Certification Board Meeting
Rowan Cabarrus Community College
June 10, 2014
1:11 PM

Members

Kevin Gordon, Chairman
Rick McIntyre, Executive Director
Terry Foxx, Vice Chairman
Ben Smith
Walter Gardner
Tim Pennell
Jimmy Hensley
Gary Styers
Wes Hutchins
Tracy McPherson
Jim Hanline
Joel Faircloth

Staff

Kim Williams
Michael Caviness
Mike Edwards
Dan Austin
Wayne Bailey
Jonathan Sowers
Derrick Clouston
Scott Hackler
Matt Thorpe
Heidi Heavner

Chairman Kevin Gordon called meeting to order at 1:11 PM

Walter Gardner made a motion to approve agenda with the addition of Joel Faircloth’s item regarding the selection of the pilot program instructors. Seconded by Terry Foxx. Motion passed.

Jim Hanline made a motion to approve the March 2014 Board Meeting minutes.

Standing Committees

Fire Officer IV - Wes Hutchins – see attached minutes

Rescue Officer – Joel Faircloth

1st pilot will be held August 25 – 28, 2014. Two others will be scheduled and conducted

Fire Marshal – Gary Styers – No meeting
**Instructor III Committee** – Jimmy Hensley

IFSTA will be the only book
Pilots will be conducted and will confirm the dates and locations at their next meeting which will be June 16, 2014 will be the next meeting.

**Dive Rescue** – Terry Foxx

The committee is moving forward and plan to start in late June or early July. The goal is have the program completed by June of 2015.

Kevin Gordon stated that the Technical Rescue Committee will begin working on the rewrites and plan to start the requalifications in 2015.

**Rules Committee Report** – Kevin Gordon

1) NFPA 1001 Firefighter 2015 edition
   A. Firefighter certificates. With the 2015 rewrite/changes that include the delivery of only combined Firefighter Courses the individuals will still receive a Level 1 and a Level 2 certificate.

   B. There will no longer be a crossover from Curriculum courses to the Firefighter certification courses. Example: Building Construction, Sprinklers, etc.

   C. Credit for the Emergency Medical Care Course will be given for OEMS certified courses only.

2) Fire Marshal – Tabled – Rules Committee will work on the requirements for certification.

3) Video Tele Conferencing (VTC) – VTC is not considered online or hybrid training. It must be conducted by a qualified instructor and with practicals completed at the end.

4) Hybrid Training – Research is still being conducted to determine the need and ability to deliver in an approved format that will not violate any policies.

5) Pro Board Testing – Options are being researched to address the questions regarding Pro Board Testing. Including how to allow the Schools to administer
the Pro-Board test by utilizing a second instructor for the testing portion of the Pro-Board classes.

6) Driver Operator Mobile - Staff will begin development of a NFPA 1002 compliant course for Mobile Water Supply apparatus. This course will be ready lo later than the next revision of the other NFPA 1002 subjects (Pumping and Aerial apparatus).

7) Individual Requests

Ian Arthur – Ian is from England. He can't locate his High School diploma and the school he attended has closed. He is asking for the Board to accept a notarized statement stating he did graduate. Once he submits a notarized document he will be given credit.

Barry McLamb – Barry missed the Instructor 1 and 2 Requalification. He was away on a military deployment for one and on another vacation for another week. Barry requests he be given a waiver and be allowed to take the requalification in a one on one setting with staff. The Rules Committee recommends the request be denied and that he go through the qualification process and exam.

Jimmy made a motion to accept the Committee’s recommendation. The motion was seconded by Terry Foxx. Motion passed.

Joel Faircloth asked how the instructors are selected for the pilots. Matt Thorpe stated we provided the requirements needed to teach the course to the Community Colleges and they will select the instructors. OSFM Staff will test the pilot instructors. Kevin Gordon asked that the questions and issues surrounding the pilot instructors be reviewed by the Instructor Committee. Matt Thorpe said that the Train the Trainers will be conducted after the pilots.

Disciplinary Committee - Terry Foxx - No meeting

Instructor Reviews – Michael Caviness

Jim Martin is still working on his practical. These should be completed by the September 2014 Certification Board Meeting.

Brandon Caputo has taken the Live Fire qualification review and tested with a passing grade.
Instructor Investigation – Derrick Clouston

Dee Massey – See attached report

Motion made by Terry Foxx to review report, seconded by Ben Smith. Motion passed.

