

FIRE SERVICE ADVISORY COMMITTEE
Meeting Minutes

October 12, 2016
10:00 a.m. – 2:00 p.m.

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

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)
P	Rick Loveland MN Professional Fire Fighters Assoc. (MPFF)	P	Mark Rosenblum MN State Fire Department Assoc. (MSFDA)
A	Sue Iverson League of Cities (arrived around noon)	P	BJ Jungmann <i>Vice Chair</i> MN State Fire Chief's Assoc. (MSFCA)
A	William Goede League of Cities	P	Ed Hoffman MN State Fire Department Assoc. (MSFDA)
A	Jim Fisher MN Assoc. of Townships	P	Robert Hawkins Commissioner Designee

GUESTS: Bruce West (MN State Fire Marshal), Larry Freund (DPS Chief Financial Officer), Marv Calvin (MNSCU), Rick Luth (HSEM), Joe Newberger (HSEM), Nyle Zikmund (MSFCA & MSFCB), Steve Flaherty (MBFTE), Margaret Koele (Admin Staff), Kevin Sedivy (SFM), Wayne Kewitsch (Richfield FD), Ulie Seal (MN Task Force One), Kevin Sedivy (SFMD), and Mike Scott (Eagan Fire & State Chiefs).

Via Teleconference: Rick Loveland (MPFF) and Mark Kulda (Alternate Member).

Call to order

Chair Bob Johnson – Meeting called to order at 10:03 a.m.

- Acceptance of today's agenda

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- A letter received from the MFSCB (Minnesota Fire Service Certification Board) and will be added to the agenda for discussion only, as it was not received in time according to the “Presentation Policy” that was adopted by the committee.
 - Agenda accepted with the addition
- Approval of August 10, 2016 minutes as written
 - Motion was made to approve the minutes, with second to the motion, there was no discussion and the motion carried to approve the August 10, 2016 minutes.

Old Business

- Rail & Pipeline Safety Law Update – Joe Newberger (HSEM)
 - Joe Newberger reports that the map for First Responder Training shows that 273 departments/agencies have participated in the “Awareness Level Training Course” and 29 departments/agencies have participated in the “Operations Level Training Course.
 - BJ Jungmann asked if it is a rule or statute on what CAT teams and ERT teams can do, it is statute. What is the function of each team?
 - Bruce West (Fire Marshal) replied it is Rule #7514.
 - BJ Jungmann asked if it is a rule or statute for a two hour response time and who makes that decision?
 - Joe Newberger (HSEM) replied that the response time is also in the Rule 7514. Bruce West (Fire Marshal) commented that the “Department of Emergency Management” makes the decision as to an acceptable time for response.
- MAD Study Updates
 - Statewide Response Teams –(HSEM)
 - Kevin Reed (HSEM) emailed a response regarding the MAD study, that they are reviewing the 17 recommendations in the study and developing a prioritization process for moving forward. They will also be seeking further input from the stake holders on the process moving forward.
 - Shared Services Grant Study – Bruce West (Fire Marshal)
 - Bruce West (Fire Marshal) commented that the study is also on the web site for reviewing. There are four recommendations that the Fire Marshal Division will be focusing on:
 - Expand Fire Marshal Division’s involvement
 - Improve the program

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Meeting Minutes

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- Improve the evaluation of the program
- Establish specific program measures
 - These recommendations will be a task given to the Fire Service Specialists to review and make some improvements to the program and bring it back to the FSAC and to the fire service as to the future of this program.
- Secretary Appointment (acts as Chair if Chair and Vice Chair not present for meetings)
 - Bob Johnson will make a decision at the next meeting.
- Commissioner Dohman's letter of approval is in all your folders regarding the funding recommendations from this group at the last meeting.

New Business

- FSA Balance - Bruce West (Fire Marshal)
 - Bruce West (Fire Marshal) shared that the balance at this point of collections in the Fire Service Advisory account is \$3,584,400.08.
 - Bob Johnson, Chair, wanted to remind everyone that we are at a \$13 million budget.
- Base Budget Increases (fully funding per FSAC mission) (2017 Legislative Session) (2.8 million possible to go to base budget increases)
 - Bob Johnson, Chair, wanted clarified that our role is as an advisory committee and we only make recommendations to the legislature for them to make a decision regarding base budget increases.
 - MBFTE – Steve Flaherty (Executive Director)
 - MBFTE proposed a request for an additional \$1,587,000 to their base budget.
 - Two proposed funding options were passed out to the committee showing what programs would look like with additional funding and without a base increase. The MBFTE mission is to prioritize the funding for NFPA1001 program, live burns and get to \$200 per firefighter, which will fall in line with the Fire Service Advisory Committee requests of our board.
 - With a base budget of \$2.913 million and an additional \$1.587 million the board could run more consistent with the program funding:

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10:00 a.m. – 2:00 p.m.

