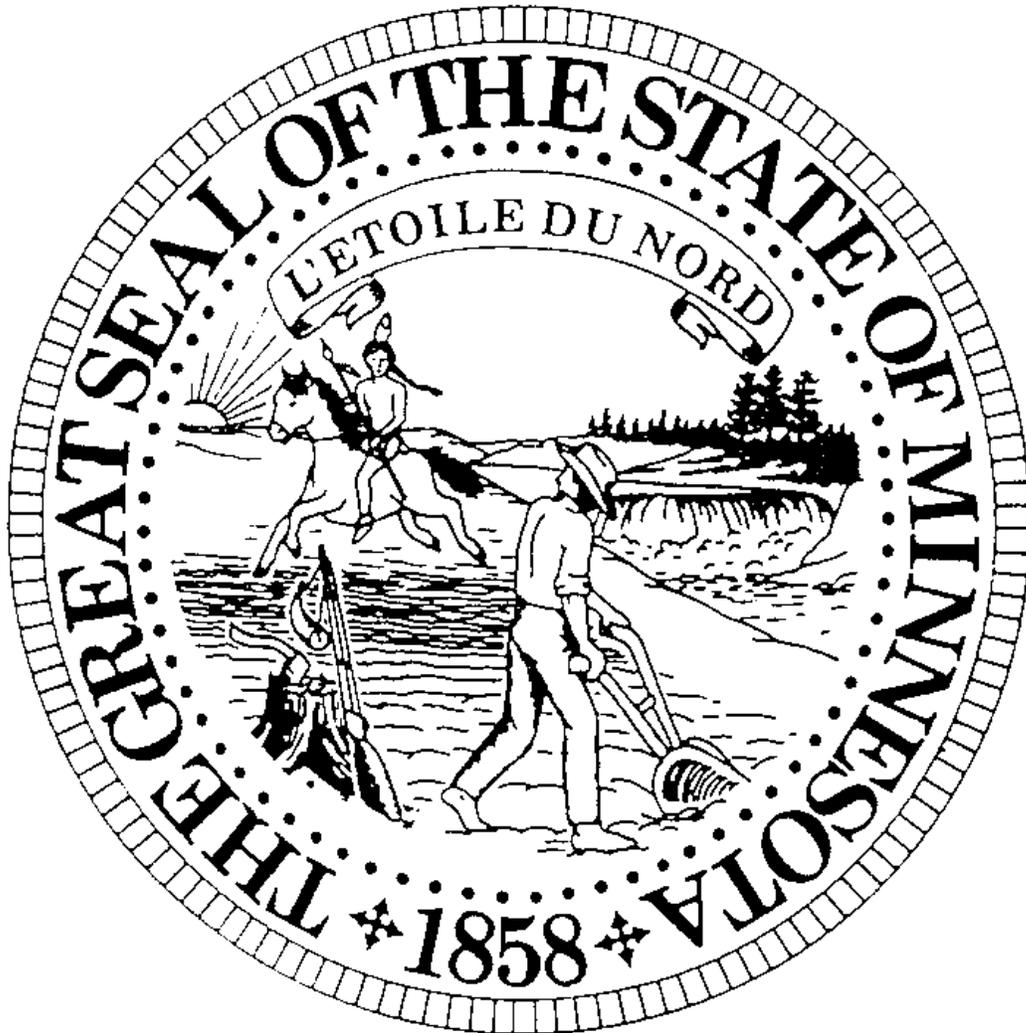


**GOVERNOR'S COUNCIL
ON
FIRE PREVENTION AND CONTROL**



2018 ANNUAL REPORT

**GOVERNOR'S COUNCIL
ON FIRE PREVENTION AND CONTROL**

HISTORY

In 1969 legislation was passed creating a state advisory council on fire service education and research. The council was provided with funding and was to report back to the legislature. After three reports were presented, this council was scheduled to expire. Encouraged by strong fire service and public support, an effort was launched in the 1976 session to reinstate the council. On May 6, 1976 the Governor issued Executive Order No. 126 creating an Advisory Committee on Fire Service Education. That Executive Order remained effective through December 31, 1978 when Executive Order No. 187 on December 15, 1978 created the ***Governor's Council on Fire Prevention & Control***.

The Council continues to operate under Executive Order No. 11-08, signed by Governor Mark Dayton on April 4, 2011. In 1992 the Council began reporting directly to the Commissioner of the Department of Public Safety. The Council annually meets with the Commissioner to deliver its Annual Report.

MISSION

The mission of the Council is to:

- Provide a focal point for the exchange of information.
- Develop the best possible fire education, protection, and prevention services for the people of Minnesota.
- Coordinate the delivery of this information.

