

FIRE SERVICE ADVISORY COMMITTEE
Meeting Minutes

August 5, 2020
10:00 a.m. – 2:00 p.m.

Meeting via WebEx only

P	Mark Kulda Insurance Federation of MN	A	Don Smiley MN State Fire Chief's Assoc. (MSFCA)
P	Kip LaMotte Fire Marshals Assoc. of MN / International Assoc. of Arson Investigators-MN Chapter	P	Chris Parsons MN Professional Firefighters Assoc. (MPFF)
P	Rick Loveland MN Professional Fire Fighters Assoc. (MPFF)	A	Jon Kahnke MN State Fire Department Assoc. (MSFDA)
P	Mark Windschitl <i>Vice Chair</i> League of MN Cities	P	BJ Jungmann <i>Chair</i> MN State Fire Chief's Assoc. (MSFCA)
P	Lisa Laliberte League of MN Cities	P	Ed Hoffman MN State Fire Department Assoc. (MSFDA)
P	Jim Fisher MN Assoc. of Townships	P	Bruce West Commissioner Designee

Guests: Margaret Koele (FSAC Admin), Mike Aspnes & Steve Sampson (Task Force One & MART), Pete Knaeble (MN-TF1), Dave Schliek (MFSCB), DeeDee Jankovich (MSFDA), Allen Lewis (Virginia FD), Steve Flaherty (MBFTE), Dean Wrobbel (St Cloud FD), Jared Rozeboom (FSS SFMD), Jim Smith (SFM), Kevin Kennedy (Solo Rescue Decon), Ryan Kunst (SFMD), Matt Doughty (PTSD Dog Training), Amanda Levitt (PTSD Dog Training), Todd Manley (DNR), John Wolff (MnFIRE), Jon Nisja (SFMD), Tate Mills (FSS SFMD), and Mark Erickson (Task Force One)

FIRE SERVICE ADVISORY COMMITTEE
Meeting Minutes

August 5, 2020
10:00 a.m. – 2:00 p.m.

Meeting via WebEx only

Call to order – Chair BJ Jungmann

- Acceptance or additions to agenda
 - Agenda approved as presented
 - Mark Windschitl motioned to approve the agenda, Ed Hoffman second the motion, motion approved
- Approval of June minutes
 - Minutes approved as written
 - Rick Loveland motioned to approve the minutes as written, Kip LaMotte second the motion, motion carried
- Votes via WebEx
 - All non-financial will be voice vote
 - All financial decisions will be roll call vote

New Business

- FSA & Firework balance - State Fire Marshal Jim Smith
 - \$317,615.98 FY21 (maybe short firework sales will send out revised figures once that is resolved with fiscal)
 - \$15,209,777.14 FY20 closed out

Public Comment

- No public comment

Old Business

- One Time Appropriation discussion for funding requests - \$4,428,002 available

Presentations

- SFMD – Marshal Smith
 - Rick Loveland asked if the \$75,000 request for the public health inspections would fall into the CARES ACT funding under revenue or income lost by agencies
 - Marshal Smith commented that the State Fire Marshal Division, at this time, has not received any funding from the CARES ACT
 - Assistant Commissioner West commented that the committee could make the funds contingent on if they get covered under the CARES ACT, any funding appropriated by the FSAC would need to be returned to the FSA
 - Mark Windschitl asked what happens if the funding is not given by FSAC or CARES ACT
 - Marshal Smith replied that they would not have the budget and have to furlough staff

FIRE SERVICE ADVISORY COMMITTEE
Meeting Minutes

August 5, 2020
10:00 a.m. – 2:00 p.m.

