

**Certification Board Meeting
Rowan Cabarrus Community College
September 8, 2015
1:30 p.m.**

Members

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

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

Staff

Kim Williams
Mike Edwards
Wayne Bailey
Derrick Clouston
Michael Caviness

Scott Hackler
Dan Austin
Heidi Heavner
Rob Roegner
Tony Robinson

Chairman Kevin Gordon called meeting to order at 1:30 p.m.

Jimmy Hensley gave the invocation.

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

Wes Hutchins made a motion to approve the June 9, 2015 Board Meeting minutes. Seconded by Ben Smith. Motion passed.

Terry Foxx presented Ken Hogue with the NC Association Rescue and EMS, Director of Year Award.

Standing Committee Reports

Commission Report – Rick McIntyre – The Commission didn't meet in July.

Disciplinary Committee - Terry Foxx

Rules Committee – Kevin Gordon – Did not meet

Ad Hoc Committee Reports

Rescue Officer - Joel Faircloth

The Rescue Officer program is on track for January 1, 2016. The course description is attached.

Instructor III – Jimmy Hensley – The second pilot was conducted at Cleveland Community College and it went well. Changes are being made from the instructor’s and student’s feedback. The program is on track to begin January 1, 2016.

Dive Rescue – Terry Foxx

They meet today. Module 1 is ready. Modules 2 and 3 are almost ready and will be released soon. First pilot will be in September in Charlotte. The program is on track to be released by January 1, 2016.

Fire Investigator Technician – Ben Smith

NFPA 1033 FIT program, is ready for pilot. There will be two pilots. One in Wake County and one in Gaston County. The program is on track to begin July 1, 2016. See meeting notes attached.

Technical Rescuer – Ken Hogue

The Technical Rescuer Committee meet in July and August. The TR Specialties have been completed, the general and ropes programs have been combined, vehicle revision has been completed and the Agriculture is on track released July 1, 2016.

Online/Hybrid – Ken Hogue

The first Fire Officer Pilot is scheduled for Oct 1, 2015, everything else is prepared for presentation to Rules Committee at their next meeting.

Old Business

Certification Board Policies – Kevin Gordon

The Certification Board met and worked on updates/changes that were technical corrections, misspelled words, etc. Jim Hanline made a motion to approve changes to Certification Board Policies and Procedures to be presented at the October Fire and Rescue Commission. The motion was seconded by Ken Hogue. Motion passed.

Development Committees – Kevin Gordon – **See Attachment**

Terry Foxx made a motion to accept the proposal for the Development Committee structure and policy. The motion was seconded by Ken Hogue. Motion passed.

Validation Committee – Kevin Gordon – **See Attachment**

Ken Hogue made a motion to accept the proposal for the Validation Committee structure and policy. The motion was seconded by Tim Pennell. Motion passed.

Course Descriptions/Hours and TR changes/TR General Instructors - Ken Hogue/Kevin Gordon

Ken Hogue reviewed the new TR courses and recommended crossover credits from the 2008 TR edition to the 2013 edition. **See Attachment**

Tim Pennell made a motion to approve the TR Crossovers as recommended. The motion was seconded by Jimmy Hensley. The motion passed and will be sent to the Commission for final approval.

Kevin Gordon presented a recommendation to make an exception for TR General Instructors:

To become a **Technical Rescuer** qualified instructor, the candidate must be certified in the accredited area of TR Rope Rescue (Chapter 06) and currently qualified as a TR General Instructor (on or before December 31, 2015). All other prerequisites will remain. *Changes to the TR program area were approved for the NCFRC; April 21, 2015. This exception for **Technical Rescuer** will expire January 01, 2018.*

A motion was made by Ken Hogue to accept the recommendation for the TR General Instructor exception. The motion was seconded by Ben Smith. Motion passed.

Delivery Agencies –

Michael Caviness – Bakers Fire Department – See attached
Bakers Fire Department will not conduct Fire Control Classes unless they have a two story acquired structure. Questions came up about instructors being hired from outside the fire/rescue department. Kevin Gordon asked OSFM staff to look at strengthening the process to ensure equipment is accurate.

Motion made by Walter Gardner to approve Bakers Fire Department's Delivery Agency request. Motion was seconded by Wes Hutchins. Motion passed.

New Business

Instructor Investigation – Tony Robinson and Derrick Clouston

Derrick and Tony presented the investigation report of the Live Fire Training Course that was conducted April 24, 2015. **Summary Report Attached.**

Chris Allan spoke about the incident and apologized for the injuries that occurred

Chairman of the Discipline Committee Terry Foxx reported that the committee had reviewed the investigation. The Discipline Committee recommends suspending Chris's Instructor 2 for five years. With the suspension all his qualifications are dropped and must be retaken after the five year suspension if he desires to teach in the certification subject.

Chris asked that consideration be given for his job requirements. Instructor certification is a job requirement to be on the Albemarle Fire Department.

Ben Smith made a motion to accept the Discipline Committee's recommendation to suspend Chris Allan's Instructor 2 for five years. With the suspension all his qualifications are dropped and must be retaken after the five year suspension if he desires to teach in the certification subject.

Investigation - Stanly Community College – Derrick Clouston

Derrick reviewed the role and concerns cited during the Investigation of the Live Fire Training Course that was conducted April 24, 2105.

President Brenda Kays commented to the College's role in the Live Fire Training Course incident. They realized that their program needed to be evaluated and have suspended their Fire and Rescue Training Programs until they hire a new school director. They have hired Tim Fitts as a consultant to evaluate and advise on ways to improve and strengthen their programs.

The Discipline Committee recommends to suspend Stanly Community Colleges delivery agency status for six months. Jim Hanline suggested amending the recommendation of the six month suspension to until they hire a new school director. After discussion Ken Hogue made a motion to accept the Discipline Committee recommendation to suspend Stanly Community Colleges delivery agency status for six months as stated in the Certification Board's Policy and Procedures. Walter Gardner asked to make the start date of suspension be retroactive to the date Stanly Community College suspended their training. Brenda Kays stated the date was August 23, 20015. Brenda Kays stated that Montgomery Community College is delivering all the Fire and Rescue Commission Training at this time. Jim Hanline seconded the motion. Motion Passed.

Kevin Gordon stated that once the Stanly Community College has hired someone they may contact OSFM and begin the Reaccreditation Process so that is completed and they won't have to wait additional time for the accreditation process after the six month suspension.

Concord Fire Department Recruit Class Investigation – Michael Caviness – **Summary Report Attached**

Michael investigated allegations of cheating during the March 2015 Concord Fire Department Recruit Class.

Ben Hapeman, Chris Little, Justin Green and Jamie Springer were the students accused of cheating.

Terry Foxx presented a recommendation from Discipline Committee:
Any of the classes the 4 individuals had acquired to their credit during the academy be vacated and suspend all certifications for a period of 3 years and that no certifications or certification course credits can be gained for a period of 3 years. Ken Hogue made a motion to accept the Discipline Committee's recommendation. The motion was seconded by Jimmy Hensley. The motion passed.

Discipline Committee Report Attached.

Mike Edwards facilitated the Election of the Chair and Vice Chair.
Kevin Gordon was elected Chairman and Terry Foxx was elected Vice Chairman.

Kevin Gordon reviewed the Committee assignments and meeting dates. **See attached.**

Meeting Adjourned at 3:40

Respectfully Submitted
Kim Williams

Attachments

Rescue Officer Course Description**Recommended Hrs. – 24**

This course presents the rescue service member with an avenue for gaining knowledge and skills needed to become an effective officer within his or her respective organization. Topics covered include; human resources management, communication skills, operating as a manager, leader, mentor and coach to subordinates, improving customer service, interfacing with the service community, and the importance of health and safety in rescue services.

