

# MEETING MINUTES

INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS

## COUNCIL OF GOVERNORS

Friday, October 20, 2023

Hilton Seattle Airport & Conference Center Hotel, Seattle, Washington, USA

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### Call to Order

Eldonna Sadler called the scheduled regular fall meeting of the Council of Governors (COG) to order, Friday, October 20, 2023, at 1:02 PM local time. Quorum established.

COG Members Present: Eldonna Sadler (Facilitator/Chair), Tara Youngblood, Greg Palmer, Lori Howes, Josh Crisp, Joel Billings, Casey Hall, Bernie MacKinnon, John Cunningham, Rob Freese

COG Members Absent: Lee Silvi

### Minutes of the COG 2023 Spring Meeting

**Motion:** Motion by John Cunningham to accept the minutes of the 2023 Spring Meeting. Second. Motion carried.

### Review of Agenda

Eldonna Sadler reviewed the agenda. No changes or additions made.

### Administration Office Update

Eldonna Sadler gave an update from the Administration Office:

- A workshop for the COG was held in June to work on the IFSAC governance model. The changes, included in Agenda Memo C as revised bylaws, will be voted on by the Congress and assemblies during their meetings on Saturday, October 21.
- Preparations have been made for the COG to begin work on a new strategic plan. Meetings with a consultant have begun and will occur every two weeks until February. The plan is to have a draft of the strategic plan finalized in March and distributed to members for consideration at the Spring Meeting. A presentation will be made to the Congress on Saturday, October 21, to provide information on results from the survey sent out to the IFSAC membership.
- The position description to the vacant coordinator position was rewritten, submitted to OSU HR, and approved. The position was posted in June to begin accepting applications again. All applications submitted have been reviewed and Administration will begin contacting several of those applicants for interviews soon after the Fall Meeting.

### Financial Report

Eldonna Sadler reviewed the financial report for Fiscal Year 2023 ending June 30:

- The carryover cash balance from Fiscal Year 2023 to Fiscal Year 2024 was \$322,377, which includes an accumulation of unused funds from over the years as well as amounts for encumbrances or expenditures pending payment. A portion of the unused funds have resulted from positions being vacated and open for a period of time, canceled meetings due to the pandemic, etc.
- We have been able to stay under budget on most items, but costs for spring and fall meetings keep going up and have been more than anticipated. There has been discussion on potentially setting up sponsorships to help with covering costs of meetings.
- The contingency fund balance is \$250,000.

Eldonna Sadler reviewed revenue and expenditures for Fiscal Year 2024 as of September 30.

**Motion:** Motion by Bernie MacKinnon to accept the Financial Report. Second. Motion carried.

### **Committee Reports**

#### *Committee on Rules*

John Cunningham reported for the Committee on Rules.

- The Committee met October 18 and led the Rules Open Forum on October 19 for IFSAC members to review and discuss the proposed Bylaws revision and amendments. Some minor editorial corrections were noted by the Committee, and they are recommending moving proposals forward.

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

#### *Ethics Committee*

Tara Youngblood reported for the Ethics Committee:

- Committee met the morning of October 20.
- Discussion was held on the charge of the Committee and reviewing the Code of Conduct document.
- Held discussion on the Code of Conduct document and codes of conduct that are found in other documents for both the Certificate Assembly and the Degree Assembly – the codes of conduct included in the other documents will be moved to the IFSAC Code of Conduct so that all are in one document.
- Held discussion on how to get the word out to entities that there is a Code of Conduct document.
- Committee to continue the process of reviewing documents and schedule some monthly meetings.

**Motion:** Motion by Greg Palmer to accept the report. Second. Motion carries.

### **Training Committee**

David Jolly reported for the Training Committee:

- Committee met the morning of October 20.
- Discussion was held about the training held the previous two days including how well it was presented and received.
- Discussion was held on how to improve training, move to some kind of virtual platform, and for accommodations between virtual and hybrid.
- Discussed topics that might be of interest for the Spring Meeting, including doing something specific like correlation sheets or something along those lines.
- Discussed resuming the normal format, where the fall meetings do not have a training component.

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

### **Meetings and Travel Committee**

Bill Slosson reported for the Meetings and Travel Committee:

- One action item is to forward a short list of cities for the 2024 Fall Meeting for Callie to request proposals from facilities. Based on the short turnaround, the Committee will provide as much support as needed to get information back and forth so the Committee can make a formal decision.
- Other discussion included different places to have meetings, getting people to offer up their cities, and developing a process for meetings that are outside of North America. As a product of that discussion, do a survey of members to find out what their restrictions and allowances for travel are, how far in advance – to get critical information to form a better idea moving forward of how we would go about having meetings every so often offshore (outside of the Continental U.S. and Canada).
- Discussion held on the document used to propose this city and other items pertaining to where we should go, how we should go there, how the membership is best served by where we have our meetings, and tying our meetings to a marketing plan that broadens our reach and publicize our organization.

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

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

Eldonna Sadler reported on future meetings:

- The 2024 Spring Meeting is scheduled to be held at the Sheraton Hotel in Downtown Oklahoma City, Oklahoma, April 3 through April 6.
- Plans for the 2024 Fall Meeting will be worked on by the Meetings and Travel Committee and Administration as previously reported. Dates will depend on hotel availability.
- Locations and dates are posted to the IFSAC website as they become available.

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**

No old business.

#### **New Business**

No new business.

#### **Announcements**

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

#### **Adjourn**

Motion by John Cunningham to adjourn. Second. The 2023 Fall Meeting of the IFSAC COG adjourned at 1:23 PM local time, Friday, October 20, 2023.

**Attendees – IFSAC Council of Governors 2023 Fall Meeting****Friday, October 20, 2023****Hilton Seattle Airport and Conference Center Hotel, Seattle, Washington***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
Benjamin, Bill	Portland Community College
Best, Stephan	Portland Community College
Billings, Joel	Embry-Riddle Aeronautical University
Briscoe, Brian	Washington State Patrol - Fire Protection Bureau
Burton, Katherine	North Carolina Office of State Fire Marshal
Carroll, Richard	Cleveland Community College
Chamberlain, Jolene	Utah Fire and Rescue Academy
Clakley, Mollie	IFSAC Parliamentarian
Clevenger, Jay	Ohio Division of State Fire Marshal, Ohio Fire Academy
Crisp, Josh	Gaston College
Culbertson, John	MSU Fire Services Training School
Daniell, Edwina	Arkansas Fire Training Academy
Davis, Joel	Guildford Technical Community College
Davis, Kim	Alabama Fire College
Erickson, Brandon	CAL FIRE - Office of the State Fire Marshal
Fleming, Shannon	Arkansas Fire Training Academy
Freese, E. Rob	Bucks County Community College
Gagnon, Ben	Canadian Forces Fire Marshal's Office
Gilbert, Chris	Rural Metro Emergency Services Management
Goodwin, James	Arkansas Fire Training Academy
Hall, Casey	Kentucky Community and Technical College System
Henning, Andrew	CAL FIRE - Office of the State Fire Marshal
Howard, Gary	Iowa Fire Service Training Bureau
Howes, Lori	Alabama Fire College
Jolly, David	Virginia Department of Fire Programs
Kelley, Shane	Purdue University Global
Landwehr, Greg	Missouri Division of Fire Safety
Lindsey, Jeffrey	University of Florida
Lindsey, Jeffrey	University of Florida
Manuel, Clinton	City of Cape Town Fire & Rescue Service Fire Training Academy
Maxfield, Marianne	Colorado Division of Fire Prevention and Control
McBride, Michael	Office of the State Fire Commissioner/Pennsylvania State Fire Academy
Moller, Dirk	Emergency Training Solutions, South Africa
Morrison, Scott	Justice Institute of British Columbia
O'Connor, Richard	Ozarks Technical Community College
Palmer, Greg	North Carolina Office of State Fire Marshal
Palmerton, Matthew	District of Columbia Fire and Emergency Services Department
Raskopf, Darrin	College of Western Idaho
Renville, Laura	Colorado Division of Fire Prevention and Control
Robinson, Alton	US DoD Fire and Emergency Services Certification Program
Rudder, Marc	Kentucky Community and Technical College System



Sagr, Zeyad	Arab Fire Safety & Security Academy
Seahr, Scott	Minnesota Fire Service Certification Board
Sherwood, Josh	Illinois Fire Service Institute
Simone, Paula	Central Oregon Community College
Slosson, Bill	Washington State Patrol - Fire Protection Bureau
Smith, Adam	University of Florida
Smith, Adam	University of Florida
Terry, Brad	Idaho Division of Career Technical Education
Thornburg, David	Alabama Fire College
Thornton, Amy	Washington State Patrol - Fire Protection Bureau
Van Wyk, Johan	Rural Metro Emergency Services Management
Villines, Randy	Ozarks Technical Community College
Wilkin, Terri	American Public University System
Williams, Amanda	Missouri Division of Fire Safety
Youngling, Dave	District of Columbia Fire and Emergency Services Department

**MEETING MINUTES**  
INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS  
**CERTIFICATE ASSEMBLY BOARD OF GOVERNORS**

Friday, October 20, 2023

Hilton Seattle Airport & Conference Center Hotel, Seattle, Washington, USA

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**Call to Order**

John Cunningham called to order the scheduled regular fall meeting of the Certificate Assembly Board of Governors (CABOG) at 2:15 PM local time, Friday, October 20, 2023. Quorum Established.

CABOG Members Present (all): John Cunningham, Lori Howes, Bill Slosson, Matt Palmerton, Tara Youngblood, Clinton Manuel, Jay Clevenger, Christy Rodgers, Greg Palmer, Andrew Henning, Bernie MacKinnon.

**Minutes of the CABOG 2023 Spring Meeting**

**Motion:** Motion to accept the minutes of the CABOG 2023 Spring Meeting. Second. Motion carried.

**Review of Agenda – additions/changes**

No additions or changes were made to the agenda.

**Committee Reports/Recommendations (CA Committees)**

*Standards Review Committee*

The Standards Review Committee has had no business items to address. Therefore, there is nothing to report.

*Committee on Site Teams (COST)*

Tara Youngblood reported on behalf of the Committee on Site Teams. The Committee met for a workshop just prior the Fall Meeting to discuss and work on the following:

- Reviewing and updating the *Criteria for Certificate Accreditation with Basis for Judgment Statements*.
- Combining the *Site Visit Team Information and Accreditation Procedures* documents.
- Reviewing and updating the Self-Study information document.

**Motion:** Motion by Tara Youngblood to accept the Committee on Site Teams report. Second. Motion carried.

*Correlating Committee*

Jay Clevenger reported on behalf of the Correlating Committee. The Committee did not have a quorum for their meeting this morning, but good discussion was had with those who were present.

**Membership Applications/Withdrawals**

Applications for voting membership have been received from the National Fire Agency of Taiwan and Rural Metro Emergency Management Services in South Africa. Motions were passed by CABOG during their September 6 meeting to recommend the Certificate Assembly approve voting membership status for both.

## Entity Status Report/Requests for Extension

Eldonna Sadler reviewed the Entity Status Report that includes accreditation/reaccreditation site visits due and site visits scheduled or in process of being scheduled. There are no requests for extensions pending at this time.

## Site Visit Reports

### *Minnesota Fire Service Certification Board*

Bill Slosson reported on the site visit for the Minnesota Fire Service Certification Board conducted December 13 – 15, 2022. Bill Slosson served as site visit team leader. Lori Howes and Andrela Riley served as site visit team members. The site visit team recommended reaccreditation to 48 levels.

**Motion:** Motion by Bill Slosson to accept the report and recommendation of the site visit team for approval. Second. Motion carried.

### *New Jersey Division of Fire Safety*

Greg Palmer reported on the site visit for the New Jersey Division of Fire Safety conducted March 14 -16, 2023.

Greg Palmer served as site visit team leader. Gary Howard and Rob Freese served as site visit team members. The site visit team recommended reaccreditation to a total of 17 levels, including 6 new levels.

**Motion:** Motion by Bernie MacKinnon to accept the report and recommendation of the site visit team for approval. Second. Motion carried.

### *Mississippi State Fire Academy*

Tara Youngblood reported on the site visit for Mississippi State Fire Academy conducted May 22 – 25, 2023. Tara Youngblood served as site visit team leader. Fred McCay and James Goodwin served as site visit team members. The site visit team recommended reaccreditation to a total of 42 levels, including 16 new levels.

**Motion:** Motion by Tara Youngblood to accept the report and recommendation of the site visit team for approval. Motion carried.

### *Alabama Fire College and Personnel Standards & Education Commission*

Christy Rodgers reported on the site visit for the Alabama Fire College, Alabama Firefighters' Personnel Standards and Education Commission conducted June 13 – 15, 2023. Christy Rodgers served as site visit team leader. Michael Manint, David Jolly, Amy Thornton, and Tara Youngblood served as site visit team members. The site visit team recommended reaccreditation to a total of 68 levels, including 7 new levels.

**Motion:** Motion by Christy Rodgers to accept the report and recommendation of the site visit team for approval. Second. Motion carried. Lori Howes abstained.

### *Wisconsin Technical College System*

Gary Howard reported on the site visit for the Wisconsin Technical College System conducted June 13 – 15, 2023. Gary Howard served as site visit team leader. Andrela Riley and Jay Clevenger served as site visit team members. The site visit team recommended reaccreditation to 18 levels.

**Motion:** Motion by Tara Youngblood to accept the report and recommendation of the site visit team for approval. Second. Motion carried.

*Egyptian Navy Firefighting, Damage Control & Safety Academy*

John Cunningham reported on the site visit for the Egyptian Navy Firefighting, Damage Control & Safety Academy conducted July 15 – 16, 2023. John Cunningham served as site visit team leader. Clinton Manuel served as site visit team member. The site visit team recommended reaccreditation to 2 levels.

**Motion:** Motion by Tara Youngblood to accept the report and recommendation of the site visit team for approval. Second. Motion carried.

*Kentucky Fire Commission*

Lori Howes reported on the site visit conducted for the Kentucky Fire Commission July 18 – 20, 2023. Lori Howes served as site visit team leader. Justin Merritt and Michael McBride served as site visit team members. Marcy Kutz participated as an observer. The site visit team recommended reaccreditation to a total of 26 levels, including 3 new levels.

**Motion:** Motion by Lori Howes to accept the report and the recommendation of the site visit team for approval. Second. Motion carried. Christy Rodgers abstained.

*Office of the Fire Commissioner, Alberta Municipal Affairs*

John Cunningham reported the site visit team for the Alberta Office of the Fire Commissioner, Municipal Affairs were Alan Joos, John Snider, and Serge Gallant. None were able to attend this meeting. The site visit was conducted July 19 – 20, 2023. An updated final report with all signatures has been received by John and Administration as of Tuesday, October 17. All requirements have been completed. The site visit team is recommending reaccreditation to 22 levels.

**Motion:** Motion by Matt Palmerton to accept the report and recommendations of the site visit team. Second. Motion carried.

*Florida Bureau of Fire Standards and Training*

John Cunningham reported on the site visit for the State of Florida Division of State Fire Marshal, Bureau of Fire Standards and Training conducted August 15 – 17, 2023. John Cunningham served as site visit team leader. Lori Howes and Tara Youngblood served as site visit team members. The site visit team recommended reaccreditation to 22 levels.

**Motion:** Motion by Bernie MacKinnon to accept the report and recommendation of the site visit team for approval. Second. Motion carried.

**Nominations for Emeritus Status**

No nominations were made for Emeritus Status. There is one nomination approved by the Assembly at the 2023 Spring Meeting which is to be voted on by the Congress on Saturday, October 21.

**Updates from Members of NFPA Committees**

Bill Slosson, who sits on the NFPA Correlating Committee, commented that the position represented by IFSAC is vacant since Angela White has left the organization. Another person will be appointed to make application to represent IFSAC. Currently the Committee is working on having some task groups work on documents for a better explanatory process of how a JPR should be created and maintained so material is more consistent from one standard to the next.

The new consolidated document (NFPA 1010) containing 1001, 1002, 1003, and 1005 has passed second draft and correlating. There was one correlating revision and is open for NITNAM until November 1. Any NITNAMs received will be posted by sometime mid-December. If there are no NITNAMs received, NFPA 1010 should be posted sometime at the end of December or early January as a new document.

The first draft of NFPA 470 is open for public input until early September 2024. People are encouraged to submit public input, paying particular attention to the JPRs.

### **Emerging Trends in the Fire Service**

No topics/discussion brought forth on emerging trends.

### **Old Business**

No old business.

### **New Business**

One certificate presentation for reaccreditation was done today for the Minnesota Fire Service Certification Board since representation for the entity would not be present for the Congress meeting.

### **Announcements**

Announcements were made as reminders regarding the schedule for the remainder of the Fall Meeting.

### **Adjourn**

Motion by Lori Howes to adjourn. Second. The Fall Meeting of the Certificate Assembly Board of Governors adjourned at 2:35 PM local time, Friday, October 20, 2023.

**Attendees – IFSAC Certificate Assembly Board of Governors 2023 Fall Meeting  
Friday, October 20, 2023**

**Hilton Seattle Airport and Conference Center Hotel, Seattle, Washington**

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Clevenger, Jay	Ohio Division of State Fire Marshal, Ohio Fire Academy
Culbertson, John	MSU Fire Services Training School
Daniell, Edwina	Arkansas Fire Training Academy
Davis, Kim	Alabama Fire College
Erickson, Brandon	CAL FIRE - Office of the State Fire Marshal
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Terry, Brad	Idaho Division of Career Technical Education
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Williams, Amanda	Missouri Division of Fire Safety
Youngling, Dave	District of Columbia Fire and Emergency Services Department
Van Wyk, Johan	Rural Metro Emergency Services Management

**Meeting Minutes**  
**INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS**  
**DEGREE ASSEMBLY BOARD OF GOVERNORS**

Friday, October 20, 2023  
Hilton Seattle Airport & Conference Center Hotel, Seattle, Washington USA

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Chair E. Rob Freese calls the regular scheduled fall meeting of the Degree Assembly Board of Governors to order at 2:16 PM local time on October 20, 2023.

**Attendance**

Board Members Present: Paula Simone, Marc Rudder, E. Rob Freese, Zeyad Sagr, Terri Wilkin, Josh Crisp, Richard Carroll, and Darrin Raskopf

Board Members Absent: Cynthia Brun and Lee Silvi (Public Board Member)

**Minutes of the DABOG 2023 Spring Meeting**

**Motion:** Motion by Zeyad Sagr to approve the DABOG 2023 Spring Meeting minutes. Second. Motion carried.

**Review of Agenda**

E. Rob Freese reviewed the agenda.

**Committee Reports — Degree Assembly Committees**

*DA Criteria Committee*

Terri Wilkin reported for the DA Criteria Committee:

- The Committee discussed an upcoming criteria review on 100% online programs, library resources, and updating to the latest NFPA 1000 edition.

**Motion:** Motion by Josh Crisp to accept the DA Criteria Committee's report. Second. Motion carried.

*DA Promotions Committee*

Casey Hall reported for the DA Promotions Committee:

- The Committee had an informal discussion on hosting another promotional webinar, promotional ideas for international members, need for lapel pins for site team members, and a dress code for site team members.

**Motion:** Motion by Terri Wilkin to accept the DA Promotions Committee's report. Second. Motion carried.

*DA Academic Certificate Committee*

Callie Mars reported for the ad hoc DA Academic Certificate Committee:

- The Committee submitted Agenda Memo G, proposed definition change. The Committee has completed their charge and is requesting to dissolve.

**Motion:** Motion by Marc Rudder to accept the ad hoc DA Academic Certificate Committee's report. Second. Discussion held. Motion carried.

**Motion:** Motion by Darrin Raskopf to dissolve the ad hoc DA Academic Certificate Committee. Second. Discussion held. Motion carried.

#### *Hybrid & Virtual Site Visits Committee*

Joel Billings reported for the Hybrid & Virtual Site Visit Committee:

- The Committee recommends transferring their findings to the Program Evaluation Information and Procedures Committee. The Committee has completed their charge and is requesting to dissolve.

**Motion:** Motion by Zeyad Sagr to accept the Hybrid & Virtual Site Visit Committee's report. Second. Discussion held. Motion carried.

**Motion:** Motion by Richard Carroll to dissolve the Hybrid & Virtual Site Visit Committee. Second. Discussion held. Motion carried.

#### **New Member Applications**

Eastern New Mexico University was approved for voting membership May 16, 2023.

Rowan-Cabarrus Community College was approved for voting membership September 8, 2023.

#### **Membership Withdrawals**

Metropolitan Community College

#### **DA Institution Status Report**

Callie Mars reviewed the DA Institution Status Report.

The following programs are due for or requested an accreditation or reaccreditation site visit by October 2024.

- Yavapai College due by September 2023
- Dona Ana Community College due by October 2023
- University of Florida due by November 2023
- Johnson County Community College due by April 2024
- Kentucky Community and Technical College System due by April 2024
- Cleveland Community College due by April 2024
- Portland Community College due by April 2024
- Eastern Kentucky University due by September 2024
- Central Oregon Community College due by September 2024
- Gaston College due by September 2024

The following programs are in process of scheduling initial accreditation site visits.

- Kansas City Kansas Community College

The following programs have not met the provision of Article 22.5.3, and have not scheduled a site visit:

- Yavapai College



The following entities have been granted an extension:

- Johnson County Community College

The following entities are requesting an extension:

- Dona Ana is due for a reaccreditation site visit in October 2023. Administration is requesting a second extension until the next regularly scheduled Board meeting on April 5, 2024. A site visit is scheduled for November 7-9, 2023.

**Motion:** Motion by Josh Crisp to approve an extension until the next regularly scheduled meeting on April 5, 2024. Second. Motion carried.

- University of Florida is due for a reaccreditation site visit in November 2023. The program has requested an extension until the next regularly scheduled Board meeting on April 5, 2024.

**Motion:** Motion by Marc Rudder to approve an extension until the next regularly scheduled meeting on April 5, 2024. Second. Motion carried.

**Motion:** Motion by Marc Rudder to accept the Institution Status Report as presented. Second. Motion carried.

### **Site Visit Reports – Accreditation/Reaccreditations**

#### *Mitchell Community College*

The site visit for Mitchell Community College was conducted September 12-14, 2023. The evaluation team consisted of Casey Hall (leader), Cindy Brun (member), Callie Mars (member), and E. Rob Freese (reader). The evaluation team recommended initial accreditation.

**Motion:** Motion by Terri Wilkin to accept the evaluation team's report and approve the Mitchell Community College degree program for initial accreditation. Second. Motion carried.

### **DA Accreditation Cycles**

Board members spoke about handling extensions when a site team is unavailable. The Board currently handles these on a case-by-case basis. As there is nothing in policy or procedure, discussion was held on possible solutions to grant extensions in this instance.

**Motion:** Motion by Paula Simone to allow Administration to grant a six-month extension to those programs requesting site visits when there is no site team available to preform the site visit by the program's expiration date. Second. Motion carried.

Board members spoke about the Degree Assembly accreditation cycles. Currently, accreditation cycles are based on the initial accreditation date.

### **Substantive Program Changes**

The College of Western Idaho submitted a substantive program change. The Board determined this was not a substantive program change, just a name change.

### **Nominations for Emeritus Status**

The following were nominated for Emeritus Status:

- Randy Souther

- Jeff Sprott
- Bill Benjamin
- Mike Brackin

**Motion:** Motion by Terri Wilkin to nominate Randy Souther, Jeff Sprott, Bill Benjamin, and Mike Brackin for Emeritus Status. Second. Motion carried.

### **Emerging Trends and Innovation**

Discussion held on the status of FESHE.

### **Old Business**

None.

### **New Business**

Discussion held on the governance structure proposed in Agenda Memo C.

### **Announcements**

E. Rob Freese spoke about the election process for Board and COG positions.

*Action Item:* Administration to schedule a conference call prior to US Thanksgiving Holiday break.

### **Adjourn**

**Motion:** Motion by Marc Rudder to adjourn. Second. Motion carried. The Degree Assembly Board of Governors adjourned at 3:47 PM local time, Friday, October 20, 2023.

**Attendees – IFSAC Degree Assembly Board of Governors (DABOG) 2023 Fall Meeting**

**Friday, October 20, 2023**

**Hilton Seattle Airport & Conference Center Hotel, Seattle, Washington USA**

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

<b>Attendee</b>	<b>Entity/Institution</b>
Benjamin, Bill	Portland Community College
Best, Stephan	Portland Community College
Billings, Joel	Embry-Riddle Aeronautical University
Carroll, Richard	Cleveland Community College
Crisp, Josh	Gaston College
Davis, Joel	Guildford Technical Community College
Freese, E. Rob	Bucks County Community College
Hall, Casey	Kentucky Community and Technical College System
Kelley, Shane	Purdue University Global
Lindsey, Jeffrey	University of Florida
O'Connor, Richard	Ozarks Technical Community College
Raskopf, Darrin	College of Western Idaho
Rudder, Marc	Kentucky Community and Technical College System
Sagr, Zeyad	Arab Fire Safety & Security Academy
Simone, Paula	Central Oregon Community College
Smith, Adam	University of Florida
Villines, Randy	Ozarks Technical Community College
Wilkin, Terri	American Public University System

# MEETING MINUTES

## INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS

### GENERAL ASSEMBLY

Saturday, October 21, 2023

Hilton Seattle Airport & Conference Center Hotel, Seattle, Washington, USA

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#### **Call to Order and Establishment of Quorum**

Eldonna Sadler called to order the regular scheduled fall meeting of the Congress at 8:30 AM local time, Saturday, April 2023. Quorum established.

#### **Minutes of the 2023 Spring Meeting**

**Motion:** Motion by Bill Slosson to approve minutes of the 2023 spring meeting. Second. Motion carried.

#### **Review of Agenda – Additions/Changes**

Eldonna Sadler reviewed the agenda. No additions or changes were made.

#### **Administration Updates**

Eldonna Sadler updated members on activities of Administration and the organization since the 2023 Spring Meeting including progress for hiring a coordinator, the COG workshop, and preparations for the Council of Governors to begin work on strategic planning.

#### **Certificate Assembly Update and Accreditation Presentations**

##### *Report on CABOG and Certificate Assembly*

CABOG and Certificate Assembly Chair John Cunningham gave an update on behalf of the Certificate Assembly:

- The Certificate Assembly has been busy with site visits with there being a bit of catching up to do because of COVID. The upcoming year is expected to be very busy with additional site visits.
- The Committee on Site Teams has been actively updating and consolidating documents including accreditation criteria, policies, and procedures.
- The Correlating Committee has been active on updating correlation sheets.
- Several committees are sitting in wait as we look forward to potential changes due to the proposed governance structure.

##### *Recognition of Accreditations/Reaccreditations*

John Cunningham and Lori Howes recognized Certificate Assembly members approved for accreditation or reaccreditation by the CABOG during their meeting on Friday, October 20 and presented certificates to those with representation present. Those approved for accreditation or reaccreditation included:

- Kentucky Fire Commission
- Alabama Fire College and Personnel Standards and Education Commission
- Minnesota Fire Service Certification Board
- New Jersey Division of Fire Safety
- Mississippi State Fire Academy
- Wisconsin Technical College System
- Egyptian Navy Firefighting, Damage Control and Safety Academy

- Office of the Fire Commissioner, Alberta
- Florida Bureau of Fire Standards and Training

## **Degree Assembly Update and Accreditation Presentations**

### *Report on DABOG and Degree Assembly*

DABOG and Degree Assembly Chair Rob Freese updated members on activities of the DABOG and Degree Assembly:

- With the Degree Assembly's departure from CHEA, they have started to have some conversations about doctoral programs. This will be looked into further.
- FESHE has been a topic of conversation. With it not doing much now, there has been some suggestion for the possibility of IFSAC getting involved.
- Nine site visits are anticipated to be scheduled between now and next fall.
- Some language changes for academic certificates have been approved, also as a result of departing from CHEA. The Assembly will begin the process to accredit academic certificates, hopefully in the near future.

### *Recognition of Accreditations and Reaccreditations*

Rob Freese recognized the following Degree Assembly member approved for accreditation during the DABOG meeting on Friday, October 20:

- Mitchell Community College  
Associate of Applied Science, Fire Protection Technology

## **Administration Presentation**

Eldonna Sadler recognized the Washington State Patrol, Fire Protection Bureau as host entity for the 2023 Fall Meeting and presented a certificate to Bill Slosson, Amy Thornton, and staff.

## **Emeritus Status Nominations**

Derek Simmons, formerly with the Newfoundland and Labrador Fire Services Division, Department of Justice and Public Safety, has been nominated for Emeritus Status by the CABOG.

**Motion:** Motion by Gary Howard to approve Emeritus Status for Derek Simmons. Second. Motion carried.

## **Proposed Revised Bylaws/Proposed Bylaw Amendments (Agenda Memo C)**

Agenda Memo C includes the revised Bylaws proposed and submitted by the Council of Governors and an explanation of the changes affecting the governance structure of IFSAC. John Cunningham reviewed Agenda Memo C with the Congress for the purpose of voting on the revised Bylaws.

**Motion:** Motion by Lori Howes to approve Agenda Memo C including the explanation of the governance changes and the revised Bylaws. Second. Motion carried.

Agenda Memo C will be forwarded to each assembly for ratification.

## **Strategic Planning – Process/Schedule and Survey Results**

Eldonna Sadler provided some of the history on previous strategic planning and explained the process for hiring a consultant to work with the COG on a new strategic plan. She then went through a

presentation put together by the consultant, Peter Carpino of the CarpinoGroup. The presentation included the schedule for strategic planning and the results from a survey of the membership.

#### **Old Business**

No old business.

#### **New Business**

No new business.

#### **Announcements**

Eldonna Sadler thanked Bill Slosson again for all the help provided in hosting the Fall Meeting. Start times and meeting rooms for meetings of each assembly were announced.

#### **Adjourn**

Motion by John Cunningham to adjourn. Second. The 2023 Fall Meeting of the Congress general assembly adjourned at 9:11 AM local time, Saturday, October 21, 2023.

**Attendees – IFSAC Congress General Assembly 2023 Fall Meeting**

**Saturday, October 21, 2023**

**Hilton Seattle Airport and Conference Center Hotel, Seattle, Washington**

*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
Al Akhzami, Affan Khalfan	International College of Engineering Management, Sultanate of Oman
Al Raisi, Faris	International College of Engineering Management, Sultanate of Oman
Benjamin, Bill	Portland Community College
Best, Stephan	Portland Community College
Billings, Joel	Embry-Riddle Aeronautical University
Briscoe, Brian	Washington State Patrol - Fire Protection Bureau
Burton, Katherine	North Carolina Office of State Fire Marshal
Carroll, Richard	Cleveland Community College
Chamberlain, Jolene	Utah Fire and Rescue Academy
Clakley, Mollie	IFSAC Parliamentarian
Clark, Shane	Tennessee Commission on Firefighting Personnel Standards & Education
Clevenger, Jay	Ohio Division of State Fire Marshal, Ohio Fire Academy
Crisp, Josh	Gaston College
Culbertson, John	MSU Fire Services Training School
Daniell, Edwina	Arkansas Fire Training Academy
Davis, Joel	Guildford Technical Community College
Davis, Kim	Alabama Fire College
Erickson, Brandon	CAL FIRE - Office of the State Fire Marshal
Fleming, Shannon	Arkansas Fire Training Academy
Freese, E. Rob	Bucks County Community College
Gagnon, Ben	Canadian Forces Fire Marshal's Office
Gilbert, Chris	Rural Metro Emergency Services Management
Goodwin, James	Arkansas Fire Training Academy
Halawi, Mohammed	Saudi Academy of Civil Aviation
Hall, Casey	Kentucky Community and Technical College System
Henning, Andrew	CAL FIRE - Office of the State Fire Marshal
Howard, Gary	Iowa Fire Service Training Bureau
Howes, Lori	Alabama Fire College
Jolly, David	Virginia Department of Fire Programs
Kelley, Shane	Purdue University Global
Landwehr, Greg	Missouri Division of Fire Safety
Lindsey, Jeffrey	University of Florida
Lindsey, Jeffrey	University of Florida
Lossing, Adam	Justice Institute of British Columbia
Manuel, Clinton	City of Cape Town Fire & Rescue Service Fire Training Academy
Maxfield, Marianne	Colorado Division of Fire Prevention and Control
McBride, Michael	Office of the State Fire Commissioner/Pennsylvania State Fire Academy
Moller, Dirk	Emergency Training Solutions, South Africa
Morrison, Scott	Justice Institute of British Columbia
O'Connor, Richard	Ozarks Technical Community College
Palmer, Greg	North Carolina Office of State Fire Marshal

Palmerton, Matthew	District of Columbia Fire and Emergency Services Department
Raskopf, Darrin	College of Western Idaho
Renville, Laura	Colorado Division of Fire Prevention and Control
Robinson, Alton	US DoD Fire and Emergency Services Certification Program
Rodger, Wayne	Saskatchewan Public Safety Agency
Rudder, Marc	Kentucky Community and Technical College System
Russell, Matt	Alabama Fire College
Sagr, Zeyad	Arab Fire Safety & Security Academy
Seahr, Scott	Minnesota Fire Service Certification Board
Sherwood, Josh	Illinois Fire Service Institute
Simone, Paula	Central Oregon Community College
Slosson, Bill	Washington State Patrol - Fire Protection Bureau
Smith, Adam	University of Florida
Smith, Adam	University of Florida
Stephens, Bayley	Washington State Patrol - Fire Protection Bureau
Terry, Brad	Idaho Division of Career Technical Education
Thornburg, David	Alabama Fire College
Thornton, Amy	Washington State Patrol - Fire Protection Bureau
Van Wyk, Johan	Rural Metro Emergency Services Management
Villines, Randy	Ozarks Technical Community College
Waller, Robert A.	Saudi Aramco Fire Protection Department
Wenger, Holden	Texas Commission on Fire Protection
Wilkin, Terri	American Public University System
Williams, Amanda	Missouri Division of Fire Safety
Youngblood, Tara	Oklahoma State Fire Service Training
Youngling, Dave	District of Columbia Fire and Emergency Services Department



**MEETING MINUTES**  
**INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS**  
**CERTIFICATE ASSEMBLY**

Saturday, October 21, 2023

Hilton Seattle Airport & Conference Center Hotel, Seattle, Washington, USA

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**Call to Order and Establishment of Quorum**

Chairman John Cunningham called to order the regular scheduled fall meeting of the Certificate Assembly at 9:37 AM local time, Saturday, October 21, 2023. A quorum was established.

