

**NEW HAMPSHIRE FIRE PREVENTION SOCIETY**  
**53 Regional Drive Suite 1**  
**Concord, NH 03301**

Annual Meeting  
October 4, 2017  
New Hampshire Fire Academy  
98 Smokey Bear Blvd, Concord, NH 03301

Call to order

At 0903 President Stephen Gallagher opened the meeting. President Gallagher welcomed everyone to the Annual Meeting.

Moment of Silence

Introduction of new members and guest.

Nineteen member present; John Bates, Rick Dunton, Brian Johnson, John Powers, Scott Symonds, Rebecca Jalbert, Wayne Whitford, Brad Ober, Eric Mattson, Jennifer Govostes, Jeffrey DiBartolomeo, Edward White, Stephen Gallagher, Audrey Cline, Peter Cutrer, Paul Sirois, Fred Heinrich, Wendy Smigelski, Peter Lennon. Two guests; Tim Wilder and James Norris.

Reading of Minutes

We are working to post the meeting minutes on the website for review prior to accepting.

Financial Report

Treasurer Richard W. Wood not present. Motion by P. Cutrer, Second by W. Smigelski to suspend Treasurer's report. All in favor with the exception of President Gallagher who abstained.

Presentation of Bills

Treasurer Richard W. Wood not present.

Communications

No outside communications to NHFPS.

Report of Committees

By-Law Committee

Director Stanchina not present. Motion made by W. Smigelski "To table the By-Laws", seconded Director Johnson. All in favor with the exception of President Gallagher who abstained.

Membership Committee

Director Symonds reported we currently have 145 members. The Membership committee is looking to create three membership districts within the state with the purpose of increasing membership and member's activity. He gave as an example the southern area members have breakfast meeting on a somewhat regular bases.

Legislation Committee

Director Emanuelson Not present. President Gallagher asked if the membership had any information on current or proposed legislation. Wendy Smigelski informed the membership that HB 168 "Relative to the definition of the New Hampshire fire code" Inexpedient to legislate.

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Training Committee

Rick Dunton is currently working on the 2018 Training Schedule. It should be available in two weeks. We will be sponsoring IAAI direct delivery classes, ICC direct delivery, Phil Ackland, and more. As of January 1<sup>st</sup> we will be an ICC Preferred Provider. This will allow all of our training to receive ICC credit.

Communications/ Public Relations

Director Johnson reported he will be meeting with Cornerstone later this month or next month to learn how to update the website.

NFPA & ICC report.

Director Cutrer reported that NFPA 70E is becoming an important standard for industry. NFPA has developed a number of new certifications; including Certified Emergency Power Systems Specialist (CEPSS) for Facility Managers, Certified Emergency Power Systems Specialist (CEPSS-HC) for Health Care Facility Managers, Certified Fire Alarm ITM Specialist (CFAITMS) for Facility Managers. NFPA is also looking to update the exam or Certified Fire Protection Specialist (CFPS). The ICC is moving to ProBoard accreditation.

Fire Commission/ NH Committee of Merit

Peter Lennon reported that the NFPA 1033, Professional Qualifications for Fire Investigator curriculum has been approved the first class will be in October 2018. This year's Aubrey G. Robinson Award was not able to attend the Committee of Merit awards night. They will be presented the award next year. If you have any additional nominations for Aubrey G. Robinson Award for next year please forward them to the Board of Directors. The Aubrey G. Robinson Award is given by the NHFPS and awarded at the committee of Merit awards night. The Aubrey G. Robinson Award is given to an individual that has shown an outstanding dedication and support well above normal duties of the job in the field of fire prevention. This individual has effectively reduced injury and or death by their work within public education, code enforcement or code development

Presidents' Report

President Gallagher announced the resignation of Director Toomey. The New Hampshire Fire Sprinkler Coalition's fire cell display will at Rochester Fire Safety Festival on October 14<sup>th</sup>. The next New Hampshire Fire Sprinkler Coalition will be on December 6<sup>th</sup> at the NH Fire Marshall's office. President Gallagher reminded that both Director Helen Burke and Director Edward White resigned from the Board of Directors this year; he thanked both of them for their many years of dedicated service to the organization.

Good and Welfare of the Society

None

Old Business

President Gallagher reminded the membership that as a result of Director Burke and Director White's resignation there were two vacant director positions as well as the Secretary and 2<sup>nd</sup> Vice President position's vacant. Both terms end December 31, 2017. President Gallagher has temporally filled the two open positions with Fred Heinrich becoming the Secretary and Riley Stanchina becoming the 2<sup>nd</sup> Vice

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President. The position vacated by Director Toomey is still vacant and needs to be filled. Director Toomey's term expires December 31, 2019. Director Toomey had recommended Paul Sirois.

