

**Bureau of Security and Investigative Services**  
**Advisory Committee Meeting Minutes**  
**For February 5, 2015 Meeting**

Department of Consumer Affairs  
1625 North Market Blvd.  
Sacramento, CA 95834

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**Industry Members Present**

Simon M. Cruz, Jr. (Firearm/Baton Training Facilities)  
Marcelle L. Egley (Repossessor Industry)  
Sandra L. Hardin (Locksmith Industry)  
Matthew J. Lujan (Private Patrol operator/Security Guard Industries)  
Aaron "Riley" Parker (Private Investigator Industry)  
Thomas M. Uretsky (Proprietary Private Security Industry)

**Public Members Present**

James B. Gordon, Jr. (Consumer Federation of California)  
Greg P. Ferrero (California State Threat Assessment Center)  
Mark T. Franke (California Sheriff's Association)  
Nancy Murrish (Congress of California Seniors)

**Members Not Present**

Tim B. Westphal (Alarm Industry)  
Lynn S. Mohrfeld (California Hotel & Lodging Association)

**Department of Consumer Affairs - Legal Staff Present**

Angelique Scott- Legal Counsel

**Bureau Staff Present**

Laura Alarcon – Chief  
Connie Bouvia- Acting Deputy Chief/Licensing Manager  
Andrea Leiva-Policy & Administration Manager  
George Paddeck - Enforcement Manager  
Adrienne Avitia-Supervising Program Technician, Licensing  
Noreene Dekoning - Bureau Ombudsman  
Sam Stodolski-Policy Analyst

**Minutes Taken By**

Sam Stodolski

**1. Call Meeting to Order**

Meeting was called to order by Bureau Chief Laura Alarcon at 10:03 am.

**2. Roll Call/Establish Quorum**

Roll was taken and 10 committee members were present. Quorum was established.

**3. Approval of Minutes from August 28, 2014**

Committee Member Matthew Lujan made a motion to approve the minutes from the August 28, 2014 Advisory Committee Meeting. Committee Member Aaron Parker seconded the motion and the vote was unanimous. Minutes from August 28, 2014 were approved.

#### **4. Bureau Chief's Welcome Remarks/Bureau News and Updates**

Bureau Chief Laura Alarcon announced that the Bureau's release date for Breeze has been rescheduled and is expected to go live December 2015. Deputy Chief Clarissa Serrato-Chavez and four Bureau staff will continue to work full time on the Breeze project until the launch date.

Chief Alarcon also announced that the Bureau's Sunset Hearing before the Senate Business, Professions and Economic Development Committee and Assembly Business and Professions Committee has been scheduled for the middle of March. Chief Alarcon noted that the Bureau's 2014 Sunset Report is available on the Bureau's website, and that BSIS is one of eleven boards and bureaus currently going through Sunset review.

Chief Alarcon noted that the Bureau's revised public website went live on December 8, 2014.

Chief Alarcon gave a brief synopsis of the three bills enacted in 2014 that impact the Bureau and industries regulated by the Bureau. Specifically, Assembly Bill 2220 mandates that all Private Patrol Operators maintain general liability insurance effective January 1, 2015. Additionally, the bill will require, effective July 1, 2016, all Private Patrol Operators to register their firearms with the California Department of Justice (DOJ) and follow the procedures established by DOJ to assign the firearms to their guard employees. Assembly Bill 1608 allows a Private Investigator licensee to hold a Private Investigator license as a Limited Liability Company. Assembly Bill 2503 makes various changes to the Business and Professions Code and Vehicle Code impacting business practices for repossessioners.

Chief Alarcon noted that individuals applying for a Bureau-issued license should use the updated applications available on the Bureau's website as various laws have changed and applicants need to use the most recent applications. She also noted that Bureau licensees should ensure the Bureau has current address information for them on file to ensure that they receive timely renewal notices and renewed licenses.

Public Comment on Bureau Chief's Welcome Remarks/Bureau News and Updates:  
None

#### **5. Discussion of Established Meeting Schedule versus Ad Hoc Meeting Dates for Future Advisory Committee Meetings**

Committee members discussed whether or not to establish a permanent meeting schedule or to call ad hoc meetings when necessary. Committee Member Matthew Lujan made a motion to establish a set meeting schedule of the first Thursday, every three months, to be held in January, April, July and October with the exception that the Bureau Chief may cancel a meeting if there are no agenda items or scheduling conflicts. Committee Member Thomas Utretsky seconded the motion. Motion to establish a set meeting schedule of the first Thursday, every three months to be held in January, April, July and October passed.