**Minutes of the Certificate Assembly 2023 Spring Meeting**

**Motion:** Motion by Tara Youngblood to approve the 2023 Spring Meeting minutes. Second. Motion carried.

**Review of Agenda**

No additions or changes were made to the agenda.

**Election for Vacant CABOG position**

John Cunningham appointed Eldonna Sadler, Brandon Erickson, and Bernie MacKinnon as officials for the election to fill one vacant position on the CABOG. There are two- and one-half years remaining for the term. Nominations were called for with Gary Howard being the sole nominee.

**Motion:** Motion by Bill Slosson to close nominations. Second. By acclamation, Gary Howard is elected to the CABOG.

**Proposed Revised Bylaws/Proposed Bylaw Amendments, Policies/Procedures, and Accreditation Criteria**

*Proposed Revised Bylaws (AM-C)*

Agenda Memo C containing revised Bylaws was approved by the Congress.

**Motion:** Motion by Gary Howard to ratify Agenda Memo C. Second. Motion carried.

*Proposed amendments to CABOG and Certificate Assembly Bylaws (AM-F)*

Agenda Memo F-1 contains proposed amendments for terms and definitions to support proposed changes in Agenda Memo H for the Criteria for Certificate Accreditation with Basis for Judgment Statements.

**Motion:** Motion by Tara Youngblood to accept the proposed amendments in Agenda Memo F. Second. Motion carried.

*Proposed amendments to Accreditation Criteria and Basis for Judgment Statements (AM-H)*

Proposed Amendment H-1 are recommendations from the Committee on Site Teams to clarify Basis for Judgment #7 in the Criteria for Certificate Accreditation with Basis for Judgment Statements.

**Motion:** Motion by Tara Youngblood to accept the proposed amendments in Agenda Memo H-1. Second. Motion carried.

Proposed Amendment H-2 is a recommendation from the Committee on Site Teams adding Basis for Judgment #16, which provides an exception for Hazardous Materials Operations levels when testing multiple levels on one exam.

**Motion:** Motion by Tara Youngblood to accept the proposed amendment in Agenda Memo H-2. Second. Motion carried.

### **Membership Applications (AM-J)**

The National Fire Agency, Ministry of Interior, Tawain has applied for voting membership. The CABOG recommends acceptance.

**Motion:** Motion by Tara Youngblood to accept the National Fire Agency, Ministry of Interior, Tawain as a voting member. Second. Motion carried.

Rural Metro Emergency Management Services, South Africa has applied for voting membership. The CABOG recommends acceptance.

**Motion:** Motion by Bernie MacKinnon to accept Rural Metro Emergency Management Services, South Africa as a voting member. Second. Motion carried with Southern African Emergency Services Institute representative Salomè Van Den Berg voting by proxy as opposed.

### **New Emeritus Status Nomination(s) from CABOG**

None.

### **Emerging Trends in the Fire Service**

No discussion.

An announcement was made that Bill Westhoff, the first manager of IFSAC, passed away this past week. Bill served as the IFSAC manager for approximately 6 years. A moment of silence was held.

### **Old Business**

No old business.

### **New Business**

No new business.

### **Announcements**

The 2024 Spring Meeting will be held in Oklahoma City April 3 – 6. This information can be found on the IFSAC website.

Those who have reached out about joining committees or task groups will be contacted for assignments based on available positions.

If the Degree Assembly ratifies the new governance structure (revised Bylaws), the COG will meet soon to discuss how to move forward with the new structure.

### **Adjourn**

Motion by Tara Youngblood to adjourn. Second. The Certificate Assembly adjourned its 2023 Fall Meeting at 9:50 AM local time, Saturday, October 21, 2023.

**Attendees – IFSAC Certificate Assembly 2023 Fall Meeting**

**Saturday, October 21, 2023**

**Hilton Seattle Airport and Conference Center Hotel, Seattle, Washington**

*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
Al Akhzami, Affan Khalfan	International College of Engineering Management, Sultanate of Oman
Briscoe, Brian	Washington State Patrol - Fire Protection Bureau
Burton, Katherine	North Carolina Office of State Fire Marshal
Chamberlain, Jolene	Utah Fire and Rescue Academy
Chang, Chi Wen	Taiwan National Fire Agency
Clakley, Mollie	IFSAC Parliamentarian
Clark, Shane	Tennessee Commission on Firefighting Personnel Standards & Education
Clevenger, Jay	Ohio Division of State Fire Marshal, Ohio Fire Academy
Culbertson, John	MSU Fire Services Training School
Daniell, Edwina	Arkansas Fire Training Academy
Davis, Kim	Alabama Fire College
Erickson, Brandon	CAL FIRE - Office of the State Fire Marshal
Fleming, Shannon	Arkansas Fire Training Academy
Fowler, Robert	Newfoundland and Labrador Fire Services Division
Gagnon, Ben	Canadian Forces Fire Marshal's Office
Gilbert, Chris	Rural Metro Emergency Services Management
Goodwin, James	Arkansas Fire Training Academy
Halawi, Mohammed	Saudi Academy of Civil Aviation
Henning, Andrew	CAL FIRE - Office of the State Fire Marshal
Howard, Gary	Iowa Fire Service Training Bureau
Howes, Lori	Alabama Fire College
Jolly, David	Virginia Department of Fire Programs
Landwehr, Greg	Missouri Division of Fire Safety
Lossing, Adam	Justice Institute of British Columbia
Manuel, Clinton	City of Cape Town Fire & Rescue Service Fire Training Academy
Maxfield, Marianne	Colorado Division of Fire Prevention and Control
McBride, Michael	Office of the State Fire Commissioner/Pennsylvania State Fire Academy
McKerry, Shawn	Lakeland College
Moller, Dirk	Emergency Training Solutions, South Africa
Morrison, Scott	Justice Institute of British Columbia
Palmer, Greg	North Carolina Office of State Fire Marshal
Palmerton, Matthew	District of Columbia Fire and Emergency Services Department
Renville, Laura	Colorado Division of Fire Prevention and Control
Robinson, Alton	US DoD Fire and Emergency Services Certification Program
Rodger, Wayne	Saskatchewan Public Safety Agency
Russell, Matt	Alabama Fire College
Seahr, Scott	Minnesota Fire Service Certification Board
Sherwood, Josh	Illinois Fire Service Institute

Slosson, Bill  
Stephens, Bayley  
Terry, Brad  
Thornburg, David  
Thornton, Amy  
Waller, Robert A.  
Wenger, Holden  
Williams, Amanda  
Youngblood, Tara  
Youngling, Dave  
Al Raisi, Faris  
Rodgers, Christy  
Van Wyk, Johan

Washington State Patrol - Fire Protection Bureau  
Washington State Patrol - Fire Protection Bureau  
Idaho Division of Career Technical Education  
Alabama Fire College  
Washington State Patrol - Fire Protection Bureau  
Saudi Aramco Fire Protection Department  
Texas Commission on Fire Protection  
Missouri Division of Fire Safety  
Oklahoma State Fire Service Training  
District of Columbia Fire and Emergency Services Department  
International College of Engineering Management, Sultanate of Oman  
Kentucky Fire Commission  
Rural Metro Emergency Services Management

**MEETING MINUTES**  
**INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS**  
**DEGREE ASSEMBLY**

Saturday, October 21, 2023

Hilton Seattle Airport & Conference Center Hotel, Seattle, Washington USA

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Chairperson E. Rob Freese calls the regular fall meeting of the Degree Assembly to order at 9:31 AM local time, Saturday, October 21, 2023. A quorum has been established.

**Minutes of the Degree Assembly 2023 Spring Meeting**

**Motion:** Motion by Terri Wilkin to approve the minutes for the 2023 Spring Meeting. Second. Motion carried.

**Review of Agenda**

E. Rob Freese reviewed the agenda.

**Committee Reports**

*Criteria Committee*

Terri Wilkin reported for the Criteria Committee:

- The Committee will be reviewing the criteria on 100% online programs, library resources, and update to the latest NFPA 1000 edition.

*DA Promotions Committee*

Casey Hall reported for the DA Promotions Committee:

- The Committee discussed attending the next Interschutz Conference.
- The Committee discussed getting lapel pins or name tags for site visits.
- The Committee transferring the work of the Committee into the new structure.

*DA Academic Certificates Committee*

- E. Rob Freese reported the Committee completed their charge and was disbanded.

*Hybrid and Virtual Site Visits Committee*

Joel Billings reported for the Hybrid and Virtual Site Visits Committee:

- The Committee will transfer their findings to the Program Evaluation Information and Procedures committee. The Committee has completed their charge and were disbanded.

Discussion held on ordering IFSAC apparel.

**Proposed Bylaw Amendments and Policies**

Paula Simone facilitated the voting on proposed bylaw amendments and proposed policy amendments.

### *Proposed Revised Bylaws (Agenda Memo C)*

Proposed revised bylaws in Agenda Memo C were voted on and approved by the Congress. To take effect, the proposed revised bylaws must also be approved by each assembly.

**Motion:** Motion by Terri Wilkin to ratify proposed revised Bylaws in Agenda Memo C as approved by the Congress. Second. Motion carried.

### *DABOG and/or DA Bylaws – Proposed Amendments (Agenda Memo G)*

Agenda Memo G, proposed bylaw amendments, contains revisions to the definitions and terms.

**Motion:** Motion by Marc Rudder to approve the proposed amendments in Agenda Memo G. Second. Motion carried.

### *Proposed Criteria Amendments (Agenda Memo I)*

Agenda Memo I-1, proposed criteria amendments, revisions to G23.3.5 (d)

**Motion:** Motion by Richard Carroll to approve proposed amendments in I-1 of Agenda Memo I. Second. Motion carried.

Agenda Memo I-2, proposed criteria amendments, revisions to G23.5.5 (b)

**Motion:** Motion by Zeyad Sagr to approve proposed amendments in I-1 of Agenda Memo I. Second. Motion carried.

### **Nominations/Elections for DABOG Positions**

E. Rob Freese appointed Bill Benjamin and Adam Smith to serve as election officials.

One position is open for the DABOG to fill for the remainder of the term. The following were nominated for the DABOG:

- Joel Davis
- Shane Kelley
- Stephan Best

**Motion:** Motion by Marc Rudder to close nominations for DABOG positions. Second. Motion carried.

Ballots were made available to voting representatives. Election officials tabulated the ballots. The following individual was elected to the DABOG:

- Joel Davis

**Motion:** Motion by Zeyad Sagr to destroy the ballots. Second. Motion carried.

### **Nominations/Elections for COG positions**

One position is open for a DA COG position to fill for the remainder of the term. The following were nominated for the DA COG position:

- Joel Billings

**Motion:** Motion by Marc Rudder to close nominations. Second. Motion carried.

**Motion:** Motion by Josh Crisp to take by acclamation. Second. Motion carried.

**Vote on nomination(s) made by DABOG for Emeritus Status**

The Board nominated Bill Benjamin, Randy Souther, Jeff Sprott, and Mike Brackin for Emeritus Status.

**Motion:** Motion by Joel Davis to approve the nominations. Second. Motion carried.

**Emerging Trends and Innovation**

None.

Discussion held on the new committee structure and the new approval process of Emeritus Status.

**Old Business**

None.

**New Business**

Discussion held on the Board structure and terms with the new governance model.

**Announcements**

None.

**Adjourn**

**Motion:** Motion by Marc Rudder to adjourn. Second. Motion carried. The Degree Assembly adjourned at 10:03 AM, Saturday, October 21, 2023.

**Attendees – IFSAC Degree Assembly 2023 Fall Meeting**

**Saturday, October 21, 2023**

**Hilton Seattle Airport & Conference Center Hotel, Seattle, Washington USA**

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

<b>Attendee</b>	<b>Entity/Institution</b>
Benjamin, Bill	Portland Community College
Best, Stephan	Portland Community College
Billings, Joel	Embry-Riddle Aeronautical University
Carroll, Richard	Cleveland Community College
Crisp, Josh	Gaston College
Davis, Joel	Guildford Technical Community College
Freese, E. Rob	Bucks County Community College
Hall, Casey	Kentucky Community and Technical College System
Kelley, Shane	Purdue University Global
Lindsey, Jeffrey	University of Florida
Menster, Keith	Mitchell Community College
O'Connor, Richard	Ozarks Technical Community College
Raskopf, Darrin	College of Western Idaho
Rudder, Marc	Kentucky Community and Technical College System
Sagr, Zeyad	Arab Fire Safety & Security Academy
Simone, Paula	Central Oregon Community College
Smith, Adam	University of Florida
Villines, Randy	Ozarks Technical Community College
Wilkin, Terri	American Public University System
Benjamin, Bill	Portland Community College
Best, Stephan	Portland Community College
Billings, Joel	Embry-Riddle Aeronautical University
Carroll, Richard	Cleveland Community College



## **2023 IFSAC Fall Meetings**

# **AGENDA MEMO PACKET**

**This packet contains agenda memos for the following meetings:**

- **Council of Governors**
- **Certificate Assembly Board of Governors**
- **Degree Assembly Board of Governors**
- **Congress**
- **Certificate Assembly**
- **Degree Assembly**

**Each agenda memo will be referenced on the specific meeting agenda as AM-A, AM-B, AM-C, etc.**

**Seattle, WA  
October 18-21, 2023**

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Agenda Memo	Item	Meeting Agenda	Meeting Date
B	COG (Degree Assembly) Election	Degree Assembly	October 2023

A COG (Degree Assembly) position has a vacancy with an interim appointment and requires an election.

#### Election for COG Position

1. The Degree Assembly Chairperson (E. Rob Freese) will appoint two people from the Assembly and one person from Administration as election officials.
2. The COG member shall be elected from accredited voting members of the Assembly.
  - Nominations will be taken from the floor of the Assembly meeting.
3. The person elected to this position will complete remainder of the term.
  - Term ends April 2025.

*For complete information, see 3.5.1 of the IFSAC Bylaws*

COUNCIL MEMBER		TERM ENDS
<i>Representing the Degree Assembly</i>		
Josh Crisp	Gaston College, North Carolina	2024
Joel Billings*	Embry-Riddle Aeronautical University	2025
Casey Hall	Kentucky Comm. & Tech. College System	2026

\* Joel Billings appointed to fill vacancy (E. Rob Freese elected to DABOG/DA chair position at 2023 SM)

Agenda Memo	Item	Meeting Agenda	Meeting Date
C	Governance Structure Changes and Proposed Revised Bylaws	Congress, CA, DA	October 2023

*The attached revised Bylaws are submitted as a proposal to replace existing Bylaws in full. The revised Bylaws will first be considered by the Congress as a whole. If accepted by the Congress, the revised Bylaws will be forwarded to each assembly for consideration.*

*Information in this agenda memo includes changes to the governance structure of IFSAC, which are addressed in the revised Bylaws submitted for consideration.*

**Agenda Memo #:** C-1

**Section/Article(s):** All

**Submitted by:** Council of Governors (COG)

**New or Revision:** Replace

**Comments/Reason for proposal:**

At the 2023 Spring Meeting, an open forum was held by the COG to get feedback from the membership on the idea of making changes to the IFSAC governance structure in order for the COG to have more authority and to allow for IFSAC Administration and the organization to operate more efficiently. The original idea was to potentially change to a City Manager/Council-type model. The outcome of the discussion forum was for the Council to submit a proposal for consideration at the 2023 Fall Meeting. Following that discussion, the motion below was approved in the Congress meeting and ratified by each assembly on Saturday, April 15, 2023:

*The COG to meet prior to the deadline for submitting bylaw amendments for consideration at the Fall 2023 scheduled regular meeting to develop bylaw amendments that create a governance model that enables IFSAC to move forward effectively.*

Members of the COG met for a workshop June 26 – 29, 2023, to develop Bylaw amendments based on the above motion. In addition, previous discussions of the COG have included:

1. Removing duplicated information.
2. Moving policies and procedures out of the Bylaws. Bylaws are intended to be governing rules of an organization while policies and procedures are meant to amplify information contained in bylaws or to define operations. Policies and procedures removed from the Bylaws are either already included in or will be moved to other policy or procedures documents.

The result of the above motion and additional clean-up is a full revision of the Bylaws.

Following is a breakdown of the Bylaws revision resulting from the COG Workshop:

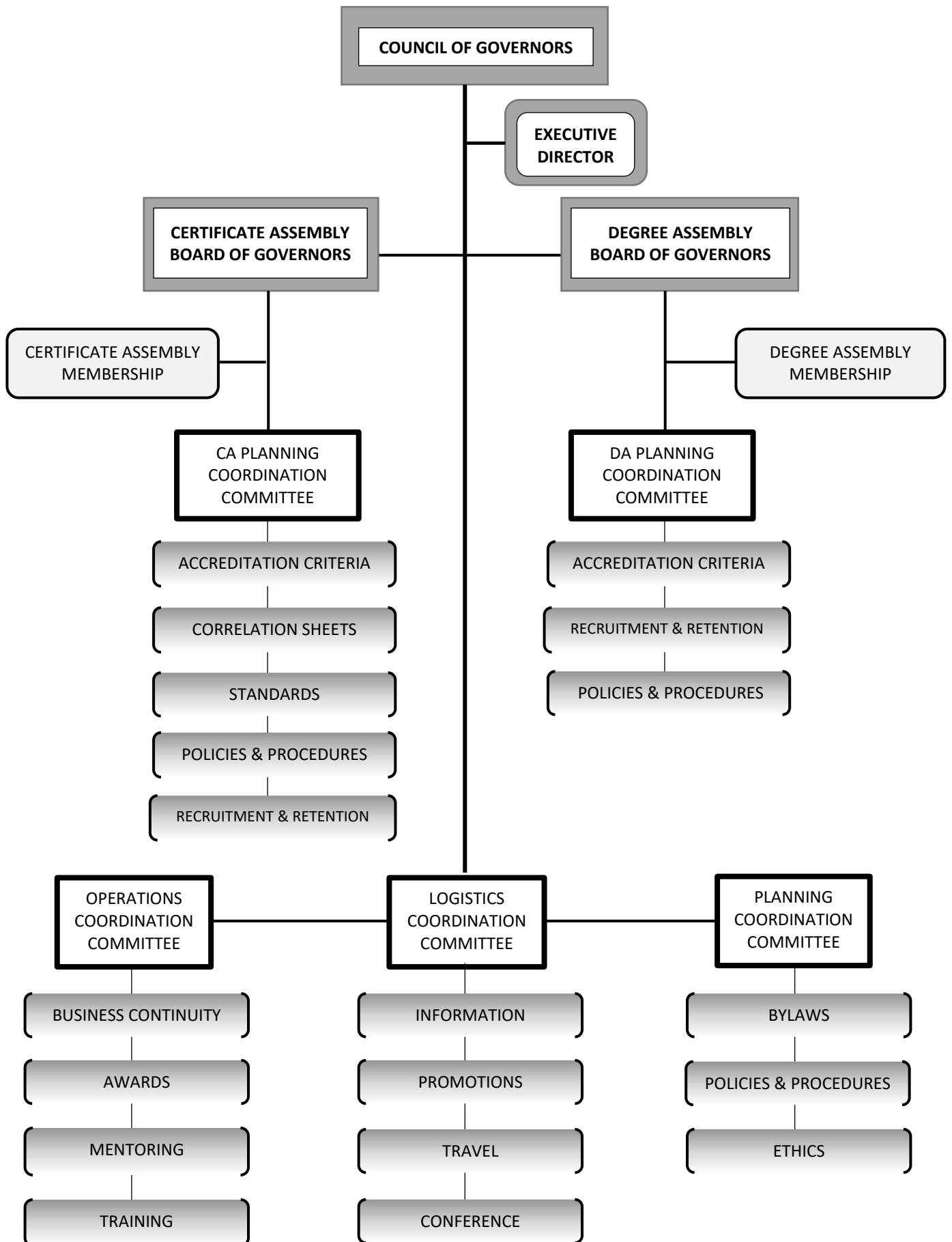
1. Article 3.3 establishes the Council as the governing body of the organization.
2. The Council will have a chair and vice-chair elected by Council members.
3. The Council will consider and approve policies and guidelines submitted by committees of the Council or members of the Congress - rather than the Congress.
4. Each board will consider and approve policies and guidelines rather than the respective assembly.
5. Some other responsibilities that were under the Congress and assemblies have been moved to the COG and the boards.

6. Information about committees has been moved from the bylaws of the Congress and assemblies to the bylaws of the Council and the boards, respectively. Furthermore,
  - a. The number of standing committees is reduced (3 committees of the council, 1 committee of each board). Each committee will cover specific areas.
  - b. Standing committees may create task groups or subcommittees to address a specific topic or issue within the purview of a committee. The creation of task groups eliminates issues we've had in not having quorums for meetings of committees.
  - c. Ad hoc committees will only be formed to address a topic or issue not already in the purview of a standing committee.
7. Administration will appoint an assistant parliamentarian (in addition to appointing the parliamentarian)
  - a. A DA parliamentarian will no longer be elected by the Degree Assembly.
8. Information for the DABOG has been changed to reflect that of the CABOG. For example, the sitting term of the DABOG/DA chair and vice chair will change from 1 year to 3 years.
9. Meeting information has been moved to Article 1.
10. Information about amending Bylaws has been moved to Article 1.
11. Duplication has been removed from Article 9 Administration Bylaws as well as other areas.
12. Information/sections have been moved to other areas that are more appropriate or so those things that are common can be in one place and duplication can be removed. For example, in the Bylaws for each assembly, the section for Reaccreditation has been merged with the section for Accreditation.
13. Those sections that are already in or should be in policy/procedure rather than in the Bylaws, have been struck.
14. Definitions for Business Continuity, Special Meeting, and Task Group have been added.

While the revised Bylaws moves consideration and approval of policies and guidelines to the COG and the Boards, the organization remains member-driven in the following ways:

- Elections of COG and board members by and from the membership.
- Removal of a COG or board member requires a 2/3 majority vote of the respective assembly.
- Approval of accreditation criteria amendments remains with the membership of each assembly.
- Approval of Bylaw amendments remains with the membership of the assemblies.
- Participation on committees, subcommittees, and task groups is from the membership of the assemblies.
- Eligible members of each assembly continue to serve on site visit teams.

The organizational chart on the following page illustrates the proposed structure of the organization. The proposed revised Bylaws begin on the 4<sup>th</sup> page of this Agenda Memo.



# INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS



## Bylaws

October 2023

## ***Proposed Revised Bylaws***

This version does not contain markup of tracked changes and editing comments.

Bylaws of the International Fire Service Accreditation Congress (IFSAC) organization as a whole (Article 1), Council of Governors (Article 3), the Congress (Article 5), IFSAC Administration (Article 9), Certificate Assembly Board of Governors (Article 10), Certificate Assembly (Article 11), Degree Assembly Board of Governors (Article 20), and Degree Assembly (Article 21).

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## Terms and Definitions

*Many of the following terms and definitions can also be found in or apply to other IFSAC documents outside of these Bylaws including those containing Degree Assembly accreditation criteria, Certificate Assembly accreditation criteria, and site visit information and procedures. These are IFSAC definitions to be used internally for accreditation process and business operations.*

*Each definition is labeled as applied to the Certificate Assembly [CA], the Degree Assembly [DA], or the organization as a whole [IFSAC].*

**Academic Credit: [DA]** Credit applicable toward a degree or credential at the institution awarding it, accepting it on transfer, or acknowledging equivalency from an adequately substantiated learning experience.

**Academic Quality: [DA]** The quality of skills, knowledge, and ability achieved by graduates of the programs accredited as verified in the accreditation process where IFSAC criteria is demonstrated.

**Academic Year: [DA]** Instruction equivalent of two semesters of approximately 15 weeks apiece or 3 quarters of approximately 10 weeks apiece, either of which may include examination days.

**Accredit: [IFSAC]** To give official authorization to or approval of; to provide with credentials; to recognize or vouch for as conforming to a standard.

**Accreditation: [IFSAC]** (1) Verification that the accredited entity meets the objectives in the Bylaws, criteria for accreditation, and administrative policies of the assembly. (2) The process by which a private, non-governmental body evaluates an educational institution, program of study, or certifying entity and formally recognizes it as having met certain predetermined criteria or standards. The process involves an initial and periodic self-study and evaluation by peers. Accreditation implies stimulation toward quality improvement beyond the minimum standards specified by the accrediting body.

**Accreditation – Approved Organization (AAO): [DA]** Refers to an institution that is accredited by one of the following accrediting organizations (previously recognized by the U.S. Department of Education as regional accrediting organizations):

- Accrediting Commission for Community and Junior Colleges (ACCJC) Western Association of Schools and Colleges
- Higher Learning Commission (HLC)
- Middle States Commission on Higher Education (MSCHE)
- New England Commission of Higher Education (NECHE)
- Northwest Commission Colleges and Universities (NWCCU)

- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
- WASC Senior College and University Commission (WSCUC)

**Accreditation – Institutional: [DA]** A status of affiliation with a recognized accrediting body that accords accreditation to an entire institution, indicating that each of its parts is contributing to the achievement of the institution's missions and objectives, although not necessarily all on the same level.

**Accreditation – Regional: [DA]** A status of affiliation accorded to an institution by a recognized accrediting association or commission that conducts accreditation procedures.

**Accreditation – Specialized: [DA]** A status of affiliation accorded a unit or program by a recognized specialized accrediting body. The unit accredited may be a school, department, program, or curriculum by a recognized specialized accrediting body. It may be a part of a total educational institution or may be an independent, specialized institution.

**Accreditation Association or Commission: [DA]** A recognized and voluntary non-governmental body established to administer accrediting procedures. An accrediting body is formally acknowledged, or recognized, as being a reliable authority concerning the quality of education or training offered by educational institutions or programs by any statutory institution (i.e., the US. Secretary of Education and/or the Council on Postsecondary Accreditation). It is a voluntary organization and not established by the federal or state governments or any agency, department, or office thereof. An accrediting body may be identified by scope (institutional or specialized program) or area (regional, inter-regional, or national).

**Accreditation Status: [DA]** Formal recognition given to an institution or specialized program for meeting established standards of educational quality, as determined by regional, national, international or specialized non-governmental accrediting bodies.

**Accreditation Status – Probationary: [DA]** A term used by some associations to indicate that an accredited institution has certain deficiencies which must be corrected within a specified period of time in order to remain accredited.

**Accredited Entity: [CA]** An entity that has fire service certification systems accredited by IFSAC.

**Accrediting: [IFSAC]** The process whereby an agency or association grants formal recognition to a school, institute, college, university, specialized program of study, or entity which meets certain established qualifications and standards, as determined through initial and periodic evaluations.

**Acronyms: [IFSAC]** Acronyms used in any documents must be defined. For example, OSU is Oklahoma State University.

**Adequate: [IFSAC]** Refers to the fact that a reasonable person would find evidence to support the fact that the specified criteria exists at least at the minimum level required to achieve the stated purpose.

**Administration: [IFSAC]** Personnel and manager of staff conducting the day-to-day functions of the organization. [See more.](#)

**Admission Policy: [DA]** The rationale which determines the applicants who shall be admitted to an institution. Consideration is given to the role assigned to the institution by its governing body; the programs, resources, and facilities of the institution; and the qualifications and goals of the applicant.

**Adverse (Negative) Accrediting Action: [DA]** The denial or withdrawal of accreditation or candidate status by a recognized accrediting association or commission.

**Advisory Committee: [DA]** A group of persons representing the communities and customers served by a program. They provide input, recommend policy and program content and act as a resource to the program administrator.

**Appeal: [IFSAC]** An appeal of a decision in accordance with due process as described in appeal procedures.

**Application for Membership: [CA]** Completion and submission of a form supplied by the Administration Office, together with such other materials as these Bylaws may require.

**Approval: [IFSAC]** The official act of a state department of education or other recognized agency having official authority certifying that a unit of educational organization (a school, institute, college, university, or specialized program of studies) complies with the minimum legal requirements of such units. Official approval, granted by governmental agencies or the governing body of a school system, is distinguished from accreditation, which is accorded by voluntary non-governmental accrediting agencies.

**Assessment: [IFSAC]** Regarding student outcomes in Degree Assembly criteria for accreditation. Assessment is one or more processes that identify, collect, and prepare data to evaluate the attainment of student outcomes. Effective assessment uses relevant direct, indirect, quantitative, and qualitative measures as appropriate to the outcome being measured. Appropriate sampling methods may be used as part of the assessment process.

**Business Continuity: [IFSAC]** Having a plan to deal with difficult situations so the organization can continue to function with as little disruption as possible.

**Candidate for Accreditation: [DA]** Candidate for Accreditation is a status of preliminary affiliation by voting members with IFSAC following a specified procedure for application, institutional self-study, and on-site evaluation. Candidacy is not accreditation and does not

assure eventual accreditation. It is an indication that an institution is progressing toward accreditation.

**Catalog: [DA]** The official bulletin or publication of a postsecondary education institution stating admission and graduation requirements, majors, minors, current offerings, costs, faculty, and all other significant qualifications specified by that agency or association.

**College: [DA]** Generic term to denote any of the postsecondary educational institutions including universities eligible for accreditation or accredited by IFSAC. In the Handbook, the term does not refer to a specialized unit of a university campus; it is used a synonym for “institution”.

**Committee: [IFSAC]** Includes panels, task forces, and so forth.

**Committee Member: [IFSAC]** Individual appointed to perform some service or responsibility, as to investigate, to report on, or to act upon.

**Complaint: [IFSAC]** A written complaint to IFSAC against IFSAC members. See IFSAC Complaint/Dispute Procedure.

**Consultant: [IFSAC]** (1) An individual who receives remuneration for services. (2) A person who gives professional, educational, or technical advice and assistance. The services may or may not be performed under contract.

**Content Validity: [CA]** A test possesses content validity when a group of recognized content experts or subject-matter experts have verified that the test is legitimate and accurately measures each item. Content validity is formally determined and reflects the judgments of experts in the content or competencies assessed by the test.

**Continuing Education Unit (CEU): [IFSAC]** A unit of measure for non-credit activities.

**Cooperative Education: [DA]** A combination program of study and practice conducted on an alternating schedule of half days, weeks, or other period of time providing employment for students with organized on-the-job training and correlated higher education instruction.

**Course: [IFSAC]** A single instructional subject commonly described by title, number, and credits in the college catalog or bulletin.

**Credentials: [IFSAC]** (1) A certificate stating that the student has graduated from a certain curriculum or has passed certain subjects; (2) a statement signed by the proper authority certifying that a person is authorized to perform certain functions or has been designated as an official representative.

**Credit, Unit of: [DA]** A quantification of student academic learning against time.

**Degrees: [DA]** Recognition of completion of a prescribed program of study in higher education according to systems operating in particular countries. Different types of degrees include:

**Academic Certificate** - These are academic programs of generally nine to 45 credits that are completed in a year or less by full-time students. Some programs provide specialized training for people who already have diplomas or degrees. Others are for those who want to quickly complete a program that leads to a specific job.

