

## MINUTES OF MEETING

<b>Purpose of Meeting</b>		Fire Standards Council Fall 2009 Meeting	
<b>Date</b>	Sept 19 <sup>th</sup> & 20 <sup>th</sup> 2009	<b>Location</b>	Anchorage, Alaska
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### **I. Call to Order - Chair – Bryan Lane**

1. House rules – Chair – Bryan "Buddy" Lane - Review
2. Coffee, cell phones, breaks.

### **II. Roll Call - Chair – Bryan Lane**

1. Member introduction
2. Bryan "Buddy" Lane
3. Chris Steeves
4. Michael Fish
5. Jodie Hettrick
6. Carol Reed
7. Mike Nemeth
8. David Gibbs
9. Greg Coon
10. Robert Dennard
11. Introduced new council member. Robert Dennard.

### **III. Reading and Approval of Minutes – Chair – Bryan Lane - Action**

- A. April 5, 2009
- B. May 19, 2009
- C. July 7, 2009
  1. August 18, 2009
  2. Jodie moved to accept the minutes, Greg seconds.
  3. David suggested reducing amount of detail in the minutes. Some discussion, decided existing detail is acceptable.
  4. Vote- all in favor of adopting as is.

### **IV. Acknowledge Visitors**

1. Gordon Introduce Terry from the APSC.
2. Terry – We record our sessions.
3. Handles complaints mostly. Most complaints come from departments. This is where most of his time is spent. Cases with criminal convictions are easier to resolve. If not there are hearings with hearing officers, but their determinations are not binding. You will want Subpoena Power built. This will allow AFSC to get full history files from other departments or state. Also has a law that requires departments to report infractions to APSC. In contact with Sue McLean several hours a week. Terry gets all the information on the case and prepares a summary for the council to review. If the council decides to move forward then Terry will prepare a legal accusation that gets served on the officer. Officer can respond or not and that will determine if there is a hearing or not.
4. F3 personal history form, every police officer fills one out. By law you have to fill out the F3, lots of personal questions. Terry ensures that each applicant meets the regulations.
5. Works with every department in the state to ensure that all departments have all their employees certified by the state within the year window requirement.
6. Have a department manual.
7. Terry dealt with 40 complaints last year and only 10 go to the council. They can revoke or surrender certifications. The discussion by the council on these cases takes place in executive sessions that are closed to the public. Provides the details of each

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<p>case to the council body ahead of the meeting.</p> <p>8. PSC was general fund moneys originally. Created the surcharge system that dedicates x amount of dollars to PSC. Not general fund anymore. Can only spend what the governor's office allows him to. Tries to spend as much of their allowed amount each year by covering their office expenses and helping the training in the police training system throughout the state.</p> <p>9. Certification levels are \$50 per certification. Set by law.</p> <p>10. Takes lateral transfers from other states. Terry vets the program they came from and all students have to attend two week academy. If students drop out of their own volition the department get's billed for the training cost incurred at the academy.</p> <p>11. Reserve officers do not fall under the PSC program. Many cities have dumped their reserve programs. It's hard to defend the "volunteer" pools.</p> <p>12. It's important for the PSC to recognize what issues are appropriate for them to get involved in, and which ones are left for the departments.</p> <p>13. PSC office doors are always open to council member needs.</p>
<p>14. Jodie- How does the PSC set their standards?</p> <p>15. Each state sets their own academy requirements.</p> <p>16. DoD is now accepted.</p> <p>17. Minimum academy limit is 400 hours.</p> <p>18. Not internationally accepted.</p>
<p>19. Gordon- What steps do you go through to check an academy?</p> <p>20. Uses outlines only, takes training topics on paper value. Does not delve into the full course book.</p> <p>21. Testing is done as the academy goes, testing administered by topic as the academy goes along.</p> <p>22. Academy's are valid for 10 years. Administrative Desk police do not have to go back and take a whole new academy.</p>
<p>23. Chris- Are there instructor requirements?</p> <p>24. Length of service, training hours and college credits are used to determine eligibility for levels of certification. In regs. For instructor level you have to attend an MOI and specific training in the respective school you are trying to train in.</p> <p>25. No recertification program in place. It is up to you and your department to stay current in your topic. No continuing Ed or recertification requirements for any level of certification. It's the department's job to keep them trained.</p> <p>26. Has 4k people they are watching. There are 4 staff positions currently (including himself). Is able to work with departments on getting lots of things done in the field. Council will flow a lot better if the administrator can network well. Tries to keep lines of communication open so that chiefs have a resource to resolve issues early on.</p> <p>27. Bounces a lot off of his chairman. Suggests having a vice chair. Most administrative stuff can be resolved with direction and feedback from the chairman and vice chair. Has a case review board (chair, vice chair and DPS commissioner) to help expedite case reviews. Votes every 2 years on chair and vice chair, with not close limit.</p> <p>28. Get all legal verbiage solidified before going to the council. Have chair and vice chair agreement. Set a finalized version before the council for a vote. Robin out of the commissioner's office helps with public notifications. Procedures are always different so work with the staff there.</p>
<p>29. Buddy- how is your total expenditures determined?</p> <p>30. Commissioner recommendations and Terry special requests. Does not use general funds so there is not experience with requesting more.</p>
<p>31. Gordon- how do new seats get made on the council?</p>

