

Fire Line

Florida Fire Equipment Dealers Association

Winter Edition 2018

*Warmest Wishes from
FFEDA*



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Contents

4	FFEDA Message
6	2019 Board Nominations
8	2019 HR Resolutions
10	Sales Tip
12	Piper Fire Footgolf
14	Fire Safety Successes
18	Free Access to NFPA Codes
21	Year in Review
28	FFEDA Logo Wear
30	FFEDA Events
32	Save the Date

Advertisers

Buckeye Fire Equipment - Inside Front Cover
A-GAS Americas- Page 5
Guardian Safety Solutions International Inc. - Page 7
L&J Fire Equipment - Page 8
Badger Fire Protection - Page 11
WESCO HMB Inc. - Page 15
Amerex Corporation - Page 16 - 17
McNeil & Company - Page 18
FMNA - Page 27
ETI Training Institute - Page 29
Brooks Equipment - Inside Back Cover

FFEDA Message

Greetings Members,

We hope you have had a great year!

FFEDA was extremely busy during 2018 with the Board of Directors working on many items that will help ensure the continued success of fire equipment dealers throughout the State of Florida!

It is extremely important that we stay up-to-date on industry knowledge and we want to hear from you:

- Share Information - Please share any news pertaining to the fire equipment industry that is going on in your area with FFEDA and our Board members.
- Volunteer – We are always looking for new speakers to help educate our members. Are you interested in presenting or speaking at a FFEDA event in 2019? Or have you heard or seen a speaker that you think would be great at a FFEDA event? Please share this information with FFEDA and your Board.
- Participate – We encourage all FFEDA members to participate in our educational seminars, attend our annual conference and take advantage of the many member benefits that FFEDA has to offer!
- Serve on the Board of Directors – FFEDA is always looking for volunteers to serve on the Board of Directors. Take a look at the article in this issue and volunteer to serve in 2019!

FFEDA continues to strive to provide you with the resources you need to better yourself and your business. If you have any questions or suggestions on what we can do as your association to help you please let us know.

And before we turn the page to 2019, we would like to thank all of the members for their continued support of the association as well as the fire

equipment industry year-round. Whether you are serving on a committee, attending the FFEDA meetings or participating in legislative activities, your time is priceless. Associations are made-up of volunteers and leaders serving the industry. We couldn't do it without you!

We wish you all a very safe and happy Holiday Season! We look forward to working with you in 2019 and beyond.

FFEDA Board of Directors

IMPORTANT

Don't forget to go online or call the State Fire Marshal's Office to receive your Student ID number! (https://floridastatefirecollege.org/public/pb_index.asp)

This will allow FFEDA to auto-upload class attendance into the FCDICE system following each class and will allow fire equipment dealers to renew their licenses and permits online!

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WE NEED YOU! TO MAKE IT HAPPEN

Nominations are now open to Florida Fire Equipment Dealers Association Members to serve on the 2019 FFEDA Board of Directors.

Overview:

The Florida Fire Equipment Dealers Association Board consists of ten (10) members elected by the Association membership. There are 4 in person meetings per year held throughout the State of Florida.

Benefits of Serving:

Our association is constantly looking for dedicated and talented fire equipment dealers to join our Board of Directors. Some benefits of being on the board include:

- Chance to Change the Industry
- Big Picture Thinking
- Better Understanding of Non-Profit Governance
- Development of Leadership Skills
- Expanded Networking Opportunities
- Resume Building
- Opportunity to Give Back

Volunteering to lead your association is important! Talk to one of our current board members and find out why it's so rewarding to serve on the FFEDA Board of Directors.

Election Service Terms:

Each Director shall be elected to serve a term of two years. The two year term will start in June and go through May of the next year. Board members elected to the 2019 Board of Directors would serve from June 2019 through May 2020.

Interested in Serving:

Contact FFEDA today at ffeda@executiveoffice.org or by phone at (850) 224-0711.

Call for Nominations Forms will be sent to all active member companies. Please watch your mail and email for this important information and volunteer to help!

