

MEETING MINUTES
INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS
COUNCIL OF GOVERNORS

Friday, October 4, 2024
Marriott Tulsa Hotel Southern Hills, Tulsa, Oklahoma, USA

Call to Order

John Cunningham called the scheduled regular fall meeting of the Council of Governors (COG) to order, Friday, October 4, 2024, at 1:01 PM local time. Quorum established.

COG Members Present: John Cunningham (Chair), Casey Hall, Bill Klein, David Jolly, Tara Youngblood, Greg Palmer, Bernie MacKinnon, Eldonna Sadler, Mollie Clakley

COG Members Absent: E. Rob Freese, Joel Billings, and Josh Crisp

Minutes of the COG 2024 Spring Meeting

Motion: Motion by Tara Youngblood to accept the minutes of the 2024 Spring Meeting. Second. Motion carried.

Review of Agenda

John Cunningham reviewed the agenda. No changes or additions made.

Financial Report

Eldonna Sadler reviewed the financial report for Fiscal Year 2024 ending June 30:

- The carryover cash balance from Fiscal Year 2024 to Fiscal Year 2025 was \$222,089.15.
- So far this fiscal year, our revenue is \$177,405.00, with expenditures totaling \$76,770.81. This leaves us with a revenue less expenses balance of \$100,634.19. Adding our carryover balance from last year and the site visit travel costs we've paid, our current ending balance is \$304,769.30.
- The contingency fund balance is \$250,000.
- A review of the expense details was presented, highlighting a \$17,000 estimated cost for a replacement air conditioner under building maintenance, and a miscellaneous expense for a correlation sheets task group workshop.

Motion: Motion by Greg Palmer to accept the Financial Report. Second. Motion carried.

Committee Reports

Operations Coordination Committee

David Jolly reported for the Operations Coordination Committee.

- The Committee convened on the morning of October 4. The training task group presented an update on the training schedule for the 2025 Spring Conference. Additionally, a new task group will be formed to review the mentoring guide.

Motion: Motion by David Jolly to accept the report. Second. Motion carried.

Logistics Coordination Committee

Bill Slosson reported for the Logistics Coordination Committee:

- The Committee convened on the morning of October 4 to discuss upcoming meeting locations. Significant challenges were noted for the Phoenix location. The Committee has directed Callie to move forward with proposals for Las Vegas, Dallas/Fort Worth, and Orlando, in that order of preference.
- The Committee voted to recommend the proposed changes outlined in Agenda Memo U (Meeting Locations Policy) and Agenda Memo V (IFSAC Travel Policy) for the COG's consideration.

Motion: Motion by Bill Klein to accept the report. Second. Motion carries.

Planning Coordination Committee

Tara Youngblood reported for the Planning Coordination Committee:

- Committee convened the morning of October 4. Discussion held regarding the proposed bylaws and policy/procedures. The Committee is recommending moving the proposals forward. Discussion was held about creating a task group to write an appeals policy. The Ethics Task Group reported the work on updating the code of conduct document.

Motion: Motion by Tara Youngblood to accept the report. Second. Motion carried.

Policies/Procedures – Proposed Amendments or New

Agenda Memo U, proposed amendments to the Meeting Location Policy.

Motion: Motion by Tara Youngblood to approve proposed changes in Agenda Memo U. Second. Motion carried.

Agenda Memo V, proposed amendments to the IFSAC Travel Policy.

Motion: Motion by Casey Hall to approve proposed changes with recommended corrections in Agenda Memo V. Second. Motion carried.

Future Meetings (*Scheduled Regular Semi-Annual*)

Eldonna Sadler reported on future meetings:

- Requests for proposals have been sent to several hotels for the 2025 Spring Meeting, initially planned to be held in Phoenix, Arizona. However, due to a lack of responses and the high costs returned with proposals, we are now considering alternative locations, including Las Vegas, Dallas, or Orlando. The dates will depend on hotel availability.
- Nashville, Tennessee is the tentative location for the 2025 Fall Meeting.

Administration is accepting applications to host meetings for Fall 2026 and beyond. Members interested in hosting a meeting can go to the IFSAC website to find the policy and the form to be completed for submission to IFSAC Administration.

