

Meeting Minutes
INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS
CERTIFICATE ASSEMBLY BOARD OF GOVERNORS

Friday, October 7, 2022

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

Call to Order

Chair Lori Howes calls the Certificate Assembly Board of Governors (CABOG) regularly scheduled fall meeting to order on Friday, October 7, 2022, at 2:15 PM local time.

Attendance

There were 4 CABOG members present, 8 CABOG members absent, and 4 proxy appointments.

CABOG members present: Bill Slosson, Gary Howard, Lori Howes, Matt Thorpe

CABOG members absent: Christy Rodgers, Andrew Henning, Angie White, John Cunningham, Tara Youngblood, Clinton Manuel, Jay Clevenger, Bernie MacKinnon

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

Motion: Motion by Bill Slosson to approve the 2022 Spring Meeting minutes. Second. Motion carried.

Review of the Agenda

Lori Howes reviewed the agenda. NFPA 1010 was added to the agenda under number 10, Emerging Trends in the Fire Service.

Committee Reports and Recommendations - Certificate Assembly Committees

Committee on Site Teams

Matt Thorpe reported for the Committee on Site Teams:

- The Committee discussed site team visit structure, including discretion of the site visit team leader and the entity. This will be discussed more on upcoming conference calls of the Committee.
- Discussion was held on on-site administrative reviews. This was tabled until the next conference call.
- The Committee is planning to work with the Training Committee to develop online site team member training.
- Three agenda memos with proposals for amendments have been submitted for the Assembly to vote on in their meeting: Agenda Memo H, CA Accreditation Procedure Amendments; Agenda Memo I, CA Accreditation Criteria Amendments; Agenda Memo J, CA Site Visit Team Information.

Motion: Motion by Gary Howard to accept the Committee on Site Teams report. Second. Motion carried.

Correlating Committee

Eldonna Sadler reported for the Correlating Committee:

- Most committee members attended virtually. There was no business for the Committee, but they did elect a chair and vice chair.

Motion: Motion by Bill Slosson to approve the report. Second. Motion carried.

Standards Review Committee

Bill Slosson reported for the Standards Review Committee:

- The Committee did meet but did not have a quorum. Therefore, no action was by the Committee.
- A conference call will be scheduled in the near future for the Committee to elect a chair and vice chair.

CA Membership Committee

No report. The Committee did not meet.

Entity Status Report

Eldonna Sadler reviewed the Entity Status Report on site visits due and upcoming site visits. There are no pending extension requests and no action is needed by CABOG at this time. Eldonna reported that two extensions were previously approved by the Board:

- The Egyptian Navy was approved for a one-year extension from August 2022 to August 2023.
- Alberta was approved for a six-month extension from September 2022 through April 2023.

Site Visit Reports (Agenda Memo D)

Florida Bureau of Fire Standards and Training

Matt Thorpe reported on the site visit for Florida State Fire Marshal conducted November 2-4, 2021. Matt Thorpe served as a site visit team leader. Michael Lowe and Rodney Foster served as site visit team members. There were 27 items that needed to be addressed. All except for one have been fixed and Matt is looking for direction from the Board regarding management of test banks by a third-party. The site visit team recommended conditional reaccreditation. Discussion held.

Motion: Motion by Bill Slosson to deny accreditation/reaccreditation. Second. Motion carried.

Indiana Board of Firefighting Personnel Standards and Education

Gary Howard reported on the reaccreditation site visit for the Indiana Board of Firefighting Personnel Standards and Education. The site visit was conducted July 26 - 28, 2022. John Cunningham served as site visit team leader. Gary Howard and Matthew Palmerton served as site visit team members. The site visit team recommended accreditation/reaccreditation for Indiana Board of Firefighting Personnel Standards and Education for 18 levels.

Motion: Motion by Matt Thorpe to accept the report and the recommendation of the site visit team. Second. Motion carried.

Nova Scotia Fire Service Professional Qualifications Board

Dirk Moller reported on the reaccreditation site visit for the Nova Scotia Fire Service Professional Qualifications Board. The site visit was conducted June 14 – 16, 2022. Dirk Moller served as site visit team leader. Tara Youngblood and Gary Howard served as site visit team members. The site visit team recommended accreditation/reaccreditation of Nova Scotia Fire Service Professional Qualifications Board for 29 levels.

Motion: Motion by Matt Thorpe to approve. Second. Motion carried.

Tennessee Commission on Firefighting Personnel Standards and Education

Bill Slosson reported on the site visit conducted July 18 – 20, 2022, for the Tennessee Commission on Firefighting Personnel Standards and Education. Christy Rodgers served as site visit team leader. Tara Youngblood and James Goodwin served as site visit team members. The site visit team recommended accreditation/reaccreditation for Tennessee Commission on Firefighting Personnel Standards and Education for 31 levels.

Motion: Motion by Gary Howard to approve. Second. Motion carried.

