



**Minutes of the Meeting of the
Fire Service Membership Council Governing Committee
Sunday, May 21, 2017**

“Many Voices for One Purpose”

FSMC Members	Representing	Present
Scott Adams – Chair -- Park City Fire District, UT	ICC	X
Gary West --Vice Chair -- Tennessee State Fire Marshal, Nashville	NASFM	X
Fulton Cochran -- Clark County Building and Fire Prevention, NV	ICC	Excused
Sean DeCrane -- Cleveland Fire Department, OH	ICC	X
Timothy Diehl -- Rockville Fire Marshal’s Office, MD	ICC	X
Michael Desrochers – Vermont Fire Marshal’s Office, Barre	NASFM	X
Joseph Fahd, Jr – Cohoes Fire Department, NY	IAFC:E	Absent
Jackie Gibbs -- Marietta Fire Department, GA	IAFC:SE	X
Tonya Hoover – United States Fire Administration, MD	ICC	Excused
Rick McCullough -- Regina Fire Department, SK (Retired)	IAFC:C	X
James Maxon – Sandoval County Fire Department, NM	IAFC:SW	X
Randy Metz – Carlsbad Fire Department, CA (by telephone)	IAFC:W	X
George Michehl -- Buffalo Grove Fire Department, IL (Retired)	IAFC:GL	Absent
Kelly Nicoletto -- Underwriters Laboratories, TX	NASFM	X
Coy Porter – Utah Fire Marshal’s Office	NASFM	X
Marc Sampson-- Longmont Fire Department, CO	IAFC:MV	X
Michael Sinsigalli -- West Hartford Fire Department, CT	IAFC:NE	Absent
Adolf Zubia -- Clark County Building & Fire Prevention (Retired)	ICC	X

ICC Staff	
Rob Neale – Staff Liaison to the FSMC	X
Jim H. Brown -- ICC Board of Directors, Gillette, WY	X
Cindy Davis – ICC Board of Directors, Richmond, VA	X

Registered Guests and Visitors	
Jeff Shapiro, International Code Consultants (by telephone)	X
Jim Tidwell, Tidwell Consulting	X
Marco Mack, Orange County, CA	X
Maura Kennedy, Pittsburgh, PA	X

1) Call to Order/Roll Call

The meeting was called to order by Chairman Adams at 9:30 a.m. CDT. Mr. Neale called the roll and a quorum was declared at 9:35 a.m.

2) Openings Remarks from the Chair

Chairman Adams expressed his appreciation for ICC administrative staff and welcomed visitors. He reviewed the day's agenda for the Training and Certification Summit activities.

3) Additions or Corrections to the Agenda

Chairman Adams added a discussion regarding the Fire Service Membership Council Governing Committee monthly teleconference to the "New business" agenda.

4) Approval of Minutes

Action: Mr. Zubia moved approval, and Mr. McCullough seconded, approval of the April 21, 2017 teleconference minutes as submitted. The vote carried without objections.

5) Reports from Officers or Permanent Committees

Chairman's 2017 Special Project. Chairman Adams reviewed the Chairman's Special Project to increase by 30% the number of ICC fire sprinkler and fire alarm certification exams for 2017. He said the Park City Fire District employees are planning to take the exam in June.

Mr. Neale reviewed the data provided by ICC Training and Certification for exams taken to date. Table 1 represents the history of first-time test takers since the program was established in 2014. Table 2 represents the first-half year test takers. Mr. Neale noted the increase in test-takers this year is 12.8% over last-year's base.

**Table 1
Certification Exam First-Time Test Takers**

First Time Test Taker Volume	2H2014*	CY2015	CY2016	YTD 2017	Totals
CA-Commercial Fire Alarm Inspector	7	14	9	2	32
CN-Commercial Fire Alarm Plans Examiner I	3	10	9	3	25
CR-Commercial Fire Alarm Plans Examiner II	2	7	5	0	14
CF-Commercial Fire Sprinkler Inspector	3	11	10	6	30
CP-Commercial Fire Sprinkler Plans Examiner	3	5	11	3	22
Total	18	47	44	14	123

* Second half 2014.

**Table 2
First-Half Test Takers
(April 30, 2017)**

First Time Test Taker Volume	N/A	Jan-Apr 2015	Jan-Apr 2016	Jan- Apr 2017	Totals
CA-Commercial Fire Alarm Inspector		7	6	2	15
CN-Commercial Fire Alarm Plans Examiner I		3	5	3	11
CR-Commercial Fire Alarm Plans Examiner II		2	3	0	5
CF-Commercial Fire Sprinkler Inspector		5	0	6	11
CP-Commercial Fire Sprinkler Plans Examiner		2	4	3	9
Total	0	19	18	14	51

Mr. Zubia asked who at ICC would make the decision not to sustain the program if the target was not met. Mr. Neale responded the 30% target was arbitrary on behalf of the FSMC and was not mandated by ICC. He added there is no “hard decision” from Training and Certification to cancel the program given the FSMC efforts to promote it. He said he believed as long as there was some continued growth ICC would support it.

