

**STATE OF MINNESOTA  
PRIVATE DETECTIVE AND PROTECTIVE AGENT SERVICES BOARD  
1430 Maryland Avenue East, St. Paul, Minnesota**

**MEMBERS PRESENT:** Rick Hodsdon, Jeff Hansen, Jim Hessel, David Moitzheim

**MEMBERS NOT PRESENT:** Kip Sandoz

**ATTORNEY GENERAL REPRESENTATIVE:** Leah Hedman

**EXECUTIVE DIRECTOR:** Greg Cook

**ADMINISTRATIVE ASSISTANT:** Kia Vue

**August 28, 2018  
MEETING MINUTES**

**1. REVIEW OF JULY 2018 MEETING MINUTES & AUGUST 2018 AGING REPORTS**

Hodsdon opened the meeting at 10:00 A.M. Hodsdon stated that a quorum of four was present and they would continue with business following the published agenda. Hodsdon commenced review of the July 2018 Meeting Minutes and August 2018 Aging Reports. Hodsdon stated that the Aging Reports were informational only and required no action. Hodsdon asked the Board for a motion to approve the July 2018 Meeting Minutes.

- **MOTION:** Hansen made a motion to approve the July 2018 Meeting Minutes. Moitzheim seconded. Motion carried.

**2. REQUESTS FOR CEUs OF NON-CERTIFIED COURSES:**

License Holder & License #	TYPE	PROVIDER	COURSE NAME	HRS
PDI 2018 – Kyle Corrigan	CPD	University of Wisconsin – Platteville	Criminological Theory	104

Cook informed the Board that the license holder was taking college courses for a degree and is requesting that they be approved for Continuing Education. Cook referred to the number of hours being 104 and stated he wanted to check with the Board about people taking college courses for CEUs. Hodsdon stated that a lot of other licensing boards do approve college course for Continuing Education, if it is relevant and the curriculum fits the scope of the entity. Cook also informed the Board that per Administrative Rules, some of the requirements for requesting CEUs were not met, such as a resume from the instructor. Hodsdon stated that without material being submitted, it seemed like a topic to table instead of deny until the material is received. Hodsdon asked the Board for a motion to table until the rest of the material is submitted.

- **MOTION:** Hansen made a motion to table until all the materials are submitted. Moitzheim seconded. Motion carried.

**3. TRAINING COURSE APPROVALS: \*NOTE\* – PLEASE SEE TRAINING ISSUES UNDER TAB 4**

TYPE	PROVIDER	INSTRUCTORS	COURSE NAME	HRS
PPA	RS Executive	Robert Smith, Daniel Charles	Pre-Assignment Training	12
CPA	RS Executive	Robert Smith, Daniel Charles	Refresher + First Aid/CPR	6
CPA	RS Executive	Robert Smith, Daniel Charles	Supervisor Security	6
CPA	RS Executive	Robert Smith, Daniel Charles	Corporate Security	6

CPA	American Security Investigations	Mark Ford	CPR, AED, First Aid	6
CPA	American Security Investigations	Mike Lipetzky, Mark Ford, Anthony Rootes, Steve Donofrio	Security Leadership	6
CPA	American Security Investigations	Mark Ford, Anthony Rootes, Steve Donofrio	Security Field Training Officer	6
PPD	Guardian Investigations	Derek Nelson	Private Investigator Pre-Assignment Training	12
CPDPA	Guardian Investigations	Derek Nelson	ASP Basic Certification Course – Handcuff	8
CPDPA	Guardian Investigations	Derek Nelson	ASP Basic Certification Course – Baton	8
CPDPA	Guardian Investigations	Derek Nelson	ASP Basic Certification Course – Flashlight	4
IA	Fairline Services	Zachary Greseth, Austin Seman, Paul Smith	Initial Armed Training - Handgun	6
CPDPA	Atlas Investigations	Bruce Olson, Kelly Riddle, Glenn Negen, Eric Holien	MAPI Fall 2018 Conference	7
CPDPA	Atlas Investigations	Bruce Olson, Kelly Riddle, Glenn Negen, Eric Holien	MAPI Fall 2018 Conference - CPR	10
PPA/PPD	MN Defensive Solutions	Jeff Koslowski	Use of Force/Defensive Tactics/ASP/ASR	22
CPDPA	MN Defensive Solutions	Jeff Koslowski	Use of Force/Defensive Tactics/ASP/ASR	22
IA	MN Defensive Solutions	Jeff Koslowski	Initial Armed Training – ASP, ASR	22
CA	MN Defensive Solutions	Jeff Koslowski	Continuing Armed Training – ASP, ASR	22

