



**FIRE SERVICE
MEMBERSHIP
COUNCIL**

**Minutes of the Meeting of the
Fire Service Membership Council Governing Committee**

**Saturday, April 16, 2016
Sunday, April 17, 2016**

**Kentucky International Convention Center
221 S. 4th Street
Louisville, Kentucky**

FSMC Members	Present	FSMC Members	Present
Scott Adams – Chair Park City Fire District, UT	X	Rick McCullough (Retired) Regina Fire Department, SK	X
Gary West- Vice Chair Tennessee State Fire Marshal		George Michehl (Retired)	X
Robert Barnett Attorney at Law, LA		Richard Miller	
Fulton Cochran Clark County Fire, NV	X	Ernie Misewicz Fairbanks Fire Department, AK	
Ronny Coleman FireForce One, CA		Kelly Nicolello Underwriters Laboratories, TX	X
Sean DeCrane Cleveland Fire Department, OH	X	Marc Sampson Longmont Fire, CO	X
Timothy Diehl Rockville FMO, MD	X	Michael Sinsigalli West Hartford Fire, CT	
Jackie Gibbs Marietta Fire Department, GA		Jim Yates Lawrence Road Fire Co., NJ	
Tonya Hoover, California State Fire Marshal	X	Adolf Zubia Clark County Fire, NV	X
Staff		Staff	
Rob Neale	X	Karla Higgs	X

Guests/Visitors		Guests/Visitors	
Jim Brown, CBO, ICC Board Liaison, Gillette, WY	X	Ron Lynn, Clark County, Nevada	X
John Catlett, American Wood Council	X	Becky Baker, Building Officials Membership Committee (BOMC)	X
Steve Shapiro, Chair, BOMC	X	Jim Tidwell, Tidwell Consulting	X
Vaughn Wicker, ICC	X	Amber Anderson, Cosumnes Fire District, CA	X
Andrew Henning, CalFIRE	X	Christine Reed, Contra Costa County Fire District	X
Jessica Walton, City of Woodland, CA	X	Lori Jessell, Novato Fire Department, CA	X

1) Call to order /Roll call

The meeting was called to order at 9:00 a.m. EDT by Chairman Scott Adams. Governing Committee members introduced themselves, and a quorum (9) was declared at 9:10 a.m.

2) Opening Remarks from the Chair

Chairman Scott Adams said he hopes to get people more involved with the Fire Service Membership Council (FSMC) through the different work groups and website to enhance and improve them. He commented that Mr. Michehl's articles in *Building Safety Journal Online* have been helpful and he is looking for suggestions to enhance the FSMC.

Mr. DeCrane stated that one of the challenges when discussing the FSMC with the organizations that appoint members to the FSMC Governing Council (FSMC-GC) is they must know what the expectations are so they can appoint appropriate person, not just appoint someone but select someone who can provide value to the group.

Mr. Zubia said one of the issues is after someone is appointed to the FSMC workplace issues may interfere with their ability to participate. There should be a mechanism to replace them during their tenure so the FSMC-GC can be flexible.

Mr. Michehl commented that organizations that nominate potential members should be provided a description of the FSMC-GC responsibilities so they can select a suitable candidate. Mr. DeCrane said this is not unique to ICC, he has seen it on other committees. The GC should provide a job description so organization can find the right person. Mr. Michehl added that the time, travel and work commitment should be explained to the organizations.

Ms. Hoover asked if there is a FSMC-GC appointment package that describes the charter, scope and participation expectations. Mr. Neale confirmed there is.

Mr. Cochran commented that the FSMC-GC does not ask for an alternate nominee and suggested the FSMC-GC ought to consider requesting alternates who can attend in place of the appointed member. Mr. Nicoletto recommended the FSMC-GC should have alternates for all positions on the committee. Mr. Cochran reminded the FSMC-GC there likely will be a financial limit on how many people ICC will support to attend meetings.

