



**State Board of Fire Services  
MINUTES  
Thursday, February 20, 2014  
Office of the State Fire Marshal  
1131 S Street  
Sacramento, CA 95811**



Chair/Ex-Officio

**Tonya L. Hoover**  
State Fire Marshal

Vice Chair

**Jerry Davies**  
Insurance Industry

Members:

**Teresa Deloach Reed**  
California Metropolitan Fire  
Chiefs Association

**David Gillotte**  
International Association  
of Fire Fighters

**Steve Kovacs**  
Fire Districts Association of  
California

**Michael Lopez**  
CDF Firefighters

**Robert Magee**  
City Government

**Patrick McOsker**  
California Labor  
Federation

**Lou Paulson**  
California Professional  
Firefighters

**Russell Rawls**  
California State  
Firefighters Association

**Michael Smith**  
California Fire Chiefs  
Association

**Anne Walker**  
Fire District

**Michael S. Williams**  
California State  
Firefighters Association

**County Government**  
(vacant)

Ex-Officios:

**Janet Barentson**  
CAL FIRE

**Mark Ghilarducci**  
California Emergency  
Management Agency

**Dan Terry**  
California Fire Fighter  
Joint Apprenticeship  
Committee

**MEMBERS PRESENT:**

Jerry Davies, Insurance Industry  
Janet Barentson, CAL FIRE  
Teresa Deloach Reed, CA Metropolitan Fire Chief Association  
David Gillotte, International Association of Fire Fighters\*  
Steve Kovacs, Fire Districts Association of California\*  
Robert Magee, City Government\*  
Lou Paulson, California Professional Firefighters  
Russell Rawls, California State Firefighters Association  
Michael J. Smith, California Fire Chiefs Association  
Dan Terry, California Fire Fighter Joint Apprenticeship Committee\*  
Anne Walker, Fire District  
Michael S. Williams, California State Firefighters Association

\* attended via conference call

**MEMBERS ABSENT:**

Tonya Hoover, Office of the State Fire Marshal  
Mark Ghilarducci, California Emergency Management Agency  
Michael Lopez, CDF Firefighters  
Patrick McOsker, California Labor Association

**STAFF:**

Amanda Elliott, Office Technician, Support Services  
Kirsti Fong, AGPA, CAIRS,  
Bob Gorham, Division Chief, Pipeline Safety Division  
Sherry Habon, Administrative Assistant  
Mike Richwine, Assistant State Fire Marshal; Chief, State Fire Training Division  
Mark Romer, RA, State Fire Training  
David Shew, Staff Chief, Fire Plan/CAIRS and SRA

**GUESTS:**

Taral Brideau, California Fire Fighter Joint Apprenticeship Committee (CFF JAC)  
Ray Bizal, National Fire Protection Association (NFPA)  
Yvonne de la Peña, California Fire Fighter Joint Apprenticeship Committee (CFF JAC)

**I. CALL TO ORDER**

Jerry Davies, Vice Chair, called the meeting to order at 10:00 a.m. at The Office of the State Fire Marshal, 1131 S Street Sacramento, CA 95811

Mike Richwine - Chief Hoover is not going to be at this meeting, she was called away on a family emergency. Also, there is no internet connection here in the building, so in the future please download the documents and have them on your laptop. We are trying to cut back on use of paper.

**• ROLL Call/Determine Quorum**

Roll call of the State Board of Fire Service was conducted. Introductions were made, including over the phone. A quorum was established at 10:04 a.m.

- **Approval of Minutes from November 21, 2013 meeting** *(Discussion/Action)*  
Motion – Lou Paulson moved to approve the November 21 2013 minutes; motion was seconded by Michael Williams. The November 21, 2013 meeting minutes were approved (vote 10 – 0)
- **Announcements**  
Jerry Davies - All board members need to complete the Fair Political Practice Committee form 700 and turned in by March 14 2014.

## II: Program and Advisory Committee Reports

### A: State Fire Training Division

Mike Richwine

#### 1. Mission Alignment Objectives

##### a. Curriculum Development and Delivery

This is a continuation of the curriculum drive that State Fire Training (SFT) is undergoing. We are bringing back Fire Fighter I for approval. We are also presenting Fire Fighter II This is the cadre lead is Mark Romer, and he will discuss the Fire Fighter I and Fire Fighter II curriculums.