NFPA 1033

Fire Investigation Technician

Meeting Notes

Meeting Dates:

1st 06/30/2015

Attendance: K. Gordon, D. Clouston, J. Sowers, R. Roegner, C. Lacy, J. Boggs, D. Williams, L. Newcomb, R. Smith, M. Thorpe, and B. Smith

2nd 08/06/2015

Attendance: J. Sowers, M. Thorpe, C. Elrod, J. Boggs, D. Williams, L. Newcomb, R. Smith, and B. Smith

3rd 09/03/2015

Attendance: J. Sowers, M. Thorpe, C. Elrod, J. Boggs, D. Williams, L. Newcomb, T. Lacy, and B. Smith

Overview from meetings:

- During the June 30, 2015 meeting the committee was given the project/process overview and formal charge.
 - Cert Board Chair Kevin Gordon discussed the history of this project and the direction of certification verses training based on NFPA Standards.
 - Matt Thorpe reviewed Dropbox as the identified communication medium for document work.
 - Meeting dates were identified as the first Thursday of every month with August 6th being the next scheduled meeting.
 - Applicable text books were distributed to the committee members.
 - The committee conducted a quick overview of each chapter and identified the chapters that could be excluded based on content as compared to NFPA JPRs.
 - Lesson plans were divided amount the committee members for review.
 - A project time line was established as follows:
 - Lesson Plan review complete by July 31, 2015
 - Committee meeting scheduled for August 06, 2015 to finalize lesson plan review
 - Pilot locations were identified as Wake County and Gaston County.
 - Pilot dates are tentatively set for the October/November and then again for January/February time frame.

During the August 06, 2015 meeting the committee presented their lesson plan review.

- All suggested edits were reviewed by the committee members present for discussion/approval
- Matt asked the committee for a suggested test size (number of questions).
 - The committee suggested the test be 100 questions for certification.
- Matt and Jonathan (OSFM) will work to identify a list of supplies/logistical support required to run the pilot classes. The list will be posted for the committee review in Dropbox.
- Next meeting scheduled for September 03, 2015 starting at 10:00 hrs. Meeting location will be the OSFM office in Raleigh.
- Agenda for the September 03, 2015 meeting will be review of question/test bank and pilot deliveries.
- Providing we stay on our present schedule the NFPA 1033 program should be complete with a minimum of two pilot classes and ready for approval and roll out by July 01, 2016.
- First pilot was set for Wake County. Dates are November 2-6 (week 1) and December 7-11 (week 2).

During the September 03, 2015 meeting the committee discussed:

- Student pre-requisite requirement for attending the class. Discussion finalized as:
 - Certified NC Firefighter and/or Certified NC Law Enforcement
 - Successful completion (validation via transcript or certificate) of the following pre-requisite courses from www.cfitrainer.net
 - Basic Electricity (4 hours)
 - Documenting the event (4 hours)
 - Ethics & Fire Investigator (3 hours)
 - Fire Investigator Scene Safety (3 hours)
 - Scientific Method (3 hours)
- Committee discussed usage of acquired verses burn cells.
 - Committee recommends approved usage of either acquired structure or burn cells.
 - Burn cells specifications will be developed by committee
 - Burn cells will be a minimum of 10' X 10'
 - Acquired structures must have a minimum of one room per 3 students (a class size of 30 students would require a minimum of 10 rooms)
 - Acquired structure rooms must be a minimum of 9' X 9' (or minimum of 81 square feet).
- Committee conducted review and validation of test bank. During the validation process each committee member was given no more than 33% of the final test bank for review.

Mission Statement for Development Committees

The purpose of a Certification Ad Hoc Committee is to validate course content, test questions, and practical skill sheets prior to approval by the Certification Board (CB). ***The CB Chairman shall appoint, as needed and as authorized by the Fire and Rescue Commission By-laws,***

and will define the scope of the assigned Ad Hoc Committee (including a termination point for each Ad Hoc Committee).

Development Committee Structure

Development Committees shall consist of **no more than eight members**:

1. Member of the Certification Board. This position shall serve as chairman of the committee. The Chairman is responsible for tracking and delivering the update/new program to Certification Board for approval in a timely fashion.
2. Member of the Research and Program Development Staff of OSFM. This member will perform the role of facilitator to the Committee.
3. Member at large. This member must have vast knowledge and experience in the area of the material/subject being developed.
4. Member from the Western Region. This member must have vast knowledge and experience in the area of the material/subject being developed and represents either the NC Society of Fire and Rescue Instructor's, the North Carolina State Fireman's Association, or the North Carolina Association of Rescue and EMS.
5. Member from the Piedmont Region. This member must have vast knowledge and experience in the area of the material/subject being developed and represents either the NC Society of Fire and Rescue Instructor's, the North Carolina State Fireman's Association, or the North Carolina Association of Rescue and EMS.
6. Member from the Eastern Region. This member must have vast knowledge and experience in the area of the material/subject being developed and represents either the NC Society of Fire and Rescue Instructor's, the North Carolina State Fireman's Association, or the North Carolina Association of Rescue and EMS.
7. Member from OSFM Staff. This member must be considered a subject material expert on the subject being developed.
8. Member from the North Carolina Community College System or a School Director.

Committee Responsibilities

Traditional Development

Development Committees are also responsible for assisting in the development of the Terminal and Enabling objectives. OSFM staff will develop said objectives and give to the committee for review and approval before moving forward with lesson plan and practical skill development.

Committee involvement with test questions requires direction from the development committee chair and the OSFM staff members. Developing involves creating questions that are valid, reliable and correlated to the NFPA standard.

The committee shall assure that information in the lesson plans and practical skills meet the intent of the NFPA standard. OSFM staff will develop any missing information identified by the committee.

Canned Development

In the case where a canned program will be used, the development committee will assure that the content meets the intent of the NFPA standard.

Practical skills and written exams will be developed and correlated to the NFPA standard. The committee is responsible for verifying the test questions and the reference provided for each question. In all cases the test questions cannot be distributed or maintained electronically or on hard copy by committee members.

Recurring Meeting Dates – The committee chair will establish a set or standard monthly meeting date for the development committee. The committee can cancel, meet, or meet by conference call as needed to meet the project timeline.

Project Timeline – The committee chair, working with Research and Program Development Staff, will develop a timeline for the project. This timeline should detail target dates, along the path of development, and include projected timeframes for things such as pilots and key dates necessary for the review of materials.

Pilot Process

Once the Certification Board deems a pilot process is warranted, the committee may determine how many pilots should be conducted for each newly developed program based upon course content, practical skill applications, and feedback from OSFM staff. A minimum of two pilots shall be conducted for all newly developed courses.

The committee may present recommendations for pilot host locations. These recommendations will be submitted to the Rules Committee for approval before pilot scheduling begins.

Mission Statement for Validation Committees

The purpose of a Certification Ad Hoc Committee is to validate course content, test questions, and practical skill sheets prior to approval by the Certification Board (CB). ***The CB Chairman shall appoint, as needed and as authorized by the Fire and Rescue Commission By-laws, and will define the scope of the assigned Ad Hoc Committee (including a termination point for each Ad Hoc Committee).***

Validation Committee Structure

Validation Committees shall consist of **no more than eight members**:

1. Member of the Certification Board. This position shall serve as chairman of the committee. The Chairman is responsible for tracking and delivering the update/new program to Certification Board for approval in a timely fashion.
2. Member of the Research and Program Development Staff of OSFM. This member will perform the role of facilitator to the Committee.
3. Member at large. This member must have vast knowledge and experience in the area of the material/subject being validated.
4. Member from the Western Region. This member must have vast knowledge and experience in the area of the material/subject being validated and represents either the NC Society of Fire and Rescue Instructor's, the North Carolina State Fireman's Association, or the North Carolina Association of Rescue and EMS.
5. Member from the Piedmont Region. This member must have vast knowledge and experience in the area of the material/subject being validated and represents either the NC Society of Fire and Rescue Instructor's, the North Carolina State Fireman's Association, or the North Carolina Association of Rescue and EMS.
6. Member from the Eastern Region. This member must have vast knowledge and experience in the area of the material/subject being validated and represents either the NC Society of Fire and Rescue Instructor's, the North Carolina State Fireman's Association, or the North Carolina Association of Rescue and EMS.
7. Member from OSFM Staff. This member must be considered a subject material expert on the subject being developed.
8. Member from the North Carolina Community College System or a School Director.

