

**December 15, 2016 MSFCA Board Meeting Minutes**

Teleconference:

Call in 888-742-5095

Code - 4470605061

Noon

**Call to Order:**

President Esbensen called the meeting to order at 12:00

**Present:**

President – 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 5 Cuyuna – Chip Lohmiller

Region 6 Lake - Bill Thoennes

Region 7 St. Croix Valley – Tom Miller

Region 8 North Suburban – John Cunningham

Region 10 Central – Jay Wood

Region 11 United – Dale Specken

Region 12 Minnesota Valley – Gary Conrath

Region 13 Southwest – Mark Marcy

Region 15 Southeast – Chuck Karl

Cities of the First Class Minneapolis - John Fruetel

Cities of the First Class Rochester – Greg Martin

Agent of MSFCA – Nyle Zikmund

Agent of MSFCA – Theresa Zikmund

Parliamentarian – Ulie Seal

SFM – Bruce West

Tom Obele

**Absent:**

Past President – Vacant

Region 4 Northwest – Mark Schmidt

Region 9 West Central – Marc Klaith

Region 14 South Central – Jeff Bengtson

Great Lakes Division – Adam Mannausau

Cities of the First Class Duluth – Dennis Edwards

DNR – Tim Oland

Editor – Jena Noah

**Approval of November 17, 2016 Meeting Minutes- Attached:**

Motion by Butler, Fruetel second. Motion adopted.

**Finance Report – Finance Committee Chair (s) John Wolff & Tom Obele:**

Esbensen reported - generally things are looking favorably, revenue is up, 22%, conference revenue beat 2015 by $10,000 plus thousand, final numbers by January, FOS profit school is up, no transition cost so management costs down, need incentive calculation process. Next is year over year, 2015 over 2016, 2015 to accrual but did not do month by month, so might change things in December. Investments could be stronger due to market. 2017 Budget recommendations. Any questions? Obele joined the meeting. Comment by Butler – appreciates them, easier to understand. George praised all.

Question by Wood – Looks like a $71,000 shortfall on dues, are we being strategic, is there that much of a shortfall, will that pay a role in 2017. Discussion. Obele shared thoughts, FSC stated all departments that had at least one member in the past two years will be receiving a membership packet, just under 500. The remainder or 100% of departments in the state will be receiving a membership milling.

Rogers moves approval of membership report, Second by Thoennes. Motion Adopted.

**Old Business:**

* 1. Governance Committee –First meeting December 22, 2016
     1. Information Only – No Action Needed

Chief Cunningham reported a conference call on Monday with a second meeting on December 22nd, looking at reporting structure of Magazine Editor, consensus was that person should report to Executive Director. Second issue is length of term of officers.

* 1. RFP for Executive Director – Final Draft had no additional comments, ready to roll out January 10, 2017.
     1. Information only – No Action Needed

George confirmed with Karl on any additions, confirmed none. George commented on email – offered to have further discussion on RFP at January 13 meeting but felt need to still get out in January. Butler – three things pending – motion made to extend which was voted down – second was to finalize RPF – but we never officially decided to push forward with RFP. Before we do that, we need to understand the process and budget impact.

Rogers moves to put RPF on street by March 1, 2017. Wood – on March 1 or if sooner Ok. Rogers – Open to amendment. If someone wants to make amendment. Thoennes – Need a second. Region 11 second.

Whole intention of why we wanted RFP so we could put it out to see what market was to provide services to MSFCA. New RFP to get things that were missed or clarify some things that were hazy in the past RFP process. If someone wants to amend, he does not have a problem.

George – any other comments?

Marcy – I think we should proceed – good sound business decision.

Butler – Move forward, then needs specifications of timeline, budget, etc.

George – Thank You

Miller – Before RFP, can we get budget for overlap, incoming and outgoing.

George – Yes, not a problem to draft that up, remember the RFP does not obligate us to do anything. Part of that will be based on the bids we receive.

Martin – I would prefer that we not do the RFP, until we try and re-negotiate, and address concerns, then if we fail.

