

MINNESOTA BOARD OF FIREFIGHTER TRAINING AND EDUCATION

October 29, 2024
Michael Aspnes
St. Paul Fire Department
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 the Minnesota Aviation Rescue Team (MART) has been awarded, under the FY25 Fire Safety Account, a Base Budget amount of **\$350,000.00**. This Base Budget funding is for operational needs and training conducted between July 1, 2024, and June 30, 2025.

If your Rescue Team is unable to utilize the funding as awarded, please notify the MBFTE.

In order to process your reimbursement award you must:

1. Complete, sign, and submit the enclosed Request for Reimbursement Form by **July 8, 2025**. Your MN Aviation Rescue Team is encouraged to send in your Request for Reimbursement Form anytime during the July 1, 2024 - June 30, 2025 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 OR
Email to: fire-training.board@state.mn.us

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 call me at 651-201-7258.

Respectfully,



Steve Flaherty
Executive Director
MBFTE