

**MEETING MINUTES**  
INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS  
**CERTIFICATE ASSEMBLY**  
Wednesday October 29, 2025  
Hyatt Regency, Lexington, Kentucky USA

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**Call to Order and Establishment of Quorum**

Chairperson John Cunningham called to order the regularly scheduled Fall Meeting of the Certificate Assembly at 2:45 p.m. local time, Wednesday, October 29, 2025. A quorum was established.

**Minutes of the Certificate Assembly 2025 Spring Meeting**

**Motion:** Motion by Brandon Erickson to approve the 2025 Spring Meeting minutes. Motion seconded. Motion carried.

**Review of Agenda**

John Cunningham reviewed the agenda. No additions were made.

**Membership Applications (AM-H)**

John Cunningham presented two membership applications to the Assembly, as recommended by the CABOG:

- Philippine Advance Rescue Institute Inc. (PARII) / Rotronics Rescue Corporation – voting status
- COMPASS Safety Institute Inc. – non-voting status.

**Motion:** Motion by Bob Midkiff to move the Rotronics application to the floor for discussion. Motion seconded.

A discussion was held regarding Rotronics' application and certifying authority status in the Philippines. Clarification was provided on government involvement. Information was shared regarding the appropriate certifying authority, and questions were raised about the timing of each application submission.

Doug Goodings addressed the Assembly on behalf of Rotronics, presenting their case for membership.

It was suggested that both applications be tabled pending further clarification regarding certifying authority.

**Motion:** Motion by Greg Landwehr to table both applications until the 2026 April meeting and return them to the CABOG for further clarification regarding the certifying authority. Motion seconded. Motion carried.

The original motion to move the Rotronics application to the floor for discussion is now tabled, as the subsequently approved motion supersedes and renders the initial motion inactive.

**Proposed Bylaw Amendments (AM-D and EM-E)**

John Cunningham facilitated the voting on proposed Agenda Memo-D and Agenda Memo-E. He reminded the Assembly that Agenda Memo-D failed in the General Assembly and reviewed the available options for moving forward.

**Agenda Memo D1 through D6** - Proposed amendments to the bylaws that would change the meeting frequency from semi-annual to annual.

**Motion:** Motion by Bob Midkiff to table Agenda Memo D. Motion seconded. Motion failed.

No additional motions were made for Agenda Memo D.

**Agenda Memo E-1** - Formally defined the various accreditation/reaccreditation recommendations for levels.

**Motion:** Motion by Gary Howard to accept Agenda Memo E-1. Motion seconded. Motion carried.

**Agenda Memo E-2** - Added definitions to establish clear and consistent terminology for application within the accreditation process.

**Motion:** Motion by Tara Youngblood to accept Agenda Memo E-2. Motion seconded. Motion carried.

**Agenda Memos E-3 through E-7** - Proposed amendments to the bylaws that would change the meeting frequency from semi-annual to annual.

No motion was made.

### **Proposed Accreditation Criteria Amendments (AM-G)**

**Agenda Memo G-1** - Added verbiage to the instructions to help streamline the review process.

**Motion:** Motion by Gary Howard to accept Agenda Memo G-1. Motion seconded. Motion carried.

### **Vote on new nominations made by CABOG for Emeritus Status**

No nominations for emeritus status were submitted by CABOG; therefore, no vote was required.

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

Bill Slosson noted that Washington has added language to its legislation directing a two-year study on EV fires, and the findings will be shared once the study is completed.

### **Old Business**

No old business was presented.

### **New Business**

No new business was presented.

### **Announcements**

Tentative dates for the 2026 Spring Meeting are April 7-10, 2026.

Tara Youngblood expressed her appreciation to John Cunningham for his service and his many contributions to the organization.

### **Adjourn**

Motion by Tara Youngblood to adjourn. Motion seconded. The Certificate Assembly adjourned its 2025 Fall Meeting at 3:09 p.m. local time on Wednesday, October 29, 2025.

**Attendees – IFSAC Certificate Assembly 2025 Fall Meeting**

**Wednesday, October 29, 2025**

**Hyatt Regency, Lexington, Kentucky, USA**

*Note: This list only includes individuals who scanned the QR code, confirming attendance.*

<b>Attendee</b>	<b>Entity/Institution</b>
Biggerstaff, Brock	Missouri Division of Fire Safety
Costin, Laura	Tennessee Firefighting Commission
Duncan, Tammy	Kentucky Fire Commission
Erickson, Brandon	CAL FIRE - OSFM/SFT
Fleming, Shannon	Arkansas Fire Training Academy
Fowler, Ken	Kansas Fire and Rescue Training Institute
Head, Sarah	Utah Fire Rescue Academy
Howard, Gary	Iowa Fire Service Training Bureau
Landwehr, Greg	Missouri Division of Fire Safety
Maxfield, Marianne	Colorado Division of Fire Prevention and Control
Palmerton, Matthew	District of Columbia Fire and EMS Department
Renville, Laura	Colorado Division of Fire Prevention and Control
Rodgers, Christy	Kentucky Fire Commission
Russell, Matt	Alabama Fire College
Slosson, Bill	Washington State Fire Marshal's Office
van Wyk, Johan	Rural Metro Emergency Management Services
Youngblood, Tara	OSU Fire Service Training
Youngling, David	District of Columbia Fire and EMS Department