



MINNESOTA BOARD OF FIREFIGHTER TRAINING AND EDUCATION

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

The Minnesota Board of Firefighter Training and Education (MBFTE) is pleased to notify you that your fire department has been awarded, under the Round 9 (FY17) training reimbursement program, the amount of \$86,200.00. This training reimbursement award is for MBFTE approved training conducted between July 1, 2016 and June 30, 2017 (see the approved reimbursable classes at www.mbfte.org). Award funds MUST be spent on the approved MBFTE list of classes.

The Round 9 training reimbursement program is based on a "per firefighter" amount for all fire departments in Minnesota. The MBFTE had requested current rosters and the number of firefighters on departments throughout the state. Your Round 9 reimbursement was based on the reported "number of firefighters" in your department multiplied by the "per firefighter" rate of \$200.00 to equal your award. If your department failed to report the number of firefighters to MBFTE, your award amount is \$2,000.00.

In order to process your reimbursement award you must:

1. Complete and sign the Request for Reimbursement form on the MBFTE website at <http://www.mbfte.org/ReimbursementForm.aspx> and remit by August 1, 2017. Your fire department is encouraged to send in your Request for Reimbursement Form(s) anytime during the July 1, 2016-June 30, 2017 fiscal year.
2. Attach documentation of training expenses paid. Documentation includes: invoices for training, certifications, books, backfill and overtime costs (if applicable) associated with MBFTE approved training, and payroll records for in-house trainers. **All EMS training which is approved by the EMSRB is now eligible for reimbursement provided the fire department can make available documentation from their EMS Association that all or part of their EMS training invoice(s) are not reimbursable by their EMS Association.**
3. Mail, fax, email, or upload the Request for Reimbursement Form and supporting documentation.

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 or you may call me at 651-201-7258.

Respectfully,

Steve Flaherty
Executive Director
MBFTE

Revised 08/2016