

**Fire and Rescue Commission  
Pincroft-Sedgefield FD, Greensboro  
January 13, 2015**

Attendees: Harley Cook, Chairman  
Cloyce Anders  
Josh Smith  
Bill Rogers  
Ronnie Griffin  
Walter Gardner  
David Wray  
Phil Welch

Ken Briscoe, Vice Chairman  
Gary Whitman  
Freddy Johnson  
Kevin Gordon  
Rick McIntyre, Executive Director  
Robert Poe  
Matt Davis  
Fannie Brown

**Welcome, Call to Order, Invocation**

Chairman Harley Cook called the meeting to order at 10:00 a.m. and asked Carnie Hedgepeth to give the Invocation.

**Ethics Statement**

Chairman Harley Cook presented the Ethics Awareness and Conflict of Interest reminder as required by the North Carolina State Ethics Commission. There were no conflicts reported at this time.

**Approval of Agenda as Presented**

Motion was made by Ronnie Griffin, seconded by David Wray to approve the agenda as presented. Motion carried.

**Approval of Minutes of April Meeting**

Motion was made by Matt Davis, seconded by Gary Whitman to approve the minutes of the October 8, 2014 meeting. Motion carried.

**Reappointments**

Tim Pennell and Joel Faircloth were reappointed to the Fire and Rescue Certification Board. Both are representatives of the North Carolina Association of Rescue and EMS.

**Board Reports**

**Certification Board Update** – Kevin Gordon, Chair, Certification Board - See Attached

Cloyce Anders made a motion to accept the Certification Board Report. The motion was seconded by Ken Briscoe. Motion passed.

### **Arson Review Board Update - Wayne Bailey**

Meeting was held January 7, 2015

Recertification Applications

5 approved

1 pending addition information

Applications

7 approved to take the exam

3 pending

1 denied

Approved an Arson Class for application credit of 30 hours

Dave Campbell resigned

Kevin Gordon reviewed the proposed Fire and Rescue Commission By Laws.

Matt Thorpe gave an update on the NFPA 1033 standard. The new book has been released.

The course is scheduled to be piloted by the end of 2015.

### **LODD - Mike Edwards**

Ricky Doub Forbush F.D.

Brad McCoy Nantahala F.D.

### **NEW BUSINESS**

Rick McIntyre - Fire and Rescue Commission By-Laws

Rick reviewed the final proposal of the FRC By-Laws. Freddy Johnson made a motion to accept the FRC By-Laws. The motion was seconded by Phil Welch. Bill Rogers asked for discussion. Bill Rogers asked that members of the Fire Investigator Board be required to hold a Fire Arson Investigator certification.

Ken Andrews, NC IAAI President asked to speak to the Commission. Ken discussed the NC IAAI and his concerns with the newly proposed certification for Fire Investigator.

Tim Bradley gave some history of the Fire Arson Investigator Certification program.

Bill Rogers recommended that the Fire Arson Investigator Review Board maintain all the IAAA appointments and the Training and Standards appointment.

Phil Welch recommended to accept the Fire and Rescue Commission By-Laws and stated that it was the Commission's responsibility is to oversee the Certification Programs.

The Certification Board needs to look at the Basic and Advanced Levels of Fire Investigator certifications. The advanced level may not always be needed.

Ken Briscoe state that he agreed with Phil Welch.

Walter Gardner called to question

Bill Roger opposed and all other members voted in favor to accept the motion. Motion passed.

Kevin Gordon presented a transition plan for current and future members. David Wray made a motion to accept the transition plan. Walter Gardner seconded the motion. Motion passed.

Harley Cook commented he, as Chairman, appointed the Ad Hoc Committee to write the FRC By-Laws. Harley believes that you have to be firm, fair and consistent. The approved By-Laws reflect that belief and thanked Kevin Gordon and the committee for all the hard work for a job well done.

### **AGENCY REPORTS**

**NCSFA - Tim Bradley - See attachments**

**Department of Insurance – Rick McIntyre –**

Rick introduced Brian Newlin. Brian has filled the position of the Grant and Relief Find Administrator.

Brian Newlin presented a report for the Grants and Injury Prevention Section. See attached report.

Rob Roegner – RPD & Logistics – Rescue Officer Pilots are ongoing. Instructor 3 eligibility requirements are complete. We are looking for delivery agency sites to host the Instructor 3 Pilots. Chief 101 lesson plans are complete. NFPA 1006 rewrites should be released in the summer and NFPA 1033 pilots should be held late summer 2015.

Wayne Bailey – Commission Update – See attached report.

**NCAR&EMS - Joel Faircloth- See Attachments**

**NCAFC – Ken Briscoe –**

Fire Prevention School will be held March 23-27

Mid Winter Conference is February 4 – 8 in Concord

Executive Officer Development will be held in October

**NCCCS – Winfield Abee**

There are 58 community colleges with 124 satellite campuses. In 2014 71,938 classes were conducted. 197 a day and 8.2 per hour.

**NC Society of Fire and Rescue Instructors – Jimmy Barrow**

Membership dues with Instructor Conference information will be mailed out shortly. The Conference will be held May 28 – 30 in Wilmington. There will be a dinner cruise and the closing session will be on the Battleship. Registration will be available online.

**Professional Firefighters and Paramedics of NC – Josh Smith**

Tom Brewer is now the President and Josh Smith has taken over the Secretary Treasurer position.

**NC Department of Labor – Andy Sterlin**

Upcoming classes are available online. The Management Guide is now complete and is available online or in paper copy.

The 2015 meeting dates are:

April 21

July 14

October 13

They location will be Pineroft Sedgefield Fire Department for all meetings with a start time of 10:00 a.m.

With no other business to be addressed today, the meeting was adjourned at 12:06.

Respectfully submitted,  
Kim Williams

# Certification Board Report – January 13, 2015

## Standing Committee Reports –

Since the last Commission meeting, the Certification met on December 09 and held a short conference call on January 05.

**Discipline Committee** – The Discipline Committee did not meet during this quarter.

**Rules Committee** – The Rules Committee met on November 25. Items on the agenda were:

- 1) NFPA 1400 classes (training; not certification) –
  - a. Define – “Certification/Qualification” versus “Training/Train-the-Trainer”.
  - b. This series “will not” qualify Instructors; but, Staff will deliver Train-the-Trainer courses.
  - c. The Delivery Agencies will print the certificates for these courses.
  - d. Course of this series are:
    - i. NFPA 1404 – Fire Service Respiratory Protection Training
    - ii. NFPA 1407 – Training Fire Service Rapid Intervention Crews
    - iii. *\*Future NFPA 1408 – Training Fire Service Personnel in the Operations, Care, Use, and Maintenance of Thermal Imagers.*
- 2) **Chief 101 – updated and recommend changes to the Chief 101 certification program.**
- 3) **NFPA 1033 – update and recommendation on Fire Investigator – Basic certification program.**

## Validation Committee Reports –

**Dive Rescue** – Work continues -- projected timeframes for this program are: LP development in June/July 2014, LP rough drafts to Committee in October 2014, Practical skills rough drafts to Committee in January 2015, and Question bank to Committee in March 2015.

