

MEETING MINUTES

INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS CERTIFICATE ASSEMBLY BOARD OF GOVERNORS

Friday, April 25, 2025

Embassy Suites International Drive Convention Center, Orlando, Florida, 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 9:46 a.m. local time, Friday, April 25, 2025. A quorum was established.

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

CABOG Members Absent: Gary Howard, Clinton Manuel.

Minutes of the CABOG 2024 Fall Meeting

Motion: Motion by Zeyad Sagr to accept the minutes of the CABOG 2024 Fall Meeting. Motion seconded. Motion carried.

Review of Agenda – Additions/Changes

John Cunningham reviewed the agenda. No changes or additions were made.

Committee Reports/Recommendations (CA Committees)

Certificate Assembly Planning Coordination Committee (CAPCC)

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

- Elections: Elections for Chair and Vice Chair were held. Tara Youngblood was elected as Chair, and Christy Rodgers was elected as Vice Chair.
- Accreditation Criteria Task Group: The group is currently reviewing reciprocity and administrative review processes and is working collaboratively with the Correlations Task Group on correlation sheet development.
- Correlations Task Group: Completed the correlation sheets for NFPA 1020, which were subsequently approved by the committee. The group is also updating validation processes.
- Standards Review Task Group: No updates or action items at this time.
- Training Coordination: A task group had previously been formed to streamline and eliminate repetition in Certificate Assembly training. This effort will now be coordinated with the Training Task Group of the COG to avoid duplication and improve alignment.

Motion: Motion by Tara Youngblood to accept the report of the Certificate Assembly Planning Coordination Committee. 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 Justice Institute of British Columbia, whose site visit is currently due in March 2026. The Institute is requesting a six-month extension, which would extend the due date to September 2026.

Motion: Motion by Bill Slosson to grant a six-month extension to the Justice Institute of British Columbia. Motion seconded. Motion carried.

Site Visit Reports and Accreditations/Reaccreditations since October 2024

Office of the State Fire Commissioner/Pennsylvania State Fire Academy (CABOG approved February 5, 2025)

Matt Palmerton provided an update on the site visit for the Office of the State Fire Commissioner/Pennsylvania Fire Academy, conducted July 16–18, 2024. Conditional accreditation was granted at the September 2024 CABOG meeting. Since then, the Office of the State Fire Commissioner/Pennsylvania Fire Academy has successfully completed all outstanding requirements. Based on this, the site team recommended full, unconditional accreditation for fifty-three levels, including three levels for initial accreditation. The CABOG approved the recommendation on February 5, 2025.

Ontario Office of the Fire Marshal (CABOG approved February 5, 2025)

Tara Youngblood provided an update on the site visit for the Ontario Office of the Fire Marshal & Emergency Management, conducted August 13-15, 2024. Conditional accreditation was granted at the October 2024 CABOG meeting. Since then, the Ontario Office of the Fire Marshal & Emergency Management has successfully completed all outstanding requirements. Based on this, the site team recommended full, unconditional accreditation for fifty-three levels, including one level for initial accreditation. The CABOG approved the recommendation on February 5, 2025.

Washington State Patrol – Fire Protection Bureau (CABOG approved November 6, 2024)

Jay Clevenger reported on the site visit for the Washington State Patrol – Fire Protection Bureau, conducted October 8-10, 2024. Jay Clevenger served as site visit team leader. Brock Biggerstaff, and Greg Palmer (remote) served as site visit team members, with Georgia Lewis as observer. The site visit team recommended reaccreditation to twenty-one levels, including one for initial accreditation. The CABOG approved the recommendation on November 6, 2024.

Québec National Fire Academy (Ecole Nationale des pompiers du Québec) (CABOG approved December 11, 2024)

Serge Gallant reported on the site visit for the Québec National Fire Academy, conducted October 22-24, 2024. Serge Gallant served as site visit team leader. Bernie MacKinnon and Benoit Gagnon served as site visit team members. The site visit team recommended reaccreditation to twenty-eight levels, including five for initial accreditation. The CABOG approved the recommendation on December 11, 2024).

Colorado Division of Fire Prevention and Control (CABOG approved February 5, 2025)

Tara Youngblood reported on the site visit for the Colorado Division of Fire Prevention and Control, conducted November 13-15, 2024. Tara Youngblood served as site visit team leader. Marc Rudder and Katherin Burton served as site visit team members. The site visit team recommended reaccreditation to thirty levels, including four for initial accreditation. The CABOG approved the recommendation on February 5, 2025.

