



MBFTE BOARD MEETING MINUTES

DATE: February 14, 2023

TIME: 10:30 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	X
Chris Kummer - MSFDA	X		
Chip Lohmiller - MSFCA		X	
Roger Ihrke – League of Cities		X	
Chris Ford - MPFF		X	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) Allison Marcus (Licensing Coordinator MBFTE)
 Guests: (In person) Steve Shapira (Century College), David Jensen (SFMD), Patrick Kelly (MN State
 Colleges and Universities), Scott Saehr (MFSCB)
 (Via teams) Jay Wood (DPS), Crystal Nibbe (OLA), Zachary Yzermans (OLA), Andrea Hess (OLA), Chuck
 Russel (Apple Valley), Matthew Montane, Sarah Olson (OLA), Wayne Kewitsch (MnFIRE)

- I. Call to order at 10:30 am – Dean Wrobbel, Chair
 - a. Roll call attendance listed above
 - b. Agenda additions – Review next year’s calendar
- II. Approval of the agenda (Motion by: Peura / Second by: Fisher)
 - a. Agenda approved via roll call vote
- III. Approval of minutes from October 5, 2022 (Motion by: Hennen / Second by: Puera)
 - a. Minutes approved as written
- IV. Reports
 - a. Treasurer, Becki White
 - i. Financials are in order as presented
 - b. Fire Safety Account (FSA) balance, Fire Marshal Jim Smith
 - i. \$335,500.40 received as of December for FY23
 - 1. Total balance \$10,693,078.33
 - 2. Annual budget \$14,610,000
 - ii. \$12,479.80 received in Fireworks sales tax
 - 1. \$50,163.68 total Fireworks account for FY23 as of December
 - c. Executive Director, Steve Flaherty
 - i. \$5,367,582.64 left in Board budget
 - ii. Introduced new licensing coordinator, Allison Marcus
 - iii. Working on getting MBFTE database moved to MnIT
 - iv. Governor’s proposal for \$1 million from General Fund to add to MBFTE base budget
 - v. Legislative audit by Office of Legislative Auditors in process
 - 1. First time audit of MBFTE
 - vi. Sourcewell gift of funds yearly since 2016
 - 1. Supplements training in their region 5
 - 2. This year is \$190 per firefighter in addition to \$300 per firefighter from Board
 - 3. Since 2016, Sourcewell contributed \$1.275 million
 - vii. 5/12 conference and seminar programs have been submitted for reimbursement
 - 1. Leadership development has 2 cohorts currently
 - a. Approximately 100 people on waiting list
 - d. Executive Committee Report, Chair Dean Wrobbel
 - i. Reported on discussion regarding having subcommittee to determine what “fully funded” means
 - e. Fire Service Specialist Report – David Jensen (SFMD)
 - i. Teaching 8-hour courses at fire schools in Alexandria and Duluth
 - ii. Reviewing service planning grants
 - iii. Reaching out to new fire chiefs and discussing benefits of MBFTE
 - iv. Steve mentions that one of the FSS positions is compensated by Board
- V. Old business

- a. State server update – Director Flaherty
 - i. Moving from private server to State server is in process
 - ii. Anticipate finishing the project by end of fiscal year
- b. Reinstatement of Training and Licensing Specialist position update – Director Flaherty
 - i. Updated position description sent to Marshal Smith, will be sent to HR
 - ii. Goal is to create cross training between Allison and Steve’s position as well as administratively
- c. Board member terms expiring – Chair Dean Wrobbel
 - i. 8 people up for reappointment
 - 1. If seeking reappointment, need letter of recommendation by March 1st
 - 2. If not seeking reappointment, need letter of resignation by March 1st
- d. Licensee disciplinary action update- Steve Flaherty
 - i. Timeline created to explain process
 - ii. First time Board experienced possible revocation of license
 - iii. Worked with Attorney General’s office to ensure followed process
 - iv. Board took action to revoke license
 - v. When this needs to happen again, have a process to follow
 - vi. Cost up to date approximately \$8,000

VI. New business

- a. Legislative Initiatives – Jim Smith
 - i. Proposal sent to Commissioner of Public Safety to go on to Governor
 - 1. Proposed increase of Fire Surcharge from 0.5% to 0.65%
 - a. Will add \$5 million to FSA
 - ii. Proposal of \$2.5 million increase to base budget for increase in staffing
 - 1. Leaves \$2.5 million in residual funding
 - a. 1-time funding, MBFTE, service planning grant program, washer/dryer program
 - iii. Looking at base budget increase to State response teams
 - 1. USAR, bomb squads and MART – State Assets
 - a. Can access non-responsible party fund
- b. Legislative Audit of MBFTE – Chair Dean Wrobbel
 - i. In middle of legislative audit
 - 1. Looking at practices and policies of Board
- c. Election of Officers – Chair Dean Wrobbel
 - i. Positions up for elections: Chair, Vice Chair, Secretary, At-Large (1 year left)
 - ii. Jim Fisher nominates Natasha Hennen for Chair, Becki White seconds
 - 1. Roger Ihrke nominates Chip Lohmiller, Vance Bachmann 2nd
 - 2. Motion to close nominations (Peura/ second Altmeyer)

- a. Motion to reopen nomination (Peterson/second Altmeyer)
 - b. Chip Lohmiller declined nomination
 - 3. Motion to close nominations and cast unanimous ballot by Vance Bachmann/second Rick Loveland
 - a. Unanimous vote, Natascha Hennen is chair
 - iii. Rick Loveland to nominate Chip Lohmiller for Vice-Chair, Jim Fisher 2nd
 - 1. Motion to close nominations and cast unanimous ballot (Loveland/Second Fisher)
 - a. Unanimous vote, Chip Lohmiller for vice-chair
 - iv. Natascha Hennen nominates John Peura for Secretary, Roxanne Altmeyer seconds
 - 1. Motion to close nominations and cast unanimous ballot for Secretary (Hennen/Fisher)
 - a. Unanimous vote, John Peura for Secretary
 - v. Rick Loveland nominates Dean Wrobbel for At-Large position
 - 1. Dean already holds position
 - a. Dean Wrobbel respectfully declines
 - 2. John Peura nominates Jim Fisher to finish At-Large term, Natascha Hennen seconds
 - 3. Motion to close nominations and cast unanimous ballot (Peura/second Kummer)
 - a. Unanimous vote for Jim Fisher to finish At-Large 1 year term
- d. License Renewals
 - i. Renewals up at end of this fiscal year
 - 1. Renewals soon to open
- e. Upcoming events – Steve Flaherty
 - i. Fire Officer School, Fire Chief Boot Camp, L-381, MBFTE leadership, FDIC
- f. Calendar clarification – Dean Wrobbel Chair
 - i. Meeting on Tuesdays except August 9th is Wednesday
 - ii. Executive committee website schedule 9:30am
 - 1. Motion to move executive committee meeting to 9:00am (Peura/second Kummer)

VII. Public Comment

- a. Scott Saehr (MFSCB) new executive director of certification Board introduced himself to the Board and mentioned reaccreditation process they recently went through

VIII. Next Meeting date:

- a. Scheduled for May 9, 2023

IX. Motion to Adjourn at 12:12 a.m. by: Peura / second by: Hennen

a. Motion carried

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