

**Department of Homeland Security
Federal Emergency Management Agency
U.S. Fire Administration
National Fire Academy Board of Visitors
July 26, 2012
Building H, Room 300
Teleconference**

Attendees:

The following National Fire Academy Board of Visitors (NFA BOV) members were in attendance for the teleconference:

Ms. Helen Johnson (Chairperson)
Executive Consultant (Retired)
State Firemen's and Fire Marshals'
Association
5810 Charles Schreiner Trail
Austin, TX 78749

Chief Randy Novak
Bureau Chief
Iowa Fire Service Training
3100 Fire Service Road
Ames, IA 50011-3100

Dr. Sandy Bogucki
Associate Professor
Section of Emergency Medicine
Yale University School of Medicine
464 Congress Avenue
New Haven, CT 06519-1315

Mr. Chris Neal
Senior Executive Advisor
Oklahoma Council on Firefighter Training
13801 South Western
Edmond, OK 73025

Chief Adam Thiel
Alexandria Fire Department
900 Second Street
Alexandria, VA 22314

Dr. Manuel Fonseca
District Chief
Nashville Fire Department
63 Hermitage Avenue
P.O. Box 196332
Nashville, TN 37210

It was noted that Captain Jack Reall and Robert Cumberland were not in attendance.

Federal Emergency Management Agency (FEMA)/U.S. Fire Administration (USFA)/National Fire Academy (NFA) staff in attendance:

Mr. Ronald Face, Director, NETC Management, Operations and Support Services
Mr. Ken Farmer, Chief, Leadership & Fire Risk Reduction Section, NFA
Chief Glenn Gaines, Deputy Fire Administrator, USFA
Ms. Terry Gladhill, Chief, Training, Administration, Planning & Analysis Section, NFA
Mr. Ed Kaplan, Chief, Education, Training, and Partnerships Section, NFA
Mr. Mike McCabe, Education Program Specialist, NFA
Chief Ernest Mitchell, Fire Administrator, USFA
Mr. Rob Neale, Deputy Superintendent, NFA
Mr. Loney Nunemaker, Chief, Response Section, NFA
Dr. Denis Onieal, Superintendent, NFA
Ms. Cindy Wivell, Program Support Specialist, NFA
Ms. Ruth MacPhail, Secretary, NFA

Guest in attendance:

Mr. Justin Beal, Supervising Fire Inspector, City of Fresno Fire Department

Convene NFA BOV Meeting/Welcome

Ms. Helen Johnson, NFA BOV Chairperson

Chief Ernest Mitchell, Fire Administrator, USFA

Dr. Denis Onieal, Superintendent, NFA

Dr. Onieal stated that he will be the designated Federal official for this meeting. He noted that the USFA senior managers were present for the teleconference to answer any questions.

Ms. Johnson called the meeting of the Board of Visitors to order at 1:05 p.m. It was noted that the Board had attained a quorum for the meeting. She welcomed everyone to the annual summer teleconference.

Chief Mitchell thanked the group for their work.

Approval of April Meeting Minutes

Ms. Johnson asked that one change be made to the April minutes per Mr. McCabe's recommendation to change the word "adopting" to "implementing" in the statement suggesting to recognize fire departments for accreditation for implementing the national curriculum. Chief Novak motioned for the approval of the minutes with the amended change. Dr. Bogucki seconded the motion. All were in favor.

Deferred Maintenance/Capital Improvements/Budget Update**Mr. Ronald Face, Director, Management, Operations and Support Services, NETC**

Mr. Face provided a handout of a slide presentation to the Board members. He reviewed the deferred maintenance items, capital improvements and the reduction in the budget. He noted the decrease in facility maintenance and improvement funds comes from FEMA facilities not the USFA appropriations.

Dr. Bogucki asked about the warning systems on campus and Mr. Face said there are a number of areas that need improvements.

Mr. Face reviewed the repairs and capital improvements list.

Mr. Face discussed the in-sourcing process. Contracts are put through a review to determine if positions converting to FTEs (full-time employees) would save money. He noted that the money saved remains in the program. The funds are not lost.

National Fire Academy Update

Ms. Gladhill discussed the instructor led online course deliveries. They are currently beta testing a DDP course, *Advanced Principles of Fire and Emergency Services Safety and Survival*, which started June 4 and is a 12-week session. There were 120-130 applications received during the recruitment with 25 students accepted. They are using the LMS/NFA Online system and are in the 7th week. They are pleased with the progress each week. The instructor, Jim Wentzel, sends a weekly summary.

Dr. Onieal reviewed the current course developments. There are 25 new developments and 17 courses in revision. *Hot Topics Research in Fire Prevention* and *Hot Topics Research in Emergency Medical Services* are now piloting. New concepts are being introduced to the staff which include online, flipping, and BYOD (bring your own device). They may be looking at alternative delivery methods for 5 years from now.

Mr. Neal gave an update on the EFOP Admissions Criteria Review Subcommittee. He supplied the group with a memo explaining the committee's recommendations for the evaluation of the EFOP admissions criteria to the NFA BOV. The committee recommended an implementation date of October 1, 2014. The group reviewed the recommendations and suggested changes. Mr. Neal motioned to have the changes approved by the Board. Mr. Novak seconded the motion. All were in favor. Mr. Neal will devise another draft and send to the Board for approval. A draft document is attached showing changes agreed upon in red. Chief Mitchell addressed the group regarding the recommendations and stated that things are always changing and in flux. He will be making a visit to the Department of Education to discuss changes they have made. Ms. Johnson asked to hear back from Chief Mitchell if the document is affected by the Department of Education meeting. Dr. Onieal plans to communicate the new information regarding the criteria when it becomes final.

Mr. Kaplan discussed the new Student Identification Number Procedure implementation. He stated the social security number (SSN) is being eliminated and replaced with a student identification number (SIN). It will be required for all courses starting in FY2013. So far it is going well. An SSN is still required for stipends.

Mr. McCabe gave an update on the status of the FESHE Institutional Recognition and Certificate Program. He stated 17 certificates have been awarded and 28 are in the review process. There is a 45-day turnaround and there has been a good response.

Mr. McCabe also gave an update on the TRADE/FESHE electronic meetings using ADOBE Connect. FESHE has 10 sessions with the next being held in September. TRADE has quarterly sessions with the next being held in October. The TRADE conference is in March 2013.