Committee Responsibilities

Validation committees are responsible for validating changes to lesson plans, practical skills, and may be responsible for validating existing test questions.

The committee shall assure that information in the lesson plans and practical skills meet the intent of the NFPA standard. OSFM staff will develop any missing information.

Committee involvement with test questions requires direction from the development committee chair and the OSFM staff members. Developing involves creating questions that are correlated to the NFPA standard.

The committee is responsible for verifying the test questions and the reference provided for each question. In all cases the test questions cannot be distributed or maintained electronically or on hard copy by committee members.

Recurring Meeting Dates – The committee chair will establish a set or standard monthly meeting date for the development committee. The committee can cancel, meet, or meet by conference call as needed to meet the project timeline.

Project Timeline – The committee chair, working with Research and Program Development Staff, will develop a timeline for the project. This timeline should detail target dates, along the path of development, and include projected timeframes for things such as pilots and key dates necessary for the review of materials.

Course Descriptions

NFPA 1006, 2013 Edition Technical Rescuer – Combined General and Ropes

FIP ???? Technical Rescuer (entire course)

Recommended Hrs. – 120

This course will present the Technical Rescuer with the knowledge, skills, and ability to satisfy the requirements of Chapter five (General) and Chapter Six (Ropes) of NFPA 1006: Standard for Technical Rescue Professional Qualifications. Classes included in this course are: Rescue Operations, Anchors and Mechanical Advantage Systems, Fixed Rope Systems, Health and Wellness, Helicopter Transport, Horizontal Systems, Lower and Raises, PPE, Rescue Equipment, Rope Basics, and Victim Management.

FIP ???? LP1: Rescue Operations

Recommended Hrs. – 12

This class will present the Technical Rescuer with the requirements for pre-planning, scene size-up, and hazards assessment for incidents involving rope rescue. This class will also introduce the technical Rescuer to applicable standards addressing rope rescue, PPE, accessory gear, rope software, and rope hardware.

FIP ???? LP1: Anchors & MAS

Recommended Hrs. – 15

This class will present the Technical Rescuer correct techniques for the setup, operation, and function of various multiple-point anchor and portable anchor/lifting platform systems used during rope rescue incidents.

FIP ???? LP1: Fixed Rope Systems

Recommended Hrs. – 12

This class will present the Technical Rescuer with the correct techniques for the setup, operation, and function of fixed rope systems used during rope rescue incidents.

FIP ???? Health and Wellness

Recommended Hrs. – 8

This class will present the Technical Rescuer with an overview of a healthy lifestyle and its importance to emergency services operations.

FIP ???? LP1: Helicopter Transport

Recommended Hrs. – 6

This class will present to the Technical Rescuer general operating and safety guidelines when working with helicopters at emergency scenes for the protection of on scene emergency providers, flight crews, and the civilian population.

FIP ???? LP1: Horizontal Systems

Recommended Hrs. – 12

This class will present the Technical Rescuer with the correct techniques for the setup, operation, and function of horizontal systems for use at a rope rescue incident.

FIP ???? LP1: Lowers and Raises

Recommended Hrs. – 12

This class will present the Technical Rescuer with the correct techniques for the setup, operation, and function of various types of high angle raising and lowering operations involving litters during a rope rescue incident.

FIP ???? LP1: Personal Protective Equipment

Recommended Hrs. – 9

This class will introduce to the Technical Rescuer the need for and use of personal protective equipment to enable the rescuer to perform his/her duties in a safe and responsible manner. Physical characteristics of rescuers, stress, endurance, and the limitations of equipment will be discussed.

FIP ??? LP1: Rescue Equipment

Recommended Hrs. – 6

This class will introduce the Technical Rescuer to the operation and function of various tools and equipment commonly used in rescue operations. This course will also present procedures for care, inspection, and maintenance of personal protective equipment, tactical equipment, and apparatus. The value of periodic inspection and maintenance to reduce the chances of unexpected equipment failure, performance failure, disabling injuries, and fatalities will be discussed.

FIP ??? LP1, 2, 3: Rope Basics

Recommended Hrs. – 12

This class will present to the Technical Rescuer safe and effective methods of rescue in elevated and below grade environments using ropes, knots, and rope related equipment. Mechanical advantage, anchors, anchoring techniques, and stress loads will be covered.

FIP ??? LP1: Victim Management

Recommended Hrs. – 16

This class will offer the Technical Rescuer practical applications for correctly gaining access to, stabilizing the environment, packaging, and removing patients for a ropes rescue incident. All the elements of anchors, fixed rope systems, lowers and raises, and high lines are employed.

North Carolina Fire and Rescue Commission

Technical Rescuer Crossover
Listing

| TR General and TR Ropes NFPA 1006 2008 Ed | | Technical Rescuer (Chapter 05 and 06) NFPA 2013 |
|---|------|---|
| FIP 5601 (General: Rescue Operations) and FIP 5801 (Ropes: Rescue Operations) | >>>> | FIP xxxx Rescue Operations (12hrs) |
| FIP 5802 (Ropes: Anchors) and FIP 5803 (Ropes: Mechanical Advantage Systems) | >>>> | FIP xxxx Anchors and MAS (15hrs) |
| FIP 5804 (Ropes: Fixed Ropes Systems) | >>>> | FIP xxxx Fixed Rope Systems (12hrs) |
| FIP 3024 - Health and Wellness | >>>> | FIP xxxx Health and Wellness (8hrs) |
| FIP 5604 (General: Helicopter Transport) | >>>> | FIP xxxx Helicopter Transport (6hrs) |
| FIP 5806 (Ropes: Highlines) | >>>> | FIP xxxx Horizontal Systems (12hrs) |
| FIP 5606 (General: Ropes) and FIP 5805 (Ropes: Lowers and Raises) | >>>> | FIP xxxx Lowers and Raises (12hrs) |
| FIP 5602 (General: PPE) and FIP 5801 (Ropes: Rescue Operations) | >>>> | FIP xxxx Personal Protective Equipment (9hrs) |
| FIP 5603 (General: Rescue Equipment) and 5801 (Ropes: Rescue Operations) | >>>> | FIP xxxx Rescue Equipment (6hrs) |
| FIP 5606 (General: Ropes) | >>>> | FIP xxxx Rope Basics (12hrs) |
| FIP 5607 (General: Victim Management) and FIP 5807 (Ropes: Victim Management) | >>>> | FIP xxxx Victim Management (16hrs) |

Course Descriptions

NFPA 1006, 2013 Edition Technical Rescuer – Vehicle Rescue

FIP ???? TR Vehicle Rescue (entire course)

Recommended Hrs. – 48

This course will present the Technical Rescuer with the knowledge, skills, and ability to satisfy the requirements of Chapter Ten (VMR) of NFPA 1006: Standard for Technical Rescue Professional Qualifications. Classes included in this course are: Rescue Operations for Vehicle Rescue, Vehicle Anatomy and New technologies, Stabilization and Extrication techniques, Large Vehicle Rescue, and Victim Management.

FIP ???? LP1: Rescue Operations for Vehicle Rescue

Recommended Hrs. – 9

This class will present the Technical Rescuer with the hazards of vehicle rescue operations, ICS, access, disentanglement, extrication, and the post rescue phases of vehicle rescue.

FIP ???? LP1: Vehicle Anatomy and New Technologies

Recommended Hrs. – 9

This class will present the Technical Rescuer with information on vehicle anatomy and introduce new technologies in vehicle devices, which present hazards for rescue personnel. Topics included in this class are: vehicle construction, crumple zones, bumper systems, air bags, side impact protection systems, new vehicle innovations, propulsion systems, passive safety systems and active safety systems. Suggestions on how to cope with innovative vehicles to safely mitigate a modern vehicle rescue will also be discussed.

