

**Certification Board Meeting
Rowan Cabarrus Community College
March 3, 2015
10:00 a.m.**

Members

Kevin Gordon, Chairman
Terry Foxx, Vice Chairman
Walter Gardner
Jimmy Hensley
Winfield Abee
Jim Hanline

Rick McIntyre, Executive Director
Ben Smith
Tim Pennell
Gary Styers
Ken Hogue
Joel Faircloth

Staff

Kim Williams
Mike Edwards
Wayne Bailey
Derrick Clouston
Michael Caviness

Scott Hackler
Dan Austin
Heidi Heavner
Rob Roegner

Chairman Kevin Gordon called meeting to order at 10:00a.m.

Mike Edwards gave the invocation.

Walter Gardner made a motion to approve the agenda, seconded by Hanline. Motion passed.

Jim Hanline made a motion to approve the December 2014 Board Meeting minutes. Seconded by Terry Foxx. Motion passed.

Standing Committees / Reports

Commission Report – Kevin Gordon

The Fire and Rescue Commission By Laws were approved with an effective date of July 1, 2015.

Joel Faircloth and Tim Pennell were reappointed to the Certification Board.

Disciplinary Committee - Terry Foxx

The Committee did not meet.

Rules Committee Report– March 03, 2015

1) Certification vs. Training Review –

- a. NCSFA, NCAFC, and the Three Region Association agreed the FRC made the appropriate decision and the NC Fire Service should continue as outlined by the 2013 decision on delineation of certification versus training.

- i. The Joint Fire Service Executive Boards were all in agreement that the Commission should never develop course and/or issue professional certifications (or license) for any occupational operational guidelines/procedures (i.e. the NFPA 1400 series).
- ii. From a training and certification or licensing perspective, it is very difficult to develop individual personal certification testing requirements against an operational standard like the 1400 series. They are written for fire department operations, and do not identify the job performance of an individual. Since they are not written with JPR's (Job Performance Standards) like the pro-qual series (1000 series), the individual job requirements are not developed. In the late 1980's NFPA recognized this and their legal staff developed the JPR process to clearly identify the actual job duties of an individual within each of their pro-qual standards.

2) Hybrid Course Offering –

- a. Update from Non-Traditional Delivery Policy Committee

3) Propose amending the Board's Decision of April 08, 2014 by amending the following -- Qualified Instructors must requalify in subject areas accredited by IFSAC and/or Pro Board every five (5) years or as the standard is revised. **Qualified Instructors, who lose their qualification due to missing one of these mandatory re-qualifications, may become re-qualified by the following options:**

- a. Qualifications delivered in Regional Testing through Qualification School – the Instructor must register and successfully complete the qualification requirement which includes meeting any applicable pre-requisites and passing the job knowledge exam with a passing grade of 80%, and any additional requirements set forth by Qualification School testing.
- b. Qualifications delivered by Field Testing – the Instructor must register with the Field Service Supervisor and successfully complete the classroom portion and defined qualification requirements. The Field Service Supervisor will define

these requirements as they are course specific. Any defined qualification requirements will include, but are not limited to, meeting any applicable pre-requisites and passing the job knowledge exam with a passing grade of 80%. This option can only be utilized within the first two (2) years following a subject's revision date.

- c. If #2 is not applicable, then the Instructor must successfully complete the entire qualification process to reacquire any lost qualification.

4) Certifying DoD Employees –

- a. Propose amending the Board's Decision of March 04, 2014 by adding DoD Employees

- i. Any NC resident with or without a department affiliation – certify them
- ii. Any non-NC resident but affiliated with a NC department – certify them
- iii. Any non-NC resident who is not affiliated with a NC department but is a resident of a state that borders NC (GA, SC, TN, VA) – certify them. For residents beyond a NC border state – not certify them
- iv. Any Department of Defense employees – certify them

5) Validation Committees updates –

- a. Dive Rescue - 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.
- b. Rescue Officer
- c. Technical Rescuer (both Committees)
- d. Instructor III

6) ***Next meeting May 12, 2015 – @ 10:00**

- a. **Note the date change; due to conflicts on May 19th of several Committee Members**

Rescue Officer – Joel Faircloth

The pilot at McDowell Went well. Feedback is being used in preparing for the next pilot. The next pilot will be April 17 – 19, 2015.

