



NORTH CAROLINA FIRE MARSHAL'S ASSOCIATION

"Dedicated to the Saving of Life and Property Through Fire Prevention"

NC Fire Marshal's
Association
107 Underwood St.
Clinton, NC 28328

PRESIDENT

Eric Wiseman

1ST VICE PRESIDENT

Shandy Padgett

2ND VICE PRESIDENT

Jeff Payne

TREASURER

Adam Cloninger

SECRETARY

Jerry Cashwell

CHAPLAIN

Thomas Bender

PAST-PRESIDENT

Thomas Bender

EX-OFFICIO

Brian Taylor

Wayne Hamilton

BOARD OF DIRECTORS 2019

Randy Jones (E)

Jason B. Shepherd (C)

Justin Ward (W)

2020

Tony Smart (E)

D. Banks Wallace (C)

Taylor Marsh (W)

Quarterly Meeting General Membership Concord, NC January 31, 2020

ATTENDANCE

Jerry Cashwell	Sampson Co.	Justin Honeycutt	Buncombe Co.
Eric Wiseman	Wake Forest	Bobby Carmon	Guilford Co.
Thomas Bender	Chatham Co.	Michael Townsend	Guilford Co.
Shandy Padgett	Morrisville	Phillip Lane	Shelby
Charlie Johnson	OSFM	Richard Blaine	Newport
Brian Kelly	Jacksonville	Kevin Waldrup	Henderson Co.
Jason Shepherd	Orange Co.	Brad Hunt	Concord
Tony Smart	Winterville	James Meyers	Charlotte
Jeff Payne	Asheville	Kim Allred	Charlotte
Scott Merritt	Durham	Waylon Turbeville	Charlotte
David Conrad	Charlotte	Kevin Starnes	Waxhaw
Taylor Marsh	Watauga Co.	Ray Enoch	Carrboro
Geoff Woolard	Mooreville	Jeff Wright	Charlotte
Jerry Coble	OSFM	Frank Meyer	New Hanover Co.
Colin Triming	Charlotte	Dashaun Wilson	Charlotte
Kevin Tipton	Buncomb Co.	Scott Routh	Forsyth Co.
Randy Frazier	Mecklenburg Co.	Tomothy Basham	Charlotte
James Griffin	Forsyth Co.	Ted Panagiotopoulos	Mecklenburg Co.
Steven Langer	Cabarrus Co.	Steve Gerald	Carteret Co.
Tim Henshae	Greensboro	Ricky Watts	Thomasville
Jon Williams	Union Co.	Chris Stowe	Gastonia
TJ McLamb	Fayetteville	Bradley Kinlaw	Harnett Co.
Mike Williams	OSFM	Jason Williams	Spring Lake
Jonathon Faircloth	Spring Lake	Jonathon Richardson	Spring Lake
Stephen Jones	ICC	Kelly Ransdell	NFPA
Brian Booe	Forsyth Co.	Edward Hodges	Statesville
Bill Marshal	OSFM	Charles Jenkins	Statesville
Josh Levan	Iredell Co.	Shannon Goodman	Iredell Co.
Rodney Daniels	Harnett Co.		

ATTENDANCE ELECTRONIC

Adam Cloninger	Charlotte
Ashley Fletcher	Durham
Banks Wallace	Harnett Co.
Brent Fisher	Nash Co.
Charles Eldridge	Morrisville
Dan Gillespie	Raleigh
Danny Hill	New Bern
Jeremy Bialock	New Bern
Randy Jones	Lenoir Co.

**Quarterly Meeting
General Membership
Concord, NC
January 31, 2020**

Minutes

Meeting called to order at 1309 by NCFMA President Eric Wiseman
Opening Remarks by NCFMA President Eric Wiseman
Invocation by Chaplain Thomas Bender

Minutes of the November 1, 2019 meeting in Jacksonville were presented. Motion to accept by Tony Smart, Second by Colin Triming. Motion carried.

Treasures Report prepared by Adam Cloninger and reviewed by President Eric Wiseman. Motion to approve by Bobby Carmen, Second by Frank Myer. Motion carried.