**Technical Diploma** - An academic program intended to provide students with skills leading directly to a specific job.

**Associate Degree** - An award that normally requires at least two but less than four years of full-time college work. There are different types of associate degrees with varying transferability.

**Bachelor's Degree/International Diploma** - An award that normally requires at least four but not more than six years of full-time college work. Also includes bachelor's degrees that are completed in three years.

**Post-Baccalaureate Certificate** - An award that requires completion of an organized program of study requiring 18 credit hours beyond the bachelor's. Designed for those with a bachelor's degree who do not meet the academic requirements of a master's degree.

**Graduate Degree** - A degree awarded for education at a level beyond the bachelor's degree. State universities offer graduate certificates, master's degrees, and specialist degrees in various professional and liberal arts fields.

**Master's Degree** - An award that requires the completion of a program of study of at least one but not more than two of years of full-time academic work beyond the bachelor's degree.

**Post-Master's Certificate** - An award that requires completion of an organized program of study of 24 credit hours beyond the master's degree but does not meet the requirements of academic degrees at the doctor's level.

**Doctorate Degree** - The highest award a student can earn for graduate study. The doctor's degree classification includes such degrees as Doctor of Education (Ed.D.), Doctor of Juridical Science (J.D.), Doctor of Public Health (D.P.H.), and the Doctor of Philosophy (Ph.D.).

**Delegation: [CA]** Granting of authority by one party (the delegator) to another (the delegatee) for agreed purpose(s). The delegator remains responsible for the delegatee's acts or omissions in carrying out the purpose of the delegation. Transfer of an agent's right to act for the principal that can take place only (1) with the permission of the principal, (2) where it is customary, or (3) where it is necessary for the performance of the entrusted duty.

**Disclosure and Confidentiality of Information: [DA]** Every institution seeking candidacy, accreditation, or reaccreditation is obliged to provide any information with respect to the

institutional affairs pertinent to determination of the institution's accreditation status. It is the obligation of IFSAC to maintain the confidentiality of the institutional self-study and report of the evaluation committee in accordance with applicable laws.

**Distance Learning: [IFSAC]** Instruction delivered through means other than traditional classroom learning and approved through appropriate institutional channels, which provides for the systematic exchange of course material between the instructor and student.

**Electronic Media: [IFSAC]** Electronic media can be hard drives, removable drives (such as Zip disks), flash memory, and USB drives. Electronic media also includes "sharable" document platforms including (but not limited to) Google Drive, Box, or Microsoft Teams.

**Entity-Specific Test Items: [CA]** Test items developed by an entity that are specific to their local needs or standards (e.g., cold weather gear, health and safety).

**Evaluation: [IFSAC]** A process periodically and jointly conducted by the institution or entity and the accrediting agency which may take a number of forms. It will include the following, regardless of form: 1) the institution's or entity's self-study; 2) the evaluation team's report; 3) the institution's or entity's response to the evaluation's report; 4) the accrediting body's action; 5) the institution's or entity's further consideration of and action upon its self-study, the evaluation team's report, and the accrediting bodies' actions.

**Evaluation Team: [DA]** The entire team including the onsite evaluation team and the readers.

**Evaluation Team Leader: [DA]** The person responsible for the evaluation process.

**Evaluator: [CA]** A subject matter expert who is physically present and who evaluates the performance of a candidate that is demonstrating a manipulative skill.

**Experiential Learning: [IFSAC]** Learning acquired from work and life experience, mass media, independent reading and study, certification, or other alternative methods. Also see **Portfolio**.

**External Degree Program: [DA]** A course of study different from traditional degree programs, which may or may not require on-campus study or residence, and which often relies heavily on independent study and examination.

**Faculty: [DA]** As used here, faculty refers to fire, emergency management, emergency medical, public safety or related instructors, not librarians, administrators, counselors, etc., who may have faculty rank. Full-time faculty: those employed by the institution the majority of whose assignment is class or course instruction, but which may also include institutional non-class-related faculty responsibilities such as academic advisement, curriculum development and review, faculty selection and evaluation, and the like. Those performing these functions may also be considered full-time faculty if a portion of their assignment is research, service, or academic administration. Part-time or Adjunct Faculty: faculty whose major responsibility is



not related to the institution in question, customarily assigned one or two classes with class-related responsibilities only.

**First-Past-the-Post-Voting: [IFSAC]** First-past-the-post voting methods can be used for single- and multiple-member electoral divisions. In a single-member election, the candidate with the highest number (but not necessarily a majority) of votes is elected. In a multiple-member election (or multiple-selection ballot), each voter casts (up to) the same number of votes as there are positions to be filled, and those elected are the highest-placed candidates corresponding to that number of positions. Each candidate may only receive one vote per ballot. If a candidate's name is entered on the ballot more than once, their name is counted only once. For example, if there are three vacancies, then the three separate candidates with the greatest numbers of votes are elected.

**General Education Development: [DA]** A battery of tests taken by adults who did not graduate from high school to measure the extent to which their past experiences have contributed to their attaining the knowledge, skills, and understandings ordinarily acquired through a high school education.

**Good Standing: [IFSAC]** *An entity that is in compliance with all bylaws, policies, and procedures.*

**Higher Education: [DA]** Postsecondary education emphasizing degrees and credentials rather than solely trade or vocational preparation.

**Institution: [IFSAC]** Academic organization, such as a college, university, or technical institute.

**Institutional Research: [DA]** Refer to collection of institutional data useful for self-analysis or planning to that carried on by teacher-scholars in order to remain current in their fields of expertise, or to that expanding the field of knowledge or its application ("pure" or "applied" research).

**Level: [IFSAC]** Refers to placement of students at a certain level of college work, i.e., first two years or Associate degree, upper division or Bachelor's degree, first level graduate or Master's, professional degree or Ph.D.; or levels within the NFPA standards or IFSAC recognized alternate standards.

**Local Jurisdiction: [CA]** An entity within a state, province, territory, or federal agency having jurisdiction over and legally responsible for the delivery of fire services.

**Matrix: [CA]** Something (such as a situation or a set of conditions) in which something else develops or forms.

**Meeting: [IFSAC]** The conduct of business of a body by a majority of its members being personally together or together by teleconference. For example: telephone network, computer networks, or internet.

**Meeting, Scheduled Regular: [IFSAC]** A scheduled regular meeting is a semi-annual meeting of the Congress, COG, CABOG, DABOG, Certificate Assembly, and Degree Assembly.

**Meeting, Special: [IFSAC]** A meeting held for a special and limited purpose.

**Membership: [IFSAC]** Shall allow participation in the activities of IFSAC based upon classifications of membership.

**Onsite Evaluation Team: [DA]** The portion of the team that goes onsite to physically view the program.

**Other Evaluative Methods: [CA]** Examples include but are not limited to: portfolios, projects, matrixes, combinations, etc. These are items used to show competency other than the standard requisite skills and requisite knowledge testing.

**Planning: [IFSAC]** The process by which the mission and objectives of an institution are determined and the means to achieve them are specified. Institutional planning incorporates the institution's statement of purpose and comprehensive self-study with plans that take into account the possible need for modification of goals, clientele served, programs offered, educational methods employed, and modes of support utilized.

**Portfolio: [CA]** An assessment tool in which documentation from their education, training, and experiences demonstrates their meeting of a standard or part of a standard.

**Postsecondary Education: [DA]** Education offered by institutions primarily to individuals 18 or older; admission may or may not require a high school diploma or equivalent credential.

**Proctor: [CA]** A person who monitors candidates in real time during an examination and must have subject matter expertise in the testing process.

**Program: [IFSAC]** A systematic, usually sequential, grouping of courses, forming a considerable part, or all, of the requirements for a degree or a credential. May refer to the total educational offering of an institution.

**Program Evaluation: [IFSAC]** The entire evaluation process including reading of submitted materials, the onsite visit, and post onsite visit work.

**Program Faculty: [DA]** Both full time and part time faculty with instructional responsibilities in the fire, emergency management, emergency medical, public safety, or related degree program.

**Project: [CA]** An assessment tool by which a candidate is given assignments/scenarios that provide a situation in which they can apply knowledge they have learned and will demonstrate their knowledge by applying it to the assignment.

**Readers: [DA]** The individuals on the evaluation team who read the submitted materials and provide feedback to the onsite evaluation team.

**Recommendation: [DA]** May refer either to the evaluation team's final statements or its advice to the DABOG regarding an institution's accreditation or candidacy status.

**Recommendation: [IFSAC]** Refers to the evaluation team's or administrative reviewer's final statements or its advice regarding a program's accreditation status or entity's certification program level(s).

**Research: [DA]** Refers to collection of institutional data useful for self-analysis or planning to that carried on by teacher-scholars in order to remain current in their fields of expertise, or to that expanding the field of knowledge or its application ("pure" or "applied" research).

**Rubric: [CA]** A document that articulates the expectations for an assignment by listing the criteria, or what counts, and describing levels of quality from excellent to poor.

**Satisfactory: [IFSAC]** Refers to the fact that the entity/program has fulfilled the intent of the stated criteria.

**Shall: [IFSAC]** Mandatory requirement.

**Should: [IFSAC]** Indicates a recommendation or that which is advised but not required.

**Simulation: [CA]** The repeatable act of carrying out a job performance requirement that reproduces actual job performance conditions to the fullest possible extent.

**Site Visit: [DA]** Evaluation by a team of peer reviewers who examine the program's self-study; interview faculty, students, and staff; and examine the structure and effectiveness of the program and its relationship within the institution. Usually done as an in-person team but may be done virtually with those degree programs that are 100% online (where there is no possibility of direct physical student interaction for instruction and student support services). Normally part of the accreditation process but may be initiated by the program itself.

**Staff: [IFSAC]** Non-faculty, non-instructional, employees of the fire, emergency management, emergency medical, public safety, or related program.

**State: [IFSAC]** Refers to a country's government or one of its constituent units.

**Student Outcomes: [DA]** Student outcomes describe what students are expected to know and be able to do by the time of graduation. These relate to the knowledge, skills, and behaviors that students acquire as they progress through the program.

**Substantive Change: [DA]** A change that significantly alters an institution's objectives or the scope of its offerings; alters its autonomy, sponsorship, or the locus of control over it; embarks

on offering off-campus academic programs for credit; changes the geographic area(s) served; or offers programs or courses for academic credit on a military base.

**Task Book: [CA]** A form or set of forms that provide documentation/verification of a demonstration of competency in cognitive knowledge and/or psychomotor skills outside of a formal examination session.

**Task Group: [IFSAC]** A group of individuals charged with the responsibility for making a specific contribution to the goals of a committee. A quorum is not required for a task group to conduct work, however, a consensus is required to make a recommendation to a committee.

**Teleconferencing: [IFSAC]** The holding of a conference among people remote from one another by means of telecommunication devices (such as telephones or computer terminals). Source: Merriam-Webster Dictionary.

## **ARTICLE 1**

### **Bylaws of the Organization as a Whole**

#### **ARTICLE 1.1 ENACTMENT**

**1.1.1** This Article Number 1 shall be the Bylaws of the International Fire Service Accreditation Congress (IFSAC) Organization as a Whole.

#### **ARTICLE 1.2 SEAL**

**1.2.1** The seal of the organization shall be shown on the original of these Bylaws.

#### **ARTICLE 1.3 GENERAL**

**1.3.1** If a Council or board member's entity is not in good standing, the member shall be removed from the Council or their respective board.

**1.3.2** Members of the Council, boards, Congress, assemblies, and committees, as such, shall not receive any remuneration for their services.

(A) Administration may reimburse the reasonable expenses of council or board members for their attendance at meetings of the Council or boards in the event of extenuating circumstances or for special meetings. Extenuating circumstances shall be determined by electronic means or conference call among the Council and Administration.

(B) Administration shall reimburse public members for reasonable expenses for their attendance at meetings.

**1.3.3** Individuals awarded Emeritus Status shall not receive any remuneration for their services.

(A) Administration may reimburse the reasonable expenses of individuals awarded Emeritus Status for their attendance at meetings in accordance with policy and budgeting approved by the Council.

**1.3.4** Parliamentarians shall not receive remuneration for their services.

(A) Administration may reimburse the parliamentarians for reasonable expenses for their attendance at meetings.

#### **ARTICLE 1.4 ELECTIONS**

**1.4.1** The election process will follow first-past-the-post voting process.

#### **ARTICLE 1.5 MEETINGS**

**1.5.1** All IFSAC related meetings shall be scheduled and coordinated through Administration.

**1.5.2** Administration, in conjunction with the parliamentarian or assistant parliamentarian, will determine if a quorum has been met for meetings.

**1.5.3** Scheduled regular meetings of the Council, Congress, assemblies, boards, and committees shall be held semi-annually. Ninety (90) days prior to the meeting, written notice of the meeting

shall be published to each member. Agenda items may be provided to the Administration Office between notification of the meeting (90 days) and distribution of the agenda. Sixty (60) days prior to the meeting, notice of the agenda shall be published in sufficient detail to enable members to form a reasoned judgment.

**1.5.4** The Administration Office may assess each individual registering for a scheduled regular meeting a conference registration fee.

(A) Cancellation of any scheduled regular meeting shall be done through Administration with consultation from the COG. [See A.1.5.4](#)

**1.5.5** Training and education for the membership shall be provided at least annually during a scheduled regular meeting of IFSAC.

(A) Site visit team training shall be provided at least annually through in-class, distance, or hybrid learning educational methods.

**1.5.6** At meetings of the Council, Congress, assemblies, and boards every question shall be determined by a simple majority vote of its members present and proxy votes unless specifically provided by these Bylaws. [See A.1.5.6](#).

**1.5.7** Administration shall keep minutes of the Congress, Council, assembly, and board meetings in which all actions taken are recorded. Minutes will be considered for approval by the Congress, Council, assemblies, and boards at their next meeting.

(A) Draft minutes of meetings shall be distributed within sixty (60) days of the meeting.

(B) Approved minutes shall be distributed within sixty (60) days of the meeting at which they were approved.

**1.5.8** Council, Congress, assembly, board, and committee members are responsible for ensuring that the business and activities of IFSAC are conducted in accordance with the provisions of these Bylaws and that the business and activities are appropriate for furthering the objectives stated therein.

**1.5.9** The Council, boards or committees shall be allowed to have meetings between scheduled regular meetings. The Council or boards may take action consistent with the Bylaws relating to the management and operation of the activities within their purview as they deem expedient ([see A.1.5.9](#)). If action is taken during a meeting, records shall be kept and presented at the next scheduled regular Congress or assembly meeting.

**1.5.10** The Council or boards, may, in any regular meeting or special meeting, for the purpose of discussing certain matters privately, adopt a motion to enter into executive session; provided that, in any such motion proposing an executive session, the general nature of the discussion to be held and a limitation as to the time permitted for the discussion shall be specified. Upon the adoption of any such motion, all persons not members of the Council or respective board, the parliamentarian, the assistant parliamentarian, or a member of the Committee on Rules who is not a member of the Council or respective board, or individuals requested by the chairperson of

the Council or board by name, shall excuse themselves from the room. And provided further, that:

(A) No binding action shall be taken while in any such executive session except for matters related to 1.3.7(E)(2).

(B) No topic(s) other than that (those) specified in the original motion authorizing the executive session shall be discussed.

(C) The time limit specified in the original motion authorizing the executive session shall not be exceeded.

(D) No minutes shall be kept, and no recordings shall be made of any discussion occurring in an executive session.

(E) Matters discussed in executive session shall be limited to:

(1) Consideration of nominations for awards to be made.

(2) Allegations or complaints of wrongdoing in office of elected officers, member organizations, agents, or employees.

(3) Discussion of IFSAC Administration personnel matters.

(F) Any action(s) resulting from or out of any discussion held in executive session shall be taken immediately upon the return of the Council or board to regular session. The only exception would be matters related to 1.3.7(E)(2).

**1.5.11** Any question coming before a meeting for which no provision has been made in these Bylaws shall be decided according to *ROBERT'S RULES OF ORDER, NEWLY REVISED* or its successors.

## **ARTICLE 1.6 FEE STRUCTURE**

**1.6.1** Fees shall be based on a fee schedule recommended by the boards to the Council.

(A) Membership fees shall be assessed annually.

(B) Application Fees for Accreditation: Any member entity applying for initial accreditation or reaccreditation shall submit, together with its application, the fee(s) as specified by the fee schedule.

**1.6.2** Non-payment of Fees: Members who have not paid the current year's dues 30 days before the spring meeting may be dropped from membership and IFSAC accreditation revoked based on policy and procedures of the respective assembly.

## **ARTICLE 1.7 LANGUAGE FOR PREPARATION OR SUBMISSION OF DOCUMENTS**

**1.7.1** All submissions to and documents prepared by and for the Congress or assemblies shall be in the English language.

**1.7.2** All meetings and records of the COG, Congress, assemblies, and boards shall be conducted and recorded in the English language.

**1.7.3** All costs for translation of documents or meetings shall be borne by the entity submitting or receiving the information or attending the meeting unless otherwise provided for by action of the COG, Congress, assemblies, and boards.

## **ARTICLE 1.8 AMENDMENTS**

**1.8.1** Amendments to Bylaws must be proposed in writing and submitted to the Administration Office at least sixty (60) days prior to a regular or special meeting of the Congress or assemblies.

(A) Administration shall send a copy of all proposed amendments to members at least thirty (30) days prior to the next regular or special meeting.

**1.8.2** Properly proposed amendments to the Bylaws shall be voted on at Congress or assembly meetings. They shall require a two-thirds majority vote of the members present and voting for adoption.

(A) Bylaws not specific to an assembly or a board must be ratified by each assembly by a two-thirds majority vote prior to taking effect.

(B) Any amendments to the Bylaws shall take effect immediately upon completion of the meeting at which they are approved unless otherwise specified.

## **ARTICLE 1.9 MENTORING PROGRAM**

**1.9.1** IFSAC shall have a mentoring program administered per the Mentoring Program Criteria.

## **ARTICLE 3**

### **Bylaws of the Council of Governors**

#### **ARTICLE 3.1 ENACTMENT**

**3.1.1** This Article Number 3 shall be the Bylaws of the International Fire Service Accreditation Congress (IFSAC) Council of Governors.

#### **ARTICLE 3.2 NAME**

**3.2.1** The IFSAC Council of Governors shall hereafter be referred to as the Council or COG.

#### **ARTICLE 3.3 AUTHORITY**

**3.3.1** The Council, within the scope of its defined responsibility, shall serve as the governing body of the organization and represent the Congress, boards, assemblies, and Administration.

#### **ARTICLE 3.4 RESPONSIBILITIES**

**3.4.1** The responsibilities of the Council, within the scope of the Bylaws, are to:

(A) Approve strategic initiatives and goals.



- (B) Ensure the mission of the organization is carried out.
- (C) Deal with issues that are common to the assemblies.
- (D) Resolve disputes between assemblies, boards, and committees.
- (E) Work with OSU on employee issues with regard to hiring, termination, promotion, pay increases, and performance evaluations. [See A.3.4.1 \(D\)](#)
- (F) Approve and provide oversight of the budget.
- (G) Provide direction and assistance to Administration.
- (H) Serve as the final forum for appeals.
- (I) Oversee committees of the Council.

***J through P: The following was moved from Congress Bylaws – includes some amendments.***

- (J) Consider and approve policy statements and operational guidelines submitted by committees of the Council or members of the Congress.
- (K) Ensure compliance with any recognized national or international standards of accrediting bodies, and where conflict may exist between accreditation standards, evaluate and approve specific standards for use by the Congress in measuring itself.
- (L) Promote the organization.
- (M) Take a position and express an opinion on behalf of the organization on issues relevant to the mission.
- (N) Approve internal evaluation instruments by the Congress, separate and apart from specific instruments used by the separate assemblies.
- (O) Work with Administration concerning financial and long-range planning.
- (P) Approve fee schedules.

## **ARTICLE 3.5 COUNCIL OF GOVERNORS**

**3.5.1** The Council shall consist of ten (10) voting and two (2) non-voting members:

- (A) Three (3) members elected from the Certificate Assembly.
- (B) Three (3) members elected from the Degree Assembly.
- (C) The public members from each assembly. [See A.3.5.1 \(D\)](#)
- (D) The chair of each assembly shall be a voting member of the Council. [See A.3.5.1 \(E\)](#)
- (E) One (1) member of Administration shall serve as a non-voting member.
- (F) The parliamentarian of the Congress shall serve as a non-voting member.
- (G) Council members from the assemblies shall serve staggered three (3) year terms.

(H) Election of Council members to fill seats vacated by members having served a three (3) year term, with the exception of each assembly chair and public member, shall occur during the spring meeting.

(I) A member's entity shall be an accredited voting member before the member is eligible for election to the Council or be appointed by the chairperson of the Council.

(J) To ensure representation on the Council remains balanced and uniform, no more than one entity representative shall serve on the Council at any given time. [See A.3.5.1 \(I\)](#)

**3.5.2** A member may withdraw from the Council by delivering to Administration a written letter of resignation.

**3.5.3** A Council member may appoint as proxy another voting member of the Council. Such proxy, which is valid only for the meeting for which it is given, must be in writing and must be on record with Administration prior to the commencement of the meeting.

(A) No member shall be permitted to carry more than three (3) Council membership votes, including the member's own vote.

**3.5.4** In the event of a vacancy occurring on the Council, the replacement process shall be:

(A) The chairperson of the respective assembly will appoint a replacement from the members of its assembly to serve until its next scheduled regular meeting.

(B) Any assembly in which a vacancy occurs must elect a new member to the Council to fill the unexpired term at its next scheduled regular meeting.

**3.5.5** Members of the Council shall serve until replaced.

(A) When the status of a Council member changes, including changing employment, organizational representation, or funding source, the Council member must notify Administration.

(1) The change in status of the Council member including any change in classification or circumstances shall be considered by the Council when reviewing the appointment.

(2) If the Council member no longer represents the original entity, termination of Council membership will be automatic. [See A.3.5.5](#)

**3.5.6** A request for the removal of a Council member for cause must be made in writing to Administration and be supported by at least six (6) members of the Council. A Council member's termination of appointment requires a 2/3 majority vote of the respective assembly present at their next meeting. [See A.3.5.6](#)

**3.5.7** The chairperson and the vice-chairperson of the Council shall be elected by the Council for a three (3) year term.

(A) The chairperson and vice-chairperson shall be elected from the sitting Council members.

(1) The chairperson and vice-chairperson shall not be from the same assembly.

(2) The public board member is not eligible to be elected as chairperson or vice-chairperson.

(B) Election of the chairperson and vice-chairperson shall occur during the spring meeting.

(1) In the event a spring meeting does not occur, the chairperson and vice-chairperson shall serve until the next spring meeting takes place.

(C) In the event of a temporary absence or inability of the chairperson to fulfill the duties of the office, the vice-chairperson shall perform the chairperson's duties as the acting chairperson until such time as the chairperson resumes his/her duties.

(D) In the event of a permanent vacancy of the chairperson, the vice-chairperson of the Council shall perform the duties of the chairperson with all the rights, privileges, and powers until the next regular meeting, during which the Council will elect a chairperson to complete the remainder of the three (3) year term.

(E) In the event of a temporary absence or inability of the vice-chairperson to fulfill the duties of the office, the chairperson shall appoint a member of the Council to perform the duties of the acting vice-chairperson until such time as the vice-chairperson resumes his/her duties.

(F) In the event of a permanent vacancy of the vice-chairperson, the chairperson shall appoint a member of the Council to perform the duties of vice-chairperson until the next regular meeting, during which the Council will elect a vice-chairperson to complete the remainder of the three (3) year term.

## **ARTICLE 3.6 MEETINGS**

**3.6.1** See Article 1.5 Meetings.

## **ARTICLE 3.7 AMENDMENTS**

**3.7.1** See Article 1.8 Amendments.

***Committees moved from Congress to COG – includes some amendments***

## **ARTICLE 3.8 COMMITTEES**

**3.8.1** The Council shall establish committees with an equal number of members appointed from each assembly. Each committee shall have clearly defined responsibilities or a specific charge.

(A) Committee members will be appointed by the chairperson of the Council unless otherwise specified and shall serve three-year staggered terms.

(B) In the event of a vacancy on the committee, the chairperson of the Council shall appoint a person to complete the remainder of the three (3) year term.

(1) Appointments will be made within 30 days of a vacancy.

(C) The chairperson and vice-chairperson shall be elected by members of the committee from among its membership at the Fall Meeting and shall serve three-year terms.

(1) Each committee shall elect chairpersons and vice-chairpersons from different assemblies.

(D) In the event of a permanent vacancy of the chairperson or vice-chairperson, the members of the committee shall elect a person to complete the remainder of the three (3) year term vacated.

(E) Committee members may be removed for cause. [See A.3.8.1 \(E\)](#)

**3.8.2** In addition to the number of members appointed in 3.8.1, one individual from each assembly who has attained Emeritus Status may be appointed to serve in a non-voting advisory capacity to a given committee.

**3.8.3** At least one-third of the members of committees formed under authorization of this article must be from voting entities of the Congress.

**3.8.4** A committee may create task groups to address a specific topic or issue within the purview of the committee.

(A) A task group shall disband at the completion of its charge.

**3.8.5** An ad hoc committee shall only be formed to address topics or issues not already in the purview of an established standing committee.

(A) An ad hoc committee shall disband at the completion of its charge.

**3.8.6** Committees shall report at scheduled regular meetings of the Council.

**THE FOLLOWING IS BASED ON PROPOSED NEW COMMITTEE STRUCTURE**

**3.8.7** Standing Committees:

(A) The Logistics Coordination Committee is responsible for addressing matters such as conference planning, travel, promotions, and information technology.

(B) The Operations Coordination Committee is responsible for addressing matters such as business continuity, awards, mentoring, and training.

(C) The Planning Coordination Committee is responsible for addressing matters such as Bylaws, policies and procedures, and ethics.

## **ARTICLE 5**

### **Bylaws of the Congress**

#### **ARTICLE 5.1 ENACTMENT**

**5.1.1** This Article Number 5 shall be the Bylaws of the International Fire Service Accreditation Congress (IFSAC).

#### **ARTICLE 5.2 NAME**

**5.2.1** The membership of IFSAC shall hereafter be referred to as the Congress.

#### **ARTICLE 5.3 GENERAL**

**5.3.1** The purpose of the Congress is to provide a forum for the consideration and/or arbitration of certain issues which involve the Congress itself or two or more assemblies of the Congress.

(A) Business before the Congress shall be for discussion purposes, with decision-making referred to each assembly for consideration. The Congress may be utilized as an arbitration instrument or forum between assemblies, but concurrence by each assembly shall be required for the transaction of business.

(B) The Congress should be utilized as a mechanism for an individual assembly to raise an issue addressed by other assemblies.

**5.3.2** The Congress, in pursuit of its objectives, shall conduct appropriate operations. Such operations will be based on an assessment of needs.

### ***Some responsibilities of the Congress moved to responsibilities of the COG***

## **ARTICLE 5.4 RESPONSIBILITIES**

**5.4.1** The responsibilities of the Congress are to:

(A) Consider bylaw amendments relevant to Article 1, Article 3, Article 5, and Article 9.

(B) Inform members of the fire service and educational community regarding the system of accreditation and of IFSAC, including recommendations of promotional materials, exhibits, etc.

(C) Develop and promote awareness among state, provincial, territorial, national government agencies, educational institutions, and those members of the public served by an accredited entity regarding the accreditation system.

(D) Ensure nondiscriminatory accreditation processes.

(E) Refer issues to the individual assemblies for concurrence.

## **ARTICLE 5.5 MEMBERSHIP**

**5.5.1** Membership in any assembly shall qualify an entity as a member of the Congress. Membership in the Congress shall take place immediately upon membership in either assembly.

**5.5.2** Members will only remain active members of the Congress while active members of their respective assemblies. Membership by a single entity in more than one assembly will not constitute multiple memberships in the Congress.

**5.5.3** The public members shall have voting rights.

**5.5.4** Emeritus members shall have non-voting rights.

**5.5.5** An entity will be considered withdrawn from the Congress upon withdrawing from an approved assembly unless active membership exists in another assembly.

## **ARTICLE 5.6 MEETINGS**

**5.6.1** See Article 1.5 Meetings.

**5.6.2** At meetings of the Congress, a quorum shall consist of at least thirty percent (30%) of the existing voting members including proxies. [See A.5.6.2](#)

**(A)** A voting member may appoint as proxy a member of the voting entity's staff or a voting member of the Congress. Such proxy, which is valid only for the meeting for which it is given, must be in writing and must be on record with Administration prior to the commencement of the meeting.

## **ARTICLE 5.7 AMENDMENTS**

**5.7.1** See Article 1.8 Amendments.

## **ARTICLE 5.8 IFSAC EMERITUS STATUS**

**5.8.1** Purpose: To recognize and honor IFSAC participants by nomination of their respective board upon their participation in IFSAC for a minimum period of five consecutive years and:

**(A)** Who are no longer active in his or her fire service or related career; or

**(B)** Have retired from the organization or college he/she represented and have been granted emeritus status by that organization or institution; or

**(C)** Have retired from the organization or college he/she represented but may have returned to the same or other organization with a change in employment status. [See A.5.8.1 \(C\)](#)

**5.8.2** The assemblies may develop a policy to place additional qualifications on emeritus status for their respective assembly.

**5.8.3** A nominee must be approved by a majority vote of their respective assembly.

**5.8.4** Emeritus status is continual unless an individual resigns or is removed for just cause.

## **ARTICLE 9**

### **Bylaws of IFSAC Administration**

#### **ARTICLE 9.1 ENACTMENT**

**9.1.1** This Article Number 9 shall be the Bylaws of the International Fire Service Accreditation Congress (IFSAC) Administration Office. [See A.9.1.1](#)

#### **ARTICLE 9.2 NAME**

**9.2.1** The IFSAC Administration Office shall hereafter be referred to as IFSAC Administration or Administration.

#### **ARTICLE 9.3 RELATIONSHIP**

**9.3.1** IFSAC Administration, within the scope of its defined responsibility, shall work in unison with the Council, Congress, boards, assemblies, and committees.

#### **ARTICLE 9.4 RESPONSIBILITIES**

**9.4.1** The responsibilities of Administration are to:

- (A) Perform the daily operations of the Council, Congress, assemblies, boards, and committees of IFSAC.
- (B) Be the central repository for recordkeeping, IFSAC files, paperwork, and archives.
- (C) Be the primary point of contact for IFSAC business.
- (D) Respond to public inquiries.
- (E) Prepare and manage the budget and provide regular reports to the Council.
- (F) Be the custodian of the seal of the Congress.
- (G) Be representative of IFSAC. Representation may be delegated to other members of IFSAC.
- (H) Assist in promoting IFSAC through development of marketing materials and communications with prospective organizations.

**ARTICLE 9.5 ADMINISTRATION OFFICE**

**9.5.1** The Administration Office shall be located at Oklahoma State University, Stillwater, Oklahoma.

**9.5.2** Administration personnel are employees of Oklahoma State University and fall under labor laws, benefits packages, policies, and procedures mandated by the University, the State of Oklahoma, and the United States of America.

**9.5.3** Administration is subject to all Oklahoma State University regulations under the authority of the Board of Regents, President, and Dean of the College of Engineering, Architecture, and Technology.

**9.5.4** All contract negotiations and final signatures on contracts shall be provided by IFSAC Administration with approvals from Oklahoma State University per the laws and policy of the State of Oklahoma.

**9.6.1 through 9.6.7 merged into a single list (removes a lot of duplication)**

**ARTICLE 9.6 DUTIES**

**9.6.1** The duties of Administration are to:

- (A) Provide administrative support to the Council, Congress, boards, assemblies, and committees regarding IFSAC business and accreditation.
- (B) Schedule and coordinate meetings.
- (C) Maintain and distribute minutes of all meetings.
- (D) Notify committee members upon appointment/re-appointment to a committee.
- (E) Manage yearly checks for members.

(F) Appoint the parliamentarian and assistant parliamentarian.

(1) The parliamentarians shall serve the Congress, Council, assemblies, boards, and committees throughout the year and deal with matters of parliamentary procedures during regular business and meetings.

(2) The parliamentarian and assistant parliamentarian shall serve until replaced.

(G) Maintain and update Bylaws, policies, and procedures.

(H) Receive and review membership applications in accordance with assembly Bylaws.

(I) Manage the accreditation and reaccreditation process for each assembly.

(1) Schedule and facilitate all activities of site visits pursuant to policies and procedures.

(J) Manage the administrative review process for each assembly.

(K) Manage the International Registry.

(L) Report appropriate and accurate information regarding IFSAC business and the accreditation process.

## **ARTICLE 9.7 COMMITTEES**

**9.7.1** IFSAC Administration shall have at least one staff member on each committee serving in a non-voting capacity. The term *committee* shall include standing committees, panels, task forces, ad hoc groups, and so forth.

