

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

**June 1, 2016**  
**10:00 a.m. – 4:00 p.m.**

SBM Station #3  
 11920 Ulysses St  
 Blaine, MN 55434

<b>P</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>P</b>	Sue Iverson League of Cities (arrived around noon)	<b>P</b>	BJ Jungmann <i>Vice Chair</i> MN State Fire Chief's Assoc. (MSFCA)
<b>A</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>A</b>	Mark Dunaski Commissioner Designee

**GUESTS:** Bruce West (MN State Fire Marshal), Larry Freund (DPS Chief Financial Officer), Marv Calvin (MNSCU), Kevin Reed (HSEM), Nyle Zikmund (Certification Board & Fire Chief Association), Steve Flaherty (MBFTE), Margaret Koele (Admin Staff), Jerry Streich (Andover FD), Ulie Seal (MN Task Force One), Kevin Sedivy (SFMD), Tom Schmitz (Edina FD), Tony Farina (SPFD), Jeff Karrow (Alexandria FD), Mike Gaede (St Paul FD), Alan Gabriele (St Paul FD), Dan Roeglin (MNSCU), Adam Schewe (Metro Water Rescue), David Schliek (MFSCB), Peter LeSchak (MNICS/DNR), Todd Manley (MNICS/DNR), Tim Oland (MNICS/DNR), Kris Jungels (Rochester FD/MN TF1) and Rick Luth (HSEM).

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### Call to order

- Meeting called to order 10:10 a.m. by Bob Johnson, Chair.
- Acceptance of today's agenda
  - No items to add to the agenda, agenda accepted as written.
- Approval of March 2, 2016 minutes as written
  - Motion was made to accept the minutes as written.

### Old Business

- Strategic Plan Survey Question Responses Discussion
  - Only two responses have been received from the strategic plan questions sent out a few months ago. Information received from BJ Jungmann - MN Fire Chiefs Assoc. and Jim Fisher – MN Assoc. of Townships.
    - Bob Johnson, Chair, recommended re-sending out the document regarding the strategic plan questions. It is an important document for reaching out to your organizations to help us define the fire service needs as to what the group vision is and why the committee exists. Please have those questionnaires completed and sent back prior to the August meeting.
- Discussion on Canine Accelerant Dog Presentation
  - Bob Johnson, Chair, would like to hold off on discussion until after all the request for funding presentations are completed.
- Bylaws Discussion
  - Attendance Policy (Bylaw in question from last meeting)
    - A member of the Advisory Committee absent from two (2) consecutive meetings ***shall*** receive notice that indicates their membership ***may be*** terminated ***if*** their attendance does not improve. The termination would be subject to a vote by the committee.
      - Bob Johnson, Chair, commented that there were no comments or suggestions sent in regarding this part of the Bylaw policy.
      - The committee would like to add language to the attendance policy stating the termination would be subject to a committee vote, Rick Loveland motioned to adopt the new language into the Bylaw as stated above and Jim Fisher second the motion, motion was carried.
      - Bob Johnson, Chair, asked for a motion to adopt the “Bylaws” for the Fire Service Advisory Committee. BJ Jungmann motioned to approve the Bylaws with the added

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language, Rick Loveland second the motion, motion was carried.

- Rail & Pipeline Safety Law Update – Kevin Reed (HSEM)
  - Minneapolis and St Paul training has almost completed the awareness class.
  - There have been 187 departments trained.
  - Over 5600 people trained.
  - Ethanoyl training has been added to the training.
  - A full scale exercise will be held in Morris with over 200 people attending.
  - 343 departments have been notified over 5 times within the last month which meets the law requirement.
  - Over 252 classes have been completed.
  - Reimbursement for classes will be handled through MBFTE.
  - The study is in works for 2017 is being worked out with MAD.
- MAD Study Updates – Kevin Reed (HSEM)
  - Statewide Response Teams
    - The interviews and the results are due back to HSEM by August 31, 2016.
      - The committee would like to have some information for the August meeting regarding needs of the fire service in regards to funding requests being asked of FSAC. Kevin Reed will try to get some information from MAD for the August meeting.
    - MAD is reaching out to other states and the eleven tribes.
    - The study will also include equipment needs.
    - Task Force One, CAT, MART and ERT were involved in the study.
    - Cost is being addressed with soft matches.
  - Shared Services Grant Study – Bruce West, Fire Marshal
    - Bruce Roed is working with MAD on the completion of the study. They would like to extend the study out and reach out to past recipients. They would like to extend out to October or possibly the end of the year.

