PRESENTATION POLICY AND GUIDELINES

PURPOSE

The mission of the Fire Safety Advisory Committee 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
  - Programs that contribute meaningfully to the purpose of the Fire Service Advisory Committee mission.
    - Examples include, but not limited to,
      - Reduce the incidence of fire-related deaths
      - Enhance fire data reporting
      - Fire code development, adoption and training
      - Code compliance inspections
      - Fire investigation and related training
      - Use of fire protection systems
      - Public education on fire related matters
      - Enhance emergency response
      - Reduction in the number of structural property losses
      - Enhance first responder communication
      - Assistance in the prosecution of arson
      - Juvenile intervention
      - Fire service training needs
      - Training reimbursement
      - Training standards development
      - Establishing qualifications for fire service training instructors
      - Hazardous materials teams
      - Structural collapse teams
Enterprise name

Decontamination trailers

Funding decisions for presentations are never guaranteed – precedence and/or basic qualification 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 in writing to the Committee Chair at least twenty days prior to the designated Committee meeting date for presentations.
  o The Committee will designate a time and date for each presentation requested.
• The Committee will designate two meetings each calendar year for presentations to be made.
  o March
  o June
    - The committee will designate a date and time limit for each presentation.
• No presentations will be accepted at any other meeting due to discussion time needed by the committee to distribute funding according to the mission set forth.
  o Due to the volume of presentations and the time frame for allocating funding any organization that cannot make their time or date will not be rescheduled.
• Anyone wishing to present to the Committee will have enough handouts, documents or supporting information to give each Committee member 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.
PRESENTATION GUIDANCE

1. When giving a presentation make sure the information states how it fits into the Fire Service Advisory Committee mission under the three legislative purposes:
   a. Minnesota Board of Firefighter Training and Education
   b. For programs and staffing for the State Fire Marshal Division
   c. Fire-related regional response team programs and any other fire service programs that have the potential for statewide impact

2. The dollar amount of the funding request needs to be clear and identified at the start of the presentation.

3. The funding request needs to be clear if it is for a base funding increase or one-time appropriation.

4. Make sure the presentation length is within the time limit set by the Fire Service Advisory Committee.

5. Bring enough handouts for each of the members of the Fire Service Advisory Committee and the administrative coordinator.

6. Make sure you get the presentation information in pdf format into the Fire Service Advisory Committee within the time line set in the “Presentation Policy and Guidelines”, which is twenty days prior to the designated meeting for presentations.