



MINNESOTA BOARD OF FIREFIGHTER TRAINING AND EDUCATION

13065 ORONO PKWY NW
ELK RIVER, MN 55330
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EMAIL: FIRE-TRAINING.BOARD@STATE.MN.US
WEBSITE: WWW.MBFTE.STATE.MN.US

July 29, 2010

Thomas McDonough
St. Paul Fire Department
1000 W. 7th Street
St. Paul, MN 55102

Dear Thomas McDonough:

The Minnesota Board of Firefighter Training and Education (MBFTE) is pleased to notify you that your department has been approved for a training reimbursement award in the amount of \$9400.00. This award is for MBFTE approved training conducted between July 1, 2010 and June 30, 2011. Award funds **MUST** be spent in priority order; Tier 1, Tier 2, Tier 3 and then Tier 4. If your department is unable to complete the training for which the funding was awarded, you must notify MBFTE.

In order to process your reimbursement award:

- Complete and sign the enclosed Reimbursement Form by August 1, 2011.
- Attached documentation of funds paid. Documentation includes paid invoices for training, certifications, books and payroll records for in-house trainers.
- Mail the Reimbursement Form and documentation to:

MBFTE
13065 Orono Pkwy NW
Elk River, MN 55330

The funds will be disbursed upon receipt of the signed, completed form along with the proper documentation to substantiate the payments made for the training listed above. You will not receive a check in the mail. Your reimbursement award will be **electronically deposited** into the account that corresponds to the tax identification number you provided us in your application.

Questions regarding the award should be submitted in writing to the address above or fire-trainingboard@state.mn.us.

Sincerely,

Nancy Franke Wilson
Executive Director

Barbara Tuccitto Warren
Executive Director