Scott – We did that, failed in October, extending the current contract or vendor and voted. Chief Butler brought up some things that we were missing.

Martin – not extend, rather re-negotiate and if failed, then go to RFP

Scott – Could be wrong

Wood – Like Butler, agree that we should iron out the process and how the entire thing should be outlined with several layers. The last time we did this there was a process put out but it was not followed. That was the problem. If we would have followed the process it is possible that FSC will would more than likely have been chosen, however the process was not followed.

We should do RFP as a matter of good practice, we need to have a good process outlined, that we are all comfortable, if we only get one, we know how to handle.

Lohmiller – Agrees with Butler

Esbensen – Should not be a problem, other commentary

West – Motion by Rogers, all these items will be on January board meeting.

Esbensen – Yes.

Roll Call

Aye – Esbensen, Scott, Larson, Rodger, Cunningham, Wood, Specken, Conrath, Marcy, Karl, Fruetel,

Nay – Butler, Lohmiller, Thoennes, Miller, Martin, West

Motion passes 11-6.

* 1. Creation of State Sprinkler Coalition – Placed on January 13, 2017 Agenda
     1. Information Only – No Action Needed

**New Business:**

Motion bye

* 1. **Vendor Fee for 2017 Fall Conference – Increase from $760 to $800**
     1. MSFCA has had a “gentleman’s” agreement with our vendors dating back thru the Brace ED era of increasing the Vendor fee approximately 3% per year as opposed to “BIG” increases sporadically. The Conference Committee discussed the fee and the Vendor Focus Group (Comprised of all Diamond and Platinum vendors as well as two others) were asked for input, there were no concerns expressed. The increase represents a 3% increase and another $10 towards the App, which has a new feature this year, ability to use for more than a single event for an additional 25%.

Motion by Esbensen, second by Butler. Discussion – West – does not like the gentleman’s agreement, would prefer a 3% motion by the board so we are doing that plus the $10, just his opinion.

Wood – I did visit with several vendors of the vendor focus group, one vendor was very complimentary of everything, best ever. Only sentiment if there is a need he understands but why the increase. If you need to raise to make money. Vendor stated great to deal with Maddison.

Roll Call

Aye – Esbensen, Butler, Scott, Larson, Rogers, Lohmiller, Thoennes, Miller, Cunningham, Wood, Specken, Conrath, Marcy, Karl, Freutel, Martin,

Nay - West

* 1. **Membership Renewal Process**
     1. Current members – defined as those who have been a member either in 2015 or 2016 are receiving membership renewal letters and forms in the mail beginning today – December 13, as first batch was mailed on December 12. For those departments that have a “single” member, a letter has been included from President Esbensen requesting their thoughtful consideration of expanding their membership or doing a department membership. In total, about 490 of these packets are going out this week. We have close to 24 departments that already sent checks before we have even began the process.

Non- Members – defined as those who have not been a member for the past two years will receive a packet including a letter from President Esbensen detailing the value of membership and asking for their thoughtful consideration of becoming a member. There are just under 300 departments without a member.

These “packets” will be mailed out in strategic groups with a follow up contact; phone and email.

Action Requested – If you are willing to make calls/email these members, please advise. Currently the calls will be made by Chair Ryder and FSC staff. We envision an email going out (FSC will send), then the packet, then a phone call three/four days after packet sent.

Rogers – Works well, if you are in the Region, if you have relationships that helps to break down barriers. If there is anyone traveling to his Region he would appreciate help.

* 1. January Board Meeting agenda/logistics – Information Only
     1. Light Breakfast from 0800-0900
     2. Meeting 0900 to 1600 hours
     3. EPFD Fire Station Four
     4. Lunch served at Fire Station

**Other:**

Wood - Agenda item for Best Practices on financial reserves at January meeting, Esbensen will have Finance Committee prepare

Miller – Can we have agenda earlier sooner than one day, Esbensen – Concur, always goal to get out earlier

Esbensen - We will be putting our Logo on NFSA Side by Side Sprinkler Burn Trailer

**Adjourn:**

Karl moves adjourn, second by Martin. Motion Adopted