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32. Bills are made from both sides of the house. Has no control over who get's picked on the council.
33. Terry- Next meeting is first week of December. AFSC is invited to attend. They prepare their binders a few weeks in advance. Wants all council members to review the material before the meeting starts. Recommends the director works closely with the chair on topics prior to the meeting.
34. Gordon- Have there been any communication with APSC regarding a formal standard for dispatchers? 35. Some requests but nothing that has come to the council. Agrees there is some good training available for dispatchers that helps officers in the field. However there is no standard.
36. Robert- How many people have to vote to de-certify an officer? 37. has to have a quorum and has to be the majority. Usually not fully unanimous. For council issues Terry reports to the chairman for administrative issues he reports to the commissioner.
38. Terry- be aware of small proration amounts and include that in the budget.
39. Break- resumed 11:05 AM Saturday

### **V. Communication – Chair – Bryan Lane – Report**

<p>A. Updated Roster to web – Gordon – Report</p> <ol style="list-style-type: none"> <li>1. New roster posted on web with Robert listed.</li> <li>2. Worked with Boards and Commissions to get a list of who served on the board for what dates of service. Any thoughts on the handout? No concerns voiced.</li> <li>3. Still need people for small community public at large seat.</li> <li>4. Recognition letters for individuals who have served on the council from the chair thanking them.</li> </ol>
<ol style="list-style-type: none"> <li>5. Committee Recognition – Bryan Lane - - Report</li> <li>6. Certificates and letters will be sent. Council members sign letters. Gordon and commissioner will sign certificates.</li> <li>7. Plaques are being made, will be hung in office. Carol requested that Jr be added to John J. Krill plaque name.</li> </ol>

### **VI. Administrator's Report – Administrator – Gordon Descutner - Report**

<p>A. Budget- Gordon- Report</p> <ol style="list-style-type: none"> <li>1. Big purchases made at end of year. Scantron reader, test bank updates, laptop and projector.</li> <li>2. Able to roll some receipt money over to this year as cushion.</li> <li>3. We received general funds and the ability to collect money through receipts. Rollover value available from year to year for moneys collected through non-general fund methods.</li> <li>4. Generate \$27k in receipts. This was up from the previous year.</li> <li>5. Modified budget entry for "equipment" FY10 to reflect spending based on state definitions.</li> <li>6. Will be requesting an inflation increase request for FY12.</li> <li>7. Encumbrances? Line item is amount of money that fiscal expects to hit to our collo code. Shared costs are based on number of employees in department.</li> </ol>
<p>B. Credit Card payment processing – Gordon – Report</p>

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1. Certain aspects of programs include costs for usage and maintenance.
2. Jodie- feels there is a huge demand for credit card processing option. Plan Review Bureau is looking at the online credit card options. A deposit memo would have to be prepared for each Pay Pal transaction.
3. Nemeth- Pay Pal uses 4.5% of transaction.
4. Coon would like to see us pursue it with Pay Pal specifically.
5. Buddy- Does the director have time to research the possibility for using Pay Pal?
6. Gibbs- suggests a memo be prepared to our fiscal group that asks fiscal to let us know what our options are for accepting online credit cards. Notify them that the council has requested it specifically.
7. Break for lunch at noon. Reconvene at one twenty five.