TR 1 and TR 2 – Terry Foxx

Rewrites are progressing and plans are to have the program ready to be implemented January 1, 2015.

Instructor III – Jimmy Hensley

Pilot will be held June 15 – 18, 2015

Kevin made a motion to accept the report, seconded by Tim Pennell. Motion passed.

New Business

High School Blueprint – Michael Caviness

The Fire Control Class has been removed from the High School Program. (See attached)

Rick McIntyre made a motion to approve the recommended Blueprint, the motioned was seconded by Walter Gardner. Motion passed.

Fire Investigator Technician – Kevin Gordon

Fire Investigation Technician (FIT) {Fire Investigator – NFPA 1033} –

1. This program would be managed by the Certification Board like all other certification programs and as directed by the Fire and Rescue Commission on January 14, 2014 and again on January 13, 2015.

- a. This new program would be titled Fire Investigation Technician (FIT).
 - i. The course has been sanctioned as a Direct Delivery Course. OSFM Training Staff will manage course scheduling and delivery.
 - ii. OSFM Staff to seek both Pro-Board and IFSAC accreditation.
 - b. This program will qualify fire/rescue personnel to attend fire/arson courses at the National Fire Academy.
 - c. Fire Investigation Technician (FIT) certification course/program will utilize the J&B program and meet the NFPA 1033 standard.
 - d. This new course will satisfy the Fire Investigator pre-requisite requirement of the Fire Marshal certification program (NFPA 1037).
2. The Certification Board will define any certification requirements; proposed requirements are:
- a. Participant must be certified Firefighter II for three (3) years to attend the course and obtain the NFPA 1033 certification, or
 - b. Participant must be a certified law enforcement officer for three (3) years to attend the course and obtain the NFPA 1033 certification.
 - c. Participant must present a letter of support from the agency head stating the individual has origin and cause investigation as part of his/her job responsibilities.
 - d. All certified Fire/Arson Investigators would be granted this new certification once the pilot process concludes and the FRC approves the final version of the program for delivery.

3. Instructor qualification would align with all other Commission certification programs; proposed qualification requirements are:

- a. Certified Level II Fire/Rescue Instructor for at least 2-years and,
- b. Certified as a Fire/Arson Investigator for 5-years, or
- c. Certified in the new course for 5-years (this requirement is waived in the first 2-years of a new program; Instructors just have to obtain the certification).
- d. Current Fire/Arson Investigators who are Level II Fire/Rescue Instructors (all current instructors will need to make application during the defined period for this opportunity after the pilots are complete). Once this period is over, all applicants will have to obtain their qualification by attending a field-tested qualification process.
- e. Pass written and practical exams in accordance with the Pilot Process and Qualification School policies and procedures.

Proposed changes to Fire/Arson Investigator –

1. Change the name of Fire/Arson Investigator to reflect the following:

- a. Rename the certification - **Certified Fire Investigator**
- b. The new CFI Board will manage the certification application and re-certification processes for Certified Fire Investigator.

2. Adopt Fire Investigation Technician (FIT) (*new certification course Fire Investigation Technician (FIT) will be piloted {J&B Curriculum} and released once approved by the NC Fire and Rescue Commission*). OSFM Training Staff will manage course scheduling and delivery. *The Fire Investigation Technician (FIT) {Fire Investigator – NFPA 1033} program would be managed by the Certification Board like all other certification programs and as directed by the Fire and Rescue Commission on January 14, 2014 and January 13, 2015.*

- a. This course will be required as a certification requirement for the Certified Fire Investigator application process.