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- \$120 per fire fighter
- 1000 NFPA 1001 seats (\$1350 per student)
 - 2000 certification tests (\$110 ea.)
- 62 live burns
- Base budget \$245,000
- Leadership course \$45,000
- Conferences & Seminars \$75,000
- With no additional base budget funding and MBFTE funding amount stays at \$2.913 million:
 - \$90 per fire fighter
 - 500 NFPA 1001 seats
 - 1000 certification tests (\$110)
 - Base budget \$245,000
 - 19 live burns
 - No funding for conferences & seminars
 - No funding for Leadership course
- BJ Jungmann voiced concern that we just got the CAT & ERT study and what impact will that have regarding the funding.
 - No action taken, request tabled due to no response for discussion by the committee.
- Task Force One
 - \$500,000 increase request to go to \$1,000,000
 - No action taken, request tabled due to no response for discussion by the committee.
- CAT/ERT
 - Joe Newberger (HSEM) commented that Kevin Reed was looking at a possible \$15,000 increase per team based on 11 teams. This would be \$165,000 base budget increase.

FIRE SERVICE ADVISORY COMMITTEE

Meeting Minutes

October 12, 2016

10:00 a.m. – 2:00 p.m.

Elk River Fire Department Station #2
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- BJ Jungmann commented that potentially all CAT & ERT teams budgets (funds that do not come out of Fire Safety account) run out at the end of FY17, is that correct? Marshal West replied that is correct they end June 30, 2017.
 - No action taken, request tabled due to no response for discussion by the committee.
- MART
 - \$60,000 increase request to go to \$250,000
 - No action taken, request tabled due to no response for discussion by committee.
- SFM – Bruce West (Fire Marshal)
 - Health care team is being cut by Federal Government in FY18 for a \$300,000 shortage of budget for inspections on nursing homes, hospitals, and clinics.
 - \$600,000 is collected for inspections and Representative Howe would like to eliminate Public & Charter schools fees all together.
 - There is a need to inspect Private and Parochial schools, as they are currently not inspected. There are a total of 550 schools and this would take two additional staff members. The need would be for an additional \$200,000.
 - \$250,000 for salary benefit increases for FY18 – Fy19.
 - Total request for a base budget increase is \$1,350,000 for State Fire Marshal Division.
 - Bob Johnson, Chair, would like to separate the request to \$550,000 and the school fees as a separate funding request of \$800,000.
 - Chris Parsons motioned to approve the increase of the SFM base budget by \$550,000 for the Health Care and salary benefit increases. BJ Jungmann second the motion, motion carried unanimous.

FIRE SERVICE ADVISORY COMMITTEE

Meeting Minutes

October 12, 2016

10:00 a.m. – 2:00 p.m.

Elk River Fire Department Station #2
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- BJ Jungmann would like to see this as a package for all schools.
 - Bob Hawkins, Assistant Commissioner, commented that the schools are part of the fire service duties. If the committee takes proactive action regarding the school fees, that gives some positive feedback to Representative Howe and the legislature that we are taking care of the kids in the state with these inspections. BJ Jungmann agrees with this request and the committee should use the funding toward this request and not open up for all the other requests. BJ Jungmann would like to see this as a package for all schools based on any legislative changes.
 - Mark Rosenblum made the motion to fund the \$800,000 for covering school inspection fees for Public, Private, Parochial and Charter schools. BJ Jungmann suggested an amendment to the motion so it is contingent on a statutory change. Mark Rosenblum amended the motion so it is contingent on necessary statutory change. Steve Zaccard second the motion with the amendment. Motion carried unanimous vote.
 - Certification Board sent a letter for a request to be added to the list for \$100,000 base budget.
 - No action taken, tabled due to no response for discussion by the committee.

Other Business

- Meeting Place
 - League of Cities
 - It is getting hard to get booked for an adequate meeting room.

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Meeting Minutes

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10:00 a.m. – 2:00 p.m.

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- They have now issued a new policy form that needs to be completed for each meeting, meetings are set up on a case by case basis.
- Parking is now limited and not guaranteed for people attending the meeting.
- Board room does not have much seating for guests
- Other rooms very small to accommodate committee and guests.
- Elk River FD
 - Has adequate meeting rooms to accommodate the committee and guests.
 - There is adequate parking in front of the Fire Department and City Hall.
 - Parking is not allowed in front of the Police Department.
 - Acquis tics better for people to hear what the committee is saying during the meeting.
 - Bob Johnson, Chair, asked if there was any discussion regarding the meeting location and the committee all agreed to change the location and hold meetings going forward at the Elk River Fire Department.
- Attendance Issues
 - Bob Johnson, Chair, wanted to address that it is very important to have all the members at the meetings for voting on the financial recommendations. There are a couple attendance issues and we have a policy regarding attendance and we need to start addressing this issue. We are set up by the Legislature to have all the voices at the meeting to make these recommendations back to them on behalf of all the groups involved.

