



NCFRAP QUARTERLY MEETING MINUTES

Date: January 30th, 2026

Location: Kernersville, NC

Members in Attendance: Jennifer Boatright, Angela Talbott, Jennifer Yates, Emily Lineberger, Cate Freeman, Madeline Cavanaugh, Kathryn Crawford, Jennifer Davis, Jan Dunning, Jenny Graham, Gary Jagers, Patricia Bower, Melissa Kutzer, Trish Rogers, Heidi Todys, Emily Lambeth

- **Welcome from Chief Alderman**
- **Pledge and Prayer**

Business Meeting:

Meeting Called to Order at 9:13 am by Jennifer Boatright

Items distributed: financial report

- **Bylaws:** Members were asked to provide feedback on the proposed bylaw changes which were distributed at the last meeting.
 - Motion to approve bylaws as proposed: Jennifer Yates
 - Seconded: Emily Lineberger
 - Motion carried
- **Website Update:** The website is live but is actively being worked on. There will be a site for member resources. Members should reach out to Jennifer Boatright if they have any suggestions for the website.
 - To access the new website go to www.ncfrap.com (can also do .org)
- **Webmaster:** The webmaster position is still open for any interested member.
- **Financials:** Jennifer Yates provided a brief financial report. The current balance is \$2,842.42.
 - Motion to approve the financial report: Emily Lineberger
 - Seconded by: Kathryn Crawford
 - Motion carried
- **Previous Meeting Minutes:** Cate Freeman reviewed the minutes from the October 10th, 2025 meeting.
 - Motion to approve the minutes: Melissa Kutzer
 - Seconded by: Trish Rogers
 - Motion carried
- **Future Meetings:** Mid-Winter Chief's Conference (May)

- The meeting will include CPR training. Members will be CPR certified after the training.
- Homewood Suites is a good hotel for anyone looking for a place to stay.
- Any suggestions on where to eat Thursday night are welcome.
- Winter meeting will be in Charlotte, NC.
- **Member feedback/Open Discussion:**
 - Angela Talbott mentioned starting a member of the month. This would include sharing a brief biography for each member of the month to help everyone get to know each other better.
 - Members are encouraged to send a picture of themselves to Jennifer Boatright for a membership directory.

Motion to Adjourn Meeting: Angela Talbott
 Seconded: Madeline Cavanaugh
 Motion carried

Meeting adjourned at 9:21 am
Next Meeting: Mid-Winter in Concord, NC on May 15, 2026

Transcribed by Cate Freeman

- **Presentation/Training: Chief 101 Presented by Chief Alderman**
 - [Chief 101 \(2025 Edition\) Presentation](#)
 - There are different rules and regulations for nonprofit and municipal departments. Members should keep this in mind when networking with other admins.
 - The 9s requirement is the basic standard for fire departments.
 - New chiefs must complete Chief 101 within one year of appointment.
 - Starting in 2026, there will be online updates for Chief 101. Each of the annual updates must be completed to receive Chief 101-30; otherwise, the entire Chief 101-30 course must be completed.
 - Chiefs are required to take Chief 101 every five years.
 - New chief requirements include completing 36 hours of training; Chief 101; submitting NCSFA roster and board of trustees' report; and notifying other agencies of their appointment.
 - Fire Chiefs are an ex-officio member of the Relief Fund board.
 - Important reporting deadlines:
 - Relief Fund with financial documents: October 31
 - State Roster and Board of Trustees report: January 15
 - Roster should be updated continuously to ensure that members do not miss benefits.
 - There is now a universal beneficiary form on the NCSFA website. [Beneficiary Form](#)

- There are benefits that come with being on a certified roster. Some benefits include line of duty death, specified cancers, and pension.
- All firefighter applicants must be fingerprinted if they are working with children per general statute.