### C. Evaluator Curriculum – Gordon – Report

1. Chris- provide CO initial spot to the evaluator waiver of the level of certification requirement.
2. Working with Dan to get video segment worked out.
  - a) Jodie- IFSAC requires a formal evaluator training module.

### D. Certifying Officer manual – Gordon – Report

1. Draft version reviewed by Gordon on the overhead projector. Code of Ethics page distributed and reviewed by council.
  - a) Chris- what other documentation needs to be present for revoking certification for security breaches. Add “up to and including” to the section under number 11.
  - b) Gibbs- Reword number 7 to remove vague references to “rules”. Ensure that tests are administered in an appropriate and safe manner by everyone....”
  - c) Carol- remove from section 2 “I will work to ensure....”
  - d) Robert- If the department has the capacity of being held responsible for breaches, then the leadership of the department in question needs to agree to observe security rules.
  - e) Greg- Add a line item that states the CO could be held financially responsible for the costs of botched tests.
  - f) Jodie- restructure flow of approval steps of the CO Manual to be chronological.
2. Final version can be sent out of the CO manual for review.

### 3. Grandfather Sunset Clause- Gordon- Report

- a) IFSAC allows each individual state to provide a grandfather clause. Has to be included in original documentation submitted to IFSAC.
- b) Original FFI grandfather program was opened in 2001.
- c) after three standard editions the applicants must get their training record crossed off by their training officer and then they must take the test to get IFSAC certification.
4. Break- resume 3:10 pm Saturday
5. Reciprocity paragraph reviewed. AFSC office does verify certificates of applicants to ensure that valid seals were used.

### E. Logo design – Gordon – Report

1. Stickers handed out

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2. banner reviewed
3. patches not ordered, embroidery being done.
F. Advanced certification recognition system – Gordon – Report
1.
G. Mission and Measures – Gordon - Report
1. Reviewed completed missions and measures doc for FY09.
H. Fire Service Instructor program update – Gordon – Report
1. Contracted SME to finish FSI test bank and develop question review process.
2. Secondary review done by second SME.
3. Pilot test bank implementation put in place.
4. FSI I Skill sheets updated.
5. FSI II Skill sheets being reviewed
6. IFSAC requires the current NFPA edition be adopted and implemented by Dec 31 2009.
7. Three hour class change discussed and approved by council body.
8. 48 hours of CEU's over 5 year recertification period for level III and IV change discussed and approved.
I. Fire Investigator Barrier Crimes Matrix – Gordon – Report
1. Gordon needs to draft a regulation for the CFI barrier crime grid.
2. Frank Novak (DPS legal) has reviewed our authority and we do have statutory authority to implement barrier crimes.
3. Determine when we want to have the barrier crimes regulation implemented and work our way back from that goal date to determine the individual step dates. July 1 2010 is tentative end goal.
<b>VII. Reading and Approval of Strategic Plan – Chair – Bryan Lane – Action</b>
A. September 19, 2008
1. Change “urban and rural communities” to “Alaska communities” in the mission statement section.
<b>VIII. Ethics Update – Chair – Bryan Lane – Review</b>
1. All council members watched the ethics video.
2. Adjourned 5:10 PM Saturday.
<b>IX. Old Business – Chair – Bryan Lane – Report</b>
1. Called to order 9:00 AM Sunday
2. Jodie not present, all other council members from first day present.
B. Public Comment – Sunday 0900-1000
1. Current CFI standard adopted is 11 years old. SME invited to attend and make recommendations to the board on direction to updates on standards. Jerry Gentile, Gary Hale
2. There will now be a technician level of Investigator for beginning investigators recognized by the International Association of Arson Investigators (IAAI). NFPA 921 guideline, not a standard. Hard to get investigators certified in the bush area, so the technician level is most applicable to that demographic.
3. Jerry- CFI and Fire Investigator Tech level (FIT) programs will be reviewed by the Alaska Association of Fire & Arson Investigators (AAFAI). AAFAI, IAAI conducts

