

**October 26, 2017**

**Life Safety & Property Protection Advisory Board Meeting Minutes**

**OSFM, 8181 Independence Blvd., Baton Rouge, LA 70806**

**ATTENDANCE:**

**BOARD MEMBERS:**

Boyd Petty, Chairman State Fire Marshal's Office

Richard Booth – Fire Sprinkler

Bradley Boudreaux – Fire Alarm / Security

Mace Bourgeois – Fire Extinguishers

Floyd Dupre - Security

Frank Gardner – Fire Suppression

Russell Guidry – DOT Hydrostatic Testing

Jeffrey Okun – Fire Alarm

Paul Sewall, IV – Locksmith

Donald Wilkins, Jr. – Security

**ABSENT MEMBERS:**

Kevin Chauvin – Door Hardware

Dera DeRoche Jolet – Associate Industry

Paul Robinson – Locksmith

**VISITORS:**

V.J. Bella – State Fire Marshal – Retired

Sarah Grace Brooks – Louisiana Fire Extinguisher

David Allen – Acadiana Security Plus

Danny Brown – Herbert Hiller

Kathy Brown – Associate Industry

Ellen McFarland – OSFM Plan Review

Alton Teekel – OSFM Lieutenant – Training Coordinator

Karen Merritt – OSFM

**CALL TO ORDER**

Boyd Petty called the meeting to order at 9:59 am at the Louisiana State Fire Marshal's office in Baton Rouge.

**AGENDA:**

❖ **Pledge of Allegiance**

❖ **Review/acceptance of the minutes from the July 26, 2017 meeting**

- Board members reviewed the minutes. A spelling error was noted on page 3 of 8 (the word signing was spelled singing). A motion was made by Russell Guidry to accept the minutes from July 26, 2017, with the correct spelling of the word signing. The motion was seconded by Brad Boudreaux. All were in favor, none opposed. The motion passed unanimously.
  
- ❖ **Application for the NTS (National Training School) course CFAD (Certified Fire Alarm Designer)** was shown to the Board for informational purposes.
  
- ❖ **Sample letter and certificates from FPC, LTD** for the Pre-Engineered Qualifier course were shown to the Board for informational purposes.
  
- ❖ **Board Guidelines** – Board told of updates/changes in the guidelines: page 4, #1.F.1. (removed the word Fixed); page 4, #1.G.1.. (removed the word Fixed). Changes to be made on page 8, #3.A.1.a. (un-strike the letter a.), page 8, #3.B.1.b. (add ; or) after the word Endorsement; page 13, #2.B. move (ESA) after the word Association.
  
- ❖ **Discussion of Elite CEU’s course Security Systems Sales Certification** – Jeff Okun & Donald Wilkins audited this course. Jeff said that the course was intriguing, amazing and that everyone would benefit from this course. Donald said that he was highly impressed with the course. It has good information, goes beyond sales & design, teaches the proper way & it is interactive. Jeff and Donald highly recommend this course. A motion was made by Jeff Okun to accept this course, Elite CEU’s Security Systems Sales Certification as an additional initial course for Property Protection Sales/Design endorsement. The motion was seconded by Donald Wilkins. All were in favor, none opposed. The motion passed unanimously.
  
- ❖ **The Board** chose to defer voting on **Elite CEU’s course Fundamentals of Intrusion Alarm Systems** so that Board members can audit this course. There were problems with the login for this course since the last meeting. Brad Boudreaux, Jeff Okun, Donald Wilkins and Danny Brown would like to audit this course. Boyd Petty will contact Kaleb Brashear for the login information.
  
- ❖ **Board member Donald Wilkins** asked the Board if members & selected guests auditing courses could receive CEU (Continuing Education Unit) credit. There was a discussion among the members for the State Fire Marshal’s (SFM) office to create a certificate to show that a Board member audited a course and will

receive CEU credit based on a statement from the course participation. The member must also give a report on the course and present it to the Board in order to receive a CEU certificate from SFM. A motion was made by Donald Wilkins that Board members and selected guests who audit a course will receive a certificate from the SFM for CEU credit. The motion was seconded by Jeff Okun. All were in favor, none opposed. The motion passed unanimously.

