

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

Friday, April 14, 2023

Sheraton Oklahoma City Downtown Hotel, Oklahoma City, Oklahoma USA

Call to Order

Chair John Cunningham calls the Certificate Assembly Board of Governors (CABOG) regular scheduled spring meeting to order on Friday, April 14, 2023, at 2:15 PM local time.

Attendance

CABOG members present: John Cunningham, Lori Howes, Christy Rodgers, Andrew Henning, Angie White, Tara Youngblood, Jay Clevenger, Gary Howard, and Bernie MacKinnon.

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

Motion: Motion by Lori Howes to approve the 2022 Fall Meeting minutes. Second. Motion carried.

Review of the Agenda

John Cunningham reviewed the agenda.

Committee Reports and Recommendations - Certificate Assembly Committees

Committee on Site Teams

Tara Youngblood reported for the Committee on Site Teams:

- The Committee discussed the agenda memos with proposals for amendments that have been submitted for the Assembly to vote on in their meeting: Agenda Memo I, Administrative Review Procedures amendments; Agenda Memo J, CA Application for Accreditation; Agenda Memo K, CA Accreditation Procedures amendments; Agenda Memo L, CA Accreditation Site Visit Report.
- The Committee discussed implementing surveys of the applicant entity and site team members for site visits when completed.
- The Committee reviewed the site team list and will have discussions with experienced site team members on their interest for becoming site team leaders.
- The Committee discussed the need to have a workshop to review documents the Committee is charged with updating.
- The Committee discussed creating a criteria checklist for the site team.

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

Correlating Committee

Jay Clevenger reported for the Correlating Committee:

- The Committee reviewed the breakdown of JPRs on correlation sheets for NFPA 1006, 1021, 1033, 1041, 1051, 1255, and 470. The Committee will have a deadline of May 5th to return to Eldonna Sadler.

- The Committee has begun their review of NFPA 1030.
- The Committee discussed the methodology of the shading on the correlation sheets.
- The Committee discussed certifying to NFPA 1001, Chapter 6. This was left with a recommendation to follow the National Registry EMSA or submit an alternative standard.
- Angie White gave an update on the NFPA JPR meeting that occurred a few weeks prior.

Motion: Motion by Jay Clevenger to accept the report. Second. Motion carried.

Standards Review Committee

Steve Billman reported for the Standards Review Committee:

- The Committee elected Bill Slosson for chairperson and Marc Rudder for vice chairperson.
- The Committee is making a recommendation to merge the Committee into the Correlating Committee.

Motion: Motion by Andrew Henning to accept the Standards Review Committee report. Second. Motion carried.

Motion: Motion by Bernie MacKinnon to submit bylaw proposals to merge the Standards Review into the Correlating Committee and increase the Correlating Committee by two members. Second. Motion carried.

CA Membership Committee

Eldonna Sadler reported for the CA Membership Committee:

- The Committee has completed their charge and requests a motion to disband the Committee.

Motion: Motion by Gary Howard to disband the CA Membership Committee. Second. Motion carried.

Membership Applications/Withdrawals

An application for voting membership has been received from International Safety Training College, Malta.

Motion: Motion by Angie White to recommend acceptance of the voting membership application. Second. Discussion held. Motion carried.

An application for voting membership has been received from the City of Johannesburg Emergency Management Services, South Africa.

Motion: Motion by Jay Clevenger to recommend acceptance of the application for non-voting membership. Second. Motion carried.

Entity Status Report and Requests for Extension

Eldonna Sadler reviewed the Entity Status Report on site visits due by April 2024 and requests for extension.

The Canadian Forces Fire Marshal's Office is due for a reaccreditation site visit in February 2024. The entity is requesting an extension.

Motion: Motion by Lori Howes to grant a one-year extension to the Canadian Forces Fire Marshal's Office. Second. Motion carried.

Ras Laffan Emergency & Safety College, Qatar Petroleum has not scheduled a site visit and is on a one-year extension due by April 2023. No action needed by the Board at this time.

Site Visit Reports (Agenda Memo C)

City of Cape Town Fire and Rescue Training Academy

Angie White reported on the site visit for City of Cape Town Fire and Rescue Training Academy conducted September 11-17, 2022. Matt Thorpe served as a site visit team leader. Angie White served as site visit team member. The site visit team recommended accreditation for City of Cape Town Fire and Rescue Training Academy for 55 levels beyond what was approved after the initial site visit.

Motion: Motion by Angie White to accept the report and the recommendation of the site visit team. Second. Discussion held. Motion carried.

Saskatchewan Public Safety Agency

The Board approved reaccreditation/accreditation for the Saskatchewan Public Safety Agency on February 1, 2023.

Onondaga Community College

The Board approved reaccreditation/accreditation for the Onondaga Community College on January 4, 2023.

Portland Community College

Angie White reported on the site visit for Portland Community College conducted December 13-14, 2022. Angie White served as site visit team leader. Amy Thornton and Anthony Grande served as site visit team members. The site visit team recommended accreditation/reaccreditation for Portland Community College for 8 levels.