**Instructor III** – Work continues -- we will have a class that “will not” be handed off to the Community Colleges and will be a delivered by NC OSFM Training Staff as a “direct-delivery”. This course will also qualify for Pro-Board accreditation. *Requirements to become a qualified instructor to teach Fire Instructor III are: candidate must be qualified to teach Fire Instructor I and II; candidate must be certified a minimum of five (5) years as a Fire Instructor III; and, pass the qualification exam with a score of 80 (Fire Instructor III).*

**Rescue Officer** – second pilot is second at McDowell Technical Community College, January 30, 31, and February 01.

**Technical Rescuer I (General, VMR, Water, and Wilderness)** – Committee has reviewed all course materials and continue to work with Staff to finalize the updated course materials. Upgrades are tentatively schedule for the first-half of 2015.

**Technical Rescuer II (Collapse, Trench, Confined Space, and Ropes)** – Committee has reviewed all course materials and continue to work with Staff to finalize the updated course materials. Upgrades are tentatively schedule for the first-half of 2015.

**Ad-Hoc and Standing Committees of the Certification Board (attachments; pages 3-5) –**

Old Business –

**Chief 101; explanation of changes (attachments; pages 6-10) –**

New Business –

**Non-traditional Delivery of Certain Certification Programs (attachments; pages 11-14) –**

**NFPA 1400 Series - “Certification/Qualification” versus “Training/Train-the-Trainer” (attachment; page 15) –**

**NFPA 1033 Fire Investigator – Basic (attachments; pages 16-17) –**

Action Required by Commission –

**Approval of CB Report (including the development of Fire Investigator – Basic) – needs approval**

# NCSFA 3rd Quarter Report

## January, 2015

### **Legislative Report**

The joint legislative committee (NCSFA and NCAFC's) have met and have discussed a list of legislative priorities for the 2015/2016 session. These include but are not limited to:

- Legislation defining a firefighter
- Utility Vehicle Use on Highways currently allowing only ATV's
- Possible grant changes (expansion of eligibility)
- Possible expansion of background checks (using DCIN)
- Arson laws concerning volunteer prohibition with conviction

None of these are absolutes, but they will be discussed at the Mid-Winter Summit by the combined regional and state boards.

### **Upcoming Summit at Mid-Winter**

The Regional and State Boards will be meeting again for the second time in a Summit environment the Tuesday before the Mid-Winter Conference in Concord. Legislative items will be discussed as well as new methods of tracking and monitoring legislation.

### **Rosters**

Rosters are due to be completed by January 15<sup>th</sup> at 12:00 Midnight. If your department has not completed your roster, please do so asap. We'll be doing automated calling to those who have not submitted, but please get these done asap since your members years of service with the fire and rescue pension will be effected.

### **Membership Dues Payment**

The deadline for your department's NCSFA dues payment is March 31. Membership benefits are suspended after March 31 until such time your dues are paid.

This year \$1.00 from each individual's NCSFA membership dues will be used to pay your Regional Association Dues. Each member of your department will be a member of your regional association. Our hope is that members will become engaged in association activities at the regional level and ultimately at the state level.

## **Relief Fund**

The Relief Fund Pamphlet we sent out, in addition to appropriate applications and sample programs are on our web page in downloadable formats under the Heading “Relief Fund”.

## **Benefits Presentation**

There is a benefits Power Point Presentation on our web site that can be used to review NCSFA benefits with your members. Please make your members aware of these.

## **Scholarship**

Scholarship applications are now on line for 2015. Please make your members aware of these.

## **Additional**

Here are some dates of importance:

Jan 15, 2015	Roster Deadline
Feb 3, 2015	Regional and State Board Summit in Concord
Feb 4-6 <sup>th</sup> , 2015	Chief’s Mid-Winter Conference in Concord
May 4 <sup>th</sup> , 2015	Legislative Reception, Raleigh
May 5 <sup>th</sup> , 2015	Legislative Day, Raleigh
Aug 12 – 15 <sup>th</sup> , 2015	SAFRE Conference, Raleigh

## **Questions?**



### Prevention, Programs & Grants Report- January 2015

This year an estimated 26,000 fairgoers visited the Safe Kids NC occupant protection portion of the exhibit with 84 volunteers assisting during the 11 day fair. In addition to the Child Passenger Safety area, SK NC featured a “safety selfie” area which focused on distracted driving. This area was provided with sponsorship from State Farm Insurance and included safety messages such as “don’t text and drive” and “2 hands on the wheel.” Thousands of selfies were taken during the fair and posted on Twitter and Facebook and many used the hashtags #safekidsnc or #celebratemydrive when posting the selfies. This area was very popular with all the fairgoers and gave us great exposure on social media.

Fire Prevention Specialist (FPS) coordinated the NC DOI-OSFM fire safety show at the NC state fair. This year, seven fire departments with exceptional fire safety performances from across the state performed 31 shows total. Thousands of fairgoers received fire safety messages, took away new home safety tips and enjoyed the entertaining way the information was presented. Inflatable fire safety houses were a very popular, new addition to the event.

Our division met with American Red Cross Regional Disaster Officers to discuss NC DOI-OSFM partnership to install smoke alarms in NC homes at risk of fire. Staff explained the plans for smoke alarm installation trainings, distributions and reporting. This is a new partnership of OSFM and the American Red Cross.

We coordinated a meeting with the NC Division of Deaf and Hard of Hearing to discuss the possibility of partnering so that we could better serve the deaf and hard of hearing residents at risk of fire in their homes. NC Division of Deaf and Hard of Hearing (NCDDHH) and OSFM have begun to formalize a partnership. Staff discussed setting up criteria for distributing the SafeAwake alarms due to the high cost and will work on that together to formulate reasonable criteria. 15 requests for Deaf and Hard of Hearing smoke alarms, were submitted, approved and provided to the fire departments bringing the total to 45 SafeAwake alarms provided by NC DOI-OSFM. When a fire department is going door to door installing alarms in areas that are “high fire risk” and identifies an occupant that is deaf or severely hard of hearing they can submit a request for a deaf and hard of hearing alarm. Our office has SafeAwake bed shaker alarms that work in conjunction with our Kidde 1910 Smoke alarms that we are able to provide them courtesy of the FEMA grant.

The total number of smoke alarms for the last 20 months is 20,393 and 7678 homes visited! 2015 Fire and Life Safety Education conference will take place February 25-27 in Concord at the Great Wolf Lodge. Registration is open and linked from the NCDDOI-OSFM website.

