

**Certification Board Meeting
Rowan Cabarrus Community College
December 8, 2015
10:00 a.m.**

Members

Kevin Gordon, Chairman
Terry Foxx, Vice Chairman
Walter Gardner
Jimmy Hensley
Winfield Abee
Jim Hanline
Wes Hutchins

Rick McIntyre, Executive Director
Ben Smith
Tim Pennell
Gary Styers
Ken Hogue
Joel Faircloth
Gary Styers

Staff

Kim Williams
Mike Edwards
Wayne Bailey
Derrick Clouston
Michael Caviness

Scott Hackler
Bob Shuler
Heidi Heavner
Rob Roegner

Chairman Kevin Gordon called the meeting to order at 10:00 a.m.

Jimmy Hensley gave the invocation.

Walter Gardner made a motion to approve the agenda, seconded by Jim Hanline. Motion passed.

Terry Foxx made a motion to approve the September 8, 2015 Board Meeting minutes. Seconded by Joel Faircloth. Motion passed.

Standing Committee Reports

OSFM Update – Rick McIntyre –

Freddy Johnson was reappointed to the Fire and Rescue Commission at the October 13, 2015 Commission meeting. Joel Faircloth was reappointed to the Volunteer Safety Workers Compensation Fund Board at the October 13, 2015 Fire and Rescue Commission meeting.

The Volunteer Safety Worker Compensation Fund Board reported a \$4 Million increase in assets over the previous 12 months. In the last 20 Rollover deaths only 1 was wearing a seat belt. Fraudulent claims continue to be a challenge.

The Certified Fire Investigator Board appointed standing committee to move the FIT into the Certified Fire Investigator certification.

IFSAC performed NC's site visit the week of November 2 – 6, 2015. They evaluated 44 levels and found exceptions:

- 1) 100% of the items in the Test Banks not correlated. Not just the exams which is what we have done in the past.
- 2) Revise skill sheets to ensure objectives are met
- 3) Skills are set up that a person could possibly pass the skills without completing the objectives.

These exceptions should be corrected by the end of December.

The TR Lesson Plans posted

Rescue Officer Lesson Plans will be posted soon.

Dive Rescue – Terry Foxx – see attachments

The committee has completed their work and the program is ready for the January 1, 2016 implementation date. Terry made a motion accept the committee recommendations, motion seconded by Tim Pennell. Motion passed. The Dive Rescue Program will be presented to the Fire and Rescue Commission for final approval at their next meeting scheduled for January 12, 2016.

Motion made by Terry Foxx. The motion was seconded by Tim Pennell. Motion passed.

TR Update – Ken Hogue

TR committee met in Charlotte and reviewed the TR Machinery and Agriculture Chapter 19 lesson plans. Staff plans to have those available at the first of the year.

Non Traditional – Ken Hogue

Framework has been developed and they have a Fire Officer I pilot being conducted. Staff has done a great job assisting with this project.

Fire Investigation Technician – Ben Smith

No meetings have been conducted during the FIT pilot process. They will meet again after Christmas to go over the pilot.

Old Business

Certification Board Policies – Kevin Gordon

FRC by Laws were amended as a result of HB 147 and were approved. The Policies and Procedures were amended, updated and cleaned up as a result.

Jim Hanline made a motion to approve the updates to Section 200. Tim Pennell seconded the motion. Motion passed.

Terry Foxx made a motion to approve the updates to Section 300. Joel Faircloth seconded the motion. Motion passed.

Jimmy Hensley made a motion to approve the updates to Sections 400 and 500. Tim Pennell seconded the motion. Motion passed.

New Business

Technical Rescuer Chapter 19 – Ken Hogue

TR committee met in Charlotte. The Machinery and Ag Chapter 19 lesson plans were reviewed and have been returned to staff. Staff said they would have them ready right after the first of the year.

Non Traditional Delivery – Ken Hogue

We met in Charlotte and it was very productive. Staff has done a great job working the vendors above and beyond to get the framework laid out. That framework is being used in the Fire Officer online Pilot course. Once the pilot is complete they will reconvene and iron out any issues before we bring it back for approval.

Fire Investigator Technician – Ben Smith

The committee has not met during the FIT pilots. We will meet after Christmas to review lessons learned from the first pilot.

Old Business

Certification Board Policies – Kevin Gordon – See attachment

The Certification Board Policies and Procedures have been amended and cleaned up as a result of HB 147.

