

February 01, 2024

**Life Safety & Property Protection Education Board Meeting Minutes
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
Mace Bourgeois - Fire Extinguishers
Daniel Brown – Fire Suppression
Dera DeRoche Jolet- Associate Industry
Steve Elmore-Security
John Harmon- Elevator Industry
Jeffrey Okun - Fire Alarm

Absent Board Members:

Kevin Chauvin - Door Hardware
Francois Camenzuli – Associate Industry
John Goodwin - Conveyance Devices
Blaine Champagne - Locksmith

Visitors:

Marlene Aucoin-OSFM
Theresa Powell - OSFM
Ricky Roubique – OSFM
Rene Marques-EMR Services
Don Law – S & S Sprinkler

CALL TO ORDER

Erin St. Pierre called the meeting to order at 10:05 AM. The Pledge of Allegiance was led by Ricky Roubique.

February 01, 2024 Minutes

AGENDA:

- ❖ **Review/acceptance of minutes from the November 02, 2023 LSPP Education Board meeting.** The Board members reviewed the minutes. A motion was made by Mace Bourgeois to accept the minutes from November 02, 2023 meeting. The motion was seconded by Lee Gillen. All were in favor, none opposed. The motion passed unanimously
- ❖ **Vote on Life Safety & Property Protection Education Board Training and Education Requirements Certification and Continuing Education Guidelines.** It was decided that the only acceptable courses for initial licensure will be instructor led classes only. Online courses would be acceptable only for CEU's. The motion was made by Jeff Okun and seconded by Dera DeRoche-Jolet to accept the below mentioned courses and the removal of required FPC Pre-Engineered Fire Suppression Systems Course; from **I. Kitchen Suppression Specialist**. This course will only pertain to the Qualifier.
 1. FED Learning Center (A BHC Company) Fire Alarm Systems Course to be instructor led only, no online course accepted.
 2. FED Learning Center (A BHC Company) Kitchen Suppression Systems Course to be instructor led only, no online course accepted.
 3. FED Learning Center (A BHC Company) Portable Fire Extinguishers Course to be instructor led only, no online course accepted.
 4. Removal of (1.) FPC Pre-Engineered Fire Suppression Systems Course; from **I. Kitchen Suppression Specialist**.
- ❖ **Discuss work experience for Life Safety and Property Protection firm qualifiers,** the Chairman, Erin St. Pierre, began by reviewing the requirements for the Life Safety and Property Protection Education Board Training and Education Requirements Certification pertaining to the changes made to the qualifier requirements for the endorsements as mentioned below.

1. **Motion # 1: Fire Alarm Qualifier**, Lee Gillen accepted the motion and Dera Roche-Jolet seconded the motion to require that an individual seeking to serve as a Fire Alarm Qualifier have an established, documented base of experience in fire alarm systems to include the design, installation, inspection and service of required fire alarm systems and that the applicant must have a minimum of three (3) years documented experience obtained within the last two (2) years, without immediate or direct supervision, prior to application for licensure. This requirement does not apply to individuals who hold a NICET 3 or higher certification in Fire Alarm Systems or the ESA/NTS Certified Fire Alarm Design Certification (CFAD), nor to any individual who is currently or has been previously licensed under this endorsement. The effective date of July 01, 2024 was accepted by Steve Elmore and seconded by Danny Brown. A vote was taken and none opposed the motion.
2. **Motion # 2: Fire Alarm (Non-Required) Qualifier**, Steve Elmore accepted the motion and Lee Gillen seconded the motion to require that an individual seeking to serve as a Fire Alarm (Non-Required) Qualifier have an established, documented base of experience in non-required fire alarm systems and that the applicant must have a minimum of two (2) years documented experience obtained within the last four (4) years, without immediate or direct supervision, prior to application for licensure. This requirement does not apply to individuals who hold a NICET 2 or higher certification in Fire Alarm Systems or the ESA/NTS Certified Fire Alarm Technician (CFAT) Certification, nor to any individual who is currently or has been previously licensed under this endorsement. Approved documentation of experience may be in the form of a notarized attestation by the firm owner(s) or principal(s) with an effective date of July 01, 2024. A vote was taken and none opposed the motion.
3. **Motion #3: Fire Alarm (Owner) Qualifier**, Steve Elmore accepted the motion and Jeff Okun seconded the motion to require that an individual seeking to serve as a Fire Alarm (Owner) Qualifier have an established, documented base of experience in fire alarm systems and that the applicant must have a minimum of two (2) years documented experience obtained within the last four (4) years, without immediate or direct supervision, prior to application for licensure. This requirement does not apply to individuals who hold the ESA/NTS Certified Fire Alarm Technician (CFAT) Certification, nor to any individual who is currently or has been previously licensed under this endorsement. Approved documentation of experience may be in the form of a notarized attestation by the firm owner(s) or principal(s) with an effective date of July 01, 2024. A vote was taken and none opposed the motion.
4. **Motion #4: Fire Sprinkler Qualifier**, Richard Booth accepted the motion and Steve Elmore seconded the motion to require that an individual seeking to serve as a Fire Sprinkler Qualifier have an established, documented base of experience in

