

**Fire and Rescue Commission Meeting  
Greensboro, NC  
January 8, 2013**

**Attendees:** Chairman Harley Cook  
Vice-Chairman Ken Briscoe  
Gary Whitman  
Matt Davis  
Ed Duffield  
Phil Welch  
Robert Poe  
Freddy Johnson  
Bill Rogers  
Cloyce Anders  
David Wray  
Ronnie Griffin  
Kevin Gordon

**Welcome and Call to Order , Invocation**

Chairman Cook called the meeting to order at 10:00 AM, and asked Vice-Chairman Ken Briscoe to give the invocation.

**Ethics Statement**

Chairman Cook presented the Ethics Awareness and Conflict of Interest reminder as required by the North Carolina State Ethics Commission. There were no conflicts reported at this time.

**Approval of Agenda as Presented**

Motion was made by Phil Welch, seconded by Robert Poe to approve the agenda as presented with the addition of: Introduction of New Member Freddy Johnson. Motion carried.

**Approval of Minutes of October Meeting**

Motion was made by Bill Rogers, seconded by Ken Briscoe to approve the minutes of the October meeting as presented. Motion carried.

**Introduction of New Member**

Chairman Cook introduced Freddy Johnson, Sr. Mr. Johnson represents the NC State Fireman's Association.

## **OLD BUSINESS**

### **Certification Update** – Kevin Gordon

Kevin Gordon, Chairman of the Certification Board presented the update and provided the minutes of the December meeting (See attached)

Tim Bradley, OSFM, stated that online courses and testing must be presented to the Certification Board to ensure that accreditation requirements are met.

Motion was made by Ronnie Griffin, seconded by Phil Welch to approve the Instructor Research Committee Recommendations for Fire Instructor Qualifications and Fire Instructor III

1. To become a qualified instructor to teach Fire Instructor I and II -
  - The candidate must be certified a minimum of ten (10) years as a Level II Instructor
  - Degree from a Regional Accredited Institution - minimum of an Associate's Degree
  - Pass the qualification exam with a score of 80 (Fire Instructor I and II)
2. To become a qualified instructor to teach Fire Instructor III -
  - The candidate must be qualified to teach Fire Instructor I and II
  - The candidate must be certified a minimum of five (5) years as a Fire Instructor III
  - Pass the qualification exam with a score of 80 (Fire Instructor III)
3. OSFM Staff will develop a Fire Instructor III course to replace the Fire Instructor III Workbook.

Ten (10) members voted yes, three (3) members voted no.

Motion was made by Ed Duffield, seconded by Ken Briscoe to accept Chairman Gordon's Certification Board Update. Motion carried.

## **Incident Reporting Update** – Kim Williams

The USFA implemented changes January 2, 2013:

- (1) Change in format of passwords created issues across the state as 800 fire departments were unable to access the program.

Currently receiving reports. Most wait until the end of the year to submit reports even though staff requests monthly/quarterly reporting.

2011 - Total of 713,000 incidents reported

2012 - (to date) 152,000 (All data should be received by April 1)

## **LODD Update** -- Mike Edwards

- Ten LODDs in 2012. Four were National Air Guardsmen
- USFA reported yesterday that North Carolina tied for the highest number of fatalities in 2012.

## **NEW BUSINESS**

### **Instructor Appeal** – J. M. Kennedy, III

Instructor, J. M. Kennedy, III, participated in 2 classes using his Father's information on the College registration documents to obtain credit for these courses for his Father (FIP 5206 and 5603). The Certification Board suspended all of his current certifications for two (2) years and refuses to grant any additional certifications for the same two (2) year period. Motion was made by Kevin Gordon, seconded by Ronnie Griffin, to uphold the Certification Board's decision. Motion carried

### **Commission and Related Boards Meeting Announcements** –

Staff will begin posting the agenda and supporting documents to the OSFM website. This includes Commission, Certification Board and Arson Review Board information.

Ken Briscoe commended staff.

The Commission members will continue to receive mailings at this time.

### **VSWCF Appointments** –

Chairman Harley Cook reappointed Brian Cox and Joel Faircloth to serve another 3 year term as members of the Volunteer Safety Worker's Compensation Fund Board.

## **PRESENTATION**

Chris Best presented updated information regarding the Pocket Tools Website.

Matt Thorpe presented information regarding the upcoming Autism Awareness Conference.