Mr. Neale reported Friday May 26 there will be a conference call among ICC, the National Fire Sprinkler Association, American Fire Sprinkler Association, Automatic Fire Alarm Association and Society of Fire Protection Engineers to discuss “co-branding” the program. The initial plan is for those principles to market it to code officials through their members. Mr. Neale said each of the groups has expressed interest; the call is to open discussion and gauge collective interest.

Mr. Zubia stated perhaps the co-branding should have been done at an earlier stage. The program may not be applicable to those organizations, but they should be able to help market it. He observed it takes significant effort to initiate anything new into job requirements, but it still needs to be pushed forward.

Mr. Porter commented that for some the certifications become one of those career ladder steps, it is a benchmark for individuals to improve their work performance.

Mr. Desrochers explained that Vermont has used NFPA certification for a number of years but recently transferred certification programs to the Pro Board Accreditation (National Board on Fire Service Professional Qualifications) because NFPA could not address Vermont-specific issues. He said it is important to reach local code officials and decision-makers to facilitate getting their staffs into ICC certification program.

Mr. West said he wants to include the program in the Tennessee Fire Service and Codes Enforcement Academy. He said he is trying to push more ICC training at the state academy.

Mr. DeCrane asked if ICC offered group discounts for multiple examinees. Mr. West said he had not any success with ICC getting group rates. Mr. Neale said he did not know the answer but would check with Training and Certification for an answer.

Mr. Nicoletto said the program needs to be marketed as something that is above and beyond what is already in the field for code officials.

Training and Education. Mr. Neale reported the work group had reviewed four to six questions for its training needs assessment and is waiting for final language before disseminating it to the Fire Service Membership Council via Survey Monkey. The survey respondents will be asked to retransmit it to other fire-focused code officials to increase the response pool.

Membership Outreach. Mr. Neale reported on the bookmark development status.

Mr. West, who had been asked to prepare a quote to publish on the bookmark, asked for collective ideas from the Governing Committee on why they are members and why it's important to them. The Governing Committee worked on draft bookmark quotes and requested they been sent back to the Membership Outreach work group for editing.

Mr. Adams suggested ICC develop a webinar or YouTube video to explain how and why current members are involved.

Mr. Nicoletto suggested the upcoming NFPA Conference and Expo might provide a good opportunity for those Governing Committee members in attendance to promote the Fire Service Membership Council.

FPW/BSM/FSMC Website. Mr. Neale reported that an article on the inaugural Innovation in Code Administration award had been submitted for the June issue of *Building Safety Journal*. The City of St. Paul, Minnesota, Department of Safety and Inspection was selected at the first awardee. The article will feature the St. Paul program and describe what the other entrants proposed for the award.

Emerging Issues and Trends. Mr. Diehl reported one of the current topics under review was the performance of cross-laminated timber (CLT) in recent fire tests conducted at the Bureau of Alcohol, Tobacco, Firearms and Explosives laboratory in

Beltsville, Maryland. The test results have not been fully evaluated to assess the materials' performance.

Mr. Diehl's report precipitated discussion on the conditions and success of the tests themselves. Mr. DeCrane, who attended the tests, reported there may have been flaws in the test procedures that did not address how CLT might perform if not protected by multiple layers of fire-rated gypsum wallboard.

Mr. Nicoletto pointed out that CLT already is permitted in the building code for structures up to five stories. He recommended people reserve judgment until the ICC ad hoc committee finishes its review for tall wood buildings. He said he expects to see as many as 82 code change proposals on the topic and the ATF/UL test outcomes will influence the code change proposals.

Mr. Shapiro (by telephone) expressed concern about a Tentative Interim Amendment (TIA) issued for NFPA 285 "Standard Fire Test Method for Evaluation of Fire Propagation Characteristics of Exterior Non-Load-Bearing Wall Assemblies Containing Combustible Components" (Details at: http://www.nfpa.org/assets/files/AboutTheCodes/285/Proposed_TIA_1264_%20NFP_A_285.pdf)

Mr. Shapiro reported the TIA is now out for public comment and he will be posting it for discussion on EParade. Two significant issues include test conditions when there is interior corner geometry and the impact of wind.

Mr. Nicoletto acknowledged there is no current test in the US for CLT assemblies under these conditions.

6) Reports from Special Committees

Innovation in Code Administration award review process debrief. Mr. Porter reported on the special committee effort to review and select the Innovation in Code Administration awardee from 10 ten applications.

The committee individually reviewed all applications and submitted each reviewer's top three recommendations. The collective recommendations were resubmitted to the committee for them to select one.