FIP ???? LP1: Stabilization and Extrication Techniques

Recommended Hrs. – 12

This class will present the Technical Rescuer the steps to stabilize a vehicle on four wheels, a side-resting vehicle and a roof-resting vehicle. The Technical Rescuer will also be introduced to procedures for the following: opening a jammed door using a hinge attack and a latch attack, how to create a third door, total door removal, sidewall removal, working with a collapsed roof, creating the roof flap, C-B-A roof pillar cut, procedures for total roof removal, trunk tunneling, through the floor access, how to displace a steering column, dash roll, removal and/or relocation of pedals, and how to remove and/or relocate seats.

FIP ???? LP1: Large Vehicle Rescue

Recommended Hrs. – 6

This class will present the Technical Rescuer with the techniques required to mitigate large vehicle rescue incidents. The course will expose responders to the hazards and scene stabilization techniques.

FIP ???? LP1: Victim Management

Recommended Hrs. – 12

This class will present the Technical Rescuer with proper methods for the movement of patients from a hazardous situation while focusing on the safety and well being of the patients and rescuers. Stabilizing the situation, gaining access, packaging, and removal patients from vehicle rescue incidents will be emphasized in this course.

Rescue Commission
Vehicle Rescue Crossover Listing

| TR VMR - NFPA 1006; 2008 Ed | | TR Vehicle - NFPA 1006; 2013 Ed |
|--|-----|---|
| FIP 5701 Rescue Operations (12hrs) | >>> | FIP xxxx Rescue Operations (9hrs) |
| FIP 5702 Vehicle Anatomy (9hrs) | >>> | FIP xxxx Vehicle Anatomy and New Technologies (9hrs) |
| FIP 5703 Stabilization Extricate (15hrs) | >>> | FIP xxxx Stabilization and Extrication Techniques (12hrs) |
| FIP 5704 Bus and Machinery (9hrs) | >>> | FIP xxxx Large Vehicle Rescue (6hrs) |
| FIP 5705 Vehicle Management (15hrs) | >>> | FIP xxxx Victim Management (12hrs) |
| | | |

Draft

Send this to all General Instructors in a letter –

To become a **Technical Rescuer** qualified instructor, the candidate must be certified in the accredited area of TR Rope Rescue (Chapter 06) and currently qualified as a TR General Instructor (on or before December 31, 2015). All other prerequisites will remain.

- *Changes to the TR program area were approved for the NCFRC; April 21, 2015. This exception for **Technical Rescuer** will expire January 01, 2018.*

- ❖ There 612 Instructors qualified in the various TR Programs –
- ❖ 52 of these are qualified in one of specialty chapters, but not qualified in General and not qualified in Ropes. So, they are not part of the issue ($612 - 52 = 560$).
- ❖ 245 of these are qualified in General and are also qualified in Ropes. So, they are eligible for the Technical Rescuer re-qualification course ($560 - 245 = 315$).
- ❖ That leaves 315 current Instructor qualified in General, not currently eligible for the Technical Rescuer re-qualification course. So, we looked to see how many of these were also “certified in either RT or TR Ropes”; that number was 256.
- ❖ 256 would be eligible to complete the “Initial” Technical Rescuer Qualification Course at Q-school between 01/01/2016 and 12/31/2017 ($315 - 256 = 59$).
 - *19 of these are actually getting a gift as they have not been certified in TR Ropes for five years).*
- ❖ **59 is the final number that will be impacted by the previously approved changes to the TR program.**





Investigation Summary

Complaint

On April 24, 2015, Jonathan Sowers, Training Specialist with the Office of State Fire Marshal, received a phone call from Chris Allan concerning a live burn that occurred earlier that evening where three firefighters were burnt and transported. Jonathan instructed Chris to follow Fire and Rescue Commission policy and submit the necessary injury reports since a qualified live fire instructor conducted the training being held. The investigation was assigned to Derrick Clouston, OSFM staff member, on April 25, 2015.

Injury Investigation

On April 30, 2015, Derrick Clouston and Tony Robinson arrived to interview the parties involved in the burn on April 24, 2015. Prior to arriving, Michael Ennis with Stanly Community College provided the contracts of the individuals who were contract instructors for the burn and noted that Chris Allan was the Instructor in Charge (Exhibit A).

Complaint Lodged Against

Chris Allan who is a NC Certified Instructor Level II holding the following Instructor Qualifications:

- Firefighter I and II
- Live Fire
- Fire Officer I, II, III
- NFA STICO, DMICO, PICO
- Fire/Rescue Service Instructor

Mr. Allan attended his initial Live Fire qualification held on January 22, 2002, and attended subsequent re-qualifications on January 6, 2006, and June 4, 2012.

Policy in Question

During the investigation, there were several instances found that were not in compliance with the current version of NFPA 1403 and current Fire and Rescue Commission Policy on Live Fire Burn. The list of violations of the standard is contained in Exhibit B.



Investigation Summary

Interviews of Witnesses

Chris Allan

Instructor in Charge

Years of Experience – 23 years

Chris Allan stated that the pre-burn plan was done prior to the burn, but he could not recall the exact date that the plan was done. He also stated that the plan (Exhibit C) that we had was the plan in its entirety.

Chris stated that on April 21, 2015, everyone participating in the burn met at West Stanly FD and the discussion centered on the placement of apparatus, group assignments, functions, and objectives. Due to the experience of the group it was felt that functional groups would be used the night of the burn and they were fire attack, search, vent, and RIC. During that meeting some objectives were covered on the various positions on the line, vent crews simulating vent with a hinge flap on the roof, and search functions. All these subjects were covered at West Stanly FD and the group did not travel to the structure that evening. Chris also stated that the IC and safety officers were selected on April 21 but the personnel who were selected did not attend on the day of the burn. This necessitated changing command and safety officer roles on Friday. Command was Chief Crump from West Stanly FD and Safety was Chief Rick Eudy from Ridgecrest FD and they were assigned on Friday prior to the first burn.

All participants met at West Stanly FD and proceeded to the burn site. Assignments were made for each group for site set up and preparing for the burn. After everything was set up, accountability was established and how to check in and out. Instructors were then assigned functional assignments.

Jody Damron, Dakota Raborn, and David Towery were initially assigned to the interior for fire attack and ignition. Travis Rector was assigned to Ventilation and Nate Powell was assigned to the search group. The level of training for each contracted instructor from the college can be found in Exhibit C. Chris stated that he staged on the outside structure during the first three or four runs. Chris was not sure who was doing what exactly during the first initial runs as it related to leading the crews, preparing the fire sets, and lighting the fires.

After the first five fires were lit, all the instructors switched out and this took approximately 15-20 minutes. For the second round of burns Chris Allan, Josh Simpson, Nate Powell (search group instructor the whole night), and Travis Rector (came to the interior from Ventilation and Dakota Raborn took over Ventilation from Travis Rector). On the first fire, Chris asked Nate where the hose dummy was going to be for the search group and Nate showed him the location. Josh and Travis were loading up additional straw into the fire set. Chris proceeded outside and checked with command and the crews to determine



Investigation Summary

if they were ready to light the fire and all crews and command stated they were ready. Chris went into the house and Josh or Travis lit the fire.

Once the fire was lit Chris stated that Josh, Travis, and he proceeded back into the kitchen to watch the fire develop. Chris stated he then went to the door and instructed both the search team and hose team to advance.

The search team was first through the door, Chris asked if they were ready to start the search, and the team stated they were. He then directed them to start their search. Chris then realized he needed to get the attack team in because they were not yet in the structure. Chris again tried to find the attack team to get them to commit to the interior of the structure and they were not yet in the house. At this point Chris realized the situation had deteriorated and heard others in the area stating that we needed to get everyone out of the house. Chris asked what was wrong and he could not hear what happened and he was not aware of how bad conditions had gotten in the interior. The hose team advanced in but Chris was not sure which attack crew hit the fire. Three lines were on the ground and staffed during the burn. Chris exited the structure where he heard that people were hurt but did not realize what the injuries were initially.