fire sprinkler and water-based systems to include the design, installation, inspection and service of fire sprinkler and water-based systems and that the applicant must have a minimum of five (5) years documented experience obtained within the last two (2) years, without immediate or direct supervision, prior to application for licensure. This requirement does not apply to individuals who hold a NICET 3 or higher certification in Water-Based Systems Layout, nor to any individual who is currently or has been previously licensed under this endorsement. Approved documentation of experience may be in the form of a notarized attestation by the firm owner(s) or principal(s) with an effective date of July 01, 2024. A vote was taken and none opposed the motion.

5. **Motion #5: CCTV Qualifier**, Steve Elmore requested that this motion be tabled until the next Education Board Meeting. Dera DeRoche-Jolet seconded this request. A vote was taken and none opposed the motion.
 6. **Security Qualifier**, Dera DeRoche-Jolet accepted the motion and Lee Gillen seconded the motion to require that an individual seeking to serve as a Security Qualifier has an established, documented base of experience in electronic security systems and access control systems and that the applicant must have a minimum of three (3) years documented experience obtained within the last four (4) years, without immediate or direct supervision, prior to application for licensure. This requirement does not apply to any individual who is currently or has been previously licensed under this endorsement. Approved documentation of experience may be in the form of a notarized attestation by the firm owner(s) or principal(s) with an effective date of July 01, 2024. A vote was taken and none opposed the motion.
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- ❖ **Discuss:** Marlene explained that in the last meeting Blaine Champagne brought up the fact that under the CCTV Qualifier requirements, it is not specified which level of NICET is required. At the last meeting, the education board did not vote on which level would be required for the CCTV Qualifier. The board will have to bring the CCTV Qualifier back up for vote to decide which level of NICET will be required. As earlier mentioned, this topic has been tabled until the next Education Board Meeting.
 - ❖ **New Business:** The announcement of Marlene Aucoin stepping away from the responsibility of the Education Board Meetings and There Powell taken on the responsibility was mentioned.
 - ❖ Motion was made Richard Booth 12:02 PM. The motion was seconded Steve Elmore. All were in favor, none opposed.

EDUCATION BOARD MEETING VOTES**February 01, 2024****TOPIC: REVIEW OF THE MINUTES FOR THE NOVEMBER 02, 2023 LSPP EDUCATION
BOARD MEETING MINUTES.****MOTION**

A motion was made by Mace Bourgeois to accept the minutes from November 02, 2023. The motion was seconded by Jeff Okun. All were in favor, none opposed. The motion passed unanimously.

