



# Oklahoma State Fire Marshal Commission

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## MINUTES OKLAHOMA STATE FIRE MARSHAL COMMISSION REGULAR MEETING – June 5, 2020

### **Members Present:**

Mike Karlin  
Harold Thompson  
Cecil Clay  
Cary Williamson  
David Barnes  
Brian Zalewski  
Julie Lynn

### **Others Present:**

Carl Hickman, SFMO  
Susie Cain, SFMO  
Joe Applegate, SFMO  
Chris Franklin, SFMO  
Lee Aston, SFMO  
Kim Carter, OKDHS  
Jonny Vaughan, OKDHS  
Joe Ashbaker, Attorney General's Office  
Amanda Everett, Attorney General's Office  
Keith Bryant, US Fire Administration  
Richard Kelley, OCFD

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

Chairman Karlin thanks the staff for continuing to keep operations and the office going during this difficult time.

**Motion 1:** Accept the Regular Meeting Minutes of 3/13/2020 as submitted. Commissioner Thompson moves to accept. Commissioner Lynn seconds. Motion carried.

Votes:	<u>Yes</u>	<u>No</u>	<u>Other</u>
	Karlin		
	Thompson		Clay-Abstain
	Williamson		
	Barnes		
	Zalewski		
	Lynn		

**OSU Fire Service Training**

No updates.

**Oklahoma Uniform Building Code Commission Report**

No updates.

**State Hazard Mitigation Team Report**

David Barnes. Met online to discuss significant changes to project processes and guidelines. Commissioner Clay asks if responsibilities of some entities will be changing. Commissioner Barnes states that is not part of the current changes being reviewed.

**Fire Extinguisher Industry Committee Report**

Carl Hickman. Board approved one company application at a Special Meeting and no complaints have been received.

**Oklahoma State Firefighters Association Report**

No updates. IFM Hickman states Steve Lumry will be retired as of the last day of the convention.

**Firefighter Training Advisory Committee Report**

Carl Hickman. Reviewed Minutes to clarify if changes are needed. Chairman Karlin states the Sub-Committee will meet to review changes.

IFM Hickman introduces Johnny Vaughan with Oklahoma Department of Homeland Security to discuss the Windtalker unit and its possible transfer from the Agency to the Weatherford Fire Department. Commissioner Clay asks since the Agency is passing on a granted piece of equipment is Weatherford Fire Department responsible to maintain it. Mr. Vaughan states that is correct. Director Carter appreciates the relationship with the Agency. Everyone here today is a major stakeholder/player in the Regional Response System. Maintaining this system with the equipment granted is the best overall program that is nationally recognized.

**Motion 2:** Transfer Windtalker and tow vehicle to Weatherford Fire Department to be deployed as a state asset upon request under its original intent of communications to support in fire rescue and fire safety as requested and assigned. Commissioner Clay moves to accept. Commissioner Thompson seconds as amended. Motion carried.

Votes:	<u>Yes</u>	<u>No</u>	<u>Other</u>
			Karlin-Abstain
	Thompson		
	Clay		
	Williamson		
	Barnes		
	Zalewski		
	Lynn		

**Interim Fire Marshal Report**

Carl Hickman. The office and staff continue operating under modified operations. Two new Agents are under background check for hire as of July 6, 2020. The 2020 State Fire Marshal Ambassador Trip to WDC is cancelled. Awaiting the final list of sizes from the Wild Land PPE Grant awardees. Commissioner Thompson suggests using Survey Monkey to poll those involved with the grant process. Commissioner Barnes asks what positions are still vacant after filling the two new Agents. IFM Hickman states open positions currently include Fire Marshal, Assistant Fire Marshal and Plan Reviewer. No budget cuts will be imposed for the upcoming budget beginning July 1<sup>st</sup> being an unappropriated Agency. Commissioner Williamson asks if there has been a decline in the number of plans received. IFM Hickman states we have not seen a decrease at this time; however, a decline could occur as the year progresses.

**Agency Status Report:**

**Review of Financial Statement**

Susie Cain. Financial Statement through May 31, 2020, including monthly revolving account balances, deposits, revenue sources and vendor expenditures.

**Motion 3:** Approve Financial Statement as submitted. Commissioner Thompson moves to approve. Commissioner Zalewski seconds. Motion carried.

Votes:	<u>Yes</u>	<u>No</u>	<u>Other</u>
	Karlin		
	Thompson		
	Clay		
	Williamson		
	Barnes		
	Zalewski		
	Lynn		

**Field Operations**

Carl Hickman. Chairman Karlin asks which areas these new Agents will be assigned. IFM Hickman states mostly North Central and South Central. Radio installs are continuing.

**Field Staff Questions or Comments**

Chairman Karlin thanks the Agents for being in attendance.

Discussion held by AAG Ashbaker with the Commission regarding code assistance/stop work order appeals process. Modifying the current rules could outline an appeal process for code issue violations. Commissioner Clay asks why we need this process. AAG Ashbaker states it is required by law and Senator Dugger has requested an Attorney General’s Opinion concerning code assistance appeals. IFM Hickman states he asked what the Agency does when code assistance violation issues arise and the answer was there are no procedures currently in place. AAG Ashbaker states he has spoken with the OUBCC Attorney General liaison to discuss OUBCC’s role in code adoption and appeals. IFM Hickman states it will assist the Agents to enforce the current state-adopted codes. Agent Applegate states the Agents are issuing a stop work order and the party then files a District Court injunction stating the Agent personally violated their civil rights.

**Motion 4:** Approve Harold Thompson as Chairman effective 7/1/2020. Commissioner Barnes moves to approve. Commissioner Williamson seconds. Motion carried.

Votes:	<u>Yes</u>	<u>No</u>	<u>Other</u>
	Karlin		Thompson-Abstain
	Clay		
	Williamson		
	Barnes		
	Zalewski		
	Lynn		

**Motion 5:** Approve Julie Lynn as Vice-Chairman effective 7/1/2020. Commissioner Thompson moves to approve. Commissioner Williamson seconds. Motion carried.

Votes:	<u>Yes</u>	<u>No</u>	<u>Other</u>
	Karlin		
	Thompson		
	Clay		
	Williamson		
	Barnes		
	Zalewski		
			Lynn-Abstain

**Motion 6:** Approve to convene in Executive Session. Commissioner Clay moves to approve. Commissioner Lynn seconds. Motion carried.

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

**Motion 7:** Approve to re-convene in Open Session. Commissioner Barnes moves to approve. Commissioner Zalewski seconds. Motion carried.

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

AAG Ashbaker states the Chairman will discuss with the IFM Hickman about sending a resume request to those individuals interested in the Fire Marshal position. Commissioner Thompson states the July 10<sup>th</sup> meeting location needs to be changed to the OCFD Training Center.

**Public Comment**

No updates.

**New Business**

No updates.

Chairman Karlin presents Commissioner David Barnes with an award thanking him for his years of guidance and service as a member of the State Fire Marshal Commission.

**Motion 8:** Adjournment. Commissioner Thompson moves to adjourn. Commissioner Lynn seconds. Motion carried.

Votes:	<u>Yes</u>	<u>No</u>	<u>Other</u>
	Karlin		
	Thompson		
	Clay		
	Williamson		
	Barnes		
	Zalewski		
	Lynn		

End of tape.

August 7, 2020  
Date



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Harold Thompson, Chairman  
State Fire Marshal Commission