2025 IFSAC Spring Meetings

AGENDA MEMO PACKET

This packet contains agenda memos for the following meetings:

- **Council of Governors**
- **Certificate Assembly Board of Governors**
- **Degree Assembly Board of Governors**
- **Congress**
- **Certificate Assembly**
- **Degree Assembly**

Each agenda memo will be referenced on the specific meeting agenda as AM-A, AM-B, AM-C, etc.

Orlando, Florida, USA
April 22 – 25, 2025

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Agenda Memo	Item	Meeting Agenda	Meeting Date
A	Minutes of Meetings	COG, CABOG, DABOG, CONGRESS, CA, DA	April 2025

Minutes for the following meetings will be voted on for approval by each respective group at their 2025 Spring Meeting.

- Council of Governors 2024 Fall Meeting
- Certificate Assembly Board of Governors 2024 Fall Meeting
- Degree Assembly Board of Governors 2024 Fall Meeting
- Congress (General Assembly) 2024 Fall Meeting
- Certificate Assembly 2024 Fall Meeting
- Degree Assembly 2024 Fall Meeting

All minutes of meetings have previously been sent by email and are posted to the member portal on the IFSAC website ifsac.org. If you have additions or revisions, please bring these with you to the appropriate meeting.

Agenda Memo	Item	Meeting Agenda	Meeting Date
B	CA Site Visit Reports	CABOG	April 2025

This agenda memo provides a summary of site visits conducted since October 2024, along with any visits pending a final report. Full site team reports, including certification levels and recommendations, are received by IFSAC Administration and forwarded to CABOG members for review before the meeting. During the meeting, CABOG members will vote on the site visit teams' recommendations.

For site visits with pending reports, the estimated number of certification levels is based on the submitted application. Actual numbers will be confirmed upon approval of the site visit report.

Office of the State Fire Commissioner / Pennsylvania State Fire Academy July 16-18, 2024	Reaccreditation 53 Certification Levels	Matt Palmerton Eldonna Sadler David Jolly Alton Robison *(Virtual)* David Youngling Tara Youngblood Lori Howes	*Approved in February CABOG Mtg.*
Ontario Office of the Fire Marshal & Emergency Management August 13-15, 2024	Reaccreditation 53 Certification Levels	Tara Youngblood Greg Landwehr Lori Howes Shawn Tompkins	*Approved in February CABOG Mtg.*
Washington State Patrol – Fire Protection Bureau October 8-10, 2024	Reaccreditation 21 Certification Levels	Jay Clevenger Greg Palmer *(Virtual)* Brock Biggerstaff Georgia Lewis (Observer)	*Approved in November CABOG Mtg.*
Ecole Nationale des pompiers du Québec (Québec National Fire Academy) October 22-24, 2024	Reaccreditation 28 Certification Levels	Serge Gallant Bernie MacKinnon Benoit Gagnon	*Approved in December CABOG Mtg.*

Agenda Memo	Item	Meeting Agenda	Meeting Date
B	CA Site Visit Reports	CABOG	April 2025

Colorado Division of Fire Prevention and Control November 13-15, 2024	Reaccreditation 30 Certification Levels	Tara Youngblood Marc Rudder Katherine Burton	*Approved in February CABOG Mtg.*
State of Nevada, Division of the State Fire Marshal January 20-22, 2025	Reaccreditation 12 Certification Levels	Gary Howard Andrela Riley Paul Ward	*Approved in February CABOG Mtg.*
Idaho Division of Career & Technical Education, Fire Service Training January 28-30, 2025	Reaccreditation 16 Certification Levels	Christy Rodgers David Thornburg Katherine Burton	*Pending Site Visit Report*
Canadian Forces Fire Marshal's Office February 4-6, 2025	Reaccreditation 19 Certification Levels	Matt Palmerton Robert Fowler Wayne Rodger	*Approved in March CABOG Mtg*
Virginia Department of Fire Programs February 4-6, 2025	Reaccreditation 47 Certification Levels	John Cunningham Amanda Williams Bryn Crandall Bill Benjamin	*Pending Site Visit Report*
Montana State University Fire Services Training School February 19-20, 2025	Reaccreditation 15 Certification Levels	Bill Slosson Brandon Erickson Bob Midkiff	*Approved at March CABOG Mtg*
Honolulu Fire Department February 19-21, 2025	Reaccreditation 17 Certification Levels	Christy Rodgers Brian Briscoe Chris Fowler	*Pending Site Visit Report*