NAME	YES	NO	ABSTAIN	ABSENT
RICHARD BOOTH	X			
MACE BOURGEOIS	X			
DANIEL BROWN	X			
FRANCOIS CAMENZULI				X
BLAINE CHAMPAGNE				X
KEVIN CHAUVIN				X
DERA DEROCHÉ-JOLET	X			
STEVE ELMORE	X			
LEE GILLEN	X			
JOHN GOODWIN	X			
JOHN HARMON	X			
JEFFREY OKUN	X			
PAUL ROBINSON				X

ADVISORY BOARD MEETING VOTES

February 01, 2024

**TOPIC: MOTION VOTE ON LIFE SAFETY & PROPERTY PROTECTION EDUCATION
BOARD TRAINING AND EDUCATION REQUIREMENTS CERTIFICATION AND
CONTINUING EDUCATION GUIDELINES**

MOTION

- a) A motion was made by Jeff Okun to accept that all FED Learning Center Courses to be instructor led only, no online courses will be accepted for initial licensure. Online courses through FED Learning Center will ONLY be accepted for CEU's. The approval of removal of Removal of (1.) FPC Pre-Engineered Fire Suppression Systems Course; from I. Kitchen Suppression Specialist. This is only required for the qualifier. The motion was seconded by Dera DeRoche-Jolet. All were in favor, none opposed. The motion passed unanimously.

NAME	YES	NO	ABSTAIN	ABSENT
RICHARD BOOTH	X			
MACE BOURGEOIS	X			
DANIEL BROWN	X			
FRANCOIS CAMENZULI				X
BLAINE CHAMPAGNE				X
KEVIN CHAUVIN				X
DERA DEROCHÉ-JOLET	X			
STEVE ELMORE	X			
LEE GILLEN	X			
JOHN GOODWIN				X
JOHN HARMON	X			
JEFFREY OKUN	X			
PAUL ROBINSON				X

ADVISORY BOARD MEETING VOTES**February 01, 2024****TOPIC: MOTION #1 VOTE ON THE CHANGES IN THE REQUIREMENTS FOR FIRE
ALARM QUALIFIER****MOTION**

A motion was made by Lee Gillen to require that an individual seeking to serve as a Fire Alarm Qualifier have an established, documented base of experience in fire alarm systems to include the design, installation, inspection and service of required fire alarm systems and that the applicant must have a minimum of three (3) years documented experience obtained within the last two (2) years, without immediate or direct supervision, prior to application for licensure. This requirement does not apply to individuals who hold the NICET 3 or higher certification in Fire Alarm Systems or the ESA/NTS Certified Fire Alarm Design Certification (CFAD), nor to any individual who is currently or has been previously licensed under this endorsement. The motion was seconded by Dera DeRoche-Jolet. The motion to make this change effective July 1, 2024 was made by Steve Elmore. The motion was seconded by Danny Brown. All were in favor, none opposed. The motion passed unanimously.

NAME	YES	NO	ABSTAIN	ABSENT
RICHARD BOOTH	X			
MACE BOURGEOIS	X			
DANIEL BROWN	X			
FRANCOIS CAMENZULI				X
BLAINE CHAMPAGNE				X
KEVIN CHAUVIN				X
DERA DEROCHE-JOLET	X			
STEVE ELMORE	X			
LEE GILLEN	X			
JOHN GOODWIN				X
JOHN HARMON	X			
JEFFREY OKUN	X			

ADVISORY BOARD MEETING VOTES

February 01, 2024

**TOPIC: MOTION #1 VOTE THE CHANGES IN THE REQUIREMENTS FOR FIRE ALARM
QUALIFIER BECOME EFFECTIVE JULY 01, 2024****MOTION**

A motion to make this change effective July 1, 2024 was made by Steve Elmore. The motion was seconded by Danny Brown. All were in favor, none opposed. The motion passed unanimously.