After review, Jimmy Hensley made a motion to accept staff recommendation to suspend Dee’s qualification. The motion was seconded by Tim Pennell. Motion passed.
All of Dee’s qualifications will be suspended for six months starting from June 10, 2014. He may gain qualifications on December 10, 2014 and after by taking the appropriate qualification course for the desired certification program.

Commission Report - Rick McIntyre

The Commission accepted the Certification Board’s recommendations for the following:

1) Policy addressing instructors who miss a required requalification course
2) Certification applications to be online
3) Remove the department affiliation requirement
4) Reciprocity policy changes
5) Workers compensation increase premium was approved

Terry Foxx reported that Ed Hampton has resigned from his position on the Certification Board effective, June 9, 2014. The North Carolina Association of Rescue and EMS plan to have a replacement for the Commission to vote on at their July meeting.

Old Business

Fire Arson Investigator – Kevin Gordon

The Arson Review Board plans to ask the Commission to allow the NFPA 1033 program which is currently under development be a training course and not a certification. This training program would be of one the requirements to gain approval to test for the Fire Arson Investigator Certification.

Qualification Options – Derrick Clouston
## Certification Board Initial Instructor Qualification Process Revision Project

<table>
<thead>
<tr>
<th>Option 1</th>
<th>Option 2</th>
<th>Option 3</th>
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<tbody>
<tr>
<td><strong>Step 1</strong></td>
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<tr>
<td>Obtain Instructor II Cert</td>
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<tr>
<td><strong>Step 2</strong></td>
<td><strong>Step 2</strong></td>
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<tr>
<td>Sign up for Practical Skills testing for qualification desired (two year clock does not start until assessment is taken and passed.)</td>
<td>Two year waiting period.</td>
<td>Take and pass 100 question qualification test with an 80%. Two year clock does not start until written test is taken and passed with an 80%.</td>
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<tr>
<td><strong>Step 3</strong></td>
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<td><strong>Must meet all qualification pre requisites (Certified 5 years in the subject and 2 years as a level 2 instructor.)</strong></td>
</tr>
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<td>Sign up for Practical Skills testing for qualification desired. Take and pass 100 question qualification test with an 80%.</td>
<td>Must meet all qualification pre requisites (Certified 5 years in the subject and 2 years as a level 2 instructor.)</td>
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<tr>
<td><strong>Step 4</strong></td>
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<tr>
<td>Attend Instructor indoctrination course for the qualified area and pass test.</td>
<td>Take and pass 100 question qualification test with an 80%.</td>
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<tr>
<td><strong>Step 5</strong></td>
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### Needs
- Revise Regional Testing Registration System.
- Review Firefighter, Technical Rescuer, Haz Mat, Driver Operator, and FLSE practicals and select core practicals for testing.
- Identify fixed sites across the state that could host practical and written testing.
- Identify how many days are needed to conduct testing.
- Identify how many instructors were qualified in each of the five areas over the last three years.

### Considerations
- How many tests would be needed each year and justifications
- Impact on budget and travel
- Who and how many staff will be needed for each test site for each subject.
- Identify needed equipment and supplies for each qualification area.
- Identify any equipment that will need to be purchased.
- Staff training to prepare for new methods.
- What other staff outside of Training and Certification will be needed?
- What other program areas will need to be reduced or eliminated?
Jim Hanline made a motion to accept staff recommendations, seconded by Walter Gardner. Motion passed.

**Delivery Agency Request**

Concord Fire Department was approved for Delivery Agency Status  
Hendersonville Fire Department was approved for Delivery Agency Status

**New Business**

Pro Board Testing requires that both the practical and the written exams require a separate proctor. The Rules Committee will review the issues of Pro board testing and the option of removing Fire and Life Safety from North Carolina’s accreditation with Pro Board.

Chairman Gordon opened the floor for discussion of the Delivery Agency approval process. After much discussion Terry Foxx made a motion to place a moratorium on the approval of Delivery Agencies until a thorough review of the approval process can be made. The motion was seconded by Jim Hanline, motion passed.

Tim Pennell made a motion to allow all requests presently in process to be reviewed. Any new submission will be reviewed after the moratorium after the moratorium is lifted.