##### i. Fire Fighter I (FFI) Curriculum *(Discussion/Action)*

Mark Romer – The comparison between the old (current) Fire Fighter I and the new (proposed) FFI The new curriculum is in line with the NFPA and with the needs of California. Not many people realized that under the old curriculum it would take 348 hours to teach one person, this total did not include manipulative skill hours and testing hours. The curriculum has been reorganized to include FRO (First Responder Operation) and Wildland training to be in line with CAL FIRE. It was also broke down by and included the number of hours for lecture, skills, and testing for a total is 404 and this trains fifty people, instead of just one person. This new training was broken down to take into consideration the needs of smaller organization like volunteer fire departments. Also included are what we calls co-requisites that need to occur at the same time to be in line with the federal mandate through HR5, those co-requisites are; ICS 100 and I 700. We also put in there confined space awareness which is a mandate in California.

Lou Paulson - Are these hours you are referring to per student or hours per group?

Mark Romer - If you look at the chart of hours at the bottom, the 123 hours plus the 60 for skills that would be the total to teach one person.

Lou Paulson - It was my concern is changing focus on hours per person; it is up to the department to provide the number of instructors.

Mark Romer - Correct

Michael Williams - What if a person cannot pass a written test or a do a physical skill? What is the policy?

Mark Romer - Students are given a second chance to pass on everything. Under the certification they are allowed to re-test two times.

Also, NFPA requires a level of EMS training before Fire Fighter I training. In CA a person needs to meet the minimum requirements for EMS that is basic first aid and CPR at the 50,000 foot level.

Mike Richwine - Last meeting we voted for a Fire Fighter I beta test at Sierra College; we now have the CTS and the task book for the board to vote on. The discussion of testing should be discussed at a future meeting. We are looking for a motion for approval of Fire Fighter I course and content.

Mark Romer - Fire Fighter I beta test has been doing very well. We started with 37 students and we are down to 33 due to unforeseen circumstances. This has been reorganized for more skill operation to master skill so the students can walk into any department and go straight to work. Throughout the State of California the students are receiving the same information and skills testing. We are making it more standardized; only thing is that there is some level of department testing.

Russell Rawls - With larger departments that train on their own, would they have to comply with this?

Mark Romer - Our system is completely voluntary.

**A motion was made by Michael Williams that the board approve the CTS and task book for Fire Fighter I. Motion second by Michael Smith; motion approved (11-0)**

**ii. Fire Fighter II Curriculum** *(Discussion/Action)*

Mark Romer - For Fire Fighter II Curriculum we have added vehicle extraction and flammable liquid. This was in Fire Fighter I and we thought this should be in Fire Fighter II instead. With Fire Fighter II there are 42 hours of lecture and 70 hours of skill training. We want to have most of our focus on skills training. The old curriculum focused heavily on rescue, which was very similar to RS I, but did not meet the RS I requirements. We have rewritten Fire Fighter II to be in line with the NFPA standard. Fire Fighter II new has advance skills on structure/building fire fighter operations. This skill can be enhanced when the person goes to their organization. Again we broke down the hours for classes with fewer students.

**Motion was made by Michael Williams to approve the Fire Fighter II curriculum; second by Anne Walker. Motion approved (11-0)**

**iii. California Fire Service Representatives Appointed to NFPA Professional Qualification Committees** *(Discussion/Information)*

Mike Richwine - There is a spreadsheet in your packet on who is representing CAL FIRE and California on the National Fire Protection Association (NFPA). We have spoken with Dan Stephanio who is on the 1001 committee of NFPA. We are only focusing on who we have on NFPA in the direction of how State Fire Training is going, its curriculum and how it is being streamlined. What you have does list all CA fire service on NFPA committees; we just focused on the NFPA standard we are updating curriculum on.

Lou Paulson - I thought it would be beneficial to get an idea of who all the folks are. Maybe get all of them on a conference call, so they would know what California's fire service needs are collectively. If we talk about what is going on in California we can present a unified front on California's concerns.

Michael Williams - I think that this would show more diversity. This seems to be more slanted to big agencies because there is no representation of Fire Service Instructor and Wildland Fire Fighter. Why do they not have them?

Ray Bizal of NFPA - This is a good time for the fire service to have representation and get involved with NFPA. NFPA is willing to accommodate fire service by changing size and if a fire service person is put into an enforcer position they will have eighty percent of their travel paid or reimbursed.

