

**Meeting Minutes**  
INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS  
**GENERAL ASSEMBLY MEETING**

Saturday, October 8, 2022

Holiday Inn St. John's Conference Centre, St. John's, Newfoundland and Labrador, Canada

---

**Establishment of Quorum and Call to Order**

Eldonna Sadler called to order the regularly scheduled fall meeting of the Congress at 8:34 AM local time, Saturday, October 8, 2022. A quorum was established.

**Minutes of the 2022 Spring Meeting (Agenda Memo A)**

**Motion:** Motion by Bill Slosson to approve the minutes as published. Second. Motion carried.

**Review of Agenda – Additions/Changes**

Eldonna Sadler reviewed the agenda. No additions or changes were made.

**Administration Updates**

Eldonna Sadler updated the members on activities of Administration and the organization since the 2022 Spring Meeting.

**Motion:** Motion by Gary Howard to accept the report. Second. Motion carried.

**Administration Presentations**

Eldonna Sadler recognized and expressed appreciation to Callie Mars for coordinating the Fall Conference.

Eldonna also thanked Megan Warrington for assisting IFSAC Administration with the conference. Megan comes from CEAT Professional Development at Oklahoma State University.

Eldonna Sadler recognized and thanked Robert Fowler, Tina English, Karen Blackwood, and everyone else from the Newfoundland Fire Services Division who contributed to hosting and assisting with the Fall Conference.

Eldonna Sadler recognized and expressed appreciation to Derek Simmons for his contributions and service to IFSAC. Derek was presented with a Certificate of Appreciation and a certificate recognizing his years of service.

Susan Gamble from the New Brunswick Office of the Fire Marshal, Justice and Public Safety was recognized and presented a certificate of award for her years of service to IFSAC.

## **Certificate Assembly Updates and Presentations**

### *Report on CABOG and Certificate Assembly*

Lori Howes updated the members on activities of the CABOG and the Certificate Assembly since the 2022 Spring Meeting.

### *Recognition of new Accreditations and Reaccreditations*

Certificate Assembly Lori Howes recognized Certificate Assembly members approved for accreditation or reaccreditation by the CABOG during their meeting on Friday, October 7, 2022, and presented certificates to those with representation present. Those approved for accreditation or reaccreditation included:

- New Brunswick Office of the Fire Marshal, Justice and Public Safety
- Tennessee Commission on Firefighting Personnel Standards and Education
- Nova Scotia Fire Service Professional Qualifications Board
- Indiana Board of Firefighting Personnel Standards and Education
- Oklahoma State University Fire Service Training

## **Degree Assembly Updates**

### *Report on DABOG and Degree Assembly*

Cynthia Brun updated the members on activities of the DABOG and the Degree Assembly since the 2022 Spring Meeting.

### *Recognition of new Accreditations and Reaccreditations*

There were no accreditation or reaccreditation reports for the DABOG to consider and vote on at this conference.

## **Proposed Bylaw Amendments (Agenda Memo E)**

Bill Benjamin facilitated the voting on proposed bylaw amendments in Agenda Memo E. Proposed bylaw amendments in Agenda Memo E are to be voted on by the Congress as a whole and, if approved, voted on by each assembly to ratify.

Agenda Memo # E-1 for Article 1.5.3 was proposed by the Council of Governors as a result of their workshop. The recommendation is to delete 1.5.3.

**Motion:** Motion by Bill Slosson to remove 1.5.3 from the Bylaws as proposed. Second. Motion carried.

Agenda Memo # E-2 to amend 5.10.1 is to strike language from the first sentence.

**Motion:** Motion by Cynthia Brun to strike the language from 5.10.1 as proposed. Second. Motion carried.

Agenda Memo # E-2 includes a proposal to add language and number as 5.10.4. The Committee on Rules has determined the new language should be numbered as 5.10.3.

**Motion:** Motion by Cynthia Brun to accept the proposed new language for 5.10.3. Second. Motion carried.

Agenda Memo # E-3 deals with 5.10.4 (A)

The Degree Assembly made the decision to withdraw from CHEA. As a result, all instances referring to CHEA need to be removed.

**Motion:** Motion by Marc Rudder to strike the language from the Bylaws. Second. Motion carried.

Agenda Memo # E-4 for Article 5.11

Bill Benjamin reports the Committee on Rules determined that a portion of 5.11.1 (C) should be moved to the Appendix. The Committee is also recommending where language has “board” or “boards” to be “assembly” or “assemblies”. Also 5.11.2 (G) should start with “Individuals awarded emeritus status” and at the end of 5.11.2 (H) “board and Council of Governors” should be struck.

