

Board of Directors Meeting

Bloomington, Minnesota

January 30, 2016

Meeting Minutes

**Present:**

Presidents – George Esbensen

Vice President/Cities of the First Class St. Paul – Tim Butler

Region 1 Capitol City – Mike Scott

Region 2 Northern – Gary Larson

Region 3 Arrowhead – Kurt Rogers

Region 4 Northwest – Mark Schmidt

Region 5 Cuyuna – Chip Lohmiller

Region 6 Lake – Bill Thoennes (Samer)

Region 7 St. Croix Valley – Tom Miller

Region 8 North Suburban – John Cunningham

Region 9 West Central – Marc Klaith

Region 10 Central – Jay Wood

Region 11 United – Dale Specken

Region 12 Minnesota Valley – Gary Conrath

Region 13 Southwest – Mark Marcy

Region 14 South Central – Jeff Bengtson

Region 15 Southeast – Chuck Karl

Cities of the First Class Minneapolis - John Fruetel

Cities of the First Class Rochester – Greg Martin

Great Lakes Division – Adam Mannausau

Editor – Jena Noah

DNR – Tim Oland

HSEM – Joe Kelly

Parliamentarian – Ulie Seal

Agents of MSFCA – Theresa and Nyle Zikmund

**Absent:**

Cities of the First Class Duluth – Erik Simonson

Past President - Vacant

SFM – Bruce West

**Guests:**

Russ Sanders, NFPA; Rebecca Otto, State Auditor; Dr. Chad Weinstein. John Wolff – Finance Chair. Mark Warner – Finance Committee Member.

**Presentation by NFPA – Russ Sanders:**

VP Butler introduced Russ Sanders, National Fire Protection Association. The full report was included in the packet, Mr. Sanders highlighted the following.

New Code/Standard being developed for Food Truck Safety

NFPA 1917 Design and Operation of Ambulances has over 250 changes

Fire Analysis and "Big Data" INFORS (Fire Operations Reporting) to replace NFIRS.

Residential Sprinklers – There is a Sprinkler Grant Program – MN would need to set up a coalition and could be eligible for $10,000 grant money. 2014 request for a $50,000 matching grant for a $300,000 effort was declined as too epxensive.

Talked 13R and 13D – Both designed to Save Money via reduced requirements. Designed to save lives first, not property conservation like 13

Fire Wise in 41 states as well as Intl locations

NFPA continues to increase internationally

**Presentation – State Auditor Rebecca Otto: Trust – How to Establish and Protect**

Esbensen introduced Rebeca Otto, State Auditor

Auditor provided overview of function of Auditors Office and offered following on fiduciary duties;

Be prepared – read your packet. Ask questions, have policies – follow them – review them. Be aware of financial situation. When things go wrong the media always seeks out board members who are community leaders or notable in some way. That is who you all are, leaders and noteworthy. Have an annual audit of some kind. Attend all meetings. Discussion on audits – Good practice to rotate on occasion, if same firm is doing accounting and auditing, make sure they have some form of firewall/separation between the two.

**Presentation – Dr. Charles Weinstein: - Ethics, Excellence and Board Service**

President Esbensen introduced Dr. Charles (Chad) Weinstein

Dr. Weinstein’s presentation is included as part of these minutes. Highlights include focus on;

* Duty of Care (Sound decision-making)
* Duty of Loyalty (Sound motives - MSFCA's interest)
* Duty of Obedience (Legal compliance and mission fidelity) Foundational Values
* Excellent Public Service
* Sound Stewardship of Resources
* Fairness
* Sustainability when judging new programs

**Call to Order:**

President Esbensen called the meeting to order at 11:30 AM

**Approval of October 21, 2015 Board Minutes and January 8, 2016 Teleconference:**

Motion by Specken, second by Wood. Motion approved

**Consent Agenda:**

President Esbensen reviewed/detailed items on consent agenda, called twice for any items to be removed.

Motion Adopt/Approve Consent Agenda by Lohmiller, second by Conrath. Motion approved.

**OLD BUSINESS**

**Long Range/Strategic Plan:**

Theresa presented the Strategic Plan, difference between Long Range and Strategic is the Strategic focuses on developing the objectives, plans and tasks to complete the Long Range Plan. Presentation included with the minutes.

Next step - Create document and questionnaire and will interview members. Goal is to present plan at March Meeting. Discussion included recruitment and retention issue specific to career departments. Recommendation to include/add in issue as part of plan.

Butler commented on Policy 108 and referenced that there was a question about the MSFCA president asking Regional Directors to attend county chief meetings in their region in addition to attending regional meetings. Ulie Seal pointed out that the bylaws did not prohibit going to county meetings and also reminded the entire board that the official regional meetings are meetings held by the MSFDA and our Regional Directors are guests to report out. The make-up of the regions and the interaction of the MSFCA Regional Directors and the MSFDA structure continue to be a source of confusion and should be worked on so there is better clarity for our board members.

**Spring Conference RFP:**

Agent N. Zikmund provided historical background and action item was to determine location and date. Discussion. - Scott, Consider Camp Ripley. Butler, likes using Fire Stations for board meetings, thinks for a retreat, we need to get away and do a deeper dive. Karl - Consider retreat every other year. Martin - Rochester has facilities at lower cost. Specken - Perception, does not look right going to these out of state. Wood, was three day, now at two day. Concerned about public perception. Mankato - most good for most people to meet in-between, work is work family is family. Discussion consensus to be judicious in determining meeting location specific to cost.

Motion by Scott, second by Lohmiller to host at Camp Ripley, in unavailable then St. Cloud and if both unavailable then Executive Committee to work with FSC to find location. Motion approved. Discussion on date/time. Motion by Thoennes, second by Larson to arrive Thursday night March 17 and meet all day Friday March 18. Motion approved.

**NEW BUSINESS**

**Policy #108:**

Discussion on policy and role of Region Directors/Representatives. Chair Butler seeking feedback from board specific to:

* How do the Regional Representatives identify regional members?

        How do Regional Representatives enforce Region by-laws in accordance with by-laws of the State Association?

        How does the Association deal with regions that no longer meet?

        What or who are the regions?

Bylaw and Communication & Policies Chairs/committees will convene and work on refining and report back at March meeting.

**2017 Meeting Dates:**

FSC to establish 2017 meeting dates through use of Meeting Wizard

**Finance Committee Report: John Wolff & Mark Warner:**

Chair Wolff presented PowerPoint document that was included in the packet/pre-meeting information. Discussion and questions. Recommendation on last page to adopt:

2016-2017 Goals

2016 New/Revised Budget

Motion by Fruetel, second by Miller. Motion approved.

**Good of the Order:**

FSC to poll members on mechanism to transmit board packet.

President Esbensen asked board to consider monthly conference call meeting. This was agreed upon and a fixed week and day and time would be established for February and beyond. Esbensen will work to get this done. Meeting dates will always been in the 2nd half of the month so financials will be available for review.

President Esbensen asked all directors to transmit to FSC any agency/organization/region information when it occurs and FSC will include in weekly/monthly report as alternative to board reports.

Break – Regular meeting ended, board took a break.

**Executive Session: 2:46 PM FSC Performance Review:**

Tabled to March Meeting

**Adjournment:**

Meeting adjourned at 3:59 PM hours