Meeting via WebEx only

- BJ Jungmann asked if SFMD is statutory obligated to inspect those facilities
 - Marshal Smith replied they have a standing annual contract to inspect MDH facilities and time is forwarded to CMS for reimbursement
- Rick Loveland asked if the \$36,000 one year hosting & maintenance cost on the inspection permit software program will be budgeted going forward by the SFMD
 - Ryan Kunst commented there is a first year hosting & maintenance fee for starting the program and that cost will be ongoing, which will be covered under the SFMD budget going forward
 - Chris is concerned on \$75000 contingent if they find out there is that they may not fund from that fund
- Rick Loveland commented the other request for \$25,000 MnFIRE Hire should be up to a local jurisdiction on hiring for that program
 - Marshal Smith commented that was taken off the funding request
 - **Rick Loveland motioned to fund the permit plan review software request \$211,500, Chris Parsons second the motion, motion carried unanimously**
 - **Assistant Commissioner West motioned for \$293,500 for two FLIR gas spectrometer units and inventory system for the state teams, Rick Loveland second the motion, motion carried unanimously**
 - **Rick Loveland motioned to fund the Health Care Team at \$50,000, Lisa Laliberte second the motion, motion carried unanimously**
- MBFTE – Executive Director, Steve Flaherty
 - Rick Loveland asked how much carry over funds from FY20
 - Steve Flaherty commented approximately \$1.8 to \$1.9 million carry over, but we are still in the process of closing the books

FIRE SERVICE ADVISORY COMMITTEE

Meeting Minutes

August 5, 2020

10:00 a.m. – 2:00 p.m.

Meeting via WebEx only

- BJ Jungmann asked if this amount was due to departments not using the reimbursement funds
 - Steve Flaherty commented that was part, but we had a lot of NFPA1001 students that were not able to complete the program due to COVID this fiscal year and the funds will be rolled over for them to have another fiscal year to complete
- Task Force One – Pete Knaeble
 - \$460,000 Structural Collapse Tech Training
 - Question from Mark Windschitl asked what their staffing numbers are and how many will need this technician course
 - Pete Knaeble replied they have tried to have 210 -230 people on the team. Over last 17 years that exceeds the number they need to meet the needs for the state of Minnesota. We have reduced the five primary agencies to 90% of original capacity and currently at a team size of 180 members. We currently have 186 on the roster and people retire we will not replace to get to the number of 180. We have had higher than usual turnover the last couple year, but have stabled out recently. We have 46 that need this course due to the turnover of members
 - Rick Loveland asked if only those 46 need this course or are there more members that need to go through also
 - Pete Knaeble commented that only the 46 need this course. It costs about \$10,000 per person, which includes everything along with lodging. Going forward we have figured all the new people that need the class into our annual budget
 - **Chris Parsons motioned to fund \$460,000 Structural Collapse Tech training, Jim Fisher second the**

FIRE SERVICE ADVISORY COMMITTEE
Meeting Minutes

August 5, 2020
10:00 a.m. – 2:00 p.m.

Meeting via WebEx only

motion, motion carried
unanimously

- \$75,000 x 2 quarterly training
 - Rick Loveland asked how many members going through
 - Pete Knaeble replied all team members
 - Rick Loveland commented to table due to a lot of training opportunities going on for the fiscal year
 - Committee agreed to table at this time
- \$284,122 airbag replacement
 - **Rick Loveland motioned to approve \$284,122 for air bag replacements, second from Mark Windschitl, motion carried unanimously**
- MART
 - **Assistant Commissioner West motioned \$100,000 for equipment & training, Rick Loveland second the motion, motion carried unanimously**
- Washer /Dryer Extractor Grant Program – Chris Parsons’
 - \$600,000
 - **Rick Loveland motioned to fund \$600,000 for washer/dryer extractor grant program, Lisa Laliberte second the motion, motion carried unanimously**
- MBFTE – Executive Director, Steve Flaherty
 - MnFIRE
 - \$750,000
 - Mark Windschitl asked if any funding was received through legislation for this group
 - John Wolff replied nothing was received as funds went to COVID and civil unrest
 - Mark Windschitl asked thoughts on getting this program training out statewide with no end in sight with COVID

FIRE SERVICE ADVISORY COMMITTEE

Meeting Minutes

August 5, 2020

10:00 a.m. – 2:00 p.m.

