



**SOCIETY OF FIRE PROTECTION ENGINEERS
NEW YORK METROPOLITAN CHAPTER**



**Chapter Board Meeting
HP/EYP Mission Critical Facilities
440 Park Avenue South, 16th Floor, New York, NY
July 20, 2010**

I. Roll Call

The meeting was called to order at 10:00 a.m. and the following individuals were in attendance:

Jeffrey Amato	Schirmer Engineering
April Berkol	
Timothy Collins	TC Fire Protection
James Goerl	Metro Protection Systems
Jeffrey Kroutil	XL Insurance
Thomas Kuhta	Willis Co.
Alex Mear	CCI
Kevin Morin	CCI
Les Radoman	Zurich Risk Engineering
Joseph Razza	ZS Engineering
Michael Rendich	XL Insurance America, Inc.
Zygmunt Staszewski, President	ZS Engineering
Bella Treyger	HP/EYP Mission Critical Facilities
Victoria Valentine, Secretary	National Fire Sprinkler Association
Guy Vandevaarst	Empire System Solutions

II. 2010-2011 Meeting Dates

There was much discussion on the subjects that could be presented throughout the upcoming calendar year at Chapter meetings. The following is a list of meeting dates and their proposed topics and speakers. There are also notes in the table as to who is contacting the speaker if it has not already been set up.

Date	Topic	Presenter
September 28, 2010	NFPA 20	Ken Isman, NFSA
October 26, 2010	NYC Codes	NYFD (Z. Staszewski to contact)
November 30, 2010	High-rise Building Fire Protection	SFPE National (V. Valentine to contact)
January 11, 2011	Joint Meeting with Fire Safety Directors @ FDNY Fire Museum	
February 22, 2011	Fuel Storage Tanks	Bob Benedetti, NFPA (J. Kroutil to contact)
March 29, 2011	Possible Field Trip or Smoke Control	J. Goerl – Notifier Trip David Jacoby, Arup (K. Morin to contact)
April 26, 2011	Sprinkler Systems Update	Russ Fleming, NFSA (V. Valentine to contact)
May 24, 2011	Possible Field Trip or Smoke Control	J. Goerl – Notifier Trip David Jacoby, Arup (K. Morin to contact)

In addition to the regular Chapter meetings there will be a Chapter Board meeting on December 14, 2010. There will also be a golf outing to raise monies for the scholarship fund in June 2011.

The Board also discussed a concern brought up about the length and timing of the meetings. It was decided that a slightly earlier schedule will be used for 2010 to see if it works. This means that coffee and networking will begin at 8 a.m., the business portion of the meeting will begin at 8:30 a.m., and the speaker will begin at 9 a.m. with a 1-hour presentation.

Additional topics that will be carried over for 2011-2012 planning are as follows:

- FM's new sprinkler installation standards (possible September 27, 2011 – T. Kuhta to contact)
- NFPA 3 – Commissioning of Systems
- High Expansion Foam Systems and Sensors (Paul Valentino, Alison Controls)
- NEC Updates
- VESDA and HVLS (Xtralis)
- SFPE White Paper – Engineers and Technicians
- Joint meeting with NY Empire Chapter
- Field Trips
 - FDNY Fire Academy
 - Sikorsky Aircraft (Stratford, CT – UTC owned)

It is desired to keep the same space, the Gural Conference Room, which has been used in the past at NYU. Tim Collins is the contact for reserving the space with NYU. L. Radoman will contact him as well as look into an insurance policy as required. In the past, NYU has not been able to commit early in our planning cycle to use of the room. Therefore, L. Radoman has offered conference space at 1 Liberty Plaza as a back-up for the September meeting.

III. The Practicing Institute of Engineering, Inc. (PIE)

The guidelines for submitting speakers presentations to PIE for continuing education credits is attached to the end of these minutes. For those working with presenters it should be noted that the presentation, bio, outline, etc. is needed 4-6 weeks ahead of the presentation date. Materials go to K. Morin for submittal.

It was noted that the Chapter would like to sponsor a member to become a “Continuing Education (CE) Evaluator” for PIE to ease the review of programs for the Chapter Meetings. V. Valentine will look at the steps needed in order to become an evaluator.

IV. Scholarships

The June golf outing between the NY and NJ chapters brought in just under \$9600 for the scholarship fund. One of the items discussed was that the West Point Golf Course is small for the number of participants in the scholarship fundraiser. Next year the NJ Chapter will be planning the golf outing and a new venue may be used. Kudos from the board is extended to all who put together the June 2010 event.

V. Treasurer’s Report

Once the bills from the golf outing are paid, the Chapter has approximately \$15,000. The anticipated bills for 2010-2011 at this point are the insurance required by NYU for use of their conference room, coffee for the meetings, and tokens of appreciation for the speakers. The balance should be stable as dues will be collected starting in September.

VI. Membership

For the 2009-2010 year, there were around 90 Chapter members. There were delays in people sending in/bringing in their dues payments. Members from the 2008-2009 year have dropped off of the roster. The Board agreed that more follow-up is needed in order to keep the members we have, as well as develop leads on new members. It was decided that the 2nd Vice President will be tasked with assisting in retaining and recruiting members.

The annual dues for the Chapter were discussed. It was noted that \$50 per year for even one continuing education credit is a minimal fee. The Chapter strives to have 2 or more programs accredited each year to help its membership. This provides a big benefit for a small cost that can be marketed to prospective members. On a motion by T. Kuhta, seconded by A. Berkol, the 2010-2011 Chapter dues will be \$50 if paid on or before November 30, 2010 (representing no increase from the previous year) and after November 30th the dues for the year will be \$75. In addition, guest fees are being increased to \$20 per meeting.

