

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

**March 2, 2016**  
**10:00 a.m. – 12:00 p.m.**  
 League of Minnesota Cities  
 145 University Avenue West  
 St. Paul, MN 55103

<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	<b>P</b>	BJ Jungmann MN State Fire Chief's Assoc. (MSFCA)
<b>A</b>	William Goede League of Cities	<b>A</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

Present via teleconference: Rick Loveland, Mark Rosenblum, and Sue Iverson.  
 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), Joe  
 Blank (St Paul FD), and Mike McGee (MNSCU), Margaret Koele (Administrator  
 of minutes)

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

**March 2, 2016**  
**10:00 a.m. – 12:00 p.m.**  
League of Minnesota Cities  
145 University Avenue West  
St. Paul, MN 55103

**Call to order**

- Meeting called to order at 10:02 a.m., a quorum was met.
- Agenda was approved as written.
- Approval of January 6, 2016 minutes as written.
  - Minutes approved as written, with the exception of an amendment that BJ Jungmann attended the meeting late and was not present when the vote took place on MAD study and Analyzer purchase.

**New Business**

- FSA Balance - Bruce West, State Fire Marshal
  - The account balance is currently \$10,273,405.36. The budget is \$13 million.
  - Larry Freund, DPS Chief Financial Officer, has projected \$10,000,000 balance surplus at the end of the fiscal year, after the appropriated funds of \$13 million, that was set by the Legislature, has been spent. He recommends maintaining approximately \$2 million fund balance for cash flow purposes.
- Record Retention Policy Draft for Discussion
  - Margaret Koele explained this documentation is a record of all paper documents on file and how long it is kept by an agency. This record is kept by the MN Historical Society for each agency.
  - Motion was made by Jim Fisher, to accept the record retention policy as written, motion had a second noted by Bob Johnson. Motion carried with unanimous vote.
- Presentation
  - Canine Accelerant Dog – Joe Blank
    - Arson Dog Proposal
      - Labrador retriever is the dog of choice used to detect and locate trace amounts of accelerants used in fires.
        - Value of arson dog
          - Average prosecution rate w/arson dog around 12%
          - With a dog prosecution goes up 3-50
          - Arson fires caused approximately \$7 million in damages in Minnesota
          - 50% fires intentionally set
          - Arson fires hard to prove
      - Reason for proposal

# FIRE SERVICE ADVISORY COMMITTEE

## Meeting Minutes

March 2, 2016

10:00 a.m. – 12:00 p.m.

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

- To acquire initial start-up & annual funding for an Arson Dog and handler to include:
  - Food, housing, vet cost
  - K-9 equipped vehicle including annual maintenance and mileage
  - Handler related expenses for 24 hour care and training exercises
- Goal for an Arson Dog Proposal
  - The dog would be a statewide resource asset.
  - This would be a full time dog.
    - Currently have one part time dog in Cloquet and there is a lack of funding to send throughout the state
      - Surrounding states with arson dogs: Wisconsin 3, Illinois 2, Iowa 2 and Minnesota 1 part time only serving local area
  - Aim is to reduce the impact of arson related fires in the state of Minnesota through investigations which include the arson dog.
  - State Farm provides the funding for the dog and training of the dog. They also train the handler.
  - Arson Dogs can investigate a scene in minutes, verses a human taking hours to days.
    - Evidence uncovered by the dog and handler can become key factor in civil and criminal trials.
- Overview of Costs
  - Initial start- up cost = \$56,783
  - Annual cost = \$39,942
    - Total Request = \$96,725
- MBFTE Funding Update – Steve Flaherty

