



NCFRAP QUARTERLY MEETING MINUTES

Date: October 10th, 2025

Location: Liberty Fire Department- Liberty, NC

Members in Attendance: Jennifer Boatright, Angela Talbott, Jennifer Yates, Emily Lineberger, Cate Freeman, Jan Dunning, Emily Lambeth, Danielle Bennett, Jacqueline Barkley, Melanie Johnson, Heidi Todys, Jenny Graham, Tricia Rogers, Dana Johnson, Madeline Cavanagh, Melissa Kutzer, and Kathryn Crawford

- **Pledge and Moment of Silence**
- **Welcome from Liberty Mayor Phil York and Chief Matt Talbott**
 - History and future of Liberty, NC.
- **Demonstration/Activity - Vehicle Extrication – Lead by Chief Matt Talbott**
 - A brief overview of the types of extrication equipment.
 - NCFRAP members used vehicle extrication equipment to practice extrication methods. Members were instructed on how to break windows, cut and spread doors, remove a car roof, and push in a dashboard.
- **Demonstration/Activity - Fire Extinguisher Training – Lead by Fire Marshal Jason Coleman**
 - Mnemonic PASS: Pull, Aim, Squeeze, and Sweep.
 - NCFRAP members took turns practicing PASS to put out a contained fire.
- **Lunch/Networking/Tour of the Liberty Heritage Museum**
- Chief Talbott and Angela Talbott awarded NCFRAP members with a training certificate for Fire Extinguisher training.
- Introductions around the room.

Business Meeting:

Meeting Called to Order @ 2:04 pm by Jennifer Boatright

Items distributed: Meeting Agenda, Business Meeting Agenda, Financial Report, Previous Meeting Minutes, and proposed Bylaw Updates.

- **Financials:** Jennifer Yates provided a brief financial report. NCFRAP currently has 48 members total with 41 paid, 1 waived, and 6 unpaid. The current balance is \$3,531.96.
 - Motion to approve: Heidi Todys
 - Seconded by: Jenny Graham

- Motion carried.
- **Previous Meeting Minutes:** Cate Freeman reviewed the minutes from the August meeting in Raleigh, NC held at the SAFRE Conference.
 - Motion to approve: Kathryn Crawford
 - Seconded by: Tricia Rogers
 - Motion carried.
- **Updated Bylaws:** Cate Freeman briefly discussed the board's proposed bylaw updates. Due to a printing error, the proposed bylaw updates will be emailed out to the membership.
 - Bylaw changes require 30-day notice.
 - Members who are not in attendance will also be notified of the proposed bylaw updates.
- **Social Media Discussion:** Jennifer Boatright will be managing NCFRAP's social media. The webmaster position is still open if any member is interested.
- **Website Discussion:** Jennifer Boatright has someone new to manage the NCFRAP website. He will be managing the website in return for being listed as a sponsor.
 - Suggestions for the Website:
 - Include a vendor recommendation section under member resources (ex. Timeless Heroes).
 - Add updated pictures to the website.
 - Include a place for members to upload pictures so that we can share them with each other.
- **Future Meetings:** Angela Talbott discussed the agenda for the next meeting, which is scheduled for January 30th, 2026, in Kernersville, NC.
 - Angela Talbott and Melissa Kutzer (Kernersville) are working on a Chief 101 class for the next meeting. The next meeting may be a longer meeting.
 - Chief 101 is important for ISO scores.
 - The board is working on setting up virtual meetings as an option for members who cannot attend in person.
 - Angela Talbott is working on CPR training for the meeting at the Mid-Winter Conference. This will also be a longer meeting.
 - Membership is encouraged to let Angela Talbott and the rest of the board know of any items/topics of interest for future meetings.
- **Member feedback/Open Discussion:**
 - Members enjoyed the meeting and training at Liberty Fire Department.
 - Question from the board to the membership about bringing back the opening prayer to replace the moment of silence.

- Members are welcome to send a confidential email to Jennifer Boatright or Emily Lineberger if they prefer not to pray.
- Angela Talbott will make sure members not in attendance are able to provide their thoughts on incorporating prayer again.

Motion to Adjourn Meeting: Tricia Rogers
Seconded: Dana Johnson

Meeting adjourned at 2:41 pm
Next Meeting: January 30th, 2026
Transcribed by Cate Freeman