

FIRE SERVICE ADVISORY COMMITTEE
Meeting Minutes

March 6, 2024
10:00 a.m. – 2:00 p.m.

Meeting Location: Elk River Fire Department
13073 Orono Pkwy NW
Elk River, MN 55330

P	Aaron Cocking <i>Vice Chair</i> Insurance Federation of MN	P	Don Smiley MN State Fire Chief's Assoc. (MSFCA)
P	Kip LaMotte Fire Marshals Assoc. of MN / International Assoc. of Arson Investigators-MN Chapter	A	Scott Vadnais MN Professional Firefighters Assoc. (MPFF)
P	Pete Johnson MN Professional Fire Fighters Assoc. (MPFF)	A	Dave Yurczyk MN State Fire Department Assoc. (MSFDA)
A	Mark Windschitl League of MN Cities	P	Jim McCoy MN State Fire Chief's Assoc. (MSFCA)
P	Tim Meehl League of MN Cities	P	Ed Hoffman <i>Chair</i> MN State Fire Department Assoc. (MSFDA)
P	Jim Fisher MN Assoc. of Townships	P	John Cunningham Commissioner Designee

Guests: Allison Marcus (MBFTE), Steve Flaherty (MBFTE) Ross Hoernemann (MBFTE), Peter Knaeble (MN Task Force One), Daniel Krier (SFM), David Jensen (SFMD), Scott Saehr (MFSCB) Bob Roche (DPS)

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Call to order at 10:00 a.m. – Chair Ed Hoffman

- Agenda
 - Don Smiley motioned to approve the agenda, Kip LaMotte second the motion, motion approved to accept the agenda as written by roll call
- Minutes approval from September 27, 2023
 - Tim Meehl motioned to approve the Minutes from September 27, 2023, Don Smiley second the motion, motion approved to accept the minutes as written by roll call

New Business

- BJ Jungmann stepped down
 - Jim McCoy from Austin appointed from MSFCA
- Conflict of Interest Policy – Ed Hoffman
 - Bob Roche, General Counsel from DPS and AC Cunningham created a new Conflict of Interest policy
 - Currently, conflict of interests are mentioned in Bylaws
 - Recommendation is to remove conflict of interest from Bylaws and adopt policy
 - Conflict of Interest policy expectation is if employer would benefit financially, you would disclose that as a conflict of interest and recuse yourself from discussion and voting
 - If you have a potential conflict of interest, you can recuse on the basis of a potential conflict of interest, or disclose to the full committee, and the full committee would vote on whether or not you should recuse
 - “Executive branch employee” consists of State Fire Marshal and Assistant Commissioner
 - Fire service employees are not executive branch employees
 - Every committee member must sign the “Acknowledgement Form” and FSAC must keep this form on record
 - When voting on funding, SFM and Assistant Commission must sign the Conflict of Interest Disclosure form for Executive Branch Employees declaring whether or not there is a conflict of interest
 - The rest of the committee would sign the Conflict Disclosure form for Non-Executive Branch State Employees declaring whether or not there is a conflict of interest
 - For auditing purposes, we must have a written record that FSAC has adopted the policy and actively applied the policy

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- Suggest accepting the Conflict of Interest policy with typographical edits in preparation for June presentation meeting
- Jim Fisher motions to accept Conflict of Interest policy with edits, Kip LaMotte seconds motion
 - Motion carries
- Bylaws Review – Ed Hoffman
 - Bylaws had two spots referring to conflict of interest
 - Propose removing these references
 - Section 3 and section 5
 - Suggest taking action on this at next meeting
 - Bylaws refer to “Respectful Workplace Policy”
 - Marshal Krier questions whether the MMB Respectful Workplace policy applies to FSAC
 - Marshal Krier will follow up
- FSA balance - State Fire Marshal Dan Krier
 - Money continues to come in
 - FSA \$14,236,748.72

Public Comment

No public comment

Old Business

- One time Funding request status—Ed Hoffman
 - MBFTE - \$2,085,049 – APPROVED 11/16/23
 - SFMD - Total request: \$1,000,000 – APPROVED 11/16/23
 - TF2 – Equipment & vehicles: \$903,951 - PENDING
 - Extension Request
 - TF1 – vehicles: \$2,400,000 – APPROVED 3/1/24
- Service Planning Scoring Committee FSAC appointment
 - Appointment: Ed Hoffman

For the Good of the Order

- LaMotte: Discussion on when Conflict of Interest forms should be signed
 - Ed Hoffman: annually and every time presentations or funding is evaluated

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- June meeting will have presentations
 - Presentations need to be received by the Chair 20 days before June meeting
 - AC Cunningham suggests a working group to work on presentation policy and presentation solicitation process
 - Working group to consist of Aaron Cocking, Ed Hoffman and AC Cunningham

Adjourn Meeting

- Motion to adjourn meeting by Pete Johnson, second by AC Cunningham
 - Meeting adjourned 11:04am