Mr. Michehl said that it is important for the ICC Board of Directors to understand that just because a FSMC-GC meeting doesn't reach a quorum doesn't mean there's not an interest. Mr. Neale

shared a charter amendment proposal currently before the Building Officials Membership Committee Governing Committee (BOMC-GC) to dismiss BOMC-GC members who miss two consecutive meetings or three meetings in a rolling calendar year. The FSMC-GC expressed concern this may not adequately address all issues and could result in committee members being dismissed unnecessarily.

Mr. Catlett asked how professional organizations can generate interest with people who are new to the code development process. He commented there seems to be an apathy among industry organizations to participate in the process. Mr. Cochran recommended the FSMC recruit new members at Vision 20/20 meetings.

3) Additions/Changes to the Agenda

At Mr. Michel's request, discussion of the ICC "new code official letters" was added under New Business. These are letters that ICC sends to new fire chiefs and fire marshals to explain ICC products and services.

4) Approval of Minutes

Mr. Michehl moved, Mr. Nicoletto seconded, to approve the minutes from the January 28, February 18 and March 17, 2016 teleconferences. The motion was approved unanimously.

5) Reports from Officers or Standing Committees

Mr. Cochran reported he, with Mr. DeCrane and Mr. McCullough, has been working on education items for the ICC Annual Conference (October). He expressed that the deadlines set by the Professional Development Council (February) are problematic because it is hard to plan and organize speakers and topics so far in advance of the Annual Conference. He explained the deadline for submissions is driven by the publication of the Annual Conference schedule and agenda.

Mr. Cochran asked the FSMC-GC whether it wanted to submit any proposals for the 2017 Annual Conference. (Mr. DeCrane will be delivering a training session on community risk reduction at the 2016 Annual Conference in Kansas City.) Mr. Cochran said ICC Training and Education can satisfy training requests at the Annual Conference with existing ICC classes. Mr. DeCrane said the FSMC-GC tries to create something relevant, unique and specialized for its members. He stated the FSMC-GC has proven it provides solid and relevant courses and should be granted an open training slot while allowing a defined program deadline of June/July to be much more appropriate because it is difficult to contract with a presenter in February before the October Annual Conference.

Mr. Cochran noted there is one fire service representative on the Professional Development Council certification subcommittee. The application process to become a member of this Council is the same as that for the FSMC-GC. Interested persons should monitor the ICC "Call for Committees" website at <http://www.iccsafe.org/membership/councils-committees/call-for-committees-2/>.

6) Reports from Special Committees

Building Safety Month/Fire Prevention Week Work Group. Mr. Michehl reported Kelly Nicoletto and Bruce Johnson wrote an article “Closing the Bedroom Door on Fire Hazards” for *Building Safety Journal Online* that appeared in the April issue. Mr. Michehl has submitted an article entitled “Past Fires: Lessons Learned” for the third week of Building Safety Month. It addresses lessons learned and code changes that evolved from significant fires.

cdpACCESS Work Group. Mr. Zubia reported that the work group has not met yet. He is trying to get ICC demographic data on who voted in Group A cycle, but was unable to get anything other than vote totals on individual change proposals. He said he was hoping to get a breakdown by discipline (fire, building, mechanical, etc.) but ICC does not keep that data.

Mr. Zubia said he was concerned that ICC has an uphill battle to push the growth and success of cdpACCESS. Mr. DeCrane said he found online voting confusing and difficult; there is risk of people not participating because they don’t have a commitment to individual issues; he added that a lot of the early concerns about cdpACCESS now are coming to fruition. Mr. Nicoletto commented that he believes the results from the Group B cycle will make it clear how effective cdpACCESS is.

Mr. DeCrane brought up the issue of organizations putting out voting agendas to their members telling them how to vote on proposed changes. Ms. Hoover commented that the practice is not new. She added that with the significant number of changes proposed to the individual codes (e.g. 467 for the International Fire Code and 417 for the International Residential Code) the 30 day review period prior to the Committee Action Hearings is not adequate time to provide a thorough review. Mr. Zubia suggested ICC should allow groups to post their voting recommendations on the World Wide Web so they can be compared.