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- training each year and recommends two levels to service the bush areas. FIT
4. Gibbs- what is the progression for each level?
  5. FIT uses elements from 1033 and is correlated with 921 for a basic investigator program. Requires area of origin, cause determination and evidence preservation/protection. Basic knowledge level. Skill sheets and objectives developed that could be used in IFSAC required testing model. Most small communities do not have the resources to develop a full CFI.
  6. IAAI has an online FIT training curriculum.
  7. Coon- FIT is equivalent of current level I certification. FIT and Basic are synonymous. It was stated that 1033 and 921 may need revisions, what proposals are needed?
  8. 1033 has a photography section that does not mention digital photography.
  9. Gordon- Level 1 and Level 2 are not broken down in the standard.
  10. Lane- Why does the current NFPA standard not have a FIT level? (unknown) Do you think that when NFPA new standards will reflect a FIT level? (Doubtful) Will FIT individuals need to testify on the stand? (yes) What would he have to do to qualify as an expert?
  11. Would need to have state level certification.
  12. Would need to show that they meet programs of national and international associations.
  13. FIT program would show correlation to 1033 and 921.
  14. Court room testifying skills will be included in the certification levels.
  15. Feels that a FIT would be viewed as more qualified than a CO individual.
  16. Fish- Will we be basing the Alaska standard on the AAFAI programs? (yes)
  17. Gordon- Are there any examples of need?
  18. They are on hold. No new level 1s being tested. Existing people with certifications are not questioned as long as they are kept current.
  19. Jerry- Right now, if a fire officer went in to testify they will be hammered with 921 and 1033 by the prosecuting. FIT certification would be limited to just investigators and therefore would be more localized training which would be better off in court.
  20. Nemeth- FIT would fill a great hole in rural communities. In small communities it would be days or a week before a CFI would get there, this would increase the likelihood of losing the evidence.
  21. Coon- What are our steps to move forward?
  22. Buddy- Needs to have the standard in front of us.
  23. Jodie- Suggests that it would be good to get included in the VPSO class, pending adoption.
  24. Gordon- Would recommend that CFI updates and include FIT.
  25. Steeves- Who do you use for training?
  26. Lower 48 experts come up and do the trainings. Only use highly qualified individuals. Use local people from the lab in Anchorage and DA's office. Uses individuals that write the books.
  27. Jerry will send us documents showing the correlation of the standard with their FIT program.
  28. Jerry – how difficult is it for the council to amend a document? (easy)
  29. Gordon- recommends that we proceed with adopting the current standard, working with recommendations from AAFAI. 1021 does have a section on Fire Investigator.
  30. Gibbs- has reservations of having a 2 level system. Doesn't feel it's in the small communities' best interests to have a lower qualified individual held as expert.
  31. Jodie- agrees with Dave on a level. Feels the VPSO system needs to have training on investigator. Believes it is more of an education issue and not a certification issue. We've had level 1 for over 10 years and hardly any communities

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use it.

32. Coon- we just had our SME's come in and they believe there is a need for it.

33. Break - resumed 10:20

34. Review Committee Readout

35. Review Committee Packet discussed and read.

36. Gordon- recommends that council members be assigned to head each standing committee. Board appointees will handle the minutia for their board and roll up headlines to Director. Is single point of contact to board on how the committees are put together.

37. Jodie- Our office is going to have a recommendation on which NFPA body we want to sponsor a seat on. NFPA does not pay for members to attend the meetings. Would like to discuss funding/sponsoring a person to attend the meetings so that our voice gets heard? What two standards are most urgent to have a voice on?

38. Gordon- Representation on the NFPA board would be a proactive approach.

39. Carol- Driver Operator has been on the table for years, Telecommunicator came up only in the last year. Feels Driver Operator needs to be higher on the priority list.

40. Gordon- Committee members have been provided most current reference materials.

41. Coon- Final Report template needs revisions and rewording.

42. Gordon- What does the body want to do with questions where only one or two books had references.

43. Coon- trying to correlate to three books had massive problems inherent. Verbiage used in one book may not be found in the others.

44. Discussion tabled at 11:00 for Telecommunicator group.

45. Resumed discussion at 12:50 pm Sunday

46. Lane- Our requirement is to require a standard. It is up to the instructor to validate their curriculum against the standard.

47. Coon- Average time on test bank validation is 10 minutes per question.

48. Jodie- Had to make the terminology more generic in the last test bank review. Goal is to remove nomenclature.

49. Coon- suggestion is to allow the test bank review process to play out to the Davis standard. See if we have enough questions to meet the IFSAC question requirement. If not enough questions are present then the staff goes back and reviewed questions with only 1 or 2 references and modify the verbiage to remove text specific nomenclature.

