MINUTES OF REGULARLY SCHEDULED PUBLIC MEETING
This regular meeting of the Alarm, Locksmith and Fire Sprinkler Industry Committee scheduled to begin at 9:00 a.m. on the 1st day of August, 2018 was convened in accordance with the Oklahoma Open Meeting Act [25 O.S. § 301 et seq.]. Advance public notice was sent to the Secretary of State’s Office by electronic transmission specifying the time and place of the meeting. Notice was also prominently posted at the office of the Oklahoma Department of Labor at least twenty-four (24) hours prior to the meeting.

PUBLIC BODY: Alarm and Locksmith Industry Committee

DATE: Wednesday, August 1, 2018

ADDRESS: Oklahoma Department of Labor (ODOL)
3017 N. Stiles
Oklahoma City, OK 73105

CONTACT PERSON: Ruth Neville TELEPHONE: (405) 521-6594

Agenda Item 1:
Call to order:
Meeting was called to order at 9:00 a.m. by Dennis Bloye, Chairman.

Agenda Item 2:
Roll call:
Committee members present at roll call: Patrick Ivey, Joe Gragg, Dennis Bloye, Jeremy Caughman, Kris Pettigrew, Robby Hernandez, John Harrod, and Bernita Hart
One Committee position is vacant. A quorum was present.
Staff present: Bernita Hart, Daniel Mares, Derek Lewis, Gordon Meisinger, Jim Buck, Peggy Cooper, Russell Whittington, and Ruth Neville

Agenda Item 3:
Statement of Compliance with the Open Meeting Act
The Statement of Compliance with the Open Meeting Act was read by Ruth Neville.

Agenda Item 4:
Review and approve/amend July 11, 2018 Meeting Minutes
John Harrod made a motion to approve the July 11, 2018, meeting minutes. The motion was seconded by Joe Gragg.
Roll call:
Yes: Patrick Ivey, Joe Gragg, Dennis Bloye, Jeremy Caughman, Kris Pettigrew, Robby Hernandez, John Harrod, and Bernita Hart
No: None
Abstain: None
Motion approved.

Agenda Item 5:
LIMITED public comments regarding only those companies &/or individuals seeking licensure, as listed in this agenda
No comments.
**Agenda Item 6:**
**Review of Company Applications**
Safe 1 LLC
Mary Wells was present to represent the company and answer questions from the Committee. Robby Hernandez made a motion to approve the company application for Safe 1 LLC. The motion was seconded by John Harrod.
Roll call:
Yes: Patrick Ivey, Joe Gragg, Dennis Bloye, Jeremy Caughman, Kris Pettigrew, Robby Hernandez, John Harrod, and Bernita Hart
No: None
Abstain: None
Motion approved.

**Agenda Item 7:**
**Alarm, Locksmith & Fire Sprinkler (ALFS) License approval**
Joe Gragg asked if there is a report listing expired licenses. James Buck said the ODOL database does not generate that report. Mr. Buck said it is an individual’s responsibility to maintain licensure. Mr. Buck said the ODOL does not provide renewal notices. Joe Gragg made a motion to approve the licenses issued in July, 2018. The motion was seconded by Patrick Ivey.
Roll call:
Yes: Patrick Ivey, Joe Gragg, Dennis Bloye, Jeremy Caughman, Kris Pettigrew, Robby Hernandez, John Harrod, and Bernita Hart
No: None
Abstain: None
Motion approved.

**Agenda Item 8:**
**Discussion concerning tagging fire sprinkler/fire alarm systems after inspection deficiencies are repaired**
Dennis Bloye said the purpose of an inspection is to confirm a system is operating as intended, and to ensure compliance with applicable codes in force at the time the system was installed. Mr. Bloye said he brought this issue for discussion several months ago and over the course of the discussion, has changed his position. Mr. Bloye said it is his opinion, a repair tag applying to fire alarm systems, to satisfy the Fire Marshal, should be added to the Rules.

James Buck asked Mr. Bloye if he was addressing specifically a repair tag for fire sprinkler companies or fire alarm companies. Mr. Bloye said he is addressing commercial fire alarms.

Steve Lutz, IFS Resources, addressed the Committee from the podium. Mr. Lutz said additional tags, by law, will create additional consequences. Mr. Lutz discussed current tagging requirements, and explained the purpose of each tag currently being used.