- ❖ **Board Guidelines to be changed:** Due to the vote on CEU credits received for auditing a course, a certificate will be issued by SFM and it will be designated for credit under a new category in the Guidelines on page fifteen (14), #11. It will be listed as: **Board Assigned Course Auditing - One (1) contact hour per actual number of hours of auditing of a course assigned by the board with a maximum of Eight (8) contact hours per day permitted.**
  
- ❖ **Lieutenant Alton Teekel, OSFM Training Deputy** addressed the Board about creating a Standard Operating Guidelines (SOG) for the Fire Marshal's office for investigations and inspections. The SOG will include a step by step process for the inspection process combined with the plan review section with Architectural, Fire Alarm, Sprinkler, etc. reviews. There will be specialized training modules for the deputies on where to get information needed for each type of inspection. Alton would like to work with the Board sub-committees to address what the industry has on their check list (the standard) where OSFM deputies will have the same check lists.
  
- ❖ **Ellen McFarland, OSFM Plan Review Architect** addressed the Board about hood suppression systems and fielded questions from the Board and visitors to the Board meeting.
  
- ❖ **Kathy Brown, Associate Industry member** talked to the Board about the upcoming trade show that will be held on Thursday, November 16, 2017. Informational brochures were handed out.
  
- ❖ **Annual CEU requirements** – Boyd Petty asked the Board to consider raising the 8 hours per year of CEU's to 12 hours or higher per year. Any increase in annual CEU's would start in January 2019. Questions were asked about making CEU's more endorsement specific, such as a person that has multiple endorsements taking CEU's specific to each endorsement rather than specific to only one of many endorsements. The Board will vote on the CEU requirements in the January 2018 meeting.

- ❖ Question of “What NFPA is OSFM currently using?” was presented to Boyd Petty. Boyd Petty will speak with Joe Delaune, Manager of the Plan Review section of OSFM and let everyone know at the next meeting in January 2018.
  
- ❖ **Board members who will audit the Elite CEU, Inc. Life Safety Code Certification course to be presented to the Board in January 2018**, will be Paul Sewall, Donald Wilkins, Jeff Okun, Mace Bourgeois and Brad Boudreaux.
  
- ❖ A motion was made by Jeff Okun and seconded by Brad Boudreaux to adjourn the meeting at 12:40pm. All were in favor, none opposed. The motion was passed unanimously.

**ADVISORY BOARD MEETING VOTES**  
**October 26, 2017**  
**TOPIC: REVIEW OF THE LAST BOARD MEETING MINUTES**  
**(July 26, 2017)**

**MOTION**

**Review of the last Board meeting minutes from July 26, 2017. A motion was made by Russell Guidry to accept the minutes of July 26, 2017 with the correct spelling of the word signing. The motion was seconded by Brad Boudreaux. All were in favor, none opposed. The motion passed unanimously.**

| <b>NAME</b>                | <b>YES</b> | <b>NO</b> | <b>ABSTAIN</b> | <b>ABSENT</b> |
|----------------------------|------------|-----------|----------------|---------------|
| <b>RICHARD BOOTH</b>       | <b>X</b>   |           |                |               |
| <b>BRADLEY BOUDREAUX</b>   | <b>X</b>   |           |                |               |
| <b>MACE BOURGEOIS</b>      | <b>X</b>   |           |                |               |
| <b>KEVIN CHAUVIN</b>       |            |           |                | <b>X</b>      |
| <b>FLOYD DUPRE</b>         | <b>X</b>   |           |                |               |
| <b>FRANK GARDNER</b>       | <b>X</b>   |           |                |               |
| <b>RUSSELL GUIDRY</b>      | <b>X</b>   |           |                |               |
| <b>DERE DEROUCHE JOLET</b> |            |           |                | <b>X</b>      |
| <b>JEFFREY OKUN</b>        | <b>X</b>   |           |                |               |
| <b>PAUL ROBINSON</b>       |            |           |                | <b>X</b>      |
| <b>PAUL SEWALL, IV</b>     | <b>X</b>   |           |                |               |
| <b>DONALD WILKINS, JR.</b> | <b>X</b>   |           |                |               |