## **AGENCY REPORTS**

### **Department of Insurance -- Tim Bradley**

#### **Training and Inspections – Larry Hughes**

(Research & Program Development)

- R&PD staff continues to monitor and update the OSFM Face book page. Staff is posting approximately 3 to 5 training announcements / comments a week plus photos of training. There are now 4,050 fans. The page adds an average of 10 to 20 fans per month from all over the world. Some of the fans who like the OSFM page are from Canada, Taiwan, Thailand, UK, India, Afghanistan, Indonesia, Mexico, France, Malaysia, Egypt, Iraq, Zimbabwe, Saudi Arabia, Vietnam, Guam, Algeria, Brazil, and Germany.
- R&PD staff continues to review the questions and comments on the OSFM YouTube site. The compiled “hits” for our videos equals 165,000 views.
- R&PD staff is continuing to post and write articles to the online Journal populated with seasonal articles and pictures, as well as current information. Submissions are welcome.
- R&PD staff is continuing working on Fire Officer III and the pilots.
- R&PD staff continues to develop Rescue Officer course work for a new NC certification.
- R&PD staff continues to develop Fire Marshal certification coursework based on the NFPA standard.
- R&PD staff continues to update the OSFM Pocket Tools Training web site as the instructor site for training videos, Quick Drills, coursework, and presentations on Firefighter, Rescue Technician, and Injury Prevention.
- R&PD will be hosting a two-day Autism Awareness for First Responders conference in May 2013 alongside the Instructor’s conference in Asheville. It includes several subject matter experts and registration will be free.

#### **Injury Prevention, Programs and Grants – Kelly Ransdell**

Deputy Director and Central Region IPS participated in a “Get Alarmed” critique with the staff of the Division of Public Health. The critique was held to gather thoughts and opinions on the “Get Alarmed” 10 year project that ended a year ago.

Injury Prevention staff coordinated, recruited volunteers, and staffed the SKNC Safety City Exhibit at the NC State Fair, October 11-21. This process included soliciting volunteers to assist during the 11 day fair, scheduling the volunteers, sending confirmation emails and preparation and guidance for their selected shifts. Staff also planned new content and layout for the exhibit which included determining the message that would be presented to exhibit visitors at the fair.

Added this year was new signage and assessment / fitting stations where parents and caregivers could ask specific questions in regards to Child Passenger Safety. Staff also assisted with the setup and breakdown of the SKNC/Safety City exhibit.

During the 11 day fair, it is estimated that we had 20,251 visitors to the safety city exhibit. Visitors to the exhibit were able to receive education on “In and Around Vehicles”, selecting and securing their child restraints, transitioning from a child restraint to vehicle seat and seat belt, and other topics. The area also featured a hot cars display which presented messaging that even on an average temp day of 70 degrees, a car can still be at unsafe temperatures.

Western Region IPS attended Charlotte Fire Dept and Mecklenburg Fire Marshal Office Fire Prevention week event and award ceremony. The event was held at JH Gunn Elementary which was the school who won the FPW bulletin board contest.

Western Region IPS and Deputy Director attended the Safe Kids Cleveland County monthly meeting in Shelby. Joan Mabry and Judy Hawkins were presented with the Safe Kids Chairman Award and other attendees were updated on upcoming events.

Fire Prevention Specialist was a guest on WTVD Heart of Carolina segment - part of the Operation Save A Life smoke alarm campaign. This is a partnership with WTVD, UNC Burn Center, Kidde and Home Depot. One of the highlights of the discussion covered the benefit of using “10 year lithium battery, tamper resistant smoke alarms” which were distributed this year through this program. Joining the Heart of Carolina segment was Dr. Cairns from the UNC Jaycee Burn Center and Crystal, a spokesperson from Kidde.

Fire Prevention Specialist attended the Knightdale Fire Department Open House which was held to kick off Fire Prevention Week. This was their first ever Open House event, and the fire department introduced their new puppet trailer.

Safe Kids in addition to Drug Enforcement Administration and State Bureau of Investigation, took in more than 8.5 million pills during Operation Medicine Drop. More than 11300 pounds were collected at more than 156 events, 60 counties with 98 agencies.

Lisa Blackmon- the Injury Prevention Administrator began with Safe Kids on October 1<sup>st</sup>. She worked with Juvenile Justice for 12 years prior to joining our staff.

