

CBOA/CFMA/CAHCEO

Joint Seminar Planning Meeting

April 15, 2026; 12:00 pm; Minutes

Members Present: Jim Rupert, Randy Heckman, Rich McKinnon, Albi Sako, Judith Rothschild, Richard Lee, Kimberly Norman-Rosedam

Absent: Roger Nelson

Discussion:

- Agenda:
 - Registration: 9:00 am to 10:00 am.
 - Opening: Randy Heckman will be the Master of Ceremonies (MC), following by remarks from the President of CFMA and CAHCEO. (keynote speaker will be determined)
 - First Presentation: 10:00 am to 11:00 am
 - Speaker: Judith
 - Subject: Emergency Relocation – Issuing order to vacate under Fire, Building and Housing Codes.
 - Second Presentation: 11:15 am to 1:00 pm
 - Speaker: (an attorney from City of Hartford) and two relocation officials: Mr. Michael Gilmore (City of Waterbury) and Ms. XXX (City of Stamford). (might look for more speaker)
 - Subject: Relocation Act and Relocation procedures.
 - Lunch break: 1:00 pm to 2:00 pm
 - Third Presentation: 1:00 pm to 2:00 pm
 - Speaker: (need speaker's information)
 - Subject: Freedom of Information Act.
- Meeting logistics:
 - Equipment: Rich McKinnon will bring projector and computer.
 - Registration: all registration will go through CBOA's registration process. (more detail will be provided)
 - Presenter's Power Point slides electronic file: speakers will forward their electronic PowerPoint slides files to Judith.
 - On site registration: CBOA, CFMA & CAHCEO will have its staff for onsite registration. Three tables will be setting up for registration.
 - Presentation screens: Rich McKinnon will confirm with St. Clements Castle to ensure there are appropriate number of screens in the presentation room to display the PowerPoint slides.
 - Only lunch will be served and refreshments will be provided through the seminar.
 - Cost of attending the event: \$100 per person.
 - CBOA will cover the registration fee for 5 presenters.
 - Richard Lee will develop event flyer once all the information is finalized. The flyer will be used to request CEU credits for Fire and Building officials.
- Next joint seminar planning meeting date: TBD.