Agenda Memo	Item	Meeting Agenda	Meeting Date
B	CA Site Visit Reports	CABOG	April 2025

Arkansas Fire Training Academy February 25-27, 2025	Reaccreditation 42 Certification Levels	David Youngling Andrela Riley Justin Merrit Byron Doss	*Pending Site Visit Report*
Atlantic Police Academy (Prince Edward Island) March 4-6, 2025	Reaccreditation 6 Certification Levels	Jay Clevenger Alton Robinson	*Site Visit Report received, awaiting approval from CABOG*
Louisiana Fire & Emergency Training Academy March 11-14, 2025	Reaccreditation 40 Certification Levels	Greg Palmer Kim Davis Scott Morrison Matt Ellis (Observer) Kristi Johnson (Observer)	*Site Visit Report received, awaiting approval from CABOG*
Indus Fire Safety Private Limited (India) April 1-4, 2025	Initial Accreditation 50 Certification Levels	Alan Joos Matt Palmerton David Youngling Clinton Manuel	*Pending Site Visit Report*

Agenda Memo	Item	Meeting Agenda	Meeting Date
C	DA Site Visit Reports	DABOG	April 2025

This agenda memo contains a summary of site visits conducted since October 2024.

Eastern Kentucky University			
Program(s) Reviewed	Bachelor of Science in Fire Protection and Safety Engineering Technology Bachelor of Science in Fire Protection Administration Bachelor of Science in Fire, Arson and Explosion Investigation		
Dates	November 12-14, 2024	**Evaluation Team**	Casey Hall – Leader Joel Davis – Member Byron Doss – Reader
Site Visit Type	Reccreditation	**Note**	

Gaston College			
Program(s) Reviewed	Associate of Applied Science - Fire Protection Technology		
Dates	November 12-13, 2024	**Evaluation Team**	Rob Freese – Leader Todd Miles – Member Zeyad Saqr– Reader
Site Visit Type	Reccreditation	**Note**	

Agenda Memo	Item	Meeting Agenda	Meeting Date
C	DA Site Visit Reports	DABOG	April 2025

Cleveland Community College	

Program(s) Reviewed	Associate of Applied Science - Fire Protection Technology		
Dates	November 14-15, 2024	**Evaluation Team**	Rob Freese – Leader Todd Miles – Member Terri Wilkin – Reader
Site Visit Type	Reccreditation	**Note**	

Central Oregon Community College	

Program(s) Reviewed	Associate of Applied Science - Fire Science		
Dates	January 28-29, 2025	**Evaluation Team**	Marc Rudder – Leader Lee Enis – Member Terri Wilkin – Reader
Site Visit Type	Reccreditation	**Note**	

Agenda Memo	Item	Meeting Agenda	Meeting Date
C	DA Site Visit Reports	DABOG	April 2025

	Oxnard College

Program(s) Reviewed	Associate of Science - Fire Technology		
Dates	February 3-4, 2025	**Evaluation Team**	Casey Hall – Leader Alan Lohof – Member Jason Loyd – Reader
Site Visit Type	Reccreditation	**Note**	

	Chemeketa Community College

Program(s) Reviewed	Associate of Applied Science – Fire Prevention Associate of Applied Science – Fire Suppression		
Dates	February 19-20, 2025	**Evaluation Team**	Josh Crisp – Leader Joel Davis – Member Shane Kelley – Reader
Site Visit Type	Reccreditation	**Note**	

Agenda Memo	Item	Meeting Agenda	Meeting Date
D	COG, Congress, & Administration Bylaw Proposals	Congress, CA, DA	April 2025

The proposed bylaw amendments in this agenda memo must be voted on in the Congress general assembly meeting by members of both assemblies - amendments approved by the Congress as a whole must also be voted on and ratified in each assembly meeting in order for amendments to take effect.

Proposed additions are in blue and underlined. Proposed deletions are in red and are struck through.

Agenda Memo #:   D-1   **Section/Article(s):**   1.6

Submitted by: Administration   **New or Revision:**   Revision

Comments/Reason for proposal:

Streamlining of the bylaws and to alleviate confusion. See Article 3 Bylaws of the Council of Governors, Article 3.4 Responsibilities, 3.4.1(P).