#### **Volunteer Rescue/EMS Fund:**

The deadline for the receipt of the applications for the Volunteer Rescue/EMS Grant was October 1<sup>st</sup>, with the bulk of applications completed in the last week in September. Due to new accounting procedures as advised by the Program Evaluation Oversight Committee’s report, we have changed our accounting procedures to determine the availability of revenue for funding the Volunteer Rescue/EMS Fund. We are now using “Actual Revenue” as opposed to “Projected Income” which has resulted in a reduction in funding for this year to \$778,058.93 in 2014. The following is a summary of the grant awards:

- We received a total of 251 applications

- 41 applications were incomplete or withdrawn
- 78 Volunteer Rescue/EMS units received funding

We are currently receiving and processing invoices and required paperwork for this grant.

**Volunteer Fire Department Fund:**

Staff continues to process invoices and equipment change requests for the 2014 VFD fund. A total of 714 applications were received which is a 6.4% increase from last year. To date 577 grants have been processed with 137 remaining. A total of \$7,694,545.57 has been distributed out of \$10,294,771.44 (75%).

The deadline for receiving invoices for Capital Improvements and Vehicles is February 15, 2015.

Staff is working with the Application Development Team in the development of a new database for implementation of the January 2015 Volunteer Fire Department Grants. The New Production is now online and was connected to our website on December 30, 2014. The link to our new database was released to all Fire Chiefs in December to continue with the registration process for NCID accounts.

The Report of Fire Conditions user names and passwords have been sent to all county/municipal finance officers for completion. To date 1,374 reports have been submitted and reviewed. A request was made by email to all County Tax Administrators and County Managers to submit the county population and the property tax value of each fire insurance district (municipal and rural) in that county. Previously the due date was January 1 of each year, however this reporting requirement was extended by House Bill 1034 Section 1 58-84-25 (c) to February 1 of each year. The notice also included instructions on how to access the website, a username, and a password. Thirty three (31) of one hundred (100) counties have started to report this information to us. Email and letters went out to all Fire Chiefs in the state requesting they review their NCID user name and password in anticipation of providing them online access for grant applications and relief fund reporting. They can now associate their account with their department, review past grants, assign an administrative assistant, and review archived files.

(703) Seven hundred and three Fire Department Relief Fund Conflict of Interest (COI) reminders were emailed or mailed to 2013 Relief Fund participants reminding them to submit the COI forms.

## Quarterly Report – Training and Inspections For January 2015

Inspections staff conducted seven Method 1 surveys for Jefferson Fire Department in Ashe county, China Grove and the South Rowan Fire Department, the Town of Elkin Fire Department, William R. Davie Fire Department in Davie county, County Line Fire Department in Davie county, Aurora Volunteer Fire Department, and Oakboro and Big Lick FD respectively, served by the Oakboro Volunteer Fire and Rescue Department, Inc. in Stanly county. The Method 1 survey of the town of Oakboro consisted of a pressure hydrant survey only.

Inspection staff completed five Method 3 inspections for the Coleridge Fire Department in Randolph County, Seagrove Fire Department in Randolph County, Oakboro and Big Lick Fire Department in Stanly County, Pilot Fire Department in Franklin County, Aurora Volunteer Fire Department, and North Canton Fire Department in Haywood County. Coleridge Fire Department improved from a class 9E to a class 6/9E.

Inspection staff completed nine 9S inspections including, The Randleman Fire Department in Randolph County. This inspection was needed due to the Randleman Fire Department and the Sophia Fire Department merging, Inspection staff completed a 9S inspection for the Carthage Fire Department in Moore county, Bear Creek Fire Department in Onslow county, County-wide 9S inspection in Franklin county, County-wide 9S inspection in Lenoir County, staff completed a 9S inspection for the Woodsdale Fire Department in Person County, completed a 9S inspection for the White Cross Fire Department in Orange County, completed a county-wide 9S inspection in Forsythe County, and conducted a county-wide 9S inspection in Wayne county.

Inspection staff taught eight Rating Classes, including Rockingham County at the county's emergency operation center. There were 24 people in attendance from 14 different departments; Inspection staff taught the Rating Class in Chatham County at the Siler City Fire Department. There were 15 people in attendance from 9 different departments; Inspection staff taught Rating Class in Henderson County at Blue Ridge Community College. There were 15 people in attendance from 9 different departments; Inspections staff taught the NCRRS Ratings Class at Chocowinity Fire Department in Beaufort County on Friday September 26th and Saturday September 27<sup>th</sup> 2014. We had 26 students in attendance all from Beaufort County representing seven fire departments; Inspections staff taught the NCRRS Ratings Class at the Eastern Firefighter's Association School in Wilmington on Saturday October 4<sup>th</sup> and Sunday October 5<sup>th</sup>, 2014 at Cape Fear Community College. We had seven students in attendance representing seven counties and seven fire departments, Inspection staff taught the Rating Class in Orange County at the Durham Tech Community College. There were 16 people in attendance from 9 different departments, Inspection staff conducted two rating inspection for the Piney Grove Fire Department in Forsyth County. At the time of this report the inspection has not been completed, Inspection staff completed a rating inspection for the Seagrove Fire Department in Randolph County the department went from a 5/9E to 6/9E. The last inspection for the department they were

rated strictly off their hydrants, they went to a water haul method of inspection so they could obtain lower rating for their entire district.

Inspection staff met with the command staff of the Thomasville Fire Department to answer questions concerning changes in the rating schedule.

Inspection staff met with the Davidson County Fire Marshal's office to review the hydrant map for the Southmont Fire District to determine if the district had 85% coverage with hydrants.

Inspection staff met with the Chief of Bostian Heights Fire Department and the Town Manger of China Grove in Rowan County to discuss the merging of the two fire departments.

Inspections staff traveled to southern Mecklenburg County, Steele Creek FD, for the purpose of verifying certification requirements of a static water point in the Riverpointe subdivision, served by the Steele Creek Volunteer Fire Department, Inc.

Inspections staff traveled to Wadesboro, Anson County, for the purpose of meeting with the Anson County Fire Marshal, Ridney Diggs. Discussions included upcoming NC 9S. Inspections, NCRRS survey requirements, establishing NC 9E fire districts within the county, review of countywide GUS maps with noted corrections and reviewing data regarding the NC 9S failure of the Morvan Fire Department.

Inspections staff traveled to Sparta, Alleghany County, for the purpose of initial visit with new Alleghany Fire Marshal, Daniel Roten. Discussions included updating contact information of FMO, NC 9S requirements; NCRRS survey requirements, current contact information concerning the county fire chiefs and general fire service discussion.

Inspections Staff Senior Field Inspector assisted training of the newest Inspector on his first Water haul operation at North Canton Fire Department the week of 9/22/2014.

Inspections Staff attended a meeting with ISO to go over issues and discuss changes coming in the system and where we stand on the process of 8B inspections.

Inspections staff met with the Raleigh Durham Airport Fire Department staff on September 23<sup>rd</sup>, 2014 regarding questions on their last inspection and the new grading schedule.

Inspections staff met with Chief Chris Dailey of the Crawford Township Fire Department in Currituck County to review his paperwork and map for their upcoming Method 3 inspection beginning on October 27<sup>th</sup>, 2014.

Inspections staff is working with Northampton County on extending their fire districts from five mile to six mile districts.

