



**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**

**WEBSITE: WWW.MBFTE.ORG**

**ST PAUL FIRE DEPARTMENT  
645 RANDOLPH AVE  
ST PAUL, MN 55102**

**November 27, 2023**

The Minnesota Board of Firefighter Training and Education (MBFTE) is pleased to notify you that your fire department has been awarded, under the Round 16 (FY2024) training reimbursement program, the amount of \$97,900.00. This training reimbursement award is for MBFTE approved training conducted between July 01, 2023 and June 30, 2024 (see the approved reimbursable classes list at [www.mbfte.org](http://www.mbfte.org)). Award funds **MUST** be spent on the approved MBFTE list of classes.

The Round 16 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 16 reimbursement was based on the reported "number of firefighters" in your department multiplied by the "per firefighter" rate of 220.00 to equal your award. If your department failed to report the number of firefighters to MBFTE, your award amount is 2,200.00.

In order to process your reimbursement award you must:

1. Complete and sign the Request for Reimbursement form on the MBFTE website at <https://www.mbfte.org/ReimbursementForm.aspx> and remit by **July 08, 2024**. Your fire department is encouraged to send in your Request for Reimbursement Form(s) anytime during the July 01, 2023-June 30, 2024 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 and is not primarily reimbursed through an EMS Association is eligible for reimbursement with proper documentation.**
3. Mail, fax, email, or upload the Request for Reimbursement Form and supporting documentation, **or submit your information to the MBFTE for direct payment to the training provider (if applicable) if your department has an award balance that is equal to or more than the amount of the invoice.**

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 you may call me at 651-201-7258.

Respectfully,

Steve Flaherty, Executive Director