



Fire Prevention Officer's Section  
Northern Division

**MEETING MINUTES**  
**Executive Board**  
**Meeting of July 19, 2007**  
**Time: 1300Hours**

**Patterson and Wheeler**  
**1225 Eighth Street, Suite 425**  
**Sacramento, CA**

**A. ROLL CALL**

President Darren Drake, Cal-Chiefs Liaison Chief Williams, 2nd VP Morgana Chan, Secretary Scott Alber, Business Manager Bonnie Patterson; meeting called to order at 13:30.

**B. APPROVAL OF MINUTES**

B-1 Executive Board Meeting Minutes of June 21, 2007. Minutes approved.

**C. CONSENT CALENDAR ITEMS**

C-1 None

**D. OPEN TIME FOR MEMBER EXPRESSION**

D-1 No members present.

**E. WRITTEN COMMUNICATIONS**

Correspondence that has been received or mailed by Board members:

E-1 Letter of interest in the WUI Committee Co-chair position being vacated by Tonya Hoover received from Deputy Fire Marshal Michael Mentink of the San Ramon Valley FPD. President Drake to send letter to his chief.

E-2 Letter received from Bill Greene regarding inspector guides. See below (Item F-2).

E-3 Letter received from Chief Armando Muela of the Woodside FPD endorsing Sandy Brown for Co-chair for Pub-Ed

committee. President Drake to send new Co-chairs committee binders. Note: resigning Co-chairs need to hand over their respective binders to new Co-chairs.

- E-4 Letter of resignation received from Building Standards Committee Co-chair Rick Terry. The Board will seek volunteers for the position, and make the announcement at the next General Membership meeting. The E-board recognized Rick for all his outstanding work on behalf of the organization, especially this past year with the code hearings.
- E-5 Report of Final Action Hearing, Rochester 2007 received from Christina Jamison. The report was very well received. She is sending a condensed version to Cal-Chiefs.

## **F. UNFINISHED BUSINESS**

- F-1 2007-2008 Budget-Secretary Alber will e-mail budget to Lorin, and we will reconcile the exact numbers via e-mail amongst the E-Board members.
- F-2 Inspectors Guides-President Drake had a meeting this morning with Rick Weiland of ICC. They discussed partnership for inspector guides, and training issues. They sent a copy of the ICC Inspector Guide to Bill Greene; he is working on changes and is close to completing the California version. There was also a discussion with ICC regarding publishing and graphics on the cover. President Drake sent Mark Johnson of ICC statistics regarding how many were sold, price, costs, etc. We want to retain content control, and ascertain their (ICC) cut of the profits. We would want them to market and sell the guides through their store.
- F-3 Policies Update-Tabled for next month, but we need training postings on our web site. 1<sup>st</sup> VP is supposed to clear postings per policy (#27). We will clarify what is appropriate with regard to outside agency training postings to our web site and list serve. Next month's mid month board meeting will be focused on updating our policies.

## **G. NEW BUSINESS**

- G-1 PattersonWheeler Contract-There was a discussion among those present regarding PW's performance under the current contract. PW to provide org. chart of their personnel and respective responsibilities. E-Board to provide them with membership's concerns and comments, and will review options to continue contract with full board.
- G-2 ICC Residential Fire Sprinkler Ad-Hoc Committee-Sandy Stanek has prepared her application. Any incidental costs will come out of E-Board budget. ICC covers most expenses.
- G-3 Cal Chiefs Legislative Committee Representative-Discussion on possible candidates, President Drake to make contact with Leg. Committee, and coordinate with Ken Krause (South President).
- G-4 Co-chair vacancy on the Building Standards Committee-See above (Item E-4).
- G-5 So-Cal Travel Reimbursement Form-Ken Kraus sent us an Excel spreadsheet of the form they use. It was given to Bonnie Patterson for her review. Secretary Alber will make Bonnie's changes on the electronic version and e-mail draft to the other board members. Ken would like to see it on the web site. President Drake and President Kraus will hash out necessary changes.
- G-6 RSVP for General Membership Meeting- Penalty Assessment-Web Master (and Past-President) Fort Hartsfield suggested assessment for not RSVP'ing in advance of meetings, with the assessment collected at the door. 2<sup>nd</sup> VP Chan suggested a RSVP form at table for next meeting. Director of Operations Amen to work on ideas for improving RSVP process.

## **H. BOARD MEMBER'S REPORT**

- H-1 No reports.

## **I. PRESIDENT'S REPORT**

- I-1 Meeting with Rick Weiland of ICC. See above (Item F-2).

**J. FINANCIAL REPORTS**

J-1 Treasurer's Report-Treasurer absent.

**K. INFORMATION**

Received request from Firefighter Burn Institute seeking donation for funding of adult burn survivor retreat. We will donate \$1,000.

**L. ADJOURNMENT**

1620 hours