Director Cutrer made a motion "To nominate Fred Heinrich to a term ending December 31<sup>st</sup> 2017, Riley Stanchina to a term ending December 31<sup>st</sup> 2017, and Paul Sirois to a term ending December 31<sup>st</sup> 2019, as directors", second by A. Cline. The motion was moved by R. Jalbert. All in favor with the exception of President Gallagher who abstained.

Wendy Smigelski made a motion "To nominate Director Heinrich to the Secretary position and Director Stanchina to 2nd Vice President", seconded by Director Sirois. The motion was moved by Director Johnson. All in favor with the exception of President Gallagher who abstained.

#### New Business

President Gallagher explained there are four Board of Director positions up for reelection this year. Nominations were open to fill four Board of Director positions with terms ending December 31, 2020. During the July 18<sup>th</sup> Long Range Strategic Planning Meeting the following members were nominated; S. Gallagher, C. Roediger, F. Heinrich, and R. Stanchina. President Gallagher asked the membership if there were any additional nominations. No motions were made. President Gallagher closed nominations.

President Gallagher opened elections for the Board of Directors. Peter Lennon made a motion to "elect S. Gallagher, C. Roediger, F. Heinrich, and R. Stanchina to the Board of Directors with a term ending December 31<sup>st</sup> 2020." The motion was moved Director Dunton. All in favor with the exception of President Gallagher who abstained.

President Gallagher explained that all officer positions were one year terms and candidates must be member of the Board of Directors. President Gallagher opened nominations for officers of the Board of Directors. Wendy Smigelski nominated Director Gallagher for President, Director Roediger for 1<sup>st</sup> Vice President, Director Stamchina for 2<sup>nd</sup> Vice President, Director Wood as Treasurer, and Director Heinrich as Secretary. No other nominations were made. President Gallagher closed nominations.

President Gallagher opened elections for officer of the Board of Directors. Wendy Smigelski made a motion "To elect Director Gallagher for President, Director Roediger for 1st Vice President, Director Stamchina for 2nd Vice President, Director Wood as Treasurer, and Director Heinrich as Secretary", Second by Director Sirois. The motion was moved Director Cutrer. All in favor with the exception of President Gallagher who abstained.

Director Symonds explained that the current website does not allow for online purchasing of merchandise. Since we have no other fundraisers scheduled this would be a great way of making some money while providing merchandise to the members. Ed White asked if this would be limited to members. Director Symonds explained we can have a both a public and members only section. Director Symonds made a motion "to allow the Board of Director to approve the purchase of software to create an online store for our website." The motion was seconded by Peter Lennon. The motion was moved Director Cutrer. All in favor with the exception of President Gallagher who abstained.

Director Dunton explained that currently Cornerstone maintains or membership and renewal process. If we became an IAAI Enhanced Chapter they could maintain or membership and renewal process for

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about \$200. In addition to maintaining our membership, IAAI members could renew their IAAI membership and any other local IAAI chapter memberships as well. A motion was made by Director Cutrer “to authorize the Board of Director to switch membership services to IAAI.” The motion was seconded by Peter Lennon. The motion was moved Director Johnson. All in favor with the exception of President Gallagher who abstained.

Peter Lennon explained that the NHFP has always donated to the Committee of Merit. A motion was made by P. Lennon “to donate \$500.00 to the Committee of Merit” The motion was seconded by Director Cutrer. The motion was moved Director Sirois. All in favor with the exception of President Gallagher who abstained.

Director Johnson explained that in December we have our traditional end of the year party. Director Johnson made a motion authorize the Board of Director to spend up to \$1,000.00 to secure a location for the end of year party.” The motion was seconded by E. White. The motion was moved W. Smigelski. All in favor with the exception of President Gallagher who abstained.

Director Dunton explained that Article VI, Section 1 of the By-Laws states “There shall be a special bank account for Training Committee use for developing training sessions. The chairman of the Training Committee shall be responsible for managing the account and shall report all transactions to the Treasurer on a monthly basis.” There is currently no account or line item within the budget. A motion is made by Director Symonds “to establish a line item within the budget for training and assign a \$2,500.00 revolving balance. The Training Chair will submit a yearly training calendar and will update the Board of Director every month on training expenses” Seconded by R. Jalbert. Discussion followed. The motion was moved by Director Johnson. All in favor with the exception of E. White who opposed and of President Gallagher who abstained.

Wendy Smigelski asked when the last Treasurers report was. The Board of Directors was unable to answer the question. A motion was made by W. Smigelski “to require the Treasurer to present a Financial Report within 30 days, to post Financial Reports quarterly on the website, and to present a Financial Report at any schedule meeting.” Seconded by A. Cline. Discussion followed. The motion was moved by Director Dunton. All in favor with the exception of President Gallagher who abstained.

**Adjournment**

10:25 Motion by R. Jalbert to adjourn the meeting. Seconded by Director P. Cutrer. The motion was moved by Director Johnson. All in favor with the exception of President Gallagher who abstained.

**Guest Speaker, Program**

Peter Cutrer from 7Cs Consulting