

**NC Child Passenger Safety Training Committee**  
**Meeting Minutes**  
**December 4, 2007**

**Members present:** Kathy Mellown, Robin Deal, Amy Krise, Ryan Jackson, Kevin Hennelly, David Poythress, Kelly Ransdell, Bill Hall, Renae Harris, Alan Stulick, Sarah Tilton, Vickie Whitlatch, Myron Waddell, Mark Dillingham, Cecilia Saloni

**Others Present:** Angie Gregg, Jody Piatt

**Excused Members:** Shannon Bullock, Kim Wittig

**Not Present:** N/A

Meeting called to order by Chair Mellown at 10:08 am

**Minutes**

Chair Mellown welcomed everyone to the meeting. Self-introductions were made by all present.

Reviewed minutes; no corrections made.

Motion to approve made by Myron; seconded by David

**Old Business:**

Bill reviewed the attendance policies for everyone.

Permanent Checking Stations: Kelly discussed Raleigh Fire Department PCS issues – Senior Commissioner Bradley sent letter to all fire departments. Executive Director of Fire Chiefs Association (Rocky Mount) Chief Mullen will have a letter encouraging FD involvement in PCS in the Carolina Fire & Rescue Journal. Raleigh FD determined by city council to resume seat inspections; however they need more certified Techs. Kelly opened 4 slots in the Fayetteville class for RFD. RFD stated this was unfunded mandate; the letter sent to them that they had received training, equipment, and resources. 124 fire departments are involved in the state, and 60 % of all Techs are with FDs. Kelly has discussed the GHSP future funding PCS again.

**DOI Update:**

Renae discussed upcoming CPS Certification classes. Upcoming classes include Goldsboro and Durham. Instructors have been volunteering.

This week:

Dec 3-6: Knightdale/Raleigh

JAN 14-17: Goldsboro class is full

Child Restraints will be sent to Buckle Up Kids Counties. They will receive convertibles and combos. The amount is to be determined.

Safe Ride News - active instructors will receive a copy and 1 CEU credit

### **HSRC Update**

Bill clarified that all instructors will not be contracted with the state for various reasons. Only active instructors approved by NCCPSTC will be receiving state materials and instructor opportunities.

HSRC update - UNC Research Center position anticipated to be filled this month. In the first year, the primary duties of that person will be spent on CPS, and then concentrate on research. The position will be working with Bill and this committee.

Bill reminded everyone of available downloads on [buckleupnc.org](http://buckleupnc.org).

Question regarding update of "re-certification" program – Bill stated the curriculum will be available possibly in early 2008. He discussed how the class will be much harder, and geared toward those who have continually involved in CPS.

Bill stated the conference registration is at approximately 80.

### **Special Needs**

Special Needs class – Vickie stated that 12 personnel completed the class. Theresa Cromling also completed her instructor candidacy. South Carolina has also requested a class. Theresa can be contacted at  
(Most) Special Needs Techs are listed on the Riley website. Vickie will possibly organize the class twice a year.

Kelly suggested we start an ad hoc committee regarding Special Needs. Myron, Sarah, and Robin will serve with Vickie on the committee.

### **Committee Updates**

**Policy** – Myron, Robin, Renae, Sarah – They are in the process of reviewing the policies and anticipating an update next month.

**Membership** – Kathy, Mark (outgoing members) – A fire position is currently available. Kathy has extended the position to Meg Langston. She will complete Stacy's term to 2009. Her first meeting will be in January. Claudia had to resign, and her position is now available. The position will be available when membership application opens in April/May.

**Communications** – Bill - Documents and updates to [www.buckleupnc.org](http://www.buckleupnc.org). Let Bill know if there are any methods to get information out to NC Techs.

**Curriculum** – Ryan, Vickie, Bill, and Mark (Jody and Kim were absent) met yesterday regarding the latest information – Update NC (Basic Awareness, Update) curriculum. The course draft was reviewed with suggested corrections. Bill discussed emphasis on

utilizing the class as crutch and not sending personnel to Technician class. The class is geared toward those to learn a basic knowledge. A draft of the basic outline was distributed and discussed. The course was reduced to less than 1 day. The committee discussed who this was geared toward (mostly LE) and discussed length of the course. The committee discussed that the core course have supplements to target specialized groups (EMS, LE, expectant parent, child care, school transportation, etc). OEMS is considering adding CPS to the OEMS training. Robin stated she would be willing to work on using this for expectant parent and submit a draft to the group. Kelly suggested possibly holding a workshop on expectant parent. NHTSA curriculums (Operation LE, etc) are being updated and will be available in the future).

