

Certified Fire Investigator Board Meeting
OSFM Offices
June 25, 2025
10:00 AM

Attendees: Andy Thomas Lee Newcomb
 Buddy Thompson Freddy Johnson
 Jason Davis Barry Overman

Staff: Brian Wade Monna Gillespie Michele Thomas

Chairman Freddy Johnson called the meeting to order at 10:00 am.

Barry Overman gave the invocation.

Andy Thomas moved to accept the minutes from April 23, 2025, meeting. Seconded by Jason Davis. Approved.

Overman moved to accept the agenda after two additions – Application update and elections of Chair and Vice-Chair. Jason Davis Seconded. Approved.

Committee Reports:

Freddy Johnson informed the board of the resignation of longtime CFI Board member, Matt Davis. Matt has taken a position in South Carolina.

Brian Wade handled the annual election for the positions of Chair and Vice-Chair.

Andy Thomas nominated Freddy Johnson for Chair. Lee Newcomb Seconded. Nominations closed. Approved.

Barry Overman nominated Lee Newcomb for Vice-Chair. Jason Davis Seconded. Nominations closed. Approved.

Freddy Johnson appointed Andy Thomas to head up the Training Committee.

Test Bank Committee – discussion on the test bank and the test questions.

Freddy Johnson appointed Andy Thomas, Barry Overman and Lee Newcomb to the Application Committee to review the application. They will work with staff to ensure that any changes do not risk the accreditation status.

Changes on the editions for 2 books on the approval reference list that gets mailed out to applicants.

Old Business

NC IAAI Spring Conference at Sandhills CC update given by Andy Thomas. 160 students and all went well. The Spring Conference for 2026 will be back at Sandhills CC. October IAAI Joint conference in SC is almost complete. He will submit the course approval packet as soon as that is completed.

Monna and Andy let the board know that the automative reporting is almost completed. There is an issue from OSFM side which seems to be associated the length of the CFI course number. Monna is working with IT to resolve that issue before the joint conference in October. Meanwhile, she is almost done keying the last 2 rosters manually.

New Business

Andy Thomas moved to approve all submitted classes as Tier 1 approved classes minus the Crime Scene Photography, which will be accepted pending the submittal of additional documents. Barry Overman Seconded. Approved.

List below:

CFI00072 Foundations of Fire Origin and Cause Investigation – Instructor Wayne Delancey
CFI00073 Report Writing and Note Taking – Instructor Darren Solomon
CFI00074 Basic Motor Vehicle Fire Investigation – Instructor Scott Justus
CFI00075 Medicolegal Death Investigations – Instructor Laura Pazarena
CFI00076 Air Quality Metering for Fire Investigators – Instructor Bill States and Ricky Hesson
CFI00077 Arson Investigation and Evidence Collection – Instructor Leigh Thomas
CFI00078 Essential Electrical Knowledge for Fire Investigators – Instructor Dave Cusatis
CFI00079 Investigating Electric Vehicle Fires – Instructor Joseph Herzberg
PENDING – CFI00080 Crime Scene Photography – Instructor Manal Khalil

Discussion on NFPA 1033 that has 40 hours in the material.

Staff will add the following items pertaining to hours in the system and website:

System – hours box

Certificate will reflect hours

For all approved CFI classes on the website – The hours will be added in parentheses.

Andy Thomas moved that starting with 1-1-2028, in adherence to the most current hours in NFPA 1033, with a minimum of 40 hours of approved CFI classes plus the mandatory Legal Update, must be met for CFI recertification. This policy revision will be presented to the F&R Commission Board at their next meeting for approval.

Application Requests – Monna Gillespie

Total CFI Applications submitted 7

Approved – 5

Denied – 1

Pending – 1

Discussion on one application.

Lee Newcomb moved to approve the CFI applications recommendations as presented by Monna Gillespie. Andy Thomas Seconded. Approved.

Andy Thomas asked for a Scranton report for all future CFI testing to be presented to the board.

CFI Board gave Brian Wade discretion to pull any question (s) based on analysis of the test given at the NC IAAI Spring Conference from the test bank.

Brian Wade gave a staff update – Mr. Palmer, Certification Supervisor, and Mr. Ward, Certification Specialist, has left OSFM. Kevin Gordon has been promoted to Certification Supervisor. 2 new Cert Specialist has been posted.

Monna was directed to answer the emails that were submitted concerning the test concerns.

Next CFI Board Meeting Schedule

October 1, 2025

January 7, 2026

Buddy Thompson asked about the process to be nominated for reappointment to the CFI board.

Andy Thomas moved to adjourn at 11:31 am. Jason Davis Seconded. Approved.

Respectfully submitted,
Monna Gillespie