

**August 30, 2018**

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

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

**ATTENDANCE:**

**BOARD MEMBERS:**

Erin St. Pierre, Chairman & Deputy Chief, Office of the State Fire Marshal

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

Dera DeRoche Jolet – Associate Industry

Paul Sewall, IV – Locksmith

Paul Robinson – Locksmith

Donald Wilkins, Jr. – Security

**ABSENT MEMBERS:**

Kevin Chauvin – Door Hardware

Jeffrey Okun – Fire Alarm

**VISITORS:**

Lt. Alton Teekel – OSFM

Karen Merritt – OSFM

Paeton Burkett – OSFM/DPS Attorney

**CALL TO ORDER**

Erin St. Pierre called the meeting to order at 10:07 am at the Louisiana State Fire Marshal's office in Baton Rouge.

**AGENDA:**

- ❖ **Pledge of Allegiance**
  
- ❖ **Erin St. Pierre introduced herself as Deputy Chief of Special Services & Support. She also introduced Paeton Burkett, attorney for OSFM/DPS.**
  
- ❖ **Alton Teekel, Lieutenant of Special Services introduced himself. Then Erin St. Pierre asked all of the Board members to introduce themselves to all newcomers.**

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

- Board members reviewed the minutes. A motion was made by Russell Guidry to accept the minutes from October 26, 2017. The motion was seconded by Brad Boudreaux. All were in favor, none opposed. The motion passed unanimously.

❖ **Discussion of Board Guidelines**

- **Discussion of online proctored exams** – At issue is that courses can be taken online but the exams must be proctored. Previous discussions on this issue were that the proctored exams should be in person and not online. Donald Wilkins said that PDI in Lafayette is now closed. Frank Gardner said we should learn more before making a decision. Floyd Dupre said that the goal is to protect the integrity of the exams. Alton Teekel suggested we get one of the companies that does the online proctoring to come to the Board meeting and perform a demonstration. SFM will do research and see about getting someone to do a demonstration for the Board.
- **Certificate for Audited courses** – The Board was shown a copy of a certificate that will be used for members/special guests to receive when they audit a course that is presented to the Board for approval. A motion was made by Brad Boudreaux to accept the certificate, as long as the names are spelled correctly. The motion was seconded by Donald Wilkins. All were in favor, none opposed. The motion passed unanimously.
- **Addition of FPC (Fire Protection Certification) course for DOT** – SFM will verify that the FPC course is a DOT recognized course. Mace Bourgeois started a discussion of the firm having a RIN (Retester Identification Number). After a lengthy discussion, a motion was made by Mace Bourgeois and seconded by Brad Boudreaux to add the wording “Requires firm RIN {Retester Identification Number} issued by DOT” on page 5 next to letter I. DOT HYDROSTATIC TESTING. All were in favor, none opposed. The motion passed unanimously. Also, a motion was made by Mace Bourgeois and seconded by Frank Gardner to add the wording “Requires firm RIN {Retester Identification Number} issued by DOT” on page 9 next to letter I. DOT HYDROSTATIC TESTING. All were in favor, none opposed. The motion passed unanimously.
- **Tagging Flow Chart** – Lt. Teekel told the Board about a tagging flow chart he has been working on for the Fire Marshal website. He said that he would send a copy of it to the Board, for them to see if it flows properly, before he finalizes it.

- **Continuing Education** – It was brought to the attention of the Board that the Licensing Section requires eight (8) hours of continuing education hours per year but the guidelines still state that one must have twenty-four (24) hours within three (3) years. A motion was made by Frank Gardner and seconded by Richard Booth that the first paragraph on page 12 of the guidelines be changed to say: “...obtained at least eight (8) contact hours of continuing education within the one (1) year licensing period.” All were in favor, none opposed. The motion passed unanimously.
- **Correction in Guidelines** – A change will be made on page 13, 1. (C) from “Any National Burglar and Fire Alarm Association (NFBAA) course;” to “Any Electronic Security Association (ESA) course;”

#### ❖ **New Business**

- **Changes in the law** – Deputy Chief St. Pierre told the Board of changes to the law. The name of this Board has been changed from Advisory Board to Education Board. The Board is currently composed of thirteen members and will now be composed of fifteen members. The 2 new members will be representatives of the conveyance device industry. Also, in the exemptions to licensure and equipment section, there was a change concerning the statewide electrical contractor’s; they will have to be licensed by this office if they are installing wireless security and fire systems.
  - **Next Board meeting** – The next Board meeting will take place on Tuesday, October 30, 2018 at 10:00am at the Office of the State Fire Marshal.
- ❖ A motion was made by Russell Guidry and seconded by Paul Sewall to adjourn the meeting at 12:02pm. All were in favor, none opposed. The motion was passed unanimously.

**ADVISORY BOARD MEETING VOTES**  
**August 30, 2018**  
**TOPIC: REVIEW OF THE LAST BOARD MEETING MINUTES**  
**(October 26, 2017)**

**MOTION**

**Review of the last Board meeting minutes from October 26, 2017. A motion was made by Russell Guidry to accept the minutes of October 26, 2017. 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**

**AUGUST 30, 2018**

**TOPIC: Approval of Fire Marshal certificate used for Board Members & Special Guests to receive CEU credit for auditing a course submitted to the Board for approval.**

**MOTION**

A Motion was made by Brad Boudreaux to accept certificate issued by the Fire Marshal's office for a Board member or special guest auditing a course submitted to the Board for approval. 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 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**

**AUGUST 30, 2018**

**TOPIC: To add the wording "Requires firm RIN {Retester Identification Number} issued by DOT" on page 5 next to letter I. DOT HYDROSTATIC TESTING in the training guidelines.**

**MOTION**

A Motion was made by Mace Bourgeois to add the wording "Requires firm RIN {Retester Identification Number} issued by DOT" on page 5 next to letter I. DOT HYDROSTATIC TESTING in the training guidelines. The motion was seconded by Brad Boudreaux. All were in favor, none opposed. The Motion passed unanimously.

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<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**

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<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**

**AUGUST 30, 2018**

**TOPIC: Change the first paragraph on page 12 of the guidelines be changed to say: "...obtained at least eight (8) contact hours of continuing education within the one (1) year licensing period."**

**MOTION**

A Motion was made by Frank Gardner that the first paragraph on page 12 of the guidelines be changed to say: "...obtained at least eight (8) contact hours of continuing education within the one (1) year licensing period." The motion was seconded by Richard Booth. 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>			