



**Minutes of the Meeting of the
Fire Service Membership Council (FSMC) Governing Committee
Sunday September 10, 2017
Greater Columbus Convention Center
Columbus, Ohio**

“Many Voices for One Purpose”

FSMC Members	Representing	Present
Scott Adams – Chair -- Park City Fire District, UT (Retired)	ICC	X
Gary West --Vice Chair -- Tennessee State Fire Marshal, Nashville	NASFM	X
Fulton Cochran -- Clark County Building and Fire Prevention, NV	ICC	X
Sean DeCrane – Underwriters Laboratories, 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	Excused
Jackie Gibbs -- Marietta Fire Department, GA	IAFC:SE	X
Vacant	ICC	
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	IAFC:W	X
George Michehl -- Buffalo Grove Fire Department, IL (Retired)	IAFC:GL	X
Kelly Nicoletto -- Underwriters Laboratories, TX	NASFM	X
Coy Porter – Utah Fire Marshal’s Office, Salt Lake City	NASFM	X
Marc Sampson-- Longmont Fire Department, CO	IAFC:MV	X
Vacant	IAFC:NE	
Adolf Zubia -- A to Z Fire & Code Consulting LLC, Las Cruces, NM	ICC	X

International Code Council (ICC) Staff and Liaisons	
Rob Neale – Staff Liaison to the FSMC	X
Jim H. Brown -- ICC Board of Directors, Gillette, WY	X
Mike Nugent – Liaison to the BOMC, Rock Hill, SC	X
Stuart Tom -- ICC Board of Directors, Pasadena, CA	X
Sara Yerkes – ICC Senior Vice President, Government Relations	X
Michelle Murphy-Porter – ICC Assessment Center	X

Registered Guests and Visitors	
John Catlett, American Wood Council, VA	X

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Ken Bland, American Wood Council, VA	X
Scott McCormick, Hamilton Township Fire District, NJ	X
Jim Tidwell, Tidwell Consulting Company, TX	X
Howard Hopper, Underwriters Laboratories, CA	X
Jeff Shapiro, International Code Consultants, TX	X
John C Harrington, Society of Fire Protection Engineers, GA	X
Matthew Hunter, American Wood Council, PA	X

1) Call to Order/Roll Call

The meeting was called order by Chairman Adams at 11:36 a.m. Mr. Neale called the roll and a quorum was declared at 11:38 a.m.

2) Openings Remarks from the Chair

Chairman Adams welcomed the visitors and callers to the Fire Service Membership Council to the meeting.

3) Additions or Corrections to the Agenda

Mr. Neale requested adding information on the updated ICC/NASFM Memorandum of Agreement to new business. Chairman Adams approved the request.

4) Approval of Minutes

Mr. Neale reported there was one change to the August 17 minutes, correcting the name of the organization that accredits the ICC Assessment Center.

Action: Mr. DeCrane moved approval, and Mr. Porter seconded, approval of the August 17, 2017 meeting minutes as amended. The vote carried without objections.

5) Reports from Officers or Permanent Work Groups

FSMC Service Award. Chairman Adams presented Mr. DeCrane a special certificate of recognition for his seven years of service on the Fire Service Membership Council.

September 9, 2017 ICC Board of Directors Meeting. Director Brown provided a report on the ICC Board of Directors meeting. He reported:

- ICC has added two new chapters – one each in Maryland and Pennsylvania – bringing the total number of chapters to 377.
- The Board of Directors has approved changes to Council Policy 28 (Code Development) and expects to distribute the changes to members soon.
- The ICC annual awards program has not changed much in the last five years, so Director Brown will be working to retool it. He specifically asked that the FSMC nominate candidates for the awards.
- The Board of Directors has approved code committee nominations ahead of the spring Group A code cycle.

Mr. DeCrane asked about changes to CP 28. Director Brown said the most significant change is to acknowledge the ability in accordance with Robert’s Rules of Order to table code change proposals.

Director Brown said he will provide a copy of CP 28 to the FSMC staff liaison for distribution.

Chairman's 2017 Special Project. Mr. Neale reported that the co-branding effort to increase certification exam participation is progressing. NFPA has expressed interest and he is reaching out to the Fire Suppression Systems Association to gauge their interest. The next co-branding group teleconference is September 22, 2107 where it is expected a decision will be made to further the joint effort.

The ICC Assessment Center (former Certification and Testing) reported that the number of first-time test takers has increased 25.83% through August 31 over 2016 totals.