Mr. Catlett said industry had concerns about not having real time voting, now it turns out to be a problem. He said if only a hundred people on the hearing floor it doesn’t give code changes the right chance for people to be informed to vote. Mr. DeCrane asked how many people really are participating; is that a desirable long-term goal and does it benefit the code and process or does it create more separation? Mr. DeCrane said that face-to-face meeting allows real interaction. Mr. Catlett suggested ICC should encourage real time voting at first, follow by cdpACCESS voting.

Ms. Hoover commented that low voting totals were not a result of apathy, but perhaps a new demographic in code enforcement. She asked how current code enforcement officials can tap into “millennials” to make connection with them because they do have passion and energy; more experienced code officials should not try to mold them to match past practices. She said millennials don’t want to hear “no”, they want to know how they can accomplish their goals.

Mr. Cochran suggested the FSMC-GC try to recruit someone in their 20-30’s to bring young blood for this group. Mr. DeCrane suggested the FSMC-GC should propose to the Board of Directors ways to get the younger generation interested in code enforcement. He recommended the Board learn their concerns, what motivates them and what it takes to get them involved in code enforcement.

Mr. Nicoletto suggested CC sponsor a future leaders’ symposium where current code practitioners can learn from younger code officials what influences them. Mr. Tidwell commented young people in fire prevention already have a mindset akin to the FSMC-GC members; he suggested the symposium invitations go to millennials from corporate America who are working on changing corporate America so young regulators can cross-pollinate with business.

Mr. Cochran said the leadership symposium should be for persons less than 35 years old. It might consist of segments: a representative corporate group, leadership in code enforcement and then experienced ICC people to see what results from the mix.

Mr. Tidwell commented that Google has one person who is involved in codes and standards; if ICC could form a partnership with Google to host the forum at its headquarters it would attract a large contingent of interested persons.

Mr. McCullough asked if the FSMC-GC knows where ICC is strategically positioned to sustain membership while replacing those who members are retiring from code enforcement. Mr. DeCrane said ICC is relying on its mentoring program and suggested it get away from mentoring for alternative approaches.

ICC Evaluation Service Work Group. Mr. DeCrane reported that the work group needs to monitor Evaluation Services to see what issues are pending and have a mechanism to notify fire service membership of issues. He suggested that when issue arises that needs comment, the work group notify the FSMC while asking for a specific deadline for comments. Mr. DeCrane commented that he has concerns about the Evaluation Service's expedited process for approvals. Mr. Cochran added that there now is a fire protection engineer on the Evaluation Service committee (Mr. Edward Kaminski from Clark County, Nevada. Email Edward.kaminski@clarkcountynv.gov). Mr. Neale said the FSMC email listserv can be used to forward comments to the FSMC and ICC fire chapters.

Steering Committee Report on "Building and Fire Officials Working Together". Mr. Nicoletto reported the course currently has only two instructors; its offering during the Kansas City Annual Conference will a train-the-trainer offering to have more than two people to teach. He said that ICC is starting to get interest to teach course in other places. Couple of AHJs looking to sponsor this. Mr. Nicoletto said he will be recruiting potential instructors at the Joint Building Officials/Fire Service Membership Council meeting April 17. He acknowledged ICC in that this is the first time of which he was aware that ICC staff had subject matter experts review a class before it was released.

The FSMC-GC recessed for lunch 11:50 a.m. The committee reconvened at 12:57 p.m.

Fire Service Membership Council Survey results. Mr. Neale shared the results of the recent FSMC online membership survey. He briefly explained the survey methodology and that an article on the results will be included in the June issue of *Building Safety Journal Online*. He shared the draft article with the FSMC-GC and asked that it be embargoed until publication. He said he intends to prepare a follow-up article to explain what the FSMC-GC will do with the survey results.

After reviewing the responses, Mr. Nicoletto said thought comments fell into two different categories: some over which the FSMC-GC has control and some it doesn't. He suggested eliminating the ones over which the FSMC-GC has no control. Ms. Hoover created a table of responses broken into four categories: training, communication, code development and process education (explaining the ICC code development process). A copy of the table is appended to the minutes. Mr. Zubia recommended, and Ms. Hoover supported, that ICC staff review the table and report to the FSMC-GC what items already are being addressed by ICC so the Committee can focus its attention on the remainder. Zubia: what does staff have already covered, then come back to us with what has been done or planned, discuss at next meeting. Hoover supports idea of staff review and comment.