**ADVISORY BOARD MEETING VOTES**  
**OCTOBER 26, 2017**  
**TOPIC: ELITE CEU courses: Security Systems Sales Certification**

**MOTION**

A Motion was made by Jeff Okun to accept the **ELITE CEU** course: **Security Systems Sales Certification** course as an additional initial Property Protection Sales/Design course. The motion was seconded by Donald Wilkins. All were in favor, none opposed. The Motion passed unanimously.

| <b>NAME</b>                | <b>YES</b> | <b>NO</b> | <b>ABSTAIN</b> | <b>ABSENT</b> |
|----------------------------|------------|-----------|----------------|---------------|
| <b>RICHARD BOOTH</b>       | <b>X</b>   |           |                |               |
| <b>BRADLEY BOUDREAUX</b>   | <b>X</b>   |           |                |               |
| <b>MACE BOURGEOIS</b>      | <b>X</b>   |           |                |               |
| <b>KEVIN CHAUVIN</b>       |            |           |                | <b>X</b>      |
| <b>FLOYD DUPRE</b>         | <b>X</b>   |           |                |               |
| <b>FRANK GARDNER</b>       | <b>X</b>   |           |                |               |
| <b>RUSSELL GUIDRY</b>      | <b>X</b>   |           |                |               |
| <b>DERE DEROCHE JOLET</b>  |            |           |                | <b>X</b>      |
| <b>JEFFREY OKUN</b>        | <b>X</b>   |           |                |               |
| <b>PAUL ROBINSON</b>       |            |           |                | <b>X</b>      |
| <b>PAUL SEWALL, IV</b>     | <b>X</b>   |           |                |               |
| <b>DONALD WILKINS, JR.</b> | <b>X</b>   |           |                |               |

**ADVISORY BOARD MEETING VOTES**  
**OCTOBER 26, 2017**  
**TOPIC: Courses audited by members of the Board and selected guests will receive CEU credit in the form of a certificate from OSFM**

**MOTION**

A Motion was made by Donald Wilkins that Board members and selected guests who audit a course will receive a certificate from the OSFM for CEU credit. The motion was seconded by Jeff Okun. All were in favor, none opposed. The Motion passed unanimously.

| <b>NAME</b>                | <b>YES</b> | <b>NO</b> | <b>ABSTAIN</b> | <b>ABSENT</b> |
|----------------------------|------------|-----------|----------------|---------------|
| <b>RICHARD BOOTH</b>       | <b>X</b>   |           |                |               |
| <b>BRADLEY BOUDREAUX</b>   | <b>X</b>   |           |                |               |
| <b>MACE BOURGEOIS</b>      | <b>X</b>   |           |                |               |
| <b>KEVIN CHAUVIN</b>       |            |           |                | <b>X</b>      |
| <b>FLOYD DUPRE</b>         | <b>X</b>   |           |                |               |
| <b>FRANK GARDNER</b>       | <b>X</b>   |           |                |               |
| <b>RUSSELL GUIDRY</b>      | <b>X</b>   |           |                |               |
| <b>DERE DEROUCHE JOLET</b> |            |           |                | <b>X</b>      |
| <b>JEFFREY OKUN</b>        | <b>X</b>   |           |                |               |
| <b>PAUL ROBINSON</b>       |            |           |                | <b>X</b>      |
| <b>PAUL SEWALL, IV</b>     | <b>X</b>   |           |                |               |
| <b>DONALD WILKINS, JR.</b> | <b>X</b>   |           |                |               |