

## MINNESOTA BOARD OF FIREFIGHTER TRAINING AND EDUCATION

September 1, 2011

ST PAUL FIRE DEPARTMENT  
100 E 11TH ST  
ST PAUL, MN 55101

ST PAUL 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 \$44,304.75. 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](mailto:bruce.west@state.mn.us) or call me at 651-201-7258.

Respectfully,



Bruce A. West  
Executive Director  
MBFTE