Certification Exam First-Time Test Takers

Total Test Taker Volume	2H2014	CY2015	CY2016	Jan-Aug 2017	Annual Totals
CA-Commercial Fire Alarm Inspector	7	14	9	6	36
CN-Commercial Fire Alarm Plans Examiner I	3	10	9	6	28
CR-Commercial Fire Alarm Plans Examiner II	2	7	5	0	14
CF-Commercial Fire Sprinkler Inspector	3	11	10	7	31
CP-Commercial Fire Sprinkler Plans Examiner	3	5	11	7	26
Annual Total	18	47	44	26	135
Cumulative Total	18	63	107	135	

Training and Education. Mr. Cochran reported on the needs assessment survey that was sent to entire membership council on fire service building and fire code training needs. He said the type of response rate (3.63%) suggests to him the FSMC is not hitting the

audience at the right spot or that the audience has “given up” on training surveys. He posed an open question to the Governing Committee on what steps the training and education work group should take next.

Mr. Sampson recommended the survey be sent again to assure that all FSMC members got it. Mr. Maxon suggested accompanying the survey with information about the dismal response rates from the first survey might generate more interest.

Mr. Zubia asked Mr. Cochran for his recommendations on next steps. Mr. Zubia said if the Governing Committee cannot get feedback from the membership, perhaps the FSMC working group should make recommendations on its own.

Mr. Maxon asked if the survey respondents should be contacted by telephone. Mr. DeCrane suggested that the organizations that appointment members to the FSMC (International Association of Fire Chiefs, International Association of Fire Fighters and National Association of State Fire Marshals) should follow-up as well. Mr. Sampson said if top-down messages came from the leadership of those organizations it might carry more influence.

Mr. Zubia commented that perhaps the low response rate “is the message” from the membership and expressed concern that if the FSMC-GC kept pressure it would not get any responses. Mr. Nicoletto commented that the only value of a second survey would be to validate the results of the first.

On a second item, Mr. Cochran said he is looking for feedback on training to support the fire alarm and fire sprinkler certification exams. The question becomes where do people go for that training? He said it is hard to find in-depth training for people who are new to the fire service.

Mr. Desrochers suggested ICC obtain an instructor, set up the curriculum geared toward certification exams and offer it to jurisdictions to take work load off local jurisdictions. Mr. Nicoletto said it is not recommended to teach to the test, and Mr. Cochran said it is important to at least assure the contents covers what is on an exam.

Mr. Cochran asked whether the FSMC could audit courses offered through ICC’s Preferred Provider Program to provide an endorsement that are teaching the materials needed to fulfill certification. Mr. Nicoletto commented that isn’t that a function of the accreditation process. Mr. Metz explained one of the organizations to which he belongs is a member of the Preferred Provider Program and none of its courses has ever been audited.

Mr. Cochran recommending the Membership Council ask ICC to create a way to comment or provide a scoring of classes that are in the Preferred Provider Program: a review criteria so at least there is an idea of what the material contains and its quality. Now

there is no linkage back that covers the spectrum that is being tested or what as a jurisdiction that you expect your employees to know.

Chairman Adams asked the Training and Education work group to make a recommendation on how the Preferred Provider Program can have some sort of audit review and feedback method.

Membership Outreach. Vice Chairman West reported the committee had a meeting August 30, and they had much the same discussion as the training groups: everyone is involved with so many things, that while they know its importance, they did not realize how much work it would be.

The committee discussed the FSMC role and its importance in getting other organizations involved with training and what the FSMC does. He said they talked about social media use and finding the right balance of email traffic for communication.

Vice Chairman West said the FSMC bookmark has been sent to the ICC art department for a mock-up, but due to the short turnaround time it was not ready for the FSMC meeting. Mr. Neale reported he expects the mock-up will be available within a few weeks.

FPW/BSM/FSMC Website. Mr. Michehl shared copies of articles that will be published in *Building Safety Journal Online* (BSJO) He reminded everyone the committee charge is to provide timely and relevant material into *BSJO* and the FSMC web site. The articles that are published on FSMC's behalf are:

- “Code Officials-Partners in Community Safety and Economic Growth”
- “Every Second Counts: Know Two Ways Out” expected to be in October *BSJO*.

Mr. Michehl said he tries to make the articles relevant to fire service and building officials to make certain this is not a “fire service” issue, but include building officials because of the belief they are partners in fire prevention.