## **ARTICLE 10**

### **Bylaws of the Certificate Assembly Board of Governors**

#### **ARTICLE 10.1 ENACTMENT**

**10.1.1** This Article Number 10 shall be the Bylaws of the International Fire Service Accreditation Congress (IFSAC) Certificate Assembly Board of Governors.

#### **ARTICLE 10.2 NAME**

**10.2.1** The IFSAC Certificate Assembly Board of Governors shall hereafter be referred to as the Board or CABOG.

#### **ARTICLE 10.3 RELATIONSHIP**

**10.3.1** The Board, within the scope of its defined responsibility, shall work in unison with the Congress Administration.

#### **ARTICLE 10.4 RESPONSIBILITIES**

**10.4.1** The responsibilities of the Board, within the scope of the Bylaws, are to:



- (A) Consider and approve policy statements and operational guidelines submitted by committees of the Board or members of the Assembly.
- (B) Clarify and carry out established policies.
- (C) Encourage the professional development of the fire and emergency services internationally.
- (D) Review appeals.
- (E) Meet prior to the scheduled regular meeting of the Assembly.
- (F) Establish a forum and dialogue between accredited entities that will encourage reciprocity between these entities.
- (G) Ensure the accreditation process is done on a valid and credible basis.
- (H) Act upon all accreditation site visit applications and reports.
- (I) Act on recommendations of committees.

## **ARTICLE 10.5 CERTIFICATE ASSEMBLY BOARD OF GOVERNORS**

**10.5.1** The Board shall consist of twelve (12) members:

- (A) Eleven (11) members are elected from Assembly represented entities.
  - (1) A member's entity shall be an accredited voting member before the member is eligible for election to the Board or be appointed by the chairperson of the Board.
  - (2) To ensure representation on the Board remains balanced and uniform, no more than one entity representative shall serve on the Board at any given time. [See A.10.5.1 \(A\) \(2\)](#)
- (B) One (1) member elected from the general public during the spring meeting. [See A.10.5.1 \(B\)](#)
- (C) Board members shall serve staggered three (3) year terms.
- (D) Election of Board members to fill seats vacated by members having served a three (3) year term shall occur during the spring meeting.
- (E) The chairperson shall appoint two (2) persons from the Assembly and one (1) person from the Administration as election officials.
- (F) The Assembly shall have the ballots destroyed upon completion of elections.

**10.5.2** A member may withdraw from the Board by sending to Administration a written letter of resignation.

**10.5.3** In the event that a vacancy occurs on the Board, the replacement process shall be:

- (A) The chairperson of the Board will appoint a replacement from a member entity to serve until the next scheduled regular meeting of the Assembly. The Assembly must elect a new board member at its next scheduled regular meeting after a vacancy occurs to fill the unexpired term.

(B) If a vacancy occurs for the public board member position the chairperson of the board will appoint a person meeting the requirements to fill the unexpired term.

**10.5.4** A Board member may appoint as proxy another member of the Board. Such proxy, which is valid only for the meeting for which it is given, must be in writing and must be on record with the Administration prior to the commencement of the meeting.

(A) No member shall be permitted to carry more than three (3) Board membership votes, including the member's own vote.

**10.5.5** Members of the Board shall serve until replaced.

**10.5.6** When the status of a board member changes, including changing employment, organizational representation, or funding source, the board member must notify the Board. The change in status of the board member including any change in classification or circumstances shall be considered by the Board when reviewing the appointment. If the board member no longer represents the original entity, termination of board membership will be automatic.

**10.5.7** The appointment of a member of the Board may be terminated for cause by a majority vote of the Assembly. A request for a letter ballot, for the removal of a board member, requires the support of at least seven (7) members of the Board.

**10.5.8** The chairperson and the vice-chairperson of the Board shall be elected by the Assembly for a three (3) year term. The chairperson and vice-chairperson shall be elected from the sitting Board members. The public board member is not eligible to be elected as chairperson or vice-chairperson.

(A) Election of the chair and vice-chair shall occur during the spring meeting.

(B) In the event a spring meeting does not occur, the chair and vice-chair shall serve until the next spring meeting takes place.

(C) In the event of a temporary absence or inability of the chairperson to fulfill the duties of the office, the vice-chairperson shall perform the chairperson's duties as the acting chairperson until such time as the chairperson resumes his/her duties.

(D) In the event of a permanent vacancy of the chairperson, the vice-chairperson of the Board shall perform the duties of the chairperson with all the rights, privileges, and powers until the next regular meeting, during which the Assembly will elect a chairperson to complete the remainder of the three (3) year term.

(E) In the event of a temporary absence or inability of the vice-chairperson to fulfill the duties of the office, the chairperson shall appoint a member of the Board to perform the duties of the acting vice-chairperson until such time as the vice-chairperson resumes his/her duties.

(F) In the event of a permanent vacancy of the vice-chairperson, the chairperson shall appoint a member of the Board to perform the duties of vice-chairperson until the next regular meeting, during which the Assembly will elect a vice-chairperson to complete the remainder of the three (3) year term.

**10.5.9** The Board shall act upon all accreditation site visit reports.

(A) Decisions on accreditation status are the sole responsibility of the CABOG subject to the appeal process.

(B) These items shall be acted upon at the Board's next meeting. It shall take a majority vote of the Board to accredit or reaccredit an entity.

## **ARTICLE 10.6 MEETINGS**

**10.6.1** See Article 1.5 Meetings.

## **ARTICLE 10.7 AMENDMENTS**

**10.7.1** See Article 1.8 Amendments.

## **ARTICLE 10.8 COMMITTEES**

**10.8.1** The Board shall establish committees. Each committee shall have clearly defined responsibilities or a specific charge.

(A) Committee members will be appointed by the chairperson of the Board unless otherwise specified and shall serve three-year staggered terms.

(B) In the event of a vacancy on the committee, the chairperson of the Board shall appoint a person to complete the remainder of the three (3) year term.

(1) Appointments will be made within 30 days of a vacancy.

(C) The chairperson and vice-chairperson shall be elected by members of the committee from among its membership at the Fall Meeting and shall serve three-year terms.

(D) In the event of a permanent vacancy of the chairperson or vice-chairperson, the members of the committee shall elect a person to complete the remainder of the three (3) year term vacated.

(E) Committee members may be removed for cause. [See A.10.8.1 \(E\)](#)

**10.8.2** In addition to members appointed in 10.8.1 (A), one individual from the assembly who has attained emeritus status may be appointed to serve in a non-voting advisory capacity to a given committee.

**10.8.3** At least one-third of the members of committees formed under authorization of this article must be from voting entities of the Assembly.

**10.8.4** A committee may create task groups to address a specific topic or issue within the purview of the committee.

(A) A task group shall disband at the completion of its charge.

**10.8.5** An ad hoc committee shall only be formed to address topics or issues not already in the purview of an established standing committee.

(A) An ad hoc committee shall disband at the completion of its charge.

**10.8.6** Committees shall report at scheduled regular meetings of the Board.

**10.8.7** Standing Committees:

(A) The Certificate Assembly Planning Coordination Committee is responsible for addressing matters such as accreditation criteria, policies and procedures, correlation sheets, standards, and recruitment and retention.

## **ARTICLE 11**

### **Bylaws of the Certificate Assembly**

#### **ARTICLE 11.1 ENACTMENT**

**11.1.1** This Article Number 11 shall be the Bylaws of the International Fire Service Accreditation Congress (IFSAC) Certificate Assembly.

#### **ARTICLE 11.2 NAME**

**11.2.1** The IFSAC Certificate Assembly shall hereafter be known as the Assembly.

#### **ARTICLE 11.3 RESPONSIBILITIES**

**11.3.1** The responsibilities of the Assembly are to:

(A) Consider Bylaw amendments relevant to Articles 10 and Article 11.

(B) Inform members of fire services regarding the system of accreditation.

(C) Develop and promote an awareness among state, provincial, territorial, tribal, and national governments, and those served by the certifying entity regarding the accreditation system.

(D) Identify and provide accreditation services to state, provincial, territorial, tribal, and national governments which request and qualify for said services.

(E) Apply, to every extent possible, nationally recognized standards of professional competence for fire and emergency services personnel and other standards as adopted by the Board, in both the career and volunteer fire service as a foundation for both certification and international accreditation.

(F) Utilize all evaluating systems available to ensure certification is completed on a valid and credible basis.

(G) Ensure nondiscriminatory certification processes.

(H) Seek recognition from agencies who evaluate, accredit, recognize, or approve accrediting bodies when deemed beneficial to the Assembly.

#### **ARTICLE 11.4 GENERAL**

**11.4.1** The purpose of the Assembly is to provide a self-governed system which accredits fire service certification programs. Neither the Assembly nor the Board shall be allowed to certify nor be the standards-making body for the standard(s) for which accreditation is granted. This does not preclude individuals from participating in the NFPA standards-making process by serving on committees.

**11.4.2** The Assembly, in pursuit of its objectives, shall conduct such operations as its members shall from time to time deem necessary.

**11.4.3** The Assembly shall elect council and board members at its spring meeting.

**11.4.4** The chairperson of the Board shall preside over meetings of the Assembly.

(A) In the absence of the chairperson of the Board, the vice-chairperson shall preside over meetings of the Assembly.

## **ARTICLE 11.5 MEMBERSHIP**

**11.5.1** Evidence of empowerment shall be furnished for evaluation prior to the approval of an application for membership to participate as a voting or non-voting entity. Applications for membership and evidence of empowerment will be reviewed by the Assembly, together with a recommendation from its board of governors; the Assembly shall determine the membership status of any applicant. Evidence of empowerment must be provided by one of the following, shown in order of priority:

(A) Show evidence of a legal act, legislation, resolution, exclusive license, or statute from a state, provincial, territorial, tribal, or national government authorizing that entity to certify the professional competence of fire service personnel for a specific territory or jurisdiction.

(B) Show evidence of the existence of law broad enough in scope as to encompass certifying activities of the organization seeking accreditation.

(C) Show significant evidence of support for their accreditation as a certifying entity from within their constituency.

**11.5.2** In states, provinces, territories, and national jurisdictions where no interest is shown to participate in the Assembly by those entities, local jurisdictions may apply. It is clearly understood that at such time as the state, province, territory, or national government agency does make application and is accredited and providing certification services, the local jurisdiction will no longer be recognized as a voting member of the Assembly and shall no longer have accredited authority to issue certificates unless such authority is delegated to it by the superseding entity.

(A) In those cases described in 11.5.2 where more than one local jurisdiction (college, etc.) applies for membership, it is the intent of the Assembly that only one voting representative shall represent the state, province, or territory.

(1) Representation on the Assembly can be determined in one of the following ways:

(a) All entities within the jurisdiction wishing a vote must form a coalition and select one individual from the coalition to represent all entities within the coalition.

(b) All entities within the state, province, or territory will be admitted into the Assembly as non-voting members in accordance with 11.5.3(B).

**11.5.3** It is the intent of the Assembly that only one voting entity shall represent any state, province, territory, tribe, or national government to ensure representation in the Assembly remains balanced and uniform. Membership, however, shall allow participation in the activity of the Assembly based upon four (4) classifications of membership:

(A) Voting Entity shall include those entities whose application for membership and evidence of empowerment have been approved for voting membership by the Assembly. Voting members shall have a right to a voice and vote on all questions. All members shall be members in good standing. A voting entity must designate the voting representative in writing to IFSAC Administration. The voting representative's name shall be held on record and listed in the membership directory. [See A.11.5.3 \(A\)](#)

(B) Non-Voting Entity shall include those entities that may cover a smaller geographical area and/or have received delegated authority to certify to different levels of certification, each of which are not handled by the empowered voting entity. It may also include those who were empowered according to Article 11.5.2 prior to the membership of their state, provincial, territorial, or federal government agency. Non-voting entity members shall have a right to a voice on all questions but shall not vote on issues. Non-voting entity members shall be members in good standing.

(C) Non-Voting Organizational Membership shall include a single representative from any national or international organization, whose membership consists primarily of individuals eligible for certification under any standard IFSAC may accredit to, or whose organization is responsible for the development of standards that may be used for certification as accredited by IFSAC. The organization shall indicate in its application the individual who will represent the organization. Non-voting organizational members shall have a right to a voice on all questions but shall not vote on issues. Non-voting organizational members shall be members in good standing.

(D) Corresponding Membership shall include any organization or entity who wishes to receive IFSAC mailings until such time as they are ready to apply for membership under one of the categories specified in this article. Corresponding members shall have a right to a voice on all questions but shall not vote on issues. Corresponding members shall be members in good standing.

**11.5.4** Change in membership status shall be considered in the event that the Assembly is in receipt of a valid application for membership from a state, provincial, territorial, tribal, or national government entity that supersedes the entity currently acting in this capacity. The change of status from voting entity to non-voting entity shall take place only when the superseding entity has received their accreditation status as defined by the applicable IFSAC Bylaws, policies, and procedures, and is actively providing certification services. See also 11.5.2 of these Bylaws.

**11.5.5** Any other changes in membership status shall require the submission of a new application for membership.

**11.5.6** An entity may withdraw from the Assembly by sending to the Administration a written letter of resignation.

## **ARTICLE 11.6 MEETINGS**

**11.6.1** See Article 1.5 Meetings.

**11.6.2** The representative of a voting entity may appoint as proxy a member of the voting entity's staff or the representative of another voting entity of the Assembly. Such proxy shall be valid only for the meeting for which it is given, must be in writing, and must be deposited with Administration prior to the commencement of the meeting.

**11.6.3** At meetings of the Assembly, a quorum shall consist of at least thirty percent (30%) of the existing voting entity members including proxies. [See A.11.6.3](#)

## **ARTICLE 11.7 AMENDMENTS**

**11.7.1** See Article 1.8 Amendments.

## **ARTICLE 11.8 ESTABLISHMENT AND REVISIONS TO THE CRITERIA FOR CERTIFICATE ACCREDITATION**

**11.8.1** The Assembly shall establish and publish criteria for certificate accreditation covering at least the following:

- (A) Items to be reviewed, documented, or evaluated prior to accreditation.
- (B) Minimum criteria for evaluated items.
- (C) Documentation to be completed by an entity seeking accreditation before and/or during the site visit.

**11.8.2** The Criteria for Certificate Accreditation shall be the process and standard used by site teams for review and evaluation of entity applications for accreditation and shall form the basis for site team training programs.

**11.8.3** The Criteria for Certificate Accreditation may be revised or amended upon a majority vote of the Assembly delegates and proxies present and voting. This shall be done only after the proposed revision has been provided to the Administration Office at least sixty (60) days prior to a semi-annual meeting of the Assembly. The proposed revisions shall be furnished to the delegate members at least thirty (30) days prior to the meeting.

**11.8.4** Proposals to amend or revise the accreditation criteria may be offered and discussed fully at any regular or special meeting of the Assembly.

***Parts of this section have been removed to place into policies/procedures outside of the Bylaws.***

***The original Article for reaccreditation has been merged with Article 11.10.***

## **ARTICLE 11.9 ACCREDITATION**

**11.9.1** Accreditation shall be required on a five (5) year basis. The five (5) year period shall begin at the time of the initial certificate accreditation received by the entity.

(A) Initial accreditation: Within five (5) years from the date of election to membership, each entity shall be accredited for at least one (1) level of certification. If at the completion of the five (5) year period, an entity does not have at least one (1) level accredited, an assessment shall be reviewed and the Board will evaluate the progress of that entity every six (6) months, recommending status as a voting member to the Assembly.

(B) Reaccreditation: Failure of an entity to submit required application documentation and have a site visit prior to the Board of Governors meeting following the due date of a reaccreditation site visit, or any granted extensions, will result in a lapse of accreditation and loss of ability to issue seals.

(1) In order to regain accreditation and the ability to issue seals, the entity shall successfully complete the requirements for reaccreditation.

**11.9.2** An extension to have a site visit for reaccreditation will be considered by the Board per the policies and procedures of the Assembly.

**11.9.3** Site visits shall be conducted following the policies and procedures of the Assembly.

**11.9.4** Accredited entities may add certification levels to their certificate accreditation status between site visits according to the IFSAC Certificate Assembly Administrative Review Procedures.

**11.9.5** Should the scope of the certifying entity change, the Administration of the Assembly shall be notified. At any time during the accreditation process, the certifying entity shall be allowed to withdraw some or all of its programs from the accreditation process.

## **ARTICLE 11.10 CERTIFICATES AND SEALS**

**11.10.1** The distribution of any certificates bearing the IFSAC seal shall be done in accordance with policies and procedures of the Assembly.

**11.10.2** Each IFSAC seal number issued by an accredited entity for certification shall be reported to IFSAC Administration in accordance with IFSAC seal reporting policies and procedures.

**11.10.3** No entity shall issue an IFSAC seal or seal number for any level for which the individual has not successfully completed a level appropriate examination administered by the issuing entity. Entities shall have a written policy that requires an examination for all seals issued by the entity.

**11.10.4** Nothing in these criteria shall prevent the accredited entity from issuing other certificates provided that IFSAC is not referred to in the wording on the certificate or seal.



**11.10.5** Administration, as a service, may issue individuals an additional certificate of international certification. Such certificates will be issued only to individuals who have been certified by an accredited entity and whose information can be verified through the International Registry. Administration may advertise and charge a fee for this service.

## **ARTICLE 20**

### **Bylaws of the Degree Assembly Board of Governors**

#### **ARTICLE 20.1 ENACTMENT**

**20.1.1** This article number 20 shall be the Bylaws of the International Fire Service Accreditation Congress (IFSAC) Degree Assembly Board of Governors.

#### **ARTICLE 20.2 NAME**

**20.2.1** The IFSAC Degree Assembly Board of Governors shall hereafter be referred to as the Board or DABOG.

#### **ARTICLE 20.3 RELATIONSHIP**

**20.3.1** The Board, within the scope of its defined responsibility, shall work in unison with the Congress Administration.

#### **ARTICLE 20.4 RESPONSIBILITIES**

**20.4.1** The responsibilities of the Board, within the scope of the Bylaws, are to:

(A) Consider and approve policy statements and operational guidelines submitted by committees of the Board or members of the Assembly.(C) Encourage the professional and educational development of fire and emergency services.

(B) Clarify established policy.

(C) Review appeals.

(D) Meet prior to the scheduled regular meeting of the Assembly.

(E) Establish a forum and dialogue between accredited entities that will encourage cooperation.

(F) Ensure that the program accreditation process is done on a valid and credible basis.

(G) Act upon all accreditation applications and site visit reports.

(1) The accreditation of a program shall be the sole responsibility of the DABOG, subject to appeal as provided, and such accreditation or reaccreditation shall be by a majority vote of the DABOG.

(H) Act on recommendations of the Assembly committees.

## **ARTICLE 20.5 DEGREE ASSEMBLY BOARD OF GOVERNORS**

**20.5.1** The Board shall consist of eleven (11) members:

(A) Ten (10) members elected from Assembly represented entities.

(1) A member's entity shall be an accredited voting member before the member is eligible for election to the Board or be appointed by the chairperson of the Board.

(2) To ensure representation on the Board remains balanced and uniform, no more than one entity representative shall serve on the Board at any given time.

(B) One (1) member elected from the general public during the spring meeting. [See A.20.5.1 \(B\)](#)

(C) Board members shall serve staggered three (3) year terms.

(D) Election of Board members to fill seats vacated by members having served a three (3) year term shall occur during the spring meeting.

(E) The chairperson shall appoint two (2) persons from the Assembly and one (1) person from the Administration as election officials.

(F) The Assembly shall have ballots destroyed upon completion of elections.

**20.5.2** A member may withdraw from the Board by sending to Administration a written letter of resignation.

**20.5.3** If a vacancy occurs on the Board, the replacement process shall be:

(A) The chairperson of the Board will appoint a replacement from a member entity to serve until the next scheduled regular meeting of the Assembly. The Assembly must elect a new board member at its next scheduled regular meeting after the vacancy occurs to fill the unexpired term.

(B) If a vacancy occurs for the public board member position, the chairperson of the board will appoint a person meeting the requirements to fill the unexpired term.

**20.5.4** A Board member may appoint as proxy another member of the Board. Such proxy, which is valid only for the meeting for which it is given, must be in writing and must be on record with the Administration prior to the commencement of the meeting.

(A) No member shall be permitted to carry more than three (3) Board membership votes, including the member's own vote.

**20.5.5** Members of the Board shall serve until replaced.

**20.5.6** When the status of a board member changes, including changing employment, organizational representation, or funding source, the board member must notify the Board. The change in status of the board member including any change in classification or circumstances shall be considered by the Board when reviewing the appointment. If the board member no longer represents the original entity, board membership will be reviewed.

**20.5.7** The appointment of a member of the Board may be terminated for cause by a majority vote of the Assembly. A request for a letter ballot for the removal of a board member requires the support of at least six (6) members of the Board.

**20.5.8** The chairperson and the vice-chairperson of the Board shall be elected by the Assembly for a three (3) year term. The chairperson and vice-chairperson shall be elected from the sitting Board members. The public board member is not eligible to be elected as chairperson or vice-chairperson.

(A) Election of the chair and vice-chair shall occur during the spring meeting.

(B) In the event a spring meeting does not occur, the chair and vice-chair shall serve until the next spring meeting takes place.

(C) In the event of a temporary absence or inability of the chairperson to fulfill the duties of the office, the vice-chairperson shall perform the chairperson's duties as the acting chairperson until such time as the chairperson resumes his/her duties.

(D) In the event of a permanent vacancy of the chairperson, the vice-chairperson of the Board shall perform the duties of the chairperson with all the rights, privileges, and powers until the next regular meeting, during which the Assembly will elect a chairperson to complete the remainder of the three (3) year term.

(E) In the event of a temporary absence or inability of the vice-chairperson to fulfill the duties of the office, the chairperson shall appoint a member of the Board to perform the duties of the acting vice-chairperson until such time as the vice-chairperson resumes his/her duties.

(F) In the event of a permanent vacancy of the vice-chairperson, the chairperson shall appoint a member of the Board to perform the duties of vice-chairperson until the next regular meeting, during which the Assembly will elect a vice-chairperson to complete the remainder of the three (3) year term.

**20.5.9** The Board shall act upon all accreditation site visit reports. Decisions on accreditation status are the sole responsibility of the Board subject to the appeal process. These items shall be acted upon at the Board's next meeting. It shall take a majority vote of the Board to accredit or reaccredit a program.

## **ARTICLE 20.6 MEETINGS**

**20.6.1** See Article 1.5 Meetings

## **ARTICLE 20.7 AMENDMENTS**

**20.7.1** See Article 1.8 Amendments.

## **ARTICLE 20.8 COMMITTEES**

**20.8.1** The Board shall establish committees. Each committee shall have clearly defined responsibilities or a specific charge.

(A) Committee members will be appointed by the chairperson of the Board unless otherwise specified and shall serve three-year staggered terms.

(B) In the event of a vacancy on the committee, the chairperson of the Board shall appoint a person to complete the remainder of the three (3) year term.

(1) Appointments will be made within 30 days of a vacancy.

(C) The chairperson and vice-chairperson shall be elected by members of the committee from among its membership at the fall meeting and shall serve three-year terms.

(D) In the event of a permanent vacancy of the chairperson or vice-chairperson, the members of the committee shall elect a person to complete the remainder of the three (3) year term vacated.

(E) Committee members may be removed for cause. [See A.20.8.1 \(E\)](#)

**20.8.2** In addition to the members appointed in 20.8.1 (A), one individual from the assembly who has attained emeritus status may be appointed to serve in a non-voting advisory capacity to a given committee.

**20.8.3** At least one-third of the members of committees formed under authorization of this article must be from voting entities of the Assembly.

**20.8.4** A committee may create task groups to address a specific topic or issue within the purview of the committee.

(A) A task group shall disband at the completion of its charge.

**20.8.5** An ad hoc committee shall only be formed to address topics or issues not already in the purview of an established standing committee.

(A) An ad hoc committee shall disband at the completion of its charge.

**20.8.6** Committees shall report at scheduled regular meetings of the Board.

**20.8.7** Standing Committees:

(A) The Degree Assembly Planning Coordination Committee is responsible for addressing matters such as accreditation criteria, policies and procedures, recruitment, and retention.

## **ARTICLE 21**

### **Bylaws of the Degree Assembly**

#### **ARTICLE 21.1 ENACTMENT**

**21.1.1** This Article Number 21 shall be the Bylaws of the International Fire Service Accreditation Congress (IFSAC) Degree Assembly.

#### **ARTICLE 21.2 NAME**

**21.2.1** The IFSAC Degree Assembly shall hereafter be referred to as the Assembly.

### **ARTICLE 21.3 RESPONSIBILITIES**

**21.3.1** The responsibilities of the Assembly are to:

- (A) Develop and/or adopt criteria for accreditation.
- (B) Consider bylaw amendments relevant to Article 20 and Article 21.
- (C) Promote networking among postsecondary institutions that offer degree programs in fire, emergency services, public safety, and related disciplines.
- (D) Develop and promote awareness among government agencies, postsecondary institutions, and those members of the public served by the accredited program regarding the accreditation system.
- (E) Ensure the objectives of this Assembly are completed in a non-discriminatory fashion.
- (F) Utilize appropriate criteria to ensure accreditation is completed on a valid and credible basis.
- (G) Seek recognition from agencies who evaluate, accredit, recognize, or approve accrediting bodies when deemed beneficial to the Assembly.

### **ARTICLE 21.4 GENERAL**

**21.4.1** The purpose of the Assembly is to provide a self-governed system that accredits fire, emergency services, public safety, and related postsecondary programs at the academic certificate, associate, baccalaureate, and master levels offered by colleges and universities in the United States and at equivalent levels internationally.

**21.4.2** The Assembly, in pursuit of its objectives, shall conduct such operations as its members shall from time to time deem necessary.

**21.4.3** The Assembly shall elect Council and Board members at its spring meeting.

**21.4.4** The chairperson of the Board shall preside over meetings of the Assembly.

(A) In the absence of the chairperson of the Board, the vice chairperson shall preside over meetings of the Assembly.

### **ARTICLE 21.5 MEMBERSHIP**

**21.5.1** Membership with IFSAC shall follow policies of substantially equivalent application of standards and policies to US and non-US institutions and programs alike.

(A) Membership Categories:

(1) Voting Member: Membership in this category is limited to those in postsecondary educational institutions that have programs accredited or sanctioned in any of the following manners. For institutions not located in the United States and its territories, exceptions may be considered by the Assembly on a case-by-case basis.

- (a) Institutional accreditation by an Accreditation – Approved Organization (AAO).
  - (i) Institutions located in the United States and its territories shall be accredited by one of the AAOs as defined by the Assembly.
  - (ii) When required by the AAO, the institution shall be specifically accredited to grant college degrees via the distance learning method by the AAO.
- (b) State or provincial sanction or accreditation by the authority having jurisdiction in that state or province.
  - (i) The Assembly will evaluate only those international programs that are recognized by U.S.-based accrediting organizations and/or the appropriate governmental and nongovernmental quality assurance entities in that country or region. IFSAC will notify the appropriate governmental and nongovernmental quality assurance agencies of the programs intent to seek review and will invite their comments.
  - (ii) All documents presented in the membership application process must be in English.
- (c) Accreditation will be limited to voting members.
- (2) Corresponding Member: Organizations or individuals interested in accreditation of fire, emergency management, emergency medical, public safety, and related postsecondary programs may become corresponding members by payment of an annual fee. Corresponding members may not vote as members of IFSAC and are not eligible for accreditation. However, if otherwise eligible, they may serve on committees and special working groups, and otherwise fully participate in the activities of the Assembly.

**21.5.2** College System Membership. Membership and subsequent accreditation of system-wide state programs will be granted to those institutions using the following throughout the entire system:

- (A) Identical degree title and requirements at all locations.
- (B) A single transcript.
- (C) An approved standard curriculum (approved by central authority). Curriculum must be the same, including syllabus, course title, numbering, course prefix, and course description.
- (D) Identical policies and procedures.
- (E) A single administration.
- (F) A unified budget with a single administrator.
- (G) A single set of program outcomes and assessments.

**21.5.3** All voting membership applications shall be acted upon by the chairperson of the Assembly, unless there is any question as to the credentials of the applicant, then acceptance will be determined by a majority vote of the Assembly at the next scheduled regular meeting.

**21.5.4** Each member institution shall designate a voting representative to the Assembly.

**21.5.5** An institution may withdraw from the Assembly by sending Administration a written letter of resignation to Administration.

(A) Administration shall notify the chair that a letter of resignation has been received and the chair shall authorize Administration to withdraw the program's accreditation.

(B) If a program seeks membership following the withdrawal of its accreditation, the program must apply pursuant to Article 21.5. After establishing membership, the program shall follow Article 21.9 to establish program accreditation.

## **ARTICLE 21.6 MEETINGS**

**21.6.1** See Article 1.5 Meetings.

**21.6.2** The representative of a voting entity may appoint as proxy a member of the voting entity's staff or the representative of another voting entity of the Assembly. Such proxy, which is valid only for the meeting for which it is given, must be in writing, and must be deposited with Administration prior to the commencement of the meeting.

**21.6.3** At meetings of the Assembly, a quorum shall consist of at least twenty percent (20%) of the existing voting members including proxies.

## **ARTICLE 21.7 AMENDMENTS**

**21.7.1** See Article 1.8 Amendments.

## **ARTICLE 21.8 ESTABLISHMENT AND REVISIONS TO CRITERIA PERTAINING TO ACCREDITATION**

**21.8.1** The Assembly shall establish and publish criteria for program degree and academic certificate accreditation.

**21.8.2** The criteria for degree accreditation shall be the process, standard and criteria used by evaluation teams for review and evaluation of institutional postsecondary educational programs for accreditation and shall form the basis for evaluation team training programs.

**21.8.3** The criteria for degree accreditation may be revised or amended upon a two-thirds vote of the Assembly delegates and proxies present and voting. This shall be done only after the proposed revision has been provided to Administration at least sixty (60) days prior to a semi-annual meeting of the Assembly. The proposed revisions shall be furnished to the delegate members at least thirty (30) days prior to the meeting.

**21.8.4** Proposals to amend or revise the accreditation criteria may be offered and discussed fully at any scheduled regular or special meeting of the Assembly.

## **ARTICLE 21.9 ACCREDITATION**

**21.9.1** The accreditation process will be administered based on the Bylaws, policies, procedures, and criteria of the Assembly.

(A) Accredited programs must continue to meet the Criteria for Accreditation once accredited. Failure to meet accreditation criteria shall result in withdrawal of accreditation.

(B) Accredited entities shall complete and submit an Annual Status Report each year per the Annual Status Report Procedures.

(1) In the event of national emergencies within our member countries, delays in submitting the program's Annual Status Report shall be considered on a case-by-case basis. These emergencies can include natural and man-made disasters, pandemics, interruptions to critical infrastructure, et al.

**21.9.2** Programs seeking accreditation shall be voting members at the time of application for accreditation.

**21.9.3** All accreditations shall be for a term of five (5) years. The five (5) year period shall begin on the date that accreditation is granted by the DABOG. This applies to all accreditation scenarios including initial accreditation, reaccreditation, a conditional accreditation, a provisional accreditation, or any extension period(s).

**21.9.4** A site visit will be carried out only if a program has had a graduate prior to the site visit.

**21.9.5** Conditional accreditation will be considered for reaccreditation only.

**21.9.6** Extensions of reaccreditation will be considered by the DABOG per the policies and procedures of the assembly.

**21.9.7** A degree completion certificate may be offered to graduates of the program for the academic year prior to the site visit if it is determined by the DABOG upon a recommendation by the site team that the program followed by these graduates is essentially the same as the one reviewed.

**21.9.8** Administrative reviews conducted for the purpose of adding a program or programs of study, including academic certificates, to an existing program's accreditation status shall adhere to policies and procedures of the Assembly.

**21.9.9** An accredited program shall report a substantive change according to the policies and procedures of the Assembly.

**21.9.10** Final decision to grant initial accreditation, reaccreditation, a conditional reaccreditation, a provisional accreditation, or any request of accreditation that was denied or withdrawn of a program will be posted to the IFSAC website for public viewing. Supporting documentation will also be posted to provide a basis of judgement for the decision of the DABOG.