Mr. Buck questioned the relevancy of tags if ultimately, the documentation supporting the corrections of deficiencies have been made and are being retained. Mr. Buck said the tagging system appears to be burdensome. Mr. Lutz said this is a requirement of the Fire Marshal. Mr. Lutz said before the licensing requirements were in place, municipalities throughout the State each had their own tagging system. Mr. Lutz said the industry and this Committee developed a standardized, statewide system at the request of the Fire Marshal. Mr. Lutz said the tagging system is a shortcut for the code official because it allows him to look at a tag more easily than the time it takes to examine documentation of repairs. Mr. Lutz said additional tagging would create an additional burden for the companies doing the repairs and for the consumer, and additional confusion. Mr. Lutz said additional tags will not solve any problems for the Fire Marshal.
Doug Sanders, American Fire Protection Group, addressed the Committee from the podium. Mr. Sanders said repairs are documented on the tag. Mr. Bloye said the Act does not permit documentation on a tag. Mr. Sanders said even if the Act does not allow documentation on the tag, it is being done that way. Mr. Sanders said the expense of having a repaired system re-inspected after repairs is too great a burden on the consumer. Mr. Sanders said the Act should be changed to allow repairs to be documented on the tag. Mr. Sanders said he understand that tags have never been a part of NFPA 72. Mr. Sanders said NFPA 25 does have some tagging requirements. Mr. Sanders said most states do have a repair tag. Mr. Sanders said something should be done to document repairs without the extra burden on the customer to provide proof to a Fire Marshal that repairs have been made and to avoid the cost of additional inspections. Mr. Sanders said the company making the repairs on a system should have some way to show the work was done.

Mr. Lutz said while the Code does not allow documentation on a tag, it also does not specifically prohibit documentation on a tag.

Steven Brekel, Oklahoma Burglar and Fire Alarm Association (OBFAA), addressed the Committee from the podium. Mr. Brekel said documenting repairs on a tag seems like an excellent way of notifying the Fire Marshal that repairs have been made. Mr. Brekel said if the Code does not currently allow documentation on tags, it can be changed. Mr. Bloye said if we follow suit with the sprinkler industry, a repair tag could be added or a space on the green tag could be added to document repairs.

Mr. Lutz addressed the Committee from the podium. Mr. Lutz said if a repair is completed, a repair tag would be placed on top of the inspection tag. Mr. Lutz said the stickers tend to peel off the unit due to manufacturer painting techniques.

The Committee and those in attendance in the gallery also discussed liability issues related to any work done on a sprinkler system, liability issues related to tagging, purpose of tagging, types and colors of tags, removal of tags, placement of tags, visibility of tags, documenting every action taken regarding a system, maintaining documentation of every action taken regarding a system, the differences between documenting repairs on fire alarm systems and fire sprinkler systems, Code requirements, documenting repairs on tags, NFPA requirements, Fire Marshal requirements, annual inspections, who is responsible for repairs on a system, and who should re-inspect a system after repairs have been made.

Joe Gragg said the purpose of tagging is not to address legal issues but to assist a Fire Marshal in standardizing the industry and in identifying whether fire systems are functional or not functional based on code. Mr. Gragg said tagging is to ensure the system if functioning correctly and to protect the public, not to shift litigation and liability based on tagging. Mr. Gragg said the Code and NFPA says documentation stating repairs have been made according to Code and NFPA will be properly maintained forever. Mr. Gragg said our industry uses tags to satisfy the Fire Marshals because the industry works with the Fire Marshals and the Fire Marshals are important to the industry. Mr. Gragg said if there is ever litigation, tags will not protect anyone, only the signed paperwork will protect the persons that have handled the system. Mr. Gragg said he believes adding an inspection tag will result in additional paperwork and does not solve anything for the Fire Marshall. Mr. Gragg said the combination of a tag and documentation of terms and conditions placed in a sleeve would accomplish something.

Mr. Bloye said he will bring this issue to the attention of the Fire Marshals Association leadership at their meeting later this month. Mr. Bloye said in his opinion, a repair tag needs to be in place, and the documentation of repairs should be placed in a sleeve. Mr. Bloye said this would require the proposal of a minor change to the Act. Mr. Bloye said he will propose a recommended change.
Agenda Item 9:
Discussion concerning license requirements for manufacture or specialized services being performed on fire sprinkler / fire alarm systems

Dennis Bloye said this was brought up because many times a manufacturer could be at a job site to certify a flame detector has been installed per the manufacturer’s instructions or may have specialized or proprietary ability to internally view an object without tearing it apart. Mr. Bloye questioned if these companies should be required to be licensed. Mr. Bloye opened the floor for discussion.

Lowell Roberts, Oklahoma Master Locksmith Association (OMLA), addressed the Committee from the podium. Mr. Roberts said manufacturers should be licensed. Mr. Roberts discussed the liability that may be involved when a manufacturer is onsite with a licensed ALFS company.

Steve Brekel, Oklahoma Burglar and Fire Alarm Association, addressed the Committee from the podium. Mr. Brekel said if he is struggling with a product, the manufacturer will teach his whole team proper installation. Mr. Brekel said if the manufacturer is an out of state company, the manufacturer should be permitted to work alongside a licensed ALFS company without being licensed. Mr. Brekel said a manufacturer may only be consulting and may not be doing work.

Jim Buck said the Act states that an individual must hold a license to perform work. Mr. Buck said the Alternative Fuels program has already addressed this same problem. Mr. Buck said the Alternative Fuels program had determined that OEMs must be licensed to perform work in the state.

Doug Sanders, American Fire Protection Group, addressed the Committee from the podium. Mr. Sanders said usually a manufacturer is hands off, although they may sometimes be hands on. Mr. Sanders said in most cases the manufacturer is at the site to represent the company to the customer. Mr. Sanders said if Compliance cards at a site, the company would present their license and the manufacturer should be operating under that license.