President Eric Wiseman discussed the Logo redesign which was submitted to the membership in a survey. 123 responded and the board approved the design that received the most votes from the membership. The LOGO "Official Seal" will be reflected in the bylaws as an appendix.

Annual Meeting update was presented by President Eric Wiseman. List has been narrowed down as to the location. The dates for the first conference will November 1-4, 2020. Training opportunities were discussed and are currently under development by the Education Committee.

NCFMA President Eric Wiseman discussed the new Web-site. The new website will be able to offer renewal, registration, membership, etc. and will be operational by May, 2020.

President Wiseman discussed the proposed Fire Investigation Survey to assess the need for a reduced BLEET course for the purpose of fire investigations.

President Wiseman discussed electronic attendance voting will be presented soon as an amendment for the membership to vote on will be forthcoming as a result of new website and the discussion that ensued in November.

REPORTS

OSFM-Charlie Johnson

Building Code Council- Charlie Johnson

Quarterly reports are available on-line for each division of OSFM.

Charlie advised the next Building Code Council Meeting would be held in Little Washington on March 10 with committee meetings held the day before.

Fire Prevention School will be March 16-20

Lunch and Learn to be held in Harnett County on May 13. This initiative is sponsored by the Home Fire Sprinkler Coalition. They hope to engage developers and planners and discuss incentives on installing home fire sprinklers. Code College at DOI will be Sept 21-25. The first day will be on NFPA 1123 and 1126.

Brian Taylor discussed the statewide smoke alarm campaign which will be Saturday June 6, 2020. All 100 counties are asked to participate. Smoke alarm canvassing grant closes today at 5 PM. Fire Investigations unit is

available when you need assistance. Instructor recertification's are due by the end of June. School system and community colleges will be under OSFM for safety assessments

Steve Jones, North Carolina Representative to the ICC.

Upcoming things

- Executive level Emory Jones Opportunity ICC website
- ICC Region 8 partnering FEMA on March 13-14; will be in Asheville see ICC website
- Calls for anyone interested in serving on ICC committees.
- Banner and education day is available for NCFMA as an active member of ICC.

**Certified Fire Investigator Board- Scott Merritt
(See Attachment)**

**Cert Board-Alex Collazo
(See Attachment)**

**COCO- Ashley Riggins
(See Attachment)**

**Fire Rescue Commission-Paul Padgett
No Report**

**Code Qualification Board- Tom Bender
(See Attachment)**

Scholarship Committee

NCFMA President Eric Wiseman advised the application period for the scholarships has once again opened and this year the Association will offer a member's only scholarship.

**Education Committee-Tony Smart
(See Attachment)**

**Legislative-Jason Shepherd
(See Attachment)**

President Eric Wiseman discussed various issues. An attempt was made to override Governor Coopers veto to the Valet Trash Bill which was unsuccessful. Our association met with the Chiefs association and other association on January 28th. Presumptive Cancer Legislation, State Fireman's Pension, and Separation Allowance were noted as the top priorities. We have been invited to the next Eastern Fire Association meeting. Senate Bill 566, fireworks legislation still needs to be monitored.

Fire Code Revision Committee- Colin Trimming

The committee has met three times since last meeting of the Association in Jacksonville. The committee is looking at the next ICC code and identifying items that need to be addressed. Valet Trash will go to rules review on February 20th. Colin reiterated to the group to make sure you stay up to date with the cumulative supplements. Several items the committee is addressing:

- CO detectors in small restaurants Group B
- Addressing outside classroom doors in schools
- On demand fueling
- Food trucks.

**Audit Committee- Geoff Woolard
(See Attachment**

The Audit Committee will transform into an Ad Hoc committee to work with the Treasure to implement the recommendations.

Presidents Items

President Eric Wiseman addressed the many opportunities to serve. The committees are being updated on "One Drive" and will be transitioned over to the new website.

The next meeting be in Smithfield May 15 hosted by Johnston County.