Meeting adjourned 4:20 p.m.

Respectfully Submitted  
Kim Williams
Members Present: Kevin Gordon, Rick McIntyre, Ben Smith, Terry Foxx, Jim Hanline, Wesley Hutchins, Jimmy Hensley, Tim Pennell

- Kevin opened meeting
- Jerry Webster recognized (agenda item #3)
  - Gave a brief history about IAAI
  - CFI was started in the late 70s
  - NC Chapter asked DOI to administer CFI
  - Led to the Arson Review Board
  - Fire Investigator must meet expert qualifications in order to testify during trial – these qualifications are set by
  - Kevin – 1033 was going to be another certification
  - IAAI oppose having a separate 1033 training/certification course
    - Person holding cert will not have their testimony admitted in court
    - Will not prepare the student for the task ahead
    - Missing the practical experience needed to be an expert witness
    - Some would complete this course and then proclaim themselves as CFI
    - IAAI believes the current CFI course should be the requirement
    - Recommendations:
      - if 1033 program goes forward
      - No certification/qualification be awarded at the end of course
      - Perhaps used as a foundation for the CFI
      - Arson Review Board would continue to be the only certifying body
      - IAAI would still want input into who is allowed to teach the CFI courses
      - Maintain a current list of instructors

- McIntyre – cited lack of communication between cert board and Arson Board
  - No certification issued for the 1033 class
  - Webster – representing the IAAI chapter and not the arson review board
  - Certificate of completion/training – carefully choose the wording on certificate
  - 1033 – pro qual standard for fire investigator
  - 921 – guide/reference book – used as weapon for attorneys
  - Should 1033 course include 921?
    - 1033 references 921 guide – any course on investigations should include 921 as reference material – not a separate course
    - Thorpe - Jones and Bartlett covers both 1033 and 921

- Gordon – any recommendations need to come from the Arson Review Board to the FRC
  - IAAI should work with the Arson Review Board to come up with a formal set of recommendations
  - If not a cert course and instead a training, then arson review board would have full control
  - Addressed the rest of concerns as a training program and not a certification program
  - Concern – no policy and procedure manual governing the arson review board and the process for becoming a CFI – ARB needs to work on this as to back up current process
Webster described the current process – points system, 100 question test – process takes approx. 2.5 years – combo of training and experience to sit for exam

- Gordon – asked committee for recommendations – discussion from McIntyre, Thorpe, Gordon about cert board having a class that would serve as a foundation course for CFI but to keep separate – discussion about ARB vs. IAAI and history of conflict – recommendation to cert board was no action

- FF Program
  - Issuing certificates
    - Both level 1&2 certificates would be sent to students
  - Eliminate testing of CU courses as building construction & sprinklers
    - Concerns – should credit be given and cert testing being done at the end of class - are they doing practicals? Content similar but not a qualified instructor? Self-report.
    - Recommendation to stop allowing CU – only continuing education classes would be accepted
  - EMC – either the EMC course or OEMS credential
    - Allow other courses?
    - Recommendation – only allow EMC or OEMS credentialed program or take out medical requirement for certification?
    - Hanline – motion to accept only the EMC or OEMS credentialed program
  - Issues from Requalifications
    - Discussion on ideas – committee recommends go with program as is

- Fire Marshal Certification
  - not able to get enough students for the class - pilot classes could make
  - clarified through NFPA the intent of the standard was that student needed one of the requirements as opposed to all the requirements and the recommendation is same
  - discussion – name confusion from employers and no knowledge of code enforcement, teaches management knowledge to be a fire marshal, AHJ has the requirement component of who can be the fire marshal, lessen qualifications in order to up student base is not desired,
  - recommendation – table the item until the September meeting

- Reciprocity
  - Discussion – passed the policy that went against the 93B policy – military reciprocity – not a requirement since we are not an occupational licensing board – recommended and not required

- Course delivery via Video teleconferencing (VTC)
  - Initial Certifications were never allowed to use VTC was NOT the intent – can be used

- Hybrid course offering
  - discussion – take the feedback from summit – get rules committee to give feedback to take up the issue – define which courses can be allowed for hybrid and if we should do a new pilot –
  - recommendation – is the desire of the rules committee to start looking at allowing hybrid classes – feedback will be dispersed to all the cert board – course by course

