

Meeting Minutes
INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS
CERTIFICATE ASSEMBLY
Saturday, October 8, 2022
Holiday Inn St. John's Conference Centre, St. John's Newfoundland, Canada

Call to Order

Chair Lori Howes calls to order the regular fall meeting of the Certificate Assembly at 9:30 AM local time, Saturday, October 8, 2022. A quorum was established.

Minutes of the Certificate Assembly 2022 Spring Meeting (Agenda Memo A)

Motion: Motion by Gary Howard to approve the minutes of the 2022 Spring Meeting. Second. Motion carried.

Review of Agenda

No changes were made to the agenda.

Election for CABOG/CA Chair

Lori Howes appointed Eldonna Sadler, Serge Gallant, and David Thornburg as election officials.

Serge Gallant opened the floor to nominations for CABOG/CA Chair. Lori Howes nominated John Cunningham. No further nominations.

Motion: Motion by Bill Slosson to close nominations. Second. Motion carried

Motion: Motion by Bill Slosson to elect John Cunningham as CABOG/CA Chair by acclamation. Second. Motion carried.

Committee Reports/Recommendations

No reports were made to the Assembly by committees. The COST has proposed some policies changes which will be addressed under agenda item number seven.

Proposed Bylaw Amendments and Policies

IFSAC Parliamentarian Mollie Clakley facilitated the voting on proposed bylaw amendments and proposed policy amendments.

Congress, COG, and/or Administrative Proposed Bylaw Amendments for ratification (Agenda Memo E)

Proposed bylaw amendments in Agenda Memo E were voted on and approved by the Congress as a whole. To take effect, the proposed bylaw amendments must be ratified by each assembly.

Motion: Motion by Bill Slosson to ratify the proposed amendment to remove 1.5.3 as identified under Agenda Memo E-1. Second. Motion carried.

Motion: Motion by Bill Slosson to ratify the proposed amendment to 5.10.1 under E-2. Second. Motion carried.

Motion: Motion by Gary Howard to ratify acceptance of 5.10.4 under E-2 and renumber as 5.10.3. Second. Motion carried.

Motion: Motion by Gary Howard to ratify the change to 5.10.4 under E-3, removing the CHEA requirement. Second. Motion carried.

Motion: Motion by Bill Slosson to ratify the proposed amendments to 5.11.1 and 5.11.2 under E-4 including the changes that were recommended during the Congress meeting. Second. Motion carried.

CABOG and Certificate Assembly Bylaws - Proposed Bylaw Amendments (Agenda Memo F)

Motion: Motion by Gary Howard to approve the proposed amendment for 10.5.8 under F-1. Second. Motion carried.

Motion: Motion by Matt Thorpe to approve the proposed amendment for 11.10.3 under F-2. Second. Motion carried.

Certificate Assembly Criteria Proposed Amendments (Agenda Memo I)

The proposed amendment under I-1 was to remove definitions from the Criteria and add language that all definitions can be found in the Bylaws.

Motion: Motion by Matt Thorpe to approve the proposed amendment as shown under I-1 of Agenda Memo I.

Certificate Assembly Accreditation Procedures Amendments (Agenda Memo H)

Proposed amendments submitted by the Committee on Site Teams include: changing 90 days to 120 days prior to the scheduled visit; adding skills sheets or other methodologies used to the application package; new language regarding requests for extension, with the words *accreditation/reaccreditation* struck from the second sentence; and new language regarding travel procedures for the site team with the existing paragraph for costs removed.

Motion: Motion by Gary Howard to approve the proposed amendments with recommended changes for the Accreditation Procedures. Second. Motion carried.

Certificate Assembly Site Visit Team Information (Agenda Memo J)

Proposed amendments submitted by the Committee on Site Teams include: replacing the words *the IFSAC Spring Conference* with *a regularly scheduled conference*; and striking language from the second paragraph of the *Conflicts of Interest* section.

Motion: Motion by Bill Slosson to approve the proposed amendments for the Site Visit Team Information document. Second. Motion carried.

Certificate Assembly Public Member Procedures (Agenda Memo L)

The Committee on Rules recommended tabling amendments to the Certificate Assembly Public Member Procedures. They found that the process in the Bylaw did not really match what we are doing. This needs to be submitted along with proposed amendments to the Bylaws, which will be done for the next spring meeting.

Motion: Motion by Gary Howard to table Agenda Memo L. Second. Motion carried.

Membership Applications

None.

Vote on New Nominations Made by CABOG for Emeritus Status

No nominations were made for the Assembly to vote on.

Emerging Trends in the Fire Service

No discussion held.

Old Business

None.

New Business

None.

Announcements

Eldonna Sadler reminded everyone that name badges and binders need to be left with IFSAC Administration staff for shipping back to the U.S.

Lori Howes thanked the hosts for their help and hospitality as well as the IFSAC staff for their preparations. Lori also thanked Derek Simmons. Eldonna Sadler thanked Lori Howes for filling in as chair.

Adjourn

Motion: Motion by Bill Slosson to adjourn. Second. The Certificate Assembly adjourned their regular fall meeting at 9:57 AM, Saturday, October 8, 2022.

Attendees – IFSAC Certificate Assembly 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.

Attendee	Entity/Institution
Aaron, Joan	Utah Fire and Rescue Academy
Barry, Jim	NFLD Fire Services Division, Department of Justice and Public Safety
Davis, Kimberly	Alabama Fire College and Personnel Standards Commission
Foster, Chris	NFLD Fire Services Division, Department of Justice and Public Safety
Fowler, Robert	NFLD Fire Services Division, Department of Justice and Public Safety
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
Howard, Gary	Iowa Fire Service Training Bureau
Howes, Lori	Alabama Fire College and Personnel Standards Commission
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
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
Zikmund, Theresa	Minnesota Fire Service Certification Board