**21.9.11** Programs shall have the right of appeal pursuant to the Appeals Process.

## **ARTICLE 21.10 WITHDRAWAL OF ACCREDITATION**

**21.10.1** Withdrawal of accreditation shall follow the Assembly's withdrawal of accreditation procedures.



## Appendix

### Explanatory Material

**Administration: [IFSAC]** Oklahoma State University will maintain an administration office on the campus in Stillwater, Oklahoma. The manager of the International Fire Service Accreditation Congress (IFSAC) and necessary staff will conduct the day-to-day business of IFSAC and maintain appropriate records. [Return to Terms and Definitions](#)

**A.1.5.4** Cancellations may include but are not limited to terrorist events, natural disasters, civil unrest, etc. *Return to bylaw article*

**A.1.5.6** The chair (board or assembly meetings) is entitled to vote once and in the event of a tie, the motion fails. *Return to bylaw article*

**A.1.5.9** Examples: Approval of budget in the case of no spring meeting (Council); approval of accreditation/reaccreditation (boards) if waiting until a scheduled regular meeting affects the ability of an entity or postsecondary program to conduct business. *Return to bylaw article*

**A.3.4.1 (D)** IFSAC Administration Office staff are employees of Oklahoma State University. *Return to bylaw article*

**A.3.5.1 (D)** To meet the intent of NFPA 1000 that calls for, “The accrediting body shall include individuals who are not educators in, or members of, the profession for which candidates are being prepared and who are not in any way associated with the institutions or programs being evaluated. NFPA 1000 4.1.8A (2017 Edition). *Return to bylaw article*

**A.3.5.1 (E)** Any member of the Council who is elected as the chairperson for their respective board shall step down from their elected position on the Council upon accepting the chairperson position. *Return to bylaw article*

**A.3.5.1 (I)** For Certificate Assembly Coalitions: only one representative of the coalition shall be allowed to serve on the Council. *Return to bylaw article*

**A.3.5.5** Added to match information in the Certificate Assembly and Degree Assembly Bylaws. *Return to bylaw article*

**A.3.5.6** For cause can be defined as:

- The member has a continuing conflict of interest that cannot be reconciled or is failing in his/her responsibilities.
- The member has crossed ethical borders.
- The member is ineffective, not able to do the job, not participating appropriately in board discussions or committee assignments.
- The member is not interacting well with others.

It is recommended that the Council holds a personal intervention prior to the recommendation of removal of another Council member and suggest that he or she fix the problems noted or that they need to leave the Council.

The next scheduled meeting is defined as the next meeting following the Council's final decision to proceed. *Return to bylaw article*

**A.3.8.1 (E)** For example, the chairperson may remove a committee member due to lack of participation, performance, or reassignment. *Return to bylaw article*

**A.5.6.2** The requirement for a quorum of 50% that was approved in April 2015 was found to be problematic during the 2016 Fall Meeting since some entities do not send delegates if they are not members of boards or committees. It was determined that changing it to 30% is much more reasonable and achievable, especially for the fall meetings, and would allow Congress to take necessary action during a meeting. *Return to bylaw article*

**A.5.8.1 (C)** Possible examples, with the approval of the respective assembly and the board, might include but not limited to:

- (1) A person is full time within the organization or college, retires, then returns as a part-time employee or consultant but is no longer the organization or college's representative to IFSAC.
- (2) A person retires from one organization or college but is not granted emeritus status from said organization or college; and/or becomes employed elsewhere and he/she is not the organization or college's representative to IFSAC. *Return to bylaw article*

**A.9.1.1** The assemblies approved in the spring of 2017 the creation of a new Article 09, Bylaws of IFSAC Administration, which contains all information regarding administration and administrative functions and duties rather than have them scattered throughout the Bylaws. *Return to bylaw article*

**A.10.5.1 (A) (2)** For coalitions, only one representative of the coalition shall be allowed to serve on the Board. *Return to bylaw article*

**A.10.5.1 (B)** The public member was added to meet the objectives of NFPA 1000 4.1.8A (2017 Edition). *Return to bylaw article*

**A.10.8.1 (E)** For example, the chairperson may remove a committee member due to lack of participation, performance, or reassignment. *Return to bylaw article*

**A.11.5.3 (A)** See definition of Good Standing. *Return to bylaw article*

**A.11.6.3** The requirement for a quorum of 50% that was approved in April 2015 was found to be problematic during the 2016 Fall Meeting since some entities do not send delegates not serving on a committee or board. It was determined that changing it to 30% is much more reasonable and achievable, especially for the fall meetings, and would allow the Assembly to take necessary action during a meeting. *Return to bylaw article*

**A.11.10.2** Normally, in making appointments to committees, recommendations shall be sought from members of the assembly and the board. *Return to bylaw article*

**A.11.10.2 (E)** For example, the chairperson may remove a committee member due to lack of participation, performance, or reassignment. *Return to bylaw article*

**A.20.8.1 (E)** For example, the chairperson may remove a committee member due to lack of participation, performance, or reassignment. *Return to bylaw article*

**A.20.5.1 (B)** The public member was added to meet the objectives of NFPA 1000 and the Council on Higher Education Accreditation recognition requirements. *Return to bylaw article*

**A.21.9.2 (B)** Normally, in making appointments to committees, recommendations shall be sought from members of the assembly and the board. *Return to bylaw article*

**A.21.9.2 (E)** For example, the chairperson may remove a committee member due to lack of participation, performance, or reassignment. *Return to bylaw article*

<b>Agenda Memo</b>	<b>Item</b>	<b>Meeting Agenda</b>	<b>Meeting Date</b>
<b>D</b>	CA Site Visit Reports	CABOG	October 2023

This agenda memo contains a summary of site visits conducted since April 2023 as well as any pending a final report. Full site team reports including certification levels and recommendations are received by IFSAC Administration and forwarded to CABOG members for review prior to the meeting where they will vote on the recommendations made by the site visit team.

<b>Entity and Dates</b>	<b>Reviewed for/Recommending</b>	<b>Site Visit Team</b>	<b>Note</b>
<b>Minnesota Fire Service Certification Board</b>  December 13-15, 2022	Reaccreditation  48 Certification Levels	Bill Slosson Lori Howes Andrela Riley	
<b>New Jersey Division of Fire Safety</b>  March 14-16, 2023	Reaccreditation  19 Certification Levels	Greg Palmer Gary Howard E. Rob Freese	
<b>Mississippi State Fire Academy</b>  May 22-25, 2023	Reaccreditation  42 Certification Levels	Tara Youngblood Fred McCay James Goodwin	
<b>Alabama Fire College</b>  June 13-15, 2023	Reaccreditation  68 Certification Levels	Christy Rodgers Michael Manint David Jolly Amy Thornton Tara Youngblood	
<b>Wisconsin Technical College System</b>  June 13-15, 2023	Reaccreditation  20 Certification Levels	Gary Howard Andrela Riley Jay Clevenger	

Entity and Dates	Reviewed for/Recommending	Site Visit Team	Note
<b>Egyptian Navy Firefighting, Damage Control &amp; Safety Academy</b>  July 15-16, 2023	Reaccreditation  2 Certification Levels	John Cunningham Clinton Manuel	
<b>Kentucky Fire Commission</b>  July 18-20, 2023	Reaccreditation  26 Certification Levels	Lori Howes Justin Merritt Michael McBride  Marcy Kutz (Observer)	
<b>Office of the Fire Commissioner, Alberta Municipal Affairs</b>  July 19-20, 2023	Reaccreditation  22 Certification Levels	Alan Joos John Snider Serge Gallant	
<b>Florida Division of State Fire Marshal, Bureau of Fire Standards and Training</b>  August 15-17, 2023	Reaccreditation  22 Certification Levels	John Cunningham Lori Howes Tara Youngblood	

<b>Agenda Memo</b>	<b>Item</b>	<b>Meeting Agenda</b>	<b>Meeting Date</b>
E	DA Site Visit Reports	DABOG	October 2023

*This agenda memo contains a summary of site visits conducted since April 2023.*

<b>Mitchell Community College</b>			
<b>Program(s) Reviewed</b>	Associate of Applied Science in Fire Protection Technology		
<b>Dates</b>	September 12-14, 2023	<b>Evaluation Team</b>	Casey Hall – Leader Cindy Brun – Member Callie Mars – Member E. Rob Freese – Reader
<b>Site Visit Type</b>	Initial Accreditation	<b>Note</b>	

Agenda Memo	Item	Meeting Agenda	Meeting Date
F	CABOG & CA Bylaw Proposals	Certificate Assembly	October 2023

*Proposed additions are in blue and underlined. Deletions are in red and are struck through.*

<b>Agenda Memo #:</b> F	<b>Section/Article(s):</b> Terms and Definitions
<b>Submitted by:</b> Committee on Site Teams	<b>New or Revision:</b> Revision
<b>Comments/Reason for proposal:</b> New and revised definitions to support the proposed criteria changes in Agenda Memo H.	

Onsite Evaluator: [CA] A subject matter expert who is physically present and who evaluates the performance of a candidate that is demonstrating a manipulative skill.

Remote Evaluator: [CA] A subject matter expert who evaluates the performance of a candidate that is demonstrating a manipulative skill via an audio/video broadcast in real-time.

Proctor: [CA] A person who monitors candidates ~~in real time~~ during an examination and must have subject matter expertise in the testing process.

Agenda Memo	Item	Meeting Agenda	Meeting Date
<b>G</b>	DABOG & DA Bylaw Proposals	Degree Assembly	October 2023

*Proposed additions are in blue and underlined. Deletions are in red and are struck through.*

<b>Agenda Memo #:</b> G	<b>Section/Article(s):</b> Terms and Definitions
<b>Submitted by:</b> Lee Silvi on behalf of the DA/DABOG	<b>New or Revision:</b> Revision
<b>Comments/Reason for proposal:</b>	
The Degree Assembly has requested that the definition of Academic Certificate appear by itself, alphabetically, within the Terms and Definition. Currently it is found as a sub-definition under "Degrees"	

**Academic Certificate: [DA]** These are academic programs of generally nine to 45 credits. Some programs provide specialized training for people who already have diplomas or degrees. Others are for those who want to quickly complete a program that leads to a specific job.

**Degrees: [DA]** Recognition of completion of a prescribed program of study in higher education according to systems operating in particular countries. Different types of degrees include:

**Academic Certificate** — See "Academic Certificate" ~~These are academic programs of generally nine to 45 credits that are completed in a year or less by full time students. Some programs provide specialized training for people who already have diplomas or degrees. Others are for those who want to quickly complete a program that leads to a specific job.~~

**Technical Diploma** - An academic program intended to provide students with skills leading directly to a specific job.

**Associate Degree** - An award that normally requires at least two but less than four years of full-time college work. There are different types of associate degrees with varying transferability.

**Bachelor's Degree/International Diploma** - An award that normally requires at least four but not more than six years of full-time college work. Also includes bachelor's degrees that are completed in three years.

**Post-Baccalaureate Certificate** - An award that requires completion of an organized program of study requiring 18 credit hours beyond the bachelor's. Designed for those with a bachelor's degree who do not meet the academic requirements of a master's degree.

**Graduate Degree** - A degree awarded for education at a level beyond the bachelor's degree. State universities offer graduate certificates, master's degrees, and specialist degrees in various professional and liberal arts fields.

**Master's Degree** - An award that requires the completion of a program of study of at least one but not more than two of years of full-time academic work beyond the bachelor's degree.



**Post-Master's Certificate** - An award that requires completion of an organized program of study of 24 credit hours beyond the master's degree but does not meet the requirements of academic degrees at the doctor's level.

**Doctorate Degree** - The highest award a student can earn for graduate study. The doctor's degree classification includes such degrees as Doctor of Education (Ed.D.), Doctor of Juridical Science (J.D.), Doctor of Public Health (D.P.H.), and the Doctor of Philosophy (Ph.D.).

Agenda Memo	Item	Meeting Agenda	Meeting Date
H	Certificate Assembly Criteria	Certificate Assembly	October 2023

*Proposed additions are underlined. Proposed deletions are struck through.*

<p><b>Proposed Amendment(s) #:</b> H-1 Certificate Assembly Criteria</p> <p><b>New or Revision:</b> Revised <b>Submitted by:</b> Certificate Assembly Committee on Site Teams</p> <p><b>Comments/Reason for proposal:</b> Committee recommends change to the Basis for Judgement #7 for additional clarification.</p>
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### III. GENERAL ADMINISTRATION OF TESTING

The certifying entity shall establish and maintain examination procedures that are valid for administering knowledge and skills tests. **[5.2.4(A)\*]** Examinations shall measure the performance of personnel consistent with the standards adopted by IFSAC to include the following:

1. All examinations shall be proctored/evaluated. **BFJ#7** 

**Basis for Judgement #7:** All ~~written~~ cognitive testing utilizing paper exams and/or a web-based/computer-based platform, ~~whether face-to-face or online~~ shall be ~~proctored~~ monitored by a proctor who is physically present within the room in which the candidates are testing. in real time. All manipulative skills shall be evaluated ~~in real time~~ using either an ~~in-person~~, onsite evaluator or ~~virtual/online~~ remote evaluator, where approved by the Board. The following standards have been approved to utilize a remote evaluator for ~~virtual/online~~ skills testing: NFPA 1021, NFPA 1035, NFPA 1041. The approved list of standards may change subject to the approval of the Board. The entity shall develop the policies and procedures to ensure that any ~~virtual/online~~ testing utilizing a remote evaluator meets all the other requirements. Projects, portfolios, task books, and other similar evaluative methodologies do not require proctoring. If so, the entity must define and defend their evaluative methods used for said project, portfolio, or task book.

<b>Proposed Amendment(s) #:</b>	H-2	Certificate Assembly Criteria
<b>New or Revision:</b>	Revised	<b>Submitted by:</b> Certificate Assembly Committee on Site Teams
<b>Comments/Reason for proposal:</b>		
Committee recommends change to the general administration of testing.		

### III. GENERAL ADMINISTRATION OF TESTING

The certifying entity shall establish and maintain examination procedures that are valid for administering knowledge and skills tests. **[5.2.4(A)\*]** Examinations shall measure the performance of personnel consistent with the standards adopted by IFSAC to include the following:

16. If an entity wishes to test multiple levels in one exam, they must score each level separately. [BFJ#16](#)

**Basis for Judgement #16:** The following levels Hazardous Materials Operations Core, Mission-Specific Personal Protective Equipment, and Mission-Specific Product Control are not required to be scored separately when tested on one exam except when each is individually issued an IFSAC seal as separate certifications.

Agenda Memo	Item	Meeting Agenda	Meeting Date
I	DA Criteria Revisions	DABOG/Degree Assembly	October 2023

*Proposed additions are underlined. Proposed deletions are struck through.*

<b>Proposed Amendment(s) #:</b> I - 1 <b>Article(s):</b> G23.3.5 (d) <b>New or Revision:</b> Revision <b>Submitted by:</b> DA Criteria Committee <b>Comments/Reason for proposal:</b>
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### G23.3.5 ADVISORY COMMITTEE

- (a) Program advisory committees shall be established to provide an active mechanism for liaison with the community served by the degree program representative of the population served.
- (b) The advisory committee shall be involved in the process of reviewing program outcomes.
- (c) There shall be written documentation that details the membership, role, function, terms of the advisory board, committees, and meetings.
- (d) Advisory committee minutes ~~shall~~ should be kept and available for five years.
- (e) The program advisory committee or equivalent shall be involved in the evaluation of instructional equipment, supplies, and materials.

***Examples of supporting documentation:***

- *Record of advisory minutes for 5 years*
- *List of advisory members and representation*
- *Advisory committee handbook*
- *Onsite interviews with advisory members*

**Proposed Amendment(s) #:** 1 - 2

**Article(s):** G23.5.5 (b)

**New or Revision:** Revision

**Submitted by:** DA Criteria Committee

**Comments/Reason for proposal:**

## **G23.5.5 COURSE EVALUATION**

(a) Students shall have an opportunity to complete a course evaluation.

(b) Course evaluations ~~shall~~should include an evaluation of the facilities.  
(N/A for online programs)

(c) Course evaluation shall include evaluation of instruction.

***Examples of supporting documentation:***

- *Access to course evaluations*
- *Onsite/online interviews with students*

<b>Agenda Memo J</b>	<b>CABOG CA</b>	<b>CA New Membership Applications</b>	<b>October 2023</b>
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At the time of printing of this Agenda Memo, IFSAC Administration has received two (2) applications for membership. The applications for membership are first reviewed by the Certificate Assembly Board of Governors (CABOG). The Certificate Assembly Board of Governors may form a recommendation for the Certificate Assembly to approve, not approve, or to table the application pending receipt of adequate information to make a decision. A recommendation may be made on the type of membership (voting, non-voting).

Representatives of Certificate Assembly voting member entities vote on applications for membership to the Assembly. Please review and familiarize yourself with all Bylaw articles relevant to membership prior to the meeting. In addition, when applications are distributed, review carefully the information that has been provided as evidence of empowerment with each application as well as any other related documentation or information.

**Bylaw Articles regarding Certificate Assembly Membership:**

***Bylaws can be found on the IFSAC Website under the ABOUT navigation tab.***

- Articles 11.5.1 through 11.5.5

<b>Applicant Entity Name</b>	<b>Membership Status Applied For</b>	<b>Entity Representative</b>	<b>Empowerment Documentation</b>
National Fire Agency, Ministry of Interior, Taiwan	Voting	Hung-chi Yu	<i>See attached.</i>
Rural Metro Emergency Management Services (Pty) Ltd, South Africa	Voting	Johan van Wyk	<i>See attached.</i>

# International Fire Service Accreditation Congress

## Certificate Assembly

### *Membership Application*

Approval of membership for voting or non-voting status is based on the provision of required information (see attached page and Articles 11.5 and 12.1.9 of the IFSAC Bylaws). Please complete the application form below and return along with appropriate documentation per empowerment criteria. Applications with appropriate documentation received at least 90 days prior to the next Certificate Assembly meeting will be placed on the agenda for that meeting. Applications received 90 days or less prior to the next meeting will be placed on the agenda for the Certificate Assembly meeting following the next meeting. An entity must be approved for and hold voting or non-voting membership status in order to be eligible to apply for and maintain accreditation.

TYPE OF MEMBERSHIP APPLIED FOR (Check only one)	
<b>Corresponding Member Entity</b> (For this category, please submit \$125 (US) with this application.)	<input type="checkbox"/>
<b>Voting Entity - \$2500 per annum*</b> <i>Must include documentation showing evidence of empowerment</i>	<input checked="" type="checkbox"/>
<b>Non-Voting - \$1250 per annum (changes upon accreditation)*</b> <i>Must include documentation showing evidence of empowerment</i>	<input type="checkbox"/>
<b>Non-Voting Organizational (\$1250 per annum)*</b>	<input type="checkbox"/>

\*Please **DO NOT** send any money at this time. Pending further review by the Certificate Assembly at the next annual meeting, you will be invoiced accordingly for annual dues.

#### ENTITY NAME

National Fire Agency, Ministry of the Interior

#### MAILING ADDRESS

Mailing Address 8F, 200, Sec. 3 Beixin Rd., Xindian District

Town/City New Taipei City State/Province \_\_\_\_\_

Postal Code 231007 Country Taiwan (R.O.C)

#### CONTACT INFORMATION

Contact's/Representative's First and Last Name Hung-chi Yu

Job Title Secretary Email Address fc771128@nfa.gov.tw

Telephone Number +88649-273-9119#6108 FAX Number +88649-273-6507

Mailing Address  
(if different than above) \_\_\_\_\_

## **PROOF OF EMPOWERMENT**

Proof of empowerment for voting or non-voting status (Bylaw Article 11.5.1) must be included with this application as stated in Article 11.5 of the IFSAC Bylaws.

11.5.1 Evidence of empowerment shall be furnished for evaluation prior to the approval of an application for membership to participate as a voting or non-voting entity. Applications for membership and evidence of empowerment will be reviewed by the Assembly, together with a recommendation from its board of governors; the Assembly shall determine the membership status of any applicant.

### **Empowerment Criteria**

Evidence of empowerment must be provided by one of the following, shown in order of priority:

- (A) Show evidence of a legal act, legislation, resolution, exclusive license, or statute from a state, provincial, territorial, or national government agency authorizing that entity to certify the professional competence of fire service personnel for a specific territory or jurisdiction.
- (B) Show evidence of the existence of law broad enough in scope as to encompass certifying activities of the organization seeking accreditation.
- (C) Show significant evidence of support for their accreditation as a certifying entity from within their constituency.

**This application form supersedes all previous application forms.**

Please return completed application with evidence of empowerment to IFSAC at the mailing address or email address listed below.

International Fire Service Accreditation Congress  
Oklahoma State University  
1723 W Tyler Ave  
Stillwater, OK 74078

EMAIL: [admin@ifsac.org](mailto:admin@ifsac.org)

If you have any question concerning membership please call (405) 744-8303 or email [admin@ifsac.org](mailto:admin@ifsac.org).



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## 所有條文 Article Content

Title : [The Organization Act of National Fire Agency, Ministry of the Interior](#) ( 2005.06.22 Amended ) Ch

Article 1 These Articles have been enacted pursuant to Article 5-1, Organization Act of the Ministry of the Interior(MOI).

Article 2 Pursuant to the order given by the Minister of the Interior(MOI). National Fire Agency plans and carries out affairs of national fire prevention agency, disaster prevention and rescue; and is authorized to command and supervise national fire institutes to perform fire prevention and disaster prevention and rescue missions.

Article 3 Functions of National Fire Agency (NFA)include:

1. Formulation of fire prevention and disaster prevention and rescue systems and establishment, down-size and merge of fire organization of each level, and planning and making proposals of manpower allocation and transfer;
2. Planning, promotion, supervision and performance evaluation of the fire prevention and disaster prevention and rescue policies and duties;
3. Draft, development, amendment, compilation, edit and propaganda of fire prevention and disaster prevention and rescue regulations;
4. Planning and supervision of fire prevention system, education and training, as well as promotion of academic studies of fire prevention and disaster prevention and rescue;
5. Education, training, supervision and performance evaluation of fire technical and management personnel;
6. Planning and supervision of inspection and management of fire safety equipment; review, approval and inspection of equipment and apparatus;
7. Planning and supervision of joint survey and joint examination of public hazardous substances and flammable pressurized gases safety management system and safety facilities; and study, development, amendment and interpretation of safety equipment criteria;
8. Education and propaganda of fire prevention and disaster control for the general public, planning and supervision of disaster prevention and rescue public relationship and cooperation;
9. Enactment and execution of disaster prevention and rescue operation plans;
10. Response, supervision and coordination of disaster prevention and rescue system, and national emergency incident;
11. Command, control, communication and supervision of rescue operation in typhoon, earthquake, major fire, explosion disasters;
12. Support in emergency rescue in disasters of flooding, debris flow, toxic hazardous materials and any other major accidents;
13. Planning and supervisions of organization, equipment, training and management of special search & rescue teams and training center;
14. Planning and management of software and hardware facilities of central emergency operation center;
15. Planning and establishment of disaster situation communication system;
16. Planning of Pre-hospital Emergency Medical Service, research development, supervision and coordination of resources integration, training and

education, and theories and job technique;

17. Planning and supervision of fire investigation and identification; providing supports as required by disaster site survey and identification;

18. Planning, supervision, performance evaluation and discipline of fire personnel operation monitor; workshop to develop supervisor staff;

19. Planning, unified allocation, and management of fire engines, equipment uniforms and fire headquarters and procurement;

20. Preparedness of disaster rescue resources; planning of fire water source expansion, utilization and maintenance;

21. Organization, certification, training, management and utilization of voluntary fireman and civil salvation and rescue organizations; planning and supervision of insurance and welfare;

22. Planning of fire prevention and disaster prevention and rescue information and communication system; R&D of fire technology;

23. Participating in international disaster rescue, search & rescue organization and major disaster support plans and cooperation exchanges;

24. Other things and matters related to fire prevention and disaster prevention and rescue.

Article 4 There shall be seven up to nine departments and the emergency dispatch center for NFA to be respectively in charge of those functions listed in the preceding Article, and when required, each department may be further divided into divisions.

Article 5 There shall be a Secretary Office to be in charge of legal system, PR, documentation, file control, operation of official seal, cashier, general agency, assets control; and the Secretary Office shall be independent from other departments, centers, and offices. When required, sections may be derived from the Secretary Office.

Article 6 There shall be a Director General, ranked at the thirteenth job grade of selected appointment to the NFA or police supervisor to be in charge of NFA affairs, command and supervise national fire institutes and personnel; and there shall be three deputy directors generals, each ranked at the twelfth job grade of selected appointment or a police supervisor to help the Director General handle the affairs of the NFA.

Article 7 For NFA, there shall be a general secretary, seven up to nine directors, two directors(center) and one captain all ranked at the eleventh job grade of selected appointment or police supervisors; three deputy captains, one office director, seven up to nine senior specialists all ranked at the ninth to the tenth job grade of recommendation appointment or police officials up to police supervisors; thirty-two up to thirty-eight division chiefs all ranked at the ninth job grade of recommendation appointment, or police officials; sixteen up to eighteen secretaries and twenty up to twenty-two inspectors all ranked at the eighth up to the ninth job grade of recommendation appointment or police officials, wherein, six secretaries and seven inspectors may be ranked at the tenth job grade of selected appointment or police supervisors; seven engineers ranked at the eighth up to the ninth job grade of recommendation appointment, wherein, two senior engineers may be ranked at the tenth job grade of selected appointment; forty-three up to forty-five specialists all ranked at the job grade of the seventh up to the eighth recommendation appointment or police official; sixty-eight up to seventy-two section assistants all ranked at the fifth job grade of commission appointment or the sixth up to the seventh job grade of recommendation appointment or from sergeants or police officials; six section leaders from sergeants or police officials; twenty one technicians all ranked at the fifth job grade of commission appointment or the sixth up to the seventh job grade of recommendation appointment; twelve detachment leaders from sergeants or

police officials; seven assistant technicians ranked at the fourth up to the fifth job grade of commission appointment, wherein, three may be ranked at the sixth job grade of recommendation appointment; fifty-four team members from sergeants, wherein, twenty-seven may be ranked from police officials; eleven senior clerk ranked at the third up to the fifth job grade of commission appointment; and four clerks ranked at the first up to the third job grade of commission appointment.

- Article 8 There shall be a personnel office for NFA to be chaired by one director ranked at the ninth job grade of recommendation appointment up to the tenth job grade of selected appointment to be duly in charge of personnel management; and additional work personnel may be assigned within the quota specified by these Articles.
- Article 9 There shall be an accounting office for NFA to be chaired by one director, accounting office ranked at the ninth job grade of recommendation appointment up to the tenth job grade of selected appointment to duly perform transactions of annual budget, accounting and statistics; and additional work personnel may be assigned within the quota specified by these Articles.
- Article 10 There shall be a government ethics office for NFA to be chaired by a director ranked at the ninth job grade of recommendation appointment up to the tenth job grade of selected appointment to duly perform relevant affairs about government ethics; and additional work personnel may be assigned within the quota specified by these Articles.
- Article 11 When required by the operation, the National Fire Agency may establish the fire science graduate school, fire academy, port fire brigades, science park fire brigades, and/or export processing zone fire brigades as permitted by the act.
- Article 12 In order to rescue and respond immediately after a major disaster, the NFA is obliged to establish special search & rescue team and a training center with the work personnel to be assigned within the quota specified by these Articles.
- Article 13 Pursuant to Article 8 of Public Service Appointment Procedure, with the exception of police officials, any and all personnel specified with particular job ranks or official ranks in Articles 6 through 10 shall be selected from related job systems.
- Article 14 In the management of fire agencies of each level, any one ranked as a police official, related requirements set forth in Police Personnel Management Act shall become applicable. Additional to the mandatory appointment qualification, any one selected and appointed by fire departments from each level shall possess the expertise required by the job function he or she prepares to perform; and the selection standards shall be specified by the Ministry of the Interior (MOI).
- Article 15 The NFA when required by its operation may create committees and the work personnel required may be assigned full-time or part-time within the mandatory quota specified by these Articles.
- Article 16 The NFA for performing its functions of fire prevention and disaster prevention and rescue may release orders to fire departments of any level. In case of a major hazard, the NFA may forthwith requisition persons, vehicles, equipment, and apparatus to support dealing with the disaster from fire departments of any level.

Article 17 Regulations of the NFA shall be enacted by the NFA to seek approval from the Ministry of the Interior(MOI).

Article 18 The NFA Organization Act shall become effective on and after the date they are promulgated.  
The enforcement date of the amendment of the NFA Organization Act shall be specified in an order from Executive Yuan.

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## 所有條文 Article Content

Title : **Fire Services Act** ( 2022.05.11 Amended ) Ch

### Chapter One: General Provisions

#### Article 1 (Purpose and Application)

Fire Services Act (the Act) has been incorporated for preventing fire disaster and providing rescue operation and first aid to maintain public safety, and protect life and property of the people.  
Other applicable laws shall govern any things and matters not specifically provided in the Act.

#### Article 2 (Definition of Administrator)

For the purpose of the Act, an “administrator” whenever appears in the Act, is referred to any person who has the right to exercise domination and control of the place in question either as duly conferred by the law or by contract; the managing director shall be the administrator in case of an incorporated body.

#### Article 3 (Regulating Authorities)

The Ministry of the Interior at the central level; the municipal government at the municipal level and the county/city government at the county/city level shall be the fire regulating authorities.

#### Article 4 (Fire Engine, Equipment & Manpower Allocation Standards)

Fire engine, equipment and manpower allocation standards for the municipality, county and city shall be determined by the central regulating authorities.

### Chapter Two: Fire Prevention

#### Article 5 (Education & Propaganda)

Governments of each Municipality, county and city shall sponsor fire prevention education and propaganda programs co-sponsored every year by public agencies, schools, civil organizations and mass communication media.

#### Article 6 (Installation of Fire Safety Equipment)

The Act defining the Administrators who have the right to dominate and control a variety of places should provide and maintain the proper fire safety equipment.

The central regulating authorities shall set forth standards for the classification of places and the installation of fire safety equipment. Fire departments may classify depending on the hazardous extent of the various places defined in previous paragraph herein for control, inspection and re-inspection.

Para.1 defines a variety of places not complying with all or one item regulated in Para.1 owing to the difficulty of application with special purposes, constructions, or other fire techniques, methods and equipments as higher level effect should be attached with related certificates recognized by the central fire regulating authority.

The administrators of the hotels, sites of senior citizens' social welfare and the places announced by central regulating authority that not involved in paragraph 1 herein should provide and maintain residential fire alarms. The regulations regarding the installation, period of improvement, and other matters should be obeyed will be set forth by the central regulating authorities.

Administrators of the place that not involved the ones require automatic fire alarms equipments under the standard in paragraph 1 herein should provide and maintain residential fire alarms. The regulations regarding the installation, period of improvement, and other matters should be obeyed will be set forth by the central regulating authorities.

Article 7 (Fire Safety Equipment)

Fire protection equipment engineer shall design and supervise construction of the fire safety equipment to be provided under the standards of fire safety equipment for each type of places; installation and service of the fire safety equipment shall be provided by fire protection equipment engineer or technician.

Before the number of fire protection equipment engineer or technician reaches that as specified, any and all design, construction supervision, installation and service of fire safety equipment referred in the first paragraph herein may be provided by those professionals, technical engineers or technicians in the related fields for a term to be specified by the central regulating authorities.

Regulations governing qualification and control of fire protection equipment engineer shall be separately enacted.

Before the enactment of those regulations in the previous paragraph, the central regulating authorities may set forth bylaws for the control of fire protection equipment engineers and fire protection equipment technicians.

Article 8 (Qualification of Fire Protection Equipment Engineer/Technician)

Any citizen of the Republic of China having passed the fire protection equipment engineer examination is duly conferred a certificate of a fire protection equipment engineer under the Act may act as a fire protection equipment engineer.

Any citizen of the Republic of China having passed the fire protection equipment technician examination is duly conferred a certificate of a fire protection equipment technician under the Act may act as a fire protection equipment technician.

Any one applying for the issuance of a certificate of fire protection equipment engineer or technician shall submit a written application and qualification documents and file the application with the central regulating authorities.

Article 9 The administrator of a variety of places specified in the first paragraph of Article 6 shall conduct regular inspection and maintenance of fire safety equipment in accordance with the following provisions; the inspection results shall be reported to the competent authority where the site is located for review within the prescribed time limit, and the competent authority may send personnel for re-inspection; The same shall apply to the case of business closure or suspension of business. However, if the entire building where the various sites are located is no longer in use, the administrator of the site may be exempted from regular inspections of fire safety equipment and declaration of inspection results after reporting to the local competent authority for review and approval until the building is restored to use:

1. High-rise buildings, underground buildings, or places announced by the central competent authority; entrust a professional fire safety equipment inspection and maintenance institute permitted by the central competent

authority to handle.

2. Places above a certain scale other than those in the preceding paragraph: entrust a fire protection equipment engineer or a fire protection equipment technician.

3. Places other than the preceding two paragraphs that are only equipped with non-systematic fire safety equipment such as fire extinguishers, sign equipment or emergency lighting: entrust a fire protection equipment engineer, a fire protection equipment technician or the administrator to manage it.