Motion to adjourn offered by Jeff Payne, second by Tony Smart. Motion carried.

North Carolina Fire Marshal's Association

BALANCE SHEET SUMMARY

As of January 28, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	80,847.07
Other Current Assets	340.00
Total Current Assets	\$81,187.07
TOTAL ASSETS	\$81,187.07
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	81,187.07
TOTAL LIABILITIES AND EQUITY	\$81,187.07

North Carolina Fire Marshals' Association
Annual Conference/Education Committee Joint Meeting

Meeting Notes for January 7, 2020-Winterville, NC

9AM-Welcome/Meeting start-Thank you to Chief Smart for hosting!!

- Introduction/invocation
- Review of Annual Conference Planning
- Attendance

Eric Wiseman	Jerry Cashwell	Taylor Marsh	Tony Smart
Banks Wallace	Charlie Johnson	Blake Holloman	Randy Jones*
Ashley Riggins*	Tim Henshaw*	Bobby Carmon*	Tom Bender*
TJ Patton*	Adam Cloninger*	Gene Booth*	
- Briefing event location bid/planning needs Colette Moore, Helms Briscoe (review draft agenda for event)-
 - *Colette provided a review of the hotel bid process, a list of information required from NCFMA to begin bid posting/process, she also provided cost examples to express what the financial obligations would be (typically 80% of contracted rooms and food/beverage cost as per hotel bid contract required of the NCFMA to sell/book).*
- Annual event training discussion-format, number of sessions, task assignment
 - *Example agenda as provided via email. Conference length confirmed at 2 ½ days to begin on a Sunday evening and end mid-day Wednesday. Ed/Training content will consist of break out session to run concurrently in mornings and afternoons.*
 - *Targeted number of registrants is 100-150.*
 - *Vendor/exhibit hall set up TBA (site specifics)*
 - *Fees were not discussed at this time.*
- Annual event planning tasks-
 - *Develop firm schedule and estimated number of attendees-1/7/20 DONE AS PER ABOVE.*
 - *Provide Colette with needed criteria to begin bid process--ALL host hotels to have fire alarm and fire sprinkler systems, 2 year contract obligation for cost saving potential in bids, pre/post event room night rates/food and beverage item, 1/7/20 DONE WISEMAN*
 - *Accept bid w board approval-More information to come*
 - *Present pertinent information as received to NCFMA Board for any needed approvals-More information to come*
 - *Post event announcement as soon as possible-Website, Facebook, event announcement (member email blast), sponsorships/partners*
 - *Task list support for all event elements-*
 - *Food and Beverage (Meal sponsors?)-Adam Cloninger & others*
 - *Vendor Expo/Merchandising-Adam Cloninger & others, Ashley Riggins has shared the COCO vendor registration form*
 - *Event activities (raffles, entertainment, family-spouse program, or similar)-SERVICE ASSIGNMENT NEED TBA*

North Carolina Fire Marshals' Association
Annual Conference/Education Committee Joint Meeting

Meeting Notes for January 7, 2020-Winterville, NC

- Training (CE component)/Education-*Chief Smart Ed Committee to assemble breakout session course content topics.*
 - Technology-TECH COMMITTEE & others pending site specifics
 - Sponsors/Partners-*Adam Cloninger & others*
 - Guest Speakers and special guests (NCFMA past presidents/similar)-*Chief Smart has contacted Ken Farmer with the NFA to speak-he's of service, suggested other speakers Greg Cade with the NFPA, Dr. Ernest Grant, Tim Bradley*
 - Fire Service affiliated partners and honored guests (NCAFC, NCSFA, NCOEM, NCAAI, IAFF)-*Eric Wiseman to reach out on this...discussion on past NCFMA Presidents-Bender, BT Fowler, Richard Strickland*
 - Event services (check in and management items)-*Meet Sunday before event to assure all prep is in order, use site proximate resources/local college students, Jerry Cashwell, Gene Booth & OTHERS TBA (SITE SPECIFIC)*
 - Various Logistics- *Jerry Cashwell, Gene Booth & OTHERS TBA (SITE SPECIFIC)*
- Next meeting progress updates early February-*FEB 18-LOCATION VISIT TBA*
 - Education Committee review/update regarding Spring 2020 workshops. Initial dates April 15-Charlotte, April 30-Conover, May 7-Chatham Co, May 21-Morehead City.
 - UPDATE TO SCHEDULING-*Conover isn't available for April 30...they can host May 7. Chatham County confirming for April 30. Other locations are good at this time. Cashwell to confirm Morehead, Wiseman working to confirm other locations. Upon site location dates and confirmation, the workshops will be ready to advertising.*
 - Planning Discussion-*Course content Motor Vehicle fuel dispensing/repair facilities. Content is ready for NCOSFM submittal and review for CE.*
 - Next meeting-*Ed Committee to reassemble on February 4, 2020 at 9AM. Winterville FD, 2593 N Railroad St, Winterville, NC 28590*
[GoTo Meeting Link](#)
 - New Business-NONE AT THIS TIME.
 - Adjourn 11:25AM

