

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

Friday, October 4, 2024
Marriott Tulsa Hotel Southern Hills, Tulsa, Oklahoma, USA

Call to Order and Establishment of Quorum

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 4, 2024. Quorum established.

CABOG Members Present: John Cunningham, Matt Palmerton, Greg Palmer, Tara Youngblood, Bill Slosson, Jay Clevenger, Brandon Erickson, Gary Howard, Bernie MacKinnon, Zeyad Sagr.

CABOG Members Absent: Christy Rodgers, Clinton Manuel.

Minutes of the CABOG 2024 Spring Meeting

Motion: Motion by Bill Slosson to accept the minutes of the CABOG 2024 Spring Meeting.
Second. Motion carried.

Review of Agenda – Additions/Changes

John Cunningham added the following items to the agenda: under #6, *Membership Applications*, the application for Indus Fire Safety; under #7, a discussion item for the Virginia Department of Fire Programs; and under #8, *Site Visit Reports*, reports for the Saudi Academy of Civil Aviation and Ras Laffan Emergency & Safety College.

Committee Reports/Recommendations (CA Committees)

Certificate Assembly Planning Coordination Committee (CAPCC)

Tara Youngblood reported on the Committee's discussion of task group activities:

- Accreditation Criteria Task Group – completed the review and revision of several documents.
- Correlations Task Group – identified correlation sheets for review, including NFPA 470, 1225, 1140, and 2400.
- Standards Review Task Group – recommended approval of the Missouri NFPA 1010 Emergency Medical Responder standard.

Tara presented the following items for approval:

Missouri Emergency Medical Responder Standard application as recommended by the CAPCC.

Motion: Motion by Tara Youngblood to approve the Missouri Emergency Medical Responder standard. Second. Motion carried.

Agenda Memo F-1: Proposed Certificate Assembly Membership Application Procedure established following the removal of policies and procedures from the bylaws.

Motion: Motion by Tara Youngblood to approve Agenda Memo F-1. Second. Motion carried.

Agenda Memo G-1: Proposed Certificate Assembly Conditional Accreditation Policy/Procedure established in accordance with the bylaws.

Motion: Motion by Tara Youngblood to approve Agenda Memo G-1. Second. Motion carried.

Agenda H-1: Proposed Certificate Assembly Extensions of Reaccreditation Policy/Procedure established following the removal of policies and procedures from the bylaws.

Motion: Motion by Tara Youngblood to approve Agenda Memo H-1. Second. Motion carried.

Agenda Memo I-1: Proposed rescinding the Certificate Assembly Site Team Information document. Information and appendices will be moved to other policy or procedures documents, where applicable.

Motion: Motion by Tara Youngblood to approve Agenda Memo I-1. Second. Motion carried.

Agenda Memo J-1: Proposed changes to the Certificate Assembly Seal Ordering and Reporting Policy/Procedure. Deletions for consistency, additions are previous policies/procedures removed from the bylaws.

Motion: Motion by Tara Youngblood to approve Agenda Memo J-1. Second. Motion carried.

Agenda Memo K-1: Proposed revisions to the Certificate Assembly Accreditation Procedures which includes policies and procedures from the site team information document and an amendment to the proposed revisions on page 8 under Disqualification or Removal of Site Visit Team Member or Leader changing "IFSAC Site Visit Team Code of Ethics" to "IFSAC Code of Conduct" .

Motion: Motion by Tara Youngblood to approve Agenda Memo K-1 with amendment to clarify language. Second. Motion carried.

Agenda Memo L-1: Proposed revisions to the CA Administrative Review Procedures to include information from the application form and a change to the approval process in accordance with the bylaws.

Motion: Motion by Tara Youngblood to approve Agenda Memo L-1. Second. Motion carried.

Agenda Memo M-1: Proposed Correlation Sheet Validation Process created for business continuity.

Motion: Motion by Tara Youngblood to approve Agenda Memo M-1. Second. Motion carried.

Membership Applications/Withdrawals

An application for voting membership has been received from Kuwait National Petroleum Company.

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

An application for voting membership has been received from Indus Fire Safety Private Limited, India.

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

If approved for membership by the Assembly, notification to the entity regarding the membership approval will include information about how membership and accreditation may be affected if a superseding entity is approved for membership and subsequently accredited.