ARTICLE 1 BYLAWS OF THE ORGANIZATION AS A WHOLE

1.6 FEE STRUCTURE

1.6.1 Fees shall be based on a fee schedule ~~recommended~~ approved by the ~~boards to the~~ Council.

Agenda Memo #:   D-2   **Section/Article(s):**   3.5.1 (F)

Submitted by: Administration   **New or Revision:**   Revision

Comments/Reason for proposal:

Alleviate conflict. See Article 9 Bylaws of IFSAC Administration, Article 9.6 Duties, 9.6.1(F)(1).

ARTICLE 3 BYLAWS OF THE COUNCIL OF GOVERNORS

3.5 COUNCIL OF GOVERNORS

3.5.1 The Council shall consist of ten (10) voting and ~~two~~ three (~~2~~3) non-voting members:

(A)   Three (3) members elected from the Certificate Assembly.

(B)   Three (3) members elected from the Degree Assembly.

(C)   The public members from each assembly. See A.3.5.1 (C)

(D)   The chair of each assembly shall be a voting member of the Council. See A.3.5.1 (D)

(E)   One (1) member of Administration shall serve as a non-voting member.

(F)   The parliamentarian and assistant parliamentarian ~~of the Congress~~ shall serve as ~~a~~ non-voting members.

(G)   Council members from the assemblies shall serve staggered three (3) year terms.

(H)   Election of Council members to fill seats vacated by members having served a three (3) year term, with the exception of each assembly chair and public member, shall occur during the spring meeting.

(I)   A member's entity shall be an accredited voting member before the member is eligible for election to the Council or be appointed by the chairperson of the Council.

(J)   To ensure representation on the Council remains balanced and uniform, no more than one entity representative shall serve on the Council at any given time. See A.3.5.1 (J)

Agenda Memo	Item	Meeting Agenda	Meeting Date
E	Degree Assembly Bylaw Proposals	Degree Assembly	April 2025

The proposed bylaw amendments in this agenda memo must be voted on in the degree assembly meeting.

Proposed additions are in blue and underlined. Proposed deletions are in red and are struck through.

Agenda Memo #: E-1	**Section/Article(s):** 21.9.1
Submitted by: Administration	**New or Revision:** Revision

Comments/Reason for proposal:

The bylaw proposal removes requirements that no longer align with the assembly's objectives.

ARTICLE 21 BYLAWS OF THE DEGREE ASSEMBLY

21.9 ACCREDITATION

21.9.1 The accreditation process will be administered based on the Bylaws, policies, procedures, and criteria of the Assembly.

(A) Accredited programs must continue to meet the Criteria for Accreditation once accredited. Failure to meet accreditation criteria shall result in withdrawal of accreditation.

(B) Accredited entities shall complete and submit an Annual Status Report each year per the Annual Status Report Procedures.

(1) In the event of national emergencies within our member countries, delays in submitting the program's Annual Status Report shall be considered on a case-by-case basis. These emergencies can include natural and man-made disasters, pandemics, interruptions to critical infrastructure, et al.

Agenda Memo	Item	Meeting Agenda	Meeting Date
F	Degree Assembly Criteria Proposals	Degree Assembly	April 2025

The proposed criteria amendments in this agenda memo must be voted on in the degree assembly meeting.

Proposed additions are in blue and underlined. Proposed deletions are in red and are struck through.

Agenda Memo #:	F-1	**Section/Article(s):**	G23.2.4
Submitted by:	Degree Assembly Planning Coordination Committee	**New or Revision:**	Revision

Comments/Reason for proposal:

The proposed changes were made to ensure compliance with the latest edition of NFPA 1000. If approved, these changes will be incorporated into the Institution Self-Study and Evaluator Checklist.

G23.2.4   POLICIES AND PROCEDURES DOCUMENTATION

(a) Each program shall have access to the institution's policy and procedures.

(b) Each program shall have access to the faculty/staff handbook. If a faculty/staff handbook is not used by the institution, an alternative method of providing this information shall be identified.

(c) The policies and procedures of the program shall be compatible with the philosophy and goals of the institution.

(d) The program shall have a policy in place protecting students, faculty, and staff from harassment and discrimination

(e) The program shall develop and maintain policies and procedures for the revocation and denial of degrees

(f) The program shall have an appeals process. Programs shall document procedures to resolve disputes arising from the interpretation or application of any provisions of the degree-granting process.