Jim Hanline made a motion to approve the changes to section 200. The motion was seconded by Tim Pennell, motion passed.

Terry Foxx made a motion to approve the changes to section 300. The motion was seconded by Jim Hanline motion passed.

Jimmy Hensley made a motion to approve the changes to section 400 and 500. The motion was seconded by Tim Pennell, motion passed.

New Business

Technical Rescuer – update – Kevin Gordon – see attachment

Kevin reviewed the Technical Rescuer changes.

Health and Wellness course may be taught by a Qualified Firefighter Instructor or a Qualified TR Instructor. The TR health and Wellness and Firefighter Health and Wellness are the same course and will crossover from Firefighter and TR.

The TR Crossovers are available and posted on the website.

TR Agriculture & Machinery Rescue Chapter 19 is on schedule to be implemented July 1, 2016. All responders who are certified TR VMR will be certified in the TR Agriculture & Machinery Rescue effective 7/1/2016.

Instructors currently qualified as TR VMR and TR Agriculture must attend the qualification course to become qualified in TR Agriculture & Machinery Rescue. This qualification course will be presented face to face between April 1 and June 30, 2016.

Traffic Incident Management (TIMS) – Rules Committee

This not a certification but a class that leads to certification. It is a part of Firefighter, Technical Rescuer and eventually Driver Operator.

Credit for TIMS must come from the Delivery Agencies

No prior credit will be accepted.

To teach FIP 7000 TIMS the Instructor must be qualified in Technical Rescuer, Firefighter or Driver Operator.

Course content will be available through the OSFM website.

TIMS will not be delivered via on-line or hybrid delivery.

Instructor Qualification – Rules Committee - Kevin Gordon – see attachment

Kevin made a motion to approve the modifications to the Instructor Qualification requirements by the Rules Committee. The motion was seconded by Ben Smith. The motion passed.

NFPA 1403 and applicability to LEO training – Charlotte Fire Department/Derrick Clouston

Charlotte made a Fire as a Weapon course presentation to the Commission in October. The Charlotte Fire Department asked the Commission for approval to teach Fire as a Weapon. The Commission advised staff to develop a checklist for guidance in conducting the training to ensure it doesn't fall under the scope the NFPA 1403 standard. Staff presented the Checklist and will make changes and resubmit.

Terry Foxx seconded. Ben Smith opposed. The motion passed.

Instructor Investigation – Scott Hackler

Scott presented the findings of his investigation to the Board. The School Director and the Instructor were notified of the meeting and were not present.

Discipline Committee – Terry Foxx - minutes attached.

Terry Foxx made a motion to suspend Reggie Lewis's Instructor certification for three years per Section 200.9 of the Policy. The instructor must at the end of the three years take the Qualifications over in order to teach certification programs. Tim Pennell seconded the motion. Motion passed.

Terry Foxx made a motion to send the college a letter of warning. Jim Hanline seconded the motion. After discussion the motion failed.

Ben Smith made a motion to suspend Fayetteville Technical Community College's delivery agency status for six months. The motion was seconded by Tim Pennell.

Kevin Gordon reviewed the Committee assignments and meeting dates. **See attached.**

Delivery Agency Request - Michael Caviness

Michael presented a request by Hemby Bridge Fire Department to become a delivery agency.

Motion was made by Jim Hanline to accept the request. Motion was seconded by Terry Foxx. Motion passed.

Delivery Agency Request - Mike Edwards

Mike presented a request by Burgaw Fire Department to become a delivery agency. Any live fire will have an acquired structure or they will have to go to the college for delivery.

Motion was made by Ben Smith to accept the request. Motion was seconded by Terry Foxx. Motion passed.

Meeting Adjourned at 12:30

Respectfully Submitted

Kim Williams

Attachments

Dive Committee Minutes November 24, 2015

The Dive Committee of the Certification Board met on November 24, 2015 at 10:00 AM at the Charlotte Fire Department Headquarters. The purpose of this meeting was to discuss the pilot class and to finalize the program to present to the Certification Board on December 8, 2015. Members in attendance included Terry Foxx – Chair, Ken Hogue, Tom Billig, JD Thomas, Shawn Haynes, Matt Thorpe, Kevin Gordon, and Derrick Clouston.

