

**MINNESOTA BOARD OF FIREFIGHTER TRAINING AND EDUCATION  
REQUEST FOR REIMBURSEMENT PROGRAM  
JANUARY 2009**

The Minnesota Board of Firefighter Training and Education (MBFTE) was created in legislation (Minnesota Statutes, sections 299N.01 and 299N.02) in 2003. The Board has a legislative mandate to review fire service training needs and make recommendations on training to Minnesota fire service organizations, establish educational program standards for the fire service, develop procedures for continuing oversight of the programs and establish qualifications for fire service training instructors in these programs. In addition, the MBFTE has received an allocation of funds from the Minnesota Fire Service Advisory Committee; the appointed body that distributes funds from the Fire Safety Account. It is from this source that the MBFTE currently has funding to reimburse firefighter training and education.

The Minnesota Board of Firefighter Training and Education (MBFTE) has approximately \$850,000.00 to reimburse Minnesota fire departments for training and education. The following guidelines will direct the process. This Request for Reimbursement is the first of what the MBFTE expects to be multiple years of Request for Reimbursement in order to support, strengthen and maintain the high level of firefighter skills expected of the Minnesota Fire Service. Subsequent year's reimbursement requirements may not be the same as this Request for Reimbursement in scope and variety of eligible training and education. Eligible training or expenses may change depending on the needs of the fire service and the MBFTE's definition of qualified courses and qualified instructors.

Fire departments may request funding for reimbursement which meet the requirements set forth in this Request for Reimbursement. The MBFTE will consider Request for Reimbursement for training that has already been conducted as well as applications for training that may happen in the future as long as it happens within the period of July 1, 2008 and June 30, 2009. Fire departments may plan training and education to be conducted prior to June 30, 2009 and conduct that training with reimbursement only if their application is funded by the MBFTE. Fire departments are under no obligation to conduct proposed training if their request for reimbursement is denied by the MBFTE.

Fire departments will be notified by March 23, 2009 if their Request for Reimbursement has been approved and the amount of the funding. Within that funding notification, the MBFTE will provide the fire department with forms to submit for receiving the funds.

Copies of this Request for Reimbursement may be obtained at the

- State Fire Marshal's website by clicking the Board of Firefighter Training and Education tab on the left or web address:  
<http://www.dps.state.mn.us/fmarshal/FFTrainingBoard/FFTrainingBoard.htm>
- by emailing [mbfte@comcast.net](mailto:mbfte@comcast.net),
- by calling (763) 545-2684 or
- by writing MBFTE 13065 Orono Parkway, Elk River, MN 55330.

## DEADLINE FOR REQUEST FOR REIMBURSEMENT March 2, 2009

### WHO IS ELIGIBLE FOR REIMBURSEMENT?

- Minnesota Fire Departments  
"Fire department" means a regularly organized fire department, fire protection district, or fire company, as defined in the State Fire Code adopted under section [326B.02, subdivision 6](#), regularly charged with the responsibility of providing fire protection to the state or a local government and includes a private nonprofit fire department directly serving a local government. It does not include industrial fire brigades. A "Firefighter" means a volunteer, paid on-call, part-time, or career firefighter serving a general population within the boundaries of the state.

### ELIGIBLE TRAINING AND EDUCATION

- Departments may request reimbursement for training and education only if it meets the requirements set forth in this Request for Reimbursement.
- The MBFTE will consider applications for training that has either already been conducted or training that is planned to be conducted within the time from July 1, 2008 and June 30, 2009.
- Fire Departments may plan training and education to happen before June 30, 2009 and only conduct that training if their application is funded by the MBFTE.
- Firefighter 1, Firefighter 2, Drivers' Training, Inspector, Investigations, Instructor 1, Fire Officer 1, Hazmat, Technical Rescue, OSHA and Confined Space courses that meet NFPA standards.
- Training and education conducted by an instructor of record with the following credentials:
  1. Five years experience as an instructor in the discipline for which reimbursement is requested **or**
  2. Firefighter 1, Firefighter 2, and Instructor 1 Certification **or** Bachelors or Master's degree in adult education and certification in discipline **and**
  3. The equivalent of five years active firefighter
- Single or multi-jurisdictional training.
- Training obtained within or outside the boundaries of the State of Minnesota. Applicants requesting reimbursement for training outside the boundaries of the State of Minnesota must provide a brief explanation of the circumstances that prevent them from obtaining that training in Minnesota.

