

NC Child Passenger Safety Training Committee
Meeting Minutes
Oct 28, 2008

Members present: Amy Krise, Kelly Ransdell, Bill Hall, Kevin Hennelly, Kathy Mellown, Kim Wittig, David Poythress, Jody Piatt, Robin Deal, Sarah Tilton, Meg Langston, Myron Waddell, Ryan Jackson, Vickie Whitlatch, Renae Harris, Linda Wiandt, Leigha Shepler, Richard Sales

Others Present: Alan Buchanan

Excused Members: Shannon Bullock, Cecelia Saloni, Alan Stulick

Not Present: N/A

Meeting called to order by Chair Mellown at 10:13 am. Chair Mellown welcomed everyone to the meeting and introductions were made.

Minutes

David made a motion to accept the minutes from September, seconded by Myron.

Old Business:

None reported

New Business:

EMSC Training Update: Myron reported on the EMSC training. Trainings have been started to increase proper usage of the seats in ambulances. Additional dates will be forthcoming to allow for training to be implemented for those that received the seats. OSFM will provide "proper seat usage cards," brochures and seat stickers.

HSRC Update: Buckle Up cards are available for distribution. Bill also has a Britax Advocate seat available today for anyone to practice installation (Britax is looking for feedback). Bill shared the committee roster asking for corrections. Downloads and listserv were discussed. Restricted access user: bubba password: safetyredcat
Conference registration should be posted early November. Committee members must register. The conference will be capped at 300 (including committee, speakers, etc). Bill reported there were 2015 currently CPS Technicians certified in NC as of today. Bill shared the updated list of NC stats.

Upcoming CPS classes:

- Tech classes
 - Durham - Nov 4
 - Roxboro - Nov 4 – class cancelled due to lack of registrants
 - Monroe - Nov 17
 - Wilmington - Dec 9 (student scholarships available)
 - Salisbury - Jan 6

- Renewal class (one renewal per quarter in Raleigh/central area)
 - OSFM Nov 13
 - Asheville is also conducting Renewal classes, none available at this time

OSFM:

Good Samaritan Law issues have been raised.

- Amy stated that in conversations with AAA that interpretation of the law are misunderstood.
- Kelly stated there have been questions regarding the (Safe Kids) event liability also.
- Kelly discussed the law: Legislature felt it was important enough to add a layer of protection to currently certified CPS Technicians within the scope of their ability (national standard). It is a personal liability layer of protection.
- Kelly discussed the issues with Alan Korn at Safe Kids Leadership Conference
- Bill stated to send him questions in e-mail format and he can have it clarified formally, then posted on buckleupnc.org

Classes: Renae stated that there is not an immediate need of instructors. Kim questioned the status of Raleigh FD classes. Per Kelly, they will need to request classes in the OSFM procedure via Renae. OSFM will contact and clarify the questions with RFD. No OSFM classes are planned for Jan, Feb or Mar due to conferences. April and May are quickly filling up. Class request forms will need to be completed in order to track use of OSFM equipment. The committee discussed possible revisions to the form for assistance with planning classes. Discussions also included how to work with the \$60 community college additional class fees.

Safe Kids Buckle Up CPS Checklist form: The form is under review for the liability with Safe Kids NC and Safe Kids Attorney Alan Korn. At the earliest the form may be ready will be early 2009. Use of this form will assist with consistency. Kelly is looking into sharing the SKBU database.

Trailers: No update

Committee Updates

Curriculum – (*Members: Vickie, Bill, Jody, and Kim*) Updated “update refresher” course needed. Vickie has an updated refresher curriculum available. It will need to be reviewed prior to use. OSFM has been getting requests for classes (Ft Bragg and others) and will plan to conduct some in the spring.

Technician course – Allan stated that the lead instructor packet will be updated today for upcoming classes.

Pre-Course instructor meeting – Bill stated the pre-course instructor meetings need to be a vital inclusion in all class schedules (not including set up). The committee discussed how to remedy instructors not participating in the required meeting. Renae will add in the instructor confirmation that there will be a required attendance in the pre-meeting.

Instructor Evaluations will be reviewed regarding previous courses (Bill will provide the information)

Lunch Break

Policy – (Members: Myron, Robin, Renae, Meg and Sarah)

Instructor Candidate Policy discussed. Robin recommended one instructor candidate per course. Recommendation approved. The committee also discussed one assistant per course. Robin recommended one instructor candidate OR one Tech assistant per course. Bill will re-structure the order of the policy to have the policy set so that assistants and candidates follow the policy in order to meet the requirements. Robin motioned to approve the policy with recommended revisions discussed today. Motion seconded by Jody. All approved. The policy will be revised and submitted into policy.

Technician Course Assistant Worksheet & Evaluation form was discussed. Jody will create a chapter by chapter objectives list for assistants.

