



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
Executive Board
Concord, NC
January 31, 2020**

ATTENDANCE

**Jerry Cashwell
Eric Wiseman
Thomas Bender
Shandy Padgett
Charlie Johnson
Brian Kelly
Jason Shepherd
Tony Smart
Jeff Payne
Scott Merritt
David Conrad
Taylor Marsh
Geoff Woolard
Jerry Coble
Colin Trimming**

**Sampson County
Wake Forest
Chatham County (Ret)
Morrisville
OSFM
Jacksonville
Orange County
Winterville
Asheville
Durham
Charlotte
Watauga County
Mooresville
OSFM
Charlotte**

ATTENDANCE ELECTRONIC

**Adam Cloninger
Ashley Fletcher
Banks Wallace
Brent Fisher
Charles Eldridge
Dan Gillespie
Danny Hill
Jeremy Blalock
Randy Jones**

**Charlotte
Durham
Harnett County
Nash County
Morrisville
Raleigh
New Bern
New Bern
Lenoir County**

**Quarterly Meeting
Executive Board
Concord, NC
January 31, 2020**

Minutes

Meeting to called to order at 09:05 by NCFMA President Eric Wiseman.
President Wiseman welcomed those in attendance.
Invocation by NCFMA President Eric Wiseman.

Minutes of the November 1, 2019 meeting in Jacksonville were presented and reviewed. Motion by Jeff Payne, second by Tony Smart to accept the minutes noting one correction on the attendance page. Motion carried.

Treasure's report prepared by NCFMA Treasurer Adam Cloninger and presented by NCFMA President Eric Wiseman. Motion to accept the report by David Conrad, second by Jeff Payne and the motion was approved.

NCFMA President Eric Wiseman recognized Allison Sikes from Strategy Performance LLC to discuss the proposed upgrade of the website for the Association and to review the proposal. Strategy Performance is the company that built and maintains the website for the NC Fire Chiefs Association.

- Reviewed the NCAFC website and discussed various features
- Discussed the ability to renew membership and pay on-line
- Discussed the ability to register for courses and events and pay on-line
- Membership card that can be printed or downloaded to a phone
- Discussed the capability off adding an e-commerce store at a later date
- Presented the proposal (SEE ATTACHED)

Motion to accept the bid (with the May 2020 completion date) was offered by Tony Smart. The motion received a second from Shandy Padgett and was approved by the Board.

The topic of electronic voting was discussed as well as the need to offer an amendment to the By-Laws. The topic was tabled until the next meeting. NCFMA Secretary Jerry Cashwell will prepare an amendment for the Board to review at the next meeting.

NCFMA President Eric Wiseman discussed the results from the LOGO survey that was presented to the membership. A motion to accept the new seal as indicated on the survey as the official seal of the Association was offered by Jeff Payne. A second was presented by Tony Smart. The motion carried. A copy of the seal will be added as an Appendix to the bylaws. (See Attached)

NCFMA President Eric Wiseman discussed the annual conference

- Reviewed the notes from the joint committee meeting in Winterville
- Reviewed the proposals as prepared by Helms Briscoe
- Discussed the need to conduct site visits

Jeff Payne offered the motion to permit the Conference committee to make the final decision on the location of the conference. A second was provided by Jason Shepherd. The motion passed.

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.

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

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

Tom Bender discussed his report as submitted.

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)**

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

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

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

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

**Code Revision- Colin Trimming
(See Attachment)**

**Fire Investigations Committee- Eric Wiseman
No Report**

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

Presidents Items

NCFMA President Eric Wiseman discussed the work and recommendations submitted by the Audit Committee. Jason Shepherd recommended the Audit Committee work with Adam to implement the recommendations. President Wiseman also indicated he is working to ensure he has the ability to sign checks for the Association.

President Wiseman indicated we need to begin to document an inventory of all assets owned by the Association.

President Wiseman briefly discussed the need to develop a guideline or policy to address the illness or death of Association members or their immediate family.

President Wiseman discussed the invitation from the Eastern Carolina Fire Association. The ECFA has requested a representation to attend their next meeting in Robeson County and at each quarterly meeting thereafter to keep their membership informed of relevant issues. President Wiseman expressed the need for our board members in each respective region to attend and be involved in each of the three regional fire association meetings.