### *Lunch Break*

### **New Business**

EMSC (Emergency Medical Services for Children): Current rule is that all children up to 20 lbs must be appropriately restrained during transport. They are recommending an update to the rule that ambulances transport children safely up to a weight of 40 lbs. They are working toward providing the appropriate seat in ambulances. A training component needs to be implemented for EMS personnel and has not been determined. NCCPSTC and area CPS Techs must be aware of this as they may be requested for how to install in an ambulance and/or on a stretcher. Possible seats will be the Radian 80 and Pediamate.

### **Old Business – continued**

**Conference** – Amy, Kathy, Jody, Kevin + sub-committee members

Conference Update:

- Forms – remaining forms to be developed –
  - CEU/corner of session page in conference manual
  - Stamp – Red stamp to say (Allison)
    - NC CPS
    - Adjustable #
    - CEU
  - Final conference evaluation (also to be printed in the manual)
- Registration – posted on-line (80 registered as of today per Bill)
- Award nominations – 2 received for Instructor of the Year; none for Tech of the Year, CPS Program of the Year, Advocate of the Year, or Documented Saves – Allison to create agenda
  - Awards Luncheon to be on Friday, March 14
- Sessions –
  - None received from NC Techs/Instructors
  - Allstate (discuss teen), Joe Colella (requested presentation)
  - General Sessions
    - SKW – Certification Update by Lorrie Walker, per Kelly
    - SKW – Policy Update/CPS Legislation by Alan Korn, per Kelly
    - Alternate or breakfast – State of NC CPS, per Bill

- Breakout Sessions – a call for presentations is posted on-line
  - CEUS
    - Special Needs/EMS – Vickie/Myron
    - LATCH/Tethers ® - Jason/Amy
    - Product Update ® - Renae
    - Case Studies ® - NHTSA/CHOP – per Kelly
    - Side Impact/European Guidelines ®– per Sarah
    - School Buses – REMIND BILL
  - Non-CEUs
    - Kids In/Around Cars – SKW per Kelly
    - Liability – Alan Korn/Tonya Chin-Ross per Kelly
    - Hispanic Outreach – Jorge Brewer per Kim
    - Developing CPS Parenting Classes - Robin
  - Special Tracks (small board room, max 30) – Non-CEUs
    - Funding/Grants/Resources/Alternate Resources – Amy/Kelly
    - Community Needs Assessment/Data – Kristin Sparks, Wake Med
- Confirmed table reservations – Britax, will take 1<sup>st</sup> 10
- Confirmed items –
  - GHSP (multiple & awards)
  - NCSHP (pens, other item) – received
  - El Pueblo (notebooks) – received
  - Rutherfordton/Charlene – band aid dispensers
  - Triad RAC (Myron)
  - SKNC – locking clip pins, lanyards, nametags, prize
  - SKCM
- Confirmed Sponsors - Bronze Level (\$500) sponsor – Britax
- Confirmed prizes
  - Carolina Hurricanes
  - Set of King Sheets
  - 2 (\$10) Wal-Mart cards
- Union Co SK and KS Image Solutions both asked what we need/want – suggestions?
- Sponsor packages sent to multiple organizations (see attached)
- Possible sponsors: discussed additional as well as local organizations/businesses
- Networking event/social – room donated from Sheraton, need DJ and refreshments – Jody will coordinate.
- Reminder for all committee members to arrive at 1 pm on Wed to help unpack/sort and stay until Friday afternoon to help load up.

**Attachments:**

NC Basic Awareness Curriculum Outline (draft 12/3/07)

Conference update – agenda draft

Next meeting Jan 22, 2008

Meeting adjourned at 2:19 pm

Minutes by Amy R. Krise

Reviewed, revised and approved Jan 22, 2008