

**Certification Board Meeting Minutes
December 4, 2025
Kernersville Fire Department**

Board Members Present

Terry Foxx
Derrick Clouston
Walter Gardner, Jr.
Malcolm Smith
Jim Hanline
Ken Hogue
Joshua Crisp
Josh Smith
Doug Bissette
Jennifer Smith
Christopher Wells

Staff in Attendance

Brian Wade
Kevin Gordon
David Morris
Ben Smith
Chris Decker
Joe Ramsey
Anthony Killough
Kyle Heuser

Meeting called to order by Chairman Terry Foxx at 1000 hrs.

Motion made by Walter Gardner, Jr. to approve the agenda. Seconded by Jim Hanline. Motion approved.

Jason Edwards not in attendance, excused.

Motion made by Malcolm Smith to approve minutes from the September 4, 2025 meeting. Seconded by Doug Bissette. Motion approved.

Committee Reports

OSFM - Brian Wade

Joe Ramsey has joined OSFM as a Certification Specialist and will be serving in Region 3.

TR Committee - Kevin Gordon

Working through skills book for TR Collapse. Will be working on Machinery and Wilderness next. Pro Board site visit went well, and we will be recommended for reaccreditation.

Old Business

Rewrite/Validation Committee Updates

Hazmat - Derrick Clouston/Kevin Gordon

The new program will be live on January 1, 2026. New FRC numbers are active in the college system. All new Hazmat material will be available to instructors in the portal by first of the year. Requal will be online for all qualified instructors - one requalification course will cover all levels.

FLSE - Jim Hanline

FLSE committee meeting was held on December 13th. Skills were reviewed and the committee is working on developing new skill sheets. The committee has asked that FLSE I be a prerequisite for FLSE II. New program will be live by July 1, 2026.

Motion made by Jim Hanline to make FLSE I a prerequisite for FLSE II. Seconded by Ken Hogue. Discussion about how this would work and timing before credit for FLSE I shows in the portal. Motion approved.

Firefighter - Jason Edwards not in attendance (Derrick Clouston)

Firefighter effective date will be July 1, 2027. Fire Officer and Instructor will need a committee, to be completed in 2026. Effective date for new Officer/Instructor rewrite will be January 1, 2027.

Driver Operator - Ken Hogue

The effective date for Driver Operator and Marine will be July 1, 2027. Working to develop pilot classes. Tiller pilot classes will be completed in the second half of 2026. New Boat classes will be piloted in Q1 of 2026.

New Business

Asheville Fire Department Delivery Agency Additions - Kevin Gordon

Asheville Fire Department is requesting to add five TR programs for delivery through their Delivery Agency.

Motion made by Malcolm Smith to approve Asheville Fire Department for TR Surface Water, TR Swift Water, TR Wilderness, TR Trench, and TR Confined Space programs for delivery through their delivery agency. Seconded by Josh Smith. Motion approved.

Derrick would like the Board to discuss the current delivery agency moratorium at the March meeting.

RIT/BES - Kevin Gordon

OSFM Staff recommends that RIT Qualification become a field-delivered qualification, to include an exam and skills like other field-delivered qualifications.

Motion made by Doug Bissette to make RIT Qualification a standalone field-delivered qualification to be delivered by OSFM Staff. Seconded by Ken Hogue. Motion approved.

Terry Foxx recognized Jim Hanline for his 38 years of service on the Certification Board. Jim has faithfully served the fire service of North Carolina for many years. He previously served as a firefighter in the U.S. Air Force and was appointed to the Certification Board on July 14, 1987, where he served as the first chairman. Kevin Gordon also spoke in appreciation of Mr. Hanline and his dedicated service, along with several other board members who shared their respect and gratitude for his contributions. Mr. Hanline will retire from the Certification Board effective December 4, 2025. He was presented with a Lifetime Achievement Award, a challenge coin, and an embroidered coat from OSFM and the Board. Ken Hogue and Ben Hess from The NC Society of Fire Rescue Instructors also presented him with a plaque in recognition of his service.

Motion made by Derrick Clouston to move into Closed Session pursuant to the N.C.G.S. 143-318.11(a)(6). Seconded by Josh Smith. Motion approved and board moved to closed session at 1042 hrs.

Presentation of Investigation Summary - Kevin Gordon

Water Rescue course at Piedmont Community College on October 12, 2025. An injury report was made from the class. During the injury investigation, comments were made by students that led to a deeper investigation of the class, and deficiencies were found in the delivery of skills. Anthony Killough spoke on the investigation to present findings to the board. The instructor, David Reed, also made a statement to the board.

Motion made by Derrick Clouston to move back to open session. Seconded by Joshua Crisp. Motion approved and board moved to open session at 1120 hrs.

Motion made by Derrick Clouston to suspend David Reed's Instructor Qualifications until he completes Instructor Indoc, and to revoke Mr. Reed's TR Surface Water and TR Swift Water Qualifications. Seconded by Malcolm Smith. Motion approved.

Derrick Clouston asked Staff to look at updating lesson plans to include recommendations for safety equipment, use of equipment, and the removal of knives, etc.

Motion made by Ken Hogue to recommend that best practice in water rescue training programs is to remove any knives and accessories from PFDs prior to conducting any training. Motion seconded by Doug Bissette. Motion approved.

The next FRC Meeting will be January 13, 2026 at Kernersville Fire Department.

The next Certification Board Meeting will be March 5, 2026 at Kernersville Fire Department.

Motion made by Doug Bisette to adjourn. Seconded by Joshua Crisp. Motion approved.

Meeting adjourned at 1130 hrs.

Respectfully submitted,
Chris Decker