Jason Shepherd address the board with several items.

- May need to consider moving the General Meeting time to 2PM for future meetings
- He will be attending an event at the Burn center next week and representing the Association. He extended an invitation to any other board member.
- The Association needs to have an in depth discussion on the mission statement and ensure we begin to reflect the Community Risk Reduction concept in our endeavors.

Jeff Payne made the motion to adjourn. A second was offered by Tony Smart The motion carried. Meeting adjourned at 12:14

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

STRATEGY PERFORMANCE

BUSINESS SOLUTIONS

Proposal for Services



**NORTH CAROLINA
FIRE MARSHAL'S ASSOCIATION**

Prepared By:

Allison K. Sikes
President & CEO

January 31, 2020

"Your Success is Our Business"

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Overview

In a collaborative effort between the N. C. Fire Marshal's Association and Strategy Performance Business Solutions LLC, the following proposal is presented to provide customized marketing & communication solutions and support for their organization. Customized solutions would be designed & delivered to promote the membership, products & services of the organization, increase market reach, reduce communication costs, and improve operational efficiencies.

Partnering to Meet Your Needs

Based on our recent meeting, we understand your current opportunities & needs to be:

Design, development, & management of dynamic, cost-effective marketing & communication solutions in support of strategic goals of NCFMA. Potential partnership opportunities include:

- **Design & Development of Updated, Mobile Responsive Website**
- **Design & Development of Dedicated Online Membership Portal, with automatic invoicing, online payments, event registration, email campaigns, and online forums with option of members-only access**
- **Set Up of Text Messaging Service**
- **Ongoing Management & Support**

Our Recommendations

Thank you for considering Strategy Performance for your business needs. The following services are recommended for your review & approval, to provide key solutions, based on the opportunities and needs you have shared with us to date.

Please confirm your approval of the following recommendations by initialing in the column on the left.

For new clients, this proposal is for preliminary project scoping discussions only. Upon acceptance by all parties, formal contracts for specific work requested will be provided, as required. For existing clients, this signed proposal will serve as your contract for work, a Work Request addendum to your original Master Agreement.

Unless otherwise stated, all prices are in US Dollars and do not include travel costs. Each client's situation is unique, so please contact your consultant to discuss any travel needs related to your project.

Initials	Services	Est Bus Invt.**
	<p>Performance Web Master & Communication Services</p> <p><u>Includes:</u></p> <p>Design & Development of Updated, Mobile Responsive Website, with dedicated Membership Portal, including options of:</p> <ul style="list-style-type: none"> o Rotating Images and / or Slideshows o Video, Audio, Podcast Integration (if applicable) o Stock Image Acquisition and Formatting (will assist with stock image account purchase) o Site Management & Member Mobile Apps o Membership Portal Setup with Online Payment connection, upload of member data, set up of all membership levels, profile design, autoresponder emails. Set up of Events & Forum options o Basic Copywriting Support o Basic Graphic Design as required o Social Media & Blog Integration o Search Engine Optimization with Meta Tags, Keywords, and Page Links o Meets Google's New Secure Browser Requirements w/o separate SSL Certificate o Access to extensive library of business apps (additional cost based on selection) <ul style="list-style-type: none"> • Option of your own self-management of site in our easy-to-use web editor application or site maintenance support by SP • Option to use current domain name or SP will assist with domain name purchase • One-Hour Training Webinars available (\$99 per hour, per participant) should you choose to manage your site in house • Set up of Text Messaging Services • Also included: <ul style="list-style-type: none"> o Set up of Google Analytics for Site Traffic Reports o Cloud Web Hosting o Site Backup from Hosting Provider 	<p>Up to 20 Public Pages + Member Portal (initial build)</p> <p>\$7,500 (5-1-20) \$10,000 (3-6-20) <i>[50% Due Upon Contract Engagement; Balance Due in 14 days]</i></p> <p>Web Editor Software & Site Hosting</p> <p>Public: \$204 yr. or \$22 mo. Member Portal: \$2,075 yr. or \$173 mo. <i>[2,000 Contact Pkg. Paid directly to provider via credit card]</i></p> <p>Site Apps \$5-25 mo. <i>[Paid directly to provider via credit card]</i></p> <p>Text Messaging \$20 + mo. <i>[Paid directly to provider via credit card. Pricing based on # msg per mo.]</i></p> <p>Website Training</p> <p>\$99 per hour, per participant <i>[Due upon contract engagement]</i></p> <hr/> <p>Post-Launch Maintenance Support <i>[Web, Email, Social Media]</i></p> <p>\$50 / hr. (special rate)</p>

