

FIRE SERVICE ADVISORY COMMITTEE
Meeting Minutes

January 8, 2025
10:00 a.m. – 2:00 p.m.

Meeting Location: Virtual via Teams

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	P	Scott Vadnais MN Professional Firefighters Assoc. (MPFF)
P	Pete Johnson MN Professional Fire Fighters Assoc. (MPFF)	A	Dale Grochow MN State Fire Department Assoc. (MSFDA)
P	Dan Buchholtz 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	A	John Cunningham Commissioner Designee

Guests: Allison Marcus (MBFTE), Steve Flaherty (MBFTE) Tate Mills (SFMD),
Amanda Swenson (SFMD), Dan Krier (SFM), Ben Kinne (TF1), David Jensen (SFMD),
Michael Aspnes, Jodie Ryan (SFMD)

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Call to order at 10:05 a.m. – Chair Ed Hoffman

- Agenda
 - Jim Fisher motioned to approve the amended agenda, Dan Buchholtz second the motion, motion approved to accept the amended agenda by roll call
- Minutes approval from September 12, 2024
 - Kip LaMotte motioned to approve the Minutes from September 12, 2024, Tim Meehl second the motion, motion approved to accept the minutes as written by roll call

Old Business

- OLA Audit follow up—Ed Hoffman, Chair
 - OLA reached out for update from FSAC
 - Updated OLA on Conflict of Interest document and notification for funding via State Registrar
- One time funding request status
 - Request sent to Commissioner's office
 - All funding requests recommended have been approved

Public Comment

- No Comment

New Business

- New members
 - Dale Grochow, MSFDA replacing Dave Yurczyk
 - Dan Buchholtz, LMC replacing Mark Windschitl
- Proposed Bylaws changes
 - Discussed proposed Bylaws changes
 - To be reviewed by committee with action taken at a later date
- Nominations for Chair and Vice Chair
 - Jim fisher motions to nominate Ed Hoffman as Chair and Aaron Cocking as Vice Chair, Second Kip LaMotte
 - Motion carried
- Base Budget discussion

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- SFM and Chair discussed moving budget and presentation dates up to better align with State fiscal year
- SFM/DPS developed guidelines draft for FSAC
 - Goal to develop an objective scoresheet
- Recommendation to move future presentations to March meeting
 - Supported by committee
- Chair questioned whether moving up the schedule should be for 2025 or work on changes and implement in 2026
 - Committee's opinion is to have presentation criteria for 2025 and implement new timeline in 2026
 - Goal to have draft scoresheet for March meeting

Adjourn Meeting

- Motion to adjourn meeting by Jim Fisher, second by Kip LaMotte
 - Motion carried by roll call vote
 - Meeting adjourned 11:07am