Meeting via WebEx only

- John Wolff commented that all training programs have had to adjust how they do things. Our proposal includes online as well as classroom training. We started development work last year with the funds we received and we have the Awareness program about 80% online and we anticipate that we will have an instructor in addition to the online portion. Which we could use web based program such as ZOOM for the instructor portion. We anticipate doing 1000 sessions. We got to 40% of departments on the Awareness program and would like to finish that off, plus go deeper into each of the topics.
- **Rick Loveland motioned to fund \$400,000 for them to fund how they deem appropriate, BJ Jungmann would like to amend that each line amount cannot exceed what is listed as requested in the breakdown of the proposal, Rick Loveland agreed to amend the motion with the stipulation included, Mark Windschitl second the amended motion, motion carried unanimously**
- Virtual Speakers/Gasaway
 - \$48,000 (12 virtual classes)
 - Rick Loveland asked if any information has been given on what classes or instructors for presentations
 - Steve Flaherty commented that they are waiting on the funding request to be decide by the committee for this project, then they would get together

FIRE SERVICE ADVISORY COMMITTEE

Meeting Minutes

August 5, 2020

10:00 a.m. – 2:00 p.m.

Meeting via WebEx only

- and identify the speakers and topics for 12 virtual classes
- Mark Windschitl would like to table for now until figure out MBFTE, committee agreed
 - BJ Jungmann asked if this was eligible for conference & seminars grant funding
 - Steve Flaherty, replied that application process was already completed for this fiscal year and would have to come from reimbursement awards
 - DNR (L380,L381,L480 classes)
 - \$220,250
 - Rick Loveland asked if they can deliver online or in person and, how many classes have we paid for and ran with breakdown wildland vs structural
 - Todd Manley replied the courses would be in person instructor led, with safety measures in place. Since 2014 we have put on a number of leadership courses. We have had approximately 230 individuals through the course. First few classes most were wildland, then it started going 60% wildland and 40% structural, last few courses have been about 50/50 of the wildland and structural, as word about the courses got out. We are currently getting more requests than seats for the leadership courses. We could do three courses for \$85,000
 - Rick Loveland motioned to fund three courses at \$85,000, BJ Jungmann commented if that included lodging, the correct total for three courses with lodging would be \$132,150.

FIRE SERVICE ADVISORY COMMITTEE

Meeting Minutes

August 5, 2020

10:00 a.m. – 2:00 p.m.

Meeting via WebEx only

- BJ Jungmann commented we already have a TASK Force in the state that is well established and they had an opportunity to get a regional FEMA grant, but applied as a single department. Does not fit the statewide impact that the statute requires
 - Mark Windschitl agrees with comment, the worry is about creating another team when we cannot fully fund the team we already have. We have more requests than funding that is available
 - Rick Loveland commented that they start having conversation with Task Force One and SFMD to try to get setup with the state agency system as an asset for partnership in the northern region
 - Mark Kulda commented there is an extreme lack of specificity as to how they spend the costs as it is broken down in personnel costs, training & travel, but does not break it down much more beyond that
 - Committee declining funding on this request, no action taken
-
- **Rick Loveland motioned to fund \$25,000 to SFMD Health Care Team to fulfill their request, \$75,000 for one quarterly training for Task Force One, total motion for \$100,000, Kip LaMotte second the motion, motion carried unanimously**
 - **Rick Loveland motioned for \$1,796,730 to go to MBFTE to get them to \$200 per firefighter and fully fund any other current programs they need, Mark Kulda second the motion, motion carried unanimously**
 - Assistant Commissioner West reminded the committee that a letter will be typed up with the recommendations for the Commissioner

New Business

- Base budget presentations and discussion
 - SFMD – Marshal Jim Smith
 - This is first year SFMD has state hazmat teams under their budget and first year to make presentation for a base budget increase

FIRE SERVICE ADVISORY COMMITTEE

Meeting Minutes

August 5, 2020

10:00 a.m. – 2:00 p.m.