Items, methods, standards, and frequency of regular inspection and maintenance of the safety equipment in various places (including out of business or closed places) in the preceding paragraph, periodic inspection or calibration of necessary equipment and appliances for maintenance, specifications, styles, additional methods and locations of maintenance completion signs, the reporting period for acceptance of inspection results, the inspection and handling methods when applying for review, the criteria for determining that the entire building is no longer in use, and the documents to be prepared for review and other matters to be complied with shall be prescribed by the central competent authority.

Places above a certain scale in Subparagraph 2 of Paragraph 1 shall be announced by the central competent authority.

The central competent authority shall prescribe qualifications, procedures, documents to be prepared, review methods, verification (renewal) issuance of licenses, valid period, modification, abolition, extension, regulations of business execution, the employment, changes, training of fire protection equipment engineer or technician, preparation and retention period of business-related documents, reporting of various forms and other matters to be obeyed by a professional fire safety equipment inspection and maintenance institute specified in Subparagraph 1 of Paragraph 1.

#### Article 10 (Approval of Fire Safety Equipment Drawings)

Drawings of fire safety equipment of any building for public use shall be completed with the examination and approval by the municipal, or county/city fire department before seeking the approval to commence the constructional work from the building regulating authorities.

Any item applying for preliminary examination under Article 34.1 of Building Act involving fire safety equipment of building, it shall be jointly examined by the building regulating authorities and the fire department.

In the event that a building not provided for public use is changing to one for public use, or a building provided for public use is changing to one for another type of public use, the building regulating authorities and the fire department shall jointly examine the drawings of fire safety equipment of the building in question.

#### Article 11 (Use of Flameproof Products)

The administrator of any building of eleven floors or taller, underground building, or any place specified by the central regulating authorities shall use only the carpet, curtain, drape, billboard, and other flameproof products attached with a flame-proof label as required.

Any flameproof product specified in the preceding paragraph herein or its materials should not be offered for sales and/or display unless attached with a flameproof label.

The flameproof performance of any product or its materials as referred in those two preceding paragraphs herein shall be verified by the central regulating authorities.

#### Article 12 (Inspection of Fire Machine, Supplies and Equipment)

Any fire control machine & tool, apparatus and equipment subject to approval as published by the central regulating authorities may not be offered for

sale, display, installation and/or use unless they have survived the approval by the registered Institution of the central regulating authorities and bear an approval label.

With the exception of those items with particular property listed by the central regulating authorities, the approval specified in the preceding paragraph shall include type approval and individual approval in sequence. Any fire control machine & tool, apparatus and equipment subject to approval as published by the central regulating authorities in the first paragraph, its application, procedure, documents, examination methods, effective approval period, repeal, abolishment, regulating approval label, way of attaching, cancellation, removal and other requirements shall be specified by the central regulating authorities.

The applicant for the approval shall pay the approval fee to the registered institute specified in the first paragraph; the charged items and prices shall be submitted by the registered institute and ratified by the central regulating authorities.

The structure, material, function, approval inspection content, batch recognition, inspection result assessment, primary inspection equipment and other standards of any fire control machine & tool, apparatus and equipment subject to approval shall be specified by the central regulating authorities.

The application, procedure, documents, examination methods, the effective period, issuance (reissuance), repeal, abolishment, administration and other requirements of the registered institute specified in the preceding paragraph shall be specified by the central regulating authorities.

#### Article 13 (Preparation of Fire Protection Plan)

The administrator of any building for public use with a certain scale shall appoint and cause a fire prevention manager to develop a fire protection plan, report the plan to the fire department for approval, and carry out according to the plan any and all activities required in fire management. In case of shared right of administration of any building of eleven floors or taller, underground building, or any building specified by the central regulating authorities, all the administrators shall agree among themselves to prepare a joint fire protection plan and report the plan to the fire department for approval.

The appointment and changed appointment of the fire prevention manager shall be reported to the municipal, or the county/city fire department.

#### Article 14 (Hazardous Acts)

Ignition in the field, sky lantern flying and similar acts declaring by the authority concerned in public are not allowed to do without the permit. The authority concerned taking the public safety into consideration can enact regulation for the permit of the acts in preceding paragraph about qualification, procedure, documents, protecting measures, check, abolishment, zone and other necessary requirements.

#### Article 14-1 The public buildings and the places declared by the authority concerned are not allowed to perform flame show without the permit except other laws are permitted.

The authority concerned can enact regulation for the permit of the acts in preceding paragraph about qualification, procedure, documents, protecting measures, check, abolishment, zone and other necessary requirements.

The firemen inspect the place getting permit should show the certificate or some signs for identification.

Administrator or the people on the spot are not allowed to avoid, interfere with, or refuse and they should offer relative materials with the requirement of fireman.



Article 15 Public hazardous substances and flammable pressurized gases shall be safely handled depending on their containers, loading and handling methods, and shall be stored or disposed with safe methods at where they are manufactured, stored or disposed once they have reached the specified quantity for control. Scope and classification; establishment standards governing the location, construction and equipment of the place used for the manufacturing, storage or process; and safety control procedures for the storage, process and handling of those public hazardous substances and flammable pressurized gases described in the preceding paragraph herein shall be set forth by the central regulating authorities jointly with the regulating authorities of the public sector: Provided however, that whenever the public sector regulating authorities has already separately set forth safety control regulations for the manufacturing, storage, process or handling of the public hazardous substances and flammable pressurized gases, those regulations shall govern. The person whose position is related to the place specified in paragraph 1, or the person who operates the domestic LPG retailer (hereinafter referred to as the retailer), the user and his / her employees can state the facts or provide evidence data to the competent authority of the municipality or county (city) directly under the central government, and report the acts in violation of the preceding two paragraphs. The competent authority of a municipality or county (city) directly under the central government shall keep confidential the identity of the informer referred to in the preceding paragraph. The director and employer of the third paragraph of the promoter shall not be dismissed, transferred or otherwise disadvantaged because of the issuance of the unit. The third paragraph that has been verified and verified is punishable by a fine, and the informer is awarded to a certain percentage of the total amount of penalty income. The competent authority of a municipality or county (city) directly under the central government shall prescribe the eligibility of the informer referred to in the preceding paragraph, the reporting reward percentage drawled on penalty income, the distribution method and other related matters.

Article 15-1 The firm that installs gas-burning water heater and it' s piping shall apply , register and obtain the permission from governments of Municipality, county or city before business. It is forbidden to install gas-burning water heater without employing the mounters having licenses after February 1, 2006. The regulations regarding the application, modification, recision and abrogation, scope of business, employment of mounters and related matter of management for the firm' s registration described in the preceding paragraph herein will be set forth by the central regulating authority jointly with the regulating authorities of the public sectors. The standards of gas-burning water heater and it' s piping installation in the first paragraph herein shall be set forth by the central regulating authority. The gas-burning water heater in the first paragraph herein should install on the external wall of the building or the place where there are openings for air circulation. Otherwise, that water heater should equip with an exhaust pipe for discharging fume out from the building.

Article 15-2 LPG vendors shall keep the following documents and report to the district fire department for reference.

1. Management documents of LPG Storage place.
2. Cylinder management data.
3. Customer information.
4. LPG repackaging industry filling certification.
5. Management documents of Safety technicians.

6. Customer safety inspection documents.
  7. Policy of public liability insurance.
  8. All of the specific measures announced by the central competent authority.
- LPG vendors shall keep the documents mentioned in the preceding paragraph at least 2 years for verification.

Article 15-3 (Approval of LPG containers)

The manufacturer or importer of a liquefied petroleum gas container (hereinafter referred to as a container) shall apply to the central competent authority for type approval and issue a type approval certificate, and may apply for individual approval.

The container shall be sold after it has been individually qualified according to the preceding paragraph and attached with a qualified mark.

The central competent authority shall determine the qualifications, procedures, documents, issue the approval, validated, changed, revoked, abolished, extended, and qualified to stop the issuance and sale of the target data, the methods for establishment, preservation and declaration of the container specified in the first paragraph and other matters to be complied with.

The specifications, construction, materials, welding regulations, marks, coating, service life, approved test items, batch identification, sampling quantity, test result determination, specifications and additional methods of qualified marks, handling of nonconformities and other relevant standards of the containers specified in paragraph 1 shall be announced by the central competent authority.

The approval, individual approval, type approval certificate as prescribed in paragraph 1, the issuance of qualification mark as prescribed in paragraph 2, the issuance (replacement) of qualification mark as prescribed in paragraph 3, the suspension, cancellation, annulment and extension of qualification mark may be entrusted to a professional institution registered with the central competent authority.

The fees required for the approval, individual accreditation, issuance of qualified signs, issuance, alteration and extension of the certificate of accreditation of the professional institution signed in the preceding paragraph shall be borne by the applicant, and the amount of the fee items and fees shall be submitted by the institution to the central competent authority for approval.

The qualifications, equipment and personnel, procedures, documents to be prepared, period of validity of the registration certificate, issuance (exchange), revocation, revocation, alteration, extension, construction of data, preservation and declaration, suspension of business and other matters to be complied with shall be determined by the central competent authority.

Article 15-4 (Periodic inspection of LPG containers)

The container shall be inspected regularly. Before the expiration of the inspection period, the retailer shall send the container to the container inspection institution registered by the central competent authority for inspection. After passing the inspection and attaching the qualification mark, the container can continue to be used. After the expiration of the service life, the container shall be replaced. The period, item, method, result judgment, items and additional methods of the qualification mark shall be included and inconsistent. The standards for the destruction of containers, valves and other related matters shall be announced by the central competent authority.

The cost of the container inspection agency as determined in the preceding paragraph shall be borne by the retailer, and the items and fees charged by the retailer shall be submitted by the institution for approval by the central competent authority.

The central competent authority shall prescribe the measures for the

qualification, instruments, equipment and personnel, procedures, documents to be prepared, validity period of registration certificate, issuance (replacement), cancellation, annulment, change, extension, data establishment, storage and application, stop issuance of qualification marks, business suspension, and other matters to be followed by the container inspection institution specified in the first paragraph.

### Chapter Three: Rescue Operation

#### Article 16 (Setup of Rescue Command Headquarters)

Each level of fire department shall set up a rescue command headquarters to be in charge of command, mobilization, control and communication for things and matters required for fire fighting and providing first aid.

#### Article 17 (Establishment of Fire Hydrant)

When required by fire control, the municipal, and county/city governments shall join the water supply company to select each proper location for the establishment of a fire hydrant at the cost to be reasonably subsidized by the municipal, county/city governments, and town office while the maintenance of the fire hydrant shall be provided by the water supply company.

#### Article 18 (Establishment of Report Hot Line)

Telecommunication institute shall provide and maintain hot line for reporting any fire disaster as required by fire management.

#### Article 19 Firefighters may enter, use, damage, or damage the people' s land, buildings, vehicles, and other objects without entering, using, damaging, or restricting such use, and cannot reach the purpose of emergency and rescue.

Any civilian sustaining property loss of a particular sacrifice as a result of using or destroying, or restricting the use of any land, building, vehicle and/or any other things pursuant to the preceding paragraph, may claim for loss compensation. However, if such loss is attributed to the civilian, the loss compensation claimed will not be accepted.

#### Article 20 (Fire Line)

The commander of firemen may specify a fire line to the peripheral of the fire site to limit entry of any person and vehicle; and may evacuate or have a mandatory evacuation of any and all persons and vehicles within the area defined by the fire line.

#### Article 20-1 (Right to withdraw from dangerous relief rescue)

Rescue teams on the site should take appropriate rescue after pondering over the rescue goal and risk under the consideration of disaster relief safety; If there is no danger of human life at the site, dangerous relief rescue may not be performed.

#### Article 21 (Use of Water Supply Source)

For the purpose of fire control, the commander of firemen may use any kind of water supply sources available nearby and notify the water supply company to concentrate on supplying water to the fire site.

#### Article 21-1 (When the factory fires, the administrators of the factory shall provide necessary rescue information and assign specially assigned person to the site to assist the fire commander)

When a fire commander size up in factory fire site, the administrators of the factory shall provide help in accordance with the following regulations

1. Providing necessary rescue information and chemical layout including types, quantities of the factory.
2. Assigning specially assigned person to the site to assist the fire commander.

- Article 22 (Interruption of Power and Gas Sources)  
To prevent extension and expansion of fire and as deemed necessarily, the commander of firemen may respectively notify the power company and the gas company to immediately cut off their supplies to the fire site.
- Article 23 (Control Area)  
Upon finding or being notified of any public hazardous material, or pressurized gas that appears to present risks of fire and/or explosion may specify the control area to limit entry of person and vehicle, prescribe mandatory evacuation; and may limit or restrict use of any ignition source.
- Article 24 (Organization of Rescue Team)  
Municipal, county/city fire department shall as applicable establish a rescue team, supplied with vehicles and medical personnel to provide first aid service.  
Vehicles, equipment, and manpower allocation standards as well as first aid service procedure shall be set forth jointly by the central regulating authorities and the public sector regulating authorities.
- Article 25 (Coordination of Rescue Operation)  
In case of any Act of God, airplane crash, mining accident, forest fire, car accident and any other major hazard, the municipal, county/city fire departments shall promptly join the rescue operation and provide first aid service.

#### Chapter Four: Disaster & Fire Cause Determination

- Article 26 (Fire Investigation & Examination)  
To investigate and determine cause of fire, the municipal, county/city fire department may have their agents to enter into the site in question to survey, collect and preserve evidences; and make inquiries.  
Before the completion of the investigation and determination, the site of fire shall be kept integral and may be blocked out when required.
- Article 27 Municipal, county/city governments may invite representatives from agencies concerned and experts to organize an investigation committee to examine and determine cause of fire; the incorporation procedure for such a committee shall be specified by the municipal, county/city governments.
- Article 27-1 (Composition of disaster accident investigation committee)  
The central authority should invite representatives from agencies and group concerned, experts and firefighters to organize an disaster accident investigation committee (hereinafter referred to as investigation committee) to investigate the causes of duty and volunteer firefighters death or serious injuries caused by disaster rescue.  
Investigation committee should make an investigation report on the cause of the accident, raise rescue improvement suggestions and track the implementation of improvement suggestions.  
Investigation committee could request that agencies and group concerned, juristic person, group or natural person to provide information or document owing to investigation. When the information or document is occupied by judiciary or the Control Yuan, agencies and group concerned, juristic person, group or natural persons should explain clearly and provide the duplicate. If it makes sense that agencies and group concerned, juristic person, group or natural person are unable to provide the duplicate, the testimony that the information or document is occupied should be provided.  
The composition, committee member qualifications, invitation mode, procedure and others should be followed of the investigation committee specified in the preceding paragraph shall be specified by the central regulating authorities.

## Chapter Five: Utilization of Civil Force

## Article 28 (Organization of Voluntary Fire Fighters)

Municipal, or county/city government may organize a voluntary fire fighters to back up fire control and emergency handling routines; and the central regulating authorities shall set forth bylaws governing the organization procedure, training program, drill and service of the voluntary fire fighters.

Funds required by the organization of the voluntary fire fighters described in the preceding paragraph will be subsidized by the central regulating authorities.

## Article 29 (Service Allowance)

The voluntary fire fighter in the course of training, drill and service under the Act shall be provided with the accommodation, transportation means or money in lieu as applicable by the municipal, or the county/city government as the case may be. During the service, the voluntary fire fighter shall be paid the allowance by referring to that payable to a national guard called for service.

A public leave shall be granted to any voluntary fire fighter called to receive training, participate in drill and service duties by the institute, agency, school, corporate, group, factory or plant where the voluntary fire fighter holds a job.

## Article 30 (Payments)

Any voluntary fire fighter becomes ill, disable or dead in the course of training, drill or on duties shall be paid depending on the applicable regulations to his/her status at where he or she holds the regular job, the following requirements shall govern:

1. Ill or injury: a certificate for such ill or injury issued by the fire department shall be produced to a public hospital or a contracted hospital to receive medical care: Provided, however, that medical care may be sought from any hospital in case of emergency.
2. Disability: the disability payment shall be paid in a lump sum depending on the gravity of the injury as follows:
  - (1) Extremely severe and severe degree: 36 cardinals payable;
  - (2) Intermediate degree: 18 cardinals payable; or
  - (3) Mild degree: 8 cardinals.
3. Death in the event: 90 cardinals payable.
4. Disability due to injuries, disabilities and later died: payment to be made up in a lump sum as provided in the preceding subparagraph.

For the purpose of this Article, the amount of one cardinal shall not be less than that of a maximal monthly remuneration of an annual remuneration payable to a public service of the fifth job ranking of commission grade.

The disability assessment service shall be determined pursuant to People with Disabilities Rights Protection Act.

Payments to be made under the first paragraph shall be approval and released by the municipal, or county/city government in care of the fire department concerned.

## Article 31 (Requisition of Equipment and Personnel for Fire Control)

Fire department when required for fire control and first aid may requisition and utilize fire control, rescue, medical personnel, vehicle, sea vessel, aircraft and equipment from public agencies, public sector and private sector.

## Article 32 (Reimbursement)

Any entity in requisition under Article 31 may claim with the fire regulating authorities with jurisdiction for the following reimbursements:

1. For the vehicle, sea vessel and air craft requisitioned, the reimbursement will be made pursuant to the standard rates of communications and transportation authorized by the government; in the absence of such standard rates, the local standard rates then prevailing shall be referred for reimbursement by the fire regulating authorities.

2. The fire regulating authorities shall cause any vehicle, sea vessel and/or equipment damaged in requisition to be repaired; if such repair is prevented, a sum determined by the market price after deduction of appreciated value shall be refunded to its owner; and any loss of consumption shall be reimbursed according to the market price.

3. Any person requisitioned for fire control, rescue and providing first aid shall be paid according to the standard remuneration payable by his or her employer or entity where he or she holds the regular job; and any person becomes ill, injured, disabilities or dead, the payment shall be made as provided in Article 30.

The same as provided in the preceding paragraph shall be applicable to any person requested by the fire department to engage in fire control, rescue when sustaining any loss of equipment, becoming ill, injured, disabilities, or dead.

## Chapter Six: Penal Clauses

### Article 33 (Penal Clause)

Any person having damaged or destroyed any fire look-out tower, alarm bell tower, radio tower, closed-circuit TV tower or any related facilities shall be subject to an imprisonment or hard labor for a term not longer than five years, or a penal sum not less than NT\$10,000 and not greater than NT\$50,000, or both.

The same governs to any attempted offense as described in the preceding paragraph herein.

### Article 34 (Penal Clause)

Any person having damaged or destroyed any water storage and/or supply equipment or fire control, rescue equipment shall be subject to an imprisonment or hard labor for a term not longer than three years, or a penal sum not less than NT\$6,000 and not greater than NT\$30,000, or both.

The same governs to any attempted offense as described in the first paragraph herein.

### Article 35 (Penal Clause)

Any administrator of business place required to provide and maintain fire safety equipment under Para.1, Article 6, or the place required to provide and maintain residential fire alarm under Para.4, Article 6 fails to provide or maintain such equipment and such failure is attributable to any death from a fire disaster at such business place shall be subject to an imprisonment for a term not less than one year and not longer than seven years, or a penal sum not less than NT\$1,000,000 not greater than NT\$5,000,000, or both; and in case of any serious injury resulted from the fire, to an imprisonment for a term not less than six months and not longer than five years, or a penal sum not less than NT\$500,000 and not greater than NT\$2,500,000, or both

### Article 36 (Penal Clause)

Any person found with any of the following events shall be subject to a penal sum not less than NT\$3,000 and not greater than NT\$15,000:

1. Making false fire, disaster, save life, emergency medical Service alarm call or dialing fire number without justified cause;
2. Refusal to obey the disposition by the fire department made under Para.1 of Article 19, Article 20 or Article 23;
3. Refusal to comply with the requisition as provided by the fire department

in Article 31; or

4. Interference in the operation of the equipment listed in Para.1, Article 31 of the Act.

Article 37 (Penal Clause)

For any further in making correction within given time as notified for, or found noncompliance in the review with the use of flameproof materials under Para.1, Article 11 or for providing and/or maintaining the residential fire alarm under Para.4, Article 6 of the fire safety equipment under Para.1, Article 6; the administrator shall be subject to a penal sum not less than NT\$6,000 and not greater than NT\$30,000; any further absence of correction, the administrator shall be continuously punished and may be subject to a mandatory suspension of his or her business for a term not longer than thirty calendar days or a disposition to prevent him or her from operating the business place in question.

Any administrator who is avoiding, interfering with, or refusing any inspection and/or review under Para.2, Article 6 shall be subject to a penal sum not less than NT\$3,000 and not greater than NT\$15,000 for the same offense and a mandatory inspection and/or review.

Article 38 (Penal Clause)

Any engagement in the design, construction supervision, installation and service of fire safety equipment constituting an offense against Para.1, Article 7 shall be subject to a penal sum not less than NT\$30,000 and not greater than NT\$150,000 and could be punished for each offense.

Any offense against Para.1, Article 9, the administrator shall be subject to a penal sum not less than NT\$10,000 and not greater than NT\$50,000, and be noticed for improvement within a specific period of time. In case of any absence of correction, the administrator could be punished for each offense. Any professional fire safety equipment inspection and maintenance institute permitted by the central regulating authority, fire protection equipment engineer or technician failing to provide the periodical service according to the items, methods, standard, and deadline under Para.2 Article 9, or having made any false representation in a service report of fire safety equipment shall be subject to a penal sum not less than NT\$20,000, not greater than NT\$100,000, and could be punished for each offense, and may be subject to a suspension of business for a term not less than one month and not longer than one year, or termination of business, when necessary.

Any fire safety equipment inspection and maintenance institute permitted by the central regulating authority failing to obey the practice norms, employment of fire protection equipment engineer or technician, changes, training, storage of business documents, retention schedule, report of various forms, shall be subject to a penal sum of not less than NT \$30,000, not greater than NT \$150,000, and be noticed for improvement within a specific period of time. In case of any absence of correction, the fire safety equipment inspection and maintenance institute could be punished for each offense, and suspension business no more than 30 days, or permission revoked.

Article 39 (Penal Clause)

Any offense against Para.2, Article 11 or Para.1, Article 12 on sales or installment for use, the person making such sales or installment shall be subject to a penal sum not less than NT\$20,000 and not greater than NT\$100,000; and any refusal to make correction as advised, the person who makes the display shall be subject to a penal sum not less than NT\$10,000 and not greater than NT\$50,000.

Article 40 (Penal Clause)

In case of any absence of correction within the specified time as notified

under Article 13, the administrator shall be subject to a penal sum not less than NT\$10,000 and not greater than NT\$50,000, and shall be continuously punished for the same offense and shall be subject to a suspension of business for a term not longer than thirty calendar days, or a disposition of preventing from use of such place.

Article 41 (Penal Clause)

Any offense against Para.1 or 2, Article 14 about protecting measures, zone and other necessary requirements shall be subject to a penal sum greater than NT\$3,000.

Article 41-1 Any offense against Para.1 or 2, Article 14-1 about protecting measures, check, abolishment, zone and other necessary requirements shall be subject to a penal sum less than NT\$30,000 and not greater than NT\$150,000 and shall be continuously punished for each violation.

Any Administrator or the people on the spot who is avoiding, interfering with, or refusing any inspection under Para.3, Article 14-1 shall be subject to a penal sum not less than NT\$10,000 and not greater than NT\$50,000 for the same offense and a mandatory inspection and command that offer relative materials.

Article 42 (Penal Clause)

For any noncompliance of the location, structure and equipment with the standards set forth for the place used for manufacturing, storage or disposition; or any noncompliance with safety control regulations in the storage, disposition or handling of public hazardous substances and flammable pressurized gases as specified in Article 15, its administrator or the operator shall be subject to a penal sum not less than NT\$20,000 and not greater than NT\$100,000; any further failure in making correction shall be subject to continuous penal sum for the same offense, and shall be subject to a suspension of business for a term not longer than thirty calendar days, or a disposition of preventing from use of such place.

Article 42-1 In case of violation of Article 15-1 as bellow, the administrator or the mounter carrying on business shall be subject to a penal sum not less than NT\$10,000 and not greater than NT\$50,000, and the authority are entitled to force the firm to improve within given time, any absence of correction, the administrator or the mounter shall be continuously punished and may be subject to an mandatory suspension of his or her business.

1. To install gas-burning water heater and it' s piping without employing the mounter who has a license after February 1, 2006;
2. Anyone installing gas-burning water heater and it' s piping offense against Para.3, Article 15-1;or
3. Any mounter installing gas-burning water heater and it' s piping offense against the empower range of the license in Para.2, Article 15-1.

Article 42-2 (Penal Clause)

Retailers, professional institutions, container manufacturers, importers or container inspection institutions who have one of the following circumstances shall be sentenced to a price of not less than NT\$20,000 but not more than NT\$100,000, and notice the time limit improvement, the period has not improved, the penalty may be imposed on each time:

1. The container manufacturer or importer violates the provisions of Article 15-3, paragraph 2, the container without individual approval or without a qualified label to sell.
2. The container manufacturer or importer violates the provisions of Article 15-3, paragraph 3, concerning the establishment, storage and declaration of the sales target data.
3. Professional institutions violate the provisions of Article 15-3,



paragraph 7, concerning the establishment, storage and declaration of instruments, equipment, personnel and data.

4. In violation of Article 15-4, paragraph 1, the retailer fails to deliver the container to the inspection institution for regular inspection before the expiration of the inspection period, or the container is still in use after the expiration of its service life.

5. The container inspection institution violates the provisions of article 15-4, paragraph 3, concerning the establishment, storage and declaration of instruments, equipment, personnel and data.

If there is a violation of the first paragraph of the preceding paragraph, their containers and have to be confiscated and destroyed.

Article 43 (Penal Clause)

Any one refuses to comply with the survey, inquiry, collection, perseverance or compromises the integrity of the fire site under Article 26 shall be subject to a penal sum not less than NT\$3,000 and not greater than NT\$15,000.

Article 43-1 (Penal Clause)

In case of violation of Subsection 1, Article 21-1: the administrators of the factory didn't provide necessary rescue information and chemical layout including types, quantities of the factory or provide false rescue information, the administrator shall be subject to a penal sum not less than NT\$30,000 and not greater than NT\$600,000.

In case of violation of Subsection 2, Article 21-1: the administrators of the factory didn't assign specially assigned person to the site to assist the fire commander, the administrator shall be subject to a penal sum not less than NT\$500,000 and not greater than NT\$1,500,000.

Article 44 (Penal Clause)

In addition to being punished by the Act for any offense subject to the Act, any alleged crime shall be transferred to the judicial institute for action.

Article 45 (Penal Clause)

Any delay in making payment of any fine prescribed under the Act shall be transferred by the regulating authorities to the court for injunction.

Chapter Seven: Bylaws

Article 46 (Bylaws)

Enforcement Rules of the Act shall be regulated by the central regulating authorities and published upon the approval of the Executive Yuan.

Article 47 (Effective Date)

The Act shall become effective on and after the date it is published.

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# International Fire Service Accreditation Congress

## Certificate Assembly

### *Membership Application*

Approval of membership for voting or non-voting status is based on the provision of required information (see attached page and Articles 11.5 and 12.1.9 of the IFSAC Bylaws). Please complete the application form below and return along with appropriate documentation per empowerment criteria. Applications with appropriate documentation received at least 90 days prior to the next Certificate Assembly meeting will be placed on the agenda for that meeting. Applications received 90 days or less prior to the next meeting will be placed on the agenda for the Certificate Assembly meeting following the next meeting. An entity must be approved for and hold voting or non-voting membership status in order to be eligible to apply for and maintain accreditation.

TYPE OF MEMBERSHIP APPLIED FOR (Check only one)	
Corresponding Member Entity (For this category, please submit \$125 (US) with this application.)	<input type="checkbox"/>
Voting Entity - \$2500 per annum* <i>Must include documentation showing evidence of empowerment</i>	<input checked="" type="checkbox"/>
Non-Voting - \$1250 per annum (changes upon accreditation)* <i>Must include documentation showing evidence of empowerment</i>	<input type="checkbox"/>
Non-Voting Organizational (\$1250 per annum)*	<input type="checkbox"/>

\*Please **DO NOT** send any money at this time. Pending further review by the Certificate Assembly at the next annual meeting, you will be invoiced accordingly for annual dues.

#### ENTITY NAME

Rural Metro Emergency Management Services (Pty) Ltd

#### MAILING ADDRESS

Mailing Address Suite 23, Postnet, Private Bag X9118, Pietermaritzburg, South Africa, 3200

Town/City Pietermaritzburg State/Province Kwa Zulu Natal

Postal Code 3200 Country South Africa

#### CONTACT INFORMATION

Contact's/Representative's First and Last Name Johan van Wyk

Job Title General Manager Email Address johan@ruralmetrosa.com

Telephone Number +27 82 809 7068 / +27 33 345 0080 FAX Number \_\_\_\_\_

Mailing Address  
(if different than above) Suite 23, Postnet, Private Bag X9118, Pietermaritzburg, South Africa, 3200

## PROOF OF EMPOWERMENT

Proof of empowerment for voting or non-voting status (Bylaw Article 11.5.1) must be included with this application as stated in Article 11.5 of the IFSAC Bylaws.

11.5.1 Evidence of empowerment shall be furnished for evaluation prior to the approval of an application for membership to participate as a voting or non-voting entity. Applications for membership and evidence of empowerment will be reviewed by the Assembly, together with a recommendation from its board of governors; the Assembly shall determine the membership status of any applicant.

### Empowerment Criteria

Evidence of empowerment must be provided by one of the following, shown in order of priority:

- (A) Show evidence of a legal act, legislation, resolution, exclusive license, or statute from a state, provincial, territorial, or national government agency authorizing that entity to certify the professional competence of fire service personnel for a specific territory or jurisdiction.
- (B) Show evidence of the existence of law broad enough in scope as to encompass certifying activities of the organization seeking accreditation.
- (C) Show significant evidence of support for their accreditation as a certifying entity from within their constituency.

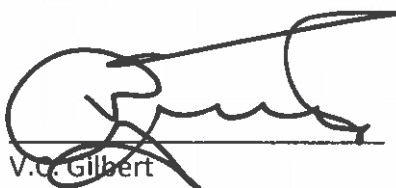
**This application form supersedes all previous application forms.**

Please return completed application with evidence of empowerment to IFSAC at the mailing address or email address listed below.

International Fire Service Accreditation Congress  
Oklahoma State University  
1723 W Tyler Ave  
Stillwater, OK 74078

EMAIL: [admin@ifsac.org](mailto:admin@ifsac.org)

If you have any question concerning membership please call (405) 744-8303 or email [admin@ifsac.org](mailto:admin@ifsac.org).




V.C. Gilbert  
Chief Executive Officer

Our Ref: IFSAC/2023  
Your Ref: RMCA

**Contact Person:** Johan Van Wyk  
**Email:** johan@ruralmetrosa.com  
**Cellular:** +27(0) 82 809 7068

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19<sup>th</sup> September 2023

To: International Fire Services Accreditation Congress

Eldonna Sadler

[esadler@ifsac.org](mailto:esadler@ifsac.org)

**LETTER OF INTENT FOR RURAL METRO EMERGENCY MANAGEMENT SERVICES TO  
BECOME A VOTING MEMBER OF THE INTERNATIONAL FIRE SERVICE  
ACCREDITATION CONGRESS (IFSAC)**

Rural Metro Emergency Management Services (Rural Metro) was founded in 2000 and has since been recognised as a Designated Service as contained in the Fire Brigade Service Act (99 of 1987 (4.1)). (Annexure 1 & 2) We are registered as a company in terms of The Companies Act, 2008 (Act No. 71 of 2008). This registration is attached as annexure 3.

Rural Metro employs 284 operational Firefighters that respond to around 1100 emergency calls in a year. The company structure is attached as annexure 4.

Rural Metro follows the requirements of the Skills Development Act (Act 97 of 1998) in South Africa, in that it holds accreditation with the Local Government Sector Education and Training Association (LGSETA) as a skills provider (annexure 5), and with the Quality Council for Trade and Occupations (QCTO) as both a skills provider and an assessment centre (annexures 6 & 7). These empowerment letters are attached and is in support of our IFSAC voting membership application.

The Rural Metro Training Academy is located in Greytown in KwaZulu Natal, one of the provinces of South Africa. Our Academy offers all the training facilities as well as full accommodation for learners on the premises.