50. Lane- Since we set the vendor selection criteria at specific specifications, could we then provide the vendor final findings and require an equal number of questions as were thrown out to be created for us.

51. Gordon- Goal is to have at least twice the number of testing quantity in test bank. Also needs to ensure that each NFPA knowledge requirement covered.

52. Gibbs- would like to have the chair from each committee come to the group in March and make recommendation on adopting the standard (or not). Chair leads will develop their groups of SMEs. Publish a notice of purposed standards adoption with chair lead's name listed as the point of contact for comments. Notice needs to go to organization distribution lists.

a) FSI – Gordon Descutner

b) FFI – Greg Coon

c) HazMat – Mike Fish

d) CFI – Michael Nemeth

e) FOI – Robert Dennard

f) Pub Ed – Mahlon Greene

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<ul style="list-style-type: none"><li>g) ARFF- Dan Grimes</li><li>h) SO – Jeff Dobson</li><li>i) Telecommunicator – Jodie Hettrick</li><li>j) Driver Operator – Carol Reed</li></ul> <p>53. Priority List:</p> <ul style="list-style-type: none"><li>a) FSI - #1</li><li>b) FFI - #2</li><li>c) HMA - #3</li><li>d) Driver Operator - #4</li><li>e) Fire Investigator - #5</li><li>f) Fire Officer - #6</li><li>g) ARFF - #7</li><li>h) Pub Ed (test bank only) - #8</li><li>i) Safety Officer - #9</li><li>j) Telecommunicator - #10</li></ul> <p>54. Break- resume 2:45, David Gibbs excused.</p> <p>55. Gordon- work with committee lead on status, and then work with chair and vice chair on test bank finalization.</p> <p>56. Coon- suggest modifying CO manual to instruct students to record poor questions on the back of their Scantron sheets.</p> <p>57. Gordon- reviewed statistical abilities of LXR software.</p>
<p>58. Firefighter</p> <ul style="list-style-type: none"><li>a) Gordon- path forward is to follow the outline as laid out by Coon in the general section above.</li><li>b) Gibbs Whomever is chair of the FFI test bank committee should come to Spring meeting and make recommendations for any amendments to NFPA 1001 2008 edition. Committee adopts at Spring meeting, Staff updates skill sheets and program docs, consolidates the test bank review findings and meets IFSAC timeline requirements.</li></ul>
<p>59. HazMat</p> <ul style="list-style-type: none"><li>a) Gordon- Broken up to 3 groups.</li><li>b) Fish- Anchorage and Fairbanks divided the questions into half. 10 minutes per question average stood for this topic also. So far only 2 questions are flagged for deletion. A reference material edition provided was incorrect.</li></ul>
<p>C. ARFF</p> <ul style="list-style-type: none"><li>a) Committee findings and suggestions. In process, not complete.</li></ul>
<p>D. Fire Officer</p> <ul style="list-style-type: none"><li>a) Committee findings and suggestions. No progress since previous meeting.</li></ul>
<p>E. Investigator</p> <ul style="list-style-type: none"><li>a) Committee findings and suggestions. Clarified during public comment above.</li></ul>
<p>F. Telecommunicator Standard – Bryan Lane - Report</p> <ul style="list-style-type: none"><li>1. APCO to NFPA grid review</li><li>2. Written public comment review</li><li>3. Public Comment – Sunday 11:00-11:30</li><li>4. Tia- VP of APCO board. Trying to create a state standard. Tammy is representative from the state troopers. NEMA represented by Al.</li></ul>