Mr. Michehl reminded the Governing Council to submit articles that are to be posted on FSMC web site, and he will try to write *BSJO* article to promote interest in the fire alarm and sprinkler certification programs.

Mr. Michel asked what happens to the online *BSJO* articles, who reads them and where do they go after they have been published electronically. He said the articles should not go to “article purgatory” but should be repurposed to use on the FSMC web page. Mr. Neale explained the ICC policy that *BSJO* is a membership benefit and is not intended to be shared with non-members.

Director Brown said he would be more than happy to take the “re-purposing” recommendation for consideration at the ICC Board of Directors at its December 8 meeting.

Action: Mr. Michehl moved, and Mr. DeCrane seconded, that the Fire Service Membership Council recommend to the ICC Board of Directors that articles written for *Building Safety Journal Online* by the Membership Council are authorized to be posted in an ICC-approved online repository.

Mr. Porter commented the US Fire Administration Learning Resource Center already has a collection of articles and it might be an opportunity to put them in a format that can be researched through the Learning Resource Center.

Mr. Nicoletto commented that since the FSMC is always encouraging people to visit the FSMC website and to try to increase membership, why shouldn't they go to the website as a recruitment tool.

Mr. Metz asked copies of the articles could be shared with the ICC fire chapters with the request they not be shared outside the membership.

Action: Mr. Michehl rescinded his motion, and Mr. DeCrane rescinded his second.

Action: Mr. DeCrane moved, and Mr. Nicoletto seconded, that the International Code Council *Building Safety Journal Online* be available for public viewing.

Mr. Nicoletto asked if there is any prohibition that the FSMC have one or more social media sites? He said if the Governing is trying to attract new members it must look at other means.

Action: Mr. DeCrane rescinded his motion, and Mr. Nicoletto rescinded his second.

Action: Mr. DeCrane moved, and Mr. Michehl seconded, that ICC establish multiple social media accounts for the Fire Service Membership Council. The motion carried without objection.

Action: Mr. DeCrane moved, and Mr. Nicoletto that articles written for *Building Safety Journal Online* by the Fire Service Membership Council be posted on said social media accounts. The motion carried without objection.

Mr. Michel stated he would like to discuss succession planning for this work group since his Governing Committee term expires December 31, 2018.

Emerging Issues and Trends. Mr. Diehl will be reorganizing committee after the Annual Conference meeting. Concern is how we disseminate information that we already have.

Director Brown commented “escape rooms” currently are being considered by the Fire Code Action Committee because of the lack of related permitting and being announced over social media.

BOMC Liaison Report. Mr. Diehl said the BOMC has not had another meeting since he reported on the last one. He said he reviewed the BOMC agenda for today’s meeting, but did not see anything worthwhile to report.

6) Reports from Special Committees

Nominating Committee. Mr. Desrochers thanked the nomination committee for its work recommended two new FSMC Governing Committee members: Christine Reed and Joe McElvaney. He said the committee received five applications for two vacancies and the applicants all were well qualified.

Mr. Zubia recommended the FSMC reach out to the other three applicants to encourage them to participate in one or more ICC activities.

Bylaw Committee. Mr. Nicolello reviewed the status and circumstances of the work group that was looking at potential bylaw changes to establish a process for FSMC Governing Committee attendance and how to replace vacancies. The matter was complicated by the Memorandum of Agreement (MOA) with the International Association of Fire Chiefs and National Association of State Fire Marshals that appoint members to the Governing Committee.

Mr. Nicolello said the work group was confused on the language that was returned from the ICC Board of Directors: as a point of clarification was it the Boards’ intent that they administer all of the MOA issues or it be handled by the FSMC staff liaison.

Director Brown said his recollection was the Board of Directors intended they would be responsible for contacting the organizations whose members were not fulfilling service commitments to the Governing Council. Mr. Nicolello asked if that could be revisited because it was not the Bylaw Committee’s recommendation that the full Board be involved at that level of detail.

Mr. Zubia explained how the International Association of Fire Chiefs replacement process can take an extraordinarily long time to fill a vacancy, and the Governing Committee needs to find a way to fill the seats faster and not get involved at the Board of Directors level.

Mr. Maxon, an IAFC appointee, said it took about 90 days for him to be assigned to the Governing Committee once he was notified about the opportunity.

Director Brown said it would not hurt to have additional discussion on the matter. Mr. Nicoletto recommended the ICC FSMC staff liaison should be permitted to make the initial contact with the organizations when a vacancy occurs.

