

**Iowa State Fire Marshal's Office**  
**Iowa Fire Extinguishing and Alarm System Certification Advisory Board**  
**APPROVED Meeting Minutes –May 20, 2020**

**Members Present-by phone:**

Justin Frederick  
David Gutfreund  
Doug Richard  
Jason Davis  
Steve Dunham  
Jeff Elliott

**Members Present-by phone:**

John Hadley  
Kristen Spina

**Members Not Present:**

Don Faux  
David Kuhn  
Frank McGuire

**State Fire Marshal Staff Present:**

Jeannie Guttenfelder, Management Analyst 3  
Rich Bolten-Building Code Commissioner  
Marg Stoldorf-Electrical Examining Board Chair

The Iowa Fire Extinguishing and Alarm System Certification Advisory Board meeting was held via conference call on Wednesday, May 20, 2020. The meeting was called to order at 10am by Chair Doug Richard.

The meeting minutes from February 19, 2020 were discussed and a **motion** to approve made by Mr. Richard. Jason Davis **seconded** the motion and the minutes were **approved** with no changes unanimously.

Jeannie Guttenfelder provided an update on the subcommittee formation.

- Subcommittees may meet separately if they choose so long as less than 6 board members are present so that no formal board business is conducted.
- It is the choice of subcommittee members to choose to invite other stakeholders to meetings, but it is not required.
- It is recommended by the State Fire Marshal Division that subcommittees meet a minimum of twice a month, but as frequently as needed in order to get through their respective reviews of the certification programs and determine core competencies.
- Subcommittees will present their recommendations to the full board at the board meeting to be held September 16, 2020.

Ms. Guttenfelder will email a board roster to all board members with names and email addresses to assist with contact between subcommittee members for meetings.

There was no other board business and no public comments. The next board meeting is tentatively scheduled for Wednesday, September 16, at 10am and will be held by conference call again. The board meeting adjourned at 10:20am.

Respectfully submitted,

Jeannie Guttenfelder, Management Analyst 3