(g) The program shall provide evidence of compliance with applicable statues and other local, state/provincial/territorial, and federal regulations operative in its jurisdiction (e.g. such as those issued by the Occupational Safety and Health Administration (OSHA), the Environmental Protection Agency (EPA), and the Family Educational Right to Privacy Act (FERPA).)

Agenda Memo #:	F-2	Section/Article(s):	G23.3.1.1
Submitted by:	Degree Assembly Planning Coordination Committee	New or Revision:	Revision

Comments/Reason for proposal:

The proposed changes were made to ensure compliance with the latest edition of NFPA 1000. If approved, these changes will be incorporated into the Institution Self-Study and Evaluator Checklist.

G23.3.1   HUMAN RESOURCES

G23.3.1.1 Faculty

(a) The program shall have a sufficient number of faculty to implement program objectives.

(b) Faculty duties and responsibilities shall be defined.

(c) Instruction shall be provided and evaluated by program faculty.

(d) Faculty workload shall be defined including program administration duties, online instructional load, and other duties as assigned.

(e) Faculty training, education, and expertise shall be appropriate to assure high quality learning experiences in all phases of the program.

(f) There shall be opportunities for program faculty to be represented on institutional committees, as well as those in the program.

(g) Faculty should be formally represented on all committees, groups, or organizations concerned with the development, implementation, evaluation, and revision of program curriculum.

(h) Faculty shall meet the regional accrediting agency's requirements for all courses that they are assigned to teach for institutions located in the United States and its territories. Or 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.

(i) Faculty shall meet the requirements of the regional or institutional organization of said country or by state sanction of said country, for institutions not located in the United States and its territories.

Agenda Memo #:	F-3	Section/Article(s):	G23.3.1.2
Submitted by:	Degree Assembly Planning Coordination Committee	New or Revision:	Revision

Comments/Reason for proposal:

The proposed changes were made to ensure compliance with the latest edition of NFPA 1000. If approved, these changes will be incorporated into the Institution Self-Study and Evaluator Checklist.

G23.3.1   HUMAN RESOURCES

G23.3.1.2 Hiring and Selection

    (a) The program shall have a documented formal system for selecting faculty. <u>At a minimum, faculty shall have the following skills capabilities: Adequate knowledge of the subject matter; understanding of the instructional process.</u>

Examples of supporting documentation:
- *Policy and Procedure*
- *Faculty handbook*
- *Instructor bios*

Agenda Memo #:	F-4	**Section/Article(s):**	G23.3.4.4
Submitted by:	Degree Assembly Planning Coordination Committee	**New or Revision:**	Revision

Comments/Reason for proposal:

The proposed changes were made to ensure compliance with the latest edition of NFPA 1000. If approved, these changes will be incorporated into the Institution Self-Study and Evaluator Checklist.

G23.3.4 PHYSICAL RESOURCES

G23.3.4.4 Instructional Equipment, Supplies, and Materials (N/A for 100% online programs)

    (a) Adequate equipment and supplies shall be available to the program to effectively achieve educational goals.

    (b) There should be adequate space available for storage of equipment, supplies, and materials.

    (c) The program administrator should periodically assess the instructional equipment, supplies, and materials and make recommendations for modification or replacement of instructional equipment, supplies, and materials.

    (d) There should be adequate provision for updating equipment in response to changing practices in technology.

    (e) Sufficient expendable materials should be available to accomplish learning outcomes defined in program documents.

    <u>(f) Personal protective clothing, apparatus, equipment, and facilities used in the instruction/evaluation of candidates shall meet the applicable NFPA standard(s) adopted by the authority having jurisdiction</u>

Agenda Memo #:	F-5	Section/Article(s):	G23.5.1
Submitted by:	Degree Assembly Planning Coordination Committee	New or Revision:	Revision

Comments/Reason for proposal:

If approved, these changes will be incorporated into the Institution Self-Study and Evaluator Checklist.

G23.5.1 PROGRAM DOCUMENTATION

(a) The curriculum shall include a written master course document.

(b) Each master course document shall contain the following:

(i) have a list of measurable instructional objectives and/or outcomes.

(~~e~~ii) Each master course document shall include a topical outline to achieve the goals and objectives.

(~~d~~iii) Evaluation procedures designed to assess students shall be identified on each master course document.

