

MEETING MINUTES
INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS
CERTIFICATE ASSEMBLY

Saturday, April 6, 2024

Sheraton Oklahoma City, Downtown Hotel, Oklahoma City, Oklahoma, USA

Call to Order and Establishment of Quorum

Chairperson John Cunningham called to order the regular scheduled spring meeting of the Certificate Assembly at 9:33 AM local time, Saturday, April 6, 2024. A quorum was established.

Minutes of the Certificate Assembly 2023 Fall Meeting

Motion: Motion by Jay Clevanger to approve the 2023 Fall Meeting minutes. Second. Motion carried.

Review of Agenda

Elections for vice chair of the Certificate Assembly will be held under new business.

A question was raised regarding who the voting member of Illinois would be following the withdrawal of Southwestern Illinois College (SWIC). Eldonna reported that there had been a coalition between SWIC and the Illinois Fire Service Institute (IFSI), and with the withdrawal of SWIC, IFSI would hold the vote. The item did not need to be added to the agenda.

Appointment of Election Officials

John Cunningham appointed Eldonna Sadler, Serge Gallant, and Bernie MacKinnon as election officials.

Nominations and Election for CABOG

John Cunningham reviewed the nominations for the four full-term positions on the CABOG from the previous day's meeting. The nominees were:

- Zeyad Sagr (Arab Fire Safety and Security Academy)
- Bill Slosson (Washington)
- John Cunningham (Nova Scotia)
- David Jolly (Virginia)
- Shane Clark (Tennessee)
- Matt Palmerton (Washington D.C.).

John Cunningham made a final call for nominations. Theresa Geldenhuys (SAESI) was nominated. No further nominations were made. Nominees were given time to introduce themselves.

Ballots were distributed to voting representatives, and election officials tabulated the ballots while the Assembly meeting continued.

Proposed Bylaw Amendments and Criteria

Mollie Clakley facilitated the voting on proposed bylaw amendments and criteria.

Congress, COG, Administrative Bylaws for Ratification (AM-E)

Agenda Memo E-1: Contains rewording for Bylaw 1.5.11. Approved by the Congress.

Motion: Motion by Bill Slosson to ratify Agenda Memo E-1. Second. Motion carried.

Agenda Memo E-2: Removes unnecessary wording from Bylaw 1.6.2. Approved by the Congress.

Motion: Motion by Gary Howard to ratify Agenda Memo E-2. Second. Motion carried.

Agenda Memo E-3: Establishes in Bylaw 1.10 that awards may be granted, with specific awards being moved to policies and procedures. Approved by the Congress.

Motion: Motion by Bill Slosson to ratify Agenda Memo E-3. Second. Motion carried.

Agenda Memo E-4: Contains revised Bylaw 3.8.3 providing consistency in corresponding membership in each assembly. Approved by the Congress.

Motion: Motion by Tara Youngblood to ratify Agenda Memo E-4. Second. Motion carried.

Amendments to CABOG and Certificate Assembly Bylaw Articles (AM-F)

Agenda Memo F-1: Contains wording changes to CA Bylaw 11.5.3 (D) providing consistency in corresponding membership in each assembly.

Motion: Motion by David Clark to approve Agenda Memo F-1. Second. Motion carried.

Proposed Criteria Amendments (AM-H) (AM-I)

Agenda Memo H-1: Proposes a formatting change to the criteria as well as including directions for completion. Proposed by the Accreditation Criteria Task Group.

Motion: Motion by Matt Palmerton to approve Agenda Memo H-1. Second. Motion carried.

Agenda Memo H-2: Proposes revisions to Sections II and III of the Criteria, updating to the 2022 edition of NFPA 1000 as well as language changes for consistency. Proposed by the Accreditation Criteria Task Group.

Motion: Motion by Greg Landwehr to approve Agenda Memo H-2. Second. Motion carried.

Agenda Memo I-1: Proposes allowing accredited entities that have a legal jurisdiction within the borders of another jurisdiction to delegate any or all certification for accredited levels to the accredited entity of that jurisdiction. Proposed by Alton Robinson, DoD F&ES.

Motion: Motion by Gary Howard to approve Agenda Memo I-1. Second. Motion carried.

Vote on Other Items Approved During the Congress Meeting

Agenda Memo-K: Contains the Strategic Plan prepared and presented by the Council of Governors. Approved by the Congress.

Motion: Motion by Tara Youngblood to ratify Agenda Memo-K containing the Strategic Plan. Second. Motion carried.

Membership Applications

There are no new membership applications to consider at this time.

Election Results - CABOG

The following individuals have been elected to the four open positions on the CABOG:

- Bill Slosson
- John Cunningham

- Matt Palmerton
- Zeyad Sagr

Motion: Motion by Bill Slosson to destroy the ballots. Second. Motion carried.

Nominations and Election for COG

John Cunningham reviewed the nominations from the previous day's Council of Governors (COG) meeting for two positions on the Council: one for a two-year term and one for a three-year term. The nominees were:

- Tara Youngblood (Oklahoma)
- Gary Howard (Iowa)

Two other nominees had withdrawn their nominations.

John called for any further nominations, and David Jolly (Virginia) was nominated. Nominations were then closed, and the nominees were given time to introduce themselves.

Ballots were distributed to voting representatives, and election officials tabulated the ballots while the Assembly meeting continued.

Emerging Trends in the Fire Service

Bill Slosson reported that Washington State has received legislative funding for a study on electric car batteries. The state will be seeking feedback from other states on best practices for suppression, responder safety, and the impact on towing and wrecking services for electric car battery fires.

Shane Clark reported that Tennessee has added a section on mental health to their recruit program. He encouraged others to educate firefighters within their jurisdictions on the importance of mental health.

Old Business

No old business.