Mr. Shapiro explained the history of how got to the point that the Board of Directors suggested. He recommended the FSMC Governing Committee chair the one to reach out to the organization from which the person has been appointed if that person is not meeting attendance expectations. He said the work group is asking that the Board of Directors liaison not be the committee outreach but the committee chair or staff liaison make the contacts.

Mr. Nicoletto moved, and Mr. McCullough seconded, that the ICC Board of Directors reconsider the intent and language of the process to fill vacancies on the Fire Service Membership Council Governing Committee. The motion carried without objection.

Board of Directors Succession. Mr. Zubia expressed concerns that when Past President Dwayne Garriss is no longer on the ICC Board of Directors there will be no fire service representation.

He said his committee has talked to between five and eight potential candidates, but all have said it was not the right time for them to run. He said it is hard to recruit people unless they have the passion for the position and now is the time the FSMC Governing Council should be kicking the bushes. Mr. DeCrane said he has at least once candidate whose name will be forwarded next year.

Mr. Metz commented that another challenge is where the annual conference will be held each year so candidates can attract enough local voters to support their election. Mr. Zubia asked if there might be an electronic voting option for directorships similar to cdpACCESS. Mr. Tidwell commented that the electronic voting discussion has been going on for several years, but there has been no Board of Directors action. He suggested the Governing Committee submit a recommendation to see what the Board might say.

After some discussion, Director Brown said he believes it's going to take a bylaw change to Section 5.02. He said he will add the item to the next Board of Directors agenda for discussion.

7) Unfinished Business

Presentation of ICC/IAFC Fire and Life Safety Section medals. Chairman Adams presented Mr. Jim Tidwell (2016) and Mr. Howard Hopper (2017) medals to accompany their selection as ICC/International Association of Fire Chief Fire and Life Safety Section “Excellence in Fire and Life Safety” awards.

8) New Business

Construction Fire Safety Coalition. Mr. Ken Bland of the American Wood Council delivered a presentation on the Construction Fire Safety Coalition and encouraged participation in the group.

Mr. Shapiro suggested the Coalition develop a simple checklist for daily site inspections to prevent fires. Mr. Neale offered to work with the Coalition on its development.

Election of Fire Service Membership Council Chair. Chairman Adams turned the meeting over to Mr. Zubia to conduct the elections. Mr. Zubia asked for nominations from the floor. Hearing none, the nominations were closed.

Action: Mr. DeCrane moved, and Mr. McCullough seconded, that Chairman Scott Adams be re-elected to a one year term by acclamation. The motion was approved without objection.

Election of Fire Service Membership Council Vice Chair. Mr. Zubia asked for nominations from the floor. Hearing none, the nominations were closed.

Action: Mr. McCullough moved, and Mr. Cochran seconded, that Vice Chairman Gary West be re-elected to a one year term by acclamation. The motion was approved without objection.

Mr. Zubia returned the meeting to Chairman Adams.

National Association of State Foresters. Discussion on adding the National Association of State Foresters to the FSMC Governing Committee was moved to the table.

National Association of State Fire Marshals Memorandum of Agreement. Mr. Neale reported the NASFM and ICC have put the final touches on an updated MOA. The changes do not affect appointments to any ICC committees or councils, but provide a list of deliverables expected from both parties. ICC will promote the NASFM crowd manager training program and Fire Prevention Week, and NASFM will promote Building Safety Month and the fire alarm and sprinkler certification programs.

9) Questions and Comments from the Audience

There were no questions or comments from the audience.

10) Good of the Order and Emerging Issues

ICC Assessment Center. Director Michelle Murphey-Porter reported the Assessment will extend through 2018 its decision to sunset the fire alarm and sprinkler certification programs.

Director Murphey-Porter explained that ICC Fire Inspector I and Fire Inspector II are not available as online exams because the ProBoard accreditation service will not recognize online testing. She explained that she expects that to change after the Assessment Center completes its ANSI 17.204 accreditation in the next three to six months.

ICC 2018 Committee Action Hearings (Columbus) and Annual Conference (Richmond). Chairman Adams encouraged FSMC members to plan ahead for these events.

11) Adjournment.

Action: Having no more business to come before the Governing Committee, Mr. Sampson moved approval of, and Mr. Maxon seconded, a motion to adjourn. There was no objection and the meeting adjourned at 2:48 p.m. EDT.

*Approved November 9, 2017 by the Fire Service
Membership Council Governing Committee
at its regular teleconference.*