

MEETING MINUTES

INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS

CERTIFICATE ASSEMBLY BOARD OF GOVERNORS

Wednesday October 29, 2025

Hyatt Regency, Lexington, Kentucky 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 10:46 a.m. local time, Wednesday, October 29, 2025. A quorum was established.

CABOG Members Present: John Cunningham, Matt Palmerton, Greg Palmer, Tara Youngblood, Bill Slosson, Christy Rodgers, Jay Clevenger, Brandon Erickson, Gary Howard, Zeyad Sagr, Johan van Wyk.

Minutes of the CABOG 2025 Spring Meeting (AM-A)

Motion: Motion by Zeyad Sagr to accept the minutes of the CABOG 2025 Spring Meeting. Motion seconded. Motion carried.

Review of Agenda – Additions/Changes

John Cunningham reviewed the agenda. Under New Business, the Awards Task Group recommendation and report were added by Tara Youngblood.

Motion: Motion by Tara Youngblood to approve the amended agenda. Motion seconded. Motion carried.

Committee Reports/Recommendations

Certificate Assembly Planning Coordination Committee (CAPCC)

Tara Youngblood reported on committee discussions and task group activities. She presented the following items for review and approval:

The Accreditation Criteria Task Group has been working on reviewing and updating several documents. Tara presented the following items for approval:

Correlation Sheets – Updated to require entities to provide an explanation/justification for how they meet general requirements for each level. Directions were also updated to require listing the specific skills step when correlating.

Motion: Motion by Tara Youngblood to approve the recommended changes to the correlation sheets. Motion seconded. Motion carried.

Administrative Review Procedures – Revised to include language allowing additional review time in extenuating circumstances.

Motion: Motion by Tara Youngblood to approve the recommended changes to the Administrative Review Procedures Motion seconded. Motion carried.

Agenda Memo E-1 - Formally defined the various accreditation/reaccreditation recommendations for levels.

Agenda Memo E-2 - Added definitions to establish clear and consistent terminology for application within the accreditation process.

Agenda Memo G-1 - Added verbiage to the criteria help streamline the review process.

Motion: Motion by Tara Youngblood to recommend Agenda Memos E-1, E-2, and G-1 for approval by the Assembly. Motion seconded. Motion carried.

Tara reported the Standards Review Task Group had no new submissions or inquiries. Bill Slossen shared that the NFPA Technical Committee encouraged entities to market NFPA 1026; he explained to the technical committee that adoption is AHJ-driven and not all organizations require the level. He also provided an update on NFPA 1140 (Wildland).

Tara reported the Correlations Task Group had no current business. Their next scheduled review will be NFPA 1006 in 2026.

Tara reported that David Jolly shared updates from the Training Task Group on the training for the 2026 Spring Meeting.

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

Membership Applications/Withdrawals (AM-H)

John Cunningham presented two membership applications to the Board:

- Philippine Advance Rescue Institute Inc. (PARI) / Rotronics Rescue Corporation – voting status
- COMPASS Safety Institute Inc. – non-voting status.

Motion: Motion by Tara Youngblood to move the Rotronics application for voting membership to the Assembly. Motion seconded. Motion carried.

The Board discussed which entity should hold voting status. Eldonna Sadler provided clarification on the three types of Evidence of Empowerment accepted under the IFSAC bylaws and shared the results of her research regarding empowerment in the Philippines.

Additional discussion followed regarding which organization should receive voting or non-voting membership status. Doug Goodings addressed the Assembly on behalf of Rotronics to present their case for membership.

Motion: Motion by Jay Clevenger to move the COMPASS application for non-voting membership to the Assembly. Motion seconded. Motion carried.

Entity Status Report/Requests for Extension

Lori Howes provided a review of the Entity Status Report, outlining upcoming and pending accreditation and reaccreditation site visits. She reported on entities with visits that are either scheduled or in the process of being coordinated.

An extension request was presented from the Delaware State Fire School, whose site visit is currently due in March 2026. Delaware is requesting a six-month extension, which would extend the due date to September 2026.

