

MEETING MINUTES

INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS CERTIFICATE ASSEMBLY BOARD OF GOVERNORS

Friday, April 5, 2024

Sheraton Oklahoma City, Downtown Hotel, Oklahoma City, Oklahoma, USA

Call to Order and Establishment of Quorum

John Cunningham called to order the scheduled regular spring meeting of the Certificate Assembly Board of Governors (CABOG) at 2:16 PM local time, Friday, April 5, 2024. Quorum established.

CABOG Members Present: John Cunningham, Bill Slosson, Matt Palmerton, Tara Youngblood, Jay Clevenger, Christy Rodgers, Andrew Henning, Gary Howard, Bernie MacKinnon.

CABOG Members Absent: Clinton Manuel, Greg Palmer.

Minutes of the CABOG 2023 Fall Meeting

Motion: Motion by Jay Clevenger to accept the minutes of the CABOG 2023 Fall Meeting. Second. Motion carried.

Review of Agenda – Additions/Changes

John Cunningham added nominations for CABOG members under New Business.

Committee Reports/Recommendations (CA Committees)

Certificate Assembly Planning Coordination Committee (CAPCC)

Tara Youngblood reported elections were conducted for chair and vice-chair. Christy Rodgers voted as vice-chair; Tara Youngblood voted as chair.

Discussion on the task groups of the CAPCC, previously called committees. These task groups are:

- Accreditation Criteria Task Group (formerly Committee on Site Teams (COST))
- Correlation Task Group
- Standards Review Task Group

These task groups will remain active and continue their assigned work.

The Correlation Task Group is looking to add 2-3 additional members to handle the workload.

CAPCC will have quarterly meetings with the task groups to keep work moving and offer assistance and guidance as needed.

CAPCC will also focus on recruitment, retention, and engagement as part of the strategic plan.

Motion: Motion by Tara Youngblood to accept the Certificate Assembly Planning Coordination Committee report. Second. Motion carried.

Membership Applications/Withdrawals

Eldonna Sadler reported there are no new membership applications for review at this meeting. Two pending applications require further information from the entities.

One membership withdrawal was reported, Southwestern Illinois College.

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.

Site Visit Reports

West Virginia Department of Education (CABOG approved November 29, 2023)

Tara Youngblood reported on the site visit for the West Virginia Department of Education conducted November 14-16, 2023. Tara Youngblood served as site visit team leader. Shannon Fleming and Michael Manint served as site visit team members. The site visit team recommended reaccreditation to 12 levels.

Arizona Center for Fire Service Excellence

James Goodwin reported on the site visit for the Arizona Center for Fire Service Excellence conducted October 31 - November 2, 2023. Greg Palmer served as site visit team leader. James Goodwin and Brian Briscoe served as site visit team members. The site visit team recommended reaccreditation to a total of 8 levels.

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

Southern African Emergency Services Institute

Gary Howard reported on the site visit for Southern African Emergency Services Institute conducted October 30 – November 2, 2023. Gary Howard served as site visit team leader. Eldonna Sadler, Joan Aaron, Zeyad Sagr, and David Youngling served as site visit team members. The site visit team recommended reaccreditation to a total of 80 levels.

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

Alaska Fire Standards Council

Christy Rodgers reported on the site visit for the Alaska Fire Standards Council conducted November 15-17, 2023. Christy Rodgers served as site visit team leader. Lori Howes and Kris Miller served as site visit team members. The site visit team recommended reaccreditation to a total of 16 levels.

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

Emergency Training Solutions, South Africa

John Cunningham reported on the site visit for the Emergency Training Solutions, South Africa, conducted December 5-7, 2024. John Cunningham served as site visit team leader. Bernie MacKinnon, Susan Gamble, and Clinton Manuel served as site visit team members. The site visit team recommended reaccreditation to 50 levels, including 31 new levels.

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

Maryland Fire Service Personnel Qualifications Board Inc.

Alan Joos reported on the site visit for the Maryland Fire Service Personnel Qualifications Board Inc. conducted December 12-14, 2023. Alan Joos served as site visit team leader. Kim Davis, Jay Clevenger,

and Robert Fowler served as site visit team members. David Thornburg served as an observer. The site visit team recommended reaccreditation to 45 levels.

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

Texas Commission on Fire Protection

Bill Slosson reported on the site visit conducted for the Texas Commission on Fire Protection December 12-14, 2023. Bill Slosson served as site visit team leader. Matthew Palmerton and Greg Landwehr served as site visit team members. Items are still pending. Tabled for next meeting.

Proposed Policies/Procedures Amendments or New Policies/Procedures

None at this time.

Nominations for Emeritus Status

Susan Gamble nominated Tobin Praznik, formerly of Manitoba Emergency Services College, for emeritus status.

Motion: Motion by Tara Youngblood to accept the nomination of Tobin Praznik for emeritus status, recommending it to the Assembly. Seconded. Motion carried.

Updates from Members of NFPA Committees

John Cunningham reported that NFPA 1010 was released and became effective in December 2023. NFPA 1081 was also released during this cycle. Entities should update their programs by December 2026 to remain in compliance with the three-year policy.

Bill Slosson noted that the correlating committee has an ongoing project to assist NFPA technical committees in achieving more consistent language and JPR construction throughout their documents. The correlating committee will meet in person in July/August to finalize their work. Additionally, they are discussing the possibility of adding an annex to the ProQual standards that would contain a correlation sheet, which would benefit our organization.