Inspection staff met with the Yancey County fire chiefs and discussed the 9S program.

Inspection staff attended an EEO/Workplace Harassment/Diversity Training in Raleigh.

Inspection staff conducted a Rural Water Supply class in Cleveland County at Oak Grove Fire Department. 4 Cleveland County Fire Departments represented.

Inspection staff conducted and assisted with several fire prevention and smoke detector programs.

Inspection staff assisted local emergency services with damage assessment and response after severe thunderstorm and ESF-0 tornado impacted county.

Inspection staff attended the Western North Carolina Association of Firefighters meeting in Avery County and answered numerous ratings and inspections questions.

Inspection staff continues to work with fire departments, local fire marshals, and cities/counties with ratings and mapping questions.

Inspection staff met with a number of County Fire Marshal's, Department Board of Directors, and County Managers to help answer questions and help with rated questions.

Inspections staff traveled to Nashville, Nash County, NC to attend Staff Training regarding the 2014 NCRRS survey process and to identify and address any issues which may have evolved during the introduction and subsequent use of the 'updated' survey program which went into effect January 1, 2014.

Discussions included possible upgrades to forms being utilized, as well as review of the overall process of data collection, within the survey process. Review and updating of the Power Point presentations, used in fire department training classes, was accomplished along with additional updates and improvements to the 'Field Worksheets' provided departments prior to survey visits.

Inspections Staff reviewed the new NC 8B survey offering and its' incorporation into the NCRRS survey process.

Inspections Staff discussed and developed information to be used at the upcoming 'Mid-Winter' Chief's Conference, to facilitate a 'lessons learned' discussion concerning the new NCRRS survey process and anticipated follow-up round table discussion series. Inspections Staff covered mapping issues, Fire Chief Contacts, Inspector survey preparations and pre-survey contact data currently being used along with survey and class scheduling.

Inspections staff reviewed and updated information and Power Point presentations used in the Chief 101 class pertaining to the NC 9S program as well as the NCRRS survey process.

Inspections Staff reviewed NC 9S and NC 9E requirements, and any issues pertaining to these visits, which have developed since the last update session.

Inspections Supervisor discussed the proper handling of complaints which may be received by the Inspections Division. Inspections Supervisor reaffirmed aspects of the inspections/survey processes and discussion ensued regarding possible alterations which may be needed in future upgrades. Inspections Supervisor discussed the ongoing transfer of Inspections data into a digital format and how best to utilize the new format in future inspections visits.

To the dismay of the Inspections Staff, the Inspections Supervisor took this opportunity to announce his upcoming retirement.

The Deputy Director attended a significant portion of the training and discussions involving the Inspections Staff. The Deputy Director interjected information, as needed, to assist with the presentations while informing the Inspections Staff of available resources, within the Department, which may be beneficial in the program improvement process. He inquired as to what equipment or training needs the Inspections Staff were identifying. He also presented an overview of current OSFM policy pertaining to the Inspections Staff and OSFM in general.

Inspections staff traveled to Sparta, Alleghany County, for the purpose of meeting with the Alleghany County Fire Marshal. Discussions included upcoming NC 9S Inspections, NCRRS survey requirements and requirements to establish NC 9E fire districts within the county. While there Inspections Staff collected NCRRS survey information on the

Alleghany County Communications Center as well as information and maps of the Water Departments serving the County.

Following this meeting, Inspections Staff conducted an unannounced NC 9S Inspection visit of the Glade Creek FD served by Glade Creek VFD, Inc., Alleghany County, for the purpose of following up on a citizens complaint lodged against the department.

Following the NC 9S Inspection of Glade Creek VFD, Inc. it was determined the department was deficient in; (A) - Apparatus Service tests on 'first-out' apparatus, (B) – insufficient records of individual member training adequate to provide the required minimum 20 person roster & (C) – insufficient documentation of Automatic Aid agreements, within the county, to support the NC 9E classification. In conclusion, the department was notified of the deficiencies and is developing a 'plan of action' to address the identified deficiencies in an effort to maintain the department at the NC 9E classification.

Inspection staff worked on updating all the pre-survey forms for the rating inspections and the 9S inspections

Inspection staff worked on a power point presentation for the Mid-Winter Chiefs Conference.

Inspection staff conducted a hydrant survey at Atlantic Beach Fire Department in Carteret County.

Inspection staff delivered smoke detectors to Icard Fire Department in Burke County, Spindale Fire Department and Rutherfordton Fire Department in Rutherford County, and Patterson Fire Department in Caldwell County.

Inspection staff conducted a hydrant survey at Black Creek Fire Department in Wilson County.

Inspection staff assisted other OSFM staff with the AFG grant for the agency.

Inspection staff continues to work with local fire departments, fire marshals, and county staff with ratings questions and concerns.

Inspections staff completed a water haul inspection on the Crawford's Township Volunteer Fire Department in Currituck County on October 27 – 29<sup>th</sup> 2014.

Inspections staff attended a fire department appreciation dinner for Currituck County Fire, EMS, and Communications personnel in Currituck County on October 27, 2014 from 7 – 9 pm.

Inspections staff completed drawing response district maps for all fire districts in Currituck County.

Inspections staff is working with Dare County Fire Marshal Steve Kovacs on a potential merger between Chicamacomico Banks and Salvo Fire Departments.

Inspections staff finalized the inspection schedule for the first quarter of 2015.

Inspections staff attended a meeting at the Rolesville Fire Department in Wake County on November 12, 2014 regarding potential fire department substation locations.

Inspections staff worked on updating our pre-survey packets and the NCRRS class presentation.

Inspections staff is working on drawing response district maps for Lenoir County.

Inspection staff conducted a NCRRS ratings class at Lenoir Community College Annex in Greene County. 17 students present from 7 departments.

Inspection staff completed a hydrant method survey on Township 7 Fire Department in Craven County.

Inspection Staff conducted an unannounced 9S inspection on Bear Creek Fire Department in Onslow County. The department failed the inspection.

Inspection Staff Attended the Western North Carolina Firefighters Association meeting held in Avery County on the 15<sup>th</sup> of October. There were over 300 people present for the meeting from all over the western region.

Inspections staff followed up during this time frame 9S failures to get updates on the progression of them getting the failure items corrected.

Inspections Staff Senior Field Inspector worked with all the Field Staff to get pending surveys completed and letters sent out to departments that had been completed.

Inspection Staff Senior Field Inspector traveled to Greensboro to work with one of the Inspectors on how to conduct the reviews in the CMCI Program we are using for the lower than Class 9 ratings. He also worked with him on the procedure for making sure all the forms and 9S inspections were processed correctly.

Inspections staff traveled to the Raleigh office for the purpose of attending an ISO initiated presentation on the requirements and uses of a computer generated mapping system in conducting NCRRS surveys.

Inspections staff traveled to Emittsburg, Maryland for the purpose of attending and participating in the annual North Carolina Weekend at the National Fire Academy.

