



# NC Child Passenger Safety Training Committee Meeting Minutes

July 23, 2013

FINAL APPROVED 8/27/13

**Training Committee Members present:** Meg Langston, Kim Wittig, Frank Gore, Suzanne Ledoyen, Tommy Davis, Cecilia Saloni, Jody Piatt, Vickie Killough, Charlene Proctor

**CPS Executive Committee Members present:** Bill Hall, Kelly Ransdell, Joshua DeFisher

**Not Present:** Sarah Tilton, Kathy Mellown, Theresa Cromling, Renae Harris, Aaron Miller, Melanie Daniel

**Others:** Bevan Kirley

Meeting called to order by Meg at 10:10 a.m.

## **Approval of Minutes**

A motion was made by Vickie to approve the minutes from the June meeting, seconded by Frank. The minutes were approved unanimously.

## **DOI Updates**

Forsyth County July 29-Aug. 1

Leland- August 13-16

Wake County August 20-23

Durham September 17-20

Wilkes County November 5-8

Martin County November 12-15

Kelly is continuing to meet with new communities to bring them on board with the Diversion program. Suzanne asked if citizens who were ticketed in one county could visit a PCS in a different county for the Diversion Program. Ultimately it is up to the DA in the ticketed county to decide what documentation they will accept.

### **HSRC Update:**

Total certified technicians = 2383, instructors = 54, and instructor candidates = 2, tech proxies = 48. The two instructor candidates are April Robertson and Bonnie Uncapher, but Bonnie has expressed she does not plan to pursue her candidacy.

The BUNC webpage is about 1/3 finished on its revamp. It should be completed by September. Bevan asked that anyone who had input on what to keep and what to get rid of from the existing page to let her know ASAP.

HSRC worked closely with GHSP on the 405 application which determines how funds are allocated from NHTSA. We have been awarded some funds from the current fiscal year and have applied for funds from next fiscal year. They also provided data and maps for the OP assessment which is also part of qualifying for federal funding.

Jody will work with Bill to simplify the Law Enforcement Guide and revise it for reprinting.

### **GHSP Update**

The OP assessment was an awesome experience. The final report is in draft form and Joshua will make final edits and send it back soon. The team was impressed with the comprehensive CPS laws we have in NC and our CPS program. Some of the recommendations were to do more to educate the 8-15 year old age group, have more standardized training statewide for law enforcement related to CPS, and form an Occupant Protection Task Force.

The dates for the Highway Safety Symposium are January 14-15, 2014 in Concord.

The regional LEL's and county contacts have been updated on the GHSP website under the grants section.

The seatbelt survey has been completed. The numbers were up 1.1%, but we are still not at 90% usage statewide.

### Committee Updates:

- **Curriculum** – *(Members: \*Jody, Bill, Kim, Charlene, & Frank)*  
See section on Update/Refresher in Old Business
- **Policy** – *(Members: \*Suzanne, Renae, Aaron, and Kathy )*  
See Old Business
- **Membership** – *(Members: \*Aaron, Charlene)*  
Meg has given Bill a statement to send out via email advising of the membership freeze due to the change in focus to Occupant Protection and future is still uncertain for CPS.
- **Communications** –*(Member: \*Bill, Cecilia, Dwight, Melanie, and Theresa )*  
No report
- **Special Needs** – *(Members: \*Vickie, Meg, Theresa Cromling, and Sarah)*  
Riley has updated their curriculum and it will be available by g 2014. They have an advisory board for curriculum development and Vickie and Theresa both volunteered to be on, but neither was selected. There will be a class in Wilmington in September and a \$50 registration fee has been instituted.
- **CPS Conference-** ( *\*Sarah & All*)  
See New Business
- **Technology-** (*\*Meg, Kim, Kathy, Aaron, Bevan*)  
Meg is still working on iAuditor for Droid to see if it is compatible with the Apple version.

### Old Business

#### Spanish Education Materials

Bevan reported her group will have a conference call next week and she will have more to report on at the August meeting.

#### Update/Refresher

Jody reported that Durham EMS has the technology available for us to create online training and Kathy is willing for us to use the facility and equipment any time. She is also able to edit anything we create. Meg posed the question if this would replace the existing curriculum that is available for face to face training or just supplement it. The committee agreed that it would be easier to keep the

curriculum we have and update it than to create all the videos that would be necessary to cover all the topics. The new seat session would be better if done on video. Bevan suggested working on a couple of modules each month until they are all updated. The committee came up with the following list of topics on which to create modules:

- LATCH/Tether
- Lockoff/Locking Clips
- Unusual Installations
- Best Practice Recommendations (RF, FF, Booster)
- Law Review
- Airbags (Inflatable Belts)
- Fact or Fiction
- Jeopardy
- Field Trips/site visit/retail stores

In addition to creating the actual powerpoint presentation an instructor guide for each module will also have to be developed.

The curriculum committee is going to create the first module “Best Practice Recommendations” and design a template for future modules. By the August committee meeting the subcommittee will have a report on the layout of the module, suggested content, and time limits of each part of the module.

#### Proxy Development

No Report

#### Update Cards/Posters to be distributed in Dr.'s Offices, etc.

Renaë has put in a request to OSFM PIO for the redesign.

#### Redesign of Buckle Up Website

See Bevan's report under HSRC update.

### Policy Review

The subcommittee presented recommendations for updates to the Policies & Procedures. The recommendations were as follows:

- Section 1 Roles, Responsibilities, and Authority- Keep and tweak
- Section 2 CPS Training Class Registration & Reporting- delete this section
- Section 3 Qualifications for Serving as a Lead Instructor for NC Sponsored CPS Class- mixed emotions on whether to leave this in or take it out- a quorum was not present to vote so this will be tabled until next meeting
- Section 4 Approval of Technicians as Instructor Candidate- keep and tweak
- Section 5 PCS Criteria- keep and tweak
- Section 6 Criteria for Purchase of Child Restraints for NC- delete this section

### 2014 CPS Conference

Bevan will finalize the sponsorship package and send it to Suzanne.

### New Business:

Instructor Development/New Curriculum Update- Sarah recommended we have an instructor meeting in January to cover the new curriculum and any instructor updates. It was agreed that since the meeting would be mandatory for instructors we need to offer it two times to avoid them missing due to scheduling conflicts, etc. The meeting sites will be Raleigh and Conover. Suzanne will check on locations in Raleigh for January 27<sup>th</sup> or 29<sup>th</sup>. Meg will get Angie to check on the possibility of January 22<sup>nd</sup> or 23<sup>rd</sup> for Conover Fire Department.

**Future 2013 meeting dates 9/24, 10/22**

**Next meeting is August 27 at OSFM Building at 10 am.**

A motion to adjourn was made by Vickie, seconded by Suzanne, and carried unanimously.

Meeting adjourned at 1:50 pm.