

PUBLIC SAFETY COMMITTEE

13-0411R

RESOLUTION AUTHORIZING ACCEPTANCE OF GRANTS FROM THE MINNESOTA BOARD OF FIREFIGHTER TRAINING AND EDUCATION IN THE AMOUNTS OF \$26,600 AND \$13,965 (2013) \$13,053.95 AND \$13,546.05 (2012) FOR THE PURPOSE OF SUPPORTING FIRE DEPARTMENT PERSONNEL TRAINING AND ESTABLISHING A DEDICATED ACCOUNT FOR THE GRANTS.

CITY PROPOSAL:

RESOLVED, that the proper city officials are authorized to accept grants from the Minnesota board of firefighter training and education in the amount of \$26,600 and \$13,965 (2013) \$13,053.95 and \$13,546.05 (2012) said funds to be deposited in Fund 210, Agency 030, Organization 3178, Revenue Source 4220-02 (Special Projects, Finance, Fire Training Fund, State of Minnesota), and committed for the purpose of supporting the Duluth fire department personnel training.

Approved:



Department Director

Approved for presentation to council:



Chief Administrative Officer

Approved as to form:

Attorney

Approved:



Auditor

FIRE JS:ek 8/1/2013

STATEMENT OF PURPOSE: This resolution authorizes acceptance of two grants in the amount of \$26,600, \$13,965, \$13,546.05 and \$13,053.95 from the Minnesota board of firefighter training and education for the purpose of supporting the Duluth fire department training and establishes a dedicated funding account for the grants as required by GASB Accounting Standard 54.

MINNESOTA BOARD OF FIREFIGHTER TRAINING AND EDUCATION

November 2, 2012

Duluth Fire Department
602 W. 2nd St.
Duluth, MN 55802

The Minnesota Board of Firefighter Training and Education (MBFTE) and the Fire Service Advisory Committee (FSAC) is pleased to notify you that your department has been awarded, under the FY2013 Special Revenue Fund, the amount of \$26600.00. This Special Revenue Fund award is for MBFTE approved training conducted between July 1, 2012 and June 30, 2013 (see list of approved classes). Award funds **MUST** be spent on the approved MBFTE list of classes. If your department is unable to complete training for the funding as awarded, please notify the MBFTE.

In order to process your reimbursement award you must:

1. Complete and sign the enclosed Request for Reimbursement Form by August 1, 2013. Your department is encouraged to send in your Request for Reimbursement Form anytime during the July 1, 2012-June 30, 2013 fiscal year.
2. Attach documentation of training funds paid. Documentation includes paid invoices for training, certifications, books and payroll records for in-house trainers (copies of checks are no longer required). *A reminder that initial certifications and books are now reimbursed at 100%.*
3. Mail the Request for Reimbursement Form and supporting documentation to:

MBFTE, 445 Minnesota Street, Suite 146, St. Paul, MN 55101

The funds will be disbursed upon receipt of the signed, completed form, along with the proper supporting documentation. You will not receive a check in the mail; your reimbursement will be electronically deposited into the account that corresponds to the tax identification number provided on the Request for Reimbursement Form.

If you have questions regarding your award, please email me at bruce.west@state.mn.us or call me at 651-201-7258.

Respectfully,



Bruce A. West
Executive Director
MBFTE

MINNESOTA BOARD OF FIREFIGHTER TRAINING AND EDUCATION

August 28, 2012

DULUTH FIRE DEPARTMENT
602 W 2ND ST
DULUTH, MN 55802

DULUTH FIRE DEPARTMENT,

The Minnesota Board of Firefighter Training and Education (MBFTE) is pleased to notify you that your fire department has been awarded, under the Round 5 training reimbursement program, the amount of \$13965.00. This training reimbursement award is for MBFTE approved training conducted between July 1, 2012 and June 30, 2013 (see list of approved classes). Award funds **MUST** be spent on the approved MBFTE list of classes. If your fire department is unable to complete training for the funding as awarded, please notify the MBFTE.

The Round 5 training reimbursement program is based on a "per firefighter" amount for all fire departments in Minnesota. MBFTE had requested current rosters or the number of firefighters on departments throughout the state. Your Round 5 reimbursement was based on the reported "number of firefighters" on your department times the "per firefighter" rate of \$105.00, to equal your award. If your department failed to report the number of firefighters to MBFTE, you received \$1,050.00.

