

# MEETING MINUTES

## INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS

## COUNCIL OF GOVERNORS

Wednesday, October 29, 2025  
Hyatt Regency, Lexington, Kentucky USA

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### Call to Order

John Cunningham called the scheduled regular Fall Meeting of the Council of Governors (COG) to order, Wednesday, October 29, 2025, at 10:00 AM local time. Quorum established.

COG Members Present: John Cunningham (Chair), Casey Hall, Joel Billings, David Jolly, Tara Youngblood, Greg Palmer, and Eldonna Sadler

COG Members Absent: E. Rob Freese, Bill Klein, and Derek Simmons (IFSAC Parliamentarian)

### Minutes of the COG 2025 Spring Meeting

**Motion:** Motion by Tara Youngblood to accept the minutes of the 2025 Spring Meeting. Second. Motion carried.

### Review of Agenda

John Cunningham reviewed the agenda. Add Organizational Excellence Award.

**Motion:** Motion by Casey Hall to approve the amended agenda. Second. Motion carried.

### Financial Report

Eldonna Sadler reviewed the financial report for Q4 of Fiscal Year 2025 and Fiscal Year 2026 ending June 30:

Q4 of Fiscal Year 2025 (April 2025 – June 2025):

- Contingency fund: \$250,000
- Carry-forward cash balance (FY24): \$222,089
- Total deposits: \$374,702
- Total expenditures (payroll, operations, strategic): \$370,065
- Site visit travel costs invoiced: \$71,835
  - Additional site visit invoices pending due to reimbursement processing timelines.
- Carry-forward balance into FY25: \$154,890
  - Note: The beginning balance for FY26 differs; details to be addressed later.
- Revenues, expenditures, and site visit travel invoicing were reviewed, with some collections still in progress.
- Compensation and benefits came in under budget due to an unfilled administrative position. Overages occurred in communications (mailing/shipping), equipment maintenance and software (invoicing software costs), finance charges (credit card fees), NFPA licensing (FY24 costs billed in FY25), 2025 spring meetings, NAFTD meetings, and miscellaneous expenses (correlation task group workshop). The 2024 fall meetings were under budget.

Q1 of Fiscal Year 2026 (July 2025 – September 2025):

- Accounting or Facilities Management credited the HVAC replacement cost back to us, labeled as a fund transfer, then charged it back at the beginning of the year, causing a discrepancy

between last year's ending balance and this year's beginning balance. No formal explanation was provided.

- Deposits received: \$221,317
- Expenditures (payroll, operations, strategic): \$72,802
- Site team travel expenses: \$2,764
- Cash balance: \$283,414

**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 October 28<sup>th</sup>. The training task group presented an update on the training schedule for the 2026 Spring Meeting. The mentoring task group has not met.

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

#### *Logistics Coordination Committee*

Bill Slossen reported for the Logistics Coordination Committee:

- The Committee convened on October 28th to discuss the 2026 Spring Meeting. The Committee has directed Callie to move forward with the proposal for a location in Toronto. The travel task group will meet early 2026 to discuss upcoming meeting locations.

**Motion:** Motion by Casey Hall 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. The Committee is recommending moving the proposals forward. The appeals policy gave a progress update. The Ethics Task Group continues 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**

None.

#### *Future Meetings (Scheduled Regular Semi-Annual)*

Eldonna Sadler reported on future meetings:

The 2026 Spring Meeting is still being worked on. Tentative dates of April 7–10, 2026, pending final contract and PO approval. Planning has not started for the 2026 Fall Meeting.

### **Old Business**

None.

#### **Organizational Excellence Award**

**Motion:** Motion by Tara Youngblood to convene into executive session for 15 minutes to discuss the potential recipient of the Organization Excellence Award.

**Motion:** Motion by Tara Youngblood to reconvene the Council of Governors meeting. Second. Motion carried.

**Motion:** Motion by Greg Palmer to approve and accept the report as recommended by the Awards Task Group. Second. Motion carried.

#### **New Business**

None.

#### **Announcements**

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

#### **Adjourn**

Motion by Dave Jolly to adjourn. Second. The 2025 Fall Meeting of the IFSAC COG adjourned at 10:32 AM local time, Wednesday, October 29, 2025.

**Attendees – IFSAC Council of Governors 2025 Fall Meeting****Wednesday, October 29, 2025****Hyatt Regency, Lexington, Kentucky, USA***Note: This list only includes individuals who scanned the QR code, confirming attendance.*

Attendee	Entity/Institution
Alhajri, Khalid	Ras Laffan College
Almarri, Hassan	Ras Laffan College
Alnaqbi, Haitham	Civil Defense Academy - UAE
Alqaydi, Ali Saif	Civil Defense Academy - UAE
Best, Stephen	Portland Community College
Biggerstaff, Brock	Missouri Division of Fire Safety
Billings, Joel	Embry-Riddle Aeronautical University
Brade, Marc	Virginia Department of Fire Programs
Carroll, Richard	Cleveland Community College
Chamberlain, Jolene	Utah Fire Rescue Academy
Clevenger, Jay	State of Ohio Fire Marshal, Ohio Fire Academy
Costin, Laura	Fire Prevention Division – TN State Fire Marshal's Office
Cunningham, John	Nova Scotia Fire Service Professional Qualifications Board
Davis, Joel	Guilford Technical Community College
Davis, Kim	Alabama Fire College
Duncan, Tammy	Kentucky Fire Commission
Ennis, Lee	Rowan-Cabarrus Community College
Erickson, Brandon	CAL FIRE - OSFM/SFT
Fleming, Shannon	Arkansas Fire Training Academy
Halawi, Mohammed	Saudi Academy of Civil Aviation
Hall, Casey	Kentucky Community and Technical College System
Head, Sarah	Utah Fire Rescue Academy
Howard, Gary	Iowa Fire Service Training Bureau
Jolly, David	Virginia Department of Fire Programs
Landwehr, Greg	Missouri Division of Fire Safety
Lindsey, Jeffrey	University of Florida Fire and Emergency Services
Loyd, Jason	Blinn College
Maxfield, Marianne	Colorado Division of Fire Prevention and Control
McCarthy, Kevin	Utah Valley University
Palmer, Greg	Tennessee Firefighting Commission
Palmerton, Matthew	District of Columbia Fire and EMS Department
Parris, Michael	Virginia Department of Fire Programs
Renville, Laura	Colorado Division of Fire Prevention and Control
Riley, Andrela	South Carolina Fire Academy
Rodgers, Christy	Kentucky Fire Commission
Rudder, J Marcus	Kentucky Community and Technical College System - Kentucky Fire Commission
Russell, Matt	Alabama Fire College
Sagr, Zeyad	Arab Fire Safety & Security Academy (AFSSAC)
Sisk, Kayla	Kentucky Fire Commission
Slossen, Bill	Washington State Fire Marshal's Office
Thompson, William	Gaston College
Trubenstein, Michelle	Blinn College District

van Wyk, Johan	Rural Metro Emergency Management Services
Villines, Randy	Ozarks Technical Community College
Warren, William	Gaston College
Wenger, Holden	Texas Commission on Fire Protection
Wilkin, Terri	American Public University System
Williams , Amanda	Missouri Division of Fire Safety
Williams, Kim	North Carolina Office of the Fire Marshal
Wrobbel, Dean	Minnesota Fire Service Certification Board
Youngblood, Tara	OSU Fire Service Training
Youngling, David	District of Columbia Fire and EMS Department