

**Iowa State Fire Marshal's Office**  
**Iowa Fire Extinguishing and Alarm System Certification Advisory Board**  
**APPROVED Meeting Minutes –September 23, 2020**

**Members Present-by phone:**

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

**Members Present-by phone:**

Don Faux  
David Kuhn  
Frank McGuire

**Members Not Present:**

John Hadley  
Kristen Spina

**State Fire Marshal Staff Present:**

Jeannie Guttenfelder, Management Analyst 3  
Rich Bolten-Building Code Commissioner

The Iowa Fire Extinguishing and Alarm System Certification Advisory Board meeting was held via conference call on Wednesday, September 23, 2020, rescheduled from Wednesday, September 16, as there were not enough board members in attendance to meet quorum to conduct business. The meeting was called to order at 10am by Chair Doug Richard

The meeting minutes from May 20, 2020 were discussed and a **motion** to approve made by Mr. Richard. Frank McGuire **seconded** the motion and the minutes were **approved** with no changes unanimously.

Updates were provided by the subcommittees for their review of the certification/licensure programs and qualifying certifications accepted.

David Gutfreund provided an update from subcommittee for the review of the alarm system certification programs recommended no changes to the existing qualifying certifications accepted and that subcommittees be formed in the future to review any requests for recommended approval of any new qualifying programs.

Jeff Elliott provided an update from subcommittee for the review of the fire protection certification/licensure programs recommended no changes to the existing qualifying certifications accepted.

Jeannie Guttenfelder stated she would provide the subcommittee documents to the State Fire Marshal for his review. Ms. Guttenfelder shared she also had a discussion with Building Code Commissioner Rich Bolten after the September 16 meeting regarding the recommendation to amend the licensing rules to create a “bid” process every three years for re-approval of existing qualifying certification programs and allow for new programs to request review and possible approval.

There was no other board business and no public comments. The next board meeting is tentatively scheduled for Wednesday, December 16, at 10am and will be held by conference call-in only. The board meeting adjourned at 10:15am.

Respectfully submitted,

Jeannie Guttenfelder, Management Analyst 3