**B: Pipeline Safety Division**

**1. Information Bulletin 14-001 Pipelines, trains and Bakken Crude Oil** *(Discussion/Information)*

Bob Gorham – The natural gas pipelines, such as those owned by PG&E are regulated by the Public Utilities Commission, while hazardous liquid pipelines are monitored by the Office of the State Fire Marshal, Pipeline Safety Division. There are roughly 5000 miles of pipelines that are regulated by this division. We are certified annually by the Federal government. The division consists of one chief, two supervisors and 10 inspectors and have offices located in Lakewood, Sacramento and Bakersfield.

There is an oil producing boom originating from the Bakken oil fields in North Dakota. There are limited ways to get this oil to the rest of the nation. The issue is that there are no pipelines leaving the area that connect to the west coast, so they are transporting the crude oil to California via rail systems. At least six different railcar unloading sites are planned in California. Much of this oil will be shipped from these train car offloading facilities into California's network of crude oil pipelines. We are advising responders to treat all crude oil spills from pipelines as if it could be more flammable than traditional California crude oils. We are advising the fire departments to discuss this issue with the pipeline operators in their jurisdiction to see if they are transporting the Bakken oil.

Lou Paulson- Do they change rail cars that they are putting the oil into?

Bob Gorham - The Pipeline and Hazardous Materials Safety Administration (PHMSA) has a pipeline safety branch and a hazmat branch. Their hazmat inspectors are doing surprise inspections on railcar facilities and have found that the labeling on the railcars does not reflect the higher flammability that they sampled in some of the cars. They are also recommending that the rail cars need to be upgraded. Since the oil by rail is on the governor's budget, there is a possibility that a program will be developed and administered by the California Department of Fish and Wildlife.

Jerry Davies - Have incidents in California gone up since the boom in North Dakota, within the last six months?

Bob Gorham - No, but we know that rail is the less safe way to transport oil.

Jerry Davies - What role is the insurance industry having with shipping this to other states via rail? Is everyone protected if something were to happen?

Robert Magee - There is a financial limit on the liability of railroads. We have seen with commuter rail; if there is an incident the survivors or next of kin will sue the rail company. Environmental issues seem to be more of a factor with this type than the human aspect. It is not just the insurance company that limits the money for liability; the federal government puts a limit as well. Senator Feinstein has tried to get this changed. The amount requested always seems to be higher than the covered cost.

Russell Rawls - You would think that the insurance companies would want to have enough coverage until in place. You would think that they would not go with production until everything was set in place.

Lou Paulson - Where does Interstate Commerce come into this? I suggest that Office of the State Fire Marshal and the rail industry get together to develop training for our first responders so they know what to do in a given situation. Is there money for this type of training?

Mike Richwine - This would be a good question to ask the rail industry.

Bob Gorham - If there is a Pipeline connection then there will be money for this training.

Lou Paulson - Seems that many of these potential issues will be in rural areas with many volunteer fire departments.

Mike Richwine - We will make the communication and training with the rail industry an action

## **C: Fire Plan/Wildland Fire Prevention Engineering**

### **1. STEPP- Severity, Treatment, Education, Planning and Prevention** *(Discussion/Information)*

Dave Shew - Some background on the BCP for STEPP (Budget Change Proposal for the Severity, Treatment, Education, Planning and Prevention); the BCP came from SB 1241, which was approved on September 13, 2012. SB 1241 allows the state to play an active role in land use planning and to be more of a partner in the future planning with local governments. Public resource code 4290 touched on the issue of public access, water supply and egress; the state should be involved in this because it concerns the state as a whole. Currently the state does not have much say regarding use of land because approval is at the local level without the state knowing. The suppression impact, response capabilities and cost, has not been addressed in land use plans like it should. With SB1241 there will be the following hires, one deputy chief, two battalion chiefs and 8 fire captains (five in Southern California and three in Northern California). They will partner with local governments throughout the state to help with local planning and be more involved with review of general plans and safety. This will not show immediate results; things like this are long term and take years to see results. With the SRA fees we are funding forty-one forester positions throughout the state to focus on vegetation management and reduction, safety for the communities and fire breaks. They will be experts on CEQA. There will be a much higher level of review. We are also working with the California Department of Corrections and Rehabilitation (CDCR) and CAL FIRE Camps to look at these projects and get

more work on the ground. Along with the forester positions there will be defensible space inspectors; ninety-five positions will be filled to assist with inspections and work with the public to understand how they can help themselves and the community with defensible space. They will be working on a one on one base with the community, home and business owners.

