

MEETING MINUTES
INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS
CERTIFICATE ASSEMBLY

Friday, April 25, 2025

Embassy Suites International Drive Convention Center, Orlando, Florida, USA

Call to Order and Establishment of Quorum

Chairperson John Cunningham called to order the regularly scheduled Spring Meeting of the Certificate Assembly at 3:17 p.m. local time, Friday, April 25, 2025. A quorum was established.

Minutes of the Certificate Assembly 2024 Fall Meeting

Motion: Motion by Dave Clark to approve the 2024 Fall Meeting minutes. Motion seconded. Motion carried.

Review of Agenda

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

Motion: Motion by Dave Clark to add proposed bylaw amendments to the agenda. Motion seconded. Motion carried.

Appointment of Election Officials

John Cunningham appointed Eldonna Sadler, Mollie Clakley, David Youngling, and Marcy Kutz as election officials.

Nominations and Election for CABOG

David Youngling called for nominations to fill four full-term (three-year) positions and one one-year term on the Certificate Assembly Board of Governors (CABOG). The following individuals were nominated:

- Greg Palmer – Tennessee
- Christy Rodgers – Kentucky
- Tara Youngblood – Oklahoma
- Jay Clevenger – Ohio
- Katherine Burton – North Carolina
- Greg Landwehr – Missouri
- Michael Manint – Illinois
- Clinton Manuel – Cape Town (South Africa)
- Johan van Wyk – Rural Metro (South Africa)

Each nominee was given the opportunity to introduce themselves to the assembly. Ballots were then distributed to voting representatives.

Following the vote count, the following individuals were elected to the CABOG:

- Jay Clevenger – Three-year term
- Greg Palmer – Three-year term
- Christy Rodgers – Three-year term
- Tara Youngblood – Three-year term
- Johan van Wyk – One-year term

Motion: Motion by Jay Clevenger to destroy the ballots. Motion seconded. Motion carried.

Nominations and Election for CABOG/CA Chair

David Youngling called for nominations for the position of CABOG/Certificate Assembly Chair. John Cunningham was nominated.

Motion: Motion by Dave Clark to close nominations. Motion seconded. Motion carried.

John Cunningham was elected by acclamation.

Motion: Motion by Bill Slosson to destroy the chair ballots. Motion seconded. Motion carried.

Nominations and Election for COG

David Youngling called for nominations to fill a position on the Council of Governors (COG). Greg Palmer was nominated.

Motion: Motion by Dave Clark to close nominations. Motion seconded. Motion carried.

Greg Palmer was elected to the COG by acclamation.

Nominations and Election for Public Board Member

John Cunningham reported that one application had been submitted for the position of Public Board Member; however, the applicant withdrew their application prior to the meeting. As a result, the application period will be reopened for individuals to apply.

Vote on CABOG Nomination for Emeritus Status

John Cunningham facilitated the vote to ratify the nomination of Bernie MacKinnon for Emeritus Status.

Motion: Motion by Jay Clevenger to ratify the nomination of Bernie MacKinnon for Emeritus Status. Motion seconded. Motion carried.

Emerging Trends in the Fire Service

No emerging trends were presented for discussion.

Old Business

No old business was presented.

New Business

Mollie Clakley facilitated the voting on the ratification of Agenda Memo D.

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 Tara Youngblood to ratify 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 Dave Clark to ratify Agenda Memo D-2. Motion seconded. Motion carried.

Announcements

The Council of Governors (COG) will reconvene their meeting 15 minutes following the adjournment of the last assembly meeting.

Adjourn

Motion by Bernie MacKinnon to adjourn. Motion seconded. The Certificate Assembly adjourned its 2025 Spring Meeting at 4:03 p.m. local time on Friday, April 25, 2025.

Attendees – IFSAC Certificate 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
Al Raisi, Faris	International Institute of Fire & Safety
Atchley, Christen	Illinois Fire Service Institute
Best, Stephen	Portland Community College
Bettes, Nicole	Kansas Fire & Rescue Training Institute
Binti Mohd Salleh, Shahariza	International Institute of Fire & Safety
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
Cochran, Connie	Illinois Fire Service Institute
Culbertson, John	Montana Fire Services Training School
Cunningham, John	Nova Scotia Fire Service Professional Qualifications Board
Davis, Kimberly	Alabama Fire College & PSEC
Doss, Byron	Portland Community College
Ellis, Matt	Mississippi State Fire Academy
Erickson, Brandon	CAL FIRE - State Fire Training
Ferreira, Lulu	Southern African Emergency Services Institute (SAESI)
Fleming, Shannon	Arkansas Fire Training Academy
Fowler, Kenneth	Kansas Fire & Rescue Training Institute
Gagnon, Benoit	Canadian Forces Fire Marshal
Gamble, Susan	NB Office of the Fire Marshal
Goodwin, James	Arkansas Fire Training Academy
Harris, Steven	West Virginia Department of Education
Henderson, Erica	Kansas Fire & Rescue Training Institute
Ingram, Chad	Delaware State Fire School
Johnson, Tracey	Illinois Fire Service Institute
Jolly, David	Virginia Department of Fire Programs
Karl, Marie-Cristin	Deutsches Rotes Kreuz (DRK)
Kutz, Marcy	OSU Fire Service Training
Landwehr, Greg	Missouri Division of Fire Safety
Lewis, David	US DoD Fire and Emergency Services Certification Program
Lewis, Georgia	Ohio Fire Marshal
Lyon, Ward	Wisconsin Technical College System
MacKinnon, Bernie	Certificate Assembly Public Member
Makathini, Dumisani	Rural Metro Emergency Management Services
Manint, Michael	Illinois Fire Service Institute

Martin, Pete	Missouri Division of Fire Safety
Maxfield, Marianne	Colorado Division of Fire Prevention and Control
McKerry, Shawn	Lakeland College
Moller, Dirk	ETS Emergency Training Solutions
Morris, David	North Carolina Office of State Fire Marshal
Murphy, Kevin	ISTC Malta
Palmer, Greg	Tennessee Firefighting Personnel Standards and Education Commission
Palmerton, Matthew	District of Columbia Fire Department
Reid, James	Nova Scotia Fire Service Professional Qualifications Board
Renville, Laura	Colorado Division of Fire Prevention and Control
Rodgers, Christy	Kentucky Fire Commission
Russell, Matt	Alabama Fire College & PSEC
Sagr, Zeyad	Arab Fire Safety & Security Academy (AFSSAC)
Slosson, Bill	Washington State Fire Marshal's Office
Thornburg, David	Alabama Fire College & PSEC
van Wyk, Johannes	Rural Metro Emergency Management Services
Warner, Grant	Arkansas Fire Training Academy
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