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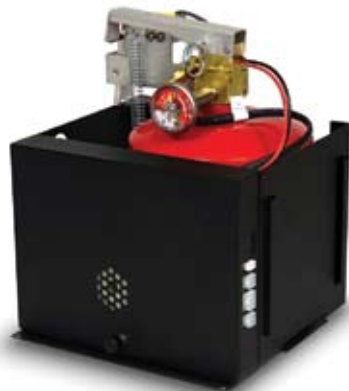
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2019 HR Resolutions

New Year's resolutions can help bring about positive change, whether in our personal lives or at work. With 2019 approaching, here are some HR resolutions to consider—and suggestions for helping make them stick.

#1: Review your hiring procedures.

Review your job advertisements, recruiting practices, application forms, interview questions, and screening and selection procedures to ensure they are effective and comply with all applicable laws. Avoid questions that could reveal a candidate's protected class, such as age, disability, national origin, and religion. Additionally, depending on your jurisdiction, you may be prohibited from asking about an applicant's criminal history (prior to making a conditional job offer) or salary history.

#2: Create/update job descriptions.

Written job descriptions can help you identify

essential functions and qualifications needed for a role. They can also help you set clear expectations with employees, evaluate performance, make compensation decisions, identify training needs, handle requests for reasonable accommodations, and make exempt vs. non-exempt classification decisions. In 2019, review and update your job descriptions to make sure they accurately reflect the current requirements of each position within your company.

#3: Review worker classifications.

Exempt Employees:

Review the status of employees who are classified as exempt from overtime, since these employees must meet very specific salary and duties tests. Some jurisdictions tie exempt salary requirements to the minimum wage, which means the minimum salary required to be exempt under state law changes whenever the state's minimum wage does. For example, both Alaska and California require



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employers to pay exempt employees a salary of at least twice the minimum wage and both states are increasing their minimum wage on January 1.

Independent Contractors:

For workers to be considered bona fide independent contractors, very specific federal and state tests must be satisfied. Generally, the more control the business has over the worker, the more likely he or she will be considered an employee of the company. If you plan to use independent contractors in 2019, make sure you meet the necessary tests. Consider conducting these tests regularly since your company's relationship with the worker may change over time.

#4: Create/update your handbook.

If you haven't already done so, create or update your employee handbook for 2019. A handbook can help you communicate important workplace information to employees and demonstrate compliance with various employment laws. It's a best practice to review your handbook at least annually to ensure it is up to date with current laws and company procedures. With many new laws taking effect in early 2019, now is the time for this review

#5: Evaluate performance management.

Clearly communicate performance goals to all employees, deliver regular feedback, and provide employees with the support and resources they need to meet their objectives. If you already have a performance management program in place, assess whether it effectively rewards top performers, clearly communicates goals to all employees, and evaluates employees' performance at least annually. It's also important to identify the skills and knowledge your employees need to succeed now and in the future. Develop a training plan and consider development opportunities for your employees.

#6: Evaluate anti-harassment efforts.

In some jurisdictions, anti-harassment training is required. Absent a specific requirement, it's a best practice to train all employees on sexual and other forms of harassment, from your top executives down to entry-level employees. In light of the many sexual harassment scandals in 2017, employers are re-evaluating their training programs. Many are

including a focus on bystander intervention to train employees to spot unwelcome and offensive behavior and to step in and take action when they see it. Additionally, make sure your policies and practices effectively address harassment. Provide practical examples of harassment, give employees multiple avenues to file complaints, take all complaints seriously, emphasize the company will not retaliate, and launch a prompt, thorough, and impartial investigation when you receive a complaint.

#7: Elicit more employee feedback.

To help retain a committed and engaged workforce, consider eliciting feedback from your employees regularly to gain insight into their experience working for you. You can increase the quality and quantity of responses by making it easy for employees to participate (such as an online system), stressing how important it is for you to receive feedback, and making sure you follow up on all suggestions from employees. Additionally, if an employee gives notice that they are leaving your company, conduct an exit interview. Exit interviews can help you identify your company's strengths and weaknesses and transfer knowledge to a successor or replacement. To encourage candor among departing employees, let them know that their honest feedback is necessary for making workplace improvements and that while exit-interview reports will be provided to management, the reports are anonymous.

#8: Promote your employer brand.