Cook informed the Board about issues with RS Executive. Cook stated he was applying for a Pre-Assignment course and did not cover Minnesota State Statutes, which are required. Cook stated that someone from American Security was present and he had talked to him about the issues and it was a matter of filling out some additional paperwork, and could be considered for tabling. Cook stated that Jeff Koslowski was also missing some information, and Cook stated that similar to Renewal Issues, they would contact them and request the information and hopefully receive it before the next Board Meeting and it can be presented as complete. Cook stated that if a tabling motion were to be made, it would be for RS Executive, American Security, and Jeff Koslowski. Hodsdon questions if the others were all in order and Cook confirmed they were. Hodsdon asked the Board for a motion to table RS Executive, American Security, and Jeff Koslowski.

- **MOTION:** Moitzheim made a motion to table RS Executive, American Security, and Jeff Koslowski. Hessel seconded. Motion carried.

Hodsdon asked the Board for a motion to approve the remaining courses that did not have issues.

- **MOTION:** Moitzheim made a motion to approve the Training Courses. Hessel seconded. Motion carried.

#### 4. **TRAINING INSTRUCTOR APPROVALS:**

PROVIDER	COURSE NAME	COURSE #	INSTRUCTOR(S)
GSSC	Defensive Tactics/Use of Force/Controlled Force	CA 055	Stephen Harper

GSSC	Handcuffing/Defensive Tactics/Use of Force/Controlled Force	CA 057	Stephen Harper
GSSC	Defensive Tactics/Use of Force/Controlled Force	CPA 396	Stephen Harper
GSSC	Handcuffing/Defensive Tactics/Use of Force/Controlled Force	IA 033	Stephen Harper
Whelan	Pre-Assignment Training – Event Training	PPA 122	James Ericson

Hodsdon asked Cook if there were any issues with the Training Instructors, and Cook stated there were not. Hodsdon asked the Board for a motion to approve the Training Instructors.

- **MOTION:** Hansen made a motion to approve the Training Instructors. Hessel seconded. Motion carried.

**5. RENEWAL CONSENT AGENDA:**

LICENSE HOLDERS
PDC 2019 – Assets International, LLC
PAC 2020 – Fairline, LLC

*\*\* Indicates license holder provided a renewal with no issues upon original submission.*

Hodsdon stated that there were two items that everything was in order, PDC 2019 and PAC 2020. Hodsdon asked the Board if there was a motion to approve the Consent Agenda.

- **MOTION:** Moitzheim made a motion to approve the Consent Agenda. Hessel seconded. Motion carried.

**6. RENEWALS WITH ISSUES:**

**PAC 336 – RS Executive Protection, LLC**

Hodsdon stated the renewal was complete and asked staff for a summary of the issues. Cook stated that there was missing information on the application including the responsibilities of the Qualified Representative, Affidavit of Training Issues, and no proof of financial responsibility. Cook stated all the issues had been corrected. Hansen asked Cook for previous history and Cook directed him to information provided the Board. Hansen questioned if he had previous penalties and Cook confirmed that there was a Letter of Education/Conciliation and Hodsdon stated there was a \$100 penalty from 2016, Cook confirmed there was. Hodsdon questioned if the license went into contingency like the time before, and Cook stated it had not. Hodsdon stated that 2 years ago there was a \$50 penalty for contingency and delays. Hansen questioned if they would move to a level two penalty, if the infractions were for the same things. Hodsdon stated that this was the third time it had happened and asked Hansen what he would suggest. Hansen stated he would make a motion for a \$250 level two penalty for a failure to respond. Hodsdon stated there was a motion made for renewal of license PAC 336 and impose a \$250 penalty consistent with their guidelines.

