

FIRE SERVICE ADVISORY COMMITTEE
C/O Department of Public Safety/State Fire Marshal Division
445 Minnesota St. Ste 146
St Paul, MN 55101

PRESENTATION POLICY AND GUIDELINES

PURPOSE

The mission of the Fire Safety Advisory Committee (FSAC) is to provide resources needed for Identified activities and programs of the Minnesota fire service and to ensure the State Fire Marshal Division responsibilities are fulfilled.

The advisory committee shall provide funding recommendations for the following purposes:

- Minnesota Board of Firefighter Training and Education
- For programs and staffing for State Fire Marshal Division
- Fire-related regional response team programs and any other fire service programs that have the potential for statewide impact

FUNDING CONSIDERATIONS

- Appropriate use of funds from the Fire Safety Account (FSA)
 - Any requests for funding either capital or operating expenses must be done so in writing and must include supporting documentation that meets or exceeds the expectations expressed in this policy and any other direction given by the Fire Service Advisory Committee in order to be considered
 - Funding requests shall include a business plan that articulate any future expectations for the Fire Safety Account funding related to that program or initiative and whether those expenses will be one-time or on-going expenses
 - If you are requesting funds for capital expenditures, an appropriately-scoped capital plan must be included as part of your funding request (i.e. if you are requesting funds you must show what other capital needs you have currently and in the future)
 - If requestors are eligible for training funding through Minnesota Board of Firefighter Training and Education (MBFTE), they should pursue funding through MBFTE and not directly through the Fire Service Advisory Committee. The MBFTE funding eligibility can be found on their website at www.mbfte.org
 - The following organizations can submit their funding requests directly to FSAC and do not need to request funds from MBFTE prior:
 - ◆ MN State Fire Marshal Division

- ◆ MBFTE
 - ◆ Task Force One
 - ◆ MART
 - ◆ MN State Hazmat Teams
- The Fire Service Advisory Committee will use, but not limited, to the following criteria to evaluate requests for funding:
 - **Public Safety through Operational Effectiveness**
 - Programs and initiatives should positively impact effective fire service operations
 - Funding decisions will be based on a rational risk assessment principal
 - **Firefighter Safety**
 - Programs and initiatives should significantly improve life, safety and wellness for firefighters
 - This may include addressing immediate and/or chronic safety and health risk factors
 - **Statewide Impact**
 - Programs or initiatives should have statewide, or at least broad regional, impact
 - FSAC funding decisions overall must serve all of Minnesota and not benefit any one region disproportionately
 - Therefore, individual proposals may be considered within the context of other funding decisions to maintain benefit equity
 - **Fiscal and Operational Sustainability and Efficiency of Programs**
 - Initiatives must reflect sound stewardship of FSA resources, linking expenditures to measurable or observable benefits
 - **Priority for Existing, Effective Programs**
 - FSAC will prioritize maintaining existing, functionally effective programs above funding new programs or initiatives

- **Priority for Fire Service Agencies**
 - All things being equal, FSAC will prioritize funding requests from the Department of Public Safety Divisions or Fire Departments above requests from other agencies or organizations
- ◆ Funding decisions for presentations are never guaranteed – precedence and/or basic qualifications do not suggest approval of funding

PRESENTATIONS TO THE COMMITTEE FOR FUNDING

- Anyone wanting to request funding from the Fire Service Advisory Committee will need to have their request and supporting materials submitted in writing to the Committee Chair at least twenty days prior to the designated FSA Committee meeting date for presentations
- The Committee will designate one meeting each calendar year for presentations
 - June is designated as the presentation meeting
- The FSA Committee will designate a time for each presentation requested
 - Each presentation has a time limit of 10 minutes to present and five minutes for questions from the committee
- No presentations will be accepted at any other meeting due to the discussion time needed by the committee to distribute funding according to the mission set forth
 - Due to the volume of presentations and the time frame for allocating funding, any organization that cannot make their scheduled time or date will not be rescheduled
- Anyone wishing to present to the Committee will have to bring enough handouts, documents or supporting information to give each member of the committee, administrative person and four extra copies for any public guests for viewing
- The Fire Service Advisory Committee reserves the right to reject, partially-, or wholly – fund any project or presentation
- ◆ **All organizations that are awarded funding by the Fire Service Advisory Committee shall submit a written report regarding the use of those funds**