Steve Lutz, IFS Resources, addressed the Committee from the podium. Mr. Lutz said the basis for the license goes back to a background check by the State of Oklahoma. Mr. Lutz said a manufacturer had not been subject to a background check. Mr. Lutz said a manufacturer representative on site represents the ALFS industry therefore, he has to have a license. Mr. Lutz said this is very specific especially in the locksmith industry.

The Committee, Mr. Buck and those in attendance in the gallery also discussed manufactures’ technical expertise, consultation verses work, exploring pathways for licensure, the process to license specific specialties, enforcement, and licensing activities according to the Act.

Agenda Item 10:
Discussion regarding training for line seizure and consumer issues that may arise after switching phone/cable/internet providers

Patrick Ivey said he and Robby Hernandez had worked to standardize the PowerPoint presented at last month’s meeting. Mr. Ivey said this is a basic step-by-step guide for the most common ways for line seizure. Jim Buck said ODOL will provide a link to the training document on the ODOL website, make a Facebook announcement, and provide email notification to the industry through GovDelivery. Danna Fowble and Steve Brekel, Oklahoma Burglar and Fire Alarm Association, said their association will assist in notifying the industry of the training document. Mr. Ivey said the document is still in draft format. Mr. Ivey said he will finalize the document and email it to Ruth Neville, and Mrs. Neville will email the document to the industry associations.
Agenda Item 11:
GENERAL public comments
Lowell Roberts, OMLA, addressed the Committee from the podium. Mr. Roberts said the annual Oklahoma Master Locksmith Association conference will be held August 18, 2018, 9:00 a.m. to 3:00 p.m. at the Saddleback Inn. Mr. Roberts said a HP Pavilion three sixty (360) Two-in-One (2-in-1) Touch Screen laptop computer will be given away at the conference.

Agenda Item 12:
Proposed Executive Session pursuant to 25 O.S. §307(B)(4) for confidential communications pursuant to §307(B)(7) for discussing any matter where disclosure of information would violate confidentiality requirements of State or Federal Law.

Recorded vote on whether to hold Executive Session, being authorized by a majority vote of a quorum of the Committee members present. Committee shall enter Executive Session, if authorized, to discuss confidential information related to the following license applications, licensees, and/or pending legal proceedings:

- Branden Davis – new Trainee
- David Hart – new Technician
- Quinten Lockett – new Trainee

John Harrod made a motion to move to Executive Session. The motion was seconded by Robby Hernandez.

Roll call:
Yes: Patrick Ivey, Joe Gragg, Dennis Bloye, Jeremy Caughman, Kris Pettigrew, Robby Hernandez, John Harrod, and Bernita Hart
No: None
Abstain: None

Motion approved. The Committee adjourned to Executive Session at 10:27 a.m.

Agenda Item 13:
Adjourn from Executive Session, with a recorded vote and/or public action on any item of business considered by the Committee while in Executive Session.

Joe Gragg made a motion to adjourn Executive Session and reconvene Regular Session. The motion was seconded by John Harrod.

Roll call:
Yes: Patrick Ivey, Joe Gragg, Dennis Bloye, Jeremy Caughman, Kris Pettigrew, Robby Hernandez, John Harrod, and Bernita Hart
No: None
Abstain: None

Motion approved. General Session reconvened at 11:15 a.m.

Action Taken as a Result of Executive Session
John Harrod made a motion to approve the new trainee application for Branden Davis. The motion was seconded by Robby Hernandez.

Roll call:
Yes: Patrick Ivey, Joe Gragg, Dennis Bloye, Jeremy Caughman, Kris Pettigrew, Robby Hernandez, John Harrod, and Bernita Hart
No: None
Abstain: None

Motion approved.

Patrick Ivey made a motion approve the new technician application for David Hart. The motion was seconded by Kris Pettigrew.
Roll call:
Yes: Patrick Ivey, Joe Gragg, Dennis Bloye, Jeremy Caughman, Kris Pettigrew, Robby Hernandez, John Harrod, and Bernita Hart
No: None
Abstain: None
Motion approved.

Joe Gragg made a motion to table the new trainee application for Quinten Lockett until the September 12, 2018 meeting. The motion was seconded by Patrick Ivey.

Roll call:
Yes: Patrick Ivey, Joe Gragg, Dennis Bloye, Jeremy Caughman, Kris Pettigrew, Robby Hernandez, John Harrod, and Bernita Hart
No: None
Abstain: None
Motion approved.

**Agenda Item 14:**
New Business
No new business.

**Agenda Item 15:**
Next regular meeting scheduled for **Wednesday, September 12, 2018**

**Agenda Item 15:**
Adjournment
John Harrod made a motion to adjourn the meeting. The motion was seconded by Joe Gragg.

Roll call:
Yea: Patrick Ivey, Joe Gragg, Dennis Bloye, Jeremy Caughman, Kris Pettigrew, Robby Hernandez, John Harrod, and Bernita Hart
Nay: None
Abstain: None
Motion approved.
The meeting was adjourned at 11:18 a.m.