

MINNESOTA BOARD OF FIREFIGHTER TRAINING AND EDUCATION

August 28, 2012

Jim Smith
St. Paul Fire, CAT & ERT
645 Randolph Ave.
Saint 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 ERT Team has been awarded, under the FY2013 Special Revenue Fund, the amount of \$110,000.00. 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 team 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. You are 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