3. Update the application as needed for Certified Fire Investigator (CFI) to include any additional requirements from NFPA 921 to support the needs of an Investigator operating at this level.

Gary Styers made a motion to approve the proposed changes, seconded by Jimmy Hensley. Motion passed.

Fire Officer Update – Matt Thopre

No major changes. The instructor requirements have changed. Instructor 1 is the minimum requirement for the Fire Officer Certification program. Staff recommends that NC should adopt the same requirements.

Jim Hanline made a motion to accept staff's recommendation and implement the change July 1, 2015, seconded by Ken Hogue. Motion passed.

NFPA 1021

- NFPA 1021 – Standard for Fire Officer Professional Qualification
- Current standard is the 2014 Edition
- Previous editions: 2009, 2003, 1997, 1992, 1987, 1983, and 1976
- Next edition will be released in 2020

Fire Officer – Level I

- The fire officer, at the supervisory level, who has met the job performance requirements specified in this standard for Level 1.
 - General 4.1 – For qualification at Fire Officer Level I, the candidate shall meet the requirements of Fire Fighter II as defined in NFPA 1001, **Fire Instructor I as defined in NFPA 1041**, and the job performance requirements defined in Sections 4.2 through 4.7 of this standard.

Fire Officer – Level II

- The fire officer, at the supervisory/managerial level, who has met the job performance requirements specified in this standard for Level II.
 - General 5.1 – For qualification at Level II, the **Fire Officer I** shall meet the job performance requirements defined in Sections 5.2 through 5.7 of this standard.

Fire Officer – Level III

- The fire officer, at the managerial/administrative level, who has met the job performance requirements specified in this standard for Level III.
 - General 6.1 – For qualification at Fire Officer Level III, the **Fire Officer II** shall meet the job performance requirements defined in Sections 6.2 through 6.8 of this standard.

Fire Officer – Level IV

- The fire officer, at the administrative level, who has met the job performance requirements specified in this standard for Level IV.

- General 7.1 – For qualification at Fire Officer Level IV, the **Fire Officer III** shall meet the job performance requirements defined in Sections 7.2 through 7.7 of this standard.

NC Fire Officer Certification Program

FROFF - Fire Officer I (FIP 3710)

21 years of age
Firefighter Level II certified for 3 years
INST1 or INST2 or INST3 certified (**must be a minimum of INST1 certified**)
have a High School Education or GED

FROF2 - Fire Officer II (FIP 3711)

21 years of age
Firefighter Level II certified for 5 years
Fire Officer I certified
Have a High School Education or GED

FROF3 - Fire Officer III

21 years of age
Completion of OSFM Approved Fire Officer 3 course
Firefighter Level II certified for 7 years
Fire Officer II certified
Have a High School Education or GED

FROF4 - Fire Officer IV

21 years of age
Firefighter Level II certified for 9 years
Fire Officer III certified
Have a High School Education or GED

Jim Hanline made a motion to accept staff's recommendation and implement the change July 1, 2015, seconded by Ken Hogue. Motion passed.

Technical Rescuer NFPA 1006 – Terry Foxx

The committee and staff recommend merging the General Chapter be merged with the Ropes Chapter and become one certification. This will ensure Ropes is covered before taking a Technical Rescuer Specialty Certification. The goal is to have everything completed for a January 1, 2015 release date. Staff will develop online requalifications for Confined Space, Trench, Structural Collapse, Water Rescue and Wilderness. Requalifications for other Technical Rescuer programs will most likely be field delivery.

Terry Foxx made a motion to accept recommendations, seconded by Ken Hogue. Motion passed.

Rick McIntrye – RPD & L are updating the way OSFM manages projects such as Rewrites. Rob Roegner passed out and explained to tracking sheets.

