

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

Long Range Planning Meeting
July 17, 2017
Cornerstone Association Management
53 Regional Drive, Suite 1
Concord, NH

Meeting was called to order 8:20 am by President Gallagher.

In attendance: Rick Dunton, Stephen Gallagher, Fred Heinrich, Brian Johnson, Carl Roediger, Scott Symonds, Sean Toomey

Cornerstone Staff: Walter Perry, Dee Rainville

Cornerstone Association Management

Hourly rate, depending on what is being done.

Website Maintenance & Updates, Events, Finances, Legislation tracking, Public Relations/Communications, Membership

NH Fire Prevention Society

Mission

“The purpose of the organization shall be to unite, for mutual benefit, the members of the Society engaged in fire prevention and code enforcement and to promote cooperation and assistance among interested groups through education and communication.”

Standing Committees

Training Committee – “To create and present meaningful training and education forums to the Membership.”

Committee Chairman & Members – Rick Dunton

Committee Goals –

1. Get in at least two trainings by the end of 2017, get back to monthly trainings for 2018— focus on each discipline and make sure trainings have descriptors which tell the focus of the training (EX: Class is for all interested in XYZ, with the main focus on fire investigation)
2. Rick to work with Cornerstone (Dee/Matt) to review possible venues for trainings
3. Rick can reach out to the different Community Colleges to see if these venues are available for training classes
4. Spread out trainings so each discipline has a training each quarter
5. Dee to put together a demographic of membership:
 - a. Three zones:
 - i. First – North of Franklin
 - ii. Second – South of Franklin and West of 93
 - iii. Third – South of Franklin and East of 93
 - b. Rick can use these zones to help plan trainings easily accessed by each zone
6. Calendar of Education – pull together the 2018 calendar by the Annual Meeting in October
7. Research NFP vs NFPA CFPE training to see if it is feasible to have the NFP training and then offer a proctored test 60 days after the training

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8. Rick will get venue & a training together to couple with the October 4th Annual Meeting; possibly have Rick Wood put on and "Egress" training
9. Scott Symonds will work with Sheryl Nielsen to get the NH Youth Firesetter Task Force training back on track
10. Plan the Christmas party for December 6th – suggested possible venues:
 - a. Puritan
 - b. Cheers/Concord
 - c. The Foundry/Manchester
 - d. Harts Turkey Farm
 - e. Get any suggestions to Dee, as it needs to be scheduled as soon as possible.

Legislative Committee – "To proactively pursue legislation that affects the fire and life safety of people and buildings through writing, sponsoring, testifying at legislative hearings and draft Bills."

Committee Chairman & Members – Jeff Emanuelson

Procedure for Tracking Legislation – no activity right now; Walter Perry at Cornerstone is available to track Legislation, if there is interest

Membership Committee – "To update the membership roster and actively pursue new members."

Committee Chairman & Members – Scott Symonds

New Member Campaign –

1. Scott will launch one (most likely) in the Fall
2. Scott-continued outreach when attending other group meetings
3. Possibly exhibit at several industry events?
4. Scott to reach out to Frank (?) to see if he has original graphic art for pin.

Nominating Committee – "Shall comprise of at least 2 members of the Board, This committee shall request nominations from the membership 3 months before the annual meeting."

Committee Members – Carl Roediger and Fred Heinrich

Time Line – for this year's Annual meeting, there is no time to change the current slate of officers according to the Bylaws, however membership can propose a nomination up until the Annual Meeting. The Nomination Committee will keep the current roster of Officers as the slate for this year, however Steve Gallagher did express an interest in stepping down by the end of 2018.

Additional Committee/Sub-Committees:

Website

Point Person: Brian Johnson

1. Board should look over website and let Brian or Dee know of any updates or changes they want to see happen
2. Brian will look it over and work with Dee to get website current, engaged, and organized
 - a. Dee will set Brian up with access & train him on WordPress, where needed
 - b. Steve gave Brian a list of suggested changes to website content
 - c. Some website links need research, as they are broken
 - d. Site needs to address active, current information on the NH Youth Firesetter Task Force and the NH Sprinkler Coalition

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- i. Scott Symonds will work with Sheryl Nielsen to get information organized

Communications/Public Relations

1. Rick Dunton, Riley Stanchina, and Scott Symonds will work with Dee on membership benefits brochure
 - a. Dee will train Rick and Scott on how to use Constant Contact
2. Possibly compile a list of people as resources for certain tasks (sharing email regarding certain trainings, events, etc.)

Fundraising – Other than trainings

1. Scott Symonds will take the lead
 - a. Online store items: Membership pins, Challenge coin, hats, t-shirts, possibly Lexus Nexus Fire Law Books
 - i. Rick Dunton to check on the Fire Law Books
2. Possibly add Industry Partners/Corporate Sponsorship
 - a. Cornerstone to put together language to outline what that would look like and what their benefits would be and share it with the Board for review

Finance Committee

Treasurer & Members – Rick Wood

In Rick Woods absence, Steve Gallagher reviewed financial reports w/those present and Walter Perry reviewed cost of Cornerstone services for the last 4 years

Dee to work with Andrea to figure out the Sprinkler Initiative Grant balance – should be \$5,000 per Steve

Meeting was adjourned at 12:30 pm