

## ALASKA FIRE STANDARDS COUNCIL MEETING MINUTES

<b>Purpose of Meeting:</b>	Fire Standards Council December 2016 Meeting		
<b>Date:</b>	December 21, 2016	<b>Location:</b>	GoToMeeting <a href="https://global.gotomeeting.com/">https://global.gotomeeting.com/</a>
<b>Time:</b>	0900 – 1100		
<b>Agenda Version</b>	161220 V0		
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<b>I. Call to Order - Chair – Dan Grimes</b>		<b>0901</b>
<b>II. Roll Call - Chair – Dan Grimes</b>		
<b>Seat A/Brian Long Present</b> <b>Seat B/Christian Hartley Present</b> <b>Seat C/ Sara Garcia- Vice Chairman Present</b> <b>Seat D/ Jerome Bender Present</b> <b>Seat E/ Bryan Crisp Present</b> <b>Seat F/Chris Steeves Present</b> <b>Seat G/ Arlen Skaflestad Present</b>	<b>Seat H/ David Lundin Present</b> <b>Seat I/ Benjamin Endres Present</b> <b>Seat J/ David Gibbs Present</b> <b>Seat K/ Jan Mitchell Present</b> <b>Seat L/Dan Grimes- Chairman Present</b> <b>Admin.-Gordon Descutner Present</b> <b>Admin.- Lisa Shield Present</b>	<b>All in attendance via GoToMeeting</b>
<ul style="list-style-type: none"> <li>Recognition of reappointment of Sara Garcia and Ben Endres</li> <li>Welcome to Christian Hartley who is newly appointed as Fire Chief Combination Department representative (Vacated by Chief Lane)</li> </ul>		
<b>III. Approval of Agenda – Chair – Dan Grimes - Action</b>		
<ul style="list-style-type: none"> <li>For the purpose of time, all routine Council meeting agenda items are postponed until the next schedule meeting on March 24, 2016</li> </ul> <b>Seek a motion to approve agenda</b> Motions: 1 <sup>st</sup> <u>Crisp</u> 2 <sup>nd</sup> <u>Steeves</u>		
<b>IV. Public Participant Recognition- Chair – Dan Grimes- Action</b>		
No public attendance		
<b>V. Council Administrative Operations- Administrator- Report</b>		
a. Recent changes to AFSC administrative unit hierarchy <ul style="list-style-type: none"> <li>AFSC Admin within DFLS</li> <li>Council Body remains autonomous from the division</li> </ul>		
b. Council admin supervisory chain-of-command and operational directive <ul style="list-style-type: none"> <li>The AFSC Administrator continues to provide direct support to the Council body</li> <li>AFSC Admin will maintain current strategic and operational goals</li> </ul>		
c. Potential AFSC support for testing fire extinguisher examinations for permitting through DFLS (currently managed under Life Safety and Inspection Bureau [LSIB]) <b>Overview of proposed work scope:</b> <ul style="list-style-type: none"> <li>The LSIB currently provides testing against NFPA 10 for fire extinguisher permitting</li> <li>All test management is conducted manually with no mechanism for fee collection</li> <li>Existing AFSC database management tools and testing process would enable us to transfer responsibility with administrative</li> </ul>		