Inspections staff traveled on special assignment to Nashville, North Carolina, to honor Inspections Supervisor, Allen C. Daniels and congratulate him on his upcoming retirement scheduled for 12/31/2014.

Inspections staff traveled on special assignment to Nashville, North Carolina, to honor Inspections Supervisor, Allen C. Daniels and congratulate him on his upcoming retirement scheduled for 12/31/2014.

Inspections staff completed drawing response district maps for all fire districts in Lenoir County.

Inspections staff is continuing to work with Dare County Fire Marshal Steve Kovacs on a potential merger between Chicamacomico Banks and Salvo Fire Departments.

Inspections staff attended the Washington County emergency personnel appreciation banquet.

Inspection staff attended the retirement celebration for Mr. AC Daniels in Nash County.

Inspection staff conducted 9S countywide inspections in Yancey County. 8 fire departments were inspected. The following fire departments had failures; West Yancey Fire Department for no map approval and no current map, Double Island Fire Department for did not meet minimum response and Egypt Ramseytown Fire Department for not reporting fire incidents to the State.

Inspection staff met with State Grant administrator reference the equipment on the grant.

Inspection staff continues to work with fire departments, fire marshals, counties and GIS with rating questions.

Inspection staff continues to work with fire departments, fire marshals, counties and GIS with rating questions.

Inspection staff completed a rating inspection for the Crestline Fire Department in Moore County the department went from a 7/9E to 5/9E.

Inspection staff worked on updating all the pre-survey forms for the rating inspections and the 9S inspections.

Inspection staff worked on a power point presentation for the Mid-Winter Chiefs Conference.

Inspection staff attended Onslow County Commissioners Meeting to deliver Haws Run Volunteer Fire Departments new grade.

Inspection staff completed a hydrant method and water haul method survey on Pender EMS and Fire in Pender County.

Training staff conducted a LP Gas Qualification at the Wake County Training Center. Training staff conducted five Live Fire Qualifications, one at Nash Community College and One at Pitt Community College, Training staff conducted a Live Fire Qualification at the Concord FD and the Black Mountain FD. Training staff assisted with Live Fire Qualification in Alamance County 12/17-18.

Training staff conducted three Confined Space Rescue Instructor Qualifications in Asheville, Training staff attended Confined Space Qualification Course, Enka, NC; Training staff qualified as Confined Space Instructor at Charlotte Fire Department 12/15/14.

Training staff attended a class at Concord Fire Department that was conducted by UL on the Impacts of Ventilation on Structure Fires.

Training staff attended fire investigation training at the Davidson County Fire Marshal's Office on report writing and evidence collection.

Training staff instructed at the Fall NC Breathing Equipment School at Gaston College.

Training staff conducted Training in Small Departments in Knightdale, NC.

Training staff instructed Thermal Imaging School in Shelby, NC.

Training staff conducted a Fire Officer IV course in Rocky Mount, NC.

Training staff instructed a Fire Officer IV in Sanford, NC.

Training staff conducted Fire Officer IV in Hickory, NC.



Training staff attended the NC Hazmat Responders Association meeting at Sunset Beach, NC.

Training staff attended the NC RRT hazmat TAG meeting at EM situation room Raleigh, NC.

Training staff attended the NC NFA State Weekend where I completed the Exercising Leadership through Difficult Conversations course.

Training staff conducted a Fire Officer IV Indoctrination class October 27-29, 2014.

Training staff instructed a Fire Officer III class November 3-7, 2014.

Training staff conducted a Fire Officer II class November 10-14, 2014.

Training staff attended National Fire Academy Weekend and NFIRS class.

Training staff conducted a Re-test Fire Officer II class November 24, 2014.

Training staff attended the Western Association of Rescue Squads Meeting, Canton, NC.

Training staff delivered Risk Reduction Lifting Injuries Class, Canton, NC.

Training staff taught at Thermal Imaging School, Cleveland County.

Training staff attended Planning Meetings for Dupont Search and Rescue Exercise, Asheville Airport.

Training staff attended Large Animal Rescue meeting.

Training staff attended Buncombe County Firefighters Association Meeting.

Training staff attended NFPA 1006 Committee Revision meeting.

Training staff assisted in the Site Set up for Dupont Search and Rescue Exercise.

Training staff delivered TR Ropes Instructor Qualification Course in Brevard, NC .

Training staff facilitated Awareness Level Mountain Rescue Rigging Course at Dupont Search and Rescue Exercise.

Training staff facilitated Operations Level Mountain Rescue Rigging Course at Dupont Search and Rescue Exercise.

Training staff attended ATF Flow Path Management with FF LODD Course

Training staff attended the Nash Community College Advisory Board Meeting.

Training staff completed the Fire Officer III certification.

The training staff completed the NFA Leadership I Train the Trainer class.

Training staff conducted a Lightweight Building Construction class for the Maggie Valley and surrounding fire departments.

Training staff conducted the following instructor qualifications at the Charlotte FD: TR Structural Collapse, TR Confined Space Rescue, and TR Trench Rescue.

Training staff conducted the following instructor qualifications at the Charlotte FD: TR Structural Collapse, TR Confined Space Rescue, and TR Trench Rescue.

Training staff qualified as Aerial Operator Instructor at Central Carolina Community College 12/16/14.

Training staff completed NFA Leadership II Train the Trainer class (Cherry Point FD) 12/9-10.

Training staff completed NFA Leadership III Train the Trainer class (Cherry Point FD) 12/ 15-16.

Training staff conducted Fire Officer III Student Acceptance for Fayetteville Dec 15-18.

Training staff delivered NFA health and safety officer course in Knightdale, NC

Training staff assisted with live fire course in Black Mountain, NC.

Training staff assisted with Technical Rescuer confined space qualification course, in Charlotte, NC.

Training staff qualified in Technical Rescuer Trench in Charlotte, NC.

Training staff qualified in Technical rescuer structural collapse in Charlotte, NC.

Training staff attended staff meeting in Asheboro.

### **Commission Staff – Significant Accomplishments October - December 2014**

#### **Regional Exams**

- OSFM – 70 students
- OSFM – 70 students
- Catawba Valley CC – 91 students
- Central Carolina CC – 40 students
- Central Carolina CC – 40 students
- Mitchell CC – 56 students
- Buncombe Co Training Center – 65 students
- Halifax CC – 65 students
- Robeson CC – 28 students
- Guilford Tech CC – 39 students
- Wilkes CC – 42 students
- Cleveland CC – 85 students
- Durham FD – 35 students
- OSFM – 68 students
- OSFM – 52 students

846 students

15 classes for the quarter

#### **Audits**

Eastern

- Stricklands Crossroads FD
- SW Onslow HS
- Northeast FD
- Southeastern CC
- Fremont FD
- Pikeville FD
- Northeast FD
- Four Oaks FD
- Cape Fear CC
- New Hanover County FD
- Nash County High School

11 Audit

Central

- Pine Terrace FD
- Orange Rural FD
- Durham Tech CC
- Durham FD
- Harnett Central HS
- Garner Magnet HS
- Richmond CC
- Burlington FD

