Oklahoma State Fire Marshal Commission

Carl Hickman, Interim State Fire Marshal
2401 NW 23rd Street, Suite 4
Oklahoma City, Oklahoma 73107
Phone: 405-522-5005 Fax: 405-522-5028
Arson Hotline: 800-522-8666 (24 hours)

MINUTES
OKLAHOMA STATE FIRE MARSHAL COMMISSION
REGULAR MEETING – March 13, 2020

Members Present:
Mike Karlin
Cary Williamson
Brian Zalewski
Julie Lynn

Others Present:
Carl Hickman, SFMO
Susie Cain, SFMO
David Conner, SFMO
Darryl Beebe, SFMO
Mark Huff, OSU FST
Bob Sullivan, NFPA
Joe Ashbaker, Attorney General's Office

The regular meeting of the State Fire Marshal Commission was called to order in accordance with the Open Meetings Act at 10:00am in Weatherford, Oklahoma by Chairman Karlin. Roll call was made and a quorum was declared with four members present.

Motion 1: Accept the Regular Meeting Minutes of 1/10/2020 as submitted. Commissioner Williamson moves to accept. Commissioner Lynn seconds. Motion carried.

Votes:	Yes	No	Other
	Karlin		
			Thompson-Absent
			Clay-Absent
	Williamson		
			Barnes-Absent
	Zalewski		
	Lynn		

NFPA update presentation by Bob Sullivan.

OSU Fire Service Training
Mark Huff. FST is still trying to get delivery to local fire departments. Due to funding constraints and out-of-state travel restrictions FST sends one instructor to each class.

Oklahoma Uniform Building Code Commission Report
Cary Williamson. Handout provided. CEO Report: New lease space has been submitted to Landmark Towers. Billy Pope met with Governor Stitt and Chris Bruehl regarding open board positions and agency overlapping duties. January collections was $46,178.46. Total available cash was $1,011,795.32. Review and acceptance of 2019 audit. Approved opening postions for the Residential Building Technical Committee for the 2018 International Code and positions for the Residential Fuel Gas, Mechanical and Plumbing Technical Committee for the 2018 International Residential Code.

State Hazard Mitigation Team Report
Mike Karlin. Director Gower is making team changes. Funds still available for distribution. IFM Hickman states he has sent a letter to Director Gower to re-appoint David Barnes to this Committee.

Fire Extinguisher Industry Committee Report
No updates.

Oklahoma State Firefighters Association Report
No updates.

Firefighter Training Advisory Committee Report
Carl Hickman. Several questions regarding tax credit procedures. Attended the Volunteer Fire Caucus in El Reno with 100+ attendees. Commissioner Karlin states the sub-committee would like to meet again to review changes to training requirements.

Motion 2: Table Agenda Item 11A. Commissioner Williamson moves to accept. Commissioner Zalewski seconds. Motion carried.

Votes:	Yes	No	Other
	Karlin		
			Thompson-Absent
			Clay-Absent
	Williamson		
			Barnes-Absent
	Zalewski		
	Lynn		

Interim Fire Marshal Report
Carl Hickman. Susie Cain reached her 20-years with the Agency on February 18th. The Agency signed a contract with Emergency Reporting Software. Agency radio frequencies are being developed for VHF and OKWIN on the 800MHz band. Working with the staff of the State School Superintendent to develop lesson plans to be used throughout the state. The Agency's rifle policy has been developed. Five (5) Agency Fleet vehicles are to be replaced due to high mileage. Eight of our ten Agents attended the Inspector I class in Weatherford. In March Agents Sheppard and Peyton will be attending a juvenile fire setter class in Emmitsburg and Agent Aston will be attending a fire investigation class. Three candidates are being considered for two new Agent positions. Met with the Public Education Summit in Bethany, OSFA Public Education Committee and various Legislators at the State Capitol. Discussion held on the Agency's Authority Having Jurisdiction (AHJ) letter. Wildland PPE grant period is open. Grant Application is on the website and will close on April 1st.

Agency Status Report:

Review of Financial Statement
Susie Cain. Financial Statement through February 29, 2020, including monthly revolving account balances, deposits, revenue sources and vendor expenditures.

Motion 3: Approve Financial Statement as submitted. Commissioner Williamson moves to approve. Commissioner Lynn seconds. Motion carried.

Votes:	Yes	No	Other
	Karlin		
			Thompson-Absent
			Clay-Absent
	Williamson		
			Barnes-Absent
	Zalewski		
	Lynn		

Field Operations
Carl Hickman. Issued new cameras to all Agents. New jackets/pants will be issued to all Agents. Agents use an iPad and a laptop to complete Agency reports. Agency received a quote for Dell for a tough tablet to replace both the iPad and the laptop. Agents have been busy, especially Agent Howard with multiple fatality fires.

Field Staff Questions or Comments
Chairman Karlin thanks the Agents for being in attendance. Agent Beebe states most Fire Chiefs do not know what they are signing when presented with the AHJ letter and that they still have to abide by state-adopted codes. Agent Conner states he had a town sign the AHJ so they can take the easy way around the codes.

Motion 4: Approve to convene in Executive Session. Commissioner Zalewski moves to approve. Commissioner Williamson seconds. Motion carried.

Votes:	Yes	No	Other
	Karlin		
			Thompson-Absent
			Clay-Absent
	Williamson		
			Barnes-Absent
	Zalewski		
	Lynn		

Motion 5: Approve to re-convene in Open Session. Commissioner Williamson moves to approve. Commissioner Zalewski seconds. Motion carried.

Votes:	Yes	No	Other
	Karlin		
			Thompson-Absent
			Clay-Absent
	Williamson		
			Barnes-Absent
	Zalewski		
	Lynn		

Public Comment
No updates.

New Business
No updates.

Motion 6: Adjournment. Commissioner Williamson moves to adjourn. Commissioner Zalewski seconds. Motion carried.

Votes:	Yes	No	Other
	Karlin		
			Thompson-Absent
			Clay-Absent
	Williamson		
			Barnes-Absent
	Zalewski		
	Lynn		

End of tape.

June 5, 2020
Date

Mike Karlin, Chairman
State Fire Marshal Commission