NAME	YES	NO	ABSTAIN	ABSENT
RICHARD BOOTH	X			
MACE BOURGEOIS	X			
DANIEL BROWN	X			
FRANCOIS CAMENZULI				X
BLAINE CHAMPAGNE				X
KEVIN CHAUVIN				
DERA DEROCHÉ-JOLET	X			
STEVE ELMORE	X			
LEE GILLEN	X			
JOHN GOODWIN				X
JOHN HARMON	X			
JEFFREY OKUN	X			
PAUL ROBINSON				X

ADVISORY BOARD MEETING VOTES

February 01, 2024

**TOPIC: MOTION #2 VOTE ON THE CHANGES IN THE REQUIREMENTS FOR FIRE
ALARM (NON-REQUIRED) QUALIFIER****MOTION**

A motion was made by Steve Elmore to require that an individual seeking to serve as a Fire Alarm (Non-Required) Qualifier have an established, documented base of experience in non-required fire alarm systems and that the applicant must have a minimum of two (2) years documented experience obtained within the last four (4) years, without immediate or direct supervision, prior to application for licensure. This requirement does not apply to individuals who hold the NICET 2 or higher certification in Fire Alarm Systems or the ESA/NTS Certified Fire Alarm Technician (CFAT) Certification, nor to any individual who is currently or has been previously licensed under this endorsement. Approved documentation of experience may be in the form of a notarized attestation by the firm owner(s) or principal(s). These changes are to take place July 01, 2024. The motion was seconded by Jeff Okun. All were in favor, none opposed. The motion passed unanimously.

NAME	YES	NO	ABSTAIN	ABSENT
RICHARD BOOTH	X			
MACE BOURGEOIS	X			
DANIEL BROWN	X			
FRANCOIS CAMENZULI				X
BLAINE CHAMPAGNE				X
KEVIN CHAUVIN				X
DERA DEROCHÉ-JOLET	X			
STEVE ELMORE	X			
LEE GILLEN	X			
JOHN GOODWIN				X
JOHN HARMON	X			
JEFFREY OKUN	X			

ADVISORY BOARD MEETING VOTES

February 01, 2024

**TOPIC: MOTION #3 VOTE ON THE CHANGES IN THE REQUIREMENTS FOR FIRE
ALARM (OWNER) QUALIFIER****MOTION**

A motion was made by Steve Elmore to require that an individual seeking to serve as a Fire Alarm (Owner) Qualifier have an established, documented base of experience in fire alarm systems to include performing routine inspection and minor service and repairs of fire alarm systems and that the applicant must have a minimum of two (2) years documented experience obtained within the last four (4) years, without immediate or direct supervision, prior to application for licensure. This requirement does not apply to individuals who hold the ESA/NTS Certified Fire Alarm Technician (CFAT) Certification, nor to any individual who is currently or has been previously licensed under this endorsement. Approved documentation of experience may be in the form of a notarized attestation by the firm owner(s) or principal(s). Minus the hours. These changes are to take place July 01, 2024. The motion was seconded by Jeff Okun. All were in favor, none opposed. The motion passed unanimously.

NAME	YES	NO	ABSTAIN	ABSENT
RICHARD BOOTH	X			
MACE BOURGEOIS	X			
DANIEL BROWN	X			
FRANCOIS CAMENZULI				X
BLAINE CHAMPAGNE				X
KEVIN CHAUVIN				X
DERA DEROCHÉ-JOLET	X			
STEVE ELMORE	X			
LEE GILLEN	X			
JOHN GOODWIN				X
JOHN HARMON	X			
JEFFREY OKUN	X			

ADVISORY BOARD MEETING VOTES**February 01, 2024****TOPIC: MOTION #4 VOTE ON THE CHANGES IN THE REQUIREMENTS FOR FIRE
SPRINKLER QUALIFIER****MOTION**

A motion was made by Richard Booth to require that an individual seeking to serve as a Fire Sprinkler Qualifier have an established, documented base of experience in fire sprinkler and water-based systems and that the applicant must have a minimum of five (5) years documented experience obtained within the last two (2) years, without immediate or direct supervision, prior to application for licensure. This requirement does not apply to individuals who hold the NICET 3 or higher certification in Water-Based Systems Layout, nor to any individual who is currently or has been previously licensed under this endorsement. Approved documentation of experience may be in the form of a notarized attestation by the firm owner(s) or principal(s). These changes are to take place July 01, 2024. The motion was seconded by Steve Elmore. All were in favor, none opposed. The motion passed unanimously.

