

MEETING MINUTES

INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS GENERAL ASSEMBLY

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 regular scheduled Spring Meeting of the Congress at 1:30 p.m. local time on Friday, April 25, 2025. A quorum was established.

Minutes of the 2024 Fall Meeting

Motion: Motion by Tara Youngblood to approve the minutes of the 2024 Fall Meeting. Motion seconded. Motion carried.

Review of Agenda – Additions/Changes

John Cunningham reviewed the agenda. One item was proposed for addition — proposed bylaw amendments from Agenda Memo D.

Motion: Motion by Rob Freese to add proposed bylaw amendments to the agenda. Motion seconded. Motion carried.

Administration Updates

Eldonna Sadler provided an update on administrative and organizational activities since the 2024 Fall Meeting. She recognized the contributions of staff, committee chairs, vice chairs, and parliamentarians. She announced that Mollie Clakley is resigning as parliamentarian effective at this meeting but will continue to assist as needed during the transition.

Eldonna noted that several initiatives have been undertaken to streamline policies, procedures, bylaws, task groups, and committees. Many amendments have already been adopted, and additional improvement projects are currently in progress.

She emphasized that the organization remains peer driven. Members who are not currently serving on a committee are encouraged to contact her directly with any concerns, or suggestions for improvements and she will connect them with the appropriate individuals or provide direction on submitting proposals.

The Council of Governors (COG) met in Orlando in February to work on strategic objectives. One of these objectives will be presented to the membership today.

Eldonna recognized the contributions of Susan Gamble and Mollie Clakley for their continued service and involvement, noting that both are retiring.

Eldonna recognized Bernie MacKinnon for his 30 years of service to IFSAC, including roles as a member entity representative, IFSAC site team leader and member, and most recently, as the Certificate Assembly Public Member.

Activities were noted for both the Certificate and Degree Assemblies.

Certificate Assembly:

- Membership:
 - Total Members: 81 (74 voting, 6 non-voting, 1 corresponding)
 - New Member Applications: 1
- Accredited Entities: 70
- Site Visits:
 - Total since September 2024: 13
 - Scheduled/Potential before next fall meeting: 14
- Administrative Reviews:
 - Completed since October 2024: 29
 - In Progress: 6
- International Participation: 18 countries
- IFSAC Seal Registry:
 - Total Records: 2,737,956
 - Entries since last report: 35,789

Degree Assembly:

- Membership:
 - Total Members: 42 (36 voting, 6 corresponding)
- Accredited Entities: 30
- Site Visits:
 - Total since September 2024: 6
 - Scheduled/Potential before next fall meeting: 4
- International Participation: 3 countries
- IFSAC Seal Registry:
 - Total Records: 634

Certificate Assembly Update and Accreditation Presentations

John Cunningham recognized Certificate Assembly members approved for accreditation or reaccreditation by the CABOG since the 2024 Fall Meeting and during the current meeting. Certificates were presented to attending representatives. Recognized entities:

- International Institute of Fire & Safety (Oman)
- Pennsylvania Office of the State Fire Commissioner/State Fire Academy
- Ontario Office of the Fire Marshal
- Washington State Patrol – Fire Protection Bureau
- Québec National Fire Academy (Ecole Nationale des pompiers du Québec)
- Colorado Division of Fire Prevention and Control
- State of Nevada, Division of the State Fire Marshal
- Idaho Division of Career & Technical Education, Fire Service Training
- Canadian Forces Fire Marshal's Office
- Montana State University Fire Services Training School
- Arkansas Fire Training Academy
- Atlantic Police Academy, Prince Edward Island
- Louisiana Fire & Emergency Training Academy
- Indus Fire Safety Private Limited (India)

Degree Assembly Update and Accreditation Presentations

Rob Freese recognized the Degree Assembly member programs approved for accreditation during the DABOG meeting earlier that day. Certificates were presented to representatives in attendance. Approved programs:

- Eastern Kentucky University
 - Bachelor of Science in Fire Protection and Safety Engineering Technology
 - Bachelor of Science in Fire Protection Administration
 - Bachelor of Science in Fire, Arson and Explosion Investigation
- Gaston College
 - Associate of Applied Science - Fire Protection Technology
- Cleveland Community College
 - Associate of Applied Science - Fire Protection Technology
- Central Oregon Community College
 - Associate of Applied Science - Fire Science
- Oxnard College
 - Associate of Science - Fire Technology
- Chemeketa Community College
 - Associate of Applied Science – Fire Prevention
 - Associate of Applied Science – Fire Suppression

IFSAC Strategic Planning Update

John Cunningham reported that the Council of Governors (COG) held a strategic planning workshop in February, focusing on increasing member engagement. As part of that effort, the COG developed a proposed new fee structure that includes an increase in annual membership dues. The revised structure would cover hotel accommodation and conference registration fees for one representative from each entity to attend meetings. Additionally, the proposal recommends shifting from two in-person meetings per year to one in-person meeting, supplemented by quarterly virtual meetings.

