

**MINUTES OF THE  
NORTH CAROLINA ALARM SYSTEMS LICENSING BOARD**

**DATE:** January 19, 2023  
**TIME:** 1:00 P.M.  
**PLACE:** Hampton Inn and Suites – Raleigh/Crabtree  
3920 Arrow Dr.  
Raleigh, NC 27609

**SUBMITTED  
BY:** Paul Sherwin, Director

**MEMBERS PRESENT**

Stephen Wheeler  
Jim Crabtree  
Mack Donaldson  
Mary Wood  
R. Wike Graham

**MEMBERS ABSENT**

Larry Proctor  
Caroline Brown

**STAFF PRESENT**

Director Paul Sherwin  
Attorney Jeff Gray  
Field Services Supervisor Kim Odom  
ASLB Board Secretary Syconda Marrow  
Deputy Secretary Caroline Valand  
Gary Bullard  
George Daniels  
Darla Cole  
Lee Kelly  
Daniel Cheatham

**STAFF ABSENT**

None

**VISITORS**

Ken Henke  
Eric Meyers  
Steven McCain  
Nathan McClellan  
Maricela S McClellan  
Kenneth Glenn

The January 19, 2023, meeting of the North Carolina Alarm Systems Licensing Board was called to order by Chair Stephen Wheeler at 1:00 P.M.

Attorney Jeff Gray read the following statement:

"In accordance with the State Ethics Act, it is the duty of every Board member to avoid both conflicts of interest and the appearance of conflict. If any Member has any known conflict of interest or appearance of conflict with respect to any matter coming before this Board today, please identify the conflict or appearance of conflict and refrain from the deliberation and vote in that matter."

Chair Stephen Wheeler welcomed all guests.

**FINAL AGENCY DECISION(S)**

None

**APPROVAL OF THE NOVEMBER 2022 MEETING MINUTES**

**JIM CRABTREE MADE A MOTION TO ACCEPT THE NOVEMBER 17, 2022, BOARD MEETING MINUTES. SECONDED BY MARY WOOD. MOTION CARRIED. NONE OPPOSED.**

**COMMITTEE REPORTS**

Mack Donaldson presented the Grievance Committee report. The Committee met on January 19, 2023, from 10:02 A.M. to 11:20 A.M. and heard a total of three cases.

See attachment for the full Grievance Committee Report.

**JIM CRABTREE MADE A MOTION TO APPROVE THE GRIEVANCE COMMITTEE REPORT. SECONDED BY MARY WOOD. MOTION CARRIED. NONE OPPOSED.**

Jim Crabtree presented the Screening Committee report. The Committee met on January 19, 2023, from 11:34 A.M. to 11:59 A.M. to review a total of eight license applications.

See attachment for the full Screening Committee Report.

**WIKE GRAHAM MADE A MOTION TO ACCEPT THE SCREENING COMMITTEE REPORT. SECONDED BY MACK DONALDSON. MOTION CARRIED. NONE OPPOSED.**

Mack Donaldson presented the Training and Education Committee Report. The Committee evaluated three applications for new continuing education courses and recommended approving two courses for six hours each and denying one course for lacking enough instructor information.

See attachment for the full Continuing Education Committee Report.

**JIM CRABTREE MADE A MOTION TO ACCEPT THE TRAINING AND EDUCATION COMMITTEE REPORT. SECONDED BY MARY WOOD. MOTION CARRIED. NONE OPPOSED.**

Stephen Wheeler presented the Legislative Committee report. He explained that a subcommittee consisting of several Board members and licensed industry professionals met on November 29, 2022, to review draft legislation intended to modernize NCGS 74D. He recommended the Board approve the draft and authorize the DPS Legislative Affairs staff to proceed with guiding the bill through the General Assembly.

**JIM CRABTREE MADE A MOTION TO APPROVE THE PROPOSED AMENDMENTS TO NCGS 74D. MACK DONALDSON SECONDED THE MOTION. MOTION CARRIED. NONE OPPOSED.**

**OLD BUSINESS**

None.

**NEW BUSINESS**

None.

**DIRECTOR'S REPORT**

Director Paul Sherwin presented the Director's Report. The report included information about personnel changes, the status of the Board's active licensees and registrants, and a Board finances update.

See attachment for the full Director's Report.

**JIM CRABTREE MADE A MOTION TO ACCEPT THE DIRECTOR'S REPORT. SECONDED BY MARY WOOD. MOTION CARRIED. NONE OPPOSED.**

**ATTORNEY'S REPORT**

Attorney Jeff Gray delivered his Attorney's Report, which included updates about the status of consent agreements, pending administrative rules changes, and legislative updates.

See attachment for the full Attorney's Report.

**JIM CRABTREE MADE A MOTION TO ACCEPT THE ATTORNEY'S REPORT. SECONDED BY WIKE GRAHAM. MOTION CARRIED. NONE OPPOSED.**

**GOOD OF THE ORDER**

None.

**CLOSED SESSION**

**JIM CRABTREE MADE A MOTION TO GO INTO CLOSED SESSION TO DISCUSS PENDING LITIGATION. WIKE GRAHAM SECONDED THE MOTION. MOTION CARRIED. NONE OPPOSED.**

The Board entered Closed Session at 2 p.m.

**JIM CRABTREE MADE A MOTION TO RETURN TO OPEN SESSION. MACK DONALDSON SECONDED THE MOTION. MOTION CARRIED. NONE OPPOSED.**

The Board returned to Open Session at 2:27 p.m.

**MACK DONALDSON MADE A MOTION TO ADJOURN THE BOARD MEETING. SECONDED BY JIM CRABTREE. MOTION CARRIED. NONE OPPOSED.**

Meeting Adjourned: 2:30 P.M.

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Paul Sherwin, Director

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Syconda Marrow, Board Secretary