NAME	YES	NO	ABSTAIN	ABSENT
RICHARD BOOTH	X			
MACE BOURGEOIS	X			
DANIEL BROWN	X			
FRANCOIS CAMENZULI				X
BLAINE CHAMPAGNE				X
KEVIN CHAUVIN				X
DERA DEROCHE-JOLET	X			
STEVE ELMORE	X			
LEE GILLEN	X			
JOHN GOODWIN				X
JOHN HARMON	X			
JEFFREY OKUN	X			

ADVISORY BOARD MEETING VOTES FEBRUARY 01, 2024 TOPIC: MOTION #5 TO TABLE THE VOTE ON THE CERTIFICATION CHANGE TO THE CCTV QUALIFIER
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MOTION

A MOTION WAS MADE BY STEVE ELMORE TO TABLE THE VOTE ON THE REQUIREMENT CHANGES TO THE CCTV QUALIFIER UNTIL THE NEXT BOARD MEETING. THE MOTION WAS SECONDED BY DERE DEROCHE-JOLET. ALL WERE IN FAVOR, NONE OPPOSED. THE MOTION PASSED UNANIMOUSLY.

NAME	YES	NO	ABSTAIN	ABSENT
RICHARD BOOTH	X			
MACE BOURGEOIS	X			
DANIEL BROWN	X			
FRANCOIS CAMUNZULI				X
BLAINE CHAMPAGNE				X
KEVIN CHAUVIN				X
DERA DEROCHE-JOLET	X			
STEVE ELMORE	X			
LEE GILLEN	X			
JOHN GOODWIN				X
JOHN HARMON	X			
JEFFREY OKUN	X			
PAUL ROBINSON				X

ADVISORY BOARD MEETING VOTES

February 01, 2024

**TOPIC: MOTION #6 VOTE ON THE CHANGES IN THE REQUIREMENTS FOR SECURITY
QUALIFIER****MOTION**

A motion was made by Dere Deroche-Jolet to require that an individual seeking to serve as a Security Qualifier have an established, documented base of experience in electronic security systems and access control and that the applicant must have a minimum of three (3) years documented experience obtained within the last four (4) years, without immediate or direct supervision, prior to application for licensure. This requirement does not apply to individual who is currently or has been previously licensed under this endorsement. Approved documentation of experience may be in the form of a notarized attestation by the firm owner(s) or principal(s). These changes are to take place July 01, 2024. The motion was seconded by Lee Gillen. Minus the hours and adding access control. All were in favor, none opposed. The motion passed unanimously.

NAME	YES	NO	ABSTAIN	ABSENT
RICHARD BOOTH	X			
MACE BOURGEOIS	X			
DANIEL BROWN	X			
FRANCOIS CAMENZULI				X
BLAINE CHAMPAGNE				X
KEVIN CHAUVIN				X
DERA DEROCHE-JOLET	X			
STEVE ELMORE	X			
LEE GILLEN	X			
JOHN GOODWIN				X
JOHN HARMON	X			
JEFFREY OKUN	X			

EDUCATION BOARD MEETING VOTES**February 01, 2024****TOPIC: VOTE ON QUARTERLY MEETING DATES FOR 2024 FOR THE LIFE SAFETY
AND PROPERTY PROTECTION EDUCATION BOARD****MOTION**

A motion was made by Mace Bourgeois for the quarterly meetings to be on the third Thursday of the month for 2024. The motion was seconded by Lee Gillen. All were in favor, none opposed. The motion passed unanimously.

NAME	YES	NO	ABSTAIN	ABSENT
RICHARD BOOTH	X			
MACE BOURGEOIS	X			
DANIEL BROWN	X			
FRANCOIS CAMUNZULI				X
BLAINE CHAMPAGNE				X
KEVIN CHAUVIN				X
DERA DEROCHÉ-JOLET	X			
STEVE ELMORE	X			
LEE GILLEN	X			
JOHN GOODWIN				X
JOHN HARMON	X			
JEFFREY OKUN	X			
PAUL ROBINSON				X