State of Nevada, Division of the State Fire Marshal (CABOG approved February 5, 2025)

Gary Howard reported on the site visit for the State of Nevada, Division of the State Fire Marshal, conducted January 20-22, 2025. Gary Howard served as site visit team leader. Andrela Riley and Paul Ward served as site visit team members. The site visit team recommended reaccreditation to twelve levels. The CABOG approved the recommendation on February 5, 2025.

Idaho Division of Career & Technical Education, Fire Service Training

Christy Rodgers reported on the site visit for the Idaho Division of Career & Technical Education, Fire Service Training conducted January 28-31, 2025. Christy Rodgers served as site visit team leader. David Thornburg and Katherine Burton served as site visit 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.

Canadian Forces Fire Marshal's Office (CABOG approved March 5, 2025)

Matthew Palmerton reported on the site visit for the Canadian Forces Fire Marshal's Office, conducted February 4-6, 2025. Matthew Palmerton served as site visit team leader. Robert Fowler and Wayne Rodger served as site visit team members. The site visit team recommended reaccreditation to nineteen levels, including two for initial accreditation. The CABOG approved the recommendation March 5, 2025.

Virginia Department of Fire Programs

John Cunningham reported on the site visit conducted for the Virginia Department of Fire Programs from February 4-6, 2025. John Cunningham served as the site visit team leader, with Amanda Williams, Bryn Crandall, and Bill Benjamin serving as team members. The entity had several levels requiring substantial work to meet the standard and is currently continuing efforts to complete the necessary items. The site visit report will be submitted once the work is finalized.

Montana State University Fire Services Training School (CABOG approved March 5, 2025)

Bill Slosson reported on the site visit for the Montana State University Fire Services Training School, conducted February 19-20, 2025. Bill Slosson served as site visit team leader. Brandon Erickson and Bob Midkiff served as site visit team members. The site visit team recommended reaccreditation to fifteen levels. The CABOG approved the recommendation March 5, 2025.

Honolulu Fire Department (Pending)

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 entity had several levels requiring substantial work to meet the standard and is currently continuing efforts to complete the necessary items. The site visit report will be submitted once the work is finalized.

Arkansas Fire Training Academy

David Youngling reported on the site visit for the Arkansas Fire Training Academy conducted February 28-31, 2025. David Youngling served as site visit team leader. Justin Merritt, Andrela Riley, and Byron Doss served as site visit team members. The site visit team recommended reaccreditation to a total of forty-two levels.

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

Atlantic Police Academy (CABOG approved April 2, 2025)

Jay Clevenger reported on the site visit for the Atlantic Police Academy, conducted March 4-6, 2025. Jay Clevenger served as site visit team leader. Alton Robinson served as a site visit team member. The site visit team recommended reaccreditation to seven levels, including one for initial accreditation. The

CABOG approved the recommendation April 2, 2025 (*Note: Although the CABOG voted on this item again at the current meeting, the vote was not necessary, as the recommendation had already been approved at the April 2, 2025, meeting.*)

Louisiana Fire & Emergency Training Academy (CABOG approved April 2, 2025)

Greg Palmer reported on the site visit for the Louisiana Fire & Emergency Training Academy, conducted March 11-14, 2025. Greg Palmer served as site visit team leader. Kim Davis and Scott Morrison served as site visit team members Kristi Johnson and Matt Ellis attended as observers. The site visit team recommended reaccreditation to forty levels, including three for initial accreditation. The CABOG approved the recommendation April 2, 2025.

Indus Fire Safety Private Limited (India)

Matthew Palmerton reported on the site visit for Indus Fire Safety Private Limited (India), conducted April 1–4, 2025. Alan Joos served as the site visit team leader. Matthew Palmerton, Clinton Manuel, and David Youngling served as site visit team members. The site visit team recommended initial accreditation for forty-five levels. An additional four levels were designated as *pending* following discussion with the Board. The Board expressed concern that if the four levels were granted *conditional* status, the entity might be permitted to issue certifications for levels they were not already accredited to. By designating them as *pending*, certification issuance would be restricted until all requirements are fully met.

Motion: Motion by Matthew Palmerton to accept the report and recommendation of the site visit team for approval of forty-five levels and four considered pending. Motion seconded. Motion carried.

Administrative Reviews presented for CABOG approval:

Iowa Fire Service Training

Matthew Palmerton conducted an administrative review for one level:

NFPA 1030, 2024 Ed. – Fire Inspector

The reviewer recommended accreditation for one level.