Chris stated he removed his helmet and mask and going to where everyone had congregated and were removing PPE from Joe Brown. Chris was then advised there were two other FF's were hurt on the search group. Chris then observed a FF walking without a shirt and had his arms extended out to his side and Chris looked at his injuries and the FF stated he was burned on his chest and the FF stated he needed to cool off. He noticed a FF being moved to the ambulance to be transported to the hospital. Michael Ennis from Stanly CC, also a Paramedic, had taken over patient care for the burned FF's and rode in with the unit. Chris gave instructions to put the house out cold and no other burns would be conducted. Chris made contact with Jonathan Sowers to advise him of the burn injuries.

Travis Rector

Pre-burn briefing was conducted by Chris to instruct on line placement of apparatus, hose lines, and what units would be assigned to what. Travis stated that he had never seen the actual pre-burn plan that was shown to him by OSFM staff.

Travis stated that he was brought into the interior from the ventilation group in order to learn and experience the ignition of fires. He advised Josh and Chris he had not done any ignition of training fires before. They stated it was not an issue, and he was then instructed by Josh to add some additional straw to the sets, which he did. Josh then lit the fire and Nate (search group leader) brought two FF's from Oakboro to watch the fire develop (unable to ascertain who these two firefighters were). Once the smoke had banked down about a foot, Nate took out and brought in the search team and staged them in the kitchen with all the instructors as directed by Chris.



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Travis stated that the search team was told to proceed with the search by Chris Allan at which time they moved forward. The search group turned the corner out of the kitchen on a right hand search toward where the bedrooms were to start the search. As search team advanced towards the C/D side to start the search, the lead firefighter made it approximately 20 feet and the last firefighter who was the instructor (Nate) made it approximately 4 feet.

At this point rapid fire progression occurred, Travis realized the situation, and called the mayday. After which, he had remained at the door of the kitchen area and noticed Nate came past him and was burning on the left side. Travis stated there was a lot of confusion at this point, and he did not know who was in the kitchen or who had attacked the fire — whether it was the RIC or primary attack line.

Josh Simpson

Josh advised that he arrived late due to a previous engagement and Chris Allan was notified of this prior to the burn date. Upon his arrival, Josh donned his PPE and waited to rotate. While waiting he walked the site, secured a gated wye with hose straps, and waited for the instructor rotation to occur and spoke to several people around. Josh stated that at no time did Chris brief him that evening on the scene, nor had he seen the actual pre-burn plan that OSFM staff had been given.

After the first five burns were completed Josh stated that Chris, Travis, and he rotated in. Once on the interior they changed the fire set by adding one additional pallet, which made a total of four pallets, and approximately a bale and half of straw. Once the set was finished, Josh stated that he made another lap to make sure he knew the layout of the house and what the conditions were on the interior of the structure. Josh stated Chris said everything was ready to go and Josh called on the radio and notified of “fire in the hole” and Towery handed Josh the lighter and Josh then lit the fire. After lighting the fire, Josh watched the fire develop for a short time and then proceeded to the kitchen and saw Chris Allan and Travis Rector standing in the back of the room talking, and also noticed Nate was teaching two FF’s basic fire development. Who the two FF’s were Josh was not sure, but he did see them exit the door with Nate.

Josh noticed Chris Allan at the cased opening of the kitchen leading to the living room/dining room area and a crew coming in from the door leading from the outside to the kitchen (Exhibit D). At this point Josh did not know which crew was first in, but he did learn once the event occurred that it was the search team.

Josh stated that he then turned around and heard something being discussed but could not discern the conversation. Josh noticed the smoke level dropping with some rollover into the kitchen but was not yet forced to go to his knees.



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Josh then asked where the suppression team was, realizing there was no attack line advancing into the structure. Due to the rapidly deteriorating conditions, Josh stated that he attempted to make contact with the last FF on the search team and tell them to back out. Josh did not make contact with the FF and then called out to get the attack line advanced into the room.

Josh turned to get the line at the entrance to the kitchen door to attack the fire; he did not see where Chris or any other instructors inside were. Josh stated he made contact with Nate (instructor on the search team who was the last person in) and assisted him out and the attack line passed him and Nate. Josh is not sure which line made the initial knockdown on the fire.

Josh entered the area of the fire that had been knocked down and started a primary search, as he did not have an accounting of everyone that was on the interior. He was trying to confirm if first everyone was out of the structure that he confirmed they were. Josh then called on the radio to see if everyone was out and made contact with someone on the outside of the structure who stated everyone was out. Josh then got Ben Hapemand, conducted a secondary search, and confirmed a negative on any other FF's in the building.

Josh stated that he stayed in with the suppression team to make sure the area was overhauled, and once that was completed he instructed everyone to stay out of the house unless told otherwise by command. Approximately 20-30 minutes, later Josh encountered a suppression team in overhauling some additional areas.

Josh also stated he was not aware of when the pre-burn plan was completed or that he saw a plan on April 21 that had the basic layout of the training scene that included truck, line placement, and drop tanks in relation to the house and roadway.

Dakota Raborn

Dakota Raborn (Training Chief with West Stanly) was hired by Stanly CC to be an assistant instructor for the burn. Dakota stated that he was in the structure with Jody Damron, David Towery (also on contract as an assistant instructor), and Hunter Langford (not on contract but a training Captain with West Stanly).

The first series of burns started in the bedroom on A/B side and 3-4 burns were conducted, and then moved to the B/C corner where the remaining burns were done. There were a total of five burns in the areas described above. It was noted that the crew did have difficulty getting the room to light on the latter burns being that it was so wet.

Fuel load consisted of straw and pallets along with oriented strand board (OSB) 7/16" and 1/2" on the ceilings due to the sheetrock having asbestos in it and replaced the ceiling with OSB in the entire house. David and Dakota lit all the fires in their rotation.



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On the 6th run when the injuries occurred, Dakota stated that he was looking into the LR and the glass was intact. Dakota also stated that he never heard a notification that the fire was being started but did hear the IC make assignments. Nothing was noted in terms of fire behavior or smoke conditions.

Crews started to ascend the ladder as part of the vent team and the operation was stopped due to the mayday being called.

Dakota stated that he instructed his crew to stand fast and went to the kitchen door where the injured FF's were exiting. He then opened the door further as it had partially closed due to the attack line going through it. Dakota advised he opened the door the rest of the way in order to help the FF's coming out of the room.

After the FF's were coming out, Dakota stated that he and Travis grabbed Joe and removed him down the ramp to make way so others could exit the structure. They removed his PPE and started to assess the condition and injuries.

James Damron (Jody)

Not interviewed as the instructor was not in the structure nor could he provide first hand account of what occurred during the incident. He was with the IC and could not see or hear any of the discussions prior to the burn where the injuries occurred.

Nate Powell

Nate was the leader of the search crew which was made up of four FF's. Nate Powell (West Stanly) was the team leader for the search group. Joseph Brown, Bennett Tucker, and James (Nick) Wadkins were all from Oakboro FD.

Nate briefed all the crews on a search, how to conduct a search properly, conditions, alternate means of egress, and other factors that have to be considered when conducting search operations. Nate placed the hose victim in the house and knew the location. All instructors were aware of the dummy being in play for the burns. Nate brought two "green guys" in from Oakboro FD to show them the fire, and this was cleared with Chief Crump and Chris Allan to show the fire progression. Nate knew there were three instructors; Chris Allan and Travis and did not know until afterwards that the third instructor was Josh Simpson. Once the fire started to move the across the ceiling, Nate directed the two FF's out and walked them out the back door. This was his second run with the two new FF's.

