

**Meeting Minutes**  
INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS  
**COUNCIL OF GOVERNORS**

Friday, October 7, 2022

Holiday Inn St. John's Conference Centre, St. John's Newfoundland and Labrador, Canada

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Eldonna Sadler called the regular fall meeting of the Council of Governors (COG) to order, Friday, October 7, 2022, at 1:00 PM local time.

**Attendance**

There were 6 COG members present, 5 COG members absent, and 3 proxy appointments.

Members present: Eldonna Sadler (IFSAC Administration), Greg Palmer, Casey Hall, Earl "Rob" Freese, Lori Howes, Lee Silvi

Members absent: John Cunningham, Tara Youngblood, Josh Crisp, Bernie MacKinnon, Paula Simone

**Minutes of the 2022 Spring Meeting (Agenda Memo A)**

**Motion:** Motion by Lori Howes to approve the minutes of the 2022 Spring Meeting. Second. Motion carried.

**Review of Agenda**

Eldonna Sadler reviewed the agenda. Governance model discussion carried over from the COG workshop was added under New Business and Strategic Plan was added under Old Business.

**Administration Office Update**

Eldonna Sadler reported at the COG workshop one application had been received for the IFSAC coordinator position. The position description will be reviewed and have some minor revisions in hopes of attracting more applicants. An additional position for the office will be opened for applicants as well.

Action items from the COG workshop completed included submission of bylaw proposals regarding vice chairperson, amendments regarding CHEA, and proposed revisions for the public member policies.

Follow-up from the COG workshop includes confirming taxable items and whether issuance of IRS form 1099 to site team members should really be a concern.

**Financial Report**

Eldonna Sadler reported on the final financial report for Fiscal Year 2022 ending June 30 as well as the financial report for the first two months of Fiscal Year 2023. These reports were previously emailed to the Council. The ending balance for Fiscal Year 2022 was \$301,099.27 which carries over to Fiscal Year 2023 and the contingency fund stands at \$250,000. For Fiscal Year 2023, the total cash balance as of August 31 is \$381,821.10.

## **Committee Reports**

### ***Awards Committee***

Eldonna Sadler reported that the Awards Committee did not meet because there were no awards to consider.

### ***Committee on Business Operations (COBO)***

Greg Palmer reported the Committee on Business Operations did not meet because there was not a quorum.

### ***Committee on Rules***

Bill Benjamin reported for the Committee on Rules:

- The Committee did not have an official meeting because they did not have a quorum, but they did have informal discussion on the agenda memos that will be voted on in the Congress and assembly meetings.
- The Rules Open Forum is scheduled for 5:15 PM.

**Motion:** Motion by Lee Silvi to accept the Committee on Rules report. Second. Motion carried.

### ***Ethics Committee***

Cindy Brun reported that no business was conducted by the Ethics Committee as they did not have a quorum. They did have a discussion on topics related to ethics, but nothing they could move forward on.

### ***IT Committee***

Rob Freese reported the IT Committee did not have a quorum, but they did have an update from Eldonna Sadler on some processes being worked on as well as some things the Training Committee is doing that may affect the IT Committee. A Certificate Assembly member is needed for the IT Committee.

### ***Liaison Committee***

Eldonna Sadler reported that the Liaison Committee had no business, so they did not meet.

### ***Mentoring Committee***

Cindy Brun reported that the Mentoring Committee did not meet due to lack of a quorum.

### ***NFPA 1000 Committee***

Eldonna Sadler reported that the NFPA 1000 Committee had no business, so they did not meet.

### ***Promotions Committee***

Casey Hall reported that the Promotions Committee did not meet due to lack of a quorum.

### ***Travel Policy Committee***

Bill Slosson reported for the Travel Policy Committee. The Committee plans to have a conference call in November to work on a bylaw amendment, because their task from the Council is not only to be the Travel Policy Committee, but the meetings committee. Therefore, they need to work in the direction of becoming a permanent committee.

### ***Training Committee***

Nicole Drumhiller reported for the Training Committee:

- The Committee discussed having on-demand training and virtual training in addition to having introductory training for new members before attending their first IFSAC meeting.
- The Committee talked about the capacity to bring in vendors to provide hands-on training for some of the software they provide.
- Training on content and copyright.
- Additional training on what to do and what not to do on site visits.

**Motion:** Motion by Lori Howes to accept the Training Committee report. Second. Motion carried.

### **Future Meetings**

The 2023 Spring Conference is scheduled for Oklahoma City, Oklahoma. A proposed contract is currently going through the requisition process.