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<p>accountabilities consistent with AFSC AAll PCN duties</p> <ul style="list-style-type: none"> <li>• Additional admin costs are offset with test management fees</li> </ul> <p><b>Role of the Council:</b></p> <ul style="list-style-type: none"> <li>• Review and adopt the standard</li> <li>• Form and direct committee and SME's (using current committee guidelines)</li> <li>• Create the directive and related test materials</li> <li>• Schedule and manage the testing process</li> <li>• Issue permits (credential) using existing processes</li> </ul> <p><b>Impact to AFSC Administration:</b></p> <ul style="list-style-type: none"> <li>• Increase to AAll test management time</li> <li>• Additional communication responsibility</li> </ul> <p>Steeves – As someone that uses this all the time I am glad this is happening. Are we going to charge a fee?</p> <p>Descutner – Yes, the intent would be to use the existing AFSC fee schedule. We need to discuss the end user and how they think this could be done well. Ideally we would like to use an online platform with this testing.</p> <p>Lundin – Not familiar with NFPA 10, what are we talking about?</p> <p>Descutner – It is the standard for fire extinguishers; it falls in line with other NFPA Standards that we currently use. Other states do testing with NFPA 10 and commercial tests are available to purchase.</p> <p>Gibbs – Have we benchmarked our current standards for time and such? My concern is that we have been working at max in the past and this adds to the work load.</p> <p>Descutner – Yes, we are going to be talking about that later in the agenda. Referenced is an email that was sent to the Fire Marshal showing our Clerk's work-load. Executive Board has been consulted regularly during these shifts to ensure that we do not get into work outside of the AFSC scope.</p> <p>Grimes – We are looking to use the online testing we already own through IMPACT. Make it as seamless as possible.</p> <p>Descutner – We will be keeping you all updated with this so that it does not become too much, even with my position, as administrative work continues to shift among staff resources.</p>	
<p>d. AFSC administrative resource management planning within the DFLS</p> <p><b>Additional DFLS Administrative Duties</b></p> <ul style="list-style-type: none"> <li>• LSIB extinguisher testing activities</li> <li>• TEB fiscal support for invoicing, accounts receivable, and general expenditure tracking (similar to AFSC processing using QuickBooks software)</li> </ul> <p>Descutner – Help TEB with doing QB for them. It is a more efficient management tool once it has been set up.</p> <p><b>AFSC Administrative Support from DFLS</b></p> <ul style="list-style-type: none"> <li>• Travel Authorization and related support for all AFSC travel</li> <li>• IRIS fiscal reconciliation (using SOA account system)</li> </ul>	

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<ul style="list-style-type: none"> <li>Local test proctoring support</li> <li>General filing and local record keeping</li> </ul> <p>Descutner – Will provide you with more details in March as we have more information.</p> <p><b>Additional TEB Support</b></p> <ul style="list-style-type: none"> <li>Fire Training Specialist support for development and revision of AFSC skill sheets and training records</li> </ul> <p>Descutner – Chris Lau is the new position in Anchorage that the Fire Marshal moved from Fairbanks with the intent of getting more support for council to assist with committee work being done with volunteers. As outlined in our Strategic Plan, the potential to hire a 3<sup>rd</sup> person as a Project Coordinator is not likely to happen at this point. The reassignment is a way to get some of that work done with existing staff.</p>	
<p>e. AFSC funding research status</p> <p><b>AKPFFA discussion outcome suggestions:</b></p> <ul style="list-style-type: none"> <li>Gather details on funding problem</li> <li>Determine what \$3 surcharge annual amount totals to</li> <li>Articulate specific GF reductions</li> <li>Specify what the funds will be used for</li> <li>See support from fire associations, insurance groups, AML</li> <li>Meet with and prep potential sponsors</li> <li>Pre-file bill as soon as possible</li> </ul> <p>No other Council questions</p>	
<p>f. AFSC focus for future action</p> <ul style="list-style-type: none"> <li>Prepare and inform sponsors to support funding bill</li> </ul> <p>No other Council questions</p>	
<b>VI. Public Comment Period</b>	
<p>A. General Public Comment not otherwise listed</p> <p>None</p>	
<b>VII. Future Agenda Items - Chair – Dan Grimes</b>	
None	
<b>VIII. Future Meeting Dates - Chair – Dan Grimes - Report</b>	
<p>March 24, 2017, Anchorage, Alaska, 9:00 to 17:00</p> <p>September 25, 2017, Sitka, Alaska (TBD)</p> <p>Spring, 2018, TBD</p>	
<p><b>IX. Adjourn - Chair – Dan Grimes – Action</b></p> <p>Seek a motion to adjourn</p> <p>Motions: 1<sup>st</sup> <u>Steeves</u> 2<sup>nd</sup> <u>Skaflestad</u></p>	0940