### ELIGIBLE EXPENSES:

- Instructor's fees, course cost or hourly pay for instructor.
- Instructional props, equipment, and required books as they relate to the direct presentation of a reimbursable course, not to exceed 25% of the reimbursement amount for training. See the Reimbursement Application Form and the Instructions for the Reimbursement Application for cost worksheet and further explanation.
- 50% or half of fees for 3<sup>rd</sup> party initial certification if taken within 3 months of course completion.

### INELIGIBLE EXPENSES

- Conferences, key note speakers, presentations and on-line learning.
- Travel; mileage, meals, lodging, and room rental.
- Food and beverages.
- Recruitment activities, open houses, social gatherings, or any event where alcoholic beverages are provided or served.
- Supplies, postage, phone, computer, vehicles and machinery.
- Training for college or post-secondary credit.

### ADDITIONAL INFORMATION:

- The amount available per fire department is dependent upon the number of total requests for reimbursement.
- There can be no more than one reimbursement application per fire department per this Request for Reimbursement.
- There are no limits on the amount of reimbursement a fire department can request.
- The average Request for Reimbursement is expected to be in the \$500 to \$5,000 range. **This is only a suggested range.**
- The MBFTE fully supports and encourages joint requests representing two or more departments training together. When a request is submitted by more than one agency the expected average range may be to be multiplied by the number of agencies. For example: If three departments apply to reimburse training conducted together the award range can be from \$1,500 to \$15,000 dollars.
- There is no match requirement for this Request for Reimbursement.
- This program is intended to reimburse firefighter training costs as outlined in this document. Any other use of the funds, including supplanting, is prohibited and will jeopardize current and future funding applications.

**QUESTIONS:**

Prospective responders who have any questions regarding this request for reimbursement should contact the person below.

Nancy Franke Wilson  
MBFTE  
13065 Orono Parkway  
Elk River, MN 55330  
[mbfte@comcast.net](mailto:mbfte@comcast.net)  
Phone (763) 545-2684

Information provided from anyone other than the MBFTE Executive Directors is not considered valid. Other personnel are not authorized to answer questions regarding this solicitation.

Questions and their answers will be posted on the State Fire Marshal's website and updated as necessary until March 23, 2009. If you have web access please go to <http://www.dps.state.mn.us/fmarshal/FFTrainingBoard/FFTrainingBoard.htm> at any time to view questions and answers already addressed by the Executive Directors.

**APPLICATION PROCESS:**

- Upon request, prospective applicants will receive a full funding packet including the Reimbursement Application Form, Instructor Qualification Form, Reimbursement Budget Worksheet and Reimbursement Instructions for Budget Worksheet.
- Eligible Minnesota fire departments must fill out the Reimbursement Application Form and the Instructor Qualification Form by the due date, March 2, 2009 by 5:00 pm CST, to be considered for funding.
- Applicants must submit three copies of the Reimbursement Application Form and Instructor Qualification Form.
- Proposals are to be sealed in mailing envelopes or packages with the responder's name and address written on the outside.
- At least one copy of the application must be signed in ink by the Chief of the Applicant fire department.
- Email or fax reimbursement applications will not be considered.
- All costs incurred when responding to this Request for Reimbursement will be borne by the responder.
- Fire departments will be notified by March 23, 2009 if their Request for Reimbursement has been approved and the amount of the funding to be reimbursed. Within that funding notification, the MBFTE will provide the Applicant fire department forms to submit for receiving the funds.

- Once the Applicant fire department has completed the training(s) approved for reimbursement they can submit the MBFTE Reimbursement Budget Worksheet and supporting documentation for reimbursement such as receipts for props and equipment,
- Reimbursement of funds can be expected within thirty days of the MBFTE receiving and approving the applicant's budget forms.