Old Business

Strategic Planning Workshop

A workshop will be scheduled for February 2025 to continue work on strategic planning initiatives.

New Business

No new business.

Announcements

Eldonna Sadler announced the time for the board meetings following the adjournment of the COG meeting.

Adjourn

Motion by Dave Jolly to adjourn. Second. The 2024 Fall Meeting of the IFSAC COG adjourned at 1:28 PM local time, Friday, October 4, 2024.

Attendees – IFSAC Council of Governors 2024 Fall Meeting**Friday, October 4, 2024****Marriott Tulsa Hotel Southern Hills, Tulsa, Oklahoma, USA***Note: This list only includes individuals who signed the meeting roster, confirming attendance.*

Attendee	Entity/Institution
Al Mansour, Ali R	Kuwait National Petroleum Company
ALENEZI, BELAL	Kuwait National Petroleum Company
Bettes, Nicole	Kansas Fire and Rescue Training Institute
Burton, Katherine	North Carolina Office of State Fire Marshal
Carroll, Richard	Cleveland College
Clakley, Mollie	IFSAC Parliamentarian
Clevenger, James	Ohio Division of State Fire Marshal/Ohio Fire Academy
Crandell, Bryn	DoD Fire Academy
Cunningham, John	Nova Scotia Fire Service Professional Qualifications Board
Davis, Kim	Alabama Fire College & Personnel Standards & Education Commission
de Noon, Gert	Emergency Training Solutions, South Africa
Ellis, Matthew	Mississippi State Fire Academy
Ennis, Lee	Rowan-Cabarrus Community College
Erickson, Brandon	CAL FIRE - OSFM - State Fire Training
Ferreria, Lulu	Southern African Emergency Services Institute
Fowler, Robert	Fire Services Division, Justice and Public Safety, Newfoundland and Labrador
Geldenhuys, Theresa	Southern African Emergency Services Institute
Hall, Casey	Kentucky Community & Technical College System
Harris, Steven	West Virginia Department of Education
Howard, Gary	Iowa Fire Service Training Bureau
Ingram, Chad	Delaware State Fire School
Johnson, Kristi	Mississippi State Fire Academy
Jolly, David	Virginia Department of Fire Programs
Keeler, Kevin	International Safety Training College, Malta
Kelley, Shane	Purdue University Global
King, Scott	Ohio Division of State Fire Marshal/Ohio Fire Academy
Landwehr, Greg	Missouri Division of Fire Safety
Lewis, David	US DoD Fire and Emergency Services Certification Program
Maxfield, Marianne	Colorado Division of Fire Prevention and Control
McCarthy, Kevin	Utah Valley University
Miller, Vincent	Delaware State Fire School
Moller, Dirk	Emergency Training Solutions, South Africa
Nair, Sujit Sukumaran	Indus Fire Safety Private Limited
Oostra (Cook), Cindy	Idaho Fire Service Training
Palmer, Greg	North Carolina Office of State Fire Marshal
Palmerton, Matthew	District of Columbia Fire and Emergency Services Department
Ragins, Dennis	The University of Akron
Renville, Laura	Colorado Division of Fire Prevention and Control
Robinson, Alton	US DoD Fire and Emergency Services Certification Program
Rudder, Marc	Kentucky Community & Technical College System/Kentucky Fire Commission
Sagr, Zeyad	Arab Fire Safety and Security Academy
Salem, Awadh S A	Kuwait National Petroleum Company

Simone, Paula	Central Oregon Community College
Smith, Adam	University of Florida
Thompson, William	Gaston College
Thornburg, David	Alabama Fire College & Personnel Standards & Education Commission
Villines, Randy	Ozarks Technical Community College
Wenger, Holden	Texas Commission on Fire Protection
Wilkin, Terri	American Public University System
Woodcock, Dylan	Manitoba Emergency Services College
Woody, Andy	Louisiana Fire & Emergency Training Academy
Youngblood, Tara	Oklahoma State Fire Service Training
Youngling, David	District of Columbia Fire and Emergency Services Department
Zimmerman, Heather	Tennessee Commission on Firefighting Personnel Standards & Education