In order to process your reimbursement award you must:

1. Complete and sign the enclosed Request for Reimbursement Form by August 1, 2013. Your fire department is encouraged to send in your Request for Reimbursement Form anytime during the July 1, 2012-June 30, 2013 fiscal year.
2. Attach documentation of training funds paid. Documentation includes paid invoices for training, certifications, books and payroll records for in-house trainers (copies of checks are no longer required). *A reminder that initial certifications and books are now reimbursed at 100%.*
3. Mail the Request for Reimbursement Form and supporting documentation to:

MBFTE, 444 Cedar Street, Suite 146, St. Paul, MN 55101

The funds will be disbursed upon receipt of the signed, completed form, along with the proper supporting documentation. You will not receive a check in the mail; your reimbursement will be electronically deposited into the account that corresponds to the tax identification number provided on the Request for Reimbursement Form.

If you have questions regarding your award, please email me at bruce.west@state.mn.us or call me at 651-201-7258.

Respectfully,



Bruce A. West
Executive Director
MBFTE

Minnesota Board of Firefighter Training and Education
Redistribution Form

Fire Department: DULUTH
Street Address: 221 N. CHATFIELD ST, PO BOX 65
City, State, Zip: DULUTH, MN 55929

Redistribution Award amount: \$ 13053.95

I, Bruce West, certify that the invoices are on file with the Minnesota Board of Firefighter Training and Education (MBFTE) for which this redistribution reimbursement is made in the amount of \$13053.95. These invoices have been paid for by the municipality on behalf of the DULUTH Fire Department. It was reported that there were no voucher dollars, federal grant or other grant dollars used to pay for the training under the redistribution funding in which the fire department seeking redistribution reimbursement from the Minnesota Board of Firefighter Training and Education.

Documents on file include:

- Copy of invoices
- Copy of proof of payment for invoices (copy of check)

Your Fire Departments Final Redistribution Reimbursement amount for Round 4 (July 1, 2011- June 30, 2012 is shown above.

Federal Tax Identification Number: 41-6005105

State Vendor Number: 0000197681

Purchase Order: P0701-3000006799

MBFTE, 444 Cedar Street, Suite 146, Saint Paul, MN 55101

To be completed by MN Board of Firefighter Training and Education (MBFTE)

MBFTE Executive Director's Signature: _____

Redistribution Award Amount paid: \$13053.95

Date: _____

8/8/12

September 1, 2011

DULUTH FIRE DEPARTMENT
602 W 2ND ST
DULUTH, MN 55802

DULUTH FIRE DEPARTMENT,

The Minnesota Board of Firefighter Training and Education (MBFTE) is pleased to notify you that your fire department has been awarded under the Round 4 training reimbursement program the amount of \$13,546.05. This training reimbursement award is for MBFTE approved training conducted between July 1, 2011 and June 30, 2012 (see list of approved classes). Award funds **MUST** be spent on the approved MBFTE list of classes. If your fire department is unable to complete the training for the funding as awarded, please notify the MBFTE.

The Round 4 training reimbursement program is based on a "per firefighter" amount for all fire departments in Minnesota. MBFTE had requested current rosters or "the number of firefighters" in departments throughout the state. Your Round 4 reimbursement was based on the reported "number of firefighters" in your department "times" the "per firefighter" rate of \$101.85 to equal your award. If your department failed to report the number of firefighters to MBFTE, you received \$1,018.50.

In order to process your reimbursement award you must:

1. Complete and sign the enclosed Request for Reimbursement Form by August 1, 2012. Your fire department is encouraged to send in your Request for Reimbursement Form anytime during the July 1, 2011-June 30, 2012 fiscal year.
2. Attach documentation of training funds paid. Documentation includes paid invoices for training, certifications, books and payroll records for in-house trainers. *A reminder that certifications and books are reimbursed at 50% only.*
3. Mail the Request for Reimbursement Form and supporting documentation to:

MBFTE, 444 Cedar Street, Suite 146, St. Paul, MN 55101

The funds will be disbursed upon receipt of the signed, completed form along with the proper supporting documentation. You will not receive a check in the mail; your reimbursement will be electronically deposited into the account that corresponds to the tax identification number provided on the Request for Reimbursement Form.

If you have questions regarding your award, please email me at bruce.west@state.mn.us or call me at 651-201-7258.

Respectfully,



Bruce A. West
Executive Director
MBFTE