

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

**January 8, 2020**  
**10:00 a.m. – 10:30 a.m.**

Elk River Fire Department  
 13073 Orono Parkway  
 Elk River, MN

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

Guests: Margaret Koele (FSAC Admin), Mike Aspnes & Steve Sampson (St Paul Fire Department), Pete Knaeble (MN-TF1), Dave Schliek (MFSCB), Marty Scheerer (ELA) and Chad Weinstein (ELA)

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**Call to order – Chair BJ Jungmann**

- Acceptance or additions to agenda
  - Agenda approved as written, with no additions
- Approval of August minutes
  - Minutes approved as written

**New Business**

- FSA & Firework balance - Assistant Commissioner Bruce West
  - \$8,231,264,05

**Public Comment**

- Dave Schliek, MFSCB, commented that they will be updating the instructor levels of certification and an expert committee will be put together to review the tests, books and skill stations with this change. MFSCB is extending an invitation for an FSAC member to sit on that committee and learn how the process works
  - BJ Jungmann asked about the RFP process for MFSCB Executive Director position
    - Dave Schliek commented that the current directors will be retiring at the end of their contract
      - The process has been started with some state entities that have expressed interest
      - RFP was opened up in November with four interested
        - One group submitted an RFP which will be reviewed in mid-January and the board will discuss that RFP the end of January
      - The board reserves the right to hire a direct hire
        - They would like a smooth transition
        - They have concern over the legislative process and time that would take
- Assistant Commissioner West commented that the MBFTE was the state organization that submitted the RFP. We asked to start the transition early if legislation is needed. If the board decides to stay with a private director that is fine, but if they decide to go with the state we want a smooth transition. The MBFTE RFP presentation will be next Wednesday

**Old Business**

- One time appropriation response by Commissioner Harrington

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- Clarification of the \$100,000 to the Hazardous Materials Teams by Commissioner Harrington
- Bylaw revision vote to remove “secretary” from the bylaws
  - Renumber sections
  - Executive Committee - remove from bylaws
    - Jim Fisher motioned to accept the changes in the bylaws, Kip LaMotte second the motion, all approved for the changes, motion carried
- Presentation policy revision
  - June meeting designated for one time funding presentation
  - August of even number years for base budget change requests
    - Kip LaMotte motioned to approve the changes to the presentation policy, Ed Hoffman second the motion, all approved the changes, motion carried
- Assistant Commissioner Robert Hawkins sent the committee an email on leaving his position and his replacement on our committee will be Assistant Commissioner Bruce West
  - The committee was very grateful for the time Assistant Commissioner Hawkins took part on the committee and wish him all the best
  - The committee offered congratulations to the new Assistant Commissioner Bruce West and welcomed him to the committee in his new role

**Adjourn Meeting 10:30 a.m.**