- **MOTION:** Hansen made a motion to approve the renewal of license PAC 336 with a level two penalty of \$250 for failure to respond. Hessel seconded. Motion carried.

**PDC 1038 – Private Eye Security, LLC (Dual license holder, PAC 1128)**

Cook informed the Board that PDC 1038 was a dual and good license holder. Cook informed the Board that there were two renewals with the same issue and both hold dual licenses, so he would explain the situation for both. Cook stated that they send their renewal packets both via email and USPS and apparently they did not receive either. Cook stated that sometimes the email will end up in a junk box, and the Board cannot afford to send certified mail for each renewal packet. Cook stated that once the license holder was notified, they sent in their information quickly and there were no issues. Hodsdon stated he understood the mailing issue and the

information was received only a couple days after the original due date. Hodsdon asked the Board for a motion to approve the renewal for PDC 1038.

- **MOTION:** Hansen made a motion to approve the renewal of PDC 1038. Hessel seconded. Motion carried.

#### **PAC 1128 – Private Eye Security, LLC**

Hodsdon stated that PAC 1128 was the other part of the previous license and experienced the same issues with renewal. Hodsdon asked the Board for a motion to approve the renewal of PAC 1128.

- **MOTION:** Moiztheim made a motion to approve the renewal of PAC 1128. Hessel seconded. Motion carried.

#### **PDC 707 – Emerald Investigations, Inc. (Dual license holder, PAI 1129)**

Hodsdon stated that this was another dual license holder and seemed to have the same issues as the previous one. Hodsdon asked the Board for a motion to approve the renewal for PDC 707.

- **MOTION:** Hansen made a motion to approve the renewal of PDC 707. Moiztheim seconded. Motion carried.

Hodsdon stated for the record to reflect that Board member Hessel did not vote and recused himself from voting on PDC 707.

#### **PAI 1129 – James Hessel**

Hodsdon stated that this was the exact same scenario as previous. Hodsdon asked the Board for a motion to approve the renewal for PAI 1129.

- **MOTION:** Hansen made a motion to approve the renewal of PAI 1129. Moiztheim seconded. Motion carried.

Hodsdon stated that once again Board member Hessel did not vote and recused himself. Hessel stated that he and Roberts work together and neither of them received anything in the USPS mail, which was concerning. Hessel also stated he didn't get any emails either. Hodsdon questioned if he used a P.O. Box and Hessel stated he did not, it was his home address. Hessel stated that he has always received them in the past. Cook stated they log when it gets mailed out but that's all they have on record. Hodsdon stated it was not the Board's job to send certified mail, and that they are one of the only licensing Boards that keeps track and notifies license holders when they have to renew. Cook stated that once a new system is approved, they are working to make the renewal application available to download from the internet, so license holders have three ways to ensure they get it.

#### **PAC 1127 – Pro Dog Security**

Cook informed the Board that a continuing problem is having people hire police officers thinking they don't need training or background checks done. Cook stated that training through P.O.S.T is accepted, but wanted to confirm that a background check was still needed. Hodsdon stated that there was no exemption found in the statutes, it applies to all employees. Hodsdon stated he could see a situation where a police officer is convicted of a crime and able to keep their job as a cop, but are not eligible to be licensed by this Board, such as a misdemeanor assault conviction. Hodsdon questioned if the background check had been run already, to which

Vue stated the license holder said he would run it but she doesn't believe it had been completed yet. Cook stated that everything else was in order, and an option would be to make it contingent upon proof of completion of the background check instead of a regular contingency. Hodsdon asked the Board for a motion to approve the renewal of PAC 1127 contingent upon the proof to staff that the criminal history check had been completed and successfully passed.

- **MOTION:** Moitzheim made a motion to approve the renewal of PAC 1127 contingent upon proof that a criminal history check had been completed and passed. Hansen seconded. Motion carried.

