chair Wrobbel
 - i. **Motion to approve the MBFTE Committees and Board calendar dates for 2023 by Wrobbel (League of MN Cities) / second by Fisher (MN Assn of Townships)**
 - ii. **Motion approved via roll call**

VII. Public Comment

- a. Scott Carriveau (Customized Fire Rescue Training) thanked the board and staff for all that they do for what the board does for the state of Minnesota.
- b. Jack Volz (SASCS) thanked the board for all that they do.

VIII. Next Meeting date:

- a. Scheduled for November 9, 2022 may be cancelled since it is only a couple of weeks away
- b. Dean Wrobbel' s term as Chair will be up in February

IX. Motion to Adjourn at 11:38 a.m. by: Peura (Public) / second by: White (MSFCA)

- a. Motion carried

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