



# MBFTE BOARD MEETING MINUTES

**DATE:** November 14, 2023

**TIME:** 10:31 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		
Bobby Falcon- League of MN Cities	X		
Chris Kummer - MSFDA	X		
Chip Lohmiller - MSFCA		X	
Thomas Schulte- MPFF		X	
Kate McKay - MSFDA	X		
John Peura – Public Member		x	
Michael Shwankl - MSFDA	X		
Chad Vermeersch			X
Jim Fisher – Assoc. of Townships			X
Gavin Peterson – MSFDA	X		
Becki White - MSFCA			x
Natascha Hennen - MSFDA	X		
Amanda Swenson – SFM - DPS	X		

**Staff:**

Steve Flaherty (Executive Director, MBFTE) Allison Marcus (Licensing Coordinator MBFTE) Ross Hoernemann (MBFTE FSS)

Guests: (In person) David Jensen(SFMD), Patrick Kelley, Scott Saehr (MFSCB)

Online: Jacob Alsdurf, Jack Volz, Jeremie Baker, Tate Mills (SFMD), Jared Rozeboom (SFMD), Scott Carriveau, Charlie Smith (Century College), Shannon Wark, Zack Chapman (North Star College) Adam Lantz

- I. Call to order at 10:31 am – Natascha Hennen, Chair
  - a. Roll call attendance listed above
  - b. Agenda additions –Policy for redistributions
- II. Approval of the agenda (Motion by: Peura / Second by: Wrobbel)
  - a. Agenda approved with addition
- III. Approval of minutes from May 9, 2023 (Motion by: Wrobbel / Second by: Kummer)
  - a. Minutes approved as written via roll call vote
- IV. Reports
  - a. Budget
    - i. Base budget for FY24 is \$5.5 million
      - 1. Remaining balance is \$5,397 million
  - b. Fire Safety Account (FSA) balance, Chief Deputy Amanda Swenson DPS
    - i. Report from FY23 end of July
    - ii. Total resources available \$29,028,000
    - iii. Budgetary balance \$6.389 million
  - c. Executive Director, Steve Flaherty
    - i. FY23 recap
      - 1. MBFTE received 1-time funding to add to base budget
      - 2. Database in transition to State server
      - 3. Ross Hoernemann hired as Training and Licensing Specialist- similar position to Fire Service Specialist
      - 4. MBFTE underwent first audit
      - 5. MBFTE gained \$1 million to base budget
      - 6. Redistributions went out to 262 departments that qualified for redistribution
        - a. 36 departments were overpaid
        - b. Not enough money to pay 57 departments
        - c. Next steps are developing policies to prevent from happening again
      - 7. Sourcewell agreed to provide \$175,000 in FY24 for training reimbursements to their 5 county region
  - d. Executive Committee Report, Chair Dean Wrobbel
    - i. Conferences and Seminars “Project”
      - 1. committee included Steve Flaherty, Steve White, Jared Rozeboom, Becki White and Dean Wrobbel
      - 2. 19 requests totaling \$86,010
      - 3. Recommending funding 11 requests for \$39,000

4. Can apply for a maximum of \$5,000
  - a. Decided to cap \$2,500 for major conferences of IAAI, State Fire Marshal's Association, MSFCA, and Arrowhead EMS
  - ii. Discussed paying for State border training
    1. Suggestion is to pay for out of state training if training is within 50 miles of department
  - iii. Discussed policy for redistribution
- e. Fire Service Specialist —David Jensen (SFMD)
  - i. FSS appreciate partnership with MBFTE
  - ii. Steve White helped MBFTE at MSFCA conference due to Steve Flaherty's absence
  - iii. Share MBFTE information with new fire chiefs when department has turnover

## V. Old business

- a. Board member appointments – Natascha Hennen
  - i. Will be staggering reappointments so as not to have half new board on same date
- b. License renewal update – Allison Marcus, Licensing Coordinator
  - i. FY23 409 New applicants
  - ii. FY23 3,239 Renewals
- c. FSAC 1-time Funding
  - i. Asked for \$3.5 million request to add to \$5.5 base budget
    1. FSAC approved \$1.75 million
    2. Assistant Commissioner Cunningham said the Commissioner's office would approve \$2,085,049 in 1-time appropriations
    3. Total budget for FY24 \$7,585,049
- d. Legislative Audit—Executive Director Flaherty
  - i. Audit is not complete
  - ii. Had field exit in August
    1. Looked at receipts, payroll, operating expenditures and training expenditures

## VI. New business

- a. FY24 budget discussion – Executive Director Flaherty
  - i. Motion to approve FY24 budget as presented by Steve Flaherty with redistribution on annual basis by Wrobbel/Second Lohmiller
    1. Yearly redistribution will allow fire service to more readily predict funds and MBFTE to track funds
    2. Note that MBFTE Leadership is not being funded with this budget



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