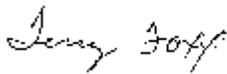
Chairman Foxx opened the meeting and asked Matt Thorpe to give an update on the Pilot program that was held in Charlotte in September. Matt concluded that for the most part the Pilot went smoothly, but there were some problems with the test noted. One major problem was the Dive Tables in use by most teams and the NOAA manual (text which was previously chosen by the committee). Another problem was the NOAA manual is much more advanced than what most will need. To resolve this problem a second manual (primary manual) will be added to the curriculum. That text will be Public Safety Diving by Walt Hendrick and Andrea Zaferes. The manual is readily available via many sources.

Further discussions regarding the implementation of the program included the need for persons wishing to become certified, will need to hold a nationally recognized diving certification prior to being allowed to be certified to this program. The problem stems from the two Levels in the NFPA 1006 standard. It has a Level I and a Level II process. All of our other standards are currently at the Level II and the committee voted to support this and remain in line with all of our other standards. Other problems with the NOAA curriculum included the use of Surface Supply Air Systems, Dive Computer Use and Tow Divers.

With the above in mind and the already developed Plan of Instruction, Skills Task Book and Equipment list in place the committee developed a process by which a team/agency may become certified via this program. (See Attached). The committee voted to present as a concluded program to the Certification Board and to implement January 1, 2016.

With no further business to discuss Tom Billig moved to adjourn at 11:20AM.

Respectfully Submitted,



Terry Foxx, Chair
Dive Committee

North Carolina Fire and Rescue Commission

NFPA 1006 Dive Rescue Certification Program

Delivery Agency

Fire Department or Rescue Squad must be a Delivery Agency or apply to be a Delivery Agency (Policy #).

Fire Department or Rescue Squad must have IN inventory the NC Dive Rescue Equipment list based off of NFPA 1006 Chapter 13.

Fire Department or Rescue Squad must apply to the Certification Board for recognition of their Dive Program. This shall include the following:

Correlate to a nationally recognized dive-training program and to the NC Dive Rescue Plan of Instruction and Task Book

Recognized dive agencies- PADI, NAUI, DRI, TDI, SDI, ERDI, Lifeguard Systems, PDIC

(Must have members certified to Basic, Advanced, Drysuit, and Full Facemask)

If the agency uses a program other than above listed, it may seek recognition of that program from the Cert Board during the application process.

Upon approval from the Cert Board, the Fire Department or Rescue Squad shall conduct a full initial course under the supervision of OSFM Staff.

Final testing from the initial course will include a review of a completed task book and accepted national certification program listed above. Once approved, a final exam for state certification will be given and a passing score of 70% will be considered passing.

If the initial course is successfully conducted, a recommendation for Delivery Agency Status for Dive Rescue will be forwarded to the Certification Board for their approval.

Instructor Qualification

Must be a North Carolina Certified Instructor Level II for two years.

Must be certified in Technical Rescuer and Technical Rescuer Water.

Must be a recognized instructor in the nationally recognized dive agency program identified under the Delivery Agency requirements.

Must pass a North Carolina Fire and Rescue Commission qualification test with an 80% in the area of Dive Rescue.

Instructor Certification Requirements – ~~April 21, 2015~~ July 01, 2016

Instructor I Requirements

- The instructor candidate must be at least 21 years of age.
- The instructor candidate must have a high school diploma or GED.
- Complete the OSFM Approved Instructor I course.
- The instructor candidate must be certified a minimum of three (3) years as a FF II, TR, or FLSE.

Instructor II Requirements

- The instructor candidate must be at least 21 years of age.
- The instructor candidate must have a high school diploma or GED.
- Complete the OSFM Approved Instructor II course
- The instructor candidate must be certified a minimum of five (5) years as a FF II, TR, or FLSE.

Instructor III Requirements

- The instructor candidate must be at least 21.
- The instructor candidate must have a high school diploma or GED.
- The instructor candidate must be certified a minimum of two (2) years as an Instructor II.
- The instructor candidate must be certified a minimum of seven (7) years as a FF II, TR, or FLSE.

