

# ***New Hampshire Fire Prevention Society***

## ***Meeting Minutes***

December 1, 2014

### **I. Call to order**

Stephen Gallagher called to order the regular meeting of the NH Fire Prevention Society (Association) at 1600 on December 1, 2014 at Cornerstone Management, 53 Regional Drive Suite 1.

### **II. Roll call**

President Gallagher on behalf of Secretary Wood conducted a roll call. The following persons were present: President Gallagher, Director Sean Toomey, Director Brian Johnson, and Director Scott Hunter were present. 1<sup>st</sup> Vice President Carl Roediger, 2<sup>nd</sup> Vice President Ed White, Secretary/Treasurer Richard Wood, Director Peter Lennon, and Director Peter Cutrer participated via teleconference. Director Mitch Cady, Director Jeffrey Emanuelson, Director Mike Hoisington had previous engagements and were not in attendance. Quorum was present.

### **III. Approval of minutes from last meeting**

President Gallagher on behalf of Secretary Wood noted there were no minutes available from the last meeting.

### **IV. Opening issues**

**Welcome and Introductions:** Directors Positions, Roles and Responsibilities: President Gallagher reviewed the roles of the Board of Directors. There was brief discussion about everyone having a job to do, this will lighten the load, so no one person carries the burden of running the Association. With everyone taking a role and participating dutifully we will only be better as an association.

- 1<sup>st</sup> Vice President Roediger – NH Sprinkler Coalition Liaison
- 2<sup>nd</sup> Vice President White- By-Laws Committee
- Secretary / Treasurer Wood- Audit Committee
- Director Lennon- Committee of Merit and NH Fire Commission
- Director Cady- Training Chair, and I.A.A.I Liaison
- Director Emanuelson- Past President and Legislative committee
- Director Cutrer- ICC and NFPA Liaison
- Director Johnson- Communications and PR
- Director Toomey- Code Review Board
- Director Hoisington- Unassigned
- Director Hunter- Unassigned

**Past President Remarks:** None available

**Treasurer Report** (Secretary/Treasurer Wood): Financials submitted and made available. This was included in the meeting agenda. The treasurers report was **accepted as presented with a unanimous voice vote.**

**Commission Report** (Director Lennon): Commission approved Inspector III, Investigator, and Fire Life Safety Educator I & II. Much discussion on the 1582 physical and doctors sign off to participate in training.

**Committee of Merit Report** (Director Lennon): Committee of Merit is seeking nominations. There was a fund established but there is no money in the account, should have \$500 as previously decided.

**Membership Committee** (Presented by President Gallagher): Helen Burke is the only standing member. There are three levels of membership. Life, Active, and Student. No one on the BOD was aware of any Life or Student memberships. Director Hunter accepted the role as Membership Committee Chair and will work with Helen to establish a list of Potential Life Members.

**By-Laws Committee** (Director White): This has been an ongoing project. Review and revisions were presented and sent with the agenda meeting request. There is still some work to do and some tweaking to do before bringing before the membership of the association for vote of approval to implement changes. This will be an ongoing project and will move to **Old Business**.

**Legislative Committee** (No report available): Discussion from Director Toomey and Director Hunter reference H-180 Adoption of 2015 101 & 1. Discussion reference following up with Director Emanuelson to see if he has an info for clarification. Director Toomey state he would also follow up on gathering info.

**Training committee and I.A.A.I** (No report): Director Gallagher presented the training that was currently scheduled.

- Jan 5-8, 2015 CFPE @ NHFA
- Feb 3-4, 2015 Phil Ackland Kitchen Hood Investigations @ NHFA
- March 12, 2105 NFSA, NFPA 25 @ NHFA
- April 2015 TBA
- May 14-15, 2015 NFSA 2 day Sprinkler Plans Review Class @NHFA

Discussion about bringing the I.A.A.I. Court Room Testimony and Prep class. This is the last step to gaining CFI credentials and to run will require 8 participants that are in their final stages of certification and are needing this module.

**Sprinkler Coalition** (Presented by President Gallagher): President Gallagher brought forth the idea of the sprinkler coalition committee, after his return from the Sprinkler Summit held in North Carolina.

**Moved to New Business**

**ICC & NFPA** (Director Cutrer): Previously voted to be an ICC chapter with no movement since the vote. Meetings have been had with Bill Nash the new ICC rep and more to follow on this front. Any action will be followed up under **Old Business**. NFPA discussion about making the Association the partnering agency for testing in the state of NH. Currently it is designated under Rochester, as Director Cutrer is the approved testing partner. Any Action needed on this will move to **New Business**.

**Communications and PR** (Director Johnson): Will work to update the web site and establish a member's only section. President Gallagher has ability to E-mail the membership. Cornerstone currently makes changes and updates and we should continue this relationship. Discussion about

keeping open lines of communications to the members and relaying “Life Safety” type trainings and other related information that is Fire Prevention Related.

**Code Review Board** (Director Toomey): Working on the 2015 codes. Meetings are the second Friday of every Month at 1000 in the 2<sup>nd</sup> floor conference room at the Department of Safety, 33 Hazen Drive, Concord NH. All are welcome to attend and encouraged to share their opinions.

**Youth Fire Setter Coalition** (President Gallagher: Really need a BOD member to take on this role. They are having meetings and working on their conference. This is something that was voted on by previous boards and a representative from the Association should attend every meeting. Their conference is rescheduled to 3/26/2015.