The way employees, former employees, and potential employees perceive your company can be critical to attracting, engaging, and retaining top talent and potential clients. If you haven't developed an employer brand, think what makes your company a great place to work and regularly promote that message internally and externally.

Conclusion:

Establish a few key business goals for 2019 and develop a plan for accomplishing them.

By: HR Solutions Blog Team, ADP

Sales Tip

See You At The Top!

It has been said that, “Selling is some of the best paid hard work - and some of the poorest paid easy work - that there is” Amen! The profession of selling is an excellent way to build a healthy bank account. I read one time that the combined incomes of all of the doctors, lawyers, professional athletes and entertainment stars in the United States, would actually add-up to less than the combined incomes of all of the sales people in the country. That is pretty impressive, huh? Yes, selling is an excellent way to earn a substantial income.

In order to begin to put yourself in that elite caliber of high dollar earners in the profession of selling, it is essential that you take many of the same basic steps to the top that the heavy hitters have taken. That kind of makes sense, right? What are those steps to the top in the world of selling then?

DESIRE - Let’s face it, without the desire to be successful, in the world of selling or any other for that matter, making it to the top is going to be darned near impossible. When a person awakes in the morning with a burning desire, the likelihood of making the required sacrifices, doing the hard work necessary and achieving the goal, becomes much more likely.

SACRIFICE - It seems that the achievement of nearly every worthwhile dream in life is going to require much sacrifice. Few career successes are the exception to that rule. Be it financial, social, physical or time, sacrifices must be made in order to win the prize and achieve the goal. If asked, I would bet that nearly every high achiever in most every walk of life would admit sacrificing significantly in many areas of their life in order to make it to the top.

SKILL - The top people in so many areas of life are simply amazing at what they do. Musicians, artists, writers, sports heroes, top managers, and yes, sales people, are just so much better at their chosen profession than “the mediocre” others in their same field. In his best seller “In Search of Excellence” author Tom Peters makes the same observation stating

almost always the margin of excellence between the top organizations and simply “the very good organizations” is measured not in slight differences but rather in hundreds of percentage points. Top sales people are also heads above the rest.

DISCIPLINE - We could discuss this topic late into the night! Although similar in definition to area of SACRIFICE previously mentioned, there is a difference. A person could sacrifice certain things in life yet still lack the day-to-day discipline to be fully successful. Disciplined sales professionals are disciplined in that they:

- Take good care of themselves physically by adopting healthy eating habits and getting sufficient rest.
- Arrive at work early in the morning and stay later in the evening.
- Study the manuals, brochures, code publications and business books that the average producers never seem to get around to reading.
- Do more than they are paid to do realizing that the day will come when they will be paid more for what they do!
- Are focused in their work and prioritize their day doing the most important tasks first and staying with them until they are completed.

Perhaps the best way to conclude this month’s article is with a line borrowed from master motivator – Zig Ziglar. At the conclusion of virtually every speech, seminar, book, or magazine article he delivered, ol’ Zig – in that incredibly deep baritone voice of his would say, “Buy into these ideas, follow these procedures and take these step and I will definitely SEE YOU - and yes, I do mean, YOU...AT THE TOP!

By: Bruce Carter, North American Fire Sales
nafs3@msn.com

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Piper Fire Footgolf

Over 120 attendees helped Piper Fire Protection raise more than \$8,000 for the Children's Burn Foundation of Florida at its 4th Annual Footgolf Tournament held on April 6th, 2018 at Largo Municipal Golf Course.

Their supportive sponsors included Ferguson Fire & Fabrication, Brown & Brown Insurance, Ansul, Core & Main, Wallace Welch & Willingham, HikVision, Solutions Insurance, R.S. Williams & Associates, Reliable Sprinklers, Silmar Electronics & Brooks Equipment.