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5. Al- Standard would allow us to bring all dispatchers in the state because everyone would get the same amount of training. Training starts at ground zero. APCO offers the class on the internet every 4 to 6 weeks. Grants are available for people to take the class. All test components are built into the program.
6. Jodie- on the police side do the attendees get a APSC certificate? (No)
7. Coon- The APCO curriculum fully meets the 1061 standard? (no not all of it, local component is not represented)
8. Carol- we are looking only at 1061, not the APCO standard.
9. Coon- Is 1061 acceptable to your organizations to be adopted as is? (yes)
10. Gibbs- does project 33 meet 1061? (goal of project 33 was to be a one stop standard for fire, police and ems)
11. Gordon- What advantage is there for the AFSC to adopt the standard?
  - a) Al- in most dispatch centers fire is a small component of total work load. Able to provide them knowledge and have documentation that they have met the state requirement.
12. Lane- is there a police standard for dispatcher? (no)
13. Jodie- Should we look at a joint standard with APSC and EMS? (APCO standard project 33)
14. Lane- What is in place at this time? (APCO program and certification)
15. Tia- We are trying to get a certification for the state. Trying also to pass state statute. Having the AFSC adopt the standard would lend them validity. Goal is to have it required to be a dispatcher in the state to have certification.
16. Gordon- What kind of user group is anticipated? (75-100 fire dispatchers across the state, over 200 overall dispatchers.)
17. Steeves- feels the training program would greatly help beginning dispatchers.
18. Jodie- How is the training taken care of in the state? (not all dispatch centers are members) How do they get accredited?
19. Lane- are instructors willing to meet the instructor requirements? (could compare requirements for APCO instructors, similar to accepting EMS and APSC MOI.)
20. Jodie- moves to adopt 1061 2007 edition, Gibbs seconds. No discussion. Voted unanimously.
21. Break for lunch Resumed 12:50 pm Sunday

### **X. New Business – Chair – Bryan Lane – Action**

#### **A. Safety Officer**

1. Jodie- Incident Safety Officer program of Fire Department Safety Officer Association. Can offer the training and program in state. No association fees required. Recertification required every 5 years, 100 CEU's. Time spent acting as ISO counts towards CEU's. Teaching safety classes count towards CEU's also. 16 hour course.
- 2.

#### **B. Driver /Operator**

1. Carol assigned to head committee and report back in March.

#### **C. Strategic Plan**

1. Coon- does official action need to be taken on the removed paragraph from the mission statement.
2. Coon- makes a motion to amend the mission, vision and goals. Dennard seconds.
3. Coon- makes a motion to accept the amended mission, vision and values as submitted by Gordon. Discussion:
4. Steeves- makes motion to amend urban and rural to read Alaskan. Jodie

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<p>seconded. Voted and approved.</p> <p>5. Carol - makes a motion to add "and" and remove the comma in the mission statement. Coon seconded. Voted and approved.</p> <p>6. Jodie - makes a motion in vision statement number 2 to change "training" to "certification". Seconded by Coon.</p> <p style="padding-left: 40px;">a) Carol- should it be established? (No)</p> <p style="padding-left: 40px;">b) Voted on Jodie's motion, approved.</p> <p>7. Jodie- Suggests having a topic rotation for agendas. Strategic plan and administrative in Fall, Standard adoption in Spring.</p> <p>8. Goal 1, Objective 1, Target 1 change to Maintain instead of meet. Target 2 due date March 2010.</p> <p>9. Goal 1, objective 2, target 1 change completion to Ongoing.</p> <p>10. Goal 2, objective 1, target 1 change topic to RIC, medium priority, responsibility AFSC, due Sept 2010.. Target 3, vehicle rescue tech, medium, Sept 2010.</p> <p>11. Goal 2, Ensure that adopted standards are current.</p> <p>12. Objective 3, completion of Sept 2010.</p> <p>13. Add original Objective 2 as Objective 4 with slight wording change. Target 1 maintain online information document. Target 2 post notifications to groups.</p> <p>14. Jodie- moves to accept the amendments made to the strategic plan. Coon seconded. Voted, accepted.</p> <p>15. Jodie- moves to accept the strategic plan. Nemeth seconded. Voted, accepted.</p>	
<p>D. Brochure</p> <p style="padding-left: 40px;">1. Carol will be taking lead on brochure.</p>	
<p><b>XI. Review list of Action Items - Chair – Bryan Lane - Review</b></p>	<p>Responsible person(s)</p>
<p>developed from this meeting.</p>	
<p>A. Committee groups form and report suggestions at next meeting.</p>	
<p>B. Implement recommended procedural and agenda updates.</p>	
<p><b>XII. Future Agenda Items - Chair – Bryan Lane - Review</b></p>	
<p>A. As outlined above.</p>	
<p><b>XIII. Next Meeting - Chair – Bryan Lane - Report</b></p>	
<p>A. Teleconference November 10, 2009 13:30</p>	
<p>B. Spring 2010 meeting March 6-7, Fairbanks</p>	
<p><b>XIV. Adjourn - Chair – Bryan Lane - Action</b></p>	