Rural Metro has been training against the National Fire Protection Association Standards on the following levels:

1. NFPA 1001
2. NFPA 1072
3. NFPA 1041
4. NFPA 1021

In the South African context, we have been training and assessing against the above levels, however certification of these levels is being done via a small private organisation. This arrangement has served the interests of Rural Metro and learners well for several decades. However, the Training and Education landscape in South Africa has changed significantly over the years and has not been observed correctly. As a company and designated service,

accredited with the LGSETA and QCTO, we cannot ignore the legislative requirements as it concerns training, assessment and certification in our country. Doing so is tantamount to breaking law in South Africa and this could cause irreparable harm to us as a business. These changes have forced Rural Metro to reassess its mission, vision and strategic objectives.

One of these strategic objective changes is to become a voting member of IFSAC and thereafter make application for certifying levels. IFSAC Certification carries huge value for us as a company and for Fire Services in South Africa. Employers accept IFSAC certified certificates with great confidence when employing a Firefighter in both the private and public sector. The formal Fire and Emergency Service qualifications in South Africa are benchmarked against the NFPA standards, and many Higher Education institutions lists these standards as entry requirements for further studies.

The education and training in South Africa must follow and ascribe to the following legislation:

1. South African Qualifications Authority Act (Act 58 of 1995)
2. Skills Development Act (Act 97 of 1998)
3. Skills Development Amendment Act (Act 37 of 2008)
4. Skills Development Levies Act (Act 9 of 1999)

Rural Metro Emergency Management Services is not providing an emergency service to the public by choice. It is also not an accredited training provider by choice. We are mandated by legislation in South Africa. We have prioritised becoming an IFSAC Certifying entity as this will cement us to certify against the already adopted and benchmarked NFPA Standards. Being an IFSAC voting member and certifying entity will greatly assist by having third party validation with IFSAC as we already comply with South Africa legislation governing training and education.

Through government initiatives like bursaries and learnership programmes, skills development in South Africa is being rolled out. Disadvantaged and unemployed South Africans are the beneficiaries of these initiatives. Rural Metro has positioned itself as a provider of such initiatives at no cost to deserving recipients, further closing the skills gap as it relates to the Fire and Rescue Service. Having IFSAC certifying levels further enhances these initiatives as both private and state employers have an imbedded preference for IFSAC Certified levels.

Rural Metro Emergency Management Services look forward to a positive outcome to our application to become a voting member of IFSAC. Achieving IFSAC Certification thereafter will greatly assist us in delivering on our mandate as a designated service but more importantly, allow us to function as a skills development provider within the ambits of law in our country.



V.C. Gilbert  
Chief Executive Officer

**RURAL METRO**  
EMERGENCY MANAGEMENT SERVICES (PTY) LTD.  
POSTNET SUITE 23 P/BAG X9118  
PIETERMARITZBURG 3200  
REG: 2005/000637/07 VAT: 4530191164  
TEL: 033 3450080 FAX: 033 3452900

# ANNEXURE 1



Please note that most Acts are published in English and another South African official language. Currently we only have capacity to publish the English versions. This means that this document will only contain even numbered pages as the other language is printed on uneven numbered pages.



# GOVERNMENT GAZETTE

OF THE REPUBLIC OF SOUTH AFRICA

REPUBLIEK VAN SUID-AFRIKA

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Vol. 268

CAPE TOWN, 23 OCTOBER 1987

KAAPSTAD, 23 OKTOBER 1987

No. 11006

## STATE PRESIDENT'S OFFICE

No. 2382.

23 October 1987

It is hereby notified that the State President has assented to the following Act which is hereby published for general information:—

No. 99 of 1987: Fire Brigade Services Act, 1987.

## KANTOOR VAN DIE STAATSPRESIDENT

No. 2382.

23 Oktober 1987

Hierby word bekend gemaak dat die Staatspresident sy goedkeuring gegee het aan die onderstaande Wet wat hierby ter algemene inligting gepubliseer word:—

No. 99 van 1987: Wet op Brandweerdienste, 1987.

# ACT

To provide for the establishment, maintenance, employment, co-ordination and standardization of fire brigade services; and for matters connected therewith.

*(English text signed by the State President.)  
(Assented to 15 October 1987.)*

**BE IT ENACTED** by the State President and the Parliament of the Republic of South Africa, as follows:—

## Definitions.

1. In this Act, unless the context indicates otherwise—

- (i) "Administrator", in relation to a controlling authority, means the Administrator as defined in the Provincial Government Act, 1986 (Act No. 69 of 1986), of the province in which the area of the relevant controlling authority is situated, and where that area falls within two or more provinces, the Administrator of the province in which the biggest portion of that area falls, acting after consultation with the Administrator of the province, or Administrators of the provinces, in which the rest of that area is situated; (ii)
- (ii) "area" means—
  - (a) in relation to a service of a local authority, the area of jurisdiction of that local authority, excluding any demarcated area contemplated in section 4 (4); and
  - (b) in relation to a designated service, the demarcated area contemplated in section 4 (4) of that designated service; (vi)
- (iii) "Board" means the Fire Brigade Board established by section 2; (x)
- (iv) "chief fire officer" means the person in charge of a service as contemplated in section 5; (iv) 25
- (v) "controlling authority" means a local authority in control of a service which complies with the prescribed requirements or the person in control of a designated service; (iii)
- (vi) "designated service" means a service recognized by the Minister under section 4; (i) 30
- (vii) "equipment" means a vehicle, or any other apparatus, intended to be used by a service in the performance of its functions; (xi)
- (viii) "local authority" means an institution or body contemplated in section 84 (1) (f) of the Provincial Government Act, 1961 (Act No. 32 of 1961), and includes—
  - (a) a board of management or board as defined in section 1 of the Rural Areas Act (House of Representatives), 1987 (Act No. 9 of 1987); 40



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- (b) a regional services council established under section 3 of the Regional Services Councils Act, 1985 (Act No. 109 of 1985);
- (c) a local authority as defined in section 1 of the Black Local Authorities Act, 1982 (Act No. 102 of 1982); or
- (d) a local government body established by virtue of the provisions of section 30 (2) (a) of the Black Administration Act, 1927 (Act No. 38 of 1927);
- (ix) "material" means water or any other substance consumed by a service in fighting or extinguishing a fire; (vii)
- (x) "Minister" means the Minister of Constitutional Development and Planning; (viii)
- (xi) "prescribe" or "prescribed" means prescribe or prescribed by regulation under section 15; (xii)
- (xii) "service" means a fire brigade service intended to be employed for—
  - (a) preventing the outbreak or spread of a fire;
  - (b) fighting or extinguishing a fire;
  - (c) the protection of life or property against a fire or other threatening danger;
  - (d) the rescue of life or property from a fire or other danger;
  - (e) subject to the provisions of the Health Act, 1977 (Act No. 63 of 1977), the rendering of an ambulance service as an integral part of the fire brigade service; or
  - (f) the performance of any other function connected with any of the matters referred to in paragraphs (a) to (e); (v)

Fire Brigade Board.

2. (1) There is hereby established a board known as the Fire Brigade Board, to perform the functions assigned to it in terms of this Act.

(2) The Board shall consist of—

- (a) One person designated by the Minister, who shall be the chairman;
- (b) four persons designated by the South African Fire Services Institute;
- (c) three persons designated by the Co-ordinating Council established by section 2 of the Promotion of Local Government Affairs Act, 1983 (Act No. 91 of 1983);
- (d) one person designated by the Director-General: Mineral and Energy Affairs to represent the petrochemical industries;
- (e) one person designated by the Director-General of the South African Bureau of Standards;
- (f) one person designated by the President of the Council for Scientific and Industrial Research;
- (g) one person designated by the Chief of the South African Defence Force;
- (h) one person designated by the Director-General: Transport;
- (i) one person designated by the General Manager of the South African Transport Services;
- (j) one person designated by the Director-General: Finance;
- (k) one town clerk designated by the Institute of Town Clerks of Southern Africa;
- (l) one person designated jointly by the four provincial secretaries of the provinces; and
- (m) not more than three persons designated by the Minister.

(3) The quorum for and the procedure at a meeting of the Board shall be determined by the Board.

(4) The administrative work arising from the performance of the functions of the Board under this Act shall be performed by

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officers designated by the Chief: Constitutional Development Services for that purpose.

(5) (a) The Board may establish a committee to perform such functions as may be assigned to it by the Board.

(b) The Board shall designate a member of a committee so established as chairman of that committee.

(6) The Board may allow any member of a committee established under subsection (5) who is not a member of the Board to attend any meeting of the Board at which any matter relating to a function assigned to that committee is dealt with and may allow such member to take part in the proceedings at such meeting.

(7) A member of the Board, or of a committee referred to in subsection (5), who is not in the full-time employment of the State may, out of money appropriated by Parliament for that purpose, in respect of his services as a member of the Board or committee, as the case may be, be paid such remuneration and allowances as the Minister may, with the concurrence of the Minister of Finance, determine.

Services of local authorities.

3. (1) A local authority may establish and maintain a service in accordance with the prescribed requirements.

(2) The Administrator may, after consultation with the Board and the local authority concerned, direct a local authority—

(a) to maintain a service which it has established; or

(b) to establish and maintain a service, in accordance with the prescribed requirements.

(3) A service contemplated in this section shall be employed inside its area, unless it is requested, or in terms of an agreement contemplated in section 12 obliged, to be employed outside its area.

Designated services.

4. (1) A service which does not fall under the control of a local authority may, in the prescribed manner, apply to the Minister to be recognized as a designated service.

(2) If the Minister after consultation with the Board is satisfied that the service referred to in subsection (1) complies with the prescribed requirements, he may recognize the service as a designated service subject to such conditions as he may determine.

(3) (a) If the Minister after consultation with the Board is of the opinion that circumstances exist at a place which require that there should be a service which complies with the prescribed requirements, the Minister may direct the person (including a department of State) who in the opinion of the Minister is responsible for those circumstances—

(i) to maintain a service which it has established; or

(ii) to establish and maintain a service, in accordance with the prescribed requirements, and such a service may under subsection (2) be recognized as a designated service.

(b) (i) A department of State shall not be directed in terms of paragraph (a) without the concurrence of the Minister responsible for that department of State.

(ii) Any other person shall not be directed in terms of paragraph (a) unless the Board has consulted with the person concerned.

(4) A designated service shall be employed inside the area demarcated for it by the Minister after consultation with the Board, unless it is obliged in terms of an agreement contemplated in section 12 to be employed outside that area.

(5) The Minister may, after consultation with the Board which has consulted with the controlling authority, withdraw a recognition contemplated in subsection (2).

Chief fire officer.

5. (1) A controlling authority shall appoint a person who possesses the prescribed qualifications and experience, as chief fire officer to be in charge of its service.

(2) A person who immediately prior to the commencement of

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this Act was in the service of a local authority as a chief fire officer in terms of a law which is repealed by this Act shall be deemed to have been appointed in terms of subsection (1).

## Members of service.

6. (1) A controlling authority may appoint any person who possesses the prescribed qualifications and experience, as a member of its service to perform such functions as may be assigned to him by the chief fire officer: Provided that a controlling authority may, after due consideration of the peculiar circumstances of a specific case, appoint any person who does not possess the prescribed qualifications and experience as a member of its service subject to the general conditions determined by the Board.

(2) A person who immediately prior to the commencement of this Act was employed as a member of a service of a local authority in terms of a law which is repealed by this Act, shall be deemed to have been appointed in terms of subsection (1).

## Training institutions.

7. (1) The Minister may after consultation with the Training Board established by section 2 of the Local Government Training Act, 1985 (Act No. 41 of 1985), and the Board which has consulted with the service or other institution concerned—

- (a) by notice in the *Gazette* declare such a service or other institution as a training institution at which the prescribed qualifications of a chief fire officer or a member of a service may be obtained; and
- (b) take such steps or cause such steps to be taken as he may deem necessary or expedient for the proper control, management and development of, or for the extension of the training facilities at, such training institution.

(2) Whenever a member of a service with the approval of his employer attends a course at such training institution, that employer shall pay to the training institution the costs of such attendance according to a tariff determined by the training institution concerned.

## Powers of members of service.

8. (1) A member of a service of a controlling authority, including a chief fire officer, may, whenever he regards it necessary or expedient in order to perform his functions, perform any act, and may also—

- (a) close any street;
- (b) enter or break and enter any premises;
- (c) damage, destroy or pull down any property;
- (d) forcibly remove or cause to be removed from the scene any person who is in danger or who obstructs that member in the performance of his duties; and
- (e) take material or any object from any person:

Provided that the owner of the material or object so taken shall be compensated therefor by the controlling authority concerned to an amount agreed upon by the controlling authority and the owner, or in the absence of such agreement, an amount determined by arbitration in accordance with the provisions of the Arbitration Act, 1965 (Act No. 42 of 1965).

(2) A member of a service of a controlling authority, including a chief fire officer, may, whenever he regards it necessary in order to perform his functions, order any inhabitant of the Republic who is not younger than 16 years and not older than 60 years to assist him in the performance of his functions on any particular occasion.

## Salvaging of movable property.

9. (1) A chief fire officer may in the performance of his functions salvage, or remove and place in safe custody, any movable property which in his opinion is in danger.

(2) Any costs incurred by or at the request of a chief fire officer for the purposes contemplated in subsection (1), may be recovered from the owner or possessor of the property in ques-

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tion, and the controlling authority concerned has a lien on that property for the payment of those costs.

(3) If the costs referred to in subsection (2) are not paid within 30 days, or such longer period as may be determined by the controlling authority concerned, after that authority—

- (a) served a written request for payment thereof on the owner or possessor in question; or
- (b) if that owner or possessor cannot be traced, remitted such request by registered post to his last known address or published such request in both official languages in a newspaper circulated in the area concerned,

the controlling authority may sell the property in question by public auction and shall apply the proceeds thereof for the defrayal of those costs, while any balance shall on application be reimbursed to the owner or possessor in question.

(4) If no application for reimbursement of the balance is made within one year after the public auction referred to in subsection (3), that balance shall be forfeited to the controlling authority concerned.

(5) A certificate purporting to be signed by a chief fire officer and in which it is certified that the costs specified therein have been incurred for the purposes contemplated in subsection (1) shall on production thereof in a court of law be *prima facie* proof of the costs referred to in subsection (2).

(6) If the owner or possessor of movable property which in terms of subsection (1) has been salvaged or removed does not claim such property within 30 days after the controlling authority has made known in both official languages in a newspaper circulated in the area concerned that such property has been placed in safe custody, that controlling authority may sell the property concerned by public auction and apply the proceeds thereof for the defrayal of any costs incurred while any balance shall be employed by the controlling authority in respect of the maintenance of its service.

## Fees.

10. (1) A controlling authority may, subject to any condition contemplated in section 11 (2) (a), determine the fees payable by a person on whose behalf the service of the controlling authority is applied—

- (a) for the attendance of the service;
- (b) for the use of the service and equipment; or
- (c) for any material consumed.

(2) A person on whose behalf, in the opinion of the chief fire officer concerned, a service of a controlling authority has been employed, may in writing be assessed by that chief fire officer for the payment of the fees referred to in subsection (1) or any portion thereof.

(3) Any person who feels aggrieved by an assessment contemplated in subsection (2) may within 14 days after receipt of that assessment object in writing against that assessment as such or the amount thereof to the controlling authority concerned.

(4) As soon as an objection contemplated in subsection (3) is received the chief executive officer of the controlling authority concerned shall without delay obtain written comment thereon from the chief fire officer and submit it together with the objection to the controlling authority, which may confirm, alter or revoke the assessment.

(5) A certificate purporting to be signed by a chief fire officer and in which it is certified that the assessment specified therein was made under subsection (2), shall on production thereof in a court of law be *prima facie* proof of the amount payable by the person mentioned therein.

## Grants-in-aid.

11. (1) Subject to subsections (2) and (3), the Administrator may, after consultation with the Board, from money appropriated by Parliament for the purpose, pay a grant-in-aid calculated on the prescribed basis to any controlling authority in respect of the establishment or maintenance of its service.

(2) A grant-in-aid contemplated in subsection (1)—



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- (a) shall be paid subject to the prescribed conditions and the further conditions determined by the Administrator after consultation with the Board in any particular case; and
- (b) shall not be paid unless any local authority produces proof to the Administrator that the local authority does not discriminate in its service between its employees on the basis of sex, race, colour or religion.
- (3) A controlling authority which receives a grant-in-aid in terms of this section shall submit annually to the Provincial Secretary of the province from which the grant-in-aid is received—
- (a) in the form and manner and before or on a date determined by the said Provincial Secretary, an estimate of expenditure in respect of its service for the ensuing financial year for approval by the Administrator; and
- (b) before or on 30 September or such later date as the said Provincial Secretary may determine, a written statement certified by the treasurer of the controlling authority and specifying—
- (i) the actual expenditure incurred in respect of its service during the immediately preceding financial year;
- (ii) the actual income received in respect of its service during the financial year referred to in subparagraph (i); and
- (iii) such further information as the Provincial Secretary may require.

## Agreements.

12. (1) Subject to any condition contemplated in section 11 (2) (a) a controlling authority may, with a view to the more efficient employment of its service, conclude a written agreement—
- (a) with any other controlling authority in terms of which the parties undertake to co-operate on the conditions as may be agreed upon; or
- (b) with any other person in terms of which the controlling authority undertakes to make available its service to that person, or in terms of which that person undertakes to make available his material or equipment to the controlling authority.
- (2) A controlling authority may under subsection (1) undertake to employ its service inside or outside its area or inside or outside the province in which its area is situated.

## Minister may authorize persons.

13. The Minister may, after consultation with the Board, by notice in the *Gazette* declare that a category of persons in the service of the State or a controlling authority may by virtue of their offices perform the prescribed functions in order to ensure that the objects of this Act are achieved.

## Urgent cases.

14. (1) Notwithstanding anything to the contrary contained in any other law, the Minister or his deputy may, in any case where in his opinion urgent action is necessary in the public interest—
- (a) order any person, including a controlling authority, to make available his service, or equipment or material under his control, to a particular service or to employ it in a particular way; or
- (b) order any person who manufactures equipment or material to manufacture particular equipment or material within a particular period.
- (2) A person who has acted in terms of an order referred to in subsection (1), shall be compensated therefor by the Minister to an amount agreed upon between the Minister and the person concerned, or in the absence of such agreement, an amount determined by arbitration in accordance with the provisions of the Arbitration Act, 1965 (Act No. 42 of 1956).

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## Regulations.

15. (1) The Minister may, after consultation with the Board, make regulations which are not contrary to this Act or any other law—

- (a) regarding any matter which may or shall be prescribed in terms of this Act; 5
- (b) regarding the organization and procedure for the employment of a service of a controlling authority;
- (c) regarding the uniforms, insignia and identification of members of a service of a controlling authority;
- (d) regarding the safety requirements to be complied with 10 on premises in order to reduce the risk of a fire or other danger, or to facilitate the evacuation of the premises in the event of such danger;
- (e) regarding the use, manufacture, storage or transportation of explosives, fireworks, petroleum or any other 15 inflammable or combustible substance or gas;
- (f) regarding the specifications and standards with which the equipment and material of a service shall comply; and
- (g) regarding any matter which he may deem necessary or 20 expedient in order to achieve the objects of this Act.

(2) A regulation regarding the qualifications and experience of a chief fire officer, and of a member of a service, of a controlling authority which is a department of State, shall not be made without consultation with the Minister responsible for the depart- 25 ment of State concerned.

(3) The Minister may after consultation with the Board incorporate in the regulations any code of practice issued under section 18 of the Standards Act, 1982 (Act No. 30 of 1982), by means of a mere reference to particulars by which it can be identified, and thereafter the code of practice shall in so far as it is not repugnant to this Act be deemed to be part of the regulations. 30

(4) (a) A regulation contemplated in this section shall not be made before the proposed regulation has been published in the *Gazette* together with a notice calling upon interested persons to lodge any objections they may have against it in writing to the Minister within the period mentioned therein and that period has expired. 35

(b) The provisions of paragraph (a) shall not apply to any amendment effected by the Minister with the concurrence of the Board to the proposed regulations as a result of objections received in terms of that paragraph. 40

(5) A regulation made under this section may, in respect of a contravention thereof or a failure to comply therewith, provide 45 for a punishment of a fine not exceeding R10 000 or of imprisonment for a period not exceeding 12 months.

## By-laws.

16. (1) A local authority may, after consultation with the Board, and subject to the provisions of any law applicable to the local authority in relation to the promulgation of by-laws, make 50 by-laws which are not contrary to any law, for its area of jurisdiction regarding any matter which it may deem necessary or expedient in order to employ its service effectively.

(2) The Administrator may after consultation with the Board make by-laws which are not contrary to any law, regarding any 55 matter referred to in subsection (1), and such by-laws shall apply in the area of jurisdiction of every local authority in the province concerned in so far as they are applicable and not inconsistent with the by-laws of the local authority concerned.

(3) A by-law contemplated in subsection (1) or (2) may in respect of a contravention thereof or failure to comply therewith provide for a punishment of a fine not exceeding R5 000 or of imprisonment for a period not exceeding six months. 60

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Failure to comply  
with requirements.

17. (1) If a person, including a local authority and a department of State, fails to comply with a requirement, standard or direction determined or issued under this Act or the regulations contemplated in section 15, the Administrator may by written notice direct a local authority, and the Minister may by written notice direct any other person, to comply with the requirement, standard or direction within the period mentioned therein. 5

(2) If such a person fails to give effect to such a notice, the Administrator or Minister, as the case may be, may cause steps to be taken in order to comply with the requirement, standard or direction on behalf of the person concerned and to recover the costs in connection therewith from that person. 10

(3) A direction referred to in subsection (1) shall not be issued before consultation with the local authority or person concerned, as the case may be. 15

Enforcement of  
provisions.

18. (1) A chief fire officer may at any reasonable time enter any premises in the area of the controlling authority concerned in order to determine whether the provisions contemplated in sections 15 (1) (a), (d), (e) and (g) and 16 are being complied with. 20

(2) If the chief fire officer finds that such provisions are not being complied with, he may issue to the owner of those premises a written instruction to comply with the provisions in question within the period mentioned therein. 25

(3) If an instruction contemplated in subsection (2) is not carried out within the period mentioned therein, the controlling authority concerned may cause the necessary steps to be taken in order to comply with the provisions in question on behalf of the owner concerned and to recover the costs in connection therewith from the owner. 30

(4) For the purposes of this section "owner" means the registered owner of the premises or in relation to a sectional title scheme, the body corporate established in terms of the Sectional Titles Act, 1986 (Act No. 95 of 1986). 35

## Delegation.

19. (1) A chief fire officer may— 35

(a) delegate any power granted to him by or under this Act, the regulations contemplated in section 15 or the by-laws contemplated in section 16, excluding the power referred to in this section, to a member of the service concerned; and 40

(b) grant authority that a duty so assigned to him may be performed by such a member.

(2) A power so delegated and a duty so authorized shall be exercised or performed subject to the directions of the chief fire officer, who may at any time withdraw such delegation or authority. 45

(3) A delegation under subsection (1) (a) does not prevent the chief fire officer from exercising the power in question himself.

## Indemnity.

20. Subject to the proviso to paragraph (e) of section 8 (1), a controlling authority, chief fire officer or member of a service of a controlling authority or an inhabitant referred to in section 8 (2) shall not be liable for any damage or loss as a result of bodily injury, loss of life or loss of or damage to property which is caused by or arises out of or in connection with anything done or performed *bona fide* in the exercise or performance of a power, function or duty conferred or imposed in terms of this Act, the regulations contemplated in section 15 or the by-laws contemplated in section 16. 55

## Offences.

21. Any person who—

(a) intentionally resists or obstructs a member of a service, including a chief fire officer, in the exercise of his powers referred to in section 8 (1); 60

(b) refuses or fails to comply with an order contemplated in section 14 (1);

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(c) refuses or fails to carry out an instruction contemplated in section 18 (2) within the period mentioned therein; or

(d) summons a service while he knows that there is no reason to do so, 5

shall be guilty of an offence, and on conviction liable to a fine not exceeding R10 000 or to imprisonment for a period not exceeding 12 months.

Repeal of laws and savings.

22. (1) The laws specified in the Schedule are hereby repealed to the extent indicated in the third column of the Schedule. 10

(2) A regulation or by-law made under a law repealed by subsection (1) and which deals with a matter referred to in section 15 (1) or 16 (1) of this Act, shall be deemed to have been made under the relevant section of this Act.

Short title.

23. This Act shall be called the Fire Brigade Services Act, 1987. 15

## Schedule

No. and year of law	Title	Extent of repeal
Ordinance No. 18 of 1977, of the Transvaal .....	Ordinance on Fire Brigade Services	The whole
Ordinance No. 2 of 1978, of the Orange Free State .....	Ordinance on Fire Brigade Services	The whole
Ordinance No. 14 of 1978, of the Cape of Good Hope .....	Ordinance on Fire Brigade Services	The whole
Ordinance No. 31 of 1978, of Natal .....	Ordinance on Fire Brigade Services	The whole
Ordinance No. 9 of 1979, of the Orange Free State .....	Fire Brigade Services Amendment Ordinance	The whole
Ordinance No. 14 of 1979, of the Transvaal .....	Fire Brigade Services Amendment Ordinance	The whole
Ordinance No. 8 of 1980, of the Cape of Good Hope .....	Fire Brigade Services Amendment Ordinance	The whole
Ordinance No. 12 of 1980, of Natal .....	Fire Brigade Services Amendment Ordinance	The whole
Ordinance No. 14 of 1981, of the Cape of Good Hope .....	Fire Brigade Services Amendment Ordinance	The whole
Ordinance No. 22 of 1982, of Natal .....	Fire Brigade Services Amendment Ordinance	The whole
Ordinance No. 15 of 1983, of the Transvaal .....	Fire Brigade Services Amendment Ordinance	The whole
Ordinance No. 12 of 1984, of the Orange Free State .....	Fire Brigade Services Amendment Ordinance	The whole
Act No. 102 of 1982 .....	Black Local Authorities Act	Item 30 (c) of Schedule



# ANNEXURE 2



**Ministry: Local Government  
Housing and Traditional Affairs**  
KwaZulu-Natal Provincial Government

The Managing Director  
Rural Metro Emergency Management Services (Pty) Ltd  
Postnet Suite 23  
P/Bag 9118  
Pietermaritzburg  
3200

Dear Sirs,

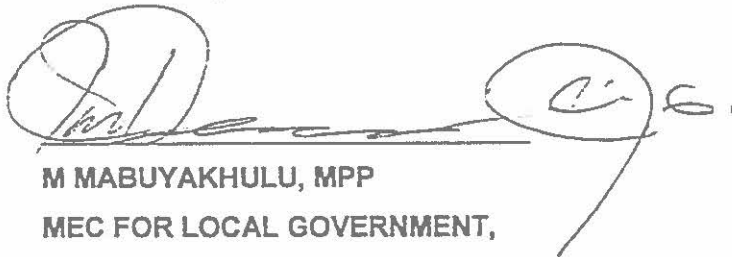
**RECOGNITION AS A DESIGNATED SERVICE IN TERMS OF THE FIRE  
BRIGADE SERVICES ACT OF 1987**

I, M. Mabuyakhulu, MPP, Member of the Executive Council responsible for Local Government, Housing and Traditional Affairs for the Province of KwaZulu-Natal hereby recognise Rural Metro Emergency Management Services (Pty) Ltd as a Designated Service, in terms of Section 4(1) of the Fire Brigade Services Act, 1987 (Act No.99 of 1987), subject to the following conditions:

- The recognition is confined to the relevant Municipal area of jurisdiction of the municipalities listed in Annexure "A"; and that

- The period of recognition shall expire on the same date that the contract between the relevant municipality listed in Annexure "A" and Rural Metro is terminated.

Yours faithfully,



M MABUYAKHULU, MPP  
MEC FOR LOCAL GOVERNMENT,  
HOUSING & TRADITIONAL AFFAIRS

**MUNICIPALITIES**

1. Kwa Sani Local Municipality (Sisonke District Municipality);
2. Endumeni Local Municipality (Umzinyathi District Municipality);
3. Nquthu Local Municipality (Umzinyathi District Municipality);
4. Msinga Local Municipality (Umzinyathi District Municipality);
5. Umvoti Local Municipality (Umzinyathi District Municipality);
6. Umhlabyalingana Local Municipality (Umkhanyakude District Municipality);
7. Jozini Local Municipality (Umkhanyakude District Municipality);
8. The Big 5 False Bay Local Municipality (Umkhanyakude District Municipality);
9. Hlabisa Local Municipality (Umkhanyakude District Municipality);
10. Umhlathuze Local Municipality – Nseleni area (Uthungulu District Municipality);
11. Umhlathuze Local Municipality – Vulendlela area (Uthungulu District Municipality);
12. Mbonambi Local Municipality (Uthungulu District Municipality);
13. Ntambanana Local Municipality (Uthungulu District Municipality);
14. Mthonjaneni Local Municipality (Uthungulu District Municipality); and
15. Nkandla Local Municipality (Uthungulu District Municipality).

# ANNEXURE 3

Certificate issued by the Commissioner of Companies & Intellectual  
Property Commission on Friday, May 12, 2023 at 7:12



Companies and Intellectual  
Property Commission

a member of the dti group

Registration Number: 2005 / 000637 / 07

Enterprise Name: RURAL METRO EMERGENCY MANAGEMENT SERVICES

## ENTERPRISE INFORMATION

Registration Number: 2005 / 000637 / 07  
Enterprise Name: RURAL METRO EMERGENCY MANAGEMENT SERVICES (PTY) LTD  
Registration Date: 10/01/2005  
Business Start Date: 10/01/2005  
Enterprise Type: Private Company  
Enterprise Status: In Business  
Compliance Notice Status: NONE  
Financial Year End: February  
TAX Number: 9851026147

### Addresses

#### POSTAL ADDRESS

POSTNET SUITE 23  
PBAG X 9118  
PIETERMARITZBURG  
KWA-ZULU NATAL  
3200

#### ADDRESS OF REGISTERED OFFICE

298 BURGER STREET  
CITY CENTRAL  
PIETERMARITZBURG  
KWA-ZULU NATAL  
3201

## ACTIVE MEMBERS / DIRECTORS

Surname and First Names	Type	ID Number / Date of Birth	Contrib. (R)	Interest (%)	Appoint. Date	Address
JACOBS, GERT PETRUS	Director	7208055088084	0.00	0.00	31/10/2018	Postal: P O BOX 145809, BRACKEN GARDEN, BRACKEN GARDEN, GAUTENG, 1452 Residential: 43 HERON WAY, HERON BANKS, VAALPARK, FREE STATE, 1947
GILBERT, VERNON CHRISTOPHER	Director	6506145220083	0.00	0.00	30/01/2007	Postal: POSTNET SUITE 23, PRIVATE BAG X9118, PIETERMARITZBURG, KWA-ZULU Residential: 298 BURGER STREET, PIETERMARITZBURG, PIETERMARITZBURG, KWA-ZULU

## AUDITOR DETAILS

Auditor Name	Type	Status	Appointment Date	Resignation Date	Email Address
BDO SPENCER STEWARD (KZN) INCORPORATED Profession Number:	Auditor	Resign			
BDO SPENCER STEWARD (MIDLANDS) INC Profession Number: 920967E	Auditor	Resign			
PRICEWATERHOUSECOOPERS INC Profession Number: 901091E	Auditor	Resign	2007-11-09	2021-11-18	cathy.naicker@za.pwc.com

Page 1 of 6

### Physical Address

the dti Campus - Block F  
77 Meintjies Street  
Sunnyside 0001

### Postal Address: Companies

P O Box 429  
Pretoria  
0001

Docex: 256

Web: www.cipc.co.za

Contact Centre: 086 100 2472 (CIPC)

Contact Centre (International): +27 12 394 9573



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Property Commission

a member of the dti group

Registration Number: 2005 / 000637 / 07

Enterprise Name: RURAL METRO EMERGENCY MANAGEMENT SERVICES

RABIE INCORPORATED	Auditor	Current	2021-01-01	ACTIVE	andre@rabie-deysel.co.za
--------------------	---------	---------	------------	--------	--------------------------

Profession Number: 915041

VAN ZYL ANDRE	Designated Auditor	Current	2021-01-01	ACTIVE	andre@rabie-deysel.co.za
---------------	--------------------	---------	------------	--------	--------------------------

Profession Number: 502446

## CHANGE SUMMARY

11/01/2005 Registration of CC/CO on 10/01/2005.

