

**Certified Fire Investigator Board Meeting
NC Department of Insurance – OSFM
October 21, 2019**

Attendees:	Freddy Johnson Barry Overman Scott Merritt Lee Newcomb	Matt Davis Ken Hair Jeff Key Kevin Oliver
Staff:	Kim Williams Mike Williams Matt Thorpe	Derrick Clouston Jessica Lashbrook
Guests:	Edward Carter	Ken Andrews

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

Barry Overman delivered the invocation.

Barry Overman made a motioned to approve the June 26, 2019 CFI Board Meeting minutes.
Lee Newcomb seconded. Motion approved.

Appeals:

Deputy Edward H. Carter, Jr., Brunswick County Sheriff's Office.

Edward Carter's recertification application was denied for the following reasons:

- No Documentation for bachelor's degree received within the past 5 years (-20 points)
- Detective at BCSO calculated as Part-Time Investigator, not Full-Time (-20 points)
- Last fire scene documented was 9/4/17; No documentation of fire scene investigations for 2018 or 2019

Reasons for appeal:

- Copy of bachelor's degree was overlooked and is for submission
- Temporarily reassigned to a different position for a break and therefore had no fire investigation scenes during that time period however still employed as agency's only CFI
- CFI certified in 2014 and has participated in 63 fire investigation scenes

Recommendation:

Lee Newcomb motioned to sustain the original ruling and notify Deputy Carter that he can appeal the decision to the Fire & Rescue Commission. Barry Overman seconded with the provision they wait on the approval of the motion until after the By-Laws presentation by Matt Davis.

Old Business:

By-Laws and administrative rule process update – Matt Davis. Discussion of what should be sent to the Fire and Rescue Commission. The by-laws state the CFI Board should make proposals.

Lee Newcomb motioned to sustain the original and notify Deputy Carter that he can appeal the decision to the Fire & Rescue Commission. Barry Overman seconded. Motion approved.

Matt Davis presented a draft proposal for updating the CFI recertification. Matt Davis made a motion to move forward with the recertification proposal. The committee will make additional changes and bring the proposal back to the Board for review at their January 2020 meeting. Barry Overman seconded. Motion approved.

Committee Reports:

Training Committee - Jeff Key

The committee didn't meet with OSFM staff to review the IAAI Basic program for equivalency due to various schedule conflicts. The review should happen prior to the January meeting.

By-Laws Update Committee - Barry Overman

Discussed the need to define the by-laws and policies and procedures manual. The question was posed whether the Certification Board and the Worker's Compensation Board are setting up their own individual rules. Kim Williams noted that the Board must follow the by-laws.

Approval of Initial CFI and Recertification Packets:

	<u>Certifications</u>	<u>Recertifications</u>
<u>Approved:</u>	7	12
<u>Denied:</u>	1	1
<u>Pending:</u>	0	1

Total Packets Submitted: 22

Matt Davis made a motion to accept the Certification and Recertification packets. Lee Newcomb seconded. Motion approved.

New Business:

The next CFI Board meeting is set for Wednesday, January 8, 2020 in Raleigh, NC at 10:00 a.m.

With no further issues to discuss, Freddy motioned to adjourn the meeting. Scott Merritt seconded. Meeting adjourned at 11:20 a.m.

Respectfully Submitted,

Jessica Lashbrook