8 Audits

Western

- Frank VFD
- Newland FD
- Franklin FD
- Gold Hill FD
- Concord FD
- Mitchell CC
- Statesville FD

8 Audits

27 Audits for the Quarter

**New Delivery Agency Site Visits**

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- Sherrills Ford FD
- Air National Guard – Stanley County
- Hiawassee Dam VFD
- Fort Bragg Fire Department

- Sharpsburg FD

### **Annual Visits**

#### Eastern

- Southeastern CC
- Cherry Point
- Sampson Co Schools
- Washington HS
- Nash County HS

5

#### Central

- Central Carolina CC
- Chapel Hill FD
- Durham Tech CC
- Guilford Tech CC
- Durham Tech CC
- Chapel Hill FD

6

#### Western

- AB Tech CC
- Concord FD
- Mitchell CC
- CVCC
- Hibriten HS
- Wilkes CC
- Cleveland CC
- Southwestern CC
- Haywood CC
- Iredell Career and Technical HS
- Tri County CC
- Hunter Huss HS
- Andrews HS

13

24 Quarterly Visits

### **LODD**

- LODD contact for Macon County
- LODD initial meeting with Wilmington FD
- LODD initial contact for Macon County
- LODD initial meeting with Justice VFD

- LODD meeting at Four Oaks FD for further assistance

### Other

- Staff met with NC Chief's Association about Mid-Winter Conference
- Staff has set up a Youth Fire Setting Prevention and Intervention aka JFS I II class as a preconference to the NCFLSE Conference
- Staff has set up a Best Practices in Community Risk Reduction 1/29-30 in Raleigh
- Staff attended Live Fire Qualification Class
- Staff created 120 new exams for the 2015 year
- Staff attended retirement reception for AC Daniels
- Staff delivered smoke detectors
- Staff attended Certification Board Meeting
- Staff member Mike Edwards was awarded the Governor's Award for Outstanding Service
- Staff attended Rules Committee Meeting
- Staff met with Lincoln Co and Sampson Co Schools about new HS FF Programs
- Staff spoke at Edgecombe County Fireman's Association Meeting
- Staff spoke at Wake Co Fireman's Association Meeting
- Staff spoke at Randolph CC Academy graduation
- Staff participated in IFSAC Site Visit for Nebraska Fire
- Staff spoke at Cleveland CC
- Staff attended NC NFA Weekend in Emmitsburg, MD 260 plus students and adding more seats for next year to meet the demand.
- Staff attended Funeral for FF Brad McCoy
- Staff attended Volunteer Management Class offered by Emergency Management
- Commission Staff attended NC Fire & Rescue Commission Meeting
- Commission Staff spoke at instructor meeting at Concord FD
- Commission Staff attended and presented at NC Community College System's Fire Director Meeting
- Commission Staff attended staff meeting
- Commission Staff attended and presented at the Piedmont SFA Chapter Meeting
- Commission Staff taught at NC Breathing Equipment School
- Commission Staff taught at NC Thermal Imaging School
- Commission Staff worked on IFSAC Site Visit for South Carolina Office of State Fire Marshal
- Commission Staff attended LXR Test Creation Software Training
- Commission Staff worked on various projects
- Commission Staff worked booth at State Fair for NC Fallen Firefighters Foundation
- Commission Staff attended the Arson Review Board meeting
- Commission Staff attended the NAFTD online Orientation class
- Commission Staff attended the Policy and By-Law Committee meeting
- Commission Staff attended the Western North Carolina Firefighter Association meeting

- Commission Staff attended an hose uncoupling ceremony at Skyland Fire Department Station 4
- Commission Staff attended the Western North Carolina Association of Rescue and EMS
- Commission Staff attended Security Training from IT staff
- Commission Staff attended and spoke Annual Community College School Director's meeting.

NC Rescue Association and EMS  
*FIRE & RESCUE COMMISSION REPORT*  
01-13-2015

*Sad News*

*15 Natural Deaths since the October meeting.  
1 Accidental death.*

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*Scholarships : For the scholarship to be awarded in 2015. The 12,000 scholarships will move to \$15,000. The \$8,000 will move to \$9500. All others will remain the same amount. Application went online 1-1-2015 and go off 3-31-2015. We have 41 application already filed.*

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March 13-15, 2015 Rope Emergency Medical Specialist  
(Registration forms and information available on NCAREMS website)  
March 27-29, 2015 High Angle Rescue School Unit 1 & 3 Stone Mountain State Park (Registration forms and information available on OSFM website)  
April 10-12, 2015 Graduate Technical Rescue School  
(Registration forms and information available on NCAREMS website)

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*Rosters were asked be filed with the Association by January 15, 2015 so we can have all of them ready to be filed with the state as required by statutes on January 31 st.  
87% have filed and all but 2 were filed online. Filing is about the same rate as last year.*

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*Directors Meeting March 1st, 2015, Charlotte, NC*

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*Annual meeting for 2015 will be held in September. Dates and location being worked out now.*

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*If we can be of assistance please feel free to contact us.*





<b>North Carolina State Fire Commission By-Laws</b>	
<i>Effective:</i> <b>July 01, 2015</b>	<i>Version:</i> <b>v1r0</b>
<i>Approved:</i> <b>NC Fire and Rescue Commission</b>	

**I. GENERAL RULES**

The North Carolina State Fire and Rescue Commission (hereinafter referred to as "the Commission") shall be governed by the terms of Article 78 of Chapter 58 of the General Statutes of North Carolina and by such other state laws as shall relate to its activities. In addition, it shall comply with these by-laws for its internal management, which it has adopted pursuant to G.S. 58-78-10.

**II. OFFICERS AND DUTIES**

- A. Chairman: The Commission shall elect a Chairman from among its members at its first regular meeting after July 1 each year. The Chairman shall serve until his successor is elected and installed. The Chairman shall be eligible for re-election. The Chairman shall preside over all Commission and executive committee meetings, shall appoint all committees of the Commission, shall generally oversee the operations of the Commission's staff, and shall officially represent the Commission. While presiding at meetings, the Chairman shall decide all points of order and procedure, subject to these rules, unless directed otherwise by a majority of the Commission in session at the time.
- B. Vice-Chairman: The Commission shall elect a Vice-Chairman from among its members in the same manner and for the same terms as the Chairman. The Vice-Chairman shall be eligible for re-election. The Vice-Chairman shall serve as acting Chairman in the absence or disability of the Chairman, and at such times the Vice-Chairman shall have the same powers and duties as the Chairman.
- C. Staff: The staff of the Commission shall consist of assigned staff of the Office of State Fire Marshal within the N. C. Department of Insurance, as provided by GS 58-78-15. The staff shall provide administrative and other services required by the Commission and shall administer and enforce all provisions of Article 78 of Chapter 58 of the General Statutes and rules and regulations promulgated by the Commission, subject to the direction of the Commission.