- Proboard testing – Difference b/w CCs and FDs
  - Discussion – primary purpose – FD delivery agencies use different instructors to give test, written tests were taken CCs and put into regional testing, OSFM is not giving the test, not enough regional tests, would CCs be willing to bring in a different instructor for
testing?, CCs not against adding another instructor, what happens if we eliminate Proboard?, stopping the proboard for FLSE,
  o Recommendation – begin to work through the schools,
• D/O – Mobile Water Supply
  o Adding a 4th cert for mobile water supply
  o Timeline: potential 1/1/16
  o Recommendation – begin work on adding cert
• NC Military bases and NCFRC DA Accreditation
  o Sunny Point was asked to give up DA and it hasn’t happened – if they send in records then we are going to honor it (McIntyre)
  o DoD rep wants bases to not be DAs and need to work within system
  o Fort Bragg & Cherry Point are currently on hold
  o Needs to be between the local bases and DoD
  o Recommendation – cert board should be neutral in matter – no action – not taking away DA – how are we going to address future DA requests? – follow up by Rick by September
• Validation Committee Reports
  o Instructor 3 – meeting next week
  o Dive – report attached
  o TR – being done with lesson plans by Sept. 30? – doable – most are done – requals to start after Jan 1st
  o Rescue Officer – pilot scheduled for late June
• Other business
  o Student can’t produce hs diploma from UK – recommendation – grant certification based upon documentation submitted
  o Student missed the Q135 requal – missed due to military service & family vacation – recommendation – go through the qualification process
  o Delivery Agency Requests come before cert board
  o House bill 698 – passed senate – expands background checks – includes local fire chief of any rated department just like OEMS to pull a background check – study commissioned to study DOI will providing the requests to the DOJ – discussion to add rescue chiefs
Fire Officer IV – Sub-committee Meeting
Meeting Minutes – Conference Call

June 5, 2014

10:00 AM

Sub Committee members Present:

- Tracy Mosley
- Freddy Johnson
- Derrick Clauston
- Wesley Hutchins

Meeting called to order at 10:00 AM – welcome and thanks for conference calling in.

Discussion/Background and Relevance

- Review of the Fire Officer IV (FO IV) certification process to this point.
  - Pilots have been completed
    - Raleigh – OSFM Office (5)
    - Charlotte – Charlotte Fire Training Facility (4)
- Discussion on format of Fire Officer IV process and pilots were discussed with relatively few issues within the process format noted.

FIRE OFFICER IV

- Fire Officer IV will target Senior Fire Officers (Chief, Deputy, Assistants).
  - Emphasis should be on career development and succession planning.
  - Company officer development and an educational career ladder/plan.
  - Career pathway discussion and options.
  - Process should be used within candidates own department.
  - Accessible to any candidate meeting the prerequisites as outlined in the course guidance document.

The following recommendations are brought to the North Carolina Fire Rescue Commission (NCFRC) Certification Board for approval. **Recommendations are as follows:**

1. That the North Carolina Fire Rescue Commission (NCFRC) adopt the Fire Officer IV process as presented in the portfolio submitted at the October 24, 2013 Certification Board Meeting. Students will be required to meet the following minimum competencies:

   - Attend Fire Officer IV Orientation Course (1 Day) with signed attestation statements from sponsoring agency Fire Chief and Fire Officer IV candidate.
- Complete Candidate Portfolio within one year of attending the Orientation Course.
- Attend the two-day Practical Examination process presenting to a peer review team on the three practical exercises.
- Take and successfully pass written certification test with a minimum score of 80%.

2. An expanded time frame may be needed for **Volunteer only** officer candidates; this will be handled on a case by case basis making it accessible to all potential candidates.

3. The course will be delivered as direct delivery through the North Carolina Office of the State Fire Marshal with mentors assigned to each candidate. Each candidate will be assigned a mentor (success coach) from certified list once the pilot courses and current candidate lists have been verified.

4. Seek final certification process approval at the July 2014 NCFRC meeting.

5. Roll out FO IV program 4th quarter of 2014 (Target Date is October 1, 2014).

No further discussion on the process. Recommendation from the sub-committee is to proceed.

**Next Meeting:** TBD

**Meeting Adjourned at:** 10:56 AM

**Respectfully submitted by:** Wesley Hutchins