Chris directed Nate to bring the search group up. They entered the structure, got down, and were bringing them through the kitchen when Chris Allan started to direct Nate to move the crew through the kitchen and get the "search on". He then asked who was going with the search crew and Nate again stated it was him and he was advancing the crew. As Nate advanced through the kitchen it was tenable and he was still able to stand. He went to the floor and noticed the fire had banked down about three



Investigation Summary

to four foot from the floor. Realizing the conditions were deteriorating rapidly, Nate felt he needed to get his crew to the bathroom, take refuge, shut the door and emergency egress through the window. Nate contacted a column on his right hand side and looked to see what it was and realized that the fire had progressed and was on the floor coming towards the crew from Nate's left side. He attempted to communicate the need to exit and felt intense heat all around him. Nate noticed his hands burning and the air in his SCBA bottle got hot. He could not do anything about it, visibility was zero, and they needed to leave the area.

Nate lost contact with the crew and could not make physical or verbal contact with him. Nate decided his best option was to back out and exit through the door that the search crew entered through. FF's then assisted Nate with removed his PPE. Nate was positioned at the rear of the search crew, which placed him 4' inside the burn room when the conditions deteriorated.

Kenneth Crump (Incident Commander)

Chief Kenneth Crump was the IC for the burn and is the Chief of West Stanly FD. Command was stationed at the B/C corner of the structure near some pallets. Chief Crump advised that six crews were assigned and were rotated throughout the training in order to keep accountability and tasks straight. Crews that were assigned were suppression, search, RIC, and vent. The first five evolutions did not have any conditions that were abnormal that the Chief noted as far as fire behavior or smoke conditions.

Prior to the sixth burn (which was the burn that the injuries occurred) the instructors traded out and those were to be Chris Allan, Travis Rector, Josh Simpson, and Nate Powell. Chief Crump stated he did not know the exact assignments of each of the instructors only that they were rotating into the structure to start the next set of burns.

On the sixth burn the rotation and assignments were as follows:

Suppression-- Engine 5

Randall Patterson
Andy Beatty
Tyler Williams

Search-- Engine 6

Joe Brown
Bennett Tucker
Nick Watkins

Vent-- Engine 4

Matt Vaughn
Scott O'Loughlin (*)
Kyle Williams

RIC-- Engine 3



Investigation Summary

Ryan Hester
Cody Duke
Ben Hapemand

Manpower- Engine 1 & 2

The instructor stated (not sure who it was) we are getting ready to light the fire. Chief Crump made assignments over the radio and designated which crews were doing what functions. Assigned for the 6th burn was suppression, search, RIC, and vent. The windows on side B and C were out and the Chief was unable to determine if the window was out or not in the living room area on side C.

Chief Crump stated he and Jody Damron were talking and heard what he thought was a mayday transmitted, and Jody Damron confirmed it was a mayday at which time he heard another mayday. Prior to the mayday, the Chief stated that nothing seemed out of place and he knew they had a good evolution. The IC stated all he heard was that someone was burned. IC made contact with Stanly County and advised them to dispatch an EMS unit to the scene for transport of burn victims and they were transported emergency traffic.

Chief Crump advised Jason Almond to get a PAR of everyone and ensure that everyone was out of the structure and to extinguish the fire.

Michael Ennis (Fire Service Training Director Stanly Community College)

Michael started working on setting up the burn several weeks prior. Another instructor was supposed to be the Instructor in Charge but had to drop from the live fire burn qualification that was held due to personal reasons. Chris Allan was then contacted to be the Instructor in Charge, and the remainder of the instructors were selected based on West Stanly wanting the instructors to work with Chris Allan. Michael Ennis stated he was not sure of the instructor status on any of the instructors except for Josh Simpson.

A Pre-Burn class was done on April 21, 2015. All participants met at West Stanly FD and discussed how they were going to layout the burns and the crews. Michael advised the pre-burn plan was completed during this time to his knowledge.

On the evening of the burn Michael was not there at the beginning as he had a previous engagement, but he arrived just prior to the injuries and was observing the operations. When the evolution started where the injuries occurred, Michael started patient care as he is a NCEMT-P. When asked about the ambulance Michael stated it was there initially but had to leave to go to a call and was not there when the FF's were injured.



Investigation Summary

Conclusions

Based on the facts gathered from physical evidence and interviews of all those directly involved in the sixth burn where the injuries were sustained, the following conclusions have been substantiated:

- There were numerous violations of both NFPA 1403 and NC Fire and Rescue Commission Live Fire Training Policy. A detailed listing is part of Exhibit B.
- The pre-burn plan was not completed satisfactorily prior to the burn.
- Adequate supervision of non-qualified live fire instructors was not present during all burns.
- Instructor in Charge did not realize the potential hazards of the fuels present and the arrangement on the sixth burn, which included fuels with known burning characteristics associated with rapid fire development and spread.
- Inadequate control of the interior functional groups by the Instructor in Charge and other Assistant Instructor's was a primary factor.
- The order of burns was not planned in a systematic manner by the Instructor in Charge to help reduce the available fuel. Crews were advancing through "virgin" rooms that had not been previously burned to reduce the fuel loading accessing the primary entry and exit point.
- The Instructor in Charge did not brief all the Assistant Instructors on the written pre-burn plan, nor were any other participants aware of the plan.
- Experience and training levels of the Assistant Instructors was not verified by the Delivery Agency with the exception of two. While the other contracted instructors were well trained, the Delivery Agency should have known the various levels of training of each of those contracted to assist in the burns.
- Instructor in Charge failed to realize the tactical level directive of searching a structure without the presence of supporting fire ground operations. The failure to place the hoseline and ventilation group to function in a coordinated fashion, and deploying the search team prematurely led to the injuries and damaged equipment of the search team.
- The Instructor in Charge did not demonstrate an adequate understanding of pre-burn planning and the importance of documentation. In his words, "most of the planning and details were in his head".



Investigation Summary

Exhibit A- Lead Instructor Contract

Investigation Summary



141 College Drive
Albemarle, NC 28001
Phone: 704-982-0121
Fax: 704-982-0819
<http://www.stanly.edu>

Part Time Contract

Employee ID #: 0077549 Contract Print Date: 04/13/15 12:52PM
 Employee Name: Allan, William C. Contract Number: FIP-4714-t03-2015CE1-100.00
 Employee Phone: 704-463-7166 Contract Type: PTHOURLY
 Employee Address: 38428 Log Cabin Dr Course Section: 30609
 New London, NC 28127 Load Period: SP2015
 Course Section: FIP-4714-103 Live StructuralBurn Training Contact Hours: 10.00 C

Dates: 04/21/15-04/24/15 Census Date: 04/21/15 Location: Other Off Campus Loca
Meeting Dates Building Room

10.00 MAY 294.50

| | | | | | | | |
|----------|----------|------|----------|------|---|--------|--------|
| 04/21/15 | 04/21/15 | FIRE | WESTSTAN | CLAS | T | 07:00P | 10:00P |
| 04/24/15 | 04/24/15 | FIRE | WESTSTAN | CLAS | F | 08:00A | 12:00P |
| 04/24/15 | 04/24/15 | FIRE | WESTSTAN | CLAS | F | 01:00P | 04:00P |

Total Payroll Amount: \$294.50

Assignment: 04/21/15-04/24/15 CLASS SP2015 \$29.45/hourx 10.00 = 294.50

Position: PFI30110FIRE10 11-310-97-513010-30720

Special Conditions

William Allan
was the lead
instructor.

I, a fully qualified individual or entity for the above assignment, I agree to
 to the satisfaction of the College, timely collect and remit required fees,
 maintain in good working order, be responsible for the proper use and care of
 rules, regulations and administrative directives that apply to me.
 conditions detailed in this contract. Furthermore, either party may terminate this
 contract if not worked over this total unless the President/President designee grants

prior approval. I understand that there can be no verbal contract and that the contract is only complete when signed by the instructor and
 President/President designee. This contract becomes null and void if the enrollment is deemed insufficient by the administration or
 events occur beyond the control of the College. It is agreed by both parties that the academic and financial records of the course are
 subject to audit by officials of SEC and the State of North Carolina.

Please sign and date this contract and return it to the HR department.