Live Fire Training Policy – Ken Hogue

The Live Fire Training Policy has been added the current policy and procedures manual adopted by the Certification Board.

Derrick Clouston noted the NFPA 1400 committee have been meeting and will be making significant changes to the standard. These should be coming out in late 2016.

Tim Pennell made a motion to accept the addition of the Live Fire Policy, seconded by Jimmy Hensley. Motion Passed.

Reciprocity – Kevin Gordon

The Rules Committee has met and discussed reciprocity several times. Kevin reviewed the final results.

Scope

The North Carolina Fire and Rescue Commission (NCFRC) recognizes and accepts certification certificates from any International Fire Service Accreditation Congress (IFSAC) and the National Board on Fire Service Professional Qualifications (Pro Board) entity as being equivalent to the NCFRC certifications for comparable titled levels. This policy will address the reciprocity provision and the process for requesting equivalent credit for non-NCFRC accredited certifications.

A. Reciprocity Provision

1. The NCFRC recognizes and accepts certifications accredited by any IFSAC or Pro Board entity as being equivalent to the NCFRC certifications for comparable titled levels.
2. Under this reciprocity provision, eligible participants, may progress with the NCFRC certification program using non-NCFRC IFSAC and/or Pro Board accredited certifications to meet the prerequisites, as identified in the Appendix A, without retesting or recertifying the lower level certifications.
3. NCFRC equivalent certification certificates will not be issued and the NCFRC does not recognize certificates for non-accredited training or accredited training for levels for which the NCFRC is not also accredited.
4. A candidate shall complete a Reciprocity Provision Application. The information required for external certifications include the following:
 - a. Application for Reciprocity Provision
 - b. Copy of original certificates with accreditation statement/seal

- i. Must include the level certified and the date of issue as annotated on the original certificate.
- ii. The IFSAC or Pro-Board accredited entity issuing the certificate and the original seal number assigned by the issuing entity.
- c. Once processed, a student record will be established and equivalent credit will appear on their NCFRC transcript for the approved non-NCFRC certifications.

Appendix A

NC Program		Entrance Requirements		Prerequisite Requirements		
	Education	Age	Yrs of Service	NC Certs	IFSAC	IFSAC
Airport FF	HS or GED	18	None		FF 2	HM Ops
D/O Pumps	HS or GED	18	None	D/O EVD	FF 1	
D/O Aerial	HS or GED	18	None	D/O EVD	FF 1	
FLSE 2	HS or GED	18	None		FLSE 1	
FLSE 3	HS or GED	18	None		FLSE 2	
Instructor 2	HS or GED	23	5 yrs as FF2, TR, or FLSE		Instructor 1	
Instructor 3	HS or GED	25	7 yrs as FF2, TR, or FLSE		Instructor 2	
Officer 2	HS or GED	23	5 yrs as FF2		Instructor 1	Officer 1
Officer 3	HS or GED	25	7 yrs as FF2		Instructor 1	Officer 2
Officer 4	HS or GED	27	9 yrs as FF2		Instructor 1	Officer 3
HM - PPE	HS or GED	18	None		HM Operations	
HM - Decon	HS or GED	18	None		HM Operations	
HM - Air	HS or GED	18	None		HM Operations	
HM - Technician	HS or GED	18	None		HM Operations	
Marine FF	HS or GED	18	None		FF 2	
TR - CSR	HS or GED	18	None		TR - General	HM Operations

TR - Rope	HS or GED	18	None		TR - General	HM Operations
TR - Structural	HS or GED	18	None		TR - General	HM Operations
TR - Water Rescue	HS or GED	18	None		TR - General and TR - Ropes	HM Operations
TR - Trench	HS or GED	18	None		TR - General	HM Operations
TR - VMR	HS or GED	18	None		TR - General	HM Operations
TR - Wilderness	HS or GED	18	None		TR - General	HM Operations

Jim Hanline made a motion to accept the recommendation of the Rules Committee, seconded by Ken Hogue. Motion Passed.