Motion: Motion by Angie White to accept the report and the recommendation of the site visit team. Second. Discussion held. Motion carried.

Minnesota Fire Service Certification Board

The Board tabled the site visit report until a future meeting.

Germany – DRK

John Cunningham reported on the reaccreditation site visit for Germany - DRK. The site visit was conducted January 31-February 2, 2023, by John Cunningham, Zeyad Sagr, and Susan Gamble. The site visit team recommended accreditation/reaccreditation for Germany – DRK for 10 levels.

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

Ohio Division of State Fire Marshal

Alan Joos reported on the reaccreditation site visit for the Ohio Division of State Fire Marshal. The site visit was conducted February 7-9, 2023, by Alan Joos, James Goodwin, Matthew Palmerton, and Kim Davis. The site visit team recommended accreditation for 18 levels and reaccreditation for 39 levels.

Motion: Motion by Bernie MacKinnon to accept the report and recommendation by the site visit team. Second. Jay Clevenger abstained. Motion carried.

International Company for Security Services and Training, Qatar

Angie White reported on the reaccreditation site visit for the International Company for Security Services and Training. The site visit was conducted February 12-14, 2023, by Angie White, Dirk Moller, and Clinton Manuel. The site visit team recommended accreditation/reaccreditation for 32 levels.

Motion: Motion by Angie White to accept the report and recommendation by the site visit team. Second. Motion carried.

Nominations for Emeritus Status

Motion: Motion by Bernie MacKinnon to nominate Derek Simmons for Emeritus Status. Second. Discussion held. Motion carried.

Emerging Trends in the Fire Service

Andrew Henning briefly spoke about responding to mobility devices and the impact of disposing of the devices. The California Fire Marshal's Office will be forming a task force to look into solutions.

Alan Joos spoke about the rollout of the National Cancer Firefighter Registry.

Old Business

None.

New Business

None.

Announcements

An announcement was made that the Rules Open Forum was scheduled to begin at 5:15 PM.

Adjourn

Motion: Motion by Tara Youngblood to adjourn. Second. Motion carried. The Certificate Assembly Board of Governors adjourned their regular spring meeting, Friday, April 14, 2023, at 3:13 PM local time.

**Attendees – IFSAC Certificate Assembly Board of Governors (CABOG) 2023 Spring Meeting
Friday, April 14, 2023**

Sheraton Oklahoma City Downtown Hotel, Oklahoma City, Oklahoma USA

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

Attendee	Entity/Institution
Beall, Jack	Connecticut Commission on Fire Prevention and Control
Billman, Steve	Louisiana Fire & Emergency Training Academy
Brauneis, Mark	Alaska Fire Standards Council
Burton, Katherine	North Carolina Office of State Fire Marshal
Clevenger, Jay	Ohio Fire Marshal Office
Cunningham, John	Nova Scotia Fire Service Professional Qualifications Board
Dean, John	Phoenix Fire Department - Special Operations
Ellen, Shaneilyn	Emergency Training Solutions, South Africa
Erickson, Brandon	CAL FIRE - Office of the State Fire Marshal
Gagnon, Ben	Canadian Forces Fire Marshal's Office
Gallant, Serge	New Brunswick Community College Miramichi
Gamble, Susan	New Brunswick Office of the Fire Marshal
Griczin, Jenny	Washington State Patrol - Fire Protection Bureau
Henning, Andrew	CAL FIRE - Office of the State Fire Marshal
Howard, Gary	Iowa Fire Service Training Bureau
Howes, Lori	Alabama Fire College
Jolley, Donald	Justice Institute of British Columbia
Jolly, David	Virginia Department of Fire Programs
Joos, Alan	Nebraska State Fire Marshal Training Division
Karl, Marie-Cristin	DRK Germany
Kutz, Marcy	Oklahoma State University Fire Service Training
Landwehr, Greg	Missouri Division of Fire Safety
Lowe, Michael	Delaware State Fire School
MacKinnon, Bernie	Certificate Assembly Public Member
Maxfield, Marianne	Colorado Division of Fire Prevention and Control
Mergenthaler, Dagmar	DRK Germany
Merritt, Justin	Missouri Division of Fire Safety
Midkiff, Charles	Maryland Fire and Rescue Institute
Moller, Dirk	Emergency Training Solutions, South Africa
Otting, Greg	Ohio Fire Marshal Office
Palmer, Greg	North Carolina Office of State Fire Marshal
Petty, Caryn	CAL FIRE - Office of the State Fire Marshal
Renville, Laura	Colorado Division of Fire Prevention and Control
Rodgers, Christy	Kentucky Fire Commission
Saehr, Scott	Minnesota Fire Service Certification Board
Sinclair, Fiona	New Brunswick Office of the Fire Marshal
Wade, Brian	North Carolina Office of State Fire Marshal
Ward, Paul	North Carolina Office of State Fire Marshal

Wenger, Holden
White, Angela
Youngblood, Tara
Youngling, Dave

Texas Commission on Fire Protection
Wisconsin Fire Education and Training
Oklahoma State University Fire Service Training
District of Columbia Fire and Emergency Services Department