**Motion:** Motion by Gary Howard to approve the proposed amendment for Agenda Memo # E-4, Article 5.11, with the corrections recommended. Second. Motion carried.

### **Nominations for Emeritus Status (Agenda Memo B)**

Two nominations for Emeritus Status were made by the Degree Assembly Board of Governors and approved by the Degree Assembly. The Congress as a whole needs to vote on the nominations for final approval: The nominated individuals are:

- Bill Klein – formerly with Chemeketa Community College in Oregon
- Johnny Mack – formerly with Chemeketa Community College in Oregon

**Motion:** Motion by Rob Freese to approve Bill Klein for Emeritus Status. Second. Motion carried.

**Motion:** Motion by Rob Freese to approve Johnny Mack for Emeritus Status. Second. Motion carried.

### **Future Meetings**

The 2023 Spring Conference is scheduled for Oklahoma City, Oklahoma with dates to be determined.

The 2023 Fall Conference is scheduled for Seattle, Washington with dates to be determined.

The 2024 Spring Conference is scheduled for Oklahoma City, Oklahoma.

### **Old Business**

Eldonna Sadler recognized and thanked Robert Fowler of Newfoundland and Labrador Fire Services Division for his and his staff’s assistance in hosting the Fall Conference.

### **New Business**

None.

## **Announcements**

Eldonna Sadler announced start times and rooms for the Certificate Assembly and Degree Assembly meetings.

Affan Al Akhzami spoke on possibly hosting a meeting in Sultanate of Oman. They will submit a paper for proposal.

## **Adjourn**

**Motion:** Motion by Cynthia Brun to adjourn. Second. Motion carried. The fall meeting of the Congress adjourned at 9:11 AM on Saturday, October 8, 2022.

**Attendees – IFSAC Congress 2022 Fall Meeting**

**Saturday, October 8, 2022**

**Holiday Inn St. John's Conference Centre, St. John's, Newfoundland and Labrador, Canada**

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

<b>Attendee</b>	<b>Entity/Institution</b>
Aaron, Joan	Utah Fire and Rescue Academy
Al Akhzami, Affan	International College of Engineering Management, Oman
Barry, Jim	NFLD Fire Services Division, Department of Justice and Public Safety
Benjamin, Bill	Portland Community College
Billings, Joel	Embry-Riddle Aeronautical University
Brun, Cynthia	University of Wisconsin - Oshkosh
Davis, Joel	Guilford Technical Community College, North Carolina
Davis, Kimberly	Alabama Fire College and Personnel Standards Commission
Drumhiller, Nicole	American Public University System
Foster, Chris	NFLD Fire Services Division, Department of Justice and Public Safety
Fowler, Robert	NFLD Fire Services Division, Department of Justice and Public Safety
Freese, Rob	Bucks County Community College
Gagnon, Benoit	Canadian Forces Fire Marshal's Office - Canadian Defence
Gallant, Serge	New Brunswick Office of the Fire Marshal
Gamble, Susan	New Brunswick Office of the Fire Marshal
Hall, Casey	Kentucky Community and Technical College System
Holley, Steve	Utah Valley University
Howard, Gary	Iowa Fire Service Training Bureau
Howes, Lori	Alabama Fire College and Personnel Standards Commission
Johnson, Gary	Central Ohio Technical College
Lowe, Michael	Delaware State Fire School
McBride, Michael	Office of State Fire Commissioner/Pennsylvania State Fire Academy
Moller, Dirk	Emergency Training Solutions, South Africa
Palmer, Greg	North Carolina Fire and Rescue Commission
Rose, Tony	NFLD Fire Services Division, Department of Justice and Public Safety
Rudder, Marc	Kentucky Community and Technical College System
Silvi, Lee	DABOG Public Board Member
Slosson, Bill	Washington State Patrol - Fire Protection Bureau
Snider, John	Office of the Fire Marshal & Emergency Management, Ontario
Spracklin, Cory	NFLD Fire Services Division, Department of Justice and Public Safety
Thornburg, David	Alabama Fire College and Personnel Standards Commission
Thorpe, Matt	North Carolina Fire and Rescue Commission
Tremblett, Linus	NFLD Fire Services Division, Department of Justice and Public Safety
Venezia, Christopher	Illinois Fire Service Institute
Villines, Randy	Ozarks Technical Community College, Missouri
Zikmund, Theresa	Minnesota Fire Service Certification Board