4/21/15

William Allan

04/13/15

Signature

Date

Authorized College Signature

Date

NFPA 1403 and NC Fire and Rescue Commission Violations Exhibit B

Findings:

Pre-Burn Planning

- No written evidence of prerequisite training from participating students from agencies (4.3.2)
- No building plan, including overall dimensions (4.15.1.1)
- No location of Command Post (4.15.1.1)
- No location of emergency evacuation area (4.15.1.1)
- No location of emergency escape routes (4.15.1.1)
- No Staging , Operating, and Parking areas designated (4.13.1)
- No Fireground communications plan identified (4.9.1)
- No building evacuation procedure (4.9.2)
- No instructor assigned to attack crew at beginning of run where injuries occurred (4.15.4)
- No evacuation signal (4.9.2)

Fuels and Structural Issues

- Highly combustible materials (5.2.1) Comment: Paneling was in the living and dining rooms, OSB was located throughout the structure due to no ceiling present. OSB is an approved method for patching however, due to the amount throughout the structure this would be a contributing factor to rapid fire spread in the fire room.
- Open holes to attic (5.2.4.4)
- All hoselines supervised by qualified instructors (Annex D) attack line was not supervised

Instructor in Charge

- § Failed to plan and coordinate all fireground activities (4.6.3)
- § Failed to monitor activities to ensure safe practices (4.6.3)
- § Failed to assign instructors to all hoselines (4.6.4)
- § Instructor assignments were unclear during the event
- § Failed to account for assigned students, before, during and after the evolution (4.6.9)
- § The Rapid Intervention Crew was not vetted to meet the NFPA 1407 standard referencing Rapid Intervention, no documentation was provided. (5.5)
- § There was no evidence of a sequential live fire burn evolution as indicated in (7.3).

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Pre Burn Plan Exhibit C

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Investigation Summary

Complaint

On 9 April 2015, OSFM Certification Specialist Michael Caviness received a call from Chief Roger Cline, School Director and Training Chief for Concord Fire Department. He said that he was investigating an issue with cheating on a test that involved four students. One student had taken pictures of a Loss Control test and had given the pics to two students who failed the first attempt. The students then used the pictures to pass the retest. The fourth student used the pictures and assisted the others to aid in cheating for the retest. This investigation was assigned to Michael Caviness, OSFM Certification Specialist on 27 March 2015.

Complaint lodged against

1. **Chris Little (Concord FD) – No NC Certifications, classes towards Firefighter I&II, see Chris Little OSFM Transcript**
2. **Ben Hapeman (Harrisburg FD, volunteer –Flowes Store FD) – Has the following NC Certifications, see Ben Hapeman OSFM Transcript:**
 - i. Firefighter I&II, 8/20/2013
 - ii. D/O EVD, 10/26/2013
 - iii. HazMat Level 1 Responder w/ PPE, 8/20/2013
3. **Justin Green (Harrisburg FD, volunteer –Mt. Pleasant FD) – No NC Certifications, classes towards Firefighter I&II, see Justin Green OSFM Transcript**
4. **Jamie Springer (Concord FD) – Has the following NC Certifications, see Jamie Springer OSFM Transcript:**
 - i. Airport Firefighter, 4/18/2014
 - ii. D/O Aerial, 11/15/2012
 - iii. D/O Pumps, 10/29/2011
 - iv. D/O EVD, 9/11/2009
 - v. Firefighter I&II, 2/2/2006
 - vi. HazMat Level 1 Responder, 9/8/2005
 - vii. Fire Inspector Level I, 10/29/2009
 - viii. RT VMR, 6/18/2009
 - ix. Basic Wildland Fire Suppression, 5/11/2010

At the time of the initial complaint, Green and Hapeman were employed by Harrisburg FD and attending the Concord FD Rookie Academy. Little and Springer were employed by Concord FD and attending the same CFD Rookie Academy. All four were terminated from their respective paid departments. Hapeman and Green continue to volunteer with their volunteer departments.

Policy in question

NC Fire and Rescue Commission Policy and Procedure Manual 200.08 Suspension, Denial, or Revocation of Certification Policy states:

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- A. *Suspension, Denial, or Revocation of Certification*
1. *Instances that may result in the issuance of consequences include, but are not limited to:*
 - a) *Has been convicted of a felony against this State or the United States, or convicted of a felony in another state that would also be a felony if it had been committed in this State;*
 - b) *Has obtained certification through fraud, deceit or perjury;***
 - c) *Has knowingly aided or abetted any person who has obtained certification through fraud, deceit or perjury; or***
 - d) *Has been guilty of willful misconduct or gross incompetence.***
 2. *The Board may investigate the actions of any certified individual or applicant upon the verified complaint, in writing, of any person alleging a violation of subsection A. 1. a.-d. above.*
 3. *The Board may deny an application for certification, suspend or revoke a certification or refuse to grant a certification to any individual for any of the grounds that are described in subsection A. 1. a.-d. above. Within 30 days after receipt of a notification that an application for a certificate has been denied or a certification has been revoked, the applicant may make a written request for a hearing before the Fire and Rescue Commission.*

Interviews of Witnesses

Witness 1 – Chris Little, see Interviews (pg 1)

Witness 2 – Justin Green, see Interviews (pg 2)

Witness 3 – Ben Hapeman, see Interviews (pg 3)

Witness 4 – Jamie Springer, see Interviews (pgs 4-5)

Direct Evidence

E-1 – Little’s admission of taking pictures of Loss Control test and sending pictures to Green and Hapeman, see *Interviews (pg 1) and Concord Evidence Packet (pg 7)*

E-2 – Green’s admission of receiving pictures and using pics to memorize the answers to Loss Control retest, see *Interviews (pg 2) and Concord Evidence Packet (pg 8)*

E-3 – Hapeman’s admission of receiving pictures and using pics to memorize the answers to Loss Control retest, see *Interviews (pg 3) and Concord Evidence Packet (pg 9)*

E-4 – Little, Green, and Hapeman’s admission that Springer assisted with the mnemonic, see *Interviews (pgs 1-3) and Concord Evidence Packet (pgs 7-9)*

E-5 – Green, Hapeman, Recruit Hill, and Recruit Hoopaugh’s statements that they saw Jamie Springer also review the pictures of the test on Chris Little’s phone, see *Interviews (pgs 2-3) and Concord Evidence Packet (pgs 13-14)*

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E-6 – Class scores showing Green and Hapeman failing the Loss Control test, *see CFD RC 22 grades*

- **Note: Test scores also show Springer making 100s on all tests prior to being confronted with cheating**

E-7 – Retest scores from Rowan Cabarrus CC showing Green and Hapeman making a 100 on the retest of Loss Control, *see Retest Scores*

E-8 – Copies of test pictures from Hapeman's phone that were texted by Chris Little, *see Pics of Test*

Conclusions

During the Concord Fire Department Recruit Academy, pictures of a test were taken, distributed, and used to aid in passing a retest of Loss Control. The following conclusions were drawn from the evidence against each person:

- Chris Little took pictures of the Loss Control test and distributed them to Hapeman and Green
- Justin Green used the pictures to make a 100 on the retest of the Loss Control test
- Ben Hapeman use the pictures to make a 100 on the retest of the Loss Control test
- Jamie Springer aided and abetted Green and Hapeman by using the pictures of the Loss Control test to form a mnemonic enabling them to make 100s

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Discipline Committee Minutes July 1, 2015

The Discipline Committee of the Certification Board met on July 1, 2015 at 1:00PM at Lovelady Fire Department. Members in attendance included Terry Foxx – Chair, Jim Hanline, Rick McIntyre, Michael Caviness, Derek Clouston, Gary Styers, Winfield Abee and Tony Robinson. Kevin Gordon, Joel Faircloth and Walter Gardner attended via conference call line. Jimmy Hensley was excused from the meeting.

