

**Certification Board Meeting
Kernersville Fire Department
Kernersville, NC**

Thursday, December 7, 2023

Members in Attendance: Terry Foxx Mack Smith Doug Bissette
Derrick Clouston Ken Hogue Brian Taylor
Jim Hanline David Bullins Joel Faircloth

Members Excused: Jason Edwards, Josh Smith, Alex Collazo, Walter Gardner, Jr.

Others present: Mike Williams, Brian Wade, Paul Ward, David Morris, Greg Palmer,
Katherine Burton, Chris Decker

Welcome and Call to Order – Meeting called to order by Chairman Terry Foxx at 10:00am.

Invocation – Joel Faircloth

Approval of Agenda – David Bullins moved to approve the agenda as presented. Seconded by Ken Hogue. Motion approved.

Approval of Minutes – Jim Hanline made a motion to approve the September 7, 2023 minutes. Seconded by Mack Smith. Motion approved.

Standing Committee Reports

OSFM – Chief Brian Taylor explained that Senate Bill 409 has passed and OSFM will become an independent agency under the umbrella of the Department of Insurance on January 1, 2024.

Chief Brian Taylor and Brian Wade gave an update on Delivery Agency Five Year Site Visits. This year, 38 site visits have been completed, and the remaining outstanding site visits will be completed in Q1 of 2024. Ashley Iceman recently vacated her position with OSFM and they are working to fill this vacancy.

Ad Hoc Committee Reports

TR Committee – Terry Foxx stated that TR program updates are in progress and are on track to meet the deadline within the 1 year extension granted by IFSAC.

Old Business

No old business to report.

New Business

ProBoard – Greg Palmer. ProBoard has approved the use of simulations in certification courses. North Carolina recognizes ProBoard Certifications. However, North Carolina does not currently allow simulations of practicals. ProBoard does not have jurisdictional boundaries which allows other ProBoard accredited agencies to come into North Carolina and teach certification courses with no repercussion.

Felony Applicant – Greg Palmer introduced Mr. Melton. Applicant for certification has a felony on his criminal history report. Current policy states no felonies will be accepted. Applicant is seeking approval to retain his certifications and continue participating in North Carolina certification programs.

Derrick Clouston made a motion to table the application for the felony applicant to provide time for the submittal of a criminal background history report by the applicant's Fire Chief, and to provide time for the applicant to compile supporting documents for submission to the Certification Board until the March 14, 2024, meeting. Seconded by Joel Faircloth. Motion approved.

Upcoming Meetings

Commission Meeting – January 9, 2024, 10:00am

Certification Board Meeting – March 14, 2024, 10:00am

Motion made by Derrick Clouston to move into Closed Session, following a short recess, pursuant to North Carolina General Statute Section 143-318.18(6) at 10:25am. Seconded by Mack Smith. Motion carried.

Closed Session

Entered Closed Session at 10:28am for the discussion of an investigation.

Motion made to move into Open Session by Derrick Clouston at 12:13pm. Seconded by Jim Hanline. Motion approved.

Open Session

Motion made by Derrick Clouston to recommend the Fire Rescue Commission revoke Proctor Qualification for Perry Davis and require that he reattend Instructor Indoctrination Training and Proctor Training. Letter of warning issued shall include the following statement – “it is a violation of testing policy to be in possession of a printed certification test that is not in a sealed packet.” Seconded by Ken Hogue. Motion approved.

Motion made by Derrick Clouston to recommend the Fire Rescue Commission permanently revoke School Director designation, permanently revoke Proctor Qualification, and suspend Instructor Qualifications until Instructor requalifies and retakes Instructor Indoctrination Course for Benjamin Hess. Seconded by Mack Smith. Motion approved.

Motion made by Ken Hogue to seek permission from the Fire Rescue Commission to review and update the NC FRC Certification Board Policies and Procedures Manual. Seconded by Doug Bissette. Motion approved.

Motion made by Ken Hogue to require Instructors who have had their qualifications suspended due to a violation of policy requalify by taking the written qualification test only. Seconded by Doug Bissette. Motion approved.

Motion made by Doug Bissette that the Certification Board make it known that no Instructor shall be in possession of any printed testing material or have access to printed testing material outside of a proctoring session. Seconded by Derrick Clouston. Motion approved.

Motion made to adjourn by Doug Bissette. Seconded by Jim Hanline. Motion Approved.
Meeting adjourned at 12:19pm.

Respectfully Submitted,
Chris Decker