

## **Fire and Life Safety Competency Recognition Advisory Committee Minutes**

1:00 PM Tuesday May 31, 2011

Office of State Fire Marshal/Cache Mt. Room

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### **Members Present**

Hugh Holden, Jackson County Fire District #3

Al Gerard, Fire Marshal, Eugene & Springfield

Gene Durnin, NW Automatic Fire Alarm Association

Don Baker, North Lincoln Fire and Rescue, District #4

### **Others**

Anita Horsley, Training and Development Specialist II, Office of State Fire Marshal

Pat Carroll, Codes and Technical Services Administrative Assistant, Office of State Fire Marshal

### **Members Absent**

Mark Ayers, Assistant Training Division Director, DPSST

Tom Bohm, Hermiston Fire and EMS

Debbie McDermott, Deputy Fire Marshal, McMinnville FD

Greg Keller, Fire Chief, Retired

### **Welcome**

In Stacy's absence, Anita Horsley called the meeting to order at 1:05 PM.

### **Approval of Minutes from November 16, 2010 meeting**

Hugh Holden moved the minutes be accepted as submitted. Al seconded. All approved.

Gene will get Anita the email address of the President of the Northwest Automatic Fire Alarm Association for a recommendation on his possible replacement.

### **State of the Program**

Anita reviewed the classes the deputies taught and the number of attendees of each class. Company Inspection is taught by others than State Fire Marshal (SFM). Fire and Life Safety classes are taught only by SFM Deputies. Anita explained the meaning of the stats on the chart she displayed by projector.

Anita explained SFM plans to align the date of renewal with those at DPSST, every 2 years. Don suggested having a renewal date of every 3 years. Anita will check ICC and NFPA certification with DPSST every 2 years in July and get the dates of the expirations. All new hires will have 1 year to complete the Competency Recognition. Everyone else has until July 2011 to complete the courses. Al moved to align renewal date with year following code cycle change. Hugh seconded. All approved.

Anita suggested a communication plan in order to inform everyone across the state:

1. Email addressed to all fire marshals and fire chiefs on the Competency Recognition updates and changes to include OAR 837.039.0120
2. Send letter to all CR members (approved by CR steering committee)
3. Article in Gated Wye (done)
4. Update manuals and web page
5. Send information to DPSST to send out on their list serve
6. Send information to OFCA and OFMA to send out on their list serve

Don suggested that we arm the SFM Deputies with FAQ sheet to be prepared for questions at fire defense board meetings. Hugh seconded. All approved.

Anita asked members of the committee to assist her with the FAQ sheet by emailing her questions/answers they might want to include.

### **Re-certification (Renewal)**

Anita next addressed providing updated certificates or making the certificate generic enough that new ones would not need to be issued. All agreed that the issue date was sufficient.

Al Gerard suggested amending the previous meeting minutes on the second page, second bulleted item, at the end of the sentence to add “on Mechanical Code.” Add “plus Oregon Inspector Certificate” to the third bulleted item for consistency. Al moved “Oregon Inspector Certificate” be added to the college course requirements, Hugh seconded the motion. All approved.

### **Set up Computer Demonstrate Website and iLearn**

Anita explained the new login on iLearn and other updates available.

### **New Business**

None

The next meeting was scheduled for **Tuesday, August 16, 2011 at 1:00 PM.**

Anita adjourned the meeting at 3:05 PM.