To reduce the multiple lists that are maintained for membership and for ease of contacting members, V. Valentine has set up a Chapter email, sfpnymetro@gmail.com. Once all of the information is input, the officers who need to can have access to update any information. This way only one source is used. A notice will be sent to all contacts from last year with the dates of upcoming meetings for the 2010-2011 year in August.

VII. Other Business

Tappan Expo

There is an exposition aimed at high school kids in Tappan, NY. It would be beneficial to have Chapter participation at this event so that Fire Protection Engineering is included. In addition, advertising for the NY-NJ Scholarship Program could be done at this event.

Website

The website for the Chapter was discussed. It is desired to include the scholarship application on the site. Also, Chapter meeting minutes and speaker presentations should be included in a "Members Only" section of the website, where the password would be changed annually. This provides another benefit to membership. L. Radoman will contact M. Marvi for website updates.

National Membership and Recognition

The Board discussed the possibility of nominating Chapter members for Fellow of SFPE National. The deadline for this is mid-January. It was also noted that the Chapter should maintain a record of members who are also National members to facilitate in recognition and honors of members who have helped to further the field. A. Berkol, T. Collins and Z. Staszewski will coordinate applications.

It was also encouraged that the Chapter help spread the word to younger members of SFPE National that once they are licensed they can apply for "member" status opposed to "associate member" status that is automatically assigned by National.

SFPE Chapter Recognition

The past few years the NY Metro Chapter has received a Silver Award from SFPE National recognizing the work of the Chapter. The paperwork was filed by L. Radoman to seek recognition for the 2009-2010 year.

Chapter Bylaws

It was decided that the Board should review the current Bylaws of the Chapter in case there are necessary updates. The Scholarship Bylaws should also be reviewed. J. Razza will distribute to the Board.

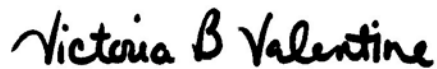
VIII. Next Meeting

The Board will meet again following the next Chapter meeting on September 28, 2010.

IX. Adjournment

The meeting was adjourned at approximately 1 p.m.

Respectfully submitted,



Victoria B. Valentine

Secretary, SFPE Metropolitan New York Chapter

Program/Course Submittal Instructions

PIE cannot approve a course/activity that has already occurred. This is per New York State Education Department Continuing Education Sponsor Approval Standard 2 – Courses/Activities.

READ CAREFULLY. INCOMPLETE SUBMITTALS ARE NOT PROCESSED.

1. **Collect the necessary forms** - Program Submittal Form (available at www.practicinginstitute.org)
2. **Gather Course Information** -
 - A. Outline of Presentation (this outline must have sufficient detail to demonstrate the technical content of the material, and the length of time for technical instruction.)
 - B. Presenter's resume (more than one presenter? Submit a resume for each one.)
 - C. A copy of the Presentation (this should include: slides, handouts, and/or any other course materials.)
3. **Assessment of learning** - If you decide to go with a Q & A, give an example of the questions that will be asked/answered. If you decide to go with a test or a course evaluation form, include a copy in your submittal. If your course is submitted as a PowerPoint Presentation, questions should be integrated into the presentation.
4. **Multiple Course/Seminar/Conference** – Conferences/Seminars that consist of multiple programs or courses must be submitted and approved individually, UNLESS seminar attendees are required to attend every program/course, in which case the Conference/Seminar can be evaluated as a whole. No partial credit/attendance is acceptable.
5. **PDH Credit** – Minimum credit allowed for any training is 1.0 PDH and must contain a minimum of 50 minutes of technical instruction. Fractional PDH's are allowed if the training is greater than 1.0 PDH.
6. **Prepare payment** - A fee schedule appears on the Program Submittal Form. It offers two basic divisions in payment categories: Either you (the training Provider) are a For-Profit or a Not-For Profit Entity (generally have a tax status of 501(c)). Not-For-Profit fees will only be honored if proof of status is submitted with application. You may pay via Visa or Mastercard, or by check. Credit card information must include card holder signature. Checks shall be payable to: **The Practicing Institute of Engineering, Inc (PIE)**.
NOTE: If you are paying by check a copy of the Program Submittal Form MUST accompany your check, even if other paperwork has been emailed or faxed. Your application will not be considered complete until payment is received.
7. **Submit paperwork using one of the following methods:**
 - A. Via US Postal Service or Private Courier Service (UPS, FedEx, DHL, etc)
Send to: **The Practicing Institute of Engineering, Inc, 6 Airline Dr, Albany, NY 12205**
 - B. Via Fax: **The Practicing Institute of Engineering, Inc. (518)-283-7495**
 - C. Via Email: piemail@nysspe.org*NOTE: If using option either B. or C., and paying by check, you must indicate it on Program Submittal Form. A duplicate copy of the Program Submittal Form must then accompany your mailed check. Your application will not be considered complete until payment is received.*
8. **Evaluation Time** - PIE asks for 3 weeks minimum, to review and evaluate your program. Anything under 3 weeks constitutes an expedited program and is subject to an additional fee. At least one week of processing time is required for all submittals.
9. **Approval Process** - PIE will email the contact person on the program submittal form with the results of the Evaluation. If the program is approved, the training provider contact has to sign a training provider agreement and send it back to PIE. Once the training agreement is received, PIE will email a template certificate for attendees along with an attendance sheet for use. It is the training provider's responsibility to have all attendees sign in on the attendance sheet and give them a certificate at the completion of the course. Then ALL attendance sheet(s) must be returned to PIE HQ's within **14 days of the event**.

The course is approved for ONE year. The training provider can offer this course as many times as they like within that one year, provided that the course presentation and the speakers have not been changed. Renewal of the course after 1 year is optional and is dependant upon prior performance. All PIE Approved courses are assigned a PS number which should appear on all course certificates and attendance sheets.