**New Business**

- FSA Balance - Bruce West, Fire Marshal

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- Larry Freud (DPS Chief Financial Officer), projects that there will be \$10,098,747 in the account over and above the appropriated amount of \$13,000,000. Suggested balance to have in the account as reserve would be \$2,000,000 and the committee has legislative authority to one time appropriate out the remainder amount of \$8,000,000 this year.
- Bruce West, Fire Marshal, advised that the current balance in the account is \$13,030,206.64 and has met the \$13,000,000 appropriation. There is still one more month of collections to be made to the account for this fiscal year.
- Vote for Vice Chair (Term ends first meeting 2019)
  - Nominations
    - BJ Jungmann nominated Don Smiley.
    - Steve Zaccard nominated BJ Jungmann.
      - Steve Zaccard motion to nominate BJ Jungmann, Chris Parsons second the motion and motion was carried.
  - Chair Appoints Secretary (Term ends first meeting 2019)
    - Bob Johnson, Chair will call and personally nominate a secretary and let the committee know who was selected.

### Other Business

- Bruce West, Fire Marshal, advised the committee Mark Dunaski has put in his retirement notice and it was accepted by Commissioner Dohman. There has not been anyone appointed at this time and Marshal West will advise the committee when an appointment is made.

### Presentations

- MBFTE – Steve Flaherty, Executive Director
  - Request for one time appropriation amount of \$4,287,000 to fulfill MN Fire Service Training needs which total \$7.2 million:
    - \$2.913 million current base funding FY17
    - \$200 per firefighter allocation
    - All firefighters trained to National Standard w/certification
      - 1500 NFPA1001 firefighters
      - Bridge course w/certification

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- 140 Live burn training
- \$160,000 for conferences & seminars
  - Includes \$37,500 for Behavior Health education for 15 MSFDA regions
- \$45,000 Leadership Development course
- \$245,000 MBFTE operating budget
- Rick Loveland asked about how much of the funding has been re-allocated out to departments in the last few fiscal years? Steve Flaherty, Executive Director will get those figures to the committee.
- Bob Johnson would like to see which departments are not using the funding. Steve Flaherty replied that he will get that information to the committee.
- Rick Loveland requested the number of certification tests taken that have passed verses fails or incomplete. Rick Loveland also requests that the MBFTE consider that the certification test would have to be passed in order to be reimbursed for funding. Steve Flaherty commented that the pass/fails would need to be addressed with the Certification Board as they track that information. Steve Flaherty also advised that the mandating of any type of stipulation regarding reimbursement would need to be taken to the MBFTE training committee and brought before the Board for any action to be taken.
- BJ Jungmann commented that the MBFTE will need to advise departments that this would be a one time appropriation for FY17 and in the following fiscal years it would return to base budget funding.
- Fire Marshal Division – Bruce West, State Fire Marshal
  - Request is for a total of \$259,060 for one time appropriation for two special funding requests.
    - The first request is for \$150,000 for setting up a fund for the fire investigation team to bring in specialists under certain circumstances to help with a fire investigation.
      - Rick Loveland asked if some of these funds are re-cooped through the insurance companies. Bruce West, Fire Marshal,

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explained that some are, but in some cases they are not and we would like to have a separate account built up for those cases they are not.

- Bob Johnson asked if this would be a separate revenue account. Bruce West, Fire Marshal responded this is an account that will be able to carry over year to year, but this can only be used for this specific purpose.
  - Steve Zaccard asked how departments would be able to use those funds. Bruce West, Fire Marshal, responded that the departments would have to go through the Fire Marshal Division and work with Fire Marshal Investigators and they would decide the need for the specific investigations.
  - Bob Johnson asked if more funds would be needed than what they are requesting. Bruce West, Fire Marshal commented they would like to be realistic and see how the funds are needed. If at the end of a biennium or fiscal year more funds are needed then we can move funds from a different account to this specific account.
  - The second request of the funding is for \$109,060 for a Management Analysis & Development (MAD), to review statewide firefighter training and option needs for the future.
  - BJ Jungmann asked why the MBFTE did not request the MAD study. Bruce West, Fire Marshal replied that he had taken the lead on this study being done, since it had not been done in several years.
- 
- Task Force One – Ulie Seal & Chief Jungles

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- Request is for \$500,000 for one time appropriation for Fy17. This request is also to include an increase to the base budget to \$1,000,000 in FY18 and going forward.
  - This request is to help fund the training and equipment and equipment maintenance needs for Task Force One to operate.
  - We would like to hire a full time administrative person to handle the financial and administrative duties for the Task Force, currently Ulie Seal handles all of those duties.
  - The training costs include backfill and overtime within the budget.
  - Equipment replacement would cost about \$3.6 million.
- HSEM - CAT/ERT Teams - Kevin Reed/Rick Luth
  - The request is for \$800,000 for one time appropriation for air pack and monitor replacement.
  - The money requested would be based on the study by MAD, which is not going to be completed until August.
  - Budget is set including the following areas for funding: administrative cost / training cost / equipment cost / capital going forward and non- responsible party fund.
  - Funding ends in June 2017 for all the ERT/CAT, except for St Paul, which is an on-going contract.
  - Equipment was funded through federal grant funding annually until 2012 when it shifted to the fire safety account to fund. In 2012 the federal government moved to maintain and sustain policy verses upgrade or replace program.
  - Needs for all 11 teams based on results of the study:
    - Air pack replacement - \$450,000 within next 2 yrs.
    - Monitors: upgrade or replace - \$350,000 -\$500,000 annually for next 5 yrs.
    - Radios: replacement - \$350,000 within next 3 yrs.
    - Misc. tools: hand tool replacement – to be determined by TAC equipment committee, currently paid out of contract funds.

