

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

**March 1, 2017**  
**10:00 a.m. – 12:00 p.m.**

Elk River Fire Department Station #2  
13073 Orono Parkway  
Elk River, MN 55330

**Call to order – Chair BJ Jungmann**

- Meeting called to order 10:08 a.m.
  - Quorum was met to conduct the meeting
    - Committee members present: Chris Parsons, Jim Fisher, Mark Rosenblum and Robert Hawkins.
    - Committee members present via teleconference: BJ Jungmann (Chair for the meeting), Rick Loveland, Sue Iverson, Ed Hoffman and Margaret Koele (administrator).
    - Guests present: Bruce West (Fire Marshal), Kevin Reed (HSEM), Marv Calvin (M-State), Steve Flaherty (MBFTE), Tate Mills (SFMD), Pete Fisher (MN TF1), Rachel Carlson (Capitol Access), and John Ehret (SFMD).
- Acceptance of today's agenda
  - Motion to approve the agenda by Rick Loveland, second by Jim Fisher, motion carried.
- Approval of December 2016 minutes as written
  - Motion to approve the minutes by Rick Loveland, second by Robert Hawkins, motion carried.

**Old Business**

- Rail & Pipeline Safety Law Update – Kevin Reed (HSEM)
  - There are three rail bills out in legislations currently by: Senator Neuman oil transportation bill, which looks a lot like Representative Torkelson's bill and there is also Representative Hornstein bill. Discussion is being done on language that will be agreed upon by all parties, including the fire service, DPS and emergency management.
  - Next week a funding opportunity will be launched from the rail & pipeline safety account to fund for drills, exercise and training. Awareness and operations training have now been completed. This will be a one page reimbursement form with a drop down menu to select which option they are requesting to be funded. Joe Kelly will test the form and process to make sure it is working for all involved. Once it proves to be working it will be rolled out.
  - Camp Ripley is still in the Governors bonding bill for the JERTC (joint emergency response training center).
    - Bruce West (Fire Marshal) attended the house transportation committee meeting and the chair told Torkelson that he was not in

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favor of keeping the request to sunset the fee. Kevin Reed said that both Neuman and Hornstein allow the assessment to expire as of July 1, 2017. There is still about 6.5 million left in the account for training.

- BJ Jungmann commented on using some of the money to fund CAT & ERT needs.
  - In the Hornstein bill there is a line for emergency response teams and equipment. There are two different bills in the house and the senate to redo the teams and funding, we will watch where that will go.
  - BJ Jungmann asked how they got the dollar figures to fund each team.
    - Kevin Reed said that someone just came up with the figures and put it in the different bills. No conversations were done with HSEM or the Commissioner office.
    - Assist Commissioner Robert Hawkins, commented competing bills make it difficult for DPS when nobody has come forward to discuss things prior to entering a bill into legislation.
  - Rick Loveland asked if HSEM recommendations are being pushed out to legislators to give them more informed decisions
    - Kevin Reed has tried to explain to them regarding the funding of a hazardous materials team verses a fire department. They do not seem to be interested in having more conversations with us regarding this issue.
  - Chris Parsons asked if there is any funding in the governor bill for this program.
    - Kevin Reed commented that only the bomb squad is reflected and still the \$1.5 million for the study on the statewide team assessment.
  - Mark Rosenblum commented we really got hit out of left field and why can't we do the work in the off season to educate the legislators. We now have three different bills out there to try to coordinate and educate on the issue.

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- Kevin Reed commented that we had an advocate in Hornstein and now we have republicans talking to someone else regarding these issues.
  - Assist Commissioner Robert Hawkins commented we have had good discussion with Hornstein, but are surprised by two other reps with bills.
  - Sue Iverson asked if the committee would work with the League and use some of their representatives to help educate.
  - BJ Jungmann will reach out to Sherry Munyon, who is the lobbyist for the fire service, to reach out to League lobbyist.
- BJ Jungmann asked, what is the plan, as of July 1, 2017 the three ERT teams have no funding?
  - Kevin Reed commented, we still have the special revenue account. We are still in discussion regarding the study and the right size of an ERT team. The funding would come out of the rail & pipeline safety account. The ERT funds are above the CAT team funding.
    - BJ Jungmann commented that the Fire safety account gives the base line funding for the teams is that correct?
    - Kevin Reed, replied yes.
- Jim Fisher commented if they are going to talk to Gary Carlson and make sure they know what is going on. They don't just put a bill out so we need to find out who talked to Neuman and started that bill.
- M.A.D Study Updates
  - Statewide Response Teams Study Recommendations – Kevin Reed (HSEM)
    - Bomb squad funds should not come out of the Fire safety account we believe should be a different funding source.
    - Reduce the number of teams, DPS believes 11 is the right amount of hazmat teams.
      - The recommendation is ERT from four to one with St Paul as the metro-based ERT.
      - Resize Moorhead, Duluth and St Cloud as CAT's.

