

**CALIFORNIA FIRE PREVENTION INSTITUTE**  
**Meeting Minutes June 12, 2009**

**PRESENT:**

Penni Overstreet-Murphy, Chair  
Rick Terry - Treasurer  
Ray Bizal – Sponsors  
Dawn Robinson – Food/Catering  
Ed Foster - AV  
Lorin Neyer – NorCal Liaison

Penni stated that Rick Rodewald and herself would be looking into several other hotels in San Luis Obispo and Morrow Bay as possible sites for 2011 and beyond. There have been several issues this past year with the hotel and we want them to know we are looking at other properties.

Penni reviewed the revisions to the Handbook and asked everyone to review their section. There was discussion on other items to add to the Handbook (Sponsor policies, policies and procedures, history of CFPI, etc.) and Penni will work on the changes and send out in the next few months.

It was discussed on who to have for the Master of Ceremonies in 2010 and Penni recommended having Carl Thibeault, everyone agreed and Penni will contact Carl. Since 2010 is our 20<sup>th</sup> Anniversary and with Carl being a Past President of the FPO's and a past workshop chair, seemed like a great plan!

Discussion occurred regarding the Keynote speaker, several names were brought up (James Juno, and Attorney and on a NFPA technical committee on Liability; Gordon Graham, also speaks on Liability; Fred Mauer, the new San Luis Obispo Fire Protection Dean; and whoever will be the new FEMA Fire Administer.

Penni shared that in order to keep cost down for the workshop (doesn't look promising for community college money anymore, so things will be tight), we would just move people around in various positions. Terri will be responsible for vendors and sponsors which will allow Ray to become the publications coordinator. A desktop publishing program will be purchased and Ray will have several months to get "familiar" with the program before the booklet is designed. Penni will meet with Ray to give him a template and review the position.

The two Board liaison will be: Lorin Neyer for the North and Jill Perumean from the South.

The workshop for 2010 will be March 13-19, 2009 (M-F); however all committee members will need to be there on Saturday March 11, 2009 to get things ready! Some people may have gotten information that the prices for the hotel are the same as in years past; however due to our new contract for 2010 there is an increase of about \$10 – the new hotel room rate is \$94 plus tax (roughly about \$104/night).

**TREASURER'S REPORT:**

Rick Terry reviewed the fiscal 2008-2009 budget, minus the bill from one instructor and the booklet fee, and we are at \$18,426.40. There is some concern about funds since we are unsure on what will happen in the future with the community college credit hours. Rick will work on getting the budget ready for the September joint meeting with Boards at the Cal Chiefs meeting in Riverside. Penni will try and find out the dates of the Cal Chiefs conference.

Rick stated that a new laptop computer will need to be purchased and he will research what type of software programs will be the best for our uses (there are several different functions that are needed).

### **WORKSHOP OVERVIEW:**

There was discussion from the committee about the surveys that were received as well as comments that we have received from attendees. One of the main items is the hotel and how this past year was lots of issues. Since next year is our 20<sup>th</sup> year we are going to change some things and make it “fresh”. Penni requested a list of possible classes and she will forward to Denise and make sure we get a draft schedule by October!

### **POTENTIAL CLASSES:**

#### **We are looking at three (3) tracks: Management, Technology, and Community Risk Reduction**

- Continue with Roundtable on Wednesday, but make sure participants know it is just to spur discussion – it is not a class.
- Fire service liability
- Creative funding/grants
- Juvenile Firesetter
- Insurance partners
- Public Education
- Investigations
- Green issues
- Medical Gas as it relates to enforcement of Dr. Offices, out-patient, medical offices, etc.
- Hydrogen or alternate fuels
- Photovoltaic
- Construction courses
- Using volunteers (Federal, State, and Local level)
- Certification courses (Instructor or Prevention)
- Plan review
- Fire alarm and fire sprinklers (limit to one class each)

### **COMMUNITY COLLEGE**

Will ask Norma to get in touch David Senior and find out the status of where CFPI is with community college hours for 2010. Will also communicate with Keith Marshal about his ties to San Mateo College.

### **FOOD/BEVERAGE**

It was discussed that with the problems we are having with the hotel that we will wait till later (possible January) to find out what options are open to new menus.

### **SPONSORS:**

This position will transfer to Terri, the thought that vendors and sponsors are closely tied. Suggested that we look to Health care districts as a vendor/sponsor (such as: Cottage Hospital of Santa Barbara) if we have a medical gas class.

### **VENDORS:**

Terry already has 3 checks for next year from vendors and all seem eager to come back. The policy is on a first come basis; however Terry will look into trying to get different vendors to mix it up a bit from year to year.

### **PUBLICATIONS**

Ray has agreed to fill this position and information was discussed in Penni’s report.

**FACILITIES**

Ed mentioned that things seemed to go much smoother this last year and he will continue to coordinate with Denise. It was also mentioned that better communication will occur with the Boards to get their needs so no last minute request come in.

**ROUNDTABLE:**

Penni stated she is working on a Thank You letter to all Chiefs that sent people, in hopes to get them to send in 2010. Penni will also send out a "Save-the-Date" to North/South FPO's, LAAFAM, and website. It was stated that we really need to get the Boards input on classes and get a draft schedule posted by October with class descriptions. Penni thought having disposable camera for committee members and facilitators would help to "capture" images for future use.

**NEXT MEETING:**

Our next meeting will be Friday July 17, 2009 at 8:00 and Ray Bizal has continued to graciously allowed us to use his phone conferencing capabilities. Anyone wanting to be on the call should call in at 8:00 to: 888-468-4618 with the pass code of 387144#.

*Submitted by: Penni Overstreet-Murphy, Chair*