Public Comments

- Marv Calvin (MNSCU) wanted to know if it was publicly known that there would be discussion on base budgets at this meeting.
 - Bob Johnson, Chair, replied that it was publicly stated at the last meeting in August that we would have base budget discussion, it was put on the agenda, in the minutes from the last meeting and posted on the web site agenda.

FIRE SERVICE ADVISORY COMMITTEE

Meeting Minutes

October 12, 2016

10:00 a.m. – 2:00 p.m.

Elk River Fire Department Station #2
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- Nyle Zikmund (MSFCB) commented that letters went out last May regarding presentations and not base budget discussions. The August meeting was to discuss the presentations that were made in June and they were tabled to discuss again at this meeting. The base budgets were never part of the requests for the one time appropriations, in his opinion base budgets should not be discussed until the one time appropriations are decided.
 - Bob Johnson, Chair, wanted to have these discussions so that it can go before the committees that promote the recommendations to the legislature for decisions in this next session. There were base budget requests made as part of the presentations in June, so the discussions needed to be handled regarding those requests and any other base budget requests along with the one-time appropriation requests.
 - Bob Johnson, Chair, commented that BJ Jungmann is correct, the law is clear on some points and not others. That is the importance of a strategic plan. We had put that on the agenda for several meetings asking the members of this committee to reach out to their organizations for their feed- back regarding the needs of the fire service. We were going to use this information to review the strategic plan and see if we as a committee need to update this plan and decide what has been accomplished and what are our goals going forward. The only group that has brought back a detailed report has been from the Fire Chiefs by BJ Jungmann. We took this off the agenda due to lack of response from the organizations.
 - Bruce West (Fire Marshal) commented after discussing with his boss, that the Fire Marshal Division can assist with this strategic planning session moving forward. We just had a very successful strategic planning session for MBFTE with Chad Weinstein. We will get an estimate from Chad Weinstein for a strategic planning session and will fund this from the Fire Marshal Division. We feel it is important to have someone that is familiar with all the groups and facilitate a one day planning session with all members of the committee present.
 - Marshal West will get some dates from Chat Weinstein and Margaret Koele (admin staff) will put the dates out to the committee and we will meet on a date the majority of the committee can attend.

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Discussion and Decisions on Funding Requests

- Metro Water Rescue Group
 - No action taken, tabled due to no response for discussion by the committee.
- Certification Board
 - No action taken, tabled due to no response for discussion by the committee.
- Fire Chiefs Association
 - BJ Jungmann was contacted by the President of the Fire Chiefs Association and they would like to rescind their request for the committee to focus on their three core missions.
- Training Tower
 - No action taken, tabled due to no response for discussion by the committee.
- MNSCU
 - No action taken, tabled due to no response for discussion by the committee.
- MN Fire Service Foundation
 - No action taken, tabled due to no response for discussion by the committee.
- Arson Dog – Steve Zaccard
 - Presented for a one time funding request and a base budget funding request.
 - \$96,000 one-time request
 - \$40,000 base budget
 - Rick Loveland commented if this is a state asset and the cost goes over the cost of \$40,000 for all the deployments would you be back to increase the request?
 - Steve Zaccard commented this is a new program and we will not know until there is information how the program will go. The dog would be available 24/7, and if it goes over budget we would have to come back for an increase in the base budget amount.

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- Bob Hawkins wanted to know if there is information on how often a dog would be used and can one dog handle the whole state. When they work a scene, how long do they usually work on an investigation?
 - Steve Zaccard commented it is new in Minnesota, but there is a part time dog in Cloquet, but not supported by the department. There is no data on how long they usually work.
- Chris Parsons commented this would be a good asset for safety reasons to the entire state. This could be a trial program.
- Bob Johnson, Chair, wanted to know how long the dog would be in service. Steve Zaccard stated 5 years or could go up to 8 years before retire the dog out.
- BJ Jungmann has concerns if the costs exceed the base and how to structure this program as a statewide asset and should there be two. BJ Jungmann is concerned about having a program that ends up a burden on St Paul Fire Department.
 - Steve Zaccard motioned to approve the funding for \$96,000 one-time request for the first year and starting the second year with a base budget of \$40,000 for a total of 5 years commitment. Bob Johnson, Chair, second the motion to get a vote from the committee.
 - Motion carried with a majority vote.
 - BJ Jungmann, Don Smiley and Ed Hoffman opposed. (Rick Loveland not on the phone conference line during the vote)

Adjourn

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- Meeting adjourned 11:39 a.m., next meeting December 7th at Elk River Fire Department lower level meeting room.