06/04/2005 Name Change on 06/04/2005.  
RURAL METRO FIRE RESCUE

06/04/2005 Principle Business Change on 06/04/2005.  
99

28/07/2005 Member Change on 22/07/2005.  
Change Record  
Surname = LIGHTBODY  
First Names = ANTHONY JOHN  
Status = Active

28/07/2005 Member Change on 22/07/2005.  
Add Record  
Surname = LIGHTBODY  
First Names = ANTONY JOHN  
Status = Active

01/09/2006 Member Change on 01/09/2006.  
Surname=FIFORD  
Full ForeNames=TREVOR ALEXANDER  
Id No=5709255122088  
Status :ACTIVENature of Change=NO CHANGE

09/02/2007 Member Change on 31/01/2007.  
Change Record  
Surname = FIFORD  
First Names = TREVOR ALEXANDER  
Status = Active

09/11/2007 Accounting Officer Change on 09/11/2007.  
P O BOX 13884  
CASCADES  
PIETERMARITZBURG  
3202

29/02/2008 Status Address Change  
Accounting Officer Change on 29/02/2008.  
Change Record  
Name: = PRICEWATERHOUSECOOPERS INC  
Status = Current

29/02/2008 Member Change on 29/02/2008.  
Change Record  
Surname: = LIGHTBODY  
First Names: = ANTONY JOHN  
Status: = Active

29/02/2008 Member Change on 29/02/2008.  
Change Record  
Surname: = LIGHTBODY  
First Names: = ANTONY JOHN  
Status: = Active

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Enterprise Name: RURAL METRO EMERGENCY MANAGEMENT SERVICES

29/05/2008 Postal Address Change on 19/06/2008  
P O BOX 13884  
CASCADES  
PIETERMARITZBURG  
3202

13/08/2009 Member Change on 14/10/2008.  
Surname=FIFORD  
Full ForeNames=TREVOR ALEXANDER  
Id No=5709255122088  
Status :RESIGNEDNature of Change=DIRECTOR RESIGNED

06/01/2014 SMS Notification that Annual Return is due was sent on 06/01/2014.  
E-Mail sent to ANTONY JOHN LIGHTBODY for 2014

21/11/2014 Registered Address Change on 21/11/2014.  
298 BURGER STREET CITY CENTRAL PIETERMARITZBURG KWA-ZULU NATAL3201

12/10/2015 Annual Return completed on 12/10/2015.  
Company / Close Corporation AR Filing - Web Services - Ref No. : 529923653

01/01/2016 SMS Notification that Annual Return is due was sent on 01/01/2016.  
E-Mail sent to ANTONY JOHN LIGHTBODY for 2016

21/07/2016 Member Change on 21/07/2016.  
Director ANTONY JOHN LIGHTBODY details was Changed

11/01/2017 Email Notification that Annual Return is due was sent on 11/01/2017.  
E-Mail sent to VERNON CHRISTOPHER GILBERT for 2017

27/01/2017 Annual Return completed on 27/01/2017  
Company / Close Corporation AR Filing - Web Services - Ref No. : 562089596

06/01/2018 Email Notification that Annual Return is due was sent on 06/01/2018.  
E-Mail sent to VERNON CHRISTOPHER GILBERT for 2018

24/08/2018 Member Change on 24/08/2018.  
Director ANTONY JOHN LIGHTBODY details was Changed

01/11/2018 Member Change on 01/11/2018.  
Director ANTONY JOHN LIGHTBODY details was Changed

26/01/2019 Email Notification that Annual Return is due was sent on 26/01/2019.  
E-Mail sent to GERT PETRUS JACOBS for 2019

09/01/2021 Email Notification that Annual Return is due was sent on 09/01/2021.  
E-Mail sent to VERNON CHRISTOPHER GILBERT for 2021

27/01/2021 Annual Return completed on 27/01/2021.  
Company / Close Corporation AR Filing - Web Services - Ref No. : 5340209945

18/11/2021 Accounting Officer Change on 18/11/2021.  
Notice of change of auditor: and PRICEWATERHOUSECOOPERS INC resigned

01/02/2022 Annual Return completed on 01/02/2022  
Company / Close Corporation AR Filing - Web Services - Ref No. : 5359578626

24/01/2023 Annual Return completed on 24/01/2023.  
Company / Close Corporation AR Filing - Web Services - Ref No. : 5379190520

17/06/2005 Accounting Officer Change on 25/05/2005.  
Change Record  
Name : = BDO SPENCER STEWARD (KZN) INCORPORATED  
Status : = Resign

28/07/2005 Member Change on 22/07/2005.  
Change Record  
Surname = FENNER  
First Names = RICARDO JUDE  
Status = Active

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Enterprise Name: RURAL METRO EMERGENCY MANAGEMENT SERVICES

01/09/2006 Member Change on 01/09/2006.  
Surname=LIGHTBODY  
Full ForeNames=ANTHONY JOHN  
Id No=4705115072001  
Status :ACTIVENature of Change=NO CHANGE

09/02/2007 Member Change on 31/01/2007.  
Change Record  
Surname = LIGHTBODY  
First Names = ANTONY JOHN  
Status = Active

10/01/2005 Registration of C.C/CO on 10/01/2005.

29/02/2008 Member Change on 29/02/2008.  
Change Record  
Surname. = FIFORD  
First Names: = TREVOR ALEXANDER  
Status = Active

16/01/2014 Annual Return completed on 16/01/2014.  
Company / Close Corporation AR Filing - Web Services : Ref No.: 52966910

25/02/2016 Annual Return completed on 25/02/2016.  
Company / Close Corporation AR Filing - Web Services : Ref No.: 532696710

21/07/2016 Member Change on 21/07/2016.  
Director VERNON CHRISTOPHER GILBERT details was Changed

11/01/2017 Email Notification that Annual Return is due was sent on 11/01/2017.  
E-Mail sent to DEBORAH ANNE LIGHTBODY for 2017

06/01/2018 Email Notification that Annual Return is due was sent on 06/01/2018.  
E-Mail sent to DEBORAH ANNE LIGHTBODY for 2018

24/08/2018 Member Change on 24/08/2018.  
Director VERNON CHRISTOPHER GILBERT details was Changed

01/11/2018 Member Change on 01/11/2018.  
Director GERT PETRUS JACOBS was added

09/01/2020 Email Notification that Annual Return is due was sent on 09/01/2020.  
E-Mail sent to VERNON CHRISTOPHER GILBERT for 2020

09/01/2021 Email Notification that Annual Return is due was sent on 09/01/2021  
E-Mail sent to GERT PETRUS JACOBS for 2021

05/01/2022 Email Notification that Annual Return is due was sent on 05/01/2022.  
E-Mail sent to GERT PETRUS JACOBS for 2022

05/01/2023 Email Notification that Annual Return is due was sent on 05/01/2023.  
E-Mail sent to GERT PETRUS JACOBS for 2023

17/06/2005 Accounting Officer Change on 25/05/2005.  
Add Record  
Name : = BDO SPENCER STEWARD (MIDLANDS) INC  
Status : = Current

28/07/2005 Member Change on 22/07/2005.  
Add Record  
Surname = FIFORD  
First Names = TREVOR ALEXANDER  
Status = Active

01/09/2006 Member Change on 01/09/2006.  
Surname=FENNER  
Full ForeNames=RICARDO JUDE  
Id No=7203065151089  
Status :RESIGNEDNature of Change=RESIGNED W.E.F. 5 JUNE 2006

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**Disclosure Certificate: Companies and Close Corporations**

Registration Number: 2005 / 000637 / 07

Enterprise Name: RURAL METRO EMERGENCY MANAGEMENT SERVICES

09/02/2007 Member Change on 31/01/2007.  
Change Record  
Surname = LIGHTBODY  
First Names = ANTONY JOHN  
Status = Active

09/02/2007 Member Change on 31/01/2007.  
Change Record  
Surname = GILBERT  
First Names = VERNON CHRISTOPHER  
Status = Active

09/11/2007 Accounting Officer Change on 09/11/2007.

29/02/2008 Member Change on 29/02/2008  
Change Record  
Surname = GILBERT  
First Names = VERNON CHRISTOPHER  
Status = Active

29/05/2008 Registered Address Change on 19/06/2008.  
BLOCK C  
21 CASCADES CRESCENT  
CASCADES  
PIETERMARITZBURG  
3202

06/01/2015 SMS Notification that Annual Return is due was sent on 06/01/2015.  
E-Mail sent to ANTONY JOHN LIGHTBODY for 2015

21/07/2016 Member Change on 21/07/2016.  
Director DEBORAH ANNE LIGHTBODY was added

11/01/2017 Email Notification that Annual Return is due was sent on 11/01/2017  
E-Mail sent to ANTONY JOHN LIGHTBODY for 2017

06/01/2018 Email Notification that Annual Return is due was sent on 06/01/2018.  
E-Mail sent to ANTONY JOHN LIGHTBODY for 2018

11/01/2018 Annual Return completed on 11/01/2018.  
Company / Close Corporation AR Filing - Web Services Ref No. 598903300

24/08/2018 Member Change on 24/08/2018.  
Director DEBORAH ANNE LIGHTBODY details was Changed

01/11/2018 Member Change on 01/11/2018.  
Director VERNON CHRISTOPHER GILBERT details was Changed

06/11/2018 Member Change on 31/10/2018.  
Change Record  
Surname = LIGHTBODY  
First Names = ANTONY JOHN  
Status = Resigned

26/01/2019 Email Notification that Annual Return is due was sent on 26/01/2019.  
E-Mail sent to VERNON CHRISTOPHER GILBERT for 2019

30/01/2019 Annual Return completed on 30/01/2019.  
Company / Close Corporation AR Filing - Web Services Ref No. 5161314280

09/01/2020 Email Notification that Annual Return is due was sent on 09/01/2020.  
E-Mail sent to GERT PETRUS JACOBS for 2020

18/11/2021 Accounting Officer Change on 18/11/2021  
Notice of change of auditors: RABIE INCORPORATED appointed.

18/11/2021 Accounting Officer Change on 18/11/2021.  
Notice of change of auditors: VAN ZYL ANDRE appointed.

05/01/2022 Email Notification that Annual Return is due was sent on 05/01/2022.  
E-Mail sent to VERNON CHRISTOPHER GILBERT for 2022

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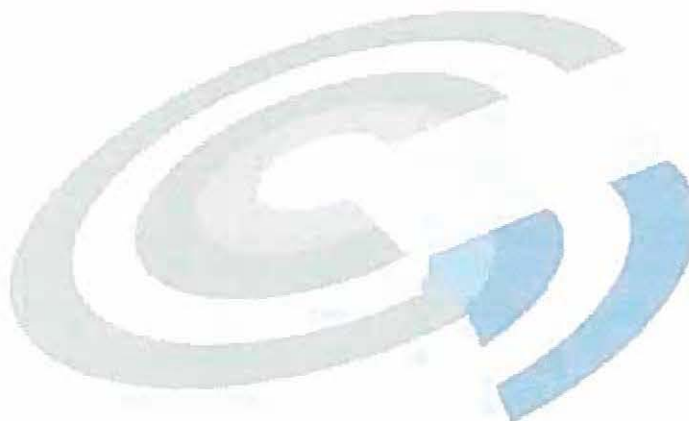
Registration Number: 2005 / 000637 / 07

Enterprise Name: RURAL METRO EMERGENCY MANAGEMENT SERVICES

05/01/2023

Email Notification that Annual Return is due was sent on 05/01/2023

E-Mail sent to VERNON CHRISTOPHER GILBERT for 2023



Page 6 of 6

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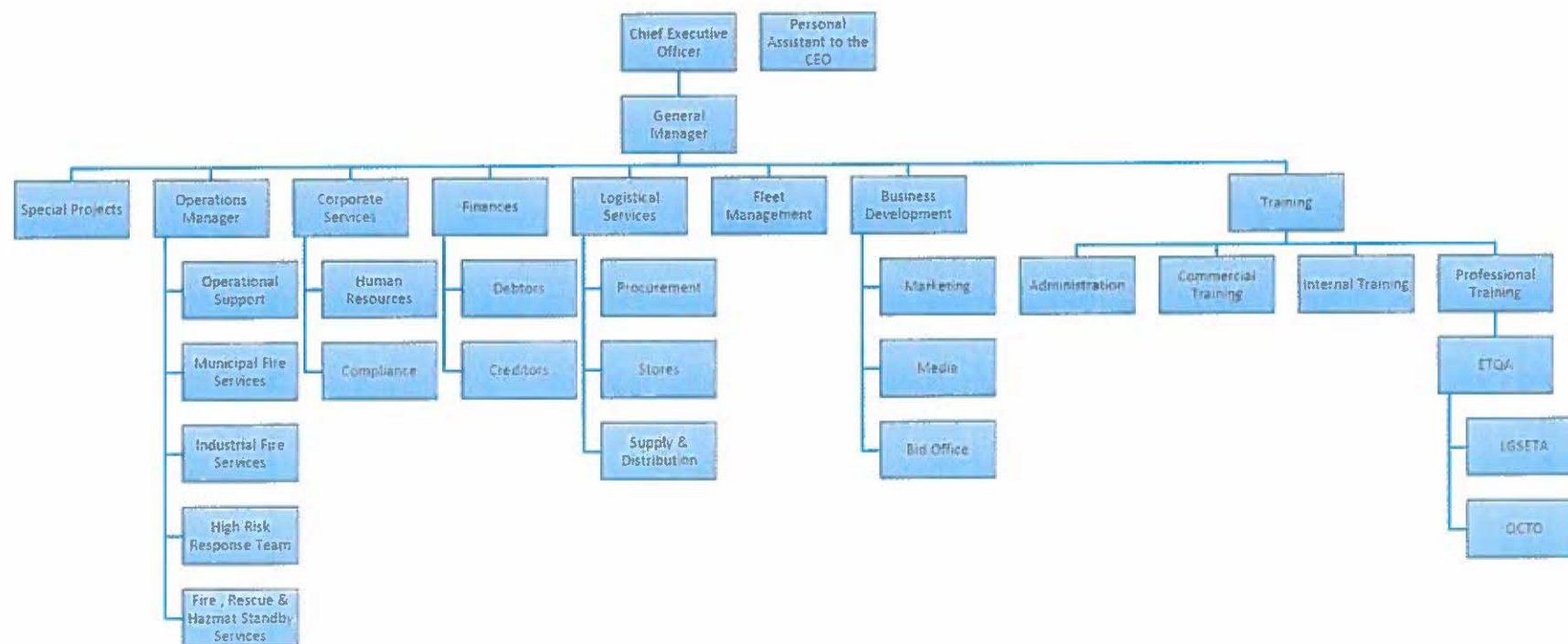
**Contact Centre (International):** +27 12 394 9573



# ANNEXURE 4



## RURAL METRO EMERGENCY MANAGEMENT SERVICES COMPANY STRUCTURE



# ANNEXURE 5



**LGSETA**

LEARNERS' GROWTH SUPPORT AND TRAINING AUTHORITY

1 Ochumbe Lane, Bedfordview 2007, P O Box 1964, Bedfordview 2008  
Telephone 011 456-8579 Facsimile 011-450-1948 Email [info@lgseta.org.za](mailto:info@lgseta.org.za) Website <http://www.lgseta.org.za>

---

Enquiries: Mpume Madondo  
Email: [mpumemlgseta.org.za](mailto:mpumemlgseta.org.za)  
Tel: 011 456 8579

29 June 2023

To Whom it may concern

**RE: ACCREDITATION STATUS OF Rural Metro Emergency Management Services (PTY)LTD**

This letter serves to confirm Rural Metro Emergency Management Services (PTY)LTD is an accredited Skills Development Provider with LGSETA with Accreditation No: LGRS-RIDre100915 . This letter also confirms that in April 2023, the LGSETA conducted a re-accreditation monitoring site visit at Rural Metro Emergency Management Services (PTY)LTD the SDP was recommended for full re-accreditation.

In June 2021, the LGSETA took a resolution that all accreditation and reaccreditation will be approved by the LGSETA Board. This is aimed at strengthening internal controls within the accreditation within the quality assurance branch of the LGSETA. It is against this background that the LGSETA will be submitting for the reaccreditation request of Rural Metro Emergency Management Services (PTY)LTD to the board for approval in June 2023. The outcome of the Board approval on accreditation and reaccreditation will be communicated to all parties concerned.

Kindly accept this letter as proof that Rural Metro Emergency Management Services (PTY)LTD has met all LGSETA's re-accreditation requirements and has been recommended to the board for approval.

Hope you will find the above in order.

Regards

---

Mr Frans Sechele

ETQA Manager



Gilliooly's View Office Park, 1 Osborne Lane, Bedfordview, 2007, PO Box 1964, Bedfordview 2008  
Telephone: 011-456-8579; Fax: 011-450-4948; Email [info@lgseta.org.za](mailto:info@lgseta.org.za); Website: <http://www.lgseta.org.za>

Rural Metro Emergency Management Services (PTY)LTD  
298 Burger Street  
Pietermaritzburg  
3200

For Attention: Omeshini Govender

**Notification of Registration with the LGSETA**

Enclosed herewith please find your company's status with the LGSETA

**The Accreditation Status with the LGSETA include:**

A. Your company's accreditation number with the LGSETA	LGRS-Accredit-2060-211133434
B. Your Company's unique identifier with the LGSETA	RIDre5LGRS10091597
C. Your ETQA ID with LGSETA	597
D. Accreditation Start Date	30 March 2015
E. Accreditation End Date	31 March 2023
F. Your record was last updated	07 June 2017

**LGSETA's responsibility during the accreditation period:**

- A. The LGSETA will conduct monitoring and evaluation visit on an annual basis to ensure that the organization continuously complies with the legislative requirements for accreditation And consistently promotes good quality teaching, learning and assessment within its period of accreditation.
- B. The seta will send a self-evaluation tool to providers on an annual basis to identify provider's needs and this will help the seta to conduct relevant capacity building to providers.
- C. A yearly customer survey will be conducted and providers will be given feedback of the survey.

**The Provider's responsibility during the accreditation period:**

- A. The training provider's must ensure that the learning programme/s is/are updated and meets the necessary requirements.
- B. Training providers must re-apply for learning programme approval timeously and ensure that it is in line with the replacement Qualification(s)/Unit Standard(s). If any.
- C. The Provider must apply for reaccreditation 6 months prior to expiry date of accreditation.
- D. In addition, it is the training provider's responsibility to request for a verification audit once assessments and moderation of learner achievements have been conducted. Please contact the LGSETA ETQA on 011 456 8579 to arrange for the verification visit.
- E. The Provider must apply for the use of the LGseta logo, applications to be addressed to [lazaruss@lgseta.org.za](mailto:lazaruss@lgseta.org.za).
- F. Providers are not allowed to use the Seta logos without the permission of the seta.

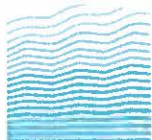
The LGSETA would like to congratulate you on this achievement and your commitment to ensuring quality education is delivered to learners.

Yours Truly





**Frans Sechele**  
**ETQA Manager**



**LGSETA**

Gillooly's View Office Park, 1 Osborne Lane, Bedfordview, 2007, PO Box 1964, Bedfordview 2008  
Telephone: 011-456-8579; Fax: 011-450-4948; Email [info@lgseta.org.za](mailto:info@lgseta.org.za); Website: <http://www.lgseta.org.za>

**Your organization's accreditation status are specifically associated with the following:**

**Registered Assessor/s linked to you organisation**

Assessor Identifier	Surname	First Name	Registration Start Date	Registration End Date
LGRS-A1006-1120	BINNEMAN	HERMANUS	2013-Jun-12	2016-Jun-11
LGRS-A1306-394	Eralall	Bond	2016-Jul-05	2019-Jul-05
LGRS-A1306-761	Fourie	Charl	2016-Jul-05	2019-Jul-05
LGRS-A1006-1015	LAMBERT	ROBERT	2013-Jan-16	2016-Jan-16
LGRS-A1007-1316	Lightbody	Deborah	2016-Sep-30	2019-Sep-30
LGRS-A1608-491	Makathini	Dumisani	2016-Aug-15	2024-Apr-08
LGRS-A1608-525	Makhoba	Piet	2016-Aug-15	2019-Aug-15
LGRS-A1607-770	Naidoo	Shaun	2016-Jul-05	2019-Jul-05

**Registered Moderator/s linked to you organisation**

Moderator Identifier	Surname	First Name	Registration Start Date	Registration End Date
No Registered Moderator/s against the provider				

**Qualification/s linked to your organisation**

Qualification ID	Title	NQF Level	Accreditation Start Date	Accreditation End Date
57803	Further Education and Training Certificate: Fire and Rescue Operations	NQF Level 4	2015-Mar-30	2023-Mar-31
48855	National Certificate: Emergency Services Operations	NQF Level 5	2015-Mar-30	2023-Mar-31

## Unit Standard/s linked to your organisation

Unit Standard ID	Title	NQF Level	Accreditation Start Date	Accreditation End Date
119472	Accommodate audience and context needs in oral/signed communication	NQF Level 3	30 March 2015	31 March 2023
8662	Analyse and communicate workplace data	NQF Level 5	30 March 2015	31 March 2023
12154	Apply comprehension skills to engage oral texts in a business environment	NQF Level 4	30 March 2015	31 March 2023
15234	Apply efficient time management to the work of a department/division/section	NQF Level 5	30 March 2015	31 March 2023
9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	NQF Level 4	30 March 2015	31 March 2023
119676	Apply the skills of customer care in a specific work environment	NQF Level 4	30 March 2015	31 March 2023
115225	Communicate at the scene of an emergency	NQF Level 5	30 March 2015	31 March 2023
10022	Comply with organisational ethics	NQF Level 4	30 March 2015	31 March 2023
260119	Conduct a fire safety inspection	NQF Level 5	30 March 2015	31 March 2023
110057	Conduct a self-evaluation of own progress and development	NQF Level 4	30 March 2015	31 March 2023
260134	Conduct an aircraft firefighting and rescue operation	NQF Level 5	30 March 2015	31 March 2023
7876	Conduct on-the-Job-Training	NQF Level 5	30 March 2015	31 March 2023
115216	Conduct single-person high angle 1 rope rescue	NQF Level 5	30 March 2015	31 March 2023
8555	Contribute to information distribution regarding HIV/AIDS in the workplace	NQF Level 4	30 March 2015	31 March 2023
115217	Deal with hazardous materials	NQF Level 5	30 March 2015	31 March 2023
8648	Demonstrate an understanding of professional values and ethics	NQF Level 5	30 March 2015	31 March 2023
115223	Demonstrate awareness and take initial actions at a hazardous materials incident	NQF Level 5	30 March 2015	31 March 2023
13951	Demonstrate knowledge and understanding of the Occupational Health and Safety Act 85 of 1993 (OHSA) (as amended) and the responsibilities of management in terms of the Act	NQF Level 4	30 March 2015	31 March 2023

260127	Direct a rescue operation in a marine incident	NQF Level 5	30 March 2015	31 March 2023
114491	Educate and work closely with the community with regard to sexually transmitted infections (STIs) including Human Immune Virus/Acquired Immune Deficiency Syndrome (HIV/AIDS)	NQF Level 4	30 March 2015	31 March 2023
115224	Engage in fire safety and public education activities	NQF Level 4	30 March 2015	31 March 2023
119462	Engage in sustained oral/signaled communication and evaluate spoken/signaled texts	NQF Level 4	30 March 2015	31 March 2023
115218	Function effectively within the structures of an organisation	NQF Level 4	30 March 2015	31 March 2023
8561	Function in a Team	NQF Level 4	30 March 2015	31 March 2023
242859	Function safely and effectively within an emergency service organisation	NQF Level 4	30 March 2015	31 March 2023
9224	Implement policies regarding HIV/AIDS in the workplace	NQF Level 5	30 March 2015	31 March 2023
115222	Inspect, care for and operate fire service equipment	NQF Level 5	30 March 2015	31 March 2023
11985	Inspect, drive and maintain an official vehicle	NQF Level 4	30 March 2015	31 March 2023
119457	Interpret and use information from texts	NQF Level 3	30 March 2015	31 March 2023
123231	Manage a crew during wildfire suppression	NQF Level 4	30 March 2015	31 March 2023
10053	Manage customer requirements and needs and implement action plans	NQF Level 5	30 March 2015	31 March 2023
260132	Perform an elementary swift water rescue operation	NQF Level 5	30 March 2015	31 March 2023
12484	Perform basic fire fighting	NQF Level 2	30 March 2015	31 March 2023
12483	Perform basic first aid	NQF Level 2	30 March 2015	31 March 2023
242850	Perform fire-ground operations necessary to ensure life safety, fire control, and property conservation under supervision	NQF Level 4	30 March 2015	31 March 2023
115220	Perform fireground operations whilst under instruction	NQF Level 5	30 March 2015	31 March 2023
115219	Perform search and recover operations at an emergency scene	NQF Level 5	30 March 2015	31 March 2023
242853	Perform support operations at a fire incident	NQF Level 4	30 March 2015	31 March 2023
242855	Perform vehicle rescue operations	NQF Level 4	30 March 2015	31 March 2023
8559	Plan and conduct research	NQF Level 4	30 March 2015	31 March 2023
110023	Present information in report format	NQF Level 4	30 March 2015	31 March 2023
115221	Preserve evidence for a fire cause investigation	NQF Level 4	30 March 2015	31 March 2023
120336	Provide risk based primary emergency care/first aid as an advanced first responder in the workplace	NQF Level 3	30 March 2015	31 March 2023

119469	Read/view, analyse and respond to a variety of texts	NQF Level 4	30 March 2015	31 March 2023
242851	Render assistance during a technical rescue incident	NQF Level 4	30 March 2015	31 March 2023
9016	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	NQF Level 4	30 March 2015	31 March 2023
229996	Rig working ropes, undertake rescues and perform a range of rope access tasks	NQF Level 3	30 March 2015	31 March 2023
260121	Supervise a fire fighting and rescue operation	NQF Level 5	30 March 2015	31 March 2023
260130	Supervise a foam firefighting operation	NQF Level 5	30 March 2015	31 March 2023
260131	Supervise a hazardous materials incident	NQF Level 6	30 March 2015	31 March 2023
260117	Supervise a heavy vehicle rescue operation	NQF Level 5	30 March 2015	31 March 2023
260118	Supervise an emergency operation involving trenches	NQF Level 5	30 March 2015	31 March 2023
260122	Supervise and apply ventilation at a fire and rescue	NQF Level 5	30 March 2015	31 March 2023
10981	Supervise work unit to achieve work unit objectives (individuals and teams)	NQF Level 4	30 March 2015	31 March 2023
260139	Undertake an emergency rescue operation in a confined space	NQF Level 5	30 March 2015	31 March 2023
242852	Use a self-contained breathing apparatus	NQF Level 4	30 March 2015	31 March 2023
119467	Use language and communication in occupational learning programmes	NQF Level 3	30 March 2015	31 March 2023
7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	NQF Level 4	30 March 2015	31 March 2023
119459	Write/present/sign for a wide range of contexts	NQF Level 4	30 March 2015	31 March 2023
119465	Write/present/sign texts for a range of communicative contexts	NQF Level 3	30 March 2015	31 March 2023

# ANNEXURE 6

256 Glyn Street, Hatfield, Pretoria, 0083  
Private Bag X278, Pretoria, 0001  
+27 12 003 1800

Enquiries: L. Mabunda

E-mail Address: [mabunda.ll@qcto.org.za](mailto:mabunda.ll@qcto.org.za)

Head of the Institution  
Rural Metro Emergency Management Services Pty Ltd  
Suite 23 Postnet  
Pietermaritzburg  
3200

Dear Mr Lionel Thielke

**ACCREDITATION OF: RURAL METRO EMERGENCY MANAGEMENT SERVICES PTY LTD AS A  
SKILLS DEVELOPMENT PROVIDER**

**Accreditation Number: QCTOSDP00180629-977**

The subject above refers.

The Quality Council for Trades and Occupations (QCTO) has set policies to accredit Skills Development Providers (SDPs) This is to ensure that education and training in occupations and trades offered in the country is credible and valid. This is in accordance with the Skills Development Act (SDA), 1998, (Act No 97 of 1998) Chapter 6C Section 26J (b) and (e).

The QCTO, after receiving an application, conducted a site inspection of the premises of the institution namely,

**Plot 805 Dr Elliot Drive  
Greytown  
3250**

The request for the accreditation to offer occupational qualification/s attached herewith in Annexure A is approved.

The accreditation number together with the 5 year accreditation period of your institution is:

Accreditation Number	Start date of Accreditation	End date of Accreditation
QCTOSDP00180629-977	2018/10/31	2023/10/31

An application to effect any change of address or location that warrants movement of the current domicile to another, should be forwarded to the QCTO before moving. Training learners after relocating to new premises without the revised accreditation letter is against QCTO policy and learner training and results will not be considered for the qualification in such a case.

Your institution should submit learner information data quarterly to the QCTO in accordance with the load specifications as provided by the QCTO.

Ensure you reference the following code when submitting your electronic data files to the QCTO during your data load cycles.

**SDP Code: SDP00627052018062901**

Confirmation of your successful data load submission will be forwarded directly from the QCTO MIS system.



Kindly familiarise yourself with the latest accreditation policy and other accreditation documents of the QCTO available on.

[www.qcto.org.za](http://www.qcto.org.za)

The attached annexure reflects all the Occupational Qualification/s your institution is approved to offer.

Note that planned and unplanned monitoring and evaluation visits to your institution will be undertaken to ensure agreed upon quality assurance standards continue to be upheld by your institution.

The QCTO takes this opportunity to congratulate you on your accreditation status.

Yours sincerely



**PN Langa-Mtintsilana**

**Chief Director: Occupational Quality Assurance**

Date: 2018/11/06

Annexure A

RURAL METRO EMERGENCY MANAGEMENT SERVICES PTY LTD ACCREDITATION SCOPE

PHYSICAL ADDRESS:

Plot 805 Dr Elliot Drive  
Greytown  
3250

PRINCIPAL/CAMPUS/SITE MANAGER:

Mr Lionel Thielke

PERIOD OF ACCREDITATION: 5 YEARS

START DATE: 2018/10/31

END DATE: 2023/10/31

OCCUPATIONAL TITLE	NQF LEVEL	CREDITS	QUALIFICATION SAQA ID	QCTO CURRICULUM CODE
1 Occupational Certificate: Firefighter	Level 4	149	98991	541101000



**PN Langa-Mtintsilana**

**Chief Director: Occupational Quality Assurance**

Date: 2018/11/06



# ANNEXURE 7

256 Glyn Street, Hatfield, Pretoria, 0083  
Private Bag X278, Pretoria, 0001  
+27 12 003 1800

Enquiries:

E-mail Address: [mbuwe.e@qcto.org.za](mailto:mbuwe.e@qcto.org.za)

Head of the Institution  
Rural Metro Emergency Management Services  
Plot 805, Dr Elliot Drive  
Greytown  
3250

Dear Lionel Thielke

**ACCREDITATION OF: RURAL METRO EMERGENCY MANAGEMENT SERVICES AS AN ASSESSMENT CENTRE**

**Accreditation Number: QCTOASC00191111-1846**

The subject above refers.

The Quality Council for Trades and Occupations (QCTO) has set policies to accredit Assessment Centres. This is to ensure that education and training in occupations and trades offered in the country is credible and valid. This is in accordance with the Skills Development Act (SDA), 1998, (Act No 97 of 1998) Chapter 6C Section 26J (b) and (e).

The QCTO, after receiving an application, conducted a site inspection of the premises of the institution namely,

**Plot 805, Dr Elliot Drive  
Greytown  
3250**

The request for the accreditation to assess occupational qualification/s attached herewith in Annexure A is approved.

The accreditation number together with the 5 year accreditation period of your institution is:

Accreditation Number	Start date of Accreditation	End date of Accreditation
QCTOASC00191111-1846	2019/12/05	2024/12/05

An application to effect any change of address or location that warrants movement of the current domicile to another, should be forwarded to the QCTO before moving. Assessing learners after relocating to new premises without the revised accreditation letter is against QCTO policy and learner training and results will not be considered for the qualification in such a case.

Kindly familiarise yourself with the latest accreditation policy and other accreditation documents of the QCTO available on.

[www.qcto.org.za](http://www.qcto.org.za)

The attached annexure reflects all the Occupational Qualification/s your institution is approved to conduct assessments for.

Note that planned and unplanned monitoring and evaluation visits to your institution will be undertaken to ensure agreed upon quality assurance standards continue to be upheld by your institution.

The QCTO takes this opportunity to congratulate you on your accreditation status.

Yours sincerely



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**Mr Vijayen D Naidoo**  
**CHIEF EXECUTIVE OFFICER**  
Date: 2019/12/05

Annexure A

RURAL METRO EMERGENCY MANAGEMENT SERVICES ACCREDITATION SCOPE

PHYSICAL ADDRESS:

Plot 805, Dr Elliot Drive  
Greytown  
3250

PRINCIPAL/CAMPUS/SITE MANAGER:

Lionel Thielke

PERIOD OF ACCREDITATION: 5 YEARS

START DATE: 2019/12/05

END DATE: 2024/12/05



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**Mr Vijayen D Naidoo**  
**CHIEF EXECUTIVE OFFICER**

Date: 2019/12/05