

**Meeting Minutes**  
INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS  
**DEGREE ASSEMBLY**

Friday, April 25, 2025  
Embassy Suites International Drive Convention Center, Orlando, Florida USA

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Chairperson E. Rob Freese calls the regular spring meeting of the Degree Assembly to order at 3:18 PM local time, Friday, April 25, 2025. A quorum has been established.

**Minutes of the Degree Assembly 2024 Fall Meeting (Agenda Memo A)**

**Motion:** Motion by Bill Klein to approve the minutes for the 2024 Fall Meeting. Second. Motion carried.

**Review of Agenda**

E. Rob Freese reviewed the agenda.

**Motion:** Motion by Casey Hall to add proposed bylaw amendments and criteria to the agenda. Second. Motion carried.

**Vote on nomination(s) made by DABOG for Emeritus Status**

The following nominations for Emeritus Status were made during the Board meeting:

Josh Crisp

**Motion:** Motion by Paula Simone to approve nomination for Emeritus Status. Second. Motion carried.

**Appointment of Election Officials**

E. Rob Freese appointed Callie Mars, Bill Klein, and Adam Smith.

**Nominations/Elections for DABOG Positions**

The following were nominated for the DABOG:

Richard Carroll

Dennis Ragins

Terri Wilkin

Lee Ennis

**Motion:** Motion by Marc Rudder to cease nominations. Second. Motion carried.

**Election Results – DABOG**

The following were elected to the DABOG:

Three-year term: Richard Carroll, Lee Ennis, Terri Wilkin

Two-year term: Dennis Ragins

**Nominations/Elections for COG positions**

The following was nominated for the DA COG position:

Richard Carroll

Joel Billings

**Motion:** Motion by Marc Rudder for nominations to cease. Second. Motion carried.

## **Election Results – COG**

The following were elected to the COG:

Three-year term: Richard Carroll

Two-year term: Joel Billings

**Motion:** Motion by Marc Rudder to destroy the ballots. Second. Motion carried.

## **Emerging Trends and Innovation**

No discussion.

## **Committee Appointments**

Terri Wilkin was reappointed to the COG Planning Coordination Committee as a Degree Assembly representative.

Darrin Raskopf was appointed to the COG Planning Coordination Committee as a Degree Assembly representative.

Zeyad Sagr was appointed to the COG Logistics Coordination Committee as a Degree Assembly representative.

Todd Miles was appointed to the DA Planning Coordination Committee as a Degree Assembly representative.

## **Old Business**

None.

## **New Business**

**Motion:** Motion by Bill Klein to include proposed bylaw amendments and policies and procedures as permanent agenda items on the Degree Assembly agenda. Second. Motion carried.

### *COG, Congress, and/or Administrative Bylaws – Proposed Amendments (Agenda Memo D)*

Proposed bylaw amendments in Agenda Memo D-1 were voted on and approved by the Congress. To take effect, the proposed bylaw amendments must also be approved by each assembly.

**Motion:** Motion by Bill Klein to ratify proposed bylaw amendments in Agenda Memo D-1 as approved by the Congress. Second. Motion carried.

Proposed bylaw amendments in Agenda Memo D-2 were voted on and approved by the Congress. To take effect, the proposed bylaw amendments must also be approved by each assembly.

**Motion:** Motion by Casey Hall to ratify proposed bylaw amendments in Agenda Memo D-2 as approved by the Congress. Second. Motion carried.

### *Degree Assembly Bylaws – Proposed Amendments (Agenda Memo E)*

Agenda Memo # E-1 includes a deletion of language in Article 21.9.1.

**Motion:** Motion by Richard Carroll to approve proposed bylaw amendments in Agenda Memo E-1. Second. Motion carried.

### *Degree Assembly Criteria – Proposed Amendments (Agenda Memo F)*

Agenda Memo # F-1 includes new language to ensure compliance with NFPA 1000.

**Motion:** Motion by Bill Klein to approve proposed criteria amendments in Agenda Memo F-1. Second. Motion carried.

Agenda Memo # F-2 includes new language to ensure compliance with NFPA 1000.

**Motion:** Motion by Casey Hall to amend the proposed criteria amendments in Agenda Memo F-2 by removing the word “or” so it reads, *For institutions not located in the United States and its territories, faculty shall meet the requirements of the regional or institutional organization of said country or by state sanction of said country.* Second. Motion carried.

Agenda Memo # F-3 includes new language to ensure compliance with NFPA 1000.

**Motion:** Motion by Bill Klein to approve proposed criteria amendments in Agenda Memo F-3. Second. Motion carried.

Agenda Memo # F-4 includes new language to ensure compliance with NFPA 1000.

**Motion:** Motion by Casey Hall to approve proposed criteria amendments in Agenda Memo F-4. Second. Motion carried.

Agenda Memo # F-5 includes new language and reformatting.

**Motion:** Motion by Bill Klein to approve proposed criteria amendments in Agenda Memo F-5. Second. Motion carried.

**Action Item:** G23.5.1 (c) needs to be amended so that it applies to other academic terms, rather than just semesters.

Agenda Memo # F-6 includes new language to ensure compliance with NFPA 1000.

**Motion:** Motion by Richard Carroll to approve proposed criteria amendments in Agenda Memo F-6. Second. Motion carried.

Agenda Memo # F-7 includes new language and reformatting.

**Motion:** Motion by Paula Simone to approve proposed criteria amendments in Agenda Memo F-7. Second. Motion carried.

## **Announcements**

The Council of Governors meeting will reconvene 15 minutes following the adjournment of the assembly meeting.

**Motion:** Motion by Paula Simone to adjourn. Second. Motion carried. The Degree Assembly adjourned at 4:15 PM, Friday, April 25, 2025.

**Attendees – IFSAC Degree 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.*

<b>Attendee</b>	<b>Entity/Institution</b>
Ennis, Lee	Rowan-Cabarrus Community College
Freese, E. Rob	Bucks County Community College
Hall, Casey	Kentucky Community & Technical College System
Lindsey, Jeffrey	University of Florida
Menster, Keith	Mitchell Community College
Miles, Todd	Kansas City Kansas Community College
Raskopf, Darrin	College of Western Idaho
Rudder, Marc	Kentucky Community & Technical College System/Kentucky Fire Commission
Simone, Paula	Central Oregon Community College
Smith, Adam	University of Florida
Staelgraeve, Ken	Malcomb Community College