Injury Prevention Staff distributed Fire Prevention Week newsletters to Fire Departments across the state.

Deputy Director spoke to the conference of District Attorneys about Operation Medicine Drop and the child passenger safety diversion program. 37 DA were in attendance for the session.

Fire Prevention Specialist attended the Annual National Campus Forum and represented NC DOI-OSFM by networking and attending a variety of workshops geared to provide fire educators with the latest tools and technology to share with local fire departments and campus safety officers.

Fire Prevention Specialist organized an event for Wake County Burned Children's Fund annual meal and also cooked and delivered a buffet meal to the UNC Burn Center at Chapel Hill.

Several Wake County fire departments assisted with cooking and preparing other dishes. Approximately 150 patients, family members and staff were able to enjoy the delicious meal.

Fire Prevention Specialist and Deputy Director set up a cooking safety display table and attended a NC partnership, "Completion Dining event." Several cooking safety tips were presented for approximately 150 attendees on three nights.

On November 9<sup>th</sup> Eastern Injury Prevention Specialist (IPS) assisted with a car seat check in Jacksonville at Camp Lejeune. This was the last day of a week-long car seat campaign held on base with a seat check held every day in the PX parking lot. This was the first event held on base at Camp Lejeune with certified Child Passenger Safety (CPS) Technicians. There were over 20 seats checked every day.

Western Injury Prevention Specialist attended the NC State weekend at the National Fire Academy with other NC DOI-OSFM staff for personal development and to assist with security. Fire Prevention Specialist worked with the NCDOT Public Information Office to implement a social media outreach campaign entitled: "Project Holiday: Twelve Days of Holiday Fire Safety". This campaign was successful and the information was also used as a media release prompting families statewide, to remain fire safe during the holiday season.

**Fire Safe Cigarette:**

Staff has not received any packages for FSC this month but have been working with ITS to get our system ready for re-certifications which should start in November. The testing phase should start next week and hopefully be fully operable by the end of the week.

Staff has finished updating the FSC form and website and the changes to the new system and capability to submit online went live November 26, 2012. No packages this month because system was not ready.

FSC had 23 packages in December for a total of \$98,500.

**Grants:**

**Firefighters' Relief Fund:**

Staff has reviewed 1,359 Report of Fire Conditions that have been filed by county and municipal finance officers. Letters have been sent to update the Insurance Commissioner appointee if their designation has changed since last year. On November 1 the County Tax Administrator's letter was sent with the rated fire insurance district list.

December: Staff has reviewed 1,364 Report of Fire Conditions filed by county and municipal finance officers. 68 of 100 County Tax Administrators have verified their population and property values for the 2012 Firefighters' Relief Fund.

**Volunteer Fire Department Fund:**

In October we have issued a total of 201 checks in the amount of \$2,684,831.32 for the 2012 Fire Grant.

Staff has completed the process of reviewing and processing the 2012 VFD Grants. Matching fund checks have been sent to qualified recipients. In November we have issued a total of 158 checks in the amount of \$2,062,097.53 for the 2012 Fire Grant.

December: The 2013 Fire Grant Applications will be available online beginning January 2, 2013. We have 26 grants carried over from the 2012 Fire Grant. Sixteen departments are waiting for completion of a building project or new vehicle build. Extensions on vehicles/building completions are granted until February 15, 2013. Ten departments have been contacted regarding their incomplete paperwork.

**Volunteer Rescue/EMS Fund:**

The 2012 Volunteer Rescue/EMS Fund process is underway with a total of 163 applicants. All equipment has been reviewed and we are verifying the status of contracts with several County Fire Marshals. Grant announcement will be made December 15<sup>th</sup>.

November: The 2012 Volunteer Rescue/EMS Fund process is underway with a total of 163 applicants. Staff is currently in the process of verifying certification levels and departments approved for ALS.

December: The 2012 Volunteer Rescue/EMS Fund was awarded on December 15, 2012 to 134 departments in the amount of \$1,454,169.08. A total of 167 departments requested grants in the amount of \$1,867,715.40.

Staff continues to work on scanning all the Report of Fire Conditions and Conflict of Interest Statements in the file room. All documentation for Grants/Relief Funds will be available online.

