

**MEETING MINUTES**  
**INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS**  
**CERTIFICATE ASSEMBLY**  
Saturday, October 5, 2024  
Marriott Tulsa Hotel Southern Hills, Tulsa, Oklahoma, USA

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**Call to Order and Establishment of Quorum**

Chairperson John Cunningham called to order the regular scheduled fall meeting of the Certificate Assembly at 9:33 AM local time, Saturday, October 5, 2024. A quorum was established.

**Minutes of the Certificate Assembly 2024 Spring Meeting**

**Motion:** Motion by Greg Landwehr to approve the 2024 Spring Meeting minutes. Second. Motion carried.

**Review of Agenda**

No additions for the agenda.

**Appointment of Election Officials**

John Cunningham appointed Eldonna Sadler, Bernie MacKinnon, and Tara Youngblood as election officials.

**Nominations and Election for CABOG**

John Cunningham called for nominations to fill the remainder of the CABOG term vacated by Andrew Henning. Brandon Erickson was nominated, and with no other nominations, he was elected to the CABOG by acclamation.

**Membership Applications**

Two new membership applications were presented for consideration:

Kuwait National Petroleum for voting member status.

**Motion:** Motion by Tara Youngblood to approve the membership application for Kuwait National Petroleum. Second. Motion carried.

Indus Fire Safety Private Limited, India, for voting member status.

**Motion:** Motion by Bernie MacKinnon to approve the membership application for Indus Fire Safety Private Limited. Second. Motion carried.

**Proposed Bylaw Amendments**

John Cunningham facilitated the voting on proposed Agenda Memo E-1.

**Agenda Memo E-1:** Contains a definition for Component submitted by the Correlation Sheets Task Group.

**Motion:** Motion by Tara Youngblood to accept Agenda Memo E-1. Second. Motion carried.

**Emeritus Status Nominations**

There were no nominations from the CABOG for Emeritus Status.

### **Emerging Trends in the Fire Service**

No emerging trends were presented for discussion.

### **Old Business**

No old business.

### **New Business**

A discussion was held on updating NFPA 1031 levels to the new NFPA 1030 levels. In the updated standard, NFPA replaced Fire Inspector I, II, III and some of Plans Examiner with First Responder Inspector and Fire Inspector. The discussion centered on whether entities need to submit an administrative review for the update or if simply notifying IFSAC Administration would suffice. The Accreditation Criteria Task Group was tasked with drafting a proposal for the CABOG, outlining the recommended process for updating levels when changes, such as those for Fire Inspector, occur.

### **Announcements**

The location and dates for the 2025 Spring Meeting are yet to be determined. However, the meeting schedule will shift from the usual Wednesday–Saturday format to Tuesday–Friday. More details will be provided soon.

### **Adjourn**

Motion by Gary Howard to adjourn. Second. The Certificate Assembly adjourned its 2024 Fall Meeting at 9:48 AM local time, Saturday, October 5, 2024.

**Attendees – IFSAC Certificate Assembly 2024 Fall Meeting**

**Saturday, October 5, 2024**

**Marriott Tulsa Hotel Southern Hills, Tulsa, Oklahoma, USA**

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

<b>Attendee</b>	<b>Entity/Institution</b>
Adams, Erick	South Carolina Fire Academy
Bettes, Nicole	Kansas Fire and Rescue Training Institute
Burton, Katherine	North Carolina Office of State Fire Marshal
Chang, Chi-Wen	Taiwan National Fire Agency
Cheng, Hao-Cheng	National Yunlin University of Science and Technology
Chiu, Szu-Ning	National Yunlin University of Science and Technology
Clakley, Mollie	IFSAC Parliamentarian
Clark, David	Connecticut Commission on Fire Prevention and Control
Clevenger, James	Ohio Division of State Fire Marshal/Ohio Fire Academy
Crandell, Bryn	DoD Fire Academy
Cunningham, John	Nova Scotia Fire Service Professional Qualifications Board
Davis, Kim	Alabama Fire College & Personnel Standards & Education Commission
de Noon, Gert	Emergency Training Solutions, South Africa
Erickson, Brandon	CAL FIRE - OSFM - State Fire Training
Ferreria, Lulu	Southern African Emergency Services Institute
Fowler, Robert	Fire Services Division, Justice and Public Safety, Newfoundland and Labrador
Geldenhuys, Theresa	Southern African Emergency Services Institute
Horng, Jao-Jia	National Yunlin University of Science and Technology
Howard, Gary	Iowa Fire Service Training Bureau
Hsieh, Chih-Chiang	Taiwan National Fire Agency
Ingram, Chad	Delaware State Fire School
Jolly, David	Virginia Department of Fire Programs
Keeler, Kevin	International Safety Training College, Malta
King, Scott	Ohio Division of State Fire Marshal/Ohio Fire Academy
Landwehr, Greg	Missouri Division of Fire Safety
Lewis, David	US DoD Fire and Emergency Services Certification Program
MacKinnon, Bernie	Certificate Assembly Public Member
Maxfield, Marianne	Colorado Division of Fire Prevention and Control
Miller, Vincent	Delaware State Fire School
Palmer, Greg	North Carolina Office of State Fire Marshal
Palmerton, Matthew	District of Columbia Fire and Emergency Services Department
Renville, Laura	Colorado Division of Fire Prevention and Control
Riley, Andrela	South Carolina Fire Academy
Rivera, Karen	South Carolina Fire Academy
Robinson, Alton	US DoD Fire and Emergency Services Certification Program
Sagr, Zeyad	Arab Fire Safety and Security Academy
Slosson, William	Washington State Patrol - Fire Protection Bureau
Thornburg, David	Alabama Fire College & Personnel Standards & Education Commission
Wenger, Holden	Texas Commission on Fire Protection

Woodcock, Dylan  
Woody, Andy  
Youngblood, Tara  
Youngling, David  
Zimmerman, Heather

Manitoba Emergency Services College  
Louisiana Fire & Emergency Training Academy  
Oklahoma State Fire Service Training  
District of Columbia Fire and Emergency Services Department  
Tennessee Commission on Firefighting Personnel Standards & Education