



NC Child Passenger Safety Training Committee Meeting Minutes

September 24, 2013

FINAL APPROVED 10/22/13

Training Committee Members present: Meg Langston, Kim Wittig, Frank Gore, Jody Piatt, Vickie Killough, Charlene Proctor, Theresa Cromling, Renae Harris, Aaron Miller, Sarah Tilton

CPS Executive Committee Members present: Bill Hall, Kelly Ransdell

Not Present: Cecilia Saloni, Tommy Davis, Joshua DeFisher, Melanie Daniel, Suzanne LeDoyen, Kathy Mellow

Others: Bevan Kirley

Meeting called to order by Meg at 10:20 a.m.

Approval of Minutes

A motion was made by Jody to approve the minutes from the August meeting, seconded by Theresa. The minutes were approved unanimously.

DOI Updates

Catawba County October 1-4

Alamance County October 4-7

Rocky Mount November 5-8

Wilkes County November 5-8

Martin County November 12-15

Lee County November 12-15

Rick McIntyre has been named the new Senior Deputy Commissioner at OSFM replacing Tim Bradley.

Kelly is continuing to meet with counties who are interested in starting the Diversion Program. There are currently 32 counties participating and 42 more who are interested.



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Safe Kids Worldwide will be bringing a demonstration to the Dixie Classic in Winston Salem October 4-14th. Volunteers who work can earn money for their Safe Kids Coalition.

Renae reported that the registration fee for certification classes is increasing to \$85. However, if registration fees are paid prior to January 1st, students can still pay \$75.

Kelly reported that no contract has been approved for CPS contracts for next year. She is hopeful something will be signed soon. Renae reminded everyone that mileage for instructors will no longer be available as part of the instructor contract. She will send out an email to the instructor listserv to make that announcement.

Renae reported work is still continuing on the Buckle Up poster. It will primarily be designed like the Buckle Up brochure with the 4 step process using some of the same information and pictures.

HSRC Update:

Total certified technicians = 2395, instructors = 53, and instructor candidates = 2, tech proxies = 47. The recertification rate for NC is 64.0%. The national rate is 58.2%.

There were 52 events registered on the BUNC website for CPS week 16 CPS week clinics during the week, 17 clinics on Seat Check Saturday, 1 Parenting Class, and multiple classes at child care centers in Harnett County.

The BUNC webpage is finished and did launch prior to CPS week. If you notice anything that doesn't work as it should or if you have suggestions for changes let Bevan know.

Bevan and her committee will continue to work on Spanish language resources. Now that the website is complete, the design team should have time to work on those resources. The Buckle Up card had been done in Spanish and has been sent to the printer.



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Bevan reported some new seats have been ordered for the training trailers.

GHSP Update

GHSP has taken the necessary steps to begin forming the Occupant Protection Task Force. Once that group is formed and begins meeting, we should know more about where the CPS Training Committee fits into the new model.

GHSP had a review from NHTSA and got a very good report with no findings for anything that needed to be addressed or fixed.

GHSP produced a TV PSA for child passenger safety week. Sarah and Bevan expressed concern that the PSA did not accurately depict what happens at a Permanent Checking Station. If any committee members have additional feedback, send it to Kelly or Bill to share with GHSP.

Committee Updates:

- **Curriculum** – *(Members: *Jody, Bill, Kim, Charlene, & Frank)*
See section on Update/Refresher in Old Business
- **Policy** – *(Members: *Suzanne, Renae, Aaron, and Kathy)*
Suzanne will email the report to everyone since she was unable to attend due to sickness
- **Membership** – *(Members: *Aaron, Charlene)*
No report
- **Communications** –*(Member: *Bill, Cecilia, Dwight, Melanie, and Theresa)*
No report
- **Special Needs** – *(Members: *Vickie, Meg, Theresa Cromling, and Sarah)*
There will be a class in Wilmington September 26-27. There are currently 21 participants registered. Riley has updated their curriculum so Vickie and Theresa will pilot it in the Wilmington class. There is an official student manual with this new curriculum.
- **CPS Conference-** (**Sarah & All*)
See New Business
- **Technology-** (**Meg, Kim, Kathy, Aaron, Bevan*)



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Meg received a FEMA grant to put iPads in 10 of her fire stations. They will pilot using the iAuditor app for completing CPS forms. Meg hopes to have some feedback by the November meeting.

Old Business

Update/Refresher

Jody reported the Curriculum Committee is working on redoing the new seat module. After a lengthy discussion, the group decided Product Update was not the place to start. The group will work on a module on Best Practices (RF, FF, boosters). Meg asked the curriculum committee to try to have a completed teaching outline to present by the next meeting. The outlines will be created such that they may be turned into powerpoint presentations in the future.

Proxy Development

Aaron suggested we figure out a way for Proxy candidates to show up on the last day of a technician certification class to work with the instructors and technician candidates. He also suggested we identify technicians in those counties that lack instructors and proxies and try to encourage them to go through the proxy process. Based on the fact we have not had any requests for proxy candidates, the committee decided the events we have listed on the calendar now are sufficient for anyone who is interested in becoming a proxy. We will monitor the number of proxies and reevaluate the need for development over the next few months.

2014 CPS Conference

Sponsorships: Kelly reported that Nationwide is interested in sponsoring. Bevan will send her the form to give to the Nationwide rep. Renae and Kelly have been in contact with Kim Hermann about the State Farm grant.

Exhibitors: confirmation received from Columbia.

Conference Schedule/Programming: Sarah, Bill, and Bevan have had lengthy discussion about the manufacturer update and have suggested changing the format. Manufacturers will be divided into



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three rooms and participants will be divided into three groups and rotate through each of the three rooms for an hour each. This will allow for more hands on opportunities for the participants. This will be a good combination of the manufacturers update and the hands-on sessions that we have offered in the past. We would do this on the first half day of the conference. This will be done on the first half day of the conference in three 1 hour sessions for a total of 3 possible CEU's.

The schedule on Tuesday will allow for 15 sessions, 3 each during 5 time slots. This will allow for the opportunity to repeat sessions. Sarah said a rep from Volkswagen is fairly confident she can attend on Volkswagen's dime. Sarah also had several other suggestions of speakers she has seen at other conferences including Bill Hoffman.

Awards: No new report

Registration: Bevan proposed we wait to open registration until January 1st and leave it open for 10 weeks. This will help their financial folks with receiving checks and making deposits.

The conference website is being built and is set to launch in November. The URL is www.buckleupconference.org She will put a FAQ section on the website to try to answer all the questions we get. If anyone has any they think need to be included send them to Bevan.

We need to decide on speaker gifts and attendee gifts. Meg will contact Krystal Swayze for some ideas of what we could do. Bevan and Sarah would prefer something that is not gender or size specific.

2015 Conference location: Kelly posed the question of if we wanted to keep a separate CPS conference or partner with the law enforcement summit which will be held in Concord. The committee decided to remain as a separate conference for 2015 and work on getting answers on the logistics of combining for 2016. The committee also agreed that we had reached a point where limiting hotel choices to state rate only was no longer feasible. Kelly will explore some hotel options in Cherokee, Greensboro, and Charlotte and report on options at the October meeting.



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Instructor Development/New Curriculum Update

Meg will send an email to all the instructors informing them of the Instructor meetings scheduled for January. Conover Fire Dept. has been confirmed for January 22nd. There will be a location secured for the January 29th meeting.

Next meeting is October 22 at Britax facility in Fort Mill, SC at 10 am.

A motion to adjourn was made by Jody, seconded by Theresa, and carried unanimously.

Meeting adjourned at 1:26 pm.