

FIRE SERVICE ADVISORY COMMITTEE
Meeting Minutes

January 6, 2016
 League of Minnesota Cities
 145 University Avenue West
 St. Paul, MN 55103

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

Guests Present:

Marvin Calvin (MnSCU), Sherry Munyon (MnFAC), Bruce Roed (SFM Division), Kevin Reed (HSEM), Ulie Seal (Task Force One), Larry Freund (DPS Financial Officer), Nyle Zikmund (Certification Board), Mark Kulda and Bruce West (Fire Marshal).

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Call to order

- Meeting called to order at 10:01 a.m.
- Acceptance of today's agenda
 - Bruce West, MN State Fire Marshal, added an item to the agenda under Rail & Pipe line update: Cold Weather Response update.
- Approval of December 9, 2015 minutes as written
 - Don Smiley motioned to accept the minutes as written, Steve Zaccard second the motion, motioned carried.

New Business

- FSA Balance – Larry Freund (DPS Finance Officer)
 - Larry Freund (DPS Finance Officer) reported that \$7.2 million to date in budget collections.
 - The state had met the amount in surplus to put back \$2.5 million dollars into the Fire Service account in November.
 - If \$13 million is the estimated revenue to be collected and when budgeted out the account will hold an extra \$10 million.
 - Chris Parsons questioned why the carry over money has gotten higher each year.
 - Larry Freund (DPS Finance Officer), commented that the money is a build up over time as the collections exceeded projections.
 - Bob Johnson (Chair), replied we can only spend what the Legislation appropriates.
 - Per Larry Freund (DPS Finance Officer) this account should realistically have 1-2 million dollar balance left at the end of the year for cash flow purposes.
- Legislative Session Discussion
 - Discussion Re-Cap of FY16 One-Time Allocations
 - Bob Johnson (Chair), mentioned at the last meeting we handed out the letter to the Commissioner on the appropriations that were approved.
 - St Paul Fire Hazardous Materials Team Presentation Discussion
 - Bob Johnson (Chair) commented that at the last meeting there was a request for funding on purchasing Thermo scientific “Gemini” Analyzer. The questions arise that they would like to have funding spread over a three year period to outfit the whole state CAT/ERT teams, but is it necessary to

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outfit each team with an analyzer and how much use will it be to each team. Total purchase price approximately \$1.2 million dollars.

- Chris Parsons made a motion to spend \$300,000 out of the fire safety account to purchase three “Gemini” Analyzers. Chris Parsons feels three is a reasonable number and we should do all we can to fulfill the request. Mark Rosenblum made a second to the motion to start with three and see how the program goes.
 - Mark Dunaski (Commissioner Designee) replied that they would like to see the presentations come as comprehensive plan. With that said there is \$2.5 million in the account for expenditure that was appropriated back to the Fire Safety account after the 2015 session. That money is available to submit a request to the Commissioner for approval right now.
 - Kevin Reed, HSEM, commented that the eleven teams had a meeting to decide their needs which was part of a comprehensive process.
- Bob Johnson (Chair) asked for a vote for \$300,000 to purchase three “Gemini” Analyzers for the Hazardous Materials Teams request:
 - Motion carried by unanimous vote

Old Business

- Rail & Pipeline Safety Law Update – Kevin Reed HSEM
 - Kevin Reed (HSEM) reported that they are running at a 4.6 rating out of 5 for awareness training. They have had 345 Minneapolis firefighters trained. Training is moving outwards from the tracks to the mutual aid areas. The program is well ahead of what was expected. We will have more information at the March meeting.
 - Bruce West (MN State Fire Marshal) replied that they had a discussion on cold weather response of oil spills training. We would like to put on a test DOCAR training for thirty at Camp Ripley this winter. The cost would be approximately \$40,000. This would be paid for under the Rail & Pipe reimbursement program.

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- Bob Johnson would like to see some information on DOCAR. Bruce West (MN State Fire Marshal) will forward some information to the committee.

