



Fire Prevention Officer's Section  
Northern Division

**AGENDA**  
**Executive Board**  
**Mid-Month Meeting of May 17th,**  
**2007**

**Time: 0930 Hours**

**Fairfield Fire Department**

**A. ROLL CALL**

Present at the meeting was President Drake, 1<sup>st</sup> VP Johnson, 2<sup>nd</sup> VP Chan, Secretary Alber, Liaison Chief Williams, and Business Manager Bonnie Patterson.

**B. APPROVAL OF MINUTES**

B-1 Executive Board Mid-Month Meeting April, 2007. Minutes approved.

**C. CONSENT CALENDAR ITEMS**

C-1 None

**D. OPEN TIME FOR MEMBER EXPRESSION**

No members present. There was a discussion regarding the ICC Member discount purchasing code books. It was mentioned that in our member recruitment material, a 20% discount on code books purchased through ICC was available to our members since we are a chapter of ICC. President Drake indicated that for our members to get the discount, we would have to order the code books in masse, and handle the distribution and payment collection. President Drake indicated that he would discuss our options with ICC.

Chief Williams mentioned that he would check with Cal-Chiefs. However, he thinks that any discount would be specific to the Fire Code.

**E. WRITTEN COMMUNICATIONS**

E-1 President Drake issued a letter to Ronald Lynn indicating that any endorsements for ICC board positions need to come from our parent organization.

- E-2 President Drake, with President Teran (South), issued a joint letter to the membership.
- E-3 President Drake sent a letter to NFPA clarifying Sandra Stanek's relationship to Norcal. This was in response to NFPA's letter seeking clarification of our relationship.

## **F. UNFINISHED BUSINESS**

- F-1 There was a discussion regarding our CDs at Wells Fargo Bank. Bonnie Patterson will do some research on interest rates and other investment options so that all of our CDs are not in one financial institution. Bonnie indicated that she would send rate and investment option information to the board prior to our next meeting.
- F-2 The updated Constitution and Bylaws was sent to Cal Chiefs for their review and approval. We still need to finish updating the policies. We will table this for our next meeting.
- F-3 Our taxes have been filed. The preparer's fee will be approximately \$700-\$800. There was a question about our tax-exempt status; Bonnie said she would look for the IRS letter in our archives.

## **G. NEW BUSINESS**

- G-1 President Drake contacted ICC regarding Inspectors Guides. They are willing to work with us to publish and market the California version of the guides.
- G-2 Code Book discounts for members (see Item D, above).
- G-3 07-08 Budget: The proposed budget was prepared. Secretary Alber will make copies for our membership for their review. The membership will vote on the budget at the June General Membership Meeting.
- G-4 There was a motion to remove 2<sup>nd</sup> VP Chan from the signatory list at Wells Fargo Bank, and add Treasurer Neyer. The motion was seconded by Past-President Giuliani. Motion approved.

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

Board members may report on their Committee activities and meetings.

H-1 2<sup>nd</sup> VP Morgana Chan will continue to work with Patterson and Wheeler to complete the various tasks assigned to them by the Board.

**I. PRESIDENT'S REPORT**

The President will report on the Organizations business activities and operations.

I-1 Status of ICC training classes: The numbers of attendees is rising, so there is no need to adjust the class schedule at this time.

**J. FINANCIAL REPORTS**

J-1 There was no Treasurer's Report.

**K. INFORMATION**

The upcoming code hearings were discussed. 2<sup>nd</sup> VP Chan indicated that she would send a memo out via e-mail to those members attending the hearings. Items for the memo will include general information about the hearings, dress code, and protocol for contacts with other states' and organizations' representatives.

**L. ADJOURNMENT**

1500 hours