Meeting via WebEx only

- Shortfalls are in salary areas due to raises, step increases and insurance cost increases of 7-09%
- Residential and school inspection fees are set in statute until that can be changed in legislative language, we are currently taking 2.5 FTE and putting toward our base budget as the revenues received are not meeting the operational costs of the teams
 - Request on increase of \$276,500 FY22 for salaries & benefits (excluding health care teams)
 - FY23 increase of \$293,100 for salaries & benefits (excluding health care teams)
 - Additional \$50,000 for FY22 and FY23 for health care team operational costs
 - We get a set amount from CMS, but it does not meet the operational costs of the team
 - \$100,000 for Haz-Mat non-responsible party fund to make their budget fully funded. Last legislative session there was an error made where \$100,000 for the non-responsible party fund was not included in the hazmat funding and that needs to be put back into their funding. The first \$100,000 off the \$950,000 is for the non-responsible party fund
 - \$300,000 to continue the operating budget for offsetting the health care team
 - \$150,000 for one FTE to assist the state teams coordinator that is funded out of the general fund, currently have two other people that assist Tom McDonough (state team coordinator) and they are funded through the railroad pipeline safety funding that will not go through the biennium. We would like to retain one of the FTE position to assist the coordinator with training needs
 - Total request \$919,600
- Rick Loveland asked if the funding is for one ERT and rest CAT teams
 - Marshal Smith replied it is for funding as we sit today, but we do have plans to modify the plan that came out of legislation to make it more equitable across the state

FIRE SERVICE ADVISORY COMMITTEE

Meeting Minutes

August 5, 2020

10:00 a.m. – 2:00 p.m.

Meeting via WebEx only

- BJ Jungmann asked if the option to decrease the teams across the state is still on the table
 - Marshal Smith replied all options are still on the table. They are looking at the program and budgets to make sure all needs are met across the state
 - Assistant Commissioner West commented request is for FY22 \$476,500 and is FY23 \$493,100
 - Marshal Smith commented the railroad pipeline safety will go through the first fiscal year, but not the second, so to adjust the figures should be \$426,500 FY22 and \$493,100 for FY23
 - Assistant Commissioner West commented the non-responsible party fund should have been \$1.625 million \$100,000 to responsible party fund, second year is \$1.525 million, in order to last over the two year biennium it should be added in
 - Assistant Commissioner West commented the committee could have a special meeting in September to discuss this information so everyone has a chance to look over the requests
 - Marshal Smith commented that the salary increases are 6% per year
 - The information regarding the FTE was found out after submission of the presentation so needed to get added into the request for operation costs
 - The committee would like Marshal Smith to break down the request per fiscal year with totals and meet in September to discuss further
 - Assistant Commissioner West commented to include the HAZMAT teams with the proposal break down
- MBFTE – Steve Flaherty, Executive Director
 - \$235,000 total base budget increase request
 - Since our last base budget increase we have added one fire service specialist to our budget at \$100,000 for salary & benefits, as four fire service specialists help on behalf of MBFTE about 25 % of their time

FIRE SERVICE ADVISORY COMMITTEE

Meeting Minutes

August 5, 2020

10:00 a.m. – 2:00 p.m.

Meeting via WebEx only

- We have added Target Solutions project for online training and records management that will be available to the whole state this fall \$135,000 per year (\$7.00 per firefighter)
 - To fully fund all programs through MBFTE would be \$7.5 - \$8 million annually
 - Rick Loveland asked how long of a commitment for the Target Solutions being locked in at the \$135,000 price
 - Steve Flaherty replied that we have a five year contract for that price, with the option to opt out with a 30 day notice by either party
 - Rick Loveland asked about the FSS wages and benefits, if that is just for the next two years
 - Steve Flaherty replied that is what was agreed upon to be taken out of our budget for that position and there has been no discussion to take any more than that
 - BJ Jungmann asked if those departments that already have Target Solutions across the state will get a discount or will they be double paying
 - Steve Flaherty replied that the product they are offering MBFTE is much more scaled back version than the full suite departments are using across the state. Those departments will be working off their platform verses the MBFTE being the host parent site for all the departments utilizing this smaller version being implemented, which will consist of the Core 11 training
 - BJ Jungmann wanted to clarify the question asking if they are paying for every firefighter in the state or are they giving a discount based on those firefighters already using the

FIRE SERVICE ADVISORY COMMITTEE

Meeting Minutes

August 5, 2020

10:00 a.m. – 2:00 p.m.

