MINNESOTA BOARD OF FIREFIGHTER TRAINING AND EDUCATION
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SAINT PAUL, MN 55101
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August 20, 2015

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 8 training reimbursement program, the amount of $69,600.00. This training reimbursement award is for MBFTE approved training conducted between July 1, 2015 and June 30, 2016 (list can be found on our website: www.mbfte.org). Award funds MUST be spent on the approved MBFTE list of classes.

The Round 8 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 on departments throughout the state. Your Round 8 reimbursement was based on the reported "number of firefighters" (435) in your department multiplied by the "per firefighter" rate of $160 to equal your award. If your department failed to report the number of firefighters to MBFTE, you received $1600.00.

In order to process your reimbursement award you must:

1. Complete and sign the enclosed Request for Reimbursement Form by August 1, 2016. Feel free to make copies of your form if you will be requesting multiple reimbursements throughout the fiscal year. Your fire department is encouraged to send in your Request for Reimbursement Form(s) anytime during the July 1, 2015-June 30, 2016 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 who are approved as an MBFTE Qualified Instructor. **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.**

(see page 2)

3. **New** on our website: www.mbfte.org under "Reimbursement", we have the reimbursement form that will auto populate your department information and has fillable blanks. These forms can now be printed off and uploaded with the invoices back to MBFTE under "reimbursements" in your department login. If you do not know your department login please contact our office. You will be able to review all submitted reimbursements to the MBFTE under "reimbursements" in your department login.

4. Upload, fax, email or mail 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 and state vendor 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

Steve Flaherty
Executive Director
MBFTE