Instructor Candidate Application will be discussed at the next meeting.

Membership – Bill presented the eligibility of the Executive Committee positions. Kathy and Linda in new terms are eligible to serve in Executive positions. Richard motioned to extend Meg’s term to 2010, Robin moved to second. All approved. Nominations and elections were completed.

Executive Committee Elections:

- Chair: Kathy
- Chair-elect: Vickie
- Secretary: Sarah

Membership Committee: *(end terms Sept 2009 - Amy, Ryan, Robin, and Myron)*

Communications – *(Member: Bill)* No update.

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

Updates:

- Robin stated Suzanne LeDoyen will manage the Luncheon theme and decor
- Myron stated the award nomination forms are ready to be posted
- Sarah stated that the State Farm grant has been submitted. Kim Hermann is working on a recall session and may have it ready for presentation. Also, Evenflo representative Eric Dahle is also considering his availability to attend. Julie from Chicco has committed to attend.
- The sponsor and presenter form are ready for posting (revise table exhibit hours).
- Kim discussed the conference schedule.

Time	Thurs	Time	Fri
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8-9 am	Breakfast: Opening		8-9 am	Breakfast: NC CPS Updates	
9-9:15	Break		9-9:15	Break	
9:15-10:15	Session 1A	Session 1B	9:15-10:15	Session 5A	Session 5B
10:15-10:30	Break		10:15-10:45	Check Out Break	
10:30-11:30	Session 2A	Session 2B	10:45-11:45	Session 6 A	Session 6B
11:30-1pm	Lunch: Special Needs Update & Resources		11:45-1:30	Awards Luncheon	
1-2	Session 3A	Session 3B	1:45-2:45	Session 7A	Session 7B
2-2:30	Break				
2:30-4:30	Session 4:Product Update				

Breakout Session Suggestions: (*CEU Credit) (R=repeat)

Working Title	Possible Presenter	Responsible Contact
*Backseat Bullet	Kim Hermann	Kelly
*R: Interactive Technician Update/ Fact or Fiction	Kathy Mellow/Jody Use clickers (OSFM has 96)	Kathy/Jody
*R: Effectiveness of CPS/Case Studies	Miriam Manary Crash and medical perspective	Bill
*R: Medical Cases/Info	CFTF Co-Chair Dr. Deborah Radisch (Associate NC Medical Examiner, Director of CF Prevention Team with NC OCME)	Kelly
*Recall Update	Sarah Tilton/Kim Hermann	Sarah
*New Vehicle Safety Features	Kim Hermann (SKW)	Kelly
*New Seat Products (Product Update)	Multiple Manufacturers	Sarah/Renae
*Understanding Written CR Directions	Sarah Tilton	Sarah
*R: Car Seat Material and Manufacturing 101	Eric Dahle, Evenflo	Sarah
*Special Needs & Resources	Theresa Cromling	Kathy

Additional Informational Sessions (2-hour, Bogue Sound Room)

Friday PM (after exhibits end)		
So You Want to Be An Instructor	(Bill) Vickie/Meg	(Bill) Vickie/Meg

General Sessions

Thursday	Topic	Speakers
Breakfast Session	Opening/Welcome	Kathy/Vickie & Kelly
Luncheon Session	Legislative Updates (Good	Bill/A Legislator

	Samaritan, etc)	
Friday		
Breakfast Session	NC CPS/Certification Updates	Bill/SKW
Luncheon Session	NC CPS Awards	Kathy/Vickie & Kelly GHSP Director (Darrell Jernigan?)

- Table exhibits: 9-5 pm Thursday (closed at meals); 9-12 Friday

Additional Info

- Table/vendors: Kevin +Amy
- Sponsors: Amy + Leigha + Sarah
 - Cecilia stated per e-mail that El Pueblo has 300
 - Sarah has Side Impact DVDs
 - Bags – Vickie, GHSP, Leigha (stuff bags 3 times)
- Door prizes: Angie + Richard + Vickie
- Awards: Myron
- Volunteers: Robin - will evaluate the volunteer needs
- Speakers/programs: Sarah
- Entertainment: Jody – DJ confirmed, Jody is working on the beverage donations
- Registration: Bill
- Committee t-shirts: Alan – via Kim, he will bring a sample to the next meeting
- Current balance of the conference is \$643.07

Special Needs - (*Members: Myron, Sarah, Robin, and Vickie*) Vickie has a class scheduled upcoming in Reynolds. There is also a course upcoming in Wilmington.

Other:

Bill and Kelly presented David and Kathy with appreciation plaques for their service on the committee.

Next Meeting November 18

Meeting adjourned at 3:44 pm

Minutes by Amy R. Krise

Reviewed, revised and approved 11/18/2008