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- Allocate \$100,000 to those three teams to bolster capability to higher risk areas along the major rail lines.
- RFP is in for 10 CAT and 1 ERT, keep base funding and separate fire money from legislative money.
  - BJ Jungmann asked why stay at 11, who made the decision.
  - Kevin Reed commented that it is geographically it was decided in Rule 7514 for response times.
  - BJ Jungmann would like to take a bigger look at the rule based on today, based on funding and risk.
- Kevin Reed is working with leasing equipment through MMB rather than purchase equipment. Looking into approval from the state on that request.
  - Discussion is being done on what equipment will look like in the future.
- Kevin Reed commented that we currently use a technical advisory group to discuss tactical and operational for teams on a quarterly basis. We will add a Chief level and Chief designee level to look strategically down the road. Also looking at a stakeholder group being added. There will be a three level approach to the structure of the teams moving forward from here.
  - BJ Jungmann commented he would like to see input from stakeholders from outside the teams, such as FSAC members.
- Kevin Reed commented they would like to increase awareness and communication about the response teams and how the statewide system works through an outreach program.
  - Bruce West, Fire Marshal, suggested there are two venues for communication, the firefighter newspaper through MSFDA and the Chiefs magazine. This would be a good avenue to get out information to the fire service and would highlight awareness.
- Kevin Reed also commented they want to better identify training needs.
- Kevin Reed commented that the action timeline is oversight in the next couple months with four objectives by the end of summer:
  - Funding for equipment going forward
  - Oversight

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- Stakeholder feedback
- Tiering of the teams
- Shared Services Grant Study – Bruce West, Fire Marshal
  - The three fire service specialists have put this grant together from the M.A.D recommendations:
    - John Ehret is the South region
    - Tate Mills is the West region
    - Kevin Sedivy is the North region
  - There were 5 recommendations from the M.A.D study:
    - Expand the SFMD involvement.
    - Establish categories of grants, articulate expected outcomes, and establish performance measures accordingly.
    - Develop a questionnaire to help interested departments assess the extent to which they are already sharing services.
    - Establish program performance measures and improve program evaluation.
    - Improve information sharing.
      - The name of the program has changed to: Service Planning Grant Program.
      - This program will consist of:
        - Exploratory for options
        - Planning
        - Implementation
      - Each fire service specialist will work with departments in their area regarding this grant application and implementation process.
      - The timetable example is over a two year biennium to be able to carry the funding over and give 18-24 months to complete the program process.
      - There is an application scoring process to review each application submitted.
        - There will be an oversight committee of seven put together to do the scoring process of applications. This committee will be made up of members from: SFM, MSFCA,

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MPFF, MSFDA, League of MN Cities,  
Assoc. of Townships and FSAC.

- We will be back in June to request funding for this program from the FSAC committee.
- SFM Training Study Update – Bruce West, Fire Marshal
  - M.A.D is doing listening sessions across the state.
    - We have had great conversation from each listening session thus far.
    - The study should be completed by June 30, 2017 and a report completed shortly after that.
- Commissioner Dohman Letter Update – Assistant Commissioner Hawkins
  - Arson Dog funding
    - Commissioner Dohman is still looking at the recommendation, she was going to have conversation with Chief Butler regarding the funding request and ongoing funding request costs for this type of request.
- Strategic Plan Session Discussion
  - Presentation Policy & Guidelines approval for revisions made after the strategic planning session.
    - Motion to approve the revisions to the presentation policy & guidelines by Rick Loveland, Sue Iverson second the motion and the motion carried.

### **New Business**

- FSA Balance - State Fire Marshal Bruce West
  - Balance as of February \$2,850,035.23
    - Total \$10,436,928.73, which is ahead of projection.
- Gear Washer Grant Update
  - We had eight departments that submitted for reimbursement that have completed the process out of 37 applications. The process has to be completed by June 30, 2017 to get reimbursement.

### **Other Business**

- No other business

### **Public Comment**

- No public comment

### **Adjourn**

Meeting adjourned 11:27 a.m.