## **6. Discussion of Potential Changes Pertaining to Training Methods for BSIS Firearm Permit Holders**

Sam Stodolski presented potential changes the Bureau is considering for the BSIS firearms training via a handout that was presented to the committee members. Potential changes included:

- Definitions for various firearm training terms.
- The prescribed use of live ammunition for the initial qualifying range qualification and a minimum of two of the renewal range qualifications.
- Valid proof of peace officer status for training exemptions.
- A prescribed method of training for the firearms training course.

Committee members discussed the use of firearm simulators and the firearms training course. Committee members concluded that while firearm simulators may be a valuable tool for shoot/don't shoot scenario training, range training with live ammunition is a perishable skill and needs to be required. Committee members supported the Bureau's proposed changes, however members suggested that the initial firearm training course be entirely taught through traditional classroom instruction in order to include hands-on training and ensure proper identification of students.

### Public Comment on the Discussion of Potential Changes Pertaining to Training Methods for BSIS Firearm Permit Holders:

Brad Huffman came forward and addressed the committee. Brad has been a security guard for thirteen years and encourages the committee to revise the firearms training content and examination as the content and information is dated and needs to be revised. Brad also encouraged the committee to consider e-learning as a means of training as well as the use of firearm simulators as a cost-effective means of qualifications. Brad informed the committee that the cost of requalification is high and the security industry is often a low-paying profession and many security guards experience financial hardships when it comes to completing their requalification.

## **7. Lunch**

The committee adjourned for lunch from 11:35 am-12:35 pm.

## **8. Discussion of Potential Revisions of Industry Brochures for Consumer Guides for Alarm and Locksmith Industries**

Andrea Leiva presented potential revisions to the Consumer Guides that are available to California consumers. The Bureau is proposing to update various references in the Alarm Company Consumer Guide to include Business and Professions Code section citations and clarified information regarding Evergreen Clauses in alarm company contracts. Committee members discussed and concluded that the brochures contain too many pictures and the layout is confusing. Committee members suggested adding information regarding local ordinances that may require the home owner to have an alarm permit, concerns about the rollover dates in the Evergreen Clause being deceptive as consumers would be unaware of the provisions and adding information in the front of the brochure of the value and importance of using a licensed company and that the consumer has the right to ask to see the license.

The Bureau is also proposing to update the Consumer Tips for Hiring a Locksmith in order to update the references to include footnoted Business and Professions Code citations. Committee members suggested highlighting the fact that Locksmiths must be licensed and to encourage the consumer to ask to see the license as well as replacing the current pictures with a picture or reference of what a Locksmith registration/license looks like so that consumers know what to look for.

Chief Alarcon asked the committee members how the Bureau can better partner with various entities regarding getting the consumer information out to the masses? Committee Member Nancy Murrish confirmed that her organization, Congress of California Seniors, could disseminate up to 1000 brochures per year through various outreach events, health fairs and senior centers throughout the State.

The committee agreed that the brochures do not need to be glossy or catchy; the information is the most important part.

Public Comment on the Discussion of Potential Revisions of Industry Brochures for Consumer Guides for Alarm and Locksmith Industries:

None

**9. Committee Members Comments on Potential Items for Future Advisory Committee Meetings**

- Committee Member Marcelle Egley requested a discussion regarding third party lien-holders asking repossession companies to conduct investigative work when they are not authorized.
- Committee Member Simon Cruz requested a discussion regarding a renewal process for Baton permits and long gun/rifle regulations.
- Committee Member Matthew Lujan requested a discussion regarding e-learning, updating the Powers to Arrest and Weapons of Mass Destruction training manuals, the conviction verbiage that is currently being used on the security guard application and increased training standards.
- Committee Member Thomas Uretsky requested a discussion regarding changing the requirements for the Proprietary Private Security Officer (PPSO) to align more with the Private Patrol Operator requirements, a definition of a PPSO and how it relates to Proprietaries, and increased training hours.
- Committee Member James Gordon requested a discussion regarding the top complaint issues the Bureau receives.

**10. Public Comment on Items Not on the Agenda**

None

**11. Adjournment**

Committee Member James Gordon made a motion to adjourn the meeting. The motion was seconded by Committee Member Matthew Lujan. The motion to adjourn the meeting passed and the meeting adjourned at 1:52 pm.