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- Computers/software - \$100,000 spread out over next 5 yrs.
- PPE: currently being looked at within the committee, currently paid out of contract funds.
- Replacement of trucks
  - \$600,000 (estimated) each
    - Starting in 2020 to write specs, 3 per yr. for 4 yrs.
      - Total \$6.6 million
  - Figures based on keeping all 11 teams, but will be based on the study.
    - Most of the ERT/CAT funding has gone over to the bomb squad. They do not see that being replaced back to ERT/CAT team fund.
- Metro Water Rescue Group - President of MWRG Adam Schewe
  - The total request is for \$182,880 for one time appropriation.
    - Century College hosting courses for “proposed pilot program” Boat Operator Program.
      - 24 hr./class
      - 12-16 students/class
      - 4 classes (2 south, 1 central, 1 north)
      - 3 instructors/class
      - 4 classes
        - \$7500/class
        - Total \$30,000
      - BF/OT
        - 64 students
        - 1536 hrs. x \$40/hr. = \$61440
      - Total \$91,440
    - “Proposed pilot program” Rescue Swimmer
      - This will fill the gap between surface rescue and dive rescue.
      - 24 hr. class
      - 12-16 students per class
      - 4 classes (2 south, 1 central, 1 north)
      - 3 instructors/class

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- 4 classes
    - \$7500/class
    - Total \$30,000
  - BF/OT
    - 64 students
    - 1536 hrs. x \$40/hr. = \$61,440
  - Total \$91,440
- Certification Board – David Schliek
  - The total grant request is \$315,500 for one time appropriation. The list below is what is included in that total:
    - Technology Equipment - \$35,000
      - Optical scanner \$4,500
      - Back- up server \$6,000
      - Electronic seal press \$4,000
      - Copier and 1<sup>st</sup> year maintenance \$21,000
    - Online Testing - \$210,000
      - Online testing seats \$60,000
      - Tablets/I pads for mobile testing lab \$150,000
    - Digitizing Skills Testing - \$70,000
      - Tablets/I pads & programming for skills \$70,000
- DNR (MNICS) – Tim Oland & Todd Manley
  - The total request is for \$163,999 for a one time appropriation to host four sessions of joint fire service leadership training.
    - One session of fire leadership training.
    - Two sessions of incident leadership training.
    - One command leadership training L481.
  - We work with MBFTE with the funding reimbursement program.
  - We use the available resources at Camp Ripley to host the classes.
    - We build cohesion with agencies that respond to emergencies.

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- Conduct an all-hazard exercise.
- New leaders will be working together in high intensity program and developing new skills.
- Participants come away with first-hand experience working with the ICS.
- Provide better understanding of other agencies roles and mission.
- Manage diverse resources.
- Interfacing with community cooperators.
- Improve command skills and leadership behaviors.
- Fire Chiefs Association – Nyle Zikmund
  - The request for one time appropriation grant funding is for a total of \$200,000.
    - The proposal includes the following:
      - \$70,000 to explore expansion of the Fire Officer School.
        - Funding to pilot two additional schools in different parts of the state.
        - Current school has reached capacity of 300 students and we are turning students away.
      - \$30,000 to explore the creation of a state wide fire chaplain group.
        - Address mental health issue emerging in fire service.
        - To facilitate increase in Chaplain services/activity for service professionals and the customers/victims we intersect with.
        - Funding to provide 30-45 chaplains to attend MSFCA fall conference for purpose of discussing creation of a Minnesota Corps or Section. Conference allows for networking with fire service and opportunity for training and discussion.
        - Explore collaboration with SFM, MSFDA, MPFF and others.

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- \$100,000 for Fall Conference.
  - Funding to aid in the increased facility and speaker costs at fall conference.
    - 2015 attendance was 627.