Election Results - COG

The following individuals have been elected to the two open positions on the COG:

- Tara Youngblood – three-year term
- David Jolly – two-year term

Motion: Motion by Tara Youngblood to destroy the ballots. Second. Motion carried.

New Business

Nominations and Election of CABOG Vice Chair

Nominations were opened for the three-year term for the CABOG vice chair. Those nominated were:

- Matt Palmerton (Washington D.C.)
- Tara Youngblood (Oklahoma)

No other nominations were made.

Nominations were then closed, and ballots were distributed to voting representatives. Election officials tabulated the ballots while the Assembly meeting continued.

Announcements

IFSAC Administration is looking for individuals to participate in site visits in May.

The Correlation Task Group will be reconvening following the meeting today to continue their workshop.

The 2024 Fall Meeting will be held in Tulsa, October 3-5. Information can be found on the IFSAC website.

Election Results – CABOG Vice Chair

The following individual has been elected as the CABOG vice chair:

- Matthew Palmerton

Motion: Motion by David Clark to destroy the ballots. Second. Motion carried.

Vote on New Nomination(s) made by the CABOG for Emeritus Status

Tobin Praznik, formerly with the Manitoba Emergency Services College, has been nominated for Emeritus Status by the CABOG.

Motion: Motion by Bernie MacKinnon to approve Emeritus Status for Tobin Praznik. Second. Motion carried.

Adjourn

Motion by Tara Youngblood to adjourn. Second. The Certificate Assembly adjourned its 2024 Spring Meeting at 10:37 AM local time, Saturday, April 6, 2024.

Attendees – IFSAC Certificate Assembly 2024 Spring Meeting**Saturday, April 6, 2024****Sheraton Oklahoma City, Downtown Hotel, Oklahoma City, Oklahoma, USA***Note: This list only includes individuals who signed the meeting roster, confirming attendance.*

Attendee	Entity/Institution
Aaron, Joan	Utah Fire and Rescue Academy
Beall, Jack	Maryland Fire Service Personnel Qualifications Board
Chang, Chi Wen	National Yunlin University of Science and Technology
Cheng, Hao Cheng	Taiwan National Fire Agency
Chiu, Szu-Ning	National Yunlin University of Science and Technology
Clark, David	Connecticut Commission on Fire Prevention and Control
Clark, Shane	Tennessee Commission on Firefighting Personnel Standards & Education
Clevenger, Jay	Ohio Division of State Fire Marshal, Ohio Fire Academy
Crandall, Bryn	US DoD Fire Academy
Culbertson, John	MSU Fire Services Training School
Cunningham, John	Nova Scotia Fire Service Professional Qualifications Board
Daniell, Edwina	Arkansas Fire Training Academy
Davis, Kim	Alabama Fire College
Dean, John	Phoenix Fire Department
Doss, Byron	Portland Community College
Drolet, Dany	Ecole Nationale des Pompiers du Quebec
Ellen, Shaneilyn	Emergency Training Solutions, South Africa
Erickson, Brandon	CAL FIRE - Office of the State Fire Marshal
Ferreira, Lulu	Southern African Emergency Services Institute
Fleming, Shannon	Arkansas Fire Training Academy
Fowler, Robert	Newfoundland and Labrador Fire Services Division
Gagnon, Ben	Canadian Forces Fire Marshal's Office
Gallant, Serge	Fire Certification Board of New Brunswick (NBCC)
Gamble, Susan	NB Office of the Fire Marshal
Geldenhuys, Theresa	Southern African Emergency Services Institute
Gilbert, Chris	Rural Metro Emergency Management Service
Goodwin, James	Arkansas Fire Training Academy
Harris, Steven	West Virginia Public Service Training
Henning, Andrew	CAL FIRE - Office of the State Fire Marshal
Hernandez, Esther	Washington State Patrol - Fire Protection Bureau
Howard, Gary	Iowa Fire Service Training Bureau
Ingram, Chad	Delaware State Fire School
Johnson, Tracey	Illinois Fire Service Institute
Johnston, Jeff	Arizona Center for Fire Service Excellence
Jolly, David	Virginia Department of Fire Programs
Keeler, Kevin	International Safety Training College, Malta
Landwehr, Greg	Missouri Division of Fire Safety
Lowe, Mike	Delaware State Fire School
Lyon, Ward	Wisconsin Technical College System
MacKinnon, Bernie	CA Public Member

Maxfield, Marianne	Colorado Division of Fire Prevention and Control
Midkiff, Bob	Maryland Fire Service Personnel Qualifications Board
Miller, Vincent	Delaware State Fire School
Moller, Dirk	Emergency Training Solutions, South Africa
Palmerton, Matthew	District of Columbia Fire and Emergency Services Department
Ramsdell, Geron	DOD Fire Academy
Renville, Laura	Colorado Division of Fire Prevention and Control
Riley, Andrela	South Carolina Fire Academy
Robinson, Alton	US DoD Fire and Emergency Services Certification Program
Rodger, Wayne	Saskatchewan Public Safety Agency
Rodgers, Christy	Kentucky Fire Commission
Russell, Matt	Alabama Fire College
Russell, Stephanie	Alaska Fire Standards Council
Slosson, Bill	Washington State Patrol - Fire Protection Bureau
Thornburg, David	Alabama Fire College
Thornton, Amy	Washington State Patrol - Fire Protection Bureau
Van Wyk, Johan	Rural Metro Emergency Management Service
Waller, Robert	Saudi Aramco Fire Protection Department
Wenger, Holden	Texas Commission on Fire Protection
Williams, Amanda	Missouri Division of Fire Safety
Youngblood, Tara	Oklahoma State Fire Service Training
Youngling, David	District of Columbia Fire and Emergency Services Department