Engineering and Codes – Chris Noles

- The Pyrotechnics section is concentrating on providing Continuing education on-line and an on-line assistant testing process. Currently there is one hour of continuing education on line and an additional 6 hours in the process of being developed for on-line delivery. Pyrotechnics anticipates the provision of this on-line training by April of 2013.
- Pyrotechnics is in the process of working with IT to develop an on-line renewal process for operators and assistants.

**NC State Firemen's Association -- Paul Miller**

April 30<sup>th</sup> Barbecue for legislators

May 1<sup>st</sup> Visit members of the General Assembly

Scholarship changes/Online February 1<sup>st</sup>

High School students who are firefighters or the children of active, retired or deceased firefighters, volunteer firefighters, career firefighters, advanced degrees (Masters)

Closing date for applications March 15<sup>th</sup>

Conference dates for 2013/August 7-10

Debit Card Promotion/6 cruises/2 east, 2 west, 2 piedmont

NCSFA clothing and merchandise now in online store at [www.ncsfa.com](http://www.ncsfa.com)

MetLife home and auto program doing well

AFLAC /Dental, Critical Care and Hospital Indemnity/2013 enrollment period to be announced soon

Retirement plan doing very well with approximately 40 departments now in the plan. Goal was 15 for the first year.

Legislative Agenda

1. Funding for VSWCF
2. VIPER
3. Criminal Background Checks

NCSFA: Paul Miller, Kevin Gordon, Ed Brinson, John Grimes, Debbie Clary

NCAFC: Bennie Nichols, Chris Nichols, Rick McIntyre and Ron Fowler

Barbecue Throwdown at conference/cook 8<sup>th</sup> eat 9<sup>th</sup>/Looking for email blast

**NC Department of Labor** – Hollis Yelverton

- the Education, Training and Technical Assistance Bureau of the OSH Division is currently writing an Industry Guide for the Firefighting industry. The Guide is scheduled to be published later this year.

**NC Community College System** – Winfield Abee

- A number of weekend Fire-Rescue Colleges have been completed including Cape Fear, Southwestern CC, Western Piedmont CC, Wilkes CC, Cleveland CC and Thermal Imaging School at Cleveland and Hi Angle School at Surry CC.

- Upcoming Schools include: BES at Gaston College Jan 14-18. McDowell Fire School March 15-18. Davidson CC, Wilson CC, Sandhills CC, Robeson CC, College of Albemarle, Roanoke Chowan,
- Completed annual statewide community colleges school directors meeting Nov 28 which provides updates to all colleges, shares best practices, and showcases various colleges programs.
- Upcoming Fire Protection Technology Program Chairs meeting Jan 25 driven by Grant awarded to Blue Ridge Community College. Jay Alley to review current programs, possible alignment with National programs or other models.
- Rockingham CC has been approved to offer the Fire Protection Technology Associate Degree.
- Continuing to monitor data transfers from colleges to OSFM for certification purposes and defining fire academies for credit transfers.
- NCCCS Fire-Rescue Advisory Board meeting Jan 17 at System Office in Raleigh.

**NC Association of Rescue and EMS, Inc.** – Gordon Joyner

- Directors Meeting February 16 & 17 , Goldsboro NC
- Annual meeting will be in Greenville NC July 25-26-27, 2013
- BLS Evaluation February 16, Goldsboro NC
- Rope Emergency Specialist, March 8-9-10, 2013 Surry Community College
- Spring High Angle Rescue School level 1 & 3, April 5-6-7 2013 at Stone Mountain State Park.
- Graduate Technical Rescue School April 20-21, 2013 Yadkin County
- Rosters are due to be filed by 1-31-2013. 83% have filed. 98% have filed online.
- Scholarships applications are online. Will be there through March 31. 28 have already been filed in the first 7 days. There will be 125 awarded in the different levels this year.
- We have 470 eligible scholarships out now. To receive payment for those that are out now they must submit their grades by February 10th.

**NC Society of Fire Rescue Instructors** – Jimmy Barrow

- Membership dues notifications were sent out this month
- Online payment will be available soon
- Conference – May 8 – 11, 2013 – Asheville
- Conference – 2014 – Wilmington

## **OTHER**

Vice Chair Ken Briscoe requested all agencies and organizations to provide an electronic copy of their reports prior to Commission meetings to [ellen.sullivan@ncdoi.gov](mailto:ellen.sullivan@ncdoi.gov)

Cloyce Anders commended Tim Bradley on his work with the Volunteer Safety Worker's Compensation Fund. The 1200 departments participating have saved \$8.5 million per year average in worker's compensation.