# **FIRE SERVICE ADVISORY COMMITTEE**

## **Meeting Minutes**

**March 2, 2016**

**10:00 a.m. – 12:00 p.m.**

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

- Steve Flaherty, Executive Director sent out a report on behalf of MBFTE to all committee members for review. This report shows how the FSAC funding has been used by the departments from reimbursements through MBFTE.
  - There have been seven rounds of training reimbursement since 2009.
  - Out of 781 fire departments in Minnesota, 733 have now participated in at least one round of training reimbursements.
  - Training reimbursement program has expanded to cover:
    - EMS training
    - Conferences & Seminars
    - NFPA 1403 Live Burn
    - NFPA 1001
    - Incident Safety Officer
    - Fire Service Leadership
    - Per Fire Fighter Award Allocations
  - Steve Flaherty commented that in order to fully fund training and projects that benefit the departments it would need to budget \$7,175,000.00. This would cover:
    - Per Fire Fighter Award Allocation - \$200 per firefighter for an estimated 20,700 fire fighters in MN
    - NFPA1001 program for 1,550 students for training at \$1,300 per student and 3100 certification tests at \$100 per test (FF1 & FF2)
    - MBFTE Board Budget
    - CISM/PTSD or similar project
    - Live Burn program at 140 at \$1500 per live burn
    - Seminars & Conferences
    - Leadership Development Course
- Presentation Policy
  - Motion was made by Don Smiley to approve the policy as written, motion had a second by Jim Fisher, with an amendment to the motion by BJ Jungmann to add: “All presentations funded by FSAC will require a written report back to the committee on how the funds were used”.

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

**March 2, 2016**

**10:00 a.m. – 12:00 p.m.**

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

- Also an additional amendment was made to the motion is to change the address on the top of the document to the Department of Public Safety Address/SFMD.
- Motion carried unanimously with all the changes made.

**Old Business**

Commissioner Letter

- Approval of one time allocation of funds:
  - Gemini Analyzer Funding
    - Mark Dunaski, Commissioner Designee, commented that as a State Agency the funding has to go through RFP process, the purchase has to be made through a state contracted vendor without specifying the product vendor to use.
- Approval of the re-appropriation of Shared Services funding:
  - Shared Services Study Awards
  - MAD Proposal to study Shared Services Program
  - MAD Proposal to study Statewide Response Teams
  - Additional funding for Washer/Extractor Program
- Rail & Pipeline Safety Law Update – Kevin Reed (HSEM)
  - Kevin Reed, HSEM, commented approximately 5000 students have been through the training.
  - The curriculum is reimbursed through MBFTE funding.
  - Some funds were left over from the original study and they had MAD run another study on the awareness level and if the program is working.
    - DOWCAR (Extreme Cold Weather Oil Spill Response Course) update – Kevin Reed, HSEM
      - Kevin Reed, HSEM, commented that they had high demand and wait list for this training. The class will be held at Camp Ripley for about 30 people.
- MAD Study Updates
  - Statewide Response Teams
    - Kevin Reed, HSEM, commented he has a draft of the scope of the study being all teams and locations.
      - What would be an acceptable time for the local fire chief to wait for a team to arrive.
      - How do other states compare to MN.
      -

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

**March 2, 2016**

**10:00 a.m. – 12:00 p.m.**

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

- This is the same group that did the oil study, so they know who they will be talking to for the study.
  - What type of funding is needed and compare to other states.
  - They will look at federal and state similar groups and statutes.
  - They plan to have a draft to HSEM toward August.
- Shared Services Grant Study
    - Bruce West, State Fire Marshal, commented the letter just went out last week to all past recipients of the grant to advise them about the study.
  - Survey Question Responses / Strategic Plan
    - BJ Jungmann had a handout from the MN Chief Association regarding the questions, which he had answered through a survey monkey. Margaret Koele will forward out to all members.
    - It was asked that everyone try to ask these questions to their respective organization and send them to Margaret Koele. We would like to have the information compiled for the next meeting.
  - Bylaw Discussion and Adoption of Policy
    - Bob Johnson, commented that the adoption of these Bylaws will put in effect term limits on officers and the Chair would be a two year term. Sue Iverson commented it would be beneficial to leave Bob Johnson as Chair as he is familiar with the changes being brought forward by the Committee. BJ Jungmann asked for clarification that the Chair would serve until 2019 being that it is every odd year that the Bylaws state for voting officer positions. Bob Johnson clarified that is correct.
    - BJ Jungmann commented that the address should be amended on Fire Service Advisory Committee information to reflect the Department of Public Safety/State Fire Marshal Division if any mail would happen to come, rather than the League of Cities address.
    - Sue Iverson made the motion to adopt the policy, BJ Jungmann second the motion, and the motion carried unanimously.

**Adjourn 11:51 a.m.**