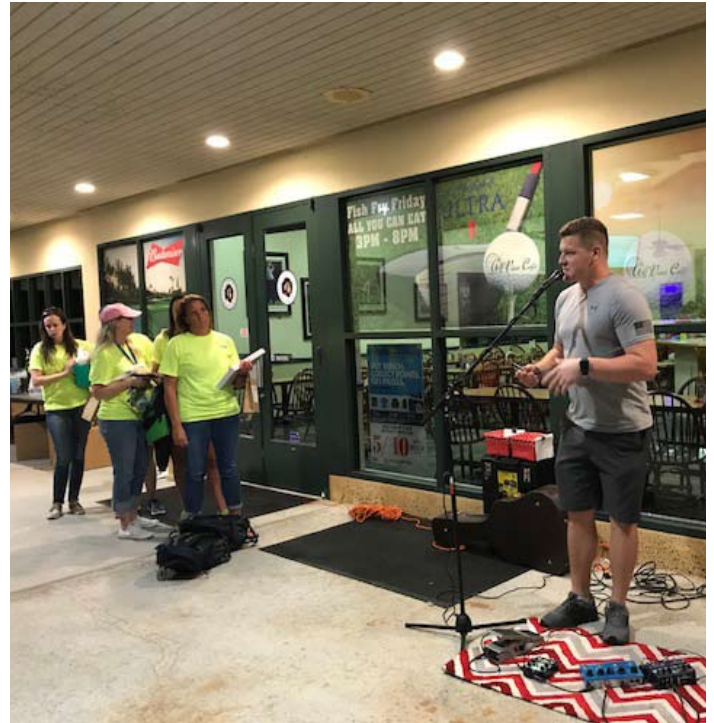
Piper Fire President Chris Johnson noted, "Our 'Piper Gives Back Committee' was formed to allow our team to focus efforts to live out our mission statement in our community. Not only do we want to make our communities safer, we also want to make our communities better, and that is what 'Piper Gives Back' is all about.

"This dedicated team of employees is focused on ways to benefit local non-profits, whether financially or by physical labor. Organizing the Footgolf Tournament to support the children attending the Children's Burn Foundation of Florida's Camp Tequesta isn't just to benefit the organization and the children but also to bring awareness to Piper Fire's overall goal as a company – that the fire protection industry's main objective is to save lives.

"It is so inspiring to have campers who have survived and thrived to adulthood, come back and serve as administrators and counselors for this camp. We are proud to be able to come along beside these amazing young men and women to provide a chance for the next generation of campers to have an amazing time with people just like them."

Participants enjoyed live entertainment, signature beverages with a Piper Fire souvenir cup, awards for top teams, prizes for longest drive and closest to the pin, and a 50/50 Raffle.





Fire Safety Successes

Fire extinguisher used to stop a blaze at Denver Airport

February 23, 2018 - DENVER, CO - A passenger's vaping device is being blamed for a fire that disrupted operations at Denver International Airport last month. According to a press release from the Denver Fire Department, the dissembled device was inside the passenger's travel bag when it caught fire as it passed through a TSA X-ray machine. The fire was quickly put out by TSA employees using a nearby portable fire extinguisher. While no one was injured as a result of the fire, the incident prompted officials to temporarily halt train service and security screening, causing significant delays throughout the airport.

High school bathroom fire put out with extinguisher

February 26, 2018 - NEW MILFORD, CT - Students at the New Milford High School had to be evacuated after two fires were discovered inside two of the boys' bathrooms. Teachers at the high school were able to put out the fires using portable fire extinguishers, which contained the fires to the toilet paper dispensers. The evacuation lasted for less than an hour and there were no injuries reported. Police investigated the scenes and determined that both fires had been deliberately set.

Cardboard fire contained by portable fire extinguisher

February 15, 2018 - COLUMBUS, IN - Following a fire at an OfficeMax, the store manager told firefighters that it wasn't until he entered the rear stock area of the store, that he found smoke and a fire which had started in the cardboard-compactor machine. He then immediately warned the other store staff and used a portable dry chemical fire extinguisher to douse the flames. The manager was able to contain the fire until firefighters arrived and were able to extinguish the fire that was isolated in the back of the machine. Columbus firefighters determined the fire was caused by an electrical short near the compactor's motor, which ignited the cardboard below the motor.

Oakland Mayor uses portable fire extinguisher

April 13, 2018 - OAKLAND, CA - The Mayor of Oakland was parking her car one morning, when she realized that the city's famous oak tree was on fire. She immediately ran inside City Hall, found two portable fire extinguishers, gave one to a security guard, and started spraying the fire. The duo was able to completely extinguish the fire before authorities arrived at the plaza. The tree, which has stood for over 100 years, was intentionally set on fire. The Mayor told the press that "As the mayor of Oakland, every day I have to put out fires, but today it was a literal one."