## **7. CURRENT CONTINGENCIES:**

### **PAC 328 – Loomis Armored, LLC – Contingency status ends August 2018**

Cook informed the Board that they were not able to reach anyone at their regional offices, and when they called their corporate office, they acted quickly to get things corrected. Cook stated that Vue had audited their materials and found several issues where several employees don't really do protective agent work, and that they had provided a long list of explanations for this. Cook stated that some of the issues were found with employees who were hired back in 2006 and earlier, and they are most concerned with the ones hired in the last couple of years. Hodsdon stated that the issues with who is performing the security function is an issue they have dealt with a lot. Hodsdon stated that the only disciplinary history was a \$50 late fee in 2016, and Cook confirmed it was. Hodsdon questioned if the renewal was received on time and there were just a lot of issues with it, Cook confirmed it was. Cook stated the license holder did admit to some issues with the preassignment training. Cook stated that the explanation is full of details and somewhat convoluted, but it is an explanation. Hodsdon stated that he doesn't think it's a question of approving the renewal, it's if there should be some type of consequence for lack of response to the inquiry. Hodsdon stated that he believes the rules require licensees to respond in a timely manner when staff make inquiries. Hodsdon questioned if there was a rule that stated this, and Hansen confirmed there was, and level one is \$100 and level two is \$250. Hansen stated that he agrees a penalty should be imposed, and questioned if there was an opportunity for a Letter of Education to accompany the penalty, Cook confirmed they could do that. Hodsdon asked the Board for a motion to approve the renewal of PAC 328 with an imposition of a \$100 penalty for failure to timely communicate with Board representatives as well as a Letter of Education and Conciliation.

- **MOTION:** Hansen made a motion to approve the renewal of PAC 328 with a \$100 penalty and a Letter of Education and Conciliation. Hessel seconded. Motion carried.

### **PAC 2012 – Guardian Security Solutions – Contingency status ends August 2018**

Hodsdon stated the contingency status for PAC 2012 ends August 2018, and it will go into lapsed status as a matter of law, and there was nothing they needed to do, so no action would be taken. Cook stated that he had talked to the license holder yesterday and there had been a death in the family. Cook stated he had explained to him that the contingency was ending and it would go into lapsed status and he has 60 days to renew and he understood that. Cook stated that the license holder had originally asked if there was a way to suspend it or be inactive and Cook stated that was not what statutes would allow. Cook stated the license holder was aware of the lapsed status details.

### **PDC 859 – Novak Investigations, Inc. – Contingency status ends September 2018**

Hodsdon questioned if the situation was the family having to make some decisions after the primary license holder passed away, Cook confirmed that was correct. Hodsdon stated that it appears they have decided to move forward with a new officer change, and the renewal is complete. Cook informed that there were no other

updates and they would be covering the officer changes later on in the meeting. Hodsdon asked as a preview if there appeared to be any problems with the proposed officer change, otherwise he would table this until they had acted on that. Cook stated there were no issues with the proposed officer changes, he stated that they do fire investigations and the deceased's son is taking over that role as qualified representative and his wife is taking over the CEO/CFO. Hodsdon asked the Board for a motion to approve the renewal of PDC 859.

- **MOTION:** Hessel made a motion to approve the renewal of PDC 859. Moitzheim seconded. Motion carried.

#### **PDC 1124 – Ethos Risk Services, LLC – Contingency status ends September 2018**

Cook stated that this was a matter of them trying to find the correct documents for the preassignment and they have submitted them. Hodsdon stated it appeared that everything was in order and there was no prior disciplinary history. Hodsdon asked the Board for a motion to lift the contingency and approve the license renewal for PDC 1124.

- **MOTION:** Moitzheim made a motion to lift the contingency and approve the renewal for PDC 1124. Hansen seconded. Motion carried.

#### **PAC 2017 – Digistream Chicago, Inc. – Contingency status ends September 2018**

Cook stated that this was another situation of lack of timely response. Hodsdon questioned when they ultimately got the response, and Vue stated it was on August 8<sup>th</sup>, 2018. Hodsdon stated that was about two weeks, and a little better than the previous one they had discussed. Hansen stated he would make a motion to approve PAC 2017 with a Letter of Education. Hodsdon questioned if that was for the timeliness of responding and Hansen confirmed it was.

