

**Certification Board Meeting  
Rowan Cabarrus Community College  
Salisbury, NC**

**December 11, 2018**

**Members Present:**

Kevin Gordon, Chairman  
Jim Hanline  
Tim Pennell  
Josh Smith  
Brian Taylor

Wes Hutchins  
Ben Smith  
Alex Collazzo  
David Bullins

**Staff Present:**

Kim Williams  
Tony Robinson  
Wayne Bailey  
Scott Hackler

Derrick Clouston  
Matt Thorpe  
Greg Palmer  
Michael Caviness

Chairman Gordon called the meeting to order at 1:00pm

Wes Hutchins gave the invocation

Wes Hutchins moved to approve the agenda. Jim Hanline seconded the motion.

Joel Faircloth, Walter Gardner, Ken Hogue, Jimmy Hensley were excused from the meeting.

Jim Hanline moved to approve the October minutes with no corrections. Alex Collazo seconded.

**Standing Committee Reports:**

Brian Taylor gave the OSFM report.

Position Changes: Greg Palmer and Adam Blythe hired. Rich Hall moving to Engineering and creating a position vacancy in RPD.

No permits needed for Hurricane damage.

First annual vehicle extrication school with 103 participants held at Sandhills CC and OSFM.

Derrick successful in attaining grant for FIT containers.

NCANG received funding to begin purchasing mobile containers, mobile being the emphasis.

Brian introduced the new attorney for the Fire Rescue Commission, Thomas Billing. Thomas is currently working on rules for the Commission. Could be as short as 9 months or as long as the assembly takes.

**Old Business:**

Michael Caviness presented PPM changes to Sections 400 and 500 to update to include references to proctor. Also, change to Checklist for Testing to include a definition of coaching versus remediation.

All suggested changes were tabled until the next meeting.

**New Business:**

Matt Thorpe recommended changes to Fire Officer 4 by doing away with the written testing. Josh Smith made a motion to eliminate the written test for Fire Officer 4. Seconded by David Bullins. Motion passed.

Matt Thorpe and Kim Williams presented a proposal to begin researching a **Juvenile** Fire Setter Certification. Staff had been approached about adding a certification from 1035. Ben Smith made a motion to authorize staff to investigate one certification with two levels. Wes Hutchins seconded. Motion passed.

Greg Palmer made a request for Winterville Fire Department to be approved as a delivery agency. Reported that all condition had been met. Tim Pennell made a motion to accept Winterville FD as a delivery agency. Alex Collazzo seconded. Motion passed.

Kevin Gordon discussed the Junior Member Standard. Questions had been raised about the Jr. Member Standard and its guidelines. Discussion from OSFM, Community Colleges, and Fire Department delivery agencies as to how they handle firefighter training under 18 years of age.

**Upcoming Meetings:**

January 8, 2019 – Fire & Rescue Commission Meeting  
March 12, 2019 – Cert Board Meeting

Motion to adjourn by Josh Smith. Seconded by Tim Pennell.

Meeting adjourned at 2:30pm

Respectfully submitted,  
Michael Caviness.