***Provider pricing subject to change*

To Get Started on These Critical Business Projects:

- **Review the Proposal** in its entirety, contacting your consultant with any questions you may have
- **Select the services** on which you would like to start work, indicating your preferences by placing your initials in the left-hand column beside selected services
- **Sign the Acceptance** section below
- **Return your signed Proposal with the required retainer** to your consultant, who will then follow up with you to finalize any additional contracts as required and to establish your project plan & timelines

Partnering to Meet Your Performance Needs

Acceptance:

Eric Wiseman
President
NC Fire Marshal's Association

Date

Allison Sikes
President & CEO
Strategy Performance LLC

Date

Property/Website	City	Ratings	Total Rooms in Hotel	Availability	Proposed Dates	Sleeping Room Rates	F&B Minimum	Meeting Rental Waive	Notes/Recommendations
Hilton Charlotte University Place	Charlotte	3 Star, 3 Diamond	393	1st Option	01-Nov-2020 to 04-Nov-2020	USD \$129.00 (Hotel reduced from original offer of \$139)	USD \$15,000.00	Waived with Food/Beverage minimum.	Complimentary Guestroom WiFi and complimentary self parking.
Great Wolf Lodge Charlotte-Concord	Concord	3 Diamond	402	1st Option	01-Nov-2020 to 04-Nov-2020	USD \$75.10 *USD \$75.10	USD \$15,000.00	Waived with Food/Beverage minimum. There is a \$500 + tax setup fee.	Waived the \$29.99 daily resort fee. Note the offer states the guestroom rate offered is not offered PRT dates (before Sunday night). I asked & hotel can offer \$199.99 per night rate for anyone wanting to stay Fri. or Sat. nights. (Normal rate closer to \$400/night. Complimentary WiFi in guestrooms & meeting spaces. Complimentary self parking.
Embassy Suites by Hilton Greensboro Airport	Greensboro	Not Rated	219	1st Option	01-Nov-2020 to 04-Nov-2020	USD \$119.00	USD \$15,000.00 (Hotel reduced from \$20,000 original offer)	Waived with Food/Beverage minimum. Exhibits will be \$25 + tax per item.	Overnight guests receive a complimentary cooked-to-order breakfast and evening manager's reception. Complimentary Guestroom WiFi and complimentary self parking.
Greensboro-High Point Marriott Airport	Greensboro	3 Star, 3 Diamond	298	1st Option	01-Nov-2020 to 04-Nov-2020	USD \$110.00	USD \$15,000.00	General Session & breakfasts waived with F/B minimum. Rental for Exhibit space is \$900.00 per day & \$30 per exhibit table.	Complimentary self parking. Marriott Bonvoy members (free to join) receive complimentary Guestroom Wifi.
Millennium Hotel Durham	Durham	3 Star, 3 Diamond	290	1st Option	01-Nov-2020 to 04-Nov-2020	USD \$119.00	USD \$12,000.00	Waived with Food/Beverage minimum.	Complimentary WiFi in guestrooms and meeting rooms. Complimentary self parking.
Raleigh Marriott Crabtree Valley	Raleigh	3 Star, 3 Diamond	379	1st Option	01-Nov-2020 to 04-Nov-2020	USD \$129.00 NEW OFFER on 1/23 - Originally \$149 - hotel now offering half of guestrooms at \$129 rate & other half at "Prevailing Per diem rate"	USD \$15,000.00	Waived with Food/Beverage minimum.	Note - This hotel was going to be eliminate and then they came back and made new guestroom rate offer. Complimentary Guestroom WiFi and complimentary self parking.