Chairman Foxx opened the meeting and thanked Winfield and Lovelady Fire Department for hosting the meeting and providing lunch for all. Terry did a roll call and explained the purpose of the meeting was to review and make a recommendation to the Certification Board in regards to alleged compliant(s) resulting from a live burn involving Stanly Community College and instructor Chris Allan and alleged complaints regarding cheating during the Concord Fire Department Recruit Academy.

Terry turned the meeting over to Derrick for an overview of the investigation into the Stanly Community College's live burn incident. Derrick advised the group that Tony Robinson, Live Burn Specialist with OSFM was also on hand to answer any questions should they arise. After hearing the information provided during the investigation, Kevin Gordon reminded all members to receive the information and be prepared to make a recommendation to the full Certification Board at their next meeting. Gordon also suggested to add to the current live burn policy a rule that the live burn plan be submitted to all involved prior to the actual burn taking place. Members agreed to take a look into this suggestion in the near future along with the rules committee.

Gary Styers moved to make a recommendation to the Certification Board based on Certification Board Policy & Procedures Manual PPM 200.09, October 14, 2014 to suspend instructor Chris Allan's certification for a period of 3 years pending hearing his side of the story at the full Certification Board meeting in September. Jim Hanline 2nd the motion, discussion was held and Hanline moved to amend the motion to make the recommendation to suspend for a period of 5 years. Styers accepted the amendment to his

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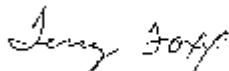
motion. After a call for the question the amended motion was unanimously passed.

Rick McIntyre asked to discuss the college's role in this situation for hiring specific individuals who were not qualified instructors. McIntyre presented his thoughts and discussion was held by those present. After discussion, McIntyre moved to recommend suspension of Stanly Community College's Delivery Agency Status for a period of 6 months for all certification classes. Joel Faircloth second and the motion passed.

Chairman Foxx then asked Michael Caviness to present his overview of the alleged cheating incident during the Concord Fire Department Recruit Academy. Caviness presented his findings and several questions were asked by several members of the committee. After much discussion, Kevin Gordon moved to vacate any classes the 4 individuals involved had acquired to their credit during the academy and suspend any and all certifications for a period of 3 years. His motion also included that no certifications can be gained for a period of 3 years. Joel Faircloth 2nd the motion and it was approved unanimously.

With no further business to discuss Winfield Abee moved to adjourn at 2:24PM.

Respectfully Submitted,



Terry Foxx, Chair
Discipline Committee

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Ad Hoc and Standing Committees
Rules Committee

- | | |
|--------------------------------|---------------|
| 1. Certification Board (Chair) | Kevin Gordon |
| 2. Community College Rep | Winfield Abee |
| 3. OSFM Rep | Rick McIntyre |
| 4. CB Member | Terry Foxx |
| 5. CB Member | Ben Smith |
| 6. CB Member | Ken Hogue |
| 7. CB Member | Tim Pennell |
| 8. CB Member | Wes Hutchins |
| 9. CB Member | Jim Hanline |

Discipline Committee

- | | |
|--------------------------------|----------------|
| 1. Certification Board (Chair) | Terry Foxx |
| 2. Community College Rep | Winfield Abee |
| 3. OSFM Rep | Rick McIntyre |
| 4. CB Member | Kevin Gordon |
| 5. CB Member | Jimmy Hensley |
| 6. CB Member | Gary Styers |
| 7. CB Member | Walter Gardner |
| 8. CB Member | Jim Hanline |
| 9. CB Member | Joel Faircloth |

Non-Traditional Delivery Committee

- | | |
|--------------------------------|----------------|
| 1. Certification Board (Chair) | Ken Hogue |
| 2. OSFM Staff | Rob Roegner |
| 3. NCCCS Staff | Winfield Abee |
| 4. CB Member | Wes Hutchins |
| 5. CB Member | Jim Hanline |
| 6. CB Member | Gary Styers |
| 7. CB Member | Joel Faircloth |
| 8. CB Member | Ben Smith |

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Dive Rescue Validation Committee

- | | |
|------------------------------------|------------------|
| 1. Certification Board Rep (Chair) | Terry Foxx |
| 2. Certification Board Rep | Ken Hogue |
| 3. OSFM Staff | Shawn Haynes |
| 4. Member | Adam Snyder |
| 5. Member | Shannon Orndorff |
| 6. Member | Mike Morley |
| 7. Member | Mike Forman |
| 8. Member | Tom Billig |
| 9. Member | JD Thomas |

Instructor III Validation Committee

- | | |
|--------------------------------|---------------------|
| 1. Certification Board (Chair) | Jimmy Hensley |
| 2. OSFM Staff | Matt Thorpe |
| 3. NCCCS Staff | Kenny Weatherington |
| 4. At-large | Bo Fitzgerald |
| 5. Western Representative | Kelvin Brim |
| 6. Piedmont Representative | Ray Smith |
| 7. Eastern Representative | Red McKemey |

Rescue Officer Validation Committee

- | | |
|--------------------------------|------------------|
| 1. Certification Board (Chair) | Joel Faircloth |
| 2. OSFM Staff | Heidi Heavner |
| 3. NCCCS Staff | Winfield Abee |
| 4. At-large | Carnie Hedgepeth |
| 5. Western Representative | Wes Blackwelder |
| 6. Piedmont Representative | Jeff Hinshaw |
| 7. Eastern Representative | Ronald Ellis |

April 25, 2015

September 08, 2015

Ad Hoc and Standing Committees

Technical Rescuer Validation\Development Committee (Chapters 05, 06, 10, and 19)

- | | |
|--------------------------------|-----------------|
| 1. Certification Board (Chair) | Ken Hogue |
| 2. OSFM Staff | Jonathan Sowers |
| 3. NCCCS Staff | Winfield Abee |
| 4. At-large | Brent Gordon |
| 5. Western Representative | Tom Billig |
| 6. Piedmont Representative | David Pease |
| 7. Eastern Representative | Steve Conway |
| 8. OSFM Staff – Facilitator | Matt Thorpe |

Fire Investigation Technician Development Committee (NFPA 1033)

- | | |
|--------------------------------|-----------------|
| 1. Certification Board (Chair) | Ben Smith |
| 2. OSFM Staff | Jonathan Sowers |
| 3. Member | David Williams |
| 4. Member | Jason Boggs |
| 5. Member | Terry Lacy |
| 6. Member | Chris Elrod |
| 7. Member – SBI | Lee Newcomb |
| 8. Member – NC Forestry | Robert Smith |
| 9. OSFM Staff – Facilitator | Matt Thorpe |

April 25, 2015

September 08, 2015

**2015 Meeting Schedule
Certification Board**

- Will met on the second Tuesday of March, June, September, and December; @10:00
1. March 10, 2015
 2. June 09, 2015
 3. September 08, 2015
 4. December 08, 2015

**2015 Meeting Schedule
Certification Board – Rules Committee**

- Will met on the third Tuesday of February, May, August, and November; @10:00
1. February 17, 2015
 2. May 19, 2015
 3. August 18, 2015
 4. November 17, 2015

**2015 Meeting Schedule
Fire and Rescue Commission**

- Fire and Rescue Commission meets the second Tuesday of January, April, July, and October; @10:00
1. January 13, 2015
 2. April 21, 2015
 3. July 14, 2015
 4. October 13, 2015

**2016 Meeting Schedule
Certification Board**

- Will met on the second Tuesday of March, June, September, and December; @10:00 (*first Tuesday)

1. March 08, 2016
2. *June 07, 2016
3. September 13, 2016
4. December 13, 2016

**2016 Meeting Schedule
Certification Board – Rules Committee**

- Will met on the third Tuesday of February, May, August, and November; @10:00 (*fourth Tuesday)

1. February 16, 2016
2. May 17, 2016
3. *August 23, 2016
4. November 15, 2016

**2016 Meeting Schedule
Fire and Rescue Commission**

- Fire and Rescue Commission meets the second Tuesday of January, April, July, and October; @10:00

1. January 12, 2016
2. April 12, 2016
3. July 12, 2016

4. October 11, 2016