Committee Appointments – Rick McIntyre

Rick reviewed a draft policy for selecting validation committees:

The committees shall consist of the following positions:

- Member #1 Appointee shall be a member of the Certification Board.
 - a) This position shall serve as chairman of the committee.

- Member #2 Appointee shall be a member of the general fire and rescue community.
 - a) Shall not serve the Fire and Rescue Commission or any of the subcommittees formed by the Commission.
 - b) Must complete work on current Validation committee prior to beginning work on another.

- Member #3 Appointee shall be a member from the fire and rescue community and shall be located in the western region of the state.

- Member #4 Appointee shall be a member from the fire and rescue community and shall be located in the Piedmont region of the state.

- Member #5 Appointee shall be a member from the fire and rescue community and shall be located in the Eastern region of the state.

Member #6 Appointee shall be a member of the NC Society of Fire and Rescue Instructor's, North Carolina State Fireman's Association, or the North Carolina Association of Rescue and EMS.

Member #7 Appointee shall be a member from OSFM Staff. (Must be considered a source material expert on the subject being updated/developed)

Member #8 Appointee shall be a member North Carolina Community College System or a School Director.

Member #9 Appointee shall be a member of Research and Program Development and shall perform the role of a facilitator for the committee. The member is ultimately responsible for tracking and delivering the update/new program to the commission on time.

Experience for committee members shall consist of the following:

a) All committee members shall be certified in the area of the update/development a minimum of 5 years. If development involves a subject without an active NC certification, then the applicant shall have a combination of nationally accredited instruction and relevant job related experience for a minimum of 5 years. Educational experience may be substituted for a portion of the required experience but cannot be substituted for more than four years of required certificated experience.

b) If the subject of update or development is an instructor level course, all committee members shall be certified as an instructor in the area of the update/development for a minimum of 5 years. If development involves a subject without an active NC certification, then shall have a combination of nationally accredited instruction at an instructor level and relevant job related experience for a minimum of 5 years. Educational experience may be substituted for a portion of the required experience but cannot be substituted for more than four years of required instructor certificated experience.

Candidates shall submit a resume to the OSFM Validation/Development Committee and include all required supporting documentation. The application and associated information shall cover the following:

- a. Current position
- b. Job title
- c. Education
- d. Certification(s)

- e. Professional Designations
- f. NFA Courses Completed
- g. Hours taught in the subject being updated or developed.

A panel consisting of one staff member from Research and Program Development, one member from Training, and one member from the Commission staff shall pre-screen all applications.

- a. The staff will forward the entire reviewed package to the Certification Board for their final decision.

The process and application will be posted to the OSFM website.

Jimmy Hensley made a motion to approve the proposal and have staff makes suggested edits and additions.

Delivery Agency Requests

Ft. Bragg – Scott Hackler

Ft. Bragg is requesting to deliver programs that are not accredited through the Department of Defense. Staff will update check off sheet. Staff recommends approval.

Rick McIntyre made a motion to approve Ft. Bragg, seconded by Ben Smith. Motion passed.

Monroe Fire Department – Michael Caviness

Staff recommends approval. Jimmy Hensley made a motion to approve Monroe Fire Department, seconded by Tim Pennell. Motion passed.

Sherrills Ford Terrell Fire and Rescue Department – Michael Caviness

Staff recommends approval. Jim Hanline made a motion to approve Sherrills Ford Terrell Fire and Rescue Department, seconded by Jimmy Hensley. Motion passed.

North Carolina Air National Guard

North Carolina Air National Guard is requesting to deliver programs that are not accredited through the Department of Defense. Staff recommends approval.

Rick McIntyre made a motion to approve Ft. Bragg, seconded by Ben Smith. Motion passed.

Meeting adjourned at 11:31 p.m.

Respectfully Submitted,
Kim Williams