### **2013 Meeting Dates**

July 9

October 8

As there was no other business to be addressed by the Commission today, motion was made by David Wray, seconded by Matt Davis to adjourn the meeting at 12:05 pm.

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Ellen Robbins Sullivan

# Delineation between Certification Programs and Training Courses

## Table of Contents

State Fire and Rescue Commission - 58-78-5 (Powers and duties) Page 3-4

Excerpts from NFPA 1000 Page 5

Proposed Procedures for Approving New Certification Programs Page 6

Proposed Flow Chart for Approving New Certification Programs Pages 7

Recommendations Page 8-9

Approved

**58-78-5. State Fire and Rescue Commission – Powers and duties.**

(a) The Commission shall have the following powers and duties:

- (1) To formally adopt a State Fire Education and Training Plan, a State Master Plan for Fire Prevention and Control, a Rescue Training Plan, and a State Master Plan for Rescue Services;
- (2) To assist and participate with State and local fire prevention and control agencies in the improvement of fire prevention and control in North Carolina and to work with State and local rescue agencies to improve rescue services in the State;
- (3) To increase the professional skills of fire protection and fire-fighting personnel and rescue personnel;
- (4) To encourage public support for fire prevention and control and rescue services;
- (5) To accept gifts, devises, grants, matching funds, and other considerations from private or governmental sources for use in promoting its work;
- (6) To make grants for use in pursuing its objectives, under such conditions as are deemed to be necessary and such other powers as may be necessary to carry out the State's duties with respect to all grants to the State by the United States Fire Administration and the National Fire Academy; and all support programs brought into the State by these two entities shall be coordinated and controlled by the Commission;
- (7) To make studies and recommendations for the improvement of fire prevention and control and rescue services in the State and to make studies and recommendations for the coordination and implementation of effective fire prevention and control and rescue services and for effective fire prevention and control and rescue services education;
- (8) To set objectives and priorities for the improvement of fire prevention and control and rescue services throughout the State;
- (9) To advise State and local interests of opportunities for securing federal assistance for fire prevention and control and rescue services and for improving fire prevention and control and rescue services administration and planning within the State of North Carolina;
- (10) To assist State agencies and institutions of local government and combinations thereof in the preparation and processing of applications for financial aid and to support fire prevention and control, rescue services, and planning and administration;
- (11) To encourage and assist coordination at the federal, State and local government levels in the preparation and implementation of fire prevention and control and rescue services administrative improvements and crime reduction plans;
- (12) To apply for, receive, disburse and audit the use of funds received from any public and private agencies and instrumentalities for fire prevention and control and rescue services, their administration and plans therefor;
- (13) To enter into monitoring and evaluating the results of contracts and agreements necessary or incidental to the discharge of its assigned responsibilities;
- (14) To provide technical assistance to State and local fire prevention and control and rescue agencies in developing programs for improvement;
- (14a) To serve as a central office for the collection and dissemination of information relative to fire service and rescue service activities and programs in State government. All State government agencies conducting fire service and rescue service related programs and activities shall report the status of these programs and activities to the Commission on a quarterly basis and they shall also report to the Commission any new programs or changes to existing programs as they are implemented;

(14b) To establish voluntary minimum professional qualifications for all levels of fire service and rescue service personnel;

(14c) To prepare an annual report to the Governor on its fire prevention and control activities and plans, rescue activities and plans, and to recommend legislation concerning fire prevention and control and rescue services;

(14d) To reimburse the members of the Commission's certification board, in accordance with G.S. 138-5, for travel and subsistence expenses incurred by them in their duties as certification board officers; and

(15) To take such other actions as may be deemed necessary or appropriate to carry out its assigned duties and responsibilities.

(16) To provide workers' compensation benefits under G.S. 58-87-10, to create a Volunteer Safety Workers' Compensation Board to assist it in performing this duty, and to reimburse the members of the Commission's Volunteer Safety Workers' Compensation Board in accordance with G.S. 138-5 for travel and subsistence expenses incurred by them.

Approved

## **NFPA 1000 – Standard for Fire Service Professional Qualifications Accreditation and Certification Systems (2011 Edition)**

### Chapter 1 Administration

1.2.1 The purpose of this standard is to establish criteria and requirements applicable to the following:  
(2) Entities certifying fire and related emergency response personnel as having met or complied with a recognized national standard.