### III. MEETINGS

- A. Regular Meetings: The Commission shall hold regular meetings on the second Tuesday of July, October, January, and April. The Chairman shall give written notice of the exact meeting place to each member no later than two weeks prior to the meeting. The Chairman may reschedule a regular meeting by giving written notice to all members no later than two weeks prior to when the scheduled meeting would normally be held.
- B. Special Meetings: Special meetings of the Commission may be called at any time by the Chairman, the Vice-Chairman, or any four members of the Commission. Written notice of any special meetings shall be given to all members of the Commission at least two weeks prior to the time of the meeting, setting forth the detailed time, date, and place of the meeting and the purpose for which it will be held. In the event of an emergency, the period of such notice may be shortened, provided that feasible efforts are made to notify every member sufficiently in advance of the meeting such that his or her attendance will not be precluded.
- C. Quorum: A quorum shall consist of 7 members of the Commission. A quorum of any committee shall consist of a simple majority of all the members of the committee.
- D. Conduct of Meetings: All meetings of the Commission shall be open to the public, and will generally follow Roberts Rules of Order. The order of business at regular meetings shall generally be as follows: (1) roll call; (2) minutes of previous meeting; (3) reports from boards (4) reports from committees; (5) unfinished business; (6) new business.
- E. Voting: The vote of a majority of those members present shall be sufficient to decide matters before the Commission, provided a quorum is present. The Chairman shall not be required to vote unless his vote is necessary to break a tie, but he may vote on any matter; he may not vote twice, creating a tie and then breaking it. No Commission member shall participate in the decision of any matter in which he has a personal financial interest sufficient to influence his vote.

### IV. COMMISSION BOARDS

The Commission shall create and assign duties to the Certification Board (hereinafter referred to as "the Certification Board"), Volunteer Workers Compensation Board (hereinafter referred to as the "VSWCF Board") and the Certified Fire Investigator Board (hereinafter referred to as the Fire Investigator Board) it deems necessary to carry out its functions most expeditiously. These Boards may create standing committees, special committees, subcommittees for special purposes or advisory committees.

Certification Board: The Certification Board shall be responsible for (a) adhering to all provisions of GS 58-78-5 developing and recommending policies and procedures to manage the various voluntary certification programs (except Fire Investigator – Advanced) within GS 58-78-5, and encouraging training programs, research, and program development (b) reporting quarterly to the Commission. Membership of the Certification Board shall consist of the following:

1. The Certification Board consists of two (2) permanent members who serve by virtue of their position and eleven (11) members serving three-year terms representing various associations or appointments. Upon resignation of a three-year term member, he/she shall be replaced in the same manner as originally appointed, and may not be temporarily replaced or represented by another individual. A member has a right to complete his/her term and may not be replaced unless he or she agrees to resign or is removed by the representing organization for cause. Any member shall continue to serve until his/her successor is appointed.
2. Permanent members, who serve by virtue of their position, shall forfeit membership immediately upon their loss of position. A permanent member may be an individual who is temporarily filling the position, until a permanent replacement has been found. This temporary individual must be recognized by his or her governing body as acting in that position. Upon permanent appointment of an individual to the position, he/she shall immediately begin serving as a permanent member of the Certification Board.
  - a. If any of the organizations represented on the Board by either a three-year term member or a permanent member should dissolve, then the position is removed from the Board subject to replacement by the Commission at a later date by another organization.
3. Permanent Members are:
  - a. Director, Public Safety Training Programs (NC Community College System), or designee
  - b. Executive Director, NC Fire and Rescue Commission, or designee
4. Three-Year Term Members are:
  - a. One (1) Member of the Commission
  - b. One (1) Member appointed by the Chairman of the Commission
  - c. One (1) Member appointed by the Vice-Chairman of the Commission
  - d. One (1) Member representing the NC State Firemen’s Association
  - e. One (1) Member representing the NC Association of Fire Chiefs

- f. One (1) Member representing the NC Society of Fire and Rescue Service Instructors
  - g. One (1) Member representing the NC Fire Marshal's Association
  - h. Four (4) Members representing the NC Association of Rescue & EMS
5. The three-year term members shall be appointed in the following manner:
- a. The Commission Chairman's appointee shall be appointed to a three-year term by the current Chairman of the Commission in office when the appointment comes up for replacement.
  - b. The Commission Vice-Chairman's appointee shall be appointed to a three-year term by the current Vice-Chairman of the Commission in office when the appointment comes up for replacement.
  - c. The Commission member serving shall be nominated and elected at a regularly scheduled and announced Fire and Rescue Commission meeting, by a majority of the full voting membership present. This individual must be a Commission member at the time of appointment.
  - d. Representatives of the NC Firemen's Association, the NC Association of Fire Chiefs, the NC Society of Fire Service Instructors, and the NC Fire Marshal's Association shall be elected by the Commission at a regularly scheduled Commission meeting, by a majority of the full voting membership present, after receiving resumes and nominations on two (2) individuals from the represented association. Representatives of the NC Association of Rescue and EMS, Inc. shall be elected by the Commission at a regularly scheduled Commission meeting, by a majority of the full voting membership present, after receiving resumes and nominations on four (4) individuals and two (2) alternates from the association.
6. Selection of Board Chairman and Vice-Chairman:
- a. Chairman: The Board shall elect a Chairman from among its members at its first regular meeting after July 1 each year. The Chairman shall serve until his successor is elected and installed. The Chairman shall be eligible for re-election. The Chairman shall preside over all Board meetings, shall appoint all committees of the Board, and shall officially represent the Board. While presiding at meetings, the Chairman shall decide all points of order and procedure, subject to these rules, unless directed otherwise by a majority of the Board in session at the time.
  - b. Vice-Chairman: The Board shall elect a Vice-Chairman from among its members in the same manner and for the same terms as the Chairman. The Vice-Chairman shall be eligible for re-election. The Vice-Chairman shall serve as acting Chairman in the absence or disability of the

Chairman, and at such times the Vice-Chairman shall have the same powers and duties as the Chairman.

- c. The Chairman and Vice-Chairman cannot be representing the same organization.