CONTACT

The State Fire Marshal Division provides the official contact point for the Council.
Minnesota State Fire Marshal
445 Minnesota Street, Suite #145
St. Paul, MN 55101-5145
(651) 201-7200

The Council website is hosted on the Division website and contains membership listings, agendas, meeting minutes, position papers, annual reports, etc.

<https://dps.mn.gov/divisions/sfm/programs-services/Pages/Governors-Council-on-Fire-Prevention.aspx>

MEMBERSHIP

The Council consists of fifteen members appointed by the Commissioner of Public Safety, in addition to several ex-officio state agency representatives. The member organizations represented include those directly involved in the fire safety profession as well as those *affected* by fire safety activities or regulations.

6 - Representatives of Fire Prevention and Control Occupations

- Fire Marshals Association of Minnesota
- MN Chapter of the International Association of Arson Investigators
- MN Chapter of Society of Fire Protection Engineers
- Minnesota Professional Fire Fighters
- Minnesota State Fire Chiefs Association
- Minnesota State Fire Department Association

1 - Representative of Organization Teaching Fire Prevention and Control

- Region's Hospital - Burn Center

2 - Representatives of State and Local Government

- League of Minnesota Cities
- Minnesota Association of Townships

6 - Representatives of Other Organizations Actively Involved In Fire Prevention and Control

- Insurance Federation of Minnesota
- Minneapolis Building Owners & Managers Association
- Minnesota FAIR Plan
- MN Chapter of American Institute of Architects
- MN Chapter of National Fire Sprinkler Association
- RAM Mutual Insurance Company

5 - Ex-Officio Representatives of State Agencies

- State Fire Marshal Division, Minnesota Department of Public Safety (DPS)
- Homeland Security and Emergency Management Division, DPS
- Department of Natural Resources
- Construction Codes & Licensing Division, Minnesota Department of Labor and Industry
- Minnesota Board of Firefighter Training & Education

2018 Accomplishments:

- The Governor's Council on Fire Prevention and Control met throughout the year to engage in thorough discussion on relevant fire safety issues prompted by the membership.
- The Council assisted in planning for the 2018 Minnesota Governor's Fire Prevention Day at the State Fair, which was held on Friday August 24, 2018. It was the 20th annual Fire Prevention Day at the Fair and there were special giveaways and events to commemorate the 20th Anniversary.
- The Council conducted a stringent review of the Governor's Fire Prevention Day at the State Fair with several Council members attending many of the monthly meetings of the State Fair Planning Committee. The State Fair Event was held in a new location in 2018 and was for the first time on a grass field which necessitated some special set ups to prevent damage. Despite being in a new location, the event did not suffer any drop off in the quality of the programming and entertainment provided.
- The Council once again partnered with the International Association of Arson Investigators-Minnesota Chapter to co-host one of its meetings in Greater Minnesota by holding the March meeting at the IAAI-Mn's Annual Conference in St. Cloud.
- The Council toured the Burn Unit at Region's Hospital during its July meeting getting a close look at the Unit's operations and reach.
- The Council continued to monitor the 2018 Minnesota Legislative Session for any items that would impact fire safety or the fire and building codes.

Governor's Council on Fire Prevention and Control

Bylaws

Article I – Memberships

Section 1 A Council member shall be a duly appointed representative or alternate of a state-wide member organization or interest group appointed by the Commissioner of Public Safety and that agrees to abide by the bylaws and the Governor's orders.

Section 2 An organization's membership may be terminated as provided herein. All memberships that have been terminated have a right to petition for review within thirty (30) days. The Chairperson shall appoint three (3) voting members and one (1) ex-officio member to review the circumstances leading to the termination of the membership and report to the Council prior to a final vote on the filling of the vacancy.

Section 3 Members of the Council shall determine the number of members and shall nominate member organizations to this council. Nominations shall be confirmed by a two-thirds (2/3) majority vote of all Council members by written ballot. The organization(s) chosen must be approved and appointed by the Commissioner of Public Safety.

Article II - Meetings

Section 1 The regularly scheduled meeting shall be on the fourth Wednesday of every odd month.

Section 2 The Chairperson, or a majority of the members of the Council, may call for a special meeting at any time. There must be reasonable notice, either by mail or telephone, of such meeting given to every member (both ex-officio and voting members). The notice shall state the purpose of such meeting.

Section 3 A simple majority of all voting members in good standing shall constitute a quorum. A member is not in good standing if the organization's representative has allowed the organizations' membership to terminate or the director of the organization has expressed a desire to terminate the organization's service to the Council.

Section 4a At all regular meetings of the Council, the following shall be the order of business:

1. Roll call and declaration of quorum.
2. Minutes of the preceding meeting and actions thereon.
3. Reports of officers and committees.
4. Unfinished business.
5. New Business.

