

**NC Child Passenger Safety Training Committee**  
**Meeting Minutes**  
**August 26, 2008**

**Members present:** Amy Krise, Kelly Ransdell, Bill Hall, Sarah Tilton, Kevin Hennelly, Meg Langston, Kathy Mellown, Myron Waddell, Kim Wittig, David Poythress, Jody Piatt, Robin Deal

**Others Present:** Allan Buchanan, Angie Gregg, Jan Parker

**Excused Members:** Ryan Jackson, Vickie Whitlatch, Alan Stulick, Cecilia Saloni, Renae Harris, Shannon Bullock

**Not Present:** N/A

Meeting called to order by Chair Mellown at 10:15 am. Chair Mellown welcomed everyone to the meeting.

**Old Business:**

Instructor mileage reimbursement: discussed instructor mileage reimbursement. How can instructors be properly compensated without using all class funds on mileage reimbursement? Discussed state rates and best possible scenarios. The committee agreed to \$.33 per mile to and from the course sites for instructors over 35 miles from the course. There will be a cap of \$200 per instructor per class for mileage.

**Minutes**

May minutes to be posted on-line, OSFM distributed minutes  
Myron made a motion to accept the minutes from May, seconded by Meg.

**Old Business (continued):**

**Instructor Meeting:** Kelly reported on the instructor update held August 1<sup>st</sup>, at Lake MacIntosh (Burlington). OSFM compiled evaluations: overall approval. Kathy presented evaluation comments – overall approval, improvement comments were constructive. The meeting was well-attended, especially with support from Kerry Chausmer and Lori Walker (SK Certification). OSFM held a renewal class this past Friday, in which Kelly stated the instructor team was supportive due to the meeting. The committee discussed holding the instructor meeting included in the CPS Conference.

Regarding trailers being used by instructors: The committee discussed use and maintenance of OSFM CPS training equipment. Instructors must be held accountable toward the care of the trailers when in use during “independent” classes. The committee discussed options to maintain the trailers during and after classes.

Kathy stated the following issues (1) should there be an instructor meeting in combination with the conference, or as a standalone meeting; 2) should there be more than one meeting; and (3) additional issues such as trailers to be discussed.

Bill stated the NC CPS Instructor listserv may be utilized by anyone with issues such as the trailer. Kathy will send out a survey to determine the next meeting dates and additional issues to be addressed.

**New Business:**

**Pickup Truck Outreach Campaign:** Kelly questioned with the recent legislative updates, would the committee support a related outreach campaign? GHSP would support the materials. The committee discussed supporting the campaign with material review and distribution. Buckle Up in Your Truck/Kids Aren't Cargo themes will be used, as well as OSFM will collaborate with El Pueblo to review the posters and revise appropriately for Spanish language materials.

**Materials:** Kelly presented the new Safe Kids NC brochures and the current Buckle Up brochure. She requested the committee review the Buckle Up brochure to add input on updates.

Bill distributed the HSRC buckleupnc.org cards for review. They will be available for distribution soon (100,000 to be printed).

**Review of state sanctioned seats:** Discussed a 3-point harness as an alternative seat for distribution by the state to programs. Public demand has increased for 5-point harnesses, and as a result, manufacturers are ceasing production of 3-point harnesses. The 3-point harness seat option will be removed from the state sanctioned policy (grant funded seats). Sarah, Myron and Robin will compile their thoughts and bring more information back to the next meeting.

**Buckle Up Reporting:** Bill stated the reporting will be changing. There is nothing further at this time regarding BU reporting.

**Renewal Classes:** Three classes were coordinated; only one class had 8 students (7 passed) to "make" the class. There were four instructors for the class. OSFM has received feedback that there is still a need, and a class has been coordinated at the OSFM office in November. OSFM will not be organizing many of these courses due to lack of demand. Kim stated four instructors worked well, and that classes should be maxed at 10 students for a productive class.

