

**103.4 Organization of the board.**

The board shall elect annually from its members a chairperson and a vice chairperson, and shall hire and provide staff to assist the board in administering [this chapter](#). An executive secretary designated by the board shall report to the state fire marshal for purposes of routine board administrative functions, and shall report directly to the board for purposes of execution of board policy such as application of licensing criteria and processing of applications. The board shall hold at least one meeting quarterly at the location of the board's principal office, and meetings shall be called at other times by the chairperson or four members of the board. At any meeting of the board, a majority of members constitutes a quorum.

[2007 Acts, ch 197, §14, 50](#)