Michael Williams - What is the total income of the SRA fees statewide?

Dave Shew - right now we are looking at seventy-five million dollars.

Michael Williams- How is the relationships with the Firewise and Fire Safe Councils?

Dave Shew - Relationships are strong with the state and local Fire Safe Councils; the vision is to increase these connections. Many of the councils have CAL FIRE employees as members of their boards.

Anne Walker - What is the timeline for all of this to take effect?

Dave Shew - The foresters are already hired and are in training, so they will be set to go in a few months. We are hoping to have this fully functioning by the summer/fall. The defensible space inspectors are looking to be ready April through June. The land use planning will move forward when the deputy Chief position is filled, we are hoping to fill that as soon as possible.

Robert Magee - The general planning process cost the local governments lots money, they are time consuming and labor intensive. Many times there are law suits filed challenging CEQA and this is coming from a general fund, not a special program fee/fund. What is the projected response (turnaround) time for general plans?

Dave Shew - We are looking at sixty days to respond. We do not want to have sudden changes to projects and to all of your hard work. We want to be partners from the beginning to the end. Build a consensus together, have conversations and engage in the process before it goes to the board.

Robert Magee - Sixty days for general plans and CEQA? If this is going to be a sixty day turnaround, that is fine. I would suggest that there be an outreach to the league of California City and the county RCRC, there is a need to be out in the public.

Janet Barentson - This idea has started two to three years ago, Steinberg stated that structures in the wildland are causing fires to be expensive and what can we do to prevent this. They thought that having fire service involved in the general plans would reduce the cost of these fires. There has not been the ability to have fire service involved or comment on plans. A budget was needed to do this to discuss the reasons for the wildland wild fire outcome. This is what led to the bill.

Russell Rawls - What was your concern about implementing this? Are things going to be building code specific?

Robert Magee - Whether the city or county government is involved 9/10 the last agency to respond to plans are the fire service. This cost time, money and jobs.

Dave Shew - General plans are not going to go into detail about building codes because those change so quickly. The goal is to be involved generically of the future developments.

Lou Paulson - Have litigation on the SRA fees been filed?

Janet Barentson - yes, but, the courts are determining a class and this won't happen for years.

### III: Old Business

#### A. Tribal Reporting of Incidents *(Discussion/Information)*

Michael Smith - California tribal fire data reporting has no consistency and we do not understand the magnitude of the inconsistency. Right now the tribal agencies are either reporting to CAIRS, NFIRS or not at all. This is hard to depict the fire problems for California because not all of the information is given to CAL FIRE employees. There is

no consistency without duplicating reporting because there is not an automated program to send it out to where it needs to go.

Lou Paulson- There is a local tribe that is responding to off reservation incidents, how are they reporting this to local/state governments?

Michael Smith- I cannot say exactly what they are doing but among all tribes there is not one consistent way of doing this.

Lou Paulson- If they are under contract with local government how do they operate reporting? Do they report like a normal fire department or would they report like a tribe?

Michael Smith- Reporting is to either NFIRS and/or CAIRS. This is the potential problem that we are facing. It would be ideal to report to one agency but both getting the information.

Russell Rawls- This is a product of a contract. Wouldn't they report?

Michael Smith- This is broad based with no contractual language. We are trying to have the same procedures all over, so there is no confusion. We should be the architects to systematic language so everyone knows.

Michael Williams- Is there a list of the total number of tribal lands with their own, contracting and comingling on fire responses?

Michael Smith- All that we have is a list of who is reporting

Michael Williams- Shouldn't we know what we are starting with?

Lou Paulson- Doesn't OES cover this?

Michael Smith- OES can tell you who has the three letter designation.

Lou Paulson- I would think we could start there first.

Russell Rawls- If they are contracted to responding to fires off the reservation, if they want money than they would report to the correct agency.

Michael Smith- It would be a simple system is there was an automated feed to constituents such as NFIRS.

Russell Rawls- If they are out of tribal lands they should report to CAIRS?

Teresa Reed- How do they respond when they are outside of tribal lands? How would they report?

Lou Paulson- They respond outside of tribal lands, they are reporting.