Qualification Areas for Instructor II –

To become a qualified instructor:

- Candidate must be certified as, both Instructor I and Instructor II, by the NC Fire and Rescue Commission.
- Candidate must complete an approved Instructor Indoctrination Course.
- Candidate must be certified a minimum of three (3) years in the certification subjects of Haz-Mat Operations (NFPA 472), Firefighter (NFPA 1001), Technical Rescuer (NFPA 1006; Chapters 05 and 06), Technical Rescuer Vehicle (NFPA 1006; Chapter 10), or Fire and Life Safety Educator (NFPA 1035).
- Candidate must be certified a minimum of five (5) years in all certification subjects except for Haz-Mat Operations (NFPA 472), Firefighter (NFPA 1001), Technical Rescuer (NFPA 1006; Chapters 05 and 06), Technical Rescuer Vehicle (NFPA 1006; Chapter 10), or Fire and Life Safety Educator (NFPA 1035).
- ~~To become qualified in new programs, the candidate will be required to obtain certification in the subject with no time requirement for holding certification for the first 2-years of the inception of the new program. After the first two years of a new program release the candidate will be required to be certified in the subject for five years. This exception was approved by the NCFRC; December 07, 2011.~~

Subject Specific Requirements ~~and/or Exceptions for~~

Qualification Areas for Instructor II –

To become a **Live Fire** qualified instructor, the candidate must be qualified a minimum of five (5) years in the accredited area of Fire Fighter ~~I-II~~. All other prerequisites will remain.

To become a **LP Gas** qualified instructor, the candidate must be qualified a minimum of five (5) years in the accredited area of Fire Fighter ~~I-II~~. All other prerequisites will remain.

To become a **12/08/2015**qualified instructor, the candidate must be certified a minimum of five (5) years in the accredited area of TR Ropes (Chapter 06 Ropes). All other prerequisites will remain.

To become a **TR Confined Space** qualified instructor, the candidate must be certified a minimum of five (5) years in the accredited area of TR Confined Space (Chapter 07 Confined Space). All other prerequisites will remain.

To become a **TR Trench** qualified instructor, the candidate must be certified a minimum of five (5) years in the accredited area of TR Trench (Chapter 08 Trench). All other prerequisites will remain.

To become a **TR Structural Collapse** qualified instructor, the candidate must be certified a minimum of five (5) years in the accredited area of TR Structural Collapse (Chapter 09 Structural Collapse). All other prerequisites will remain.

To become a **TR Water Rescue** qualified instructor, the candidate must be certified a minimum of five (5) years in the accredited area of TR Water Rescue (Chapter 11 Surface Water and Chapter 12 Swift Water). All other prerequisites will remain.

To become a **TR Wilderness Rescue** qualified instructor, the candidate must be certified a minimum of five (5) years in the accredited area of TR Wilderness Resue (Chapter 16 Wilderness Rescue). All other prerequisites will remain.

To become a **Hazardous Materials Technician** qualified instructor, the candidate must be certified a minimum of five (5) years in the accredited area of Hazardous Materials Technician (NFPA 472). All other prerequisites will remain.

To become a **Fire Officer I-IV** qualified instructor, the candidate must be certified a minimum of five (5) years in the accredited area of Fire Officer I-IV they wish to qualify for (NFPA 1021). All other prerequisites will remain.

To become an **Instructor I and II** qualified instructor, the candidate must be certified a minimum of ten (10) years as a Level II Instructor, hold a degree from a Regional Accredited Institution (minimum of an Associate's Degree), and pass the qualification exam with a score of 80 (Fire Instructor I and II). All other prerequisites will remain.

To become an **Instructor III** qualified instructor, the candidate must be qualified to teach Fire Instructor I and II, certified a minimum of five (5) years as a Fire

Instructor III, and pass the qualification exam with a score of 80 (Fire Instructor III). All other prerequisites will remain.

Subject Specific Exceptions for Qualification Areas for Instructor II –

To become qualified in new programs, the candidate will be required to obtain certification in the subject with no time requirement for holding certification for the first 2 years of the inception of the new program. After the first two years of a new program release the candidate will be required to be certified in the subject for five years. This exception was approved by the NCFRC; December 07, 2011.

To become a **TR Water Rescue** qualified instructor, the candidate must be certified a minimum of five (5) years in the accredited area of TR Water Rescue (Chapter 11 Surface Water and Chapter 12 Swift Water). All other prerequisites will remain.

- *This new program area was approved for the NCFRC; January 01, 2011. The two-year exception for **TR Water Rescue** expired January 01, 2013.*

To become a **Technical Rescuer** qualified instructor, the candidate must be certified in TR Ropes (Chapter 06) or as a Technical Rescuer (Chapters 05 and 06 combined). All other prerequisites will remain.