7) **Unfinished Business**

Discussion on NFPA 1001 Submission for Building Code Occupancy Group Knowledge.

Mr. Neale explained he had submitted a proposed change to the NFPA professional development technical committee that would require Fire Fighter II candidates to be able to identify the general occupancy category descriptions of the locally adopted model codes. He said he intends to submit a subsequent proposal to the Fire Officer technical committee that would require officer candidates to be able to describe the major types of building construction and explain the operation of wet pipe, dry pipe, pre-action and deluge sprinkler systems.

Nicholas and Zachary Burt Memorial Carbon Monoxide Poisoning Prevention Act. Mr. Michehl moved, Mr. DeCrane seconded, a motion to submit a letter from the FSMC-GC to the Board of Directors asking their support for the federal Nicholas and Zachary Burt Memorial Carbon Monoxide Poisoning Prevention Act and the Fire Sprinkler Incentive Act. The motion was approved unanimously.

ICC Fire Alarm and Fire Sprinkler Certification Program. Ms. Michelle Murphey Porter, ICC director of certification and testing, reported that ICC has administered 54 tests for its fire alarm and fire sprinkler certifications. See table.

ICC Certification	2012 Exams	2015 Exams
Commercial Fire Alarm Inspector	15	0
Commercial Fire Sprinkler Inspector	12	1
Commercial Fire Alarm Plans Examiner I	10	1
Commercial Fire Alarm Plans Examiner II	8	0
Commercial Fire Sprinkler Plans Examiner	7	0

Mr. Cochran asked the FSMC-GC how many of the agencies that they represent require these certifications for their employees. A show of hands indicated two organizations have or are in the process of making them mandatory.

Ms. Porter explained the tests have generated about \$13,000 in revenue while they cost ICC about \$30,000 to develop. She encouraged the FSMC to market these programs to the members. Mr. Cochran recommended the International Association of Fire Chiefs as a venue to push the certification programs. Mr. Nicoletto recommended ICC develop simple handouts and information sheets explaining the certification benefits to distribute at meetings of the National Association of State Fire Marshals and National Fire Protection Association. Mr. Michehl recommended the information be distributed to all ICC chapters to let them know these exist to make certain locals get it.

ICC Training and Education Opportunities. The FSMC-GC had a general discussion on ICC training and education methods and opportunities.

Meeting with Solar Rating Group: No report

8) New Business

ICC FSMC-GC Staff Liaison Quarterly Report. Mr. Neale distributed copies of the ICC FSMC-GC staff liaison first quarter 2016 activity report.

Appointment Procedures and Action on FSMC-GC Vacancies. Mr. Brown reported that the problem of membership council vacancies is not unique to the FSMC-GC, other councils have been unable to get a quorum. Mr. Brown explained his experience with using his state chapter's scholarship fund to bring a co-worker to the ICC Annual Conference and he encouraged other chapters to do the same.

Mr. Nicoletto expressed concern about a proposal before the Building Officials Membership Council Governing Committee (BOMC-GC) that would recommend altering its charter so a member who missed two consecutive meeting or three in a calendar year would be dismissed automatically. He said he thought the language is too restrictive; life issues get in the way, why would you want to lose someone from committee who is valuable? He recommended that if the FSMC-GC were to consider a similar recommend there has to be a built in exception.

Mr. Zubia expressed concern that if the BOMC-GC proposal were approved it might become a requirement for all the membership councils. Mr. DeCrane said he does not see value in "kicking people to curb, we need to do a better job and this type of language potentially harms the organization". Ms. Higgs pointed out that nothing in the ICC policies would require that the language be applicable to all the membership council charters. Mr. Tidwell explained that the majority of the FSMC-GC is appointed by organizations, if a charter were not in compliance with the memoranda of agreement they would have to be renegotiated.

Mr. Cochran said the breadth of vacancy and absence contingencies were not considered when the charters were drafted. Mr. Nicoletto suggested a work group be assigned to review the FSMC charter and see what works best for it.

