



## MINNESOTA BOARD OF FIREFIGHTER TRAINING AND EDUCATION

445 MINNESOTA ST., SUITE 146  
SAINT PAUL, MN 55101  
TELEPHONE: 651-201-7257 FAX: 651-215-0525  
EMAIL: [fire-training.board@state.mn.us](mailto:fire-training.board@state.mn.us)  
WEBSITE: [www.mbfte.state.mn.us](http://www.mbfte.state.mn.us)

August 25, 2014

Thomas McDonough  
St Paul Fire Department ERT Team  
645 Randolph Ave  
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 Emergency Response Team (ERT) has been awarded, under the FY2014 Supplemental Fire Safety Account, the amount of \$20000.00. This Supplemental funding award is for MBFTE approved training conducted between July 1, 2014 and June 30, 2015 (see list of approved classes). Award funds MUST be spent on the approved MBFTE list of classes. If your Emergency Response 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, 2015. Your Emergency Response Team is encouraged to send in your Request for Reimbursement Form anytime during the July 1, 2014-June 30, 2015 fiscal year.
2. Attach documentation of training funds paid. Documentation includes paid invoices for training, certifications, books, and payroll records for in-house trainers and backfill and overtime expenses if applicable (copies of checks are no longer required).
3. Mail the Request for Reimbursement Form and supporting documentation to:

MBFTE, 445 Minnesota 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 [steve.flaherty@state.mn.us](mailto:steve.flaherty@state.mn.us) or call me at 651-201-7258.

Respectfully,

Steve Flaherty  
Executive Director  
MBFTE