



Oklahoma State Fire Marshal Commission

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MINUTES OKLAHOMA STATE FIRE MARSHAL COMMISSION REGULAR MEETING – July 7, 2017

Members Present:

Cary Williamson
Stan May
Keith Bryant
Kirk Trekell
Joe Elam
David Barnes

Others Present:

Robert Doke, SFMO
Susie Cain, SFMO
Sam Schafnitt, SFMO
Terry Ferrel, SFMO
Steve Blunk, SFMO
Jon Dutton, Attorney General's Office
Representative Leslie Osborn
Representative Mike Sanders
Mark Huff, OSU FST
Caroline Reed, OSU FST
Lance Terry
David Stenhouse

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 Cary Williamson. Roll call was made and a quorum was declared with six members present.

FM Doke recognizes guests in attendance.

Motion 1: Approve Regular Meeting Minutes of June 2, 2017 as submitted. Commissioner Elam moves to accept. Commissioner Trekell seconds. Motion carried.

Votes:	<u>Yes</u>	<u>No</u>	<u>Other</u>
	Williamson		
	May		
	Bryant		
			Clay-Absent
	Trekell		
	Elam		
	Barnes-Abstain		

Award presentations to Representative Leslie Osborn and Representative Mike Sanders. The Commission also wants to recognize the Legislators not in attendance, Senator AJ Griffin, Senator Ron Sharp and Representative Jason Murphey.

OSU Fire Service Training

Mark Huff. FST has reduced their FY18 budget by 6.1%. Training schedules will be conducted as planned.

Oklahoma Uniform Building Code Commission Report

Cary Williamson. Meeting held on June 20, 2017. Rules approved as of September 15th. Audit will cost \$12,500 and will increase to \$17,000. OMES agreement will increase to \$8198.04 per year plus the cost of renting computers. This is an increase of \$5,572.32. May revenue was \$44,718.76. Available cash was \$721,433.85. Contract with OMES approved. Storm Shelter Tech Committee is still meeting and expects to give a presentation in September or October. Larry Herzel will remain on the committee as a Commission Liaison. Discussion regarding code adoption cycle. Vote approved for 3-year cycle for National Electrical Code (NEC). There will be July vote for other codes.

Fire Marshals Association of Oklahoma Report

Sam Schafnitt, Assistant State Fire Marshal. Finalized fall conference at Sequoyah State Park. FM Doke will give the keynote address. JC Carroll and myself will sit on a panel for questions and answers regarding plan review issues. Sprinkler and alarm issues will also be addressed.

Fire Extinguisher Industry Committee Report

No updates.

Oklahoma State Firefighters Association Report

No updates.

Firefighter Training Advisory Committee Report

Robert Doke, State Fire Marshal. Emergency rules will be filed (exampled attached). Oklahoma Tax Commission COFT data provided. Webpage with contact, email, Twitter and Facebook information coming soon. Oklahoma Correctional Industries (OCI) will assist with recognition/retention awards. Partnering with OSU FST on the certificates of completion and 5 Level of Firefighter. Tax Credit form being reviewed by the Attorney General’s Office for accuracy. Tax Credit flow chart provided. 5 Level of Fire Officer is a future project.

Fire Marshal Report

Robert Doke, State Fire Marshal. Spoke at the OSFA Convention. Met with OSU-FST on mass emails and certificates. Met with OSFA on event calendar and fire department data.

Legislative Update

Robert Doke, State Fire Marshal. Met with Senator Lankford and Congressman Lucas staff on Fire Prevention & Safety (FP&S) grants, legislation to allow State Fire Marshal’s to apply for Fire Prevention grants. News article on new funding source for the Agency provided. Commissioner Bryant asks how the Agency is funded now and if the Agency will continue to operate under the same procedures and practices as an appropriated Agency. FM Doke states we will received 5/16th of 1% collected by the Insurance Department and the Agency will operate the same.

Technology

No updates.

Agency Status Report:

Review of Financial Statement

Robert Doke, State Fire Marshal. Financial Statement through June 30, 2017 including monthly general revenue balances, revolving account balances, deposits, revenue sources and vendor expenditures. FM Doke has reviewed/approved monthly financial reports of 6 Digit Expenditure Report, Funding Distribution Report, Clearing Account Report and PCard Transaction Detail.

Motion 2: Approval by the Commission of the Financial Statement as submitted. Commissioner Bryant moves to accept. Commissioner Elam seconds. Motion carried.

Votes:	<u>Yes</u>	<u>No</u>	<u>Other</u>
	Williamson		
	May		
	Bryant		
			Clay-Absent
	Trekell		
	Elam		
	Barnes		

Administration.

Sam Schafnitt, Assistant State Fire Marshal. Met with the State Auditor on inventory. Interviews conducted for Supervisor with Ops Chief Terry Ferrel and Agent Supervisor James Simmons. Orientation of New Agent Supervisor Steve Blunk with Ops Chief Terry Ferrel. New Agent Supervisor Steve Blunk given his Supervisor badge by Chairman Williamson. Met with FM Doke, Sheri Nichols, Phil Ostrander and Steve Lumry on roles and responsibilities of FTAC. Met with JC Carroll and Fred Henderson on building plan issues in the city of Norman. Met with Ken Talley with Oklahoma Department of Commerce on the permitting process.

Field Operations

Terry Ferrel, Operations Chief. All inventory forms have been received and reviewed by the Supervisors. All issued equipment is accounted for. At this time 224 of the 224 mandatory inspections have been completed: 221 jail facilities and 3 horse racing tracks. 57 100% inspections, 0 annual school inspections and 46 FSC inspections completed in June.

Motion 3: Approval of Stan May to Chairman effective 8/1/17. Commissioner Williamson moves to accept. Commissioner Bryant seconds. Motion carried.

Votes:	<u>Yes</u>	<u>No</u>	<u>Other</u>
	Williamson		
	May		
	Bryant		
			Clay-Absent
	Trekell		
	Elam		
	Barnes		

Motion 4: Approval of David Barnes to Vice-Chairman effective 8/1/17. Commissioner Elam moves to accept. Commissioner Williamson seconds. Motion carried.

Votes:	<u>Yes</u>	<u>No</u>	<u>Other</u>
	Williamson		
	May		
	Bryant		
			Clay-Absent
	Trekell		
	Elam		
	Barnes		

Award presentation to Commissioner Bryant.

Public Comment

No updates.

New Business

No updates.

Motion 4: Adjournment. Commissioner Barnes moves to accept. Commissioner Elam seconds.
Motion carried.

Votes:	<u>Yes</u>	<u>No</u>	<u>Other</u>
	Williamson		
	May		
	Bryant		
	Trekell		Clay-Absent
	Elam		
	Barnes		

End of tape.

August 11, 2017
Date



Stan May, Chairman
State Fire Marshal Commission