- **MOTION:** Hansen made a motion to approve the renewal of PAC 2017 with a Letter of Education. Hessel seconded. Motion carried.

#### **PDC 1125 – Claims Verification, Inc. – Contingency status ends September 2018**

Hodsdon questioned that the contingency status would end next month, Cook confirmed it would. Hodsdon stated that no action needed to be taken at this point because the contingency status was granted last month.

### **8. LAPSED LICENSES:**

#### **PAC 1114 – HillTac Corporation – Lapsed status ends September 2018**

Hodsdon stated that this item was information only and no action was needed.

### **9. EXPIRED LICENSES: NONE.**

### **10. SURRENDERED LICENSES: NONE.**

**11. NEW LICENSE APPLICANTS – TABLED:**

<b>Applicant Business Name:</b>	CODE 4, LLC
<b>Type of License Applying For:</b>	Corporate Private Detective
<b>CEO:</b>	Stewart Peters
<b>CFO:</b>	Stewart Peters
<b>Qualified Representative:</b>	Stewart Peters

Hodsdon questioned if they had previously agreed that the application would stay tabled until the applicant had contacted them. Cook confirmed it was, and stated that the last email from the applicant said the Pardon Board does not meet until November. Hodsdon stated that no action needed to be taken.

**12. NEW LICENSE APPLICANTS – PRESENT: NONE.**

**13. NEW APPLICANTS – CONSENT AGENDA:**

<b>Applicant Business Name:</b>	<b>James Archibald</b> True North Canine Detection Services, LLC DBA: True North Investigations
<b>Type of License Applying For:</b>	Individual Private Detective

Hodsdon asked Cook to update the Board about the applicant. Cook stated that Mr. Archibald was present and had driven down from Brainerd to be here if the board had any questions. Cook stated that he had a pretty solid background and his specialty had to do with canine units and narcotics, and he was working with one of the license holders, Jerry Negen. Cook stated that he had the qualifications and no issues were found. Hodsdon stated that unless any Board members had questions, he would entertain a motion on the consent agenda to approve the application.

- **MOTION:** Moitzheim made a motion to approve the application. Hessel seconded. Motion carried.

<b>Applicant Business Name:</b>	Sandlie Consulting
<b>Type of License Applying For:</b>	Dual License – Corporate Private Detective & Corporate Protective Agent
<b>CEO:</b>	Trina Sandlie
<b>CFO:</b>	Trina Sandlie
<b>Qualified Representative:</b>	Trina Sandlie
<b>Minnesota Manager:</b>	N/A

Cook informed the Board that there were no issues, and he did include her employment history because there was a gap with the time she was a police officer. Hodsdon stated that given the gap, they would usually waive preassignment training for someone with a law enforcement background. Hodsdon stated that since there had been a significant amount of time, it might be good to have a refresher course. Hodsdon asked the Board for a motion to approve the application, but they would not be waiving the preassignment training.

- **MOTION:** Hansen made a motion to approve the application without waiving the preassignment training. Moitzheim seconded. Motion carried.

<b>Applicant Business Name:</b>	Inspired Consulting, LLC
<b>Type of License Applying For:</b>	Corporate Private Detective
<b>CEO:</b>	David James Thomalla
<b>CFO:</b>	David James Thomalla
<b>Qualified Representative:</b>	David James Thomalla

Cook informed the Board that the applicant was the Maplewood Chief of Police and Olmsted County Deputy, and that Hansen knew the individual personally. Hodsdon stated he did as well, so did Hessel. Cook stated that he has good qualifications and his role is going to be with the National Football League. Hodsdon stated that he appreciates when people who are consulting are proactive and get a license from the Board because consulting can fall within their licensing. Hodsdon asked the Board for a motion to approve the application, and given his previous and current position, waive the preassignment training.

- **MOTION:** Hansen made a motion to approve the application and waive the preassignment training. Hessel seconded. Motion carried.

