

Certified Fire Investigator Board Meeting
Sanford Meeting
May 3, 2022
10:00 AM

Attendees: Freddy Johnson Matthew Davis Adam Stanley
Kim Williams Donald Wallace (WebEx) Matt Davis (WebEx)
Chris Smith (WebEx)

Guests: Derrick Clouston

Staff: Brian Wade Monna Gillespie Matt Thorpe

Meeting called to order at 10:00 AM via Freddy Johnson.

Invocation – Brian Wade

Discussion on how we assign classes ID to system.

List approved classes online so CFI applicants can register. Registration form online.

Discussion on who is responsible to enter classes into the portal. What is the process for out of state or a different agency who doesn't have access to portal. I.e. law enforcement.

- 1- Must approve class prior to the start of the course to be accepted.
- 2- Assign ID for class
- 3- Create Excel sheet template to track classes.
- 4- Send out to CFI Board Members the courses submitted to be approved via Shared Files & staff will always store on G Drive in case Shared Files goes down.

Wayne Delancey submitted the following 5 courses for approval.

1. Expert Witness & Courtroom Testimony Preparation – 8 hours
2. IAAI Expert Witness & Courtroom Testimony (EWCT) – 20 hours
3. Fire Fatality Investigation – 8 hours
4. Commercial Kitchen Fire Investigation – 8 hours
5. Evidence Collection & Documentation – 20 hours

Discussion on Burn cells.

Adam Stanley moved that CFI Board would accept a signed letter by the executive leadership (i.e. Chief Officer, Board President or department head) that states the CFI applicant has completed fire investigation and how many and to remove the burn cell statement on. Donald Wallace Seconded.

Adam Stanley moved to withdraw previous motion.

Adam Stanley moved to verify a CFI application work experience, as prescribed by the CFI Board, during the recertification period via a letter signed by an executive head of the agency. Matthew Davis seconded. Motion Approved.

Discussion on transcript to verify that applicant has taken 5 classes. Discussion on IFSC seal.

Adam Stanley moved to adjourned. Matthew Davis seconded. Approved. Adjourned at 11:50.

Next Meeting:

June 7th at 10:00 AM @ OSFM in Raleigh and Zoom Option too.

Respectfully submitted,
Monna Gillespie