2:00 – 2:10 Presentation (2:10 – 2:15 for questions)

- Training Tower - Alexandria Chief Jeff Karrow
  - The total request for one time appropriation is \$312,212.00.
    - Alexandria is centrally located in the state for the tower to be used as a statewide resource.
    - Bullhead System: project description includes this a three story tower infrastructure with the following training: live burn rooms (class A) combustibles, standpipe system (sprinkler systems), car prop (SCBA maze, technical rescue), OSHA compliant (guardrail system, rappelling), forced entry (rebar cutting, Denver window), shoring, wall breach (interior/exterior stairs) and personnel doors (drills, rehab station, concrete pad, power, perimeter fencing, “go/no go” standard policy, cancer awareness education standard, fulfillment of NFPA 1001 and NFPA1403.
    - \$344,000 project
      - The city will give the land and give \$32,240 toward the project.
    - The best way to learn to fight a fire is fight a real fire. This tower will:
      - Ensure a progressive live fire training curriculum.
      - Develop knowledge of fire behavior and skills.
      - Minimize risk – train efficiently & effectively.
      - Replicate real world scenarios.
      - Train on new industry recommendations – S.L.I.C.E.R.S.
      - Aggressively teach/train on cancer awareness as part of the curriculum.

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- Develop a “go/no go” policy for every fighter, every time.
  - Central meeting room for pre burn objectives, pre plan, etc.
  - A “vehicle” for recruitment and retention.
- Sustainability
  - Schedule use for a department, school, and firefighter at their desired time.
  - Charge a nominal fee.
  - Provide MBFTE paperwork to department.
  - Department submits reimbursement request to MBFTE (their scope & mission).
- MNSCU– Dan Roeglin
  - The request for one time appropriation of grant funding is for a total of \$520,000.
    - MNSCU put out a survey to 100 departments on what type of training they would like to see more of.
      - Responses are showing the following regarding what the departments would like to see with more training:
        - Fire apparatus operator
        - Ariel ladders
        - NFPA1001 training
        - Strategy tactics
  - The proposal includes funding the following:
    - \$270,000 to provide 450 seats at \$600 per seat for full fire-apparatus operator class across the state.
      - This would be a 45 hr. class using IFSTA or Jones & Bartlett curriculum with 50% or more being hands on practical skills training.
    - \$250,000 to provide funding to fire departments for a no cost use of the mobile fire training props used for roof ventilation and forcible entry training. Three trailers

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were purchased with the State Fire Marshal Division.

- These props are currently placed at South Central College in North Mankato, St Cloud Technical College, and M State Technical College in Detroit Lakes to make them available around the state.
  - The average cost to use the trailer is \$1500 based on travel distance miles and materials used. The amount requested would provide 166 fire departments training across the state.
- Extractor Program – Chris Parsons
- The request is for a one time appropriation grant funding is for a total of \$300,000.
    - This request is to renew the Turnout Gear Washer/Extractor Program for another year.
      - In 2015 DPS received 114 applications requesting over \$900,000 in funds for gear washers. DPS was able to award \$200,000 to 28 departments across the state. A local match of the grant award is required, and the amount of match will be based on the population of the fire department coverage area. All funds needed to meet the Fire Marshal approval prior to funds being awarded.
      - Only departments that currently use NFIRS reporting system will be eligible to receive funds.
      - The committee will consider the following factors:
        - Overall Jurisdiction/Fire Department Budget
        - Number of Firefighters
        - Population served

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- Call volume/rate of firefighter exposure
  - Current inventory of turnout gear cleaning equipment
  - Jurisdictions of two or more in close proximity may submit joint applications
- MART– Assistant Chief Butch Inks, Al Gabriele (St Paul Fire) and Mike Gaede (St Paul Fire)
  - The request for one time appropriation grant funding is for a total of \$60,000. This request is to increase base budget in the following budget from \$190,000 to \$250,000.
    - We are the only response aviation team in Minnesota.
    - Anticipate 40-50 responses in 2016, which is up 100% from previous years.
    - This request is to help offset ongoing base budget expenditures:
      - \$100,000 Air rescue system courses
      - \$8,000 to fully equip a rescuer
      - \$70,000 consumables (helicopter fuel/maintenance)
      - 6.5 hrs. Per month training / 3.5 missions (\$580.63/hr.)  $580.63 \times 20 \text{ hrs. month} = 5806.30 \times 12 = \$69,675.60$  annually
      - \$25,000 personal protective equipment replacement
      - \$25,000 team rescue equipment replacement
      - \$30,000 program management/competency testing/continuing education
- MN Fire Service Foundation – Andover Chief Jerry Streich
  - The request for a one time appropriation for grant funding is for a total of \$57,320.
    - Purpose is to preserve the memory of our fallen
    - Provide family support (last/fast teams)
    - To coordinate events
    - Award scholarships

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- Provide resources for funerals
- Maintain a data base of fallen
- Develop a statewide support plan
  - Deploy four trailers
    - Flags/tents/sound/helmet/bunting axe
  - Identify and train honor guard team leads
    - Your patch our policy
  - Create instructional videos

(Arson Dog was presented at the March 2nd meeting please refer back to the handouts regarding that presentation)

Adjourn at 2:40 p.m.