



MICHIGAN FIRE SERVICE INSTRUCTORS ASSOCIATION

Executive Board Meeting Minutes

September 18, 2019

Muskegon Heights Fire Dept

Muskegon, MI

Call to Order:

Meeting called to order at 10:00 am by President Bigger

Roll Call of Officers:

President Bigger, Secretary VanHorn, Treasurer Dean

Excused Absences:

VP Blomstrom

Talked about that the Executive Board meeting talked by e-mail and phone to initially agree to meet with DTE and SFM about the project. Followed by meetings to write a written agreement between the 3 organizations for the project.

Chris is setting up QuickBooks up to 3 full users to handle our finances and keep track of the DTE money and our account expenses.

Talked about the conference and the many changes that had taken with the conference lineup.

Looked at the updated agreement with attachments for DTE. We ended up signing of the agreement. The State Fire Bureau is developing the class not the Instructors Assoc. They will be using Keystone solutions. The State had meetings with all the players, they had a morning and night meeting that Chris went to. There was very little input. They stated the overview at 4.1 and discussed what will be provided there is little to no changes. Discussed how it was going to get pushed out. Kevin made it clear the they had reached a settlement. The smaller Fire departments had more finite questions as to where the Train the Trainers are going to be held and they gave Kevin a business card

to let them know when they will start because they wanted to hold Train the Trainers. There was very little push back. They must be a member of the MFSIA and an Instructor I. We must give DTE a report as to finances and record everything that pertains to the program. Kevin wants to give a class by Thanksgiving, and this is a push from Ross. This is a court settlement that DTE has for a wrongful death. This is something they had to do, and have it done by the end of the year. Kevin will send a solution from Keystone and we will have to invoice DTE and they in turn will send the money to us. This will be a Q-Course, and this will be done by the BFS 250 form. The pay for doing the class is \$150.00, this is thirteen counties on the East side of the state. The Train the Trainer part they want to do over there. MFSIA and The State Fire Bureau will help to advertise it that we will do a TtT if they sign up for it, then we will have to check to make sure they are Instructor I.

The list of Instructors will have to be a google form. We will provide quarterly reports on the locations and training roster listing number of Instructor I's that were trained, and numbers of firefighters trained during the delivery of the Training Program most of this can be done off the 250. The lawyers state do not start another account within our checking account. We will use Google expense form. The Executive Board can view the forms that are done in Google forms. The Quick books fee is an expense from DTE. Chris will be setting up Google forms for reports. Discussion held.

The initial report to Russ and Kevin on how we are going to keep track of financials and reporting back to DTE and MFFTC needs to be sent. MFSIA will be giving monthly reports as course is being designed and quarterly reports as the classes are being given.

Unsure if Kevin has access to google drive on the State computer?

Do we want to setup every other Saturday phone call?

The \$17,500 in our 10% administrative fee for MFSIA time and receipts. This amount of money is for the DTE function and it keeps us under the \$50,000 limit for the IRS.

The finance program is deductible from the administrative fee.

We will get more members that will join to be able to instruct the program.

Discussion held.

Adjournment

Motion to adjourn (Bigger).

Meeting adjourned at 1120 am

Respectfully Submitted,

Secretary Rick VanHorn

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