Entity Status Report/Requests for Extension

Lori Howes reviewed the Entity Status Report, detailing accreditation, and reaccreditation site visits due and those that are scheduled or in the process of being scheduled. There are currently no pending requests for extensions.

Motion: Motion by Gary Howard to accept the Entity Status Report. Second. Motion carried.

John Cunningham, on behalf of the Virginia Department of Fire Programs, requested an additional six-month extension due to extenuating circumstances related to Hurricane Helene, as several key staff members have been deployed to assist with relief efforts and will be unavailable for the site visit as scheduled.

Motion: Motion by Greg Palmer to approve an additional, and maximum, six-month extension for the Virginia Department of Fire Programs due to extenuating circumstances. Second.
Discussion held. Motion carried.

Site Visit Reports

Texas Commission on Fire Protection (CABOG approved September 4, 2024)

The site visit report for the Texas Commission on Fire Protection, conducted December 12-15, 2023, was presented to the Board by Bill Slosson on September 4, 2024. Bill Slosson served as site visit team leader. Greg Landwehr and Matt Palmerton served as site visit team members. The site visit team recommended reaccreditation to twenty-four levels, including one new level.

International Institute of Fire Safety, Oman (CABOG approved May 1, 2024)

The site visit report for the International Institute of Fire and Safety (Oman) conducted February 19-21, 2024, was presented to the Board by John Cunningham on May 1, 2024. Dirk Moller served as site visit team leader. Clinton Manuel and Johan van Wyk served as site visit team members. The site visit team recommended reaccreditation to a total of thirty-three levels, including six new levels.

US Department of Defense, Louis F. Garland Fire Academy (CABOG approved July 3, 2024)

The site visit report for the US Department of Defense, Louis F. Garland Fire Academy, conducted May 6-10, 2024, was presented to the Board by Bernie MacKinnon on July 3, 2024. Bernie MacKinnon served as site visit team leader. Brian Briscoe and Lori Howes served as site visit team members. The site visit team recommended reaccreditation to thirteen levels.

US Department of Defense, Distance Learning (CABOG approved July 3, 2024)

The site visit report for the US Department of Defense, Distance Learning, conducted May 6-10, 2024, was presented to the Board by Bernie MacKinnon on July 3, 2024. Bernie MacKinnon served as site visit team leader. Brian Briscoe and Lori Howes served as site visit team members. The site visit team recommended reaccreditation to forty-three levels, including three new levels.

US Department of Defense, Fort Leonard Wood (CABOG approved July 3, 2024)

The site visit report for the US Department of Defense, Fort Leonard Wood, conducted May 13-15, 2024, was presented to the Board by Gary Howard on July 3, 2024. Gary Howard served as site visit team leader. Amy Thornton and Amanda Williams served as site visit team members; Brock Biggerstaff participated as an observer. The site visit team recommended reaccreditation to twenty-six levels.

US Department of Defense, North Carolina Regional Training Site (CABOG approved July 3, 2024)

The site visit report for the US Department of Defense, North Carolina Regional Training Site, conducted May 20-21, 2024, was presented to the Board by John Cunningham on July 3, 2024. John Cunningham served as site visit team leader. Callie Mars and Brad Terry served as site visit team members. The site visit team recommended reaccreditation to twelve levels, including six new levels.

Manitoba Emergency Services College (CABOG approved July 3, 2024)

The site visit report for the Manitoba Emergency Services College, conducted May 24-26, 2024, was presented to the Board by Bernie MacKinnon on July 3, 2024. Bernie MacKinnon served as site visit team leader. Kim Davis, Ben Gagnon, and Bob Midkiff served as site visit team members. The site visit team recommended reaccreditation to forty-two levels.

International Safety Training College, Malta (CABOG approved July 3, 2024)

The site visit report for the International Safety Training College, Malta, conducted May 27-29, 2024, was presented to the Board by John Cunningham on July 3, 2024. John Cunningham served as site visit team leader. Andrela Riley and David Thornburg served as site visit team members. The site visit team recommended accreditation to thirteen levels.

Newfoundland Fire Services Division (CABOG approved July 3, 2024)

The site visit report for the Newfoundland Fire Services Division, conducted May 29-31, 2024, was presented to the Board by Alan Joos on July 3, 2024. Alan Joos served as site visit team leader. Michael Lowe and Adam Lossing served as site visit team members. The site visit team recommended reaccreditation to twenty-six levels, including one new level.