Motion: Motion by Bill Slossen to grant a six-month extension to the Delaware State Fire School. Motion seconded. Motion carried.

Site Visit Reports (AM-B)

Virginia Department of Fire Programs

John Cunningham reported on the site visit conducted February 4–6, 2025, for the Virginia Department of Fire Programs. He served as the site visit team leader, with Amanda Williams, Bryn Crandall, and Bill Benjamin as team members. The entity is still working to meet the standard and is continuing efforts to complete the required items. The site visit report will be submitted once all work has been finalized.

Honolulu Fire Department

Christy Rodgers reported on the site visit conducted for the Honolulu Fire Department from February 19–21, 2025. Christy Rodgers served as the site visit team leader, with Brian Briscoe and Chris Fowler serving as team members. The site visit team recommended reaccreditation to a total of sixteen levels.

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

Indus Fire Safety Private Limited (India)

The site visit for Indus Fire Safety Private Limited remains pending for four levels. Indus has submitted one level for review by the site team, but no progress has been made on the remaining three levels.

Recommendation: Tara Youngblood suggested reaching out to Alan Joos, the site team leader, to review the status of the remaining levels and report back to the CABOG for further consideration.

Onondaga Community College (CABOG approved June 4, 2025)

Jay Clevenger reported on the site visit for the Onondaga Community College, conducted May 7-9, 2025. Jay Clevenger served as site visit team leader. Shannon Fleming and David Thornburg served as site visit team members, Scott King as observer. The site visit team recommended reaccreditation to sixteen levels, including four for initial accreditation. The CABOG approved the recommendation on June 4, 2025.

Kuwait National Petroleum (CABOG approved June 4, 2025)

John Cunningham reported on the site visit for Kuwait National Petroleum Company, conducted May 11-14, 2025. John Cunningham served as site visit team leader. Zeyad Sagr and Lulu Ferreira served as site visit team members, Joa-Jia Horng as observer. The site visit team recommended accreditation to twelve levels. The CABOG approved the recommendation on June 4, 2025.

Kansas Fire and Rescue Training Institute

David Youngling reported on the site visit for the Kansas Fire and Rescue Training Institute, conducted May 13-15, 2025. David Youngling served as site visit team leader. David Jolly and Casey Hall served as site visit team members. The site visit team recommended reaccreditation to thirty levels.

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

Utah Fire and Rescue Academy (CABOG approved August 6, 2025)

Tara Youngblood reported on the site visit for the Utah Fire and Rescue Academy, conducted May 28-30, 2025. Tara Youngblood served as site visit team leader. Benoit Gagnon, Christy Rodgers, and Bryn Crandell served as site visit team members. The site visit team recommended reaccreditation to fifty-two levels. The CABOG approved the recommendation on August 6, 2025.

Fire Science Academy – Kingdom of Saudi Arabia (CABOG approved August 6, 2025)

Greg Palmer reported on the site visit for the Fire Science Academy – Kingdom of Saudi Arabia, conducted June 22-24, 2025. Greg Palmer served as site visit team leader. Johan van Wyk and Lulu

Ferreira served as site visit team members. The site visit team recommended reaccreditation to twenty-three levels. The CABOG approved the recommendation on August 6, 2025.

New Mexico Firefighters Training Academy

Matthew Palmerton reported on the site visit conducted July 16-18, 2025, for the New Mexico Firefighters Training Academy. Matthew Palmerton served as the site visit team leader, with Rob Freese and Ken Fowler as team members. The entity is still working to meet the standard and is continuing efforts to complete the required items. The site visit report will be submitted once all work has been finalized.

Administrative Reviews

International Safety Training College, Malta

Andrela Riley conducted an administrative review for two levels:

NFPA 1021, 2020 Ed. – Fire Officer I

NFPA 1021, 2020 Ed. – Fire Officer II

The reviewer recommended accreditation for two levels.

