

MEETING MINUTES

INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS COUNCIL OF GOVERNORS

Friday, April 25, 2025

Embassy Suites International Drive Convention Center, Orlando, Florida, USA

Call to Order

John Cunningham called the scheduled regular Spring Meeting of the Council of Governors (COG) to order, Friday, April 25, 2025, at 9:00 a.m. local time. A quorum was established.

COG Members Present: John Cunningham (Chair), E. Rob Freese (Vice-Chair), Casey Hall, Bill Klein, Richard Carroll, David Jolly, Tara Youngblood, Greg Palmer, Bernie MacKinnon, Eldonna Sadler, Mollie Clakley

COG Members Absent: Joel Billings

Minutes of the COG 2024 Fall Meeting

Motion: Motion by Greg Palmer to accept the minutes of the 2024 Fall Meeting. Motion seconded. Motion carried.

Review of Agenda

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

Financial Report

Eldonna Sadler reviewed the financial report for Fiscal Year 2025 as of February 28:

- The contingency fund balance stands at \$250,000.
- The carryover cash balance from Fiscal Year 2024 to Fiscal Year 2025 is \$222,089.15.
- As of the end of February, FY2025 revenue totals \$284,358.00, with expenditures of \$286,433.79, resulting in a cash balance of \$220,013.36.
- Revenue is expected to increase as payments on outstanding invoices are collected and new invoices are issued for site visits, administrative reviews, spring conference registration fees, and DOD payments.
- Expenditures include employee payroll and benefits, communications, building-related expenses, general business operations (mailing, equipment, printing, etc.), IFSAC meetings, Correlation Task Group workshop, COG workshop, NAFTD conference, FDIC, NFPA meeting participation, and site visit travel costs.
- The proposed FY2026 budget includes projected revenue of \$431,505.00 and projected operational expenses of \$429,914.50.
- Increases in payroll and benefits reflect the reclassification of one coordinator position, 25% salary of an IT specialist, and the planned hiring of an administrative support staff member.

Motion: Motion by Tara Youngblood to accept the Financial Report. Motion seconded. Motion carried.

Committee Reports

Logistics Coordination Committee

Bill Slosson reported for the Logistics Coordination Committee:

- The Committee convened on the afternoon of April 24 and had no action items; however, there was discussion prompted by the Travel Task Group regarding potential future meeting locations. Priorities are to either keep costs at or near GSA rates for lodging while maintaining a target rate of around \$150 per night for rooms – some locations have GSA lodging rates that are considerably higher.
- The Travel Task Group has also been tasked with researching other accrediting bodies across North America to review their fee structures, billing practices, and related costs for comparison and future planning.

Operations Coordination Committee

David Jolly reported for the Operations Coordination Committee.

- The Committee convened on the afternoon of April 24.
- The Training Task Group will begin meeting monthly to coordinate training sessions for upcoming meetings and will work in collaboration with the Certificate Assembly Planning Committee.
- The Mentoring Task Group is actively developing a formal policy and mentoring program.
- The Operations Coordination Committee plans to meet every other month to ensure continued progress and alignment with objectives.

Planning Coordination Committee

Tara Youngblood reported for the Planning Coordination Committee:

- The Committee convened the morning of April 24. The group reviewed Agenda Memo D for potential conflicts; no concerns were identified.
- The Committee discussed the need to develop formal policies for the appeals process and the mentoring program and created task groups to work on each.
- The Ethics Task Group is working on consolidating the Investigative Guide and the Code of Conduct into a single document. Monthly meetings will continue to support this effort.

Future Meetings (*Scheduled Regular Semi-Annual*)

Eldonna Sadler reported on future meetings:

- Fall 2025 Meeting: Requests for proposals were sent to multiple hotels in the Nashville area; however, responses were limited, and pricing was high. As a result, alternative locations such as Oklahoma City, Oklahoma, and Lexington, Kentucky are now under consideration. Tentative dates are being targeted for the last two weeks of October, subject to hotel availability. A formal notification will be sent once a hotel contract is secured.
- 2026 Meeting Locations: The Travel Task Group will begin discussions to determine potential locations.
- Hosting a Future Meeting: Members interested in hosting an IFSAC meeting are encouraged to complete the host location application, available on the IFSAC website. Please ensure all required information is included in your submission to IFSAC Administration.

Old Business

No old business was presented.

New Business

No new business was presented.

Announcements

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

Motion to Recess

Motion by Rob Freese to recess. Motion seconded. Motion carried. The Spring 2025 Meeting of the IFSAC Council of Governors recessed at 9:18 a.m. local time.

Reconvening the Meeting

Motion by Tara Youngblood to reconvene the meeting of the COG. Motion seconded. Motion carried. The meeting was reconvened at 4:31 p.m. local time.

New/Old Business

Proposed Fee Structure Amendments

John Cunningham asked if there were any concerns or feedback from the Degree Assembly regarding the proposed fee structure; none were conveyed. While the Certificate Assembly had no objections to the fee structure itself, they did express concerns about the proposed reduction in meeting frequency. It was suggested that approval for the new fee structure could proceed, including the format for covering hotel and registration fees for meetings, while postponing any decisions on meeting frequency until after polling the membership.