The 2023 Fall Conference is scheduled to be held in Seattle, Washington in October with dates to be announced.

The 2024 Spring Conference is tentatively scheduled to be held in Oklahoma City, Oklahoma pending discussion with the Travel Policy Committee. The Travel Policy Committee has been tasked by the Council to work with IFSAC Administration on determining meeting locations.

### **Old Business**

#### ***Strategic Plan***

At their workshop in August, the Council of Governors discussed the need to revisit the strategic plan and start over with it with input from IFSAC members. The Council is looking at bringing in an outside facilitator, getting an RFP in place to review the cost, etc.

**Motion:** Motion by Casey Hall to get an RFP in place for COG to review and vote on at the Spring Meeting for hiring a facilitator to work with IFSAC on strategic plan. Second. Motion carried.

**Action Item:** Administration move forward with RFP for strategic plan facilitation/development.

### **New Business**

#### ***Governance Model***

Lee Silvi summarized the discussion held by the Council of Governors at their August workshop about the need to look at a possible change in the governance model for IFSAC for the long-term whether it fully peer-driven, partially peer-driven, or a city manager type concept where the two boards and the COG direct Administration on how to do things. The discussion was held due to issues with turnover in

the organization and of getting people to volunteer, attend and participate at meetings, etc. This is something to think about and could be part of the strategic plan. Discussion held.

**Motion:** Motion by Greg Palmer to schedule open forum for discussion by membership on governance model. Second. Discussion held. Motion carried.

**Action Item:** Administration schedule half day open forum at the Spring Meeting for membership to discuss governance model.

### **Announcements**

Eldonna Sadler announced that all name badges and binders need to be turned into Administration staff once all meetings have concluded for shipment back into the United States.

CABOG and DABOG meetings will begin at 2:15 PM.

### **Adjournment**

**Motion:** Motion by Lori Howes to adjourn the meeting. Second. Motion carried. The Council of Governors meeting adjourned on Friday, October 7, 2022, at 1:42 PM NDT.

**Attendees – IFSAC Council of Governors (COG) 2022 Fall Meeting**

**Friday, October 7, 2022**

**Holiday Inn St. John's Conference Centre, St. John's, Newfoundland and Labrador, Canada**

*Note: This list only includes individuals who signed the meeting roster, confirming attendance.*

<b>Attendee</b>	<b>Entity/Institution</b>
Aaron, Joan	Utah Fire and Rescue Academy
Barry, Jim	NFLD Fire Services Division, Department of Justice and Public Safety
Benjamin, Bill	Portland Community College
Billings, Joel	Embry-Riddle Aeronautical University
Brun, Cynthia	University of Wisconsin - Oshkosh
Clakley, Mollie	IFSAC Parliamentarian
Davis, Joel	Guilford Technical Community College, North Carolina
Davis, Kimberly	Alabama Fire College and Personnel Standards Commission
Drumhiller, Nicole	American Public University System
Fowler, Robert	NFLD Fire Services Division, Department of Justice and Public Safety
Freese, Rob	Bucks County Community College
Gagnon, Benoit	Canadian Forces Fire Marshal's Office - Canadian Defence
Gallant, Serge	New Brunswick Office of the Fire Marshal
Gamble, Susan	New Brunswick Office of the Fire Marshal
Hall, Casey	Kentucky Community and Technical College System
Howard, Gary	Iowa Fire Service Training Bureau
Howes, Lori	Alabama Fire College and Personnel Standards Commission
Johnson, Gary	Central Ohio Technical College
Lowe, Michael	Delaware State Fire School
McBride, Michael	Office of State Fire Commissioner/Pennsylvania State Fire Academy
Moller, Dirk	Emergency Training Solutions, South Africa
O'Connor, Richard	Ozarks Technical Community College, Missouri
Palmer, Greg	North Carolina Fire and Rescue Commission
Rose, Tony	NFLD Fire Services Division, Department of Justice and Public Safety
Rudder, Marc	Kentucky Community and Technical College System
Silvi, Lee	DABOG Public Board Member
Slosson, Bill	Washington State Patrol - Fire Protection Bureau
Spracklin, Cory	NFLD Fire Services Division, Department of Justice and Public Safety
Thorpe, Matt	North Carolina Fire and Rescue Commission
Tremblett, Linus	NFLD Fire Services Division, Department of Justice and Public Safety
Venezia, Christopher	Illinois Fire Service Institute
Villines, Randy	Ozarks Technical Community College, Missouri
Zikmund, Theresa	Minnesota Fire Service Certification Board