



Industrial Fire & Safety Section  
4025 Fair Ridge Drive  
Fairfax, VA 22033  
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To: IF&S Section Members  
From: Chief Reginald D. Freeman, Chair

Re: December 3, 2014  
Board Meeting Minutes

Participating on Conference Call:  
Rick Isaacks, Vice Chair  
Kent Newcomb  
Rick Ramirez  
Chris Herman  
John Woulfe, Staff Liaison, IAFC

- Rick Isaacks opened the meeting at 0810 CST hours with the discussion of meeting minutes.
  - Motion to Approve – Kent Newcomb
  - Seconded – Rick Ramirez
- The 2015 Section budget was reviewed.
  - John Woulfe went over the budgeting and the IAFC approval process.
  - John brought up that the IF&S Section does not have a written policy concerning Reserve Funds that is on file with the IAFC Treasurer.
  - Presently, the section has about \$29,000 of unspent funds.
    - ✓ John will send sample copies from other sections to the board.
    - ✓ The board and Section Treasurer will create a Reserve Policy document for the IAFC.
- John will be sent training opportunities to be placed on the section's web site.
  - A discussion took place regarding the section offering a scholarship (grant, studentship, subsidy, etc.) to attend Industrial related fire schools.
    - ✓ The program would pay for tuition/registration.
    - ✓ A set flat rate would be used.
    - ✓ The "Fire School" and curriculum would have to be approved by the IF&S Section Board.
    - ✓ The program would promote the IF&S Section and be a good recruitment/retention tool.
    - ✓ The scholarship would be open to members of the section only.
      - ❖ There was a discussion of opening up the scholarship program to municipal emergency response members that protect the industrial facility.
      - ❖ Also, good recruiting tool to bring in new members to the section.

- ✓ A discussion ensued about the possibility of marketing the scholarship program with the IF&S Section logos on industrial/fire schools (NFA, TEEX. etc.) literature.
  - ✓ John will send samples of scholarship programs that other sections provide to the board.
  - ✓ This project needs to be placed in the 2016 budget.
- Kent has sent Rick Isaacks sample procedures for conducting conference calls with large groups of participants using WebEx. These examples focus on the board's responsibilities.
  - A participant manual still needs to be developed.
- A general review of the Williams Fire & Hazard Control's study of Fire Dynamics and Response Capabilities involving Bakken Crude. The event took place on November 11<sup>th</sup>.
  - Discussion took place about the information that was gained from the experiment.
  - Great information for not only the section but also the IAFC membership.
    - ✓ With the assistance of Lee Hall, of Williams Fire & Hazard Control, an article will be written by the IF&S Section.
- Kent talked about the IF&S Section exhibiting at different trade shows.
  - Before the next meeting, need to discuss sponsorship including hospitality rooms and booths
  - Marketing materials to handout
  - Section Shirts
- A follow-up discussion from the last meeting regarding the needs and expectations of the IF&S Section – need to get back to Chairman Freeman to see what has been received and presented.
  - Motion to Adjourn - Rick Ramirez
  - Seconded – Kent Newcomb
- Review and discussion of October's meeting minutes.
  - Motion to approve – Chris Herman
  - Seconded – Rick Isaacks