## V. OLD business

- a) **ICC:** Vote previously taken by the Association. Now proceeding with Bill Nash, more to follow.  
**Moved to Committee reports for future meetings**
- b) **Youth Fire Setter Intervention:** Previously voted to take them under our leadership. The Registration with the State is completed and Treasurer Wood to establish a separate account for financial matters. **Moved to committee reports for future meetings.**
- c) **Nexis Lexis Law Books:** Most of the law books were handed out at the Primex convention. There are 13 left with President Gallagher and NHFA. 27 more are needed for scheduled Inspector I classes and NHFA Invoiced for the full 40 when delivered. Director Emauelson has new activation codes for the online component if you hear of anyone with issues logging in.

## VI. New business

- d) **Sprinkler Coalition:** Motion was made and seconded to establish a Sprinkler Coalition and take the lead on this front in the State of NH. **Motion passed unanimously.** 1<sup>st</sup> Vice President Roediger will be the liaison of the Association to the Coalition
- e) **Audit Committee:** motion made and seconded to establish an audit committee to review the financials and the process established with Cornerstone management. Secretary/Treasurer to take the lead on this with Director Hunter and Director Johnson rounding out the Audit Committee. **Audit to be completed after January for presentation at the March Association Meeting.**
- f) **Life Membership:** Motion to identify Potential Life members. **Tabled, referred to Membership Committee to address future needs.**
- g) **Future Meetings:** Discussion about getting an annual calendar published and establish dates for quarterly Association meetings and BOD meetings every two months. President Gallagher proposed meetings for January and March and recommended the BOD discuss through BOD E-mail, Future dates.

- January 8 Board of Directors Meeting at the NH Fire Academy 0800. All Board members should try to attend to be introduced to the students in the CFPE class the Association is co-hosting. President Gallagher will bring refreshments for the BOD
- March 12 NH Fire Prevention Society General Association Meeting at NH Fire Academy. 0800-0900. NFPA 25 class from NFSA follows the Association meeting. Refreshments will be provided.
- There was further discussion about evening meetings and seeking the ability to reach all demographics of the Association. Discussion of a Dinner/General Meeting in June, more to follow. **Move to Old Business at next meeting**

## **VII. Adjournment**

Stephen Gallagher adjourned the meeting at 1647

Minutes submitted by: Director Scott Hunter

Minutes approved by: Pending approval at next BOD meeting.

# YOUTH FIRE SETTER NOTES

## NOTE 1:

The New Hampshire Youth Fire setter Task Force is continuing to prepare for the conference, new date is March 26, 2015.

We would greatly appreciate your assistance and participation getting information together about what departments currently use for fire setter intervention programs. We have scheduled a meeting on November 20, 2014 from 10-12 at Pine Haven Boys Center in Allenstown to display and discuss the programs used in NH. Our goal is to simplify and create a uniform approach for statewide intervention programs.

(Please RSVP if you can attend the Nov 20 meeting; or if you would be able to forward the information about the intervention program you use)

We are also considering utilizing the Oregon program as a template for a statewide protocol. Please view the link and let us know what you think about this goal.

[http://www.oregon.gov/osp/SFM/pages/yfpi.aspx#Order\\_Free\\_Youth\\_Fire\\_Prevention\\_&\\_Intervention\\_Materials](http://www.oregon.gov/osp/SFM/pages/yfpi.aspx#Order_Free_Youth_Fire_Prevention_&_Intervention_Materials)

Please forward this to anyone you know who provides these programs that was missed on this mailing.

Thank you very much for the work you do and your assistance with our work to unify the people and programs helping our youth fire setters.

Patricia B. Hamann  
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## NOTE 2:

Good morning!!

So our meeting was productive and bittersweet. We made the decision - due to a low enrollment and lack of funds - to postpone the conference until March. We considered waiting another week - but we have to take into consideration that we need a minimum of 50 to be able to use the spaces we have at the academy.

We are going to keep our original date and use it as an opportunity for a round table discussion with the people who have just finished the YFS I & II program and expressed interest. We are hoping that this will also allow us to continue our fund raising efforts and Bill will be applying for the grant in December that even if we don't get in time - will get us in a better spot financially - if we are awarded anything.

Our main concern at this time is to make sure we keep our current sponsors informed and involved. We want to make sure that they know their efforts were not in vain and that we have just had to postpone the conference until March 2015.

We will continue to foster our relationships with our sponsors and again continue to recognize their support during our planning process.

Our next meeting is September 18th in Pembroke to pull together an outline for the 25th.

We are very fortunate to have so many invested people in making this conference happen - and I hope that you will all continue to remain so as we turn our attention towards March.

Thank you!!  
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# Financial Report

11:28 AM 12/01/14 Cash Basis NH Fire Prevention Society Balance Sheet As of November 30, 2014

Nov 30, 14

## ASSETS

### Current Assets

#### Checking/Savings

Checking Account - 21,056.07

#### NHFPS

IAAI Checking Account 3,828.49

Total 24,884.56

#### Checking/Savings

Total Current Assets 24,884.56

**TOTAL ASSETS 24,884.56**

## LIABILITIES & EQUITY

### Equity

Opening Balance 11,232.49

### Equity

Unrestricted Net 12,406.36

### Assets

Net Income 1,245.71

Total Equity 24,884.56

**TOTAL LIABILITIES & 24,884.56**

### EQUITY