FSMC-GC 2016 Term Expirations. Mr. Neale reported the following FSMC-GC members' terms expire December 31, 2016 and all are eligible for reappointment: Fulton Cochran, Robert Barnett, Ronny Coleman, Tonya Hoover, James Yates and Adolf Zubia.

Mr. Cochran recommended that Chairman Adams contact Chief Coleman to gauge his interest in continued participation.

Chairman Adams will appoint a nominating committee at the May FSMC-GC teleconference. Mr. Nicoletto agreed to serve on, but not chair, a nominating committee once applicants have submitted their interest in accordance with the ICC rules for committee membership calls. It was noted that even those FSMC-GC members who are appointed through a memorandum of understanding/agreement between ICC and the organization they represent must reapply for appointment. All current members eligible for re-appointment.

New Code Official Letters. Mr. Michehl expressed appreciation for the letters and how they have been helpful. (ICC staff liaison sends newly appointed fire chiefs or fire marshals a welcoming letter that explains the benefits of the International Code Council and encourages them to become a member.)

Mr. Michel made a motion, seconded by Mr. Cochran, to recess the April 16 meeting until April 17 at 10:00 a.m. The motion was approved unanimously.

The Fire Service Membership Council Governing Committee attended the Joint Building Official/Fire Service Membership Council meeting from 8:00 a.m. to 10:00 a.m. April 17.

The Fire Service Membership Council reconvened April 17 at 10:03 a.m. Chairman Adams welcomed visitors and CBO Jim Brown, ICC Board Liaison to the FSMC.

Present: Zubia, McCullough, Adams, Nicoletto, Cochran, Diehl, (Neale staff liaison)

9) Good of the Order

Fire Service Membership Council Annual Report. Mr. Neale reminded the FSMC-GC that they are required to submit an annual report to the ICC Board of Directors, and requested content submissions not later than July 15, 2016. Chairman Adams will be required to make an oral presentation to the Board.

New Chapter Leaders Symposium. Ms. Higgs reported on an upcoming new ICC chapter leaders training symposium June 21-22 in Oklahoma City. She said she expects 60 persons to attend.

Mr. Zubia asked if the FSMC would be represented at the meeting. He suggested that if more experienced ICC members attended the symposium the newer members may become interested in the various membership councils.

Ms. Higgs explained Membership Services is addressing membership issues to fulfill ICC President Olszowy's challenge to bring in new members. The symposium will have a resource table where membership council information will be displayed.

Mr. Cochran stated ICC should take the opportunity to market the breadth of services that ICC provides. He said a typical chapter doesn't understand at elementary level what ICC does and has to offer.

ICC Event Scheduling. Mr. DeCrane asked how ICC picks dates for Committee Action Hearings and the Annual Conference. These meetings coincide with the fire services' two largest annual events: the Fire Department Instructors Conference and the International Association of Fire Chiefs' Fire Rescue International. Ms. Higgs explained the dates are picked quite a ways in advance because the code development schedule and logistics at reasonable prices are considered. Mr. Nicoletto suggested that once ICC selects tentative dates it should ask the fire service organizations if there are any conflicting meetings during same period. He said if ICC can avoid conflict among meetings it would help with participation.

Nicholas and Zachary Burt Memorial Carbon Monoxide Poisoning Prevention Act and the Fire Sprinkler Incentive Act. Mr. Neale presented a draft letter to President Olszowy and the Board of Directors. Mr. Neale was asked to divide the letter into individual topics with draft resolutions for each, and present them to the FSMC-GC in time for the May 19 teleconference.

ICC Board of Directors Event. Mr. Brown reported there will be a special event for the ICC Board of Directors July 19-22, 2016 in Casper, Wyoming. Details can be found at www.wcbo.us.

10) Adjournment

Having no further business, Mr. Zubia moved and Mr. Cochran seconded a motion to adjourn. The motion was approved unanimously and the meeting was adjourned at 11:04 a.m. EDT.

*Approved May 19, 2016 by the Fire Service
Membership Council Governing Committee
at its monthly teleconference.*