<b>Applicant Business Name:</b>	MIDLEA, LLC
<b>Type of License Applying For:</b>	Corporate Protective Agent
<b>CEO:</b>	Tim McGann
<b>CFO:</b>	Tim McGann
<b>Qualified Representative:</b>	Tim McGann
<b>Minnesota Manager:</b>	Tim McGann

Cook informed the Board that the entity is out of Chicago and the NFL wanted to use them for canine bomb detection for the Vikings games. Cook stated that he thought they had a direct contract with U.S. Bank Stadium and would be providing services for their preseason games. Cook stated that after talking to a representative from U.S. Bank Stadium, he was informed that they would not allow them to perform services until they had a license and their contract is actually with the NFL, not U.S. Bank Stadium. Cook stated that he doesn't think there is a soliciting problem within the state of Minnesota because their contract is with the NFL and they have not provided services that he is aware of. Hodsdon questioned if the police training is all based out of Illinois and Cook confirmed it was. Hodsdon asked the Board for a motion to approve the application that did not include waiving the preassignment training.

- **MOTION:** Hansen made a motion to approve the application without waving the preassignment training. Hessel seconded. Motion carried.

#### 14. **OFFICER CHANGES:**

<b>License Holder Business Name:</b>	HUB Enterprises, Inc.
<b>License Type/Number:</b>	PDC 982
<b>Change from:</b>	Richard Glaze
<b>Change to:</b>	Michael Hupp
<b>Type of Officer Change (MM, QR, CFO, CEO):</b>	MM

Hodsdon questioned if this was a Minnesota Manager change and Cook confirmed it was. Hodsdon stated it appeared the person met credentialing history and asked the Board for a motion to approve the Officer Change for PDC 982.



- **MOTION:** Hessel made a motion to approve the Officer Change for PDC 982. Moitzheim seconded. Motion carried.

<b>License Holder Business Name:</b>	Novak Investigations, Inc.
<b>License Type/Number:</b>	PDC 859
<b>Change from:</b>	James Novak
<b>Change to:</b>	Dominic Novak
<b>Type of Officer Change (MM, QR, CFO, CEO):</b>	QR

Hodsdon stated this was a matter they had talked about a few minutes ago with a renewal and a change in Qualified Representative. Hodsdon asked the Board for a motion to approve the Officer Change for PDC 859.

- **MOTION:** Moitzheim made a motion to approve the Officer Change for PDC 859. Hessel seconded. Motion carried.

*\* The following officer change is informational only:*

<b>License Holder Business Name:</b>	Novak Investigations, Inc
<b>License Type/Number:</b>	PDC 859
<b>Change from:</b>	James Novak
<b>Change to:</b>	Barbara Novak
<b>Type of Officer Change (MM, QR, CFO, CEO):</b>	CEO

Hodsdon stated that this was for CEO change and informational only so no action needed to be taken.

**15. REQUEST TO SPEAK TO THE BOARD: NONE.**

**16. OTHER ISSUES AND DISCUSSION:**

- **Possible date changes for September and October Board meetings**

Cook informed the Board that conference season is coming up and there are a number of conferences going around so there might be some adjustments made. Cook stated that he would be sure to inform the Board and give them options. Hodsdon questioned what type of conferences and Cook stated he would be going to IASIR, the MAPI Conference. There is a National ASIS conference that and Sandoz might be going to. Hodsdon stated that currently they would be meeting on September 25<sup>th</sup>, 2018. Hodsdon stated that once Cook knows the exact dates to let the Board know. Cook stated he would. Hodsdon questioned if there were any other or discussions, Cook stated there were none from agency staff. Hodsdon stated that he had no announcements as Board Chair and they had no privileged session for anything to deal with. Hodsdon asked if there was anything else from the Board members, otherwise he would entertain a motion to adjourn.

- **MOTION:** Hessel made a motion to adjourn. Moitzheim seconded. Motion carried.

Hodsdon stated they stand adjourned at 10:40 A.M.

**Next meeting is scheduled for September 25, 2018 at 10am.**