

**Fire and Rescue Commission
Pinecroft-Sedgefield FD, Greensboro
October 8, 2013**

Attendees: Harley Cook, Chairman
Ken Briscoe, Vice-Chair
Matt Davis
Josh Smith
Phil Welch
Walter Gardner
Bill Rogers
David Wray
Ronnie Griffin
Kevin Gordon
Freddy Johnson
Robert Poe

Welcome, Call to Order, Invocation

Chairman Harley Cook called the meeting to order at 10:00 AM, and asked Mike Edwards to give the Invocation.

Ethics Statement

Chairman Harley 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 Walter Gardner, seconded by Kevin Gordon to approve the agenda as presented. Motion carried.

Approval of Minutes of January Meeting

Motion was made by Kevin Gordon, seconded by Bill Rogers to approve the minutes of the April meeting as presented. Motion carried.

OLD BUSINESS

Certification Update – Kevin Gordon, Chair, Certification Board

Certification Board Meeting June 11, 2014

New Business –

Changes to the Fire Fighter Certification Program – The CB and Staff are currently working on revisions to the Fire Fighter Certification program area. As you know, the Fire and Rescue Commission approved, January 08, 2013, to move the NC RIT program from certification to training when the FF revision were complete. The FF certification will consist of the following once the revisions are completed:

- The new program will include a new class on FF Health and Wellness. This class will be between 6 and 9 hours.
- The new program will include Mayday (8 hours) and FF Survival (16 hours). These classes combined are 24 hours.
- The new program will be no more than 350 hours. The entire program will be evaluated to make sure we have enough hours assigned to each class and to reduce any class presently with too many hours assigned. The new class hours will be based on a class size of 15 students. This has been the norm for all of the recent revised program areas since the last Technical Rescuer revision.
- All class in the new program will be FF I and FF II combined and all future FF certifications will be for FF I and FF II beginning January 2015. Research was completed to see the impact of this proposed change. In 2011 and 2012, there were 94,016 students who participated in classes of the FF certification program area and **95.4% of the 94,016 students registered in a combined FF courses.**

To facilitate the above mentioned changes, the CB and Staff need to notify the DAs of the following changes to streamline the transition of the Firefighter certification program area:

1. Immediately cease the use of the following FIP numbers: 3105, 3106, 3107, 3108, 3208, 3110, 3114, 3215, 3116, and 3216. All of these are for classes that are “only” FF I or FF II today. Each has a course code the 3300 series that can be utilized for the correct credit.
2. Direct the DAs to stop using the following FIP numbers (all FF I classes) on or before December 31, 2013: 3103, 3104, 3108, 3111, 3113, 3115, 3117, 3118, 3119, and 3123.
3. Allow the use the following FIP numbers (all FF II classes) until December 31, 2014: 3203, 3204, 3205, 3207, 3209, 3210, 3211, 3212, 3213, and 3223.
4. Effective January 01, 2015, all classes needed to obtain certification as Fire Fighter will be categorized in the combined course library under the 3300 series.

Certification Board Report – September 10, 2013

Standing Committee Reports –

Rules Committee – Committee finalized the policies and procedures and they will be sent to the Certification Board (CB) for approval. It was emphasized that the Rules Committee will research and recommend changes to any existing certification requirements. The Validation Committees are to deal with content only and not policy for the certification programs. The Rules Committee will now meet at 10:00 on the schedule date of all future CB.

Discipline Committee – Committee heard a complaint against Josh Smith by Catawba Valley Community College (CVCC). The complaint was unsubstantiated, but did result in CVCC receiving a Letter of Caution and the revocation of an Instructor previously issued to a student from the class in question. The class was not for certification and the Instructor certification was issued in error. The Discipline Committee will meet on a date different from the CB. Gary Styers has been assigned to work with OSFM Staff to streamline the investigations and their Investigation Summary Reports.

Validation Committee Reports –

Rescue Officer – Committee has met several times and work continues on the course content. Pilot offerings to be schedule during the first quarter of 2014.

Fire Officer IV – Committee met on August 29, 2013. Committee is developing the Fire Officer IV Certification Process Guide and Application. Final version will likely be present to the CB at the December meeting. Pilot offerings expected during the first and second quarters of 2014 with final approval expected at the July 2014 Commission meeting. Rollout of the program to the Fire Agencies likely in the fourth quarter of 2014.

Dive Rescue – Committee has not met. Textbook has been selected and work has begun on the course content.

Instructor III – Committee has not met. Textbook has been selected and work soon to begin on the course content. After the course is developed, those wishing to be certified must meet the requirements listed below (approved October 09, 2012 by the Commission).

