

**FIRE SERVICE ADVISORY COMMITTEE**  
**Meeting Minutes**

**December 9, 2015, 10:00 a.m. – 12:00 p.m.**

League of Minnesota Cities  
 145 University Avenue West  
 St. Paul, MN 55103

<b>A</b>	Bob Johnson <i>Chair</i> Insurance Federation of MN	<b>P</b>	Don Smiley MN State Fire Chief's Assoc. (MSFCA)
<b>P</b>	Steve Zaccard Fire Marshals Assoc. of MN/ International Assoc. of Arson Investigators-MN Chapter	<b>P</b>	Chris Parsons MN Professional Firefighters Assoc. (MPFF)
<b>P</b>	Rick Loveland MN Professional Fire Fighters Assoc. (MPFF)	<b>P</b>	Mark Rosenblum MN State Fire Department Assoc. (MSFDA)
<b>A</b>	Sue Iverson League of Cities	<b>P</b>	BJ Jungmann MN State Fire Chief's Assoc. (MSFCA)
<b>P</b>	William Goede League of Cities	<b>P</b>	Ed Hoffman MN State Fire Department Assoc. (MSFDA)
<b>P</b>	Jim Fisher MN Assoc. of Townships	<b>P</b>	Mark Dunaski Commissioner Designee

Guests Present:

Marvin Calvin (MnSCU)  
 Sherry Munyon (MnFAC)  
 Kate Weeks (DPS)  
 Glen Jenkins (SPFD)  
 Butch Inks (SPFD)  
 Shawn Krizaj (Duluth Fire/Hazmat)  
 Kris Jungles (Rochester Fire)  
 Steve Flaherty (MBFTE)  
 Rick Luth (HSEM)  
 Bruce Roed (SFM Division)  
 Kevin Sedivy (MBFTE)  
 Kevin Reed (HSEM) and  
 Bruce West (Fire Marshal).

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**Call to order**

- Mark Kulda called meeting to order 10:05 a.m.
  - Agenda accepted as written with no additional items added.
  - Approval of August 5, 2015 minutes as written, with motion made to accept, motion second and motion carried.

**New Business**

- FSA Balance
  - Bruce West went over collections to the Fire Safety Account.
    - Total to date through the end of November \$6,971,748.66.
- Discussion Re-Cap of FY16 One-Time Allocations
  - Commissioner Letter
    - Bruce West, Fire Marshal, commented that all the money has been appropriated to the respected agencies.
    - Bruce West commented that the money was received for the extractor program.
    - Chris Parson commented that there were 116 applications for this project that totaled \$980,000 in requests. \$197,000 was given out. The decision was based on joint applications, the amount of fires and the need of the department.
    - Mark Kulda asked if there was any thought to geographic distribution need. Chris Parson replied it was not really considered in that respect. Mark Kulda asked if other departments can use the equipment from neighboring departments that received it. Chris Parson replied some were joint applications that would share the equipment. Mark Kulda inquired if departments were willing to put in their own funds. Chris Parson replied that the match was 10-50% based on population. Ed Hoffman asked if there was a big need for this program. Chris Parson replied there is a great need for this equipment and that need will grow.
- St Paul Fire Hazardous Materials Team Presentation
  - Request for funding on purchasing Thermo scientific “Gemini” Analyzer
    - They would like to have funding spread over a three year period to outfit the whole state CAT/ERT teams. Approximately 12 units would be needed.
      - Total purchase price approximately \$1.2 million dollars.

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- This identifier program can pin point what explosives are involved and that information can be sent to the Department of Health and all global units.
- The committee commented about a study of how many CAT/ERT teams are needed within the state.
- Jim Fisher commented that we need to make decisions about funding projects within the law of why the committee was set up.
- Sherry Munyon commented that the Legislators are watching the money and there is a Legislator wanting to use the money for school inspections. She suggested working on the strategic plan to educate the Legislators as to where the funding is needed within the fire service.

**Old Business**

- Rail & Pipeline Safety Law Update – Kevin Reed HSEM
  - HSEM is 16 months into training. A Map handed out showing blue shaded area with 186 sessions completed and 135 departments/agencies.
  - On track to complete the training by the time frame expected, which was three years.
  - Training done along rail in the state.
  - 4200 people trained includes law enforcement, EMS and elected officials.
  - Awareness training being completed and moving to preparedness training.
  - Steve Flaherty commented about \$65,000 in reimbursement requests so far from 74 agencies.
  - Mark Dunaski commented that the state is trying to get everyone to opt in for “Code Red” public awareness system.

**Other Business**

- Share Services Review
  - Bruce Roed & Chris Parson
    - When put out the request this year and only got requests for \$192,000.
    - Every year we have gotten more requests than money available, this year we only got limited requests.
    - The committee funded \$119,746 leaving \$80,254 left from the budget.

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- We are considering sending out a survey if the program has run the course or need to update the type of program being offered.
  - They would like to request using the left over shared services money to do an analysis (Management Analysis) at a cost of \$67,000.
    - Time and materials study.
  - Whatever left in funds after the analysis the remaining money would go to the washer extractor program requests that were submitted and not approved because of funding.
    - Bruce West commented that Bruce Roed and Chris Parson can work with the agency on refining the cost and time frame to do the study and bring it back to the committee.
  - More discussion in January to make a decision, motion made by Rick Loveland, second by Don Smiley, motion carried.
- Discuss Attendance Policy for Meetings
  - Formal policy with unexcused absences
    - Don Smiley commented it takes a lot of time to catch people up that do not show up to all the meetings. Would like to see a policy drafted up.
    - Mark Kulda commented will draft a policy and go over with Bob and bring to next meeting.
    - Rick Loveland would like to see a presentation policy.
      - How has the funding helped groups
      - Where has the money gone
      - Result report from funding given out
    - Mark Dunaski suggested a committee be formed to set up by laws for the committee.
      - It was agreed by the Committee to add this to the January agenda.
        - People will let Margaret know if want to be on this committee.
- Set 2016 Meeting Calendar
  - January 6
  - March 2
  - June 1
    - Final meeting to have funding presentations.

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- August 10 (special meeting for budget)
- September 7
- December 7

**Adjourn:** Meeting adjourned at 11:30 a.m.