Rural Metro Emergency Management (CABOG approved July 3, 2024)

The site visit report for the Rural Metro EMS, South Africa, conducted June 10-13, 2024, was presented to the Board by Greg Palmer on July 3, 2024. Greg Palmer served as site visit team leader. John Cunningham and Zeyad Sagr served as site visit team members. The site visit team recommended accreditation to forty-two levels.

Pennsylvania Office of the Fire Commissioner/State Fire Academy (CABOG approved with some levels conditional, September 4, 2024)

The site visit report for the Pennsylvania Office of the Fire Commissioner/State Fire Academy, conducted July 16-18, 2024, was presented to the Board by Matt Palmerton on September 4, 2024. Matt Palmerton served as site visit team leader. David Jolly, Eldonna Sadler, and Alton Robinson served as site visit team members. Due to the amount of work required, David Youngling, Tara Youngblood, and Lori Howes, participated virtually. Due to significant staffing changes before the site visit, the entity had several levels that required additional attention. Consequently, the site visit team recommended reaccreditation to twenty-four levels and conditional status for twenty-nine levels.

As levels are completed by the site team, the site team leader will notify IFSAC Administration, an updated report will be submitted, and the entity will be notified when all levels are completed.

Taiwan National Fire Agency (CABOG approved September 4, 2024)

The site visit report for Taiwan National Fire Agency, conducted August 7-9, 2024, was presented to the Board by John Cunningham on September 4, 2024. John Cunningham served as site visit team leader. Susan Gamble and Alton Robinson served as site visit team members. The site visit team recommended accreditation to eight levels.

Connecticut Commission on Fire Prevention and Control (CABOG approved September 4, 2024)

The site visit report for the Connecticut Commission on Fire Prevention and Control, conducted August 6-8, 2024, was presented to the Board by Alan Joos on September 4, 2024. Alan Joos served as site visit team leader. Rob Freese, Brandon Erickson, and Geron Ramsdell served as site visit team members. The site visit team recommended reaccreditation to thirty-three levels.

South Carolina Fire Academy (CABOG approved September 4, 2024)

The site visit report for the South Carolina Fire Academy, conducted August 13-15, 2024, was presented to the Board by Christy Rodgers on September 4, 2024. Christy Rodgers served as site visit team leader. Joan Aaron and John Carpenter served as site visit team members; David Morris participated as an observer. The site visit team recommended reaccreditation to twenty-eight levels, including three new levels.

Ontario Office of the Fire Marshal

Tara Youngblood reported on the site visit for the Ontario Office of the Fire Marshal conducted August 13-15, 2024. Tara Youngblood served as site visit team leader. Greg Landwehr, Lori Howes, and Shawn Tomkins served as site visit team members. The entity had several levels requiring work to meet the standard. Consequently, the site team recommended reaccreditation: to thirty levels, including one new level, and an additional 23 levels as conditional.

Motion: Motion by Tara Youngblood to accept the report and recommendation of the site visit team for approval of reaccreditation with 23 levels in conditional status. Second. Motion carried.

Saudi Academy of Civil Aviation

Dirk Moller reported on the site visit for Saudi Academy of Civil Aviation conducted September 16-18, 2024. Dirk Moller served as site visit team leader. David Youngling and Robert Waller served as site visit team members. The site visit team recommended reaccreditation to a total of eighteen levels, including three new levels.

Motion: Motion by Zeyad Sagr to accept the report and recommendation of the site visit team for approval. Second. Motion carried.

Ras Laffan Emergency and Safety College

John Cunningham reported on the site visit for the Ras Laffan Emergency and Safety College conducted September 22-24, 2024. John Cunningham served as site visit team leader. Johan van Wyk served as site visit team member; Chris Gilbert participated as an observer. The site visit team recommended accreditation to a total of four levels.

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

Policies/Procedures - Proposed Amendments or New

Bill Slosson presented the following agenda memo for consideration:

Agenda Memo N-1: Proposed revisions to the Certificate Assembly Guide for Accrediting to Standards other than the NFPA to align with the approved changes to the bylaws.

Motion: Motion by Tara Youngblood to approve Agenda Memo N-1. Second. Motion carried.

Nominations for Emeritus Status

No nominations were received.

Updates from Members of NFPA Committees

John Cunningham provided updates on several standards: NFPA 1020 just passed through correlating and is scheduled for release in early 2025; there will be a virtual meeting for NFPA 1000 first draft in

January; NFPA 1010 is completed and has been released; and NFPA 470 is in first draft meetings, with the potential for significant changes. John encouraged members to review and submit public comments, noting that these changes could have substantial impacts on the membership.