#### **EVALUATION:**

All applications received by the March 2, 2009 deadline will be reviewed by representatives of the MBFTE. Funding consideration will be given to all applications that have met the requirements in this RFR for eligible training and education, qualified instructor and eligible expenses. Applications that do not meet the requirements set forth in this document may not be considered for funding. Applications that conduct or plan to conduct multi-agency training will receive a higher priority for funding. Overall funding consideration will be given to assure geographic diversity and financial equity among all fire departments in the State of Minnesota

#### **AUDITS**

MBFTE will conduct random audits of applicants funded by this Request for Reimbursement throughout the 2009 state fiscal year (July 1, 2009 - June 30, 2010.) Successful applicants may be contacted to provide additional supporting documentation. Failure to provide supporting documentation or cooperate with MBFTE in the audit process will jeopardize current and future funding applications.

**Minnesota Board of Firefighter Training and Education (MBFTE)**  
**Request for Reimbursement (RFR) Program**  
*Reimbursement Application Form*  
**January 2009**

Contact Person:

Email:

Phone (two numbers):

Fire Department (including IMFIRS #):

Address:

City/State/Zip:

Signature of Fire Chief:

Total amount requested for reimbursement:

Requesting reimbursed for the following training(s):

<b>Class or Course Name</b>	<b>Date, Time, Location</b>	<b>Instructor(s)</b>

If one or more classes listed are outside the boundaries of the State of Minnesota please provide a brief explanation of the circumstances that prevent you from obtaining that training in Minnesota:

Equipment or Prop	Class or Course Purchased For	Date Purchased

Please provide a brief explanation of how the equipment or prop directly relates to the one or more of the classes listed in your application:

*If more space is needed, please make copies of these pages.*

Minnesota Board of Firefighter Training and Education (MBFTE)  
*Qualified Instructor Form for Reimbursement*  
*To be completed by the Instructor*  
Request for Reimbursement (RFR) Program  
January 2009

Name:

Email:

Website:

Phone (two numbers):

Employer:

Address:

City/State/Zip:

Firefighter Training Experience:

Education:

Certification:

Firefighter Experience:

Please attach a resume and three references.

***INSTRUCTIONS FOR THE  
REIMBURSEMENT APPLICATION FORM  
BUDGET WORKSHEET***

The MBFTE requires all respondents to complete the budget worksheet in order to justify the reimbursement amount requested. Below are definitions of the information requested for each column.

**Fire Department Staff Name** - We request a breakout for each staff (firefighter, captain, chief, etc.) who attended the training for which you are requesting reimbursement.

**Class or Course Name** - Name of the course for which you are requesting reimbursement.

**Hourly Pay Rate** - The amount of money the fire department paid for the staff person to attend the training, if this was paid. If the department did not pay for that person to attend the training you may not request reimbursement. Each department must have supporting documentation.

**Total Number of Hours** - The total number of hours the staff person was in the training for which you are requesting reimbursement.

**Total Cost (rate X hours)** - Multiply the amount in the Hourly Pay Rate by the Total Number of Hours.

**Course Fee** - List any fee for the course, in addition to what the department paid the staff person to attend the training, if applicable. Each department must have back-up documentation.

**Reimbursement Requested Per Staff** - Add together the Total Cost column and the Course Fee column to figure out the total cost of that course/class per staff member.

**Equipment or Prop** - The MBFTE will reimburse for equipment or a prop when it directly relates to a reimbursable course/class. The reimbursement amount cannot exceed 25% of the total amount for which you are requesting reimbursement for training. Here are some examples: The Green and Blue Fire Department requests a total of \$4,000 for training. They are eligible to request up to \$1,000 for props or equipment to support one or more classes/courses for which they are requesting reimbursement.

**Course or Class Item Supported** - Eligible expenses includes equipment or props only when it directly relates to a reimbursable course/class. List which course/class it is here.

**Date and Place of Purchase** - When and where did you purchase the item(s)? A copy of the invoice must be included with your application. Please keep the original. Each department must have back-up documentation.

**Cost** -The actual amount the equipment or prop cost the department.