Janet Barentson- Who is doing dispatch for them?

Michael Smith- CAL FIRE service is impacted by the tribal land fires. This should be more global to share data between Washington DC, Sacramento and local governments.

Janet Barentson- This would be easier with contractual language.

Michael Smith- This is still a work in progress.

**B. California Fire Statistics** *(Discussion/Information)*

Kirsti Fong - California's incident reporting database (CAIRS) is updated daily with fire department response data. The data is sent quarterly and annually to the National Fire Administration and amounts to approximately 2.5 million incidents per year. There are approximately fifteen known tribal fire departments that have an assigned

fire department identification number (FDID) to report their incidents to CAIRS but there are only about six actively reporting.

Lou Paulson - Is CAIRS in contact with OES?

Kirsti Fong - Yes, our program keeps OES informed of newly assigned FDID's and OES keeps our program informed of newly assigned three letter ID's. Our program includes the OES three letter ID within the FDID database.

Mike Richwine - What is the percentage of fire departments that are reporting?

Kirsti Fong - Approximately 500 departments are consistently reporting which we feel covers about 90% of the state and includes all types of fire departments serving rural and metropolitan areas.

Lou Paulson - Is there some way to increase reporting by reminding departments?

Kirsti Fong - If a department is federally funded then they are required to report. We have the capability to compare the departments with an assigned reporting number (FDID) to the departments that are reporting. For the departments that are not reporting to CAIRS, we can possibly communicate to them to begin reporting or their reporting number will be deactivated.

Anne Walker - If they do not have a reporting number and report then they do not get funding.

Lou Paulson - I would suggest we inform their board or governing body. That will get them to start reporting incidents.

Mike Richwine - Yes, informing the governing body would be a good idea. Communication with fire departments is critical; State Fire Training has contracted with a company to provide email service to the fire departments so that we can establish communication. Maybe State Fire Training and CAIRS could work together with this issue.

Michael Williams - Maybe we could tie reporting to certification?

Lou Paulson - I think that tying to certification would not work because the person trying to become a fire fighter would find out there is something wrong with the department that they are joining.

Michael Smith - Maybe they could use it as a cross check?

Lou Paulson - I would pursue with contacting OES and ask at the fire scope meeting.

Kirsti Fong - Part of Attachment 7 is the fourth quarter statistics and states that wildfires have decreased and building fires have increased, this could be due to the holidays and cooking related incidents. Sprinkler information that is provided states that there are no injuries or fatalities. At the next meeting I will provide statistics for the entire year of 2013.

Michael Smith - I noticed that the types of incidents are not listed. I would think that they should be listed so we know what types of incidents there are.

Janet Barentson - I think that just one time that there should be a list of the different types of incidents so the group could see this.

Lou Paulson - In regards to the firework fires, do we know how much we are spending on prevention? We have seen a decrease to 104 incidents for the year, are we getting the best value for what we are spending?

Mike Richwine - Most of the spending goes for our participation in public schools to inform and educate them about the dangers of fireworks. Then we educate the fire service on how to handle firework related incidents. With the fireworks BCP we are asking for additional money for education.

Michael Smith - The money loss varies.

Mike Richwine - We need to beef up on the reporting form the departments for solid data. We need to know if these are safe/sane or illegal.

Kirsti Fong - The reporting system does not have a reporting field that captures the fireworks description as safe/sane or illegal. We could add a fireworks description field to the reporting system at the state level but the fire departments would have to pay their reporting system vendors to add the update to their systems.

Lou Paulson - Would it be possible to have the firework industry participate? Maybe this could be a discussion item.

Mike Richwine - The firework industry would be interested in this data. Having a discussion with them is something that we should consider to pursue with them.

Kirsti Fong - The former California reporting system (CFIRS) included many selections to describe types of fireworks; however, when we went to a National system this ability was lost.

