



# Oklahoma State Fire Marshal Commission

Robert Doke, State Fire Marshal  
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## MINUTES OKLAHOMA STATE FIRE MARSHAL COMMISSION REGULAR MEETING – August 11, 2017

### Members Present:

Stan May  
David Barnes  
Cecil Clay  
Williamson  
Kirk Trezell  
Joe Elam

### Others Present:

Robert Doke, SFMO  
Susie Cain, SFMO  
Sam Schafnitt, SFMO  
Cullen Fowler, SFMO  
Jon Dutton, Attorney General's Office  
Eric Reynolds, OSU FST  
Mark Huff, OSU FST

The regular meeting of the State Fire Marshal Commission was called to order in accordance with the Open Meetings Act at 10:00am in Ardmore, 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 July7, 2017 as submitted. Commissioner Williamson moves to accept. Commissioner Barnes seconds. Motion carried.

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

**OSU Fire Service Training**

Mark Huff. FST is continuing services as usual even with 4 full-time FTE positions. Partnering with Career Techs, Fire Departments and other entities that have tax dollars for training. School for NW/SW areas in El Reno on October 27th, 28th and 29th. Commissioner Barnes asks if FST is hiring for the 4 vacant positions. Dr. Reynolds states they have filled one at this time.

**Oklahoma Uniform Building Code Commission Report**

No updates.

**Fire Marshals Association of Oklahoma Report**

Sam Schafnitt, Assistant State Fire Marshal. Conference is scheduled week of August 22nd. CLEET credit and fireworks display permit have been obtained.

**Fire Extinguisher Industry Committee Report**

Sam Schafnitt, Assistant State Fire Marshal. No meeting due to lack of business. Working with Career Techs on revising MOU regarding testing procedures due to new Administrative Rules changes.

**Oklahoma State Firefighters Association Report**

Stan May. OSFA continues to disseminate information regarding the FEMA recruitment and retention grant in conjunction with representatives from OSFM, pension office and OSU FST at the County fire meetings. Presenter applications for next year's State Fire School are being reviewed. 2018 State Fire School will be May 3rd-6th on the TCC campus and at the Tulsa FD Fire Training Center. Subjects requested are more classes available on code enforcement, arson investigations and public education.

**Firefighter Training Advisory Committee Report**

Robert Doke, State Fire Marshal. Met with various statewide departments and associations. Receiving at least two calls a week regarding submitted tax forms needing processed. Assisting with getting those finalized for the firefighters. Commission has requested a Volunteer Firefighter Recognition Proclamation from the Governor for the Delaware Tribe of Caddo County. Members of the Delaware Tribe of Caddo County are allowed time off to assist with fires while still receiving their salaries. Met with Dr. Reynolds and Caroline Reed to review the 5 Levels of Firefighter and 5 Levels of Fire Officers. Dr. Reynolds reports on the levels of firefighter. Discussion held on firefighter training levels.

**Fire Marshal Report**

Robert Doke, State Fire Marshal. Attended the NASFM conference in South Carolina with AFM Schafnitt.

**Legislative Update**

Robert Doke, State Fire Marshal. Cigarette tax was ruled unconstitutional. FY-2018 budgets for most "appropriated" agencies will likely be reduced. As of July 1st we are no longer an appropriated agency.

**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:** Approve Financial Statement as submitted. Commissioner Clay moves to accept. Commissioner Williamson seconds. Motion carried.

Votes:            Yes            No            Other  
                      May  
                      Barnes  
                      Clay  
                      Williamson  
                      Trekell  
                      Elam

Discussion on fixed and uniform rate, multi-year option contracts for legislative lobbyist and plan reviewer.

**Motion 3:** Approve fixed and uniform rate, multi-year option contracts for legislative lobbyist and plan reviewer. Commissioner Trekell moves to accept. Commissioner Clay seconds. Motion carried.

Votes:            Yes            No            Other  
                      May  
                      Barnes  
                      Clay  
                      Williamson  
                      Trekell  
                      Elam

**Administration.**

Sam Schafnitt, Assistant State Fire Marshal. Met with FM Doke, Susie Cain and OMES on new contracting procedures. Met with FM Doke and State Homeland Security Director on FTAC. Issued new IT usage policy and updated State Vehicle policy. Met with FM Doke and OSU FST on training issues for FTAC.

**Field Operations**

Sam Schafnitt, Assistant State Fire Marshal. 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. 71 100% inspections, 1 annual school inspections, 25 FSC inspections, 9 FTAC meetings and 144 FTAC contacts completed in July

**Public Comment**

No updates.

**New Business**

No updates.

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

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

End of tape.

September 8, 2017  
Date



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Stan May, Chairman  
State Fire Marshal Commission