Meeting via WebEx only

program picked up by their departments or is it \$135,000 regardless

- Steve Flaherty replied that it is a flat rate

- Task Force One – Steve Knaeble
 - Thank you to the committee for the continued support in keeping Task Force One as a high quality search and rescue team. We are known regionally as an urban search and rescue team. Most state & federal search and rescue teams require a budget of \$1 - \$1.5 million dollars. Having safe modern equipment and proper on-going training is vital to carry out our mission as a high quality search & rescue team. We are a state response team, ready to respond to anywhere in the state when called upon. This is a high risk low frequency need and that is why we only have one state urban rescue team for across the state. 180 members on the team.
 - \$500,000 current budget
 - \$705,000- \$725,000 partially funded
 - Would fund most of the teams trainings and needs
 - \$955,000 - \$975,000 partially funded
 - This range would add two very important training needs: every other year structural collapse technician training for new members as turnover happens and operational readiness exercises
 - \$1,255,000 - \$1,275,000 – fully funded
 - This would help us to expand and grow as a team to shadow different federal & state teams, lead logistics manager and being able to fund equipment replacement plan for large capital expenses
 - Rick Loveland asked with equipment purchases, has any of the host departments looked at applying for any grants or other funding streams that may be out there for funding, other than all the funding through the FSA
 - Pete Knaeble commented they have reached out to Dakota County that is good at grant writing and to Wisconsin that is good at grant funding to see if we can work to get

FIRE SERVICE ADVISORY COMMITTEE
Meeting Minutes

August 5, 2020
10:00 a.m. – 2:00 p.m.

Meeting via WebEx only

- some of the things funded through federal grants
 - Assistant Commissioner West commented to meet your current needs you would need a base budget of \$705,000
 - Pete Knaeble replied that green level is what we believe would help to reduce the need for requesting one time funding
- M A R T – Mike Aspnes
 - Base budget request to \$317,000
 - Budget Summary: \$255,749.40 monthly training / \$26,919.84 pilot tube training / \$10,643.32 demonstrations / \$23,601.87 equipment replacement = total \$316,914.43
 - Reduce operational impact of monthly training for St Paul Fire and State Patrol Aviation while conducting desired monthly training hours for each member
 - Providing routine equipment replacement per FAA regulations and DOI recommendations
 - Ensuring adequate outreach and education about MART
 - 24 technicians
 - 8 new members still require advance short haul training
 - 12 members still require tower rescue training
 - All members require underwater egress training
 - 3 pilots with direct vertical reference training
 - Adding 1 pilot summer of 2020
 - We respond state-wide and expect continued increase in call volume
 - Aerial search, short haul, rappel, close quarters/hover step operations, surface water rescue and tower/wind turbine rescues
- Assistant Commissioner West commented not to forget about the HAZMAT/Chemical team funding \$850,000 and \$675,000 that is also considered having base budgets under the SFMD. We need to ensure that the first year \$100,000 is added in, so it does not happen again that the \$675,000 gets left out, as it did two years ago. I suggested to Marshal Smith to lump this all together as

FIRE SERVICE ADVISORY COMMITTEE
Meeting Minutes

August 5, 2020
10:00 a.m. – 2:00 p.m.

Meeting via WebEx only

one funding request making it \$1,625,000 in the first year and \$1,525,000 in the second year

- Add special meeting September 9, 2020 at 1:00 p.m.
- Discussion video conference
 - Microsoft Teams
 - Back up option if cannot use WebEx
 - WebEx
 - We are able to fall under the SFMD contract for this service for our meetings
 - Bylaw changes
 - Table until legislative order is made regarding video conferencing once the Executive Order expires
- Approve 2021 meeting calendar
 - Change the August meeting to shorter meeting with no base budget requests
 - Committee approves the calendar for 2021

Adjourn Meeting 1:14 p.m.