Submitted by FEMA Fire Equipment Manufacturers' Association

If you would like to submit an article for the Fire Line Magazine, please email FFEDA at ffeda@executiveoffice.org.



Check out the FFEDA website at www.ffeda.com for

- Important Notifications
- Membership Information
- Regulation Updates

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As part of its commitment to enhancing public safety, NFPA makes its codes and standards available online to the public for free. Online access to NFPA's consensus documents conveniently places important safety information on the desktops of traditional users as well as others who have a keen interest. NFPA is committed to serving the public's increasing interest in technical information, and online access to these key codes is a valuable resource.

To review codes and standards online:

- View the list of NFPA's codes and standards at <https://www.nfpa.org/Codes-and-Standards/All-Codes-and-Standards/Codes-and-Standards>

- Select the document you want to review.

- Select the edition of the document you want to review.

- Click the "Free access" link (under the document title)

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Too many times each year, this scene ends in tragedy.

Share the #DoltForDon Holiday Safety Campaign:

- When you purchase a live tree, make sure it's fresh. Needles should be green and springy to the touch.
- Cut 1 to 2 inches off the bottom of the trunk before placing the tree in the stand. A fresh cut allows the tree to absorb water. Place the tree in water right away.
- **Fill the tree stand with water every day.**
- Make sure the tree is at least 3 feet away from any heat source, like floor vents, fireplaces, radiators, candles or lamps.
- Make sure your tree is not blocking an exit.
- **Always turn the tree lights off or unplug them** before going to bed or leaving your home.
- Use lights that are approved by a national testing organization like UL.

- Replace lights that have worn or broken cords or loose bulb connections.
- Follow manufacturer's instructions for the number of light strands you can safely connect. Make sure you are using the right lights for indoors or outdoors.
- **Remove your tree immediately after the holidays** even if you think it is not dry.

Put Christmas tree safety at the top of your list. To help prevent Christmas tree fires, take the pledge to follow these simple instructions, and share the #DoltForDon Holiday Safety Campaign with your family and friends. They'll thank you for it.



Keeping a dry tree is like inviting a forest fire into your home.

- Christmas tree fires are likely to be serious and deadly.
- Put working smoke alarms on every level of your home, especially inside and outside sleeping areas.
- Remember to test your smoke alarms and tell guests about your fire escape plan.
- Practice your home fire escape plan regularly.
- **9 out of 10 U.S. fire deaths happen in the home.** People are surprised to learn that the place they feel safest is where their risk of being in a fire is greatest.



Home fire sprinklers increase safety and provide time for escape. Think about installing a system in your home.

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FREE HR HOTLINE

Human Resources is very important. All it takes is one uninformed decision to cost your company thousands of dollars. Unless you have a dedicated, full-time Human Resources manager on staff, you could be violating the law when it comes to employee relations and not even know it. FFEDA offers members this HR Hotline and provides peace of mind at no additional cost to you.

PROFESSIONAL MANAGEMENT

FFEDA is managed by a staff of association professionals. Together, they bring decades of experience and success to everything FFEDA does. The staff focuses on membership benefits and resources, meeting planning and implementation, continuing education requirements, magazine publication, regulatory relationships and other important factors to ensure our members can focus on their company and their role in the fire protection industry.

STATE APPROVED CONTINUING EDUCATION

FFEDA offers over 24 continuing education hours each year to help fire equipment dealers and permittees obtain the continuing education as required by the State of Florida. These classes are approved by the Fire Safety Board and feature professional and knowledgeable speakers and topics that are critical to fire equipment dealers.

PROFESSIONAL LOBBYIST

FFEDA has a professional lobbyist on staff that focuses on legislative and regulatory issues that affect the fire equipment industry. During legislative session, this lobbyist is working the halls of the Capitol to ensure that bills passed are not detrimental to fire equipment companies. In the months between session, they work closely with the State Fire Marshal's Office and other regulatory agencies to ensure that the life safety services that we offer to the Florida citizens meet the standards required.