Motion: Rob Freese moved to adopt the new fee schedule, effective July 2026, which includes coverage of hotel and registration fees for one representative starting in 2027. Motion seconded. Motion carried.

IFSAC Administration will poll the membership regarding meeting frequency, with results to be reviewed before the Fall Meeting. Further action or announcements will be based on the outcome of that poll.

Adjourn

Motion by Bernie MacKinnon to adjourn. Second. The 2025 Spring Meeting of the IFSAC COG adjourned at 4:35 PM local time, Friday, April 25, 2025.

Attendees – IFSAC Council of Governors 2025 Spring Meeting**Friday, April 25, 2025****Embassy Suites International Drive Convention Center, Orlando, Florida, USA***Note: This list only includes individuals who signed the meeting roster, confirming attendance.*

Attendee	Entity/Institution
Atchley, Christen	Illinois Fire Service Institute
Best, Stephen	Portland Community College
Burton, Katherine	North Carolina Office of State Fire Marshal
Carroll, Richard	Cleveland Community College
Clakley, Mollie	IFSAC Parliamentarian
Clark, Dave	Connecticut Commission on Fire Prevention and Control
Clevenger, Jay	Ohio Fire Marshal Office
Cochran, Connie	Illinois Fire Service Institute
Culbertson, John	Montana Fire Services Training School
Cunningham, John	Nova Scotia Fire Service Professional Qualifications Board
Davis, Kimberly	Alabama Fire College & PSEC
Doss, Byron	Portland Community College
Ellis, Matt	Mississippi State Fire Academy
Ennis, Lee	Rowan-Cabarrus Community College
Erickson, Brandon	CAL FIRE - State Fire Training
Fernandez, Charai	Texas Commission on Fire Protection
Ferreira, Lulu	Southern African Emergency Services Institute (SAESI)
Fleming, Shannon	Arkansas Fire Training Academy
Freese, E. Rob	Bucks County Community College
Gagnon, Benoit	Canadian Forces Fire Marshal
Garcia-Villicana, Selena	CAL FIRE - State Fire Training
Goodwin, James	Arkansas Fire Training Academy
Hall, Casey	Kentucky Community and Technical College System
Hall, Steve	Oxnard College
Harris, Steven	West Virginia Department of Education
Ingram, Chad	Delaware State Fire School
Johnson, Tracey	Illinois Fire Service Institute
Jolly, David	Virginia Department of Fire Programs
Klein, Bill	DA Public Member
Kutz, Marcy	OSU Fire Service Training
Landwehr, Greg	Missouri Division of Fire Safety
Lewis, David	US DoD Fire and Emergency Services Certification Program
Lewis, Georgia	Ohio Fire Marshal
Lindsey, Jeffrey	University of Florida
Lyon, Ward	Wisconsin Technical College System
MacKinnon, Bernie	Certificate Assembly Public Member
Makathini, Dumisani	Rural Metro Emergency Management Services
Manint, Michael	Illinois Fire Service Institute
Maxfield, Marianne	Colorado Division of Fire Prevention and Control
McPeck, Chantz	Kentucky Fire Commission
Menster, Keith	Mitchell Community College
Miles, Todd	Kansas City Kansas Community College

Moller, Dirk	ETS Emergency Training Solutions
Morris, David	North Carolina Office of State Fire Marshal
Murphy, Kevin	ISTC Malta
Niebusch, Richard	Purdue University Global
Palmer, Greg	Tennessee Firefighting Personnel Standards and Education Commission
Palmerton, Matthew	District of Columbia Fire Department
Parker, Stephanie	State of Alaska Fire Marshal - AFSC
Ragins, Dennis	The University of Akron
Raskopf, Darrin	College of Western Idaho
Reid, James	Nova Scotia Fire Service Professional Qualifications Board
Renville, Laura	Colorado Division of Fire Prevention and Control
Rodgers, Christy	Kentucky Fire Commission
Rudder, Marc	Kentucky Community and Technical College System - Ky Fire Commission
Russell, Matt	Alabama Fire College & PSEC
Sagr, Zeyad	Arab Fire Safety & Security Academy (AFSSAC)
Simone, Paula	Central Oregon Community College
Slosson, Bill	Washington State Fire Marshal's Office
Smith, Adam	University of Florida Fire and Emergency Services
Staelgraeve, Ken	Macomb Community College
Thompson, William	Gaston College
Thornburg, David	Alabama Fire College & PSEC
Tucker, Eugenia	SFM/Bureau of Fire Standards and Training
van Wyk, Johannes	Rural Metro Emergency Management Services
Villines, Randy	Ozarks Technical Community College
Warner, Grant	Arkansas Fire Training Academy
Wilkin, Terri	American Public University System
Williams, Amanda	Missouri Division of Fire Safety
Williams, Kim	North Carolina Office of State Fire Marshal
Woody, Andy	Louisiana Fire Academy
Youngblood, Tara	OSU Fire Service Training
Youngling, David	District of Columbia Fire and Emergency Services Department
Zimmerman, Heather	Tennessee Commission on Firefighting Personnel Standards & Education