Thank you all so much for your time and attendance!!

Wiseman

North Carolina Fire Marshal's Association

Board Reports

Certified Fire Investigator

COCO

Code Qualification

Certification Board

Fire Rescue Commission

-
- Next Meeting will be March 3rd in Greensboro.
 - Dan Dockery has been named the Education Chairperson for COCO.
 - We are in the final stages of the contract negotiations for the website.

North Carolina Fire Marshal's Association

Board Reports

Certified Fire Investigator
 COCO
 Code Qualification

Certification Board
 Fire Rescue Commission
 Building Code Council

Gentlemen,

I hope that everyone had a wonderful holiday season. I want to say thank you for allowing me to sever as the NCFMA representative on the CFI Board. I wanted to give you an update on today's meeting for the next NCFMA meeting. Today was a good day for the future fire investigators. Pending the approval from the NC Fire and Rescue Commission set for January 15, 2020, the NCFMA Basic Fire Investigation Class will be accepted to meet as a pre-requisite to apply for the Certified Fire Investigator. This is the new rewritten class that the NCFMA has been working on for the past several years to meet the 1033 standards. There were 5 new CFI applications approved and 15 new re-cert applications approved. Also the process is getting started for the CFI certification to become an Accredited certification. We are hoping to get this done by July 2021. I would like to also ask if we have taken a survey to pursue the possibility of fire marshal's being able to carry weapons and have arrest powers without going through the full BLET Academy? Thank you gentlemen and I will see you at the next NCFMA meeting. If you have any questions, please feel free to contact me at 919-604-0407.

Scott Merritt

City of Durham

Assistant Fire Marshal

2008 E. Club Blvd.

Durham, N.C. 27704

919-560-4233 ext. *19235

North Carolina Fire Marshal's Association

Board Reports

Certified Fire Investigator
 COCO
 Code Qualification

Certification Board
 Fire Rescue Commission
 Building Code Council

The latest Certification Board meeting was held on December 10, 2019

OSFM reported that they have been very busy and had a very successful extrication school at Sandhills Community College.

There should be some Online Testing Vendor demos at the mid-winter conference.

December 31, 2021 will be the end date for the FF 2013 edition. The 2019 edition begins July 1, 2020.

There is an Instructor Update class that is required for all qualified instructors prior to July 1, 2020.

Required skills for Firefighter dropped from 132 to 69 total skills.

New FIP numbers will begin July 2020.

Any OEMS certification will continue to meet the Medical Requirements.

No certification will be lost. There is a cross over list of 2013 edition classes that will give credit for new 2019 edition groups.

