TRAINING AND EDUCATION COMMITTEE

Policy and Procedure

Purpose: One of the primary objectives of the North Carolina Chapter of the International Association of Arson Investigators (**NCIAAI**) is "To foster greater professional competence in the investigative technique and recognition of the crime of arson". The primary method in achieving this objective is providing the most up to date training in the fields of fire science, fire behavior and fire investigations. The Training and Education Committee of the **NCIAAI**, hereinafter known as the Committee, will have the responsibility for providing the most up to date training in the fields of fire science, fire behavior, and fire investigations to the members and any agency in the State of North Carolina that has an interest and/or mission statement that is related to the field of fire/arson investigation.

Composition:

- The President of the **NCIAAI** will appoint a Board member to be Liaison between the Committee and the Board. If there are meetings that the Chairman of the Committee would normally represent the **NCIAAI** at prior to the nomination and/or approval of the Chairman, the Liaison will represent the **NCIAAI**.
- The Committee will consist of a Chairman that is nominated by the President of the **NCIAAI.**.
- There will be two (2) Assistant Chairmen selected by the Chairman. The Assistant Chairmen will each have responsibility for training issues within their geographic half of the State. The geographic halves will be the eastern half and the western half.
- There will be a minimum of ten (10) members of the Committee, not including the Chairman and two (2) Assistant Chairmen. These members will be selected by the Chairman with input from the two (2) Assistant Chairmen. The members will consist of representatives from the insurance industry, fire service and law enforcement. Additionally, the members should be spread as evenly as possible throughout the State.
- All members, to include the Chairman and Assistant Chairmen, should be selected based on their interest in fire science, fire behavior and fire investigation training and ability/desire to participate in the activities of the Committee, to

Composition-cont.:

include meetings to coordinate training, reviewing training curriculums and participate in training classes as an instructor or facilitator. Additionally, all members must have the ability to work within a committee structure and have a professional demeanor while conducting business for the Committee and/or the **NCIAAI**.

- The term of the Chairman will begin after the incoming/nominating President takes office. The terms of the Assistant Chairmen and members of the Committee will begin upon acceptance of their selection. All terms will end when the Presidents' complete term expires.
- The Board of Directors reserves the right to remove any of the members of the Committee, to include the Chairman and Assistant Chairmen, for any reason deemed appropriate by the Board of Directors.

Duties:

- **Committee:** The Committee of the **NCIAAI** will have the responsibility for providing the most up to date training in the fields of fire science, fire behavior, and fire investigations to the members and any agency in the State of North Carolina that has an interest and/or mission statement that is related to the field of fire/arson investigation.
- The Committee will review course outlines, power point presentations and teaching materials that will be used in **NCIAAI** sponsored training to ensure that they contain the most up to date information regarding fire science, fire behavior and fire investigations, as well as being professional in appearance. A copy of all training modules, to include power point presentations and handouts, will be maintained and provided to the instructors of each topic to ensure the uniformity of training provided by the **NCIAAI**. These training modules are the property of the **NCIAAI** and can not be presented without the written permission of the Chairman.
- The Committee will ensure that all instructors that teach in **NCIAAI** sponsored training are certified or have an expertise in the topic(s) they are going to teach. The Committee will maintain a list of qualified instructors and the topics they can/will instruct. All instructors will provide a copy of their curricula vita to the Chairman of the Committee which will be maintained in a file. The Committee will advise all instructors that they will be professionally attired while instructing for the **NCIAAI**. The minimum requirement will be "business casual". "Business casual" for male instructors is defined as a collared shirt and casual pants. "Business casual" for female instructors is defined as a collared shirt/blouse and casual slacks or skirt. T-shirts, shorts and jeans are specifically deemed inappropriate attire while instructing for the **NCIAAI**. If the instructor is involved in the live burn exercise on the same day that he/she is instructing then appropriate fire scene clothing will be acceptable during any classroom training on that day.

TRAINING AND EDUCATION COMMITTEE
Policy and Procedure
Duties-cont.:
Committee-cont.:

- The Committee will provide both basic and advanced training in the fields of fire science, fire behavior and fire investigations. A basic fire investigation training module, to include fire science and fire behavior, will be constructed and offered to appropriate agencies and/or personnel. Advanced training topics will be selected by the Committee. An appropriate curriculum will be constructed and appropriate instructors obtained regarding each topic selected. The Committee will select the site of this training in consultation with the Board.
- The Committee will have a member(s) of the committee present during all **NCIAAI** sponsored or co-sponsored training to act as a facilitator/liaison. This person can also be an instructor on the day(s) he/she is acting as the facilitator/liaison.
- Agencies in the State of North Carolina with an interest and/or mission statement that is related to the field of fire/arson investigation may apply to the **NCIAAI** for both basic and advanced training. The Committee will provide a Training Request/Application for training that will identify the requesting agency, a point of contact with the requesting agency and delineate the responsibilities of the Requesting Agency and the **NCIAAI**. The application will be posted on the **NCIAAI** web site and can be submitted by e–mail, fax, United States Postal Service or hand delivered. The completed application should be submitted to the Committee Chairman who will forward a copy to the appropriate Assistant Chairman and the nearest Committee member for assistance and input regarding the requested training.
- The Committee will ensure that training is evenly distributed around the state.
- The Committee will record the minutes of the meetings of the Committee. The minutes will be forwarded to the Board after timely approval by the attending Committee members through the Board liaison appointed by the President.
- Selected members of the Committee will represent the **NCIAAI** on any Joint Training Committees approved by the Board. The members will be selected by the Chairman with input from the Assistant Chairmen.
- The **NCIAAI** representatives to any Joint Training Committees will ensure that the minutes of Joint Training Committee meetings are recorded and forwarded to the Board after timely approval by the attending Joint Training Committee members.