*Alternate Date/Rate Package Pricing label will not be provided if more than one package type is included.

HOTELS HAVE CONFIRMED FIRE/SPRINKLER SYSTEMS IN PLACE.
NOTE all proposal Details are on the "Submitted Proposal" Tab below.

For more information, contact your HelmsBriscoe Associate:

Colette Moore
Director, Global Accounts
(P) 704-658-9989
(F) 336-232-9321
cmoore@helmsbriscoe.com

All Concessions noted on line 121 of Proposal tab.

HB HELMSBRISCOE

2020 Fire Marshal Conference Estimate

1/29/2020

Estimate

Property Name:	Hilton Charlotte University Place	Great Wolf Lodge	Embassy Suites Greensboro Airport	Greensboro-High Point Marriott Airport	Millennium Hotel Durham	Raleigh Marriott Crabtree Valley
Location (city):	Charlotte, NC	Concord, NC	Greensboro, NC	Greensboro, NC	Durham, NC	Raleigh, NC
Dates:	Nov. 1-4, 2020	Nov. 1-4, 2020	Nov. 1-4, 2020	Nov. 1-4, 2020	Nov. 1-4, 2020	Nov. 1-4, 2020
Rooms:	Run of House	Run of House	Run of House	Run of House	Run of House	Run of House
Room Rate (SGL/DBL):	\$129.00	\$75.10	\$119.00	\$110.00	\$119.00	\$125.00
Resort fee (if applicable):	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Mandatory Housekeeping or Portage per night	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Complimentary room policy 1 comp per "x"	0	0	0	0	0	0
Room Tax Rate:	15.25%	13.00%	12.75%	12.75%	13.50%	14.25%

Peak Room Block per night:	90	205	90	205	90	205	90	205	90	205	90	205
Total Room Nights (1 night of 25; 3 nights of 90):	205	0	0	0	0	0	0	0	0	0	0	0
Reduction in total room nts. due to comp room policy:	0	0	0	0	0	0	0	0	0	0	0	0
Adjusted Total Room Nights:	205	0	205	205	205	205	205	205	205	205	205	205
Projected Room Revenue:	\$26,445.00	\$0.00	\$15,395.50	\$22,550.00	\$22,550.00	\$24,395.00	\$21,000.00	\$24,395.00	\$21,000.00	\$21,000.00	\$21,000.00	\$25,783.88
Other fees (resort fees, mandatory housekeep, etc.):	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Projected Total Room Revenue (incl Occ Tax):	\$30,477.86	\$0.00	\$17,395.92	\$22,550.00	\$22,550.00	\$24,395.00	\$21,000.00	\$24,395.00	\$21,000.00	\$21,000.00	\$21,000.00	\$29,458.00

Meeting Room Rental (hotels)	\$0.00	\$645.00	\$0.00	\$2,317.50	\$0.00	\$0.00	\$0.00
Sunday - Buffet dinner	\$1,500.00	\$1,260.00	\$1,200.00	\$860.00	\$900.00	\$1,350.00	\$1,350.00
Monday Vendor Expo Refreshments - used AM break prices	\$1,950.00	\$1,800.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,800.00	\$1,800.00
Monday Buffet Lunch - Sponsored ?	\$6,000.00	\$5,100.00	\$4,500.00	\$4,200.00	\$3,600.00	\$4,500.00	\$4,500.00
Monday Afternoon break - used break prices	\$2,400.00	\$2,250.00	\$1,800.00	\$1,500.00	\$1,500.00	\$2,100.00	\$2,100.00
Tuesday Vendor Expo Refreshments - used AM break prices	\$1,950.00	\$1,800.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,800.00	\$1,800.00
Tuesday Afternoon break - used break prices	\$2,400.00	\$2,250.00	\$1,800.00	\$1,500.00	\$1,500.00	\$2,100.00	\$2,100.00
Tuesday - Association Buffet dinner	\$7,500.00	\$6,300.00	\$6,000.00	\$4,800.00	\$4,500.00	\$6,750.00	\$6,750.00
Wednesday Breakfast - Continental	\$3,150.00	\$2,100.00	\$0.00	\$2,400.00	\$1,950.00	\$2,850.00	\$2,850.00
Cocktail/Bar or Overage "bucket" ???	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
F&B Sub Total**:	\$26,850.00	\$22,860.00	\$18,300.00	\$18,360.00	\$16,950.00	\$23,250.00	\$23,250.00
Discount offered on F&B prices?	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
F&B SUBTOTAL after discounts, etc.:	\$26,850.00	\$22,860.00	\$18,300.00	\$18,360.00	\$16,950.00	\$23,250.00	\$23,250.00
Tax (%):	8.25%	7.00%	6.75%	6.75%	7.50%	8.25%	8.25%
Service Charge (%):	24.00%	23.00%	23.00%	22.00%	22.00%	25.00%	25.00%
Projected Total Service Charge:	\$6,444.00	\$5,029.20	\$4,209.00	\$4,039.20	\$3,729.00	\$5,812.50	\$5,812.50
Projected Total F&B Revenue***:	\$36,040.76	\$29,841.44	\$24,028.36	\$23,911.15	\$22,229.93	\$31,460.16	\$31,460.16