1. To become a qualified instructor to teach Fire Instructor III -
 - a. The candidate must be qualified to teach Fire Instructor I and II
 - b. The candidate must be certified a minimum of five (5) years as a Fire Instructor III
 - c. Pass the qualification exam with a score of 80 (Fire Instructor III)

Fire Marshal – Committee met July, 09 to review lesson plans, text, and practical applications. Committee expects to have the program ready for CB review at the December meeting.

Commission Meeting Report –

No report; Commission did not meet in July.

Old Business –

Fire and Rescue Instructor Re-qualification Course – Re-qualification course have been scheduled for those wishing to continue teaching Fire and Rescue Instructor; see attached schedule. After the re-qualifications a new list of qualified Instructors qualified to teach in this area will be established. After that, those wishing to qualify must meet the requirements listed below (approved October 09, 2012 by the Commission).

1. To become a qualified instructor to teach Fire Instructor I and II -
 - a. The candidate must be certified a minimum of ten (10) years as a Level II Instructor
 - b. Degree from a Regional Accredited Institution - minimum of an Associate's Degree
 - c. Pass the qualification exam with a score of 80 (Fire Instructor I and II)

New Business –

Delivery Agency Request – Pender County Fire/rescue/EMS was granted Delivery Agency status to delivery Fire and Rescue Commission programs. Oak Island Fire and Rescue was granted Delivery Agency status to delivery Fire and Rescue Commission programs.

Policy and Procedure Manual – Document was finalized and will be reviewed by a representative from the AG's Office. After this review, the final document will be sent to the Commission in October.

TR Ad Hoc Committees – There will be two TR Validation Committees to handle the volume of work needed for the upcoming revisions of the various Technical Rescuer subjects.

Technical Rescuer I Validation Committee will be handling General, VMR, Ropes, and Wilderness. This Committee will be chaired by Terry Foxx. We need to fill the following representatives: At-large, West, Piedmont, and East. The representatives should be TR Instructors qualified in multiple specialties; preferable those specialties assigned to this Committee.

Technical Rescuer II Validation Committee will be handling Collapse, Trench, Confined Space, and Water. This Committee will be chaired by Kevin Gordon. We need to fill the following representatives: At-large, West, Piedmont, and East. The representatives should be TR Instructors qualified in multiple specialties; preferable those specialties assigned to this Committee.

Incident Reporting Update – Kim Williams

Participation continues to increase as Inspections are done and incomplete NFIRS data is found. We have seen an increase in the NFIRS server being down. Currently with the government shutdown NFIRS resets and other problems that arise can't be resolved.

Line of Duty Deaths – Mike Edwards

Tony Barker Mountain View V.F.D., (Wilkes County) 6/13/2013

Dennis Lamm Elm City, EMS (Wilson County) 5/09/2013

Joseph Wesley Autrey, Burke County EMS and Lovelady Fire and Rescue 4/26/2013

NEW BUSINESS

Fire and Rescue Commission Appointments

Ronnie Griffin has been reappointed as the representative for President of the Senate.

Kevin Gordon has been reappointed by the Speaker of the House.

Kevin Gordon asked about the vacancy for the County Commissioner position. Staff has sent multiple requests for nominations. Staff hasn't received a response.

Harley Cook, Phil Welch, Gary Whitman and Ken Briscoe have been reappointed to the Fire and Rescue Commission.

Arson Review Board Appointments -

Ken Briscoe made a motion to select Mike Tapp, Steve Langham and Dave Campbell to serve on the Fire Arson Review Board. The motion was seconded by Matt Davis. Motion carried.

Certification Board Appointments -

Gary Styers - Motion made by Kevin Gordon and seconded by Matt Davis, motion carried.

Terry Foxx - Motion made by Phil Welch and seconded by Kevin Gordon, motion carried.

Kevin Gordon - Motion made by Walter Gardner and seconded by Bill Rogers, motion carried.

Jimmy Hensley - Motion made by Walter Gardner and seconded by Matt Davis, motion carried.

Wes Hutchins - Motion made by Bill Rogers and seconded by Phil Welch, motion carried.

Executive Director - Harley Cook

After much discussion as to who should be the Executive Director now that Tim Bradley has retired, Ronnie Griffin made a motion to table the discussion until further guidance from Insurance Commissioner Wayne Goodwin, seconded by Phil Welch. Motion carried.

AGENCY REPORTS - See Attachments

2014 Meeting Dates

January 14

April 8

July 8

October 14

All meetings will be conducted at the Pinecroft Sedgefield Fire Department.

As there was no other business to be addressed today. The meeting was adjourned.

Kim Williams