- **Chairman:** The Chairman of the Committee will select the two (2) Assistant Chairmen and the members of the Committee.
- The Chairman of the Committee will coordinate the activities of the Committee.
- The Chairman of the Committee will keep the Board apprised of the activities of the Committee through the Board liaison appointed by the President. Additionally, the Chairman will notify the Board through the Board liaison appointed by the President regarding any issues requiring the Board's attention or vote.

<u>Chairman-cont.</u>

- The Chairman of the Committee will ensure that the most up to date and professional training is being provided by coordinating the review of the various curriculums and presentations. Additionally, he/she will coordinate periodic reviews of previously approved curriculums and presentations to ensure they have the most up to date information.
- The Chairman of the Committee or his/her designee will maintain the master copies of the curriculums and presentations. He/she or the designee will distribute copies of the curriculums and presentations as needed for review or instruction.
- The Chairman of the Committee will ensure that all instructors providing instruction at **NCIAAI** sponsored training are certified or have an expertise in the subject(s) that they are instructing. Additionally, he/she or his/her designee will maintain a list of approved instructors and their qualifications to include curricula vita and/or professional resume.
- The Chairman of the Committee will maintain a file regarding training provided. This file will include the location of the training, type of training, schedule of training, list of instructors and subject(s) taught, a list of students attending and either copies of the course evaluations or a compilation of the course evaluations.
- The Chairman of the Committee or his/her designee will lead the Committee meetings. These meetings will include but not be limited to selecting topics for advanced training, reviewing training curriculums or presentations, selecting locations for training and approving instructors.
- The Chairman of the Committee or his/her designee will coordinate training with the local community college if the local community college is involved with the training.
- The Chairman of the Committee or his/her designee will ensure that there is a Committee member or Board member present to act as a facilitator between the **NCIAAI**, requesting agency and/or local community college during any training provided by the **NCIAAI**. The facilitator, whenever possible, should be a Committee member(s) or Board member(s) from the geographical area surrounding the location of the training. The duties of the facilitator can be divided among several Committee members or Board members as long as there is at least one facilitator present during all training provided by the **NCIAAI**. Additionally, an instructor who is a Committee member and/or Board member may serve as the facilitator.
- The Chairman of the Committee will serve as a Co-Chairman for the **NCIAAI** on any joint training committee with any other organization(s). The Chairman of the Committee will select members of the Committee to serve as members for the **NCIAAI** on any joint training committee with any other organization(s).

- **<u>Assistant Chairman</u>:** The Assistant Chairmen of the will assist the Chairman in providing the most up to date and professional training available.
- The Assistant Chairmen of the Committee will have geographical areas of responsibility for training issues, identified as east and west. The specific counties or areas will be identified by the Chairman with assistance from the Assistant Chairmen.
- The Assistant Chairmen of the Committee will have responsibility in his/her area for identifying needed training and coordinating requested training. Additionally, he/she will promote available **NCIAAI** training to appropriate agencies.
- The Assistant Chairmen of the Committee or his/her designee will assist and/or coordinate the training activities provided by the **NCIAAI** in their area. This will include but not be limited to, at the direction or request of the Chairman, contacting the liaison for the requesting agency to verify the requested training, examine the venue and any potential structure that may be burned to determine if they are appropriate for the requested training, verify the Requesting Agency has obtained fire fighting personnel, equipment and approvals if a structure is to be burned, coordinate with the local community college if the local community college is involved with the training, obtain appropriate instructors and facilitators, and verify that appropriate equipment, such as audio/visual equipment, is available. Additionally, he/she or his/her designee will identify appropriate lodging for instructors and students that require overnight lodging.
- The Assistant Chairmen of the Committee will coordinate the activities of the members of the Committee who reside in the area of his/her responsibility.

- **<u>Members</u>:** The Members of the Committee will join together to provide basic and advanced training in the fields of fire science, fire behavior and fire investigations to the members of the **NCIAAI** and appropriate agencies.
- The Members of the Committee will attend meetings of the Committee to provide input regarding training and education issues. These issues can include but are not limited to topics of advanced training, review of curriculums/presentations, identifying and approving instructors and identifying locations for training.
- The Members of the Committee, whenever possible, should make themselves available as a liaison, instructor and/or facilitator at **NCIAAI** training events, in particular at training in the area where they reside/employed.
- The Members of the Committee, whenever possible, should be available for assignment by the Chairman and/or Assistant Chairmen to conduct an initial review or periodic review of **NCIAAI** curriculums/presentations to ensure they contain the most up to date information and are professional in appearance.
- The Members of the Committee, to include the Chairman and Assistant Chairmen, will conduct themselves in a professional manner while representing or acting in any capacity for the **NCIAAI**. Additionally, they will be professionally attired, as described above, when acting in an official capacity, such as instructing or acting as a facilitator/liaison.