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

Arab Fire Safety & Security Academy

Clinton Manuel conducted an administrative review for three levels:

NFPA 1002, 2017 Ed. – Apparatus Driver Operator Mobile Water Supply

NFPA 1021, 2020 Ed. – Fire Officer III

NFPA 1021, 2020 Ed. – Fire Officer IV

The reviewer recommended accreditation for three levels.

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

Nominations for Emeritus Status

A nomination was submitted to award Emeritus Status to Bernie MacKinnon.

Motion: Motion by Greg Palmer to accept the nomination for Emeritus Status for Bernie MacKinnon. Motion seconded. Motion carried. Bernie MacKinnon abstained.

The nomination will be forwarded and recommended to the Assembly for approval.

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

No new business was presented.

Announcements

Eldonna Sadler announced that the Congress General Assembly meeting is scheduled to begin at 1:30 local time.

Adjourn

Motion by Tara Youngblood to adjourn. Motion seconded. The Spring Meeting of the Certificate Assembly Board of Governors was adjourned at 10:16 a.m. local time on Friday, April 25, 2025.

**Attendees – IFSAC Certificate Assembly Board of Governors 2025 Spring Meeting
Friday, April 25, 2025**

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

Attendee	Entity/Institution
Alhajri, Khalid	Ras Laffan college
Atchley, Christen	Illinois Fire Service Institute
Burton, Katherine	North Carolina Office of State Fire Marshal
Christie, Melanie	NB Office of the Fire Marshal
Clakley, Mollie	IFSAC Parliamentarian
Clark, Dave	Connecticut Commission on Fire Prevention and Control
Clevenger, Jay	Ohio Fire Marshal Office
Cochran, Connie	Illinois Fire Service Institute
Culbertson, John	Montana Fire Services Training School
Cunningham, John	Nova Scotia Fire Service Professional Qualifications Board
Davis, Kimberly	Alabama Fire College & PSEC
Ellis, Matt	Mississippi State Fire Academy
Erickson, Brandon	CAL FIRE - State Fire Training
Ferreira, Lulu	Southern African Emergency Services Institute (SAESI)
Fleming, Shannon	Arkansas Fire Training Academy
Gagnon, Benoit	Canadian Forces Fire Marshal
Gamble, Susan	NB Office of the Fire Marshal
Garcia-Villicana, Selena	CAL FIRE - State Fire Training
Goodwin, James	Arkansas Fire Training Academy
Harris, Steven	West Virginia Department of Education
Johnson, Tracey	Illinois Fire Service Institute
Jolly, David	Virginia Department of Fire Programs
Karl, Marie-Cristin	Deutsches Rotes Kreuz (DRK)
Kutz, Marcy	OSU Fire Service Training
Landwehr, Greg	Missouri Division of Fire Safety
Lewis, Georgia	Ohio Fire Marshal
Lyon, Ward	Wisconsin Technical College System
MacKinnon, Bernie	Certificate Assembly Public Member
Makathini, Dumisani	Rural Metro Emergency Management Services
Manint, Michael	Illinois Fire Service Institute
Martin, Pete	Missouri Division of Fire Safety
Maxfield, Marianne	Colorado Division of Fire Prevention and Control
Moller, Dirk	ETS Emergency Training Solutions
Morris, David	North Carolina Office of State Fire Marshal
Murphy, Kevin	ISTC Malta
Palmer, Greg	Tennessee Firefighting Personnel Standards and Education Commission
Palmerton, Matthew	District of Columbia Fire Department
Reid, James	Nova Scotia Fire Service Professional Qualifications Board
Renville, Laura	Colorado Division of Fire Prevention and Control
Rodgers, Christy	Kentucky Fire Commission

Russell, Matt	Alabama Fire College & PSEC
Sagr, Zeyad	Arab Fire Safety & Security Academy (AFSSAC)
Slosson, Bill	Washington State Fire Marshal's Office
Thornburg, David	Alabama Fire College & PSEC
van Wyk, Johannes	Rural Metro Emergency Management Services
Warner, Grant	Arkansas Fire Training Academy
Williams, Amanda	Missouri Division of Fire Safety
Williams, Kim	North Carolina Office of State Fire Marshal
Woody, Andy	Louisiana Fire Academy
Youngblood, Tara	OSU Fire Service Training
Youngling, David	District of Columbia Fire and Emergency Services Department
Zimmerman, Heather	Tennessee Commission on Firefighting Personnel Standards & Education