Respectfully,



North Carolina Fire Marshal's Association

Board Reports

Certified Fire Investigator
 COCO
 Code Qualification

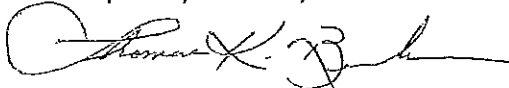
Certification Board
 Fire Rescue Commission
 Building Code Council

NC Code Officials Qualification Board

January 28, 2020

1. Announcement of the retirement of Ms. Kathy Williams, OSFM, Staff Director to the Board.
2. Recognition of Fifth Level III Certificate Recipients:
Bradley Gilliam; CEO Franklin Inspection Department, Standard Fire III
Michael Davis; CEO Wilson County Inspection Department, Standard Building III
Ernest Wilkes; CEO City of Raleigh Inspection Department, Standard Fire III
Laura Rooks; CEO Catawba County Inspection Department, Standard Fire III
Martin Perry; CEO Iredell County Inspection Department, Standard Fire III
3. Residential Changeout Inspector Update.
4. Computer-Based Testing RFP; Recommended one (1) year PSI contract extension.
5. Live Remote Inspections; Gas/Ventilation expansion? (Life/Safety).
6. Testing Center Issue.
7. Statistics.
8. Fire Level I validation process.
9. Standard Certificate Examinations; Grade Summary.
10. Certificate(s) Review

Respectfully Submitted,



Thomas K. Bender

North Carolina Fire Marshal's Association

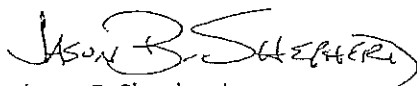
Committee Reports

<input type="checkbox"/> Scholarship	<input type="checkbox"/> Education	<input checked="" type="checkbox"/> Legislative
<input type="checkbox"/> Technology	<input type="checkbox"/> Code revision	<input type="checkbox"/> Fire Investigations
<input type="checkbox"/> Nominating	<input type="checkbox"/> Audit	<input type="checkbox"/> By-Law

NC House and Senate reconvene on Jan 14th.

Any items discussed between this date and the FM association meeting will be brought forward by Jason at the association board meeting.

Respectfully Submitted,



Jason B. Shepherd

Fire Marshal

Orange County

North Carolina Fire Marshal's Association

Committee Reports

<input type="checkbox"/> Scholarship	<input checked="" type="checkbox"/> Education	<input type="checkbox"/> Legislative
<input type="checkbox"/> Technology	<input type="checkbox"/> Code revision	<input type="checkbox"/> Fire Investigations
<input type="checkbox"/> Nominating	<input type="checkbox"/> Audit	<input type="checkbox"/> By-Law

1. Educational Committee met on January 7, 2020 at Winterville FREMS and the following items were discussed:

- 1st annual training seminar discussed at length, potential dates, location, etc.
- Utilizing Helms/Briscoe event planning services, (Colette Moore) to assist with bidding of hotel/venue services. This service is for investigation of best prices/venue offerings at this point, as there is NO commitment on the part of the NCFMA to Helms/Briscoe at this time. More information to follow, regarding this component of the annual conference and board approval for same.
- At this point, general session in the morning of the conference, with “break-out” tracks in the afternoon, lasting 1-2 hours each, and would be repeated so that attendees could have flexibility, and attend those sessions that they wish to attend, in case of overlap.
- Con Ed hours to be given for classes, more to information to follow as to amount, and which discipline(s).
- At this point the conference length is forecast to be two and one-half days.
- More information as to the best location, dates, and all marketing aspects to be finalized within the next 30-45 days was forecast by those in attendance, once the information is received from Helms/Briscoe.

2. Spring Continuing Education Classes to be offered on the following dates and locations:

Class Topic for each is: **Repair Garage, Fuel Dispensing, and Flammable Liquid Fire Code Review. (6 hours Con Ed Approved by OSFM.)**

- April 15, 2020-Charlotte
Charlotte Fire Department Headquarters
500 Dalton Avenue, Charlotte NC 28206
Site Contact: Colin Triming (704) 562-5286
<mailto:ctriming@ci.charlotte.nc.us>

North Carolina Fire Marshal's Association

Committee Reports

- April 30-Chatham County
Chatham County Agriculture & Conference Center
1192 US-64 BUS, Pittsboro, NC 27312
Site Contact: William Judson (939) 548-1770
<mailto:william.judson@chathamnc.org>

- May 7-Conover
Conover Fire Station 3
1776 Village Square NW, Conover, NC 28613
Site Contact: TJ Patton (828) 695-2871
<mailto:TJ.Patton@conovernc.gov>

- May 21-Morehead City
One Harbor
1605 Fisher Street, Morehead City, NC 28557
Site Contact: Chief Jamie Fulk (910) 515-6232

Class times will be from 08:30 until 16:00 hours on the given days.