Greg Palmer suggested offering a class or resource on how to join NFPA committees and submit comments, as some members may be unfamiliar with the process.

Emerging Trends in the Fire Service

Greg Palmer asked whether IFSAC, as an organization, could take any action regarding candidates using fraudulent or falsified certificates. Several members indicated they had encountered similar issues. John Cunningham suggested addressing these matters locally, while others recommended consulting their legal counsel. Members are also reminded to exercise due diligence by verifying seals for reciprocity – checking either with the issuing entity or with IFSAC Administration. Eldonna Sadler added that IFSAC Administration should be informed of any fraud cases so it can be recorded, and of any seal numbers revoked, destroyed, or otherwise voided.

Greg Landwehr suggested that entities should start exploring simulation software, as some of the latest advancements could impact testing methods.

Old Business

No old business.

New Business

No new business.

Announcements

A continental breakfast will be available Saturday morning before the General Assembly meeting which begins at 8:30 AM.

Rules open forum at 6:15 PM.

Adjourn

Motion by Tara Youngblood to adjourn. Second. The Fall Meeting of the Certificate Assembly Board of Governors adjourned at 3:37 PM local time, Friday, October 4, 2024.

**Attendees – IFSAC Certificate Assembly Board of Governors 2024 Fall Meeting
Friday, October 4, 2024**

Marriott Tulsa Hotel Southern Hills, Tulsa, Oklahoma, USA

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

Attendee	Entity/Institution
Adams, Erick	South Carolina Fire Academy
Bettes, Nicole	Kansas Fire and Rescue Training Institute
Burton, Katherine	North Carolina Office of State Fire Marshal
Chang, Chi-Wen	Taiwan National Fire Agency
Cheng, Hao-Cheng	National Yunlin University of Science and Technology
Chiu, Szu-Ning	National Yunlin University of Science and Technology
Clakley, Mollie	IFSAC Parliamentarian
Clark, David	Connecticut Commission on Fire Prevention and Control
Clevenger, James	Ohio Division of State Fire Marshal/Ohio Fire Academy
Crandell, Bryn	DoD Fire Academy
Cunningham, John	Nova Scotia Fire Service Professional Qualifications Board
Davis, Kim	Alabama Fire College & Personnel Standards & Education Commission
de Noon, Gert	Emergency Training Solutions, South Africa
Erickson, Brandon	CAL FIRE - OSFM - State Fire Training
Ferreria, Lulu	Southern African Emergency Services Institute
Fowler, Robert	Fire Services Division, Justice and Public Safety, Newfoundland and Labrador
Geldenhuys, Theresa	Southern African Emergency Services Institute
Hornig, Jao-Jia	National Yunlin University of Science and Technology
Howard, Gary	Iowa Fire Service Training Bureau
Hsieh, Chih-Chiang	Taiwan National Fire Agency
Ingram, Chad	Delaware State Fire School
Jolly, David	Virginia Department of Fire Programs
Keeler, Kevin	International Safety Training College, Malta
King, Scott	Ohio Division of State Fire Marshal/Ohio Fire Academy
Landwehr, Greg	Missouri Division of Fire Safety
Lewis, David	US DoD Fire and Emergency Services Certification Program
MacKinnon, Bernie	Certificate Assembly Public Member
Maxfield, Marianne	Colorado Division of Fire Prevention and Control
Miller, Vincent	Delaware State Fire School
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
Riley, Andrela	South Carolina Fire Academy
Rivera, Karen	South Carolina Fire Academy
Robinson, Alton	US DoD Fire and Emergency Services Certification Program
Sagr, Zeyad	Arab Fire Safety and Security Academy
Slosson, William	Washington State Patrol - Fire Protection Bureau
Thornburg, David	Alabama Fire College & Personnel Standards & Education Commission
Wenger, Holden	Texas Commission on Fire Protection
Woodcock, Dylan	Manitoba Emergency Services College

Woody, Andy
Youngblood, Tara
Youngling, David
Zimmerman, Heather

Louisiana Fire & Emergency Training Academy
Oklahoma State Fire Service Training
District of Columbia Fire and Emergency Services Department
Tennessee Commission on Firefighting Personnel Standards & Education