John noted that annual fees have not increased since 2015, while the cost of living has risen by approximately 33% since then. The proposed fee structure has received endorsement from both the Certificate Assembly Board of Governors (CABOG) and the Degree Assembly Board of Governors (DABOG). If approved, implementation would begin in July 2026 for the 2027 fiscal year.

To avoid future steep increases, the COG also intends to reassess the cost-of-living adjustment (COLA) regularly to allow for gradual and predictable fee adjustments.

During the open discussion with membership, concerns were raised about the reduction in face-to-face interaction and the value of in-person collaboration if the number of in-person meetings is reduced. A few members also expressed apprehension about how to justify the fee increases to their respective entities. The conversation on the proposed changes will continue in each assembly meeting, with potential adoption to be considered by the COG later in the day following further deliberation.

Old Business

No old business was presented.

New Business

Agenda Memo D was brought forth for consideration.

Agenda Memo D-1: A proposed bylaw amendment was presented to streamline the bylaws and alleviate confusion. The proposed changes pertain to Article 3 of the Bylaws of the Council of Governors, specifically Article 3.4 – Responsibilities, and 3.4.1(P).

Motion: Motion by Jay Clevenger to approve Agenda Memo D-1. Motion seconded. Motion carried.

Agenda Memo D-2: A proposed bylaw amendment was presented to alleviate a conflict within the bylaws. The proposed changes pertain to Article 9 of the Bylaws of IFSAC Administration, specifically Article 9.6 – Duties, and 9.6.1(F)(1).

Motion: Motion by Zeyad Sagr to approve Agenda Memo D-2. Motion seconded. Motion carried.

Announcements

Start times and meeting rooms for each assembly were announced.

Adjourn

Motion by Jay Clevenger to adjourn. Motion seconded. The 2025 Spring Meeting of the Congress general assembly adjourned at 2:34 p.m. local time, Friday, April 25, 2025.

Attendees – IFSAC Congress General Assembly 2025 Spring Meeting**Friday, April 25, 2025****Embassy Suites International Drive Convention Center, Orlando, Florida, USA***Note: This list only includes individuals who signed the meeting roster, confirming attendance.*

Attendee	Entity/Institution
Atchley, Christen	Illinois Fire Service Institute
Best, Stephen	Portland Community College
Bettes, Nicole	Kansas Fire & Rescue Training Institute
Carroll, Richard	Cleveland Community College
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
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
Ennis, Lee	Rowan-Cabarrus Community College
Erickson, Brandon	CAL FIRE - State Fire Training
Ferreira, Lulu	Southern African Emergency Services Institute (SAESI)
Fleming, Shannon	Arkansas Fire Training Academy
Freese, E. Rob	Bucks County Community College
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
Hall, Casey	Kentucky Community and Technical College System
Hall, Steve	Oxnard College
Johnson, Tracey	Illinois Fire Service Institute
Jolly, David	Virginia Department of Fire Programs
Klein, Bill	DA Public Member
Kutz, Marcy	OSU Fire Service Training
Landwehr, Greg	Missouri Division of Fire Safety
Lastre, Nicolas	FIRES Foundation
Lewis, David	US DoD Fire and Emergency Services Certification Program
Lindsey, Jeffrey	University of Florida
Lyon, Ward	Wisconsin Technical College System
MacKinnon, Bernie	Certificate Assembly Public Member
Makathini, Dumisani	Rural Metro Emergency Management Services
Martin, Pete	Missouri Division of Fire Safety
Maxfield, Marianne	Colorado Division of Fire Prevention and Control
McKerry, Shawn	Lakeland College
McPeck, Chantz	Kentucky Fire Commission
Miles, Todd	Kansas City Kansas Community College
Moller, Dirk	ETS Emergency Training Solutions
Morris, David	North Carolina Office of State Fire Marshal
Niebusch, Richard	Purdue University Global

Palmer, Greg	Tennessee Firefighting Personnel Standards and Education Commission
Palmerton, Matthew	District of Columbia Fire Department
Parker, Stephanie	State of Alaska Fire Marshal - AFSC
Pine, Lisa	Colorado Division of Fire Prevention and Control
Raskopf, Darrin	College of Western Idaho
Reid, James	Nova Scotia Fire Service Professional Qualifications Board
Renville, Laura	Colorado Division of Fire Prevention and Control
Rodgers, Christy	Kentucky Fire Commission
Rudder, Marc	Kentucky Community and Technical College System - Ky Fire Commission
Russell, Matt	Alabama Fire College & PSEC
Sagr, Zeyad	Arab Fire Safety & Security Academy (AFSSAC)
Simone, Paula	Central Oregon Community College
Slosson, Bill	Washington State Fire Marshal's Office
Smith, Adam	University of Florida Fire and Emergency Services
Thornburg, David	Alabama Fire College & PSEC
Tucker, Eugenia	SFM/Bureau of Fire Standards and Training
van Wyk, Johannes	Rural Metro Emergency Management Services
Warner, Grant	Arkansas Fire Training Academy
Wilkin, Terri	American Public University System
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