Section 4b At all special meetings the following shall be the order of business:

1. Roll Call and declaration of quorum.
2. Reports of officers and committees concerning the purpose for which the meeting is called.
3. Discussion on the purpose for which the meeting is called.

Section 5 All agenda items shall be prepared by the Chairperson or any person appointed by the Chairperson. If a member desires to have an issue placed on the agenda, that member shall give twenty (20) days notice, either by mail or telephone, prior to the meeting, to the Chairperson. The notice shall state the topic to be placed on the agenda.

Article III - Officers

Section 1 The officers of the Council shall be Chairperson, Vice-chairperson and Secretary.

Section 2 The Chairperson, or in his or her absence, the Vice-chairperson, shall preside over all meetings of the Council. In the event both are absent, a temporary presiding officer shall be elected among the members present. The Chairperson shall appoint the Secretary and all special committees, unless otherwise provided herein. The Chairperson shall exercise a general supervision over all affairs of the Council and shall perform the duties incident to his/her office. The Chairperson cannot be a voting member of a special committee appointed by him/her, unless otherwise provided herein. The Chairperson shall be the ex-officio member of all committees unless otherwise provided herein. The Chairperson will not be counted in determining a quorum in such special committee meetings.

Section 3 The Vice-chairperson, in the absence of the Chairperson, shall perform all duties of the Chairperson and, in so acting, shall have all the powers of, and be subject to, all the restrictions on the Chairperson.

Section 4 The Secretary shall be appointed by the Chairperson. The Secretary shall be responsible for reviewing and distributing all correspondence. The Secretary shall keep membership records containing the names of the representatives and the addresses of each organization that is a member of the Council. He/she shall keep all documents relative to the Council's operation. In the event that the Council receives any funds, the Secretary shall act as treasurer.

Section 5 The Chairperson and the Vice-chairperson shall be elected bi-annually to a two (2) year term. The members holding the office of Chairperson and Vice-chairperson shall be voting members in good standing. The Secretary is appointed by the Chairperson to a two year term.

Section 6 The officers shall hold office until their successors are elected or, in the case of the Secretary, appointed.

Section 7 Upon a two thirds (2/3) majority vote of all council members, any officer can be removed from that office.

Article IV - Attendance

Section 1 Any member of the Council who is absent from 2 consecutive regularly scheduled meetings shall receive a notice that indicates their membership may be terminated if their attendance does not improve.

Section 2 Any member of the Council who is absent from 3 or more consecutive regularly scheduled meetings may be terminated.

Article V - Voting

Section 1 Each member of the Council shall receive one (1) vote.

Section 2 Ex-officio members do not have voting privileges.

Section 3 Proxy voting shall be prohibited. US Mail or electronic (email) voting is permitted. The vote should be sent to the Chairperson one (1) week prior to the scheduled meeting.

Section 4 All administrative resolutions shall require a two-thirds (2/3) majority vote and be consistent with the amendment provisions of these bylaws.

Article VI - Committees

Section 1 All committees shall be appointed by the Chairperson unless provided herein.

Section 2 There shall be an Executive Committee consisting of the Chairperson, Vice-chairperson, Secretary and two (2) other members elected by the council. The immediate Past-Chairperson also serves on the Committee as a non-voting member, during the time the individual remains on the Council as a member. The Chairperson of the Council shall be the Chairperson of the Executive Committee, notwithstanding any provision in these bylaws to the contrary. The Executive Committee shall advise and assist the Chairperson on determining agenda items and the direction of the Council. The Executive Committee shall also evaluate proposed changes to these bylaws. The Executive Committee shall not act on any policy, position, or opinion without authority of the Council.

Section 3 Committees of Council may be formed to consider and report on subjects requiring special study. These committees shall be appointed by the Chairperson unless a motion to the contrary is passed by an affirmative majority vote. In the event such a motion is passed, the members of the special committee shall be nominated and elected by the council. The number of committee seats to be filled shall be determined by the Chairperson of the Council.

Article VII - Amendments to Bylaws

Section 1 Any member may propose an amendment to these bylaws provided such a proposal is submitted to the Chairperson sixty (60) days prior to any meeting.

Section 2 All proposed amendments shall be reviewed by the Executive Committee and submitted to the entire membership at least sixty days prior to being placed on the agenda for approval.

Section 3 Proposed bylaws amendments must be passed by a two-thirds (2/3) affirmative vote at any regularly scheduled meeting.

*Approved unanimously January 28, 2004
at a regular meeting of the
Governors Council on Fire Prevention and Control*

*Amended Article IV Attendance
January 23, 2008*

*Amended Article VI, Section 2 – added Past Chair
November 25, 2009*