New Brunswick Office of the Fire Marshal, Justice and Public Safety

Kim Davis reported on the reaccreditation site visit for the New Brunswick Office of the Fire Marshal, Justice and Public Safety. The site was conducted June 21 - 23, 2022. Bernie MacKinnon served as site visit team leader. Site visit team members were Kim Davis and Janine Aussem. The site visit team recommended accreditation/reaccreditation for New Brunswick Office of the Fire Marshal, Justice and Public Safety for 8 levels.

Motion: Motion by Matt Thorpe to approve. Second. Motion carried.

Oklahoma State University Fire Service Training

Bill Slosson reported on the reaccreditation site visit for Oklahoma State University Fire Service Training. The site visit was conducted August 30 – September 1, 2022, by Christy Rodgers, Tracey Johnson, and David Jolly. The site visit team recommended accreditation/reaccreditation for Oklahoma State University Fire Service Training for 20 levels.

Motion: Motion by Gary Howard to approve. Second. Motion carried.

Membership Applications/Withdrawals

No membership applications or withdrawals have been received by IFSAC Administration.

Nominations for Emeritus Status

None.

Emerging Trends in the Fire Service

NFPA 1010

Bill Slosson explains NFPA is consolidating emergency responder documents and what is occurring with NFPA 1010 specifically. NFPA 1010 will be the compilation document of 1001, 1002, 1003, and 1005. They have completed first draft. The first draft has been reviewed by the NFPA Correlating Committee and they are battling that right now. What training and testing entities need to know is for the first time the Fire Fighter I chapter has added a specific device to a required knowledge and skill element. The Technical Committee added a thermal imaging camera to the JPR – a specific call about a single piece of equipment. As of this moment, the tick is not on the standard list of equipment in NFPA 1901. Bill anticipates there will be challenges for small agencies to train and to test on a piece of equipment that some of them do not own and do not have access to until the state fire marshal comes to investigate their fire. Without recommendation, Bill offers for anyone needing to know how to submit public input when 1010 goes into second draft, to contact him, Matt Thorpe, or John Cunningham to guide you through the process. Bill comments on being aware of what is coming and participation in the input process.

472 and 1072 – Prerequisites for Fire Fighter

Discussion was held on Hazardous Materials prerequisites for Fire Fighter (Awareness, Operations, PPE, Product Control):

- Testing together and grading separately
- Testing separately
- Issuing separate certifications or showing each on one certificate
- When issuing reciprocity, entity needs to know which levels the candidate holds

Old Business

None.

New Business

None.

Announcements

An announcement was made that the Rules Open Forum was scheduled to begin at 5:15 PM. Everyone was also reminded of the times of meetings on the following day.

Lori recognized and expressed appreciation for Derek Simmons, former chair of the Certificate Assembly and the Board.

Adjourn

Motion: Motion by Matt Thorpe to adjourn. Second. Motion carried. The Certificate Assembly Board of Governors adjourned their regular fall meeting, Friday, October 7, 2022, at 3:11 PM local time.

Attendees – IFSAC Certificate Assembly Board of Governors (CABOG) 2022 Fall Meeting

Friday, October 7, 2022

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

Attendee	Entity/Institution
Aaron, Joan	Utah Fire and Rescue Academy
Barry, Jim	NFLD Fire Services Division, Department of Justice and Public Safety
Benjamin, Bill	Portland Community College
Billings, Joel	Embry-Riddle Aeronautical University
Davis, Kimberly	Alabama Fire College and Personnel Standards Commission
Fowler, Robert	NFLD Fire Services Division, Department of Justice and Public Safety
Gagnon, Benoit	Canadian Forces Fire Marshal's Office - Canadian Defence
Gallant, Serge	New Brunswick Office of the Fire Marshal
Gamble, Susan	New Brunswick Office of the Fire Marshal
Howard, Gary	Iowa Fire Service Training Bureau
Howes, Lori	Alabama Fire College and Personnel Standards Commission
Lowe, Michael	Delaware State Fire School
McBride, Michael	Office of State Fire Commissioner/Pennsylvania State Fire Academy
Moller, Dirk	Emergency Training Solutions, South Africa
Palmer, Greg	North Carolina Fire and Rescue Commission
Rose, Tony	NFLD Fire Services Division, Department of Justice and Public Safety
Slosson, Bill	Washington State Patrol - Fire Protection Bureau
Snider, John	Office of the Fire Marshal & Emergency Management, Ontario
Spracklin, Cory	NFLD Fire Services Division, Department of Justice and Public Safety
Thornburg, David	Alabama Fire College and Personnel Standards Commission
Thorpe, Matt	North Carolina Fire and Rescue Commission
Tremblett, Linus	NFLD Fire Services Division, Department of Justice and Public Safety
Venezia, Christopher	Illinois Fire Service Institute
Zikmund, Theresa	Minnesota Fire Service Certification Board