**C. CA Fire Fighters Joint Apprenticeship Committee (CFF JAC)  
Unified Response to Violent Incidents** *(Discussion/Action)*

Tara Brideau - The reason I am here today is to ask for the board's endorsement on our courses on Unified Response to Violent Incidents. We are in contact with subject matter experts and are scheduled to start courses in April for firefighters. These courses are going to be informative and the students will be able to take part in physical practices. We gathered information from FEMA, Fire Scope and National Fallen Fire Fighters to get bases of what needed to be discussed. We will also be focusing on a historical perspective, types/model, procedure and guidelines of active shooters. We are also including ICS, tactical unified and command rescue. In this course there will be a video portion and a group portion so they know what to do as a whole to get the job done and to make sure everyone is safe. This will be a train the trainer type of course, so they will go back and train their departments. This course is designed for an audience of instructors; we are hoping to have Fire Departments come with Law Enforcement to train together. We have told the Fire Departments that if they were to sign up without Law Enforcement that first priority will go to Fire Departments that come with Law Enforcement. If endorsed by the board, we are planning on listing all of our endorsements on our flyer.

Mike Richwine - Will the course be delivered through CFFJAC? Also, are the certifications and the maintenance of the course the responsibility of CFFJAC?

Tara Brideau - Yes.

Jerry Davies- is there a motion to endorse the JAC course?

**Motioned was made by Lou Paulson to endorse the CFFJAC Unified Response to Violent Incidents course. Motion was seconded by Anne Walker. Motion passed (12-0)**

**IV. New Business**

- A. Michael Smith - In the recent news it has been showing conflicts between Law Enforcement and Fire. For example the firefighter that would not move the truck at a fire and the police officer arresting him. Should we talk about this or place it on the agenda for the next meeting? What is it going to take for this to change, leadership education?

Lou Paulson - This is a great issue that needs to be discussed with Law Enforcement involvement. Is this issue a case by case issue? Does there need to be systematic training? Should we reach out to the Law Enforcement community to come to an agreement?

Anne Walker - I think that this is a conflict between individuals, not necessarily between departments.

Michael Smith - This shows the opportunity to provide leadership



David Gillotti - Maybe we could look into a grant to fund interagency training. Have an alliance funding for this training?

Lou Paulson - Training modules with CHP and Fire Departments.

David Gillotti - We need to find funding and grants for this to happen.

Michael Williams - Is this a training issue or a policy issue?

Mike Richwine - This is mainly a communication issue between the two.

Michael Williams - Is it possible to ask CHP to come talk to us about what they expect when at an incident? Do we have the authority to ask them to come and explain the problem?

Mike Richwine - I think that is a good approach. Invite CHP here to have a dialog with us. Maybe they have grant money to do training.

Janet Barentson - Maybe they would be willing to do a presentation.

- B. Lou Paulson - The California Fire Foundation is launching a SAVE program in the Fire Departments. This is where the Fire Departments are given \$100 in a gift card to people who have 25% of damage to a home from a fire. All they need to do is sign the MOU, SOP and provide the incident number. This is not to replace insurance or the Salvation Army, this is just to help people get back up when there is a fire.

Anne Walker - Is this like an ATM card? Is it good anywhere?

Lou Paulson - Yes it is like an ATM card but it is not good for tobacco or alcohol. We are seeing people use this mainly for food, at the grocery store or restaurants.

Russell Rawls - Who is funding this?

Lou Paulson - The California Fire Foundation.

Janet Barentson - Is this in correlation with Red Cross?

Lou Paulson - This is separate. It is going statewide in the next few weeks.

Russell Rawls - Is this going to both paid and volunteer Fire Departments?

Lou Paulson - Yes, both.

## **VI. Public Comment**

Ray Bizal - Last year Governor Brown passed an MOU for electronic vehicles with eight other states to get more on the road. The NFPA with a grant with the Department of Energy and FEMA started a training course online for our first and second responders to fires that involve electric vehicles or fuel cell warehouse fires. There is a handbook online of all vehicles and how to handle the situation. This is a course that is costing \$20 per person but it is good information to know since we are headed in the electric vehicle direction. This is going to the Governor's office to have it implicated and to make Fire Departments aware of this program. The onsite training is not needed yet, but should be in the future.

We are informing the people taking the course about both vehicle and refill station fires and how to deal with them. Also, going to inform them of the difficulties with hydrogen gases. We are looking into the building standards for buildings that house the cells to run the vehicles.

Mike Richwine - You will want to be in contact with Kevin Reinertson about this.

**VII. Set Meeting Dates and Adjourn**

2014 Meeting dates are May 22<sup>nd</sup>, August 21<sup>st</sup> and November 20<sup>th</sup> at the Office of the State Fire Marshal.

**Motion to have these following meetings and to have the meeting adjourned by Michael Williams and seconded by Lou Paulson. Motion passed (12-0)**