- *Changes to the TR program area were approved for the NCFRC; April 21, 2015. This exception for **Technical Rescuer** will expire January 01, 2018.*

Re-qualification Option for Instructor II –

Qualified Instructors must requalify in subject areas accredited by IFSAC and/or Pro Board every five (5) years or as the standard is revised. Qualified Instructors, who lose their qualification due to missing one of these mandatory re-qualifications, may become re-qualified by the following options:

1 Qualifications delivered through Qualification School – the Instructor must register and successfully complete the qualification requirement which includes meeting any applicable pre-requisites and passing the job knowledge exam with a passing grade of 80%, and any additional requirements set forth by Qualification School testing.

2 Qualifications delivered by Field Testing – the Instructor must register with the Field Service Supervisor and successfully complete the classroom portion and defined qualification requirements. The Field Service Supervisor will define these requirements as they are course specific. Any defined qualification requirements will include, but are not limited to, meeting any applicable pre-requisites and passing the job knowledge exam with a passing grade of 80%. This option can only be utilized within the first two (2) years following a subject's revision date.

3 If #2 is not applicable, then the Instructor must successfully complete the entire qualification process to reacquire any lost qualification.

Discipline Committee Minutes October 13, 2015

The Discipline Committee of the Certification Board met on October 13, 2015 at 1:30PM at Pinecroft Sedgefield Fire Department. Members in attendance included Terry Foxx – Chair, Rick McIntyre, Scott Hackler and Winfield Abee via conference call line as he was home sick.

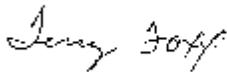
Chairman Foxx opened the meeting and explained the purpose of the meeting was to review and make a recommendation as to whether this complaint should go to the Certification Board for disposition. The alleged compliant(s) results from Scott Hackler; Regional Certification Specialist receiving a compliant stating there was some issues with a class that was ran at Fayetteville Tech Community College. The complaint was lodged against Reginald B Lewis Sr who is a NC Certified Instructor Level II (See E-2) holding the following Instructor Qualifications: Firefighter, TR General, TR VMR, TR Ropes and Haz Mat Level 1 Responder. Mr. Lewis allegedly failed to give skills test during a recent Ladders Class.

Terry turned the meeting over to Scott for an overview of the investigation into the incident. During the overview Scott advised he had attempted on several occasions to make contact with Mr. Lewis since September 3, but was unable to do so. Mr. Lewis finally made contact back with Mr. Hackler on October 12, 2015.

After hearing the report by Mr. Hackler, discussion was held and several questions were asked of him. After all concerns had been handled, the group voted unanimously to send this to the Certification Board for hearing and disposition. During the discussions the group also asked for Mr. Hackler to gather some additional information that would potentially aid the Certification Board in making a determination regarding this issue and aid the Discipline Committee in making a recommendation. The committee agreed to allow Mr. Hackler to gather that information and agreed to have a conference call on November 2, 2015 at 3:00 PM to hear the additional information and prepare a recommendation should it be requested.

With no further business to discuss Winfield Abee moved to adjourn at 2: 20PM.

Respectfully Submitted,



Terry Foxx, Chair
Discipline Committee

Discipline Committee Minutes November 2, 2015

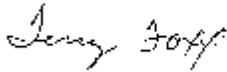
The Discipline Committee of the Certification Board met on November 2, 2015 at 3:00PM via conference call. Members in attendance included Terry Foxx – Chair, Rick McIntyre and Winfield Abee.

Chairman Foxx opened the meeting and explained the purpose of the meeting was to review the additional information which had been sent to us by Mr. Hackler and make a recommendation to the Certification Board (if asked) for discipline regarding this case.

After discussing the information, Rick moved to suspend Mr. Lewis' instructor certification for a period of three years per the Policies and Procedures Manual 200.09 (E)(1) and require Mr. Lewis to requalify once this suspension was completed. Winfield seconds the motion which passed unanimously. In addition the committee voted to issue Fayetteville Technical Community College a Letter of Warning for their part in this violation in accordance with the Policies and Procedures Manual 500.02 (C)(1) as the college has already received a Letter of Caution. Winfield made the motion to follow the policy and Rick seconds the motion. The motion passed unanimously.

With no further business to discuss Winfield Abee moved to adjourn at 3: 30PM.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Terry Foxx".

Terry Foxx, Chair
Discipline Committee