Bill and John encouraged everyone to be involved by applying to NFPA committees or submitting public comments.

John added that the NFPA 1000 committee will probably begin meeting in 2025, with the standard due for release in 2027.

Emerging Trends in the Fire Service

David Jolly encouraged those in OSHA states to familiarize themselves with the proposed changes to the OSHA Fire Brigade standard. These changes could be very burdensome and, in some cases, impossible for several agencies to comply with. Alan Joos pointed out there is a webinar on USFA's website with OSHA's Director of Standards and Guidance discussing changes with the standard. Alan also encouraged everyone to confirm whether their state is an OSHA state as the proposed changes will impact their fire service. John recommended visiting OSHA's website and the NVFC website for more information about the proposed changes. Public comment is currently open, so if you have concerns, be sure to submit your comments.

Old Business

No old business.

New Business

John Cunningham called for nominations for the four full-term positions on the CABOG. Those nominated were:

- Zeyad Sagr (Arab Fire Safety and Security Academy)
- Bill Slosson (Washington)
- John Cunningham (Nova Scotia)
- Kim Davis (Alabama)
- David Jolly (Virginia)
- Shane Clark (Tennessee)
- Matt Palmerton (Washington D.C.)

Nominations for the two open CA COG positions were held during the Council of Governors meeting just prior to this meeting. The nominees from that meeting were:

- Tara Youngblood (Oklahoma)
- Bill Slosson (Washington)
- Gary Howard (Iowa)
- Kim Davis (Alabama)

Further nominations and elections will continue during the Certificate Assembly meeting on Saturday, April 6, 2024.

Announcements

Voting representatives of each entity are reminded to attend the meetings tomorrow to cast their votes.

Pictures will be taken during the certificate presentations tomorrow. Please dress accordingly.

Adjourn

Motion by Gary Howard to adjourn. Second. The Spring Meeting of the Certificate Assembly Board of Governors adjourned at 3:05 PM local time, Friday, April 5, 2024.

**Attendees – IFSAC Certificate Assembly Board of Governors 2024 Spring Meeting
Friday, April 5, 2024**

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
Aaron, Joan	Utah Fire and Rescue Academy
Beall, Jack	Maryland Fire Service Personnel Qualifications Board
Campbell, Donnell	Tulsa Community College
Chang, Chi Wen	National Yunlin University of Science and Technology
Cheng, Hao Cheng	Taiwan National Fire Agency
Chiu, Szu-Ning	National Yunlin University of Science and Technology
Clakley, Mollie	IFSAC Parliamentarian
Clark, Shane	Tennessee Commission on Firefighting Personnel Standards & Education
Clevenger, Jay	Ohio Division of State Fire Marshal, Ohio Fire Academy
Crandall, Bryn	US DoD Fire Academy
Culbertson, John	MSU Fire Services Training School
Cunningham, John	Nova Scotia Fire Service Professional Qualifications Board
Davis, Kim	Alabama Fire College
Dean, John	Phoenix Fire Department
Doss, Byron	Portland Community College
Drolet, Dany	Ecole Nationale des Pompiers du Quebec
Ellen, Shaneilyn	Emergency Training Solutions, South Africa
Erickson, Brandon	CAL FIRE - Office of the State Fire Marshal
Fowler, Chris	CAL FIRE - Office of the State Fire Marshal
Fowler, Robert	Newfoundland and Labrador Fire Services Division
Gagnon, Ben	Canadian Forces Fire Marshal's Office
Gallant, Serge	Fire Certification Board of New Brunswick (NBCC)
Gamble, Susan	NB Office of the Fire Marshal
Goodwin, James	Arkansas Fire Training Academy
Harris, Steven	West Virginia Public Service Training
Henning, Andrew	CAL FIRE - Office of the State Fire Marshal
Hornig, Jao-Jia	Taiwan National Fire Agency
Howard, Gary	Iowa Fire Service Training Bureau
Johnston, Jeff	Arizona Center for Fire Service Excellence
Jolly, David	Virginia Department of Fire Programs
Joos, Alan	Nebraska State Fire Marshal Training Division
Loyd, Jason	Blinn College
Lyon, Ward	Wisconsin Technical College System
MacKinnon, Bernie	CA Public Member
Maxfield, Marianne	Colorado Division of Fire Prevention and Control
Midkiff, Bob	Maryland Fire Service Personnel Qualifications Board
Miller, Vincent	Delaware State Fire School
Moller, Dirk	Emergency Training Solutions, South Africa
Morris, David	North Carolina Fire and Rescue Commission
Palmerton, Matthew	District of Columbia Fire and Emergency Services Department

Renville, Laura	Colorado Division of Fire Prevention and Control
Rodgers, Christy	Kentucky Fire Commission
Russell, Matt	Alabama Fire College
Russell, Stephanie	Alaska Fire Standards Council
Saehr, Scott	Minnesota Fire Service Certification Board
Slosson, Bill	Washington State Patrol - Fire Protection Bureau
Thornburg, David	Alabama Fire College
Wade, Brian	North Carolina Fire and Rescue Commission
Wenger, Holden	Texas Commission on Fire Protection
Williams, Mike	North Carolina Fire and Rescue Commission
Youngblood, Tara	Oklahoma State Fire Service Training
Youngling, David	District of Columbia Fire and Emergency Services Department