(~~e~~c) A current course syllabus shall be on file for each course during the semester it is being taught.

Agenda Memo #:	F-6	Section/Article(s):	G23.5.3
Submitted by:	Degree Assembly Planning Coordination Committee	New or Revision:	Revision

Comments/Reason for proposal:

The proposed changes were made to ensure compliance with the latest edition of NFPA 1000. If approved, these changes will be incorporated into the Institution Self-Study and Evaluator Checklist.

G23.5.2 COURSE AND PROGRAM CONTENT

G23.5.3 INSTRUCTION

(a) All students shall receive comparable instruction in the program.

(b) Program should make reasonable accommodations of student needs in scheduling of required courses.

(c) A course syllabus shall be provided to students at the beginning of each course.

(d) Information regarding system requirements, software, and other needed resources for computer based learning shall be provided to the student prior to the beginning of the term.

(e) Program shall ensure the safety and health of individuals participating in the instructional/evaluation process by complying with applicable NFPA standard(s) or equivalent standards adopted by the authority having jurisdiction and the principles and concepts identified in the National Fallen Firefighters Foundation's "16 Firefighter Life Safety Infinitives".

Agenda Memo #:	F-7	Section/Article(s):	G23.6.1.2
Submitted by:	Degree Assembly Planning Coordination Committee	New or Revision:	Revision

Comments/Reason for proposal:

If approved, these changes will be incorporated into the Institution Self-Study and Evaluator Checklist.

G23.6.1 CONTINUATION OF THE STATED PURPOSE

G23.6.1.2 Needs Assessment/Surveying

(a) Needs assessment should be a major component in in establishing new programs or options and be a major component in changing curriculum.

    1. Should not be limited, but encourage innovation as needed for stakeholders.

    2. Provide evidence of ongoing attention to appropriate innovation.

(b) The institution should maintain surveys of graduates.

(c) The institution should maintain surveys of employability of students.

(d) Needs assessment should be a major component in establishing new programs or options.

Agenda Memo	Item	Meeting Agenda	Meeting Date
G	Elections	Certificate Assembly Degree Assembly	April 2025

The following are individuals and their positions with expiring terms or vacancies with interim appointments requiring an election. Full lists of boards and COG are attached.

Positions Up for Election					
Certificate Assembly			**Degree Assembly**		
	Held by	*Term Ends*		*Held by*	*Term Ends*
CABOG	Tara Youngblood Clinton Manuel Jay Clevenger Christy Rodgers Greg Palmer	2025 2025 2025 2025 2026	**DABOG**	Terri Wilkin Lee Ennis Richard Carroll Vacant	2025 2025 2025 2027
CABOG/CA Chair	John Cunningham	2025			
Public Member Applications for nomination received are provided to members for review. *See Agenda Memo H.*	Bernie MacKinnon	2025			
COG	Greg Palmer	2025	**COG**	Joel Billings Richard Carroll	2025 2027

The election process will follow *first-past-the-post voting method*. See IFSAC Terms and Definitions in the IFSAC Bylaws.

For information regarding vacancies and change in status of a COG or board member, see IFSAC Bylaws 3.5.4 and 3.5.5 (COG), 10.5.3 and 10.5.6 (CABOG), and 20.5.3 and 20.5.6 (DABOG).

Eligibility Requirements:

CABOG: 10.5.1 (A)(1) & (A)(2)

(1) A member's entity shall be an accredited voting member before the member is eligible for election to the Board or be appointed by the chairperson of the Board. (2) To ensure representation on the Board remains balanced and uniform, no more than one entity representative shall serve on the Board at any given time.

CABOG Chair: 10.5.8

The chairperson and the vice-chairperson of the Board shall be elected from the sitting Board members. The public board member is not eligible to be elected as chairperson or vice-chairperson.

DABOG: 20.5.1 (A)(1) & (A)(2)

(1) A member's entity shall be an accredited voting member before the member is eligible for election to the Board or be appointed by the chairperson of the Board. (2) To ensure representation on the Board remains balanced and uniform, no more than one entity representative shall serve on the Board at any given time.

COG: 3.5.1 (I) & (J)

(I) A member's entity shall be an accredited voting member before the member is eligible for election to the Council or be appointed by the chairperson of the Council. (J) To ensure representation on the Council remains balanced and uniform, no more than one entity representative shall serve on the Council at any given time.