If you need additional information on the workshops regarding instructor information, course content please contact Winterville FREMS, Assistant Chief/Fire Marshal, Tony Smart (252) 215-2476 email-<mailto:tony.smart@wintervillenc.com>.

If you need information on course registration fees and any expense reimbursement (snacks provided or similar), please contact Charlotte FD, Water Supply Officer, Adam Cloninger (704) 995-7446 email- <mailto:acloninger@ci.charlotte.nc.us>.

3. Next meeting of the Education Committee on February 4, 2020, at the Town of Winterville FREMS Dept., 2593 Railroad St., Winterville, NC, 9AM until.

Topics of discussion – Annual Conference topics, tracks, general session speakers, etc.

Respectfully submitted,

Tony L. Smart, Education Chair
NCFMA

North Carolina Fire Marshal's Association

Committee Reports

<input type="checkbox"/> Scholarship	<input type="checkbox"/> Education	<input type="checkbox"/> Legislative
<input type="checkbox"/> Technology	<input type="checkbox"/> Code revision	<input type="checkbox"/> Fire Investigations
<input type="checkbox"/> Nominating	<input checked="" type="checkbox"/> Audit	<input type="checkbox"/> By-Law

The following is the Audit Committee Report for Association financial transactions January 1 through December 31, 2019. The Audit Committee was comprised of Ms. Brittany Hocutt (Wake County Fire Marshal's Office), Mr. Jonathan Leonard (Charlotte Fire Department), and Mr. Geoff Woolard (Mooresville Fire-Rescue).

Through both telephone and email, the current processes used by the Board of Directors and the Treasurer were evaluated with respect to best practices and financial management. The existing policies, both written and unwritten, were likewise reviewed. Twenty-one (21) banking transactions from January through December 2019 were selected for detailed review. Supporting documentation such as invoices and receipts were compared to the transaction entries in QuickBooks. QuickBooks is the sole financial management application used by the NC Fire Marshal's Association.

The Audit Committee found all financial records in order.

The following recommendations are offered to the Board of Directors to provide additional safeguards and checks/balances related to financial matters of the Association.

- 1. Recommendation:** Bank statements should be reconciled monthly within QuickBooks to verify bank transactions are accurate and avoid potential compounding of errors.
- 2. Recommendation:** The Treasurer should adopt a process of saving receipts, invoices, and supporting documentation as Attachments in QuickBooks. In addition, a short explanation/description of the transaction should be recorded with the QuickBooks entry.
- 3. Recommendation:** The Board should adopt a formal budgeting process to better manage long-term financial stability of the Association. The budget should be a guideline of revenue expectations and expected expenses which provides flexibility for unforeseen spending needs. The Board should support the Treasurer's efforts to adhere to the approved/adopted budget for each fiscal year. It is further recommended that someone other than the Treasurer develop the budget with the Treasurer serving as the non-partisan executor of the budget. An annual budget should be presented at the first Board meeting of the year for vote/adoption by the Board.
- 4. Recommendation:** A set of Standard Operating Guidelines (Operations Manual) should be developed by the Board and Association's Treasurer specifically to expectations, formulas for travel and meals (stipends), reimbursement limits, travel expense forms, etc. This

North Carolina Fire Marshal's Association

Committee Reports

Guideline/Operations Manual would help standardize the numerous responsibilities of the Treasurer and establish expected criteria for the release of funds for reimbursements, sponsorships, etc.

5. **Recommendation:** The Board should select an additional representative to serve as an authorized signer on financial accounts to avoid interruption of Association business in the event of circumstances that would prevent the Treasurer from fulfilling his/her duties. This should be the President of the Association.