Mr. Porter recommended the committee have more time from the application deadline to the award date. He expressed his appreciation to all who worked on the committee

Nominating Committee appointments. Chairman Adams appointed Mr. Desrochers (chair), Mr. Maxon and Mr. Diehl to the Governing Committee Nominating Committee.

Mr. DeCrane will complete his final term December 31, 2017, so there will one vacancy for an ICC candidate who will be elected at the Annual Business Meeting in Columbus.

The Nominating Committee will contact IAFC/NASFM to determine if the organizations want to reappoint the five members who are appointed by those groups.

The IAFC/NASFM appointees also will have to contact their sponsoring organizations to express their interest in being reappointed. Application forms are available at <https://www.iccsafe.org/membership/councils-committees/icc-committee-application/>. All electees and appointees must be approved by the ICC Board of Directors.

7) Unfinished Business

Board of Directors Report. Director Brown reported the following items from the ICC Board of Directors meeting:

1. The Board approved support for the federal Campus Fire Safety Act of 2017 and has directed ICC staff to submit support letters to Congress.
2. There were no nominations for the 2017 ICC Fire Service Award. The Board of Directors selected a candidate based on FSMC-GC recommendations. Director Brown requested the FSMC-GC create a work group to find 2018 nominees.
3. The returned the draft charter proposal regarding absenteeism and asked that it be rewritten to take into consideration the memoranda-of-agreement with IAFC and NASFM, and that in cases of excessive absenteeism the issue is directed to the Governing Committee Board liaison for action.

The proposal submitted to the ICC Board of Directors follows:

Governing Committee members who miss more than three consecutive meetings, including conference calls, without contacting the chairman to request an excused absence, shall be notified by staff following the third absence that a written explanation of such absences must be submitted to the chairman within 30 days of the notification date. At the following Governing Committee meeting or conference call, the Governing Committee shall review the written explanation. The Governing Committee is authorized to accept the explanation and take no further action or to recommend removal of the Governing Committee member based on a majority vote of members present. If the written explanation is not received by the deadline, ~~the~~ or if the Governing Committee votes to recommend removal, the chairman shall contact the member's appointing body within 30 days to request appointment of a replacement Governing Committee member.

Chairman Adams reassigned the task to the special bylaw work group (Mr. Nicolello, Mr. Shapiro and Mr. Gibbs) to prepare a report, resubmit it to the Governing Committee for approval and then it will be forwarded to Director Brown for Board action.

8) New Business

Fire Service Membership Council annual report. Mr. Neale reminded the Governing Committee that its annual report is due ahead of the ICC Annual Business Meeting. Committee members should be considering what content they want to include. Mr. Neale said he would circulate a draft for their review.

Monthly teleconferences. Chairman Adams obtained consensus the Governing Committee continue its monthly teleconferences. He promised to keep them to an hour's length and asked the work group representatives to be prepared with their reports to keep the calls on time.

Mr. Sampson requested the full schedule of annual teleconferences be sent to the Committee as an Outlook calendar invitation. [This was accomplished May 24, 2017].

ICC Board of Directors fire service candidates. President Garriss reminded the Governing Committee that when he becomes past president there no longer will be a fire service representative on the ICC Board of Directors.

The Governing Committee discussed the importance of fire service representation on the Board of Directors and other councils and committees. Chairman Adams assigned a special work group (Mr. Zubia [chair], Mr. DeCrane [co-chair], Mr. McCullough and Mr. Shapiro) to develop a master recruiting and succession plan for Board of Director candidates.

9) Questions and Comments from the Audience

There were no questions or comments from the audience at this time.

10) Good of the Order and Emerging Issues

Construction Fire Safety Coalition. Mr. Neale reported that as a result of the recent national focus on fires in buildings under construction, a Coalition for Construction Fire Safety, has been formed by the American Wood Council, the National Association of Home Builders, the National Fire Sprinkler Association, the National Multi-family Housing Council, NFPA, the ICC and others. The coalition will identify ways to reduce the number of fires in these properties.

Mr. Neale said the American Wood Council, ICC and NFPA will host webinar in July to address the problem and work toward solutions.

Executive Visit. President Dwayne Garriss and ICC CEO Dom Sims visited the Governing Committee meeting.

President Garriss reported the ICC Sustainability Council is looking for fire service participation and input. He encourage fire service participation and suggested the Governing Committee find eligible candidates to serve on that Council.

President Garriss said the “Raising the Profile” of code officials effort proves the benefits of getting out in front of the press and public. He said it is just one way code officials need to continuously raise the profile of the profession.

CEO Sims expressed his thanks to the Fire Service Membership Council, especially those who are helping to build relationships with building officials.

11) Adjournment.

Action: Having no more business to come before the Governing Committee, Mr. DeCrane moved approval, Mr. Sampson seconded, of a motion to adjourn. There was no objection and the meeting adjourned at 1:54 p.m. CST.

Approved June 15, 2017 by the Fire Service Membership Council Governing Committee at its monthly teleconference.