Other Business

- Potential MAD Study of Statewide Response Teams (Deputy Commissioner Dunaski)
 - Shared Services Survey and Grant Study Discussion & Remaining Funds – Bruce West (MN State Fire Marshal)
 - Bruce West (MN State Fire Marshal) commented that Chris Parsons & Bruce Roed met with MAD about a study and negotiated an amount to complete the study.
 - Bruce West (MN State Fire Marshal) went over the Shared Service Wrap up
 - \$200,000 original amount appropriated
 - \$119,746 Awarded grants this cycle
 - \$43,335 MAD proposal of study results
 - \$21,470 would be FSAC portion of funding for the Statewide Teams Study. Below is a list of agencies that will help provide funding for the study also:
 - \$37,500 Rail/Pipe Funding
 - \$25,000 HSEM Funding
 - \$21,470 FSAC Funding
 - Total project \$83,970
 - \$15,449 Washer extractor program
 - Bruce West will work with Chris Parsons on selecting which departments will get some funds from the extractor program.
 - Steve Zaccard commented if MART should be included in this study.
 - Mark Dunaski (Commissioner Designee) replied that if this committee would like MART included in the study it could be accommodated and should not be a lot of hours added. This is a draft of the quote and can be changed.

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- Jim Fisher made a motion that the committee recommend the dollars remaining from the Shared Services Grant program come out of the FSAC account to fund the MAD study, statewide teams study and the washer extractor program. Steve Zaccard second the motion.
 - Mark Rosenblum commented that he would like MART included in the study.
 - Jim Fisher amended the motion to include adding MART into the study.
 - Motion carried by unanimous vote.
- Formal Committee Operational Procedure Policy (By-Law) Bob Johnson (Chair)
 - Bob Johnson asked if this committee would like to have an Executive Committee.
 - Mark Dunaski (Commissioner Designee) suggested it is not about a committee working properly, it is a structured process. Mark Dunaski suggested the Executive Committee can just be there to make decisions outside the committee. The Executive Committee does not have to have set meetings unless it is needed. William Goede commented that the bylaws were put together very well.
 - Sue Iverson suggested a conference call number.
 - Margaret & Bruce will check into that option for the committee.
 - Attendance Policy
 - Sue Iverson suggested to consider “excused absence”.
 - Mark Rosenblum suggested that someone from the organization attend if someone cannot attend.
 - Bruce West (MN State Fire Marshal) replied that this was a starting point put together by Margaret Koele and Bruce West, as requested by the Committee at the last meeting.
 - Mark Dunaski (Commissioner Designee) commented he suggested to look at bylaws during the last meeting when attendance was brought up. Mark Dunaski commented he sits on many committees and this is the only one that does not have a formal document spelling out the process. This committee handles a lot of money and in the Commissioners perspective and his perspective that there should be a

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definition that the statutory members be present when decisions need to be made in a transparent process.

- Chris Parsons wanted to clarify for the committee that the language reads “may” terminate not “shall” terminate. Letters would be sent out to the organizations if two meetings have been missed and action may be taken if another meeting is missed.
- Presentation policy - Mark Kulda commented that there should be some sort of policy on presentations, how the funding has helped groups, where the money goes, and results in the form of a report from funding given out. Having a set date for presentations to be made such as June of each year.
 - Mark Dunaski (Commissioner Designee) commented the importance of officers for a committee so everyone knows the operation procedures set forth by that committee if the Chair is not able to make it who can step in down the line.
 - Bob Johnson (Chair) requested that all members review the document and send any suggestions to Margaret Koele to pass on for everyone to review. The next meeting be ready to make a decision to adopt as policy.
- Update Strategic Plan
 - Bob Johnson (Chair) commented that in the committee member folders is a draft of some questions for use in updating the FSAC strategic plan. We would like to have everyone review them and make suggestions on what type of questions we should be reaching out to the organizations with.
 - Mark Dunaski (Commissioner Designee) commented that more groups are starting to come before this committee to request funds and this group should consider three to four themes of expectations for the next three to five years to focus on.
 - Bob Johnson (Chair) commented that everyone review and email Margaret Koele with any suggestions of questions. We will put the information out to everyone for the next meeting to discuss and move forward with.

Meeting Adjourned 11:40 a.m.