1.2.2 It is not the intent of this standard to conflict with the statutory requirements of any jurisdiction.

### Chapter 3 Definitions

3.3.1 Accredited – To give official authorization to or to approve a process or procedure to recognize as conforming to specific criteria, and to recognize an entity as maintaining standards appropriate to the provision of its services.

3.3.2 Accrediting Body – A voluntary, nongovernmental association that administers accrediting procedures for entities that certify individuals to fire service professional qualifications standards, or programs granting degrees in non-engineering fire/emergency services related fields.

3.3.3 Certification – An authoritative assessment; specifically, the issuance of a document that states that an individual has demonstrated the knowledge and skills necessary to function in a particular fire service professional field.

3.3.4 Certifying Entity – An organization that is accredited to award certification to individuals.

3.3.7 Job Performance Requirement (JPR) – A written statement that describes a specific job task, lists the items necessary to complete the task, and defines measurable or observable outcomes and evaluation areas for the specific task.

3.3.9 Training – The process of achieving proficiency through instruction and hands-on practice in the operation of equipment and systems that are expected to be used in the performance of assigned response duties.

### **Approval process for new programs –**

1. OSFM Staff or Emergency Service Agency will present the idea/concept to the Certification Board (CB).
2. The CB will determine if the idea/concept is to be a certification program (meeting a NFPA professional qualification or alternative standard) or a hand off training course. The CB will also set expectations for the certification program. Finally, the CB will assign the project to the appropriate Ad Hoc Committee. **\*\*See attached flow chart.**
3. The CB will present the program to the Fire and Rescue Commission (Commission) as part of the CB's quarterly report for approval.
4. Once approved by the Commission, Staff and the assigned Ad Hoc Committee will develop and, if necessary, pilot the program.
5. The CB must approve the final product after development and/or the pilot offerings. This approval must include contact hours, instructor qualification process, and effective release date.
6. If approved, the OSFM Staff will release the program to the recognized Delivery Agencies or Emergency Service Agencies for delivery.
7. The Commission will receive final notice of the approved program as part of the CB's quarterly report.

**Note:** NC Certifications – If a non NFPA Professional Qualification course subject is approved as an alternative standard (NC certification), the CB shall require JPR's be written in a format consistent with NFPA standards identifying requisite knowledge and requisite skills. The JPR's, requisite knowledge, and requisite skills shall all be used as information from which instructional objectives can be written.

**Recommendations –**

1) NC RIT Series (FIP 6400)

a. Mayday (FIP 6401)

b. FF Survival (FIP 6402)

c. Rapid Intervention (FIP 6403)

d. **Recommendation** – Keep these courses “as-is” for now. When NFPA 1001 certifications are updated (next revision cycle), this course would revert to a hand-off course or be incorporated into the applicable level of FF certification.

2) NC Agriculture Rescue (FIP 5570)

a. NC Alternative Standard (IFSAC 2007)

b. **Recommendation** – Keep this course as a NC certification. When NFPA 1006 certifications are updated (next revision cycle), the JPR’s shall be written in a format consistent with NFPA standards identifying requisite knowledge and requisite skills.

3) Chief 101 (FIP 3714)

a. 11 NCAC 05A .0505 DRILLS AND MEETING REQUIREMENTS

(a) All members of fire departments shall comply with the drills and meetings requirements of G.S. 58-86-25.

(b) The chief officer of each fire department shall:

(1) Within one year of appointment, complete a class on basic management of fire department operations and records approved by the North Carolina Fire and Rescue Commission for chief officer based upon National Fire Protection Association (NFPA) standards for chief officer. NFPA Standard 1021 is incorporated into this Subchapter by reference, including but not limited to subsequent amendments or editions. NFPA Standard 1021 is available from the National Fire Protection Association at <http://www.nfpa.org/> for thirty-seven dollars (\$37.00); and  
(2) Complete the course as described in Subparagraph (1) of this Paragraph, which shall be titled "Chief 101" a minimum of every five years.

*History Note: Authority G.S. 58-2-40; 58-36-10; 58-78-5; 58-86-25;*

*Eff. September 1, 1985;*

*Amended Eff. October 1, 2010; October 1, 2006; July 1, 1992.*

b. **Recommendation** – Keep this course as a NC certification. JPR’s shall be developed in a format consistent with NFPA standards identifying requisite knowledge and requisite skills.