**CPS Certification Classes:** (Bill reviewed posted available courses)  
(start dates listed)

Sept 23, Durham – full

Sept 30, Winterville – 7 open seats

Oct 20, Pittsboro – full

Nov 4, Durham – 19 open seats

Nov 3, Roxboro – 24 open seats

Nov 17, Union County – open (coordinated by Safe Kids Union/the community college)

Jan 6, Salisbury – open (coordinated by the community college)

Raleigh FD: Jan reported the RFD paid (3) instructors for a CPS Academy Class. RFD requested class dates for the next academy. Jan and the other instructors advised the next course scheduled with them should be mixed with other personnel. RFD will need to coordinate their classes or participate in HSRC/OSFM scheduled courses.

EMSC (Emergency Medical Services for Children) Car Seat Issues: EMSC funded seats on ambulances to emergency services personnel. Myron reported that EMSC now has funding for training on how to install the seats in ambulances to be taught throughout the state. Kathy recommended that this committee send a letter of regarding recommendations on the training of the seats to assist with the education coordination.

### **HSRC Update**

Bill distributed the most recent Technician and Instructor lists by county. NC is above average in re-certification. Bill also stated the Tech Update has been updated and sent via the cpsboard.org website. There is also a Tech Updated contest to possibly win Tech or Instructor recertification fees.

Buckleupnc.org has been updated to reflect the conference CEUs. The main components of the updates:

1. Previous user and password have been updated  
(User: bubba Password: safetyredcat)
2. Technician Liability Law updated – Instructors/Techs are now asking for an interpretation. Bill will refer to DOI for interpretation.
3. Pickup Truck Law update has also been updated
4. Conference CEU and non-CEU sessions that were taped are posted

Curriculum Update: NHTSA has revised the school bus curriculum; it is now formatted much like the CPS Certification. Robin questioned if the Operation LE or RN will be updated. Bill stated they may be formatted much like the NC Basic CPS Curriculum when complete.

### **Committee Updates**

**Curriculum** – (Members: Vickie, Bill, Jody, and Kim) No update.

**Communications** – (Member: Bill) Previously stated

**Special Needs** - (Members: Myron, Sarah, Robin, and Vickie) No update.

**Policy** – (Members: Myron, Robin, Renae, Meg and Sarah) Bill stated it needs to be finalized. Sarah state that a draft had been submitted, and she will re-distribute to the committee for evaluation with a deadline for comments. (Seats will be discussed and reviewed as well).

Bill stated there are currently 2 instructor candidates:

1. Michelle Rich, Burke Co
2. Heather Greene, Mitchell Co

In addition, Meg reported there are 3 Firefighters from Greenville FD who have submitted for Safe Kids Certification Instructor Candidacy/Assistantship.

Bill also stated to ensure that all three tests for certifications are available and used for the CPS course.

**Membership** – (*Members: outgoing members Kathy-EMS and David-Advocate*). David reported that Kathy (EMS) has re-applied to remain on the committee, so David and Bill discussed David's recommendations with Connie Lawson and Mike Whitehurst to assist as neutral parties. Leah Shepler (Public Health/Hospital) and Linda Wiandt (Advocate) both have applied. Four positions open (LE, Public Health/Hospital, Advocate, EMS). The committee discussed membership policies. Myron motioned to extend an invitation to Linda and Leah, Sarah seconded the motion. The committee discussed Kathy's application (due to late application) and made the following recommendation: reopen the EMS and LE application process (Myron motioned, Meg seconded the motioned). The deadline for the remaining applications will be Sept 19.

**Conference** – (*Members: all committee members, Kim & Sarah lead*)

- Amy will not lead the conference effort this year, Kim and Sarah will assist in coordinating:
- Sponsors: TBD
- Door prizes: Angie + TBD
- Awards: Myron
- Volunteers: Robin
- Tables/vendors: TBD
- Speakers/programs: Sarah
- Entertainment: Jody
- Registration: Bill
- T-shirts: TBD
- Bill stated he did find that HSRC could house the funding
- Current balance of the conference is \$643.07
- Next meeting, we will begin deciding on workshops, first of meeting will be exclusively about workshops and overall conference
- Amy to send templates to chairs and cc Kim
- Sarah reported on the KIM Conference and workshops. Sarah discussed possible workshops and speakers.

Next regular meeting will be Sept 30 at OSFM followed by

- October 28: At OSFM
- November: No November meeting
- December 2: At OSFM

Meeting adjourned at 3:03 pm

Minutes by Amy R. Krise

Reviewed, revised and approved 09/30/2008