Motion: Motion by Greg Palmer to accept the report and recommendation of the reviewer for approval. Motion seconded. Motion carried.

Ras Laffan Emergency & Safety College

John Cunningham conducted an administrative review for two levels:

NFPA 1010, 2024 Ed. – Firefighter I

NFPA 1010, 2024 Ed. – Firefighter II

The reviewer recommended accreditation for two levels.

Motion: Motion by Gary Howard to accept the report and recommendation of the reviewer for approval. Motion seconded. Motion carried.

Policies/Procedures – Proposed amendments or new

No proposed amendments or new policies were received.

Nominations for Emeritus Status

No nominations were received.

Updates from Members of NFPA Committees

Bill Slossen shared that NFPA 1026 requests accredited entities promote the standard to their constituents, similar to NFPA 1140, and encouraged members to apply for NFPA Technical Committees.

John Cunningham reported that the NFPA 470 timeline has been extended by about one year. He also noted that the NFPA 1010 and 1081 committees are working jointly on a job task analysis to identify commonalities between the standards and ensure that the JPRs are properly formatted. In addition, a task group is reviewing emerging hazards such as solar panels and electric vehicles. He reminded the Assembly that public comments are still being accepted.

Emerging Trends in the Fire Service

No emerging trends were brought forward for discussion at this meeting.

Old Business

No old business was presented.

New Business

Motion: Motion by Bill Slosson to convene into executive session not to exceed ten minutes to discuss the recommendation by the Awards Task Group regarding the Martin Grimes Award nomination. Motion seconded. Motion carried.

Motion: Motion by Tara Youngblood to reconvene the CABOG meeting. Motion seconded. Motion carried.

Motion: Motion by Greg Palmer to accept the report as recommended by the Awards Task Group. Motion seconded. Motion carried.

Announcements

Meeting times for the General Assembly were announced.

Adjourn

Motion by Tara Youngblood to adjourn. Motion seconded. The Fall Meeting of the Certificate Assembly Board of Governors was adjourned at 11:44 a.m. local time on Wednesday, October 29, 2025.

Attendees – IFSAC Certificate Assembly Board of Governors 2025 Fall Meeting

Wednesday, October 29, 2025

Hyatt Regency, Lexington, Kentucky USA

Note: This list only includes individuals who scanned the QR code, confirming attendance.

Attendee	Entity/Institution
Alhajri, Khalid	Ras Laffan College
Best, Stephen	Portland Community College
Biggerstaff, Brock	Missouri Division of Fire Safety
Brade, Marc	Virginia Department of Fire Programs
Costin, Laura	Tennessee Firefighting Commission
Cunningham, John	Nova Scotia Fire Service Professional Qualifications Board
Davis, Joel	Guilford Technical Community College
Duncan, Tammy	Kentucky Fire Commission
Erickson, Brandon	CAL FIRE - OSFM/SFT
Fleming, Shannon	Arkansas Fire Training Academy
Head, Sarah	Utah Fire Rescue Academy
Howard, Gary	Iowa Fire Service Training Bureau
Jolly, David	Virginia Department of Fire Programs
Landwehr, Greg	Missouri Division of Fire Safety
Maxfield, Marianne	Colorado Division of Fire Prevention and Control
McPeek, Chantz	Kentucky Fire Commission
Palmerton, Matthew	District of Columbia Fire and EMS Department
Renville, Laura	Colorado Division of Fire Prevention and Control
Riley, Andrela	South Carolina Fire Academy
Robinson, Alton	US DoD Fire and Emergency Services Certification Program
Rodgers, Christy	Kentucky Fire Commission
Russell, Matt	Alabama Fire College
Slossen, Bill	Washington State Fire Marshal's Office
Williams, Amanda	Missouri Division of Fire Safety
Williams, Kim	North Carolina Office of the Fire Marshal
Wrobbel, Dean	Minnesota Fire Service Certification Board
van Wyk, Johan	Rural Metro Emergency Management Services
Youngblood, Tara	OSU Fire Service Training