FIRE LINE MAGAZINE

The Fire Line Magazine is published quarterly and serves as an important communication tool for Florida fire equipment dealers. Contents include the latest regulatory changes, equipment updates, upcoming events plus other important news that affects the fire equipment industry.

— JOIN ONLINE TODAY —

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YEAR IN REVIEW



Annual Conference

Thank you for making this year's Annual Conference & Trade Show a success. With 7 sponsors, 19 exhibitors, and over 180 attendees, the 2018 FFEDA Conference was the place to be for continuing education, networking, and fun! Continue reading for highlights from the Annual Conference including the Charity Golf Tournament, Trade Show, and Reception.





Golf Tournament



Trade Show



Fall Educational Seminars



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2018 Florida Fire Equipment Dealers Association Embroidered Apparel

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**If you have any questions please contact Amy Napier,
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The password to enter the site is: FFEDA (all caps)**

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ETI offers **Online CEU's** for **Fire Equipment** and **Fire Protection Industries** available as **individual classes** or as **bundled classes at a discount**

BUNDLES SAMPLE CLASSES

- | | |
|--|--|
| Fire Equipment Dealers A, B, C + D | • Selection and Placement of Extinguishers |
| Fire Equipment Permit 1 - Extinguishers | • Obstructions to Sprinklers |
| Fire Equipment Permit 1 & 4 | • Water Based Inspectors Test Prep |
| 8 hr FED Permit - Portable Fire | • Fire Pumps |
| Fire Protection System Contractor I & II | • Basic Mathematics |
| Fire Protection System Contractor IV | • Basic Business Communication Skills |
| Fire Protection System Contractor V | • Workers Compensation |
| Water Based Inspectors | • Intro to OSHA Subpart C |

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Info You Need to Know

2019 Calendar of Events

February 22 - 23, 2019

FFEDA Board Meeting & Educational Seminar

Florida State Fire College

Ocala, FL

No hotel affiliated with this seminar - all events at College

June 28 - 30, 2019

FFEDA Annual Conference & Trade Show

JW Marriott Orlando Grande Lakes

Orlando, FL

August 2019

FFEDA Board Meeting & Educational Seminar

TBD (Miami area)

October 2019

FFEDA Board Meeting & Educational Seminar

TBD (Panhandle area)

Board Meetings are held on Friday afternoon (open to Members) and Educational Seminars on Saturday.

Go to ffeda.com for more information.

2019 Continuing Education Requirements

All Fire Equipment Dealer License Holders (licensees) must have a minimum of:

- 14 hours of Technical content
- 1 hour Business Practices
- 1 hour Workers Compensation

All Fire Equipment Permit Holders (permittees) must have a minimum of:

- 14 hours of Technical content
- 1 hour Business Practices
- 1 hour Workplace Safety

Deadline for paperwork to be sent to State Fire Marshal: December 31, 2019

Member Benefits

Are you taking advantage of everything FFEDA has to offer to your company and your employees?

State Approved Continuing Education

FFEDA offers over 24 CE hours each year.

Classes are approved and feature professional, knowledgeable speakers on topics that are critical to the industry.

Free Human Resource Hotline

Unless you have a dedicated, full-time Human Resources manager on staff, you could be violating the law when it comes to employee relations and not even know it. FFEDA offers members this HR Hotline and provides peace of mind at no additional cost to you.

Professional Lobbyist

FFEDA has a professional lobbyist that focuses on legislative and regulatory issues. This lobbyist works the halls of the Capitol and work closely with the State Fire Marshal's Office and other regulatory agencies.

Professional Management

FFEDA is managed by a staff of association professionals that bring decades of experience and success. The staff focuses on membership, meeting planning, continuing education, publications, regulatory relationships and other important factors.

Collaboration with Industry Leaders

FFEDA has been working hard to expand our relationships with other fire protection associations to strengthen our associations and help cross train industries.

Contact your association office today at ffeda@executiveoffice.org, phone 850-224-0711 or fax 850-222-3019 to find out more about your membership.



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2019 ANNUAL CONFERENCE & TRADE SHOW

JUNE 28 - 30

JW MARRIOTT ORLANDO GRANDE LAKES

