

# MINNESOTA BOARD OF FIREFIGHTER TRAINING AND EDUCATION

August 21, 2013

ST PAUL FIRE DEPARTMENT  
1683 ENERGY PARK DRIVE  
ST PAUL, MN 55108

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 6 training reimbursement program, the amount of \$34800.00. This training reimbursement award is for MBFTE approved training conducted between July 1, 2013 and June 30, 2014 (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 training for the funding as awarded, please notify the MBFTE.

The Round 6 training reimbursement program is based on a "per firefighter" amount for all fire departments in Minnesota. Your Round 6 reimbursement was based on the reported "number of firefighters" on your department times the "per firefighter" rate of \$80.00, to equal your award. If your department failed to report the number of firefighters to MBFTE, you received \$800.00.

In order to process your reimbursement award you must:

1. Complete and sign the enclosed Request for Reimbursement Form by August 1, 2014. Your fire department is encouraged to send in your Request for Reimbursement Form anytime during the July 1, 2013-June 30, 2014 fiscal year.
2. Attach documentation of training funds paid. Documentation includes copies of 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. Return your Request for Reimbursement forms and supporting documentation by email to [fire-training.board@state.mn.us](mailto:fire-training.board@state.mn.us), or fax (651) 215-0525 or mail to:

MBFTE, 445 Minnesota Street, Suite 146, Saint Paul, MN 55101

The funds will be disbursed upon receipt of the signed, completed form, along with the proper supporting documentation. You might not receive a check in the mail; depending on how your account is set up, your reimbursement might 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