4) EVD (FIP 3601)

a. **Recommendation** – Keep this course as a NC certification. When NFPA 1002 certifications are updated (next revision cycle), the JPR’s shall be written in a format consistent with NFPA standards identifying requisite knowledge and requisite skills.

5) EVD Trailer Towing (FIP 3621)

a. **Recommendation** – Keep this course “as-is” for now. When NFPA 1002 certifications are updated (next revision cycle), this course would revert to a hand-off course.

6) NC Wildland Firefighter

a. **Recommendation** – Keep these courses “as-is” for now. Direct CB to re-evaluate the current program, the method of delivery, any certification testing administered, and whether or not the course meets NFPA 1051 Standard for Wildland Fire Fighter Professional Qualifications.

b. Current certification requirements –

i. 12 hour course only taught by NC Forest Service

ii. Prerequisites – Fire Fighter I

iii. S130 / S190 will yield credit for NC Wildland FF

7) Tower Rescue (complete – awaiting approval)

a. **Recommendation** – *This course shall be the first hand-off course and not approved as a NC certification.* Issue certifications similar to the Mountain Rescue Course to those who completed the pilots.

8) Rescue Officer (being developed)

a. **Recommendation** – This course will be developed as a NC certification following NFPA 1021 as a parallel standard. The JPR’s shall be written in a format consistent with NFPA standards identifying requisite knowledge and requisite skills.

9) **Recommendation** – Direct the CB to review the pilot process and amend as needed.

a. It is believed that a need exist to determine if pilot offerings grant certification once the CB approval is given for the final course to pilot participants and/or qualification to participating instructors in the pilot course. This may be necessary to get participation and keep responders from repeating material again. If the course changes substantially after pilots, then an update course could be offered to pilot students to cover missed material.

# Certification Board Report – December 11, 2012

## Committee Reports –

**Rescue Committee** – Committee did not meet. They did have a conference call to discuss a few items. Dive Rescue is moving forward. Requalification and Qualifications for the TR programs were discussed. TR specialties will now get General Qualification in addition to the specialty. Future re-qualifications conducted will receive General Qualification.

**Haz-Mat Committee** – Committee did not meet. The members are working on a simplified more automated way to approve/review Haz Mat Tech and Specialist certifications. Possibly allowing staff to review and approve routine requests.

**Instructor Committee** – Report will be covered under old business.

**Fire Officer Committee** – Committee recommended approving the Fire Officer III course as presented by OSFM Staff. The course will consist of 72 contact hours. Instructor qualification process for the Emergency Preparedness Technology (EPT) Curriculum Instructors (**proposal attachment #1**). Committee denied proposal and doesn't feel the Fire Officer classes should be electives in the EPT programs. Fire Officer IV program – Lengthy discussion occurred and a few assignments were made to Committee Members for additional research. A likely recommendation will be for FO IV to be a process rather than a bona fide class.

## Commission Meeting Report –

**Delineation of Certification vs. Training** – The topic of certification versus training was discussed at the last Commission meeting. A committee was formed to research and report their findings at the next Commission meeting (**The research has been completed and the report is ready**).

### Old Business –

**Instructor Research Committee** – Motion made to by Tim Pennell to approve the changes and forward to Commission, seconded by Jim Hanline. Motion passed. Staff will work with committee on a timeline and delivery methods of the upgrade and qualifications (**see attachment #2**).

### New Business –

**Online Delivery of Certification Programs** – Wayne Bailey and Josh Smith gave a summary of the online Fire Officer program that is being conducted through Mitchell Community College. The program is being conducted through a third party vendor. The practicals were not being conducted on site but online. This is not an acceptable process for practical delivery. Wayne will be working with Josh to ensure that all practical and written exams are administered properly. Motion was made by Tim Bradley that no new online certification programs will be approved until the committee has reviewed the procedure for online delivery, seconded by Tim Pennell. Motion carried.

**Disciplinary Guidelines** – Attached was given to CB members for review; action to be taken at next Board meeting March 12, 2013 (**see attachment #3**).

**Elections** – Kevin S. Gordon was re-elected as Chairman of the CB and Terry Foxx was re-elected as the Vice-Chairman of the CB.

Approved