

# MINNESOTA BOARD OF FIREFIGHTER TRAINING AND EDUCATION

August 28, 2012

ST PAUL FIRE DEPARTMENT  
645 RANDOLPH AVENUE  
ST PAUL, MN 55102

The Minnesota Board of Firefighter Training and Education (MBFTE) and the Fire Service Advisory Committee (FSAC) is pleased to notify you that your fire department has been awarded, under the Fiscal Year 2013 special revenue fund, the amount of \$87,000.00. This special revenue fund training reimbursement award is for MBFTE approved training conducted between July 1, 2012 and June 30, 2013 (see list of approved classes). The FY2013 special revenue 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 special revenue fund appropriation from the FSAC is based on a "per firefighter" amount of an additional \$200.00 to the 1<sup>st</sup> Class Cities of Minneapolis, St. Paul, Duluth and Rochester. MBFTE had requested current rosters or the number of firefighters on departments throughout the state. The Minneapolis Fire Department special revenue allocation was based on the reported "number of firefighters" on your department times the "per firefighter" rate of \$200.00, to equal your special revenue award of \$87,000.00. The special revenue fund award of FY2013 is a one-time additional allocation over and above your Round 5 Training Reimbursement Award.

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](mailto:bruce.west@state.mn.us) or call me at 651-201-7258.

Respectfully,



Bruce A. West  
Executive Director  
MBFTE