SUMMARY	
Projected Total Room Revenue:	\$30,477.86
Projected Total F&B Revenue:	\$36,040.76
Projected Total Meeting Room Rental:	\$0.00
Estimated AV costs (need estimates from hotels) ???	\$0.00
Exhibit costs? (Table set ups, etc.) ??	\$0.00
Projected Total Program Cost:	\$66,518.62
Projected Cost to the Association (NO GUESTROOMS)	\$36,040.76

MEETING ROOM CHARGES	
Meeting Room Rental (hotels)	\$0.00
FOOD & BEVERAGE	\$645.00
Sunday - Buffet dinner	\$1,260.00
Monday Vendor Expo Refreshments - used AM break prices	\$1,800.00
Monday Buffet Lunch - Sponsored ?	\$5,100.00
Monday Afternoon break - used break prices	\$2,250.00
Tuesday Vendor Expo Refreshments - used AM break prices	\$1,800.00
Tuesday Afternoon break - used break prices	\$2,250.00
Tuesday - Association Buffet dinner	\$6,300.00
Wednesday Breakfast - Continental	\$2,100.00
Cocktail/Bar or Overage "bucket" ???	\$0.00
F&B Sub Total**:	\$22,860.00
Discount offered on F&B prices?	\$0.00
F&B SUBTOTAL after discounts, etc.:	\$22,860.00
Tax (%):	7.00%
Service Charge (%):	23.00%
Projected Total Service Charge:	\$5,029.20
Projected Total F&B Revenue***:	\$29,841.44

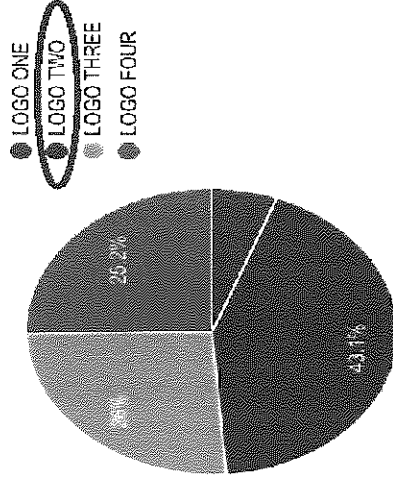
USED AVERAGE PRICES provided in Risk Estimate to Bill in from Menu?

Notes and Assumptions:
 General Food and Beverage Assumptions: Used average menu pricing provided by hotels for F&B estimates.
 CURRENT CONCESSIONS: Most need to be negotiated - waiting on post site visits.
 Raleigh Crabtree Marriott: 10% discount on AV equipment rental, 1 per 40 complimentary rooms

PLEASE SELECT ONE



123 responses




2019 Logo Survey Results


-707 Total members emailed the survey, 123 replied/participated. Emails sent in November survey has remained open...no new activity in over three weeks.

PLEASE SELECT ONE


LOGO ONE




LOGO TWO



LOGO THREE



LOGO FOUR



PLEASE SELECT ONE

Required

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 NCIAAI 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 NCIAAI 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,

Ally Collazo

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>

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- 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@conovernnc.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.