B. Volunteer Safety Workers Compensation Fund Board: The VSWCF Board shall be responsible for assisting the Commission in (a) adhering to all provisions of GS 58-87-10 (b) developing and recommending rates that will be charged in accordance with GS 58-87-10 (c) conducting and encouraging research in reduction of firefighter and rescue members injuries and death, and education programs (d) reporting quarterly to the Commission. Membership of the VSWCF Board shall consist of the following:

1. The VSWCF Board consists of one (1) permanent member who serves by virtue of his or her position and nine (9) members serving three-year terms representing various associations or appointments. Upon resignation of a three-year term member, he/she shall be replaced in the same manner as originally appointed, and may not be temporarily replaced or represented by another individual. A member has a right to complete his/her term and may not be replaced unless he or she agrees to resign or is removed by the representing organization for cause. Any member shall continue to serve until his/her successor is appointed.
2. The permanent member, who serves by virtue of his or her position, shall forfeit membership immediately upon losing his or her position. The NC Fire and Rescue Commission may be represented by an individual who is temporarily filling the Executive Director position, until a permanent replacement has been found. Upon the appointment of the Executive Director, he/she shall immediately begin serving as a permanent member of the VSWCF Board.
  - a. If any of the organizations represented on the Board by either a three-year term member or a permanent member should dissolve, then the position is removed from the Board subject to replacement by the Commission at a later date by another organization.
3. Permanent Member is:
  - a. Executive Director, NC Fire and Rescue Commission, or designee
4. Three-Year Term Members are:
  - a. Two (2) Members representing the North Carolina Association of Rescue and EMS, Inc.
  - b. Two (2) Members representing the North Carolina State Firemen's Association

- c. Five (5) Members representing the North Carolina Fire and Rescue Commission
5. The three-year term members shall be appointed in the following manner:
    - a. Representatives of the NC Firemen's Association shall be elected by the Commission at a regularly scheduled Commission meeting, by a majority of the full voting membership present, after receiving resumes and nominations on two (2) individuals from the represented association. Representatives of the NC Association of Rescue and EMS, Inc. shall be elected by the Commission at a regularly scheduled Commission meeting, by a majority of the full voting membership present, after receiving resumes and nominations on two (2) individuals from the represented association.
    - b. The Commission's (5) appointees shall be appointed to a three year term.
  6. Selection of Board Chairman and Vice-Chairman:
    - a. Chairman: The Board shall elect a Chairman from among its members at its first regular meeting after July 1 each year. The Chairman shall serve until his successor is elected and installed. The Chairman shall be eligible for re-election. The Chairman shall preside over all Board meetings, shall appoint all committees of the Board, and shall officially represent the Board. While presiding at meetings, the Chairman shall decide all points of order and procedure, subject to these rules, unless directed otherwise by a majority of the Board in session at the time.
    - b. Vice-Chairman: The Board shall elect a Vice-Chairman from among its members in the same manner and for the same terms as the Chairman. The Vice-Chairman shall be eligible for re-election. The Vice-Chairman shall serve as acting Chairman in the absence or disability of the Chairman, and at such times the Vice-Chairman shall have the same powers and duties as the Chairman.
    - c. The Chairman and Vice-Chairman cannot be representing the same organization.

Certified Fire Investigator Board: The Certified Fire Investigator (CFI) Board shall be responsible for (a) developing and recommending training and voluntary certification of Fire Investigator – Advanced, in accordance with the Commission's policies and procedures, and, (b) reporting quarterly to the Commission. Membership of the CFI Board shall consist of the following:

7. The CFI Board consists of one (1) permanent member who serve by virtue of his or her position and eight (8) members serving three-year terms representing various associations or appointments. Upon resignation of a three-year term member, he/she shall be replaced in the same manner as originally appointed, and may not be temporarily replaced or represented by another individual. A member has a right to complete his/her term and may not be replaced unless they agree to resign or is removed by the representing organization for cause. Any member shall continue to serve until his/her successor is appointed.
8. The permanent member, who serves by virtue of his or her position, shall forfeit membership immediately upon losing his or her position. The NC Fire and Rescue Commission may be represented by an individual who is temporarily filling the Executive Director position, until a permanent replacement has been found. Upon the appointment of the Executive Director, he/she shall immediately begin serving as a permanent member of the CFI Board.
  - a. If any of the organizations represented on the Board by either a three-year term member or a permanent member should dissolve, then the position is removed from the Board subject to replacement by the Commission at a later date by another organization.
9. Permanent Member:
  - a. Executive Director, NC Fire and Rescue Commission, or designee
10. Three-Year Term Members are:
  - a. One (1) Member of the Commission
  - b. One (1) Member appointed by the Chairman of the Commission
  - c. One (1) Member appointed by the Vice-Chairman of the Commission
  - d. One (1) Member representing the NC State Firemen's Association
  - e. One (1) Member representing the NC Association of Fire Chiefs
  - f. One (1) Member representing the NC Fire Marshal's Association
  - g. One (1) Member representing the NC Chapter of the International Association of Arson Investigators
  - h. One (1) Member representing the North Carolina State Bureau of Investigation
11. The three-year term members shall be appointed in the following manner:
  - a. The Commission Chairman's appointee shall be appointed to a three-year term by the current Chairman of the Commission in office when the appointment comes up for replacement.

- b. The Commission Vice-Chairman's appointee shall be appointed to a three-year term by the current Vice-Chairman of the Commission in office when the appointment comes up for replacement.
- c. The Commission member serving shall be nominated and elected at a regularly scheduled and announced Fire and Rescue Commission meeting, by a majority of the full voting membership present. This individual must be a Commission member at the time of appointment.
- d. Representatives of the NC Firemen's Association, the NC Association of Fire Chiefs, the NC Fire Marshal's Association, the NC Chapter of the International Association of Arson Investigators, and the NC State Bureau of Investigation shall be elected by the Commission at a regularly scheduled Commission meeting, by a majority of the full voting membership present, after receiving resumes and nominations on two (2) individuals from the represented association or NC State Bureau of Investigation.

12. Selection of Board Chairman and Vice-Chairman:

- a. Chairman: The Board shall elect a Chairman from among its members at its first regular meeting after July 1 each year. The Chairman shall serve until his successor is elected and installed. The Chairman shall be eligible for re-election. The Chairman shall preside over all Board meetings, shall appoint all committees of the Board, and shall officially represent the Board. While presiding at meetings, the Chairman shall decide all points of order and procedure, subject to these rules, unless directed otherwise by a majority of the Board in session at the time.
- b. Vice-Chairman: The Board shall elect a Vice-Chairman from among its members in the same manner and for the same terms as the Chairman. The Vice-Chairman shall be eligible for re-election. The Vice-Chairman shall serve as acting Chairman in the absence or disability of the Chairman, and at such times the Vice-Chairman shall have the same powers and duties as the Chairman.
- c. The Chairman and Vice-Chairman cannot be representing the same organization.

**V. COMMISSION COMMITTEES**

The Commission may create and assign duties to whatever committees it deems necessary to carry out its functions most expeditiously. These may be standing committees, special committees, and subcommittees for special purposes or advisory committees.



- A. Special and Ad Hoc Committees: Special committees are created to exercise the particular, limited functions for a specified period of time. Unless otherwise provided by the Commission, no special committee shall remain in existence for more than two years.
- B. Advisory Committees: Advisory Committees are committees whose membership consists partially or totally of persons who are not members of the Commission. They shall give the Commission or its committees such advice and assistance as may be requested by the Commission or standing committee, which creates them.

**VI. BYLAW AMENDMENTS**

These by-laws may be amended at any time by an affirmative vote of not less than two-thirds of the members of the Commission, provided that such amendment shall have first been presented to the membership in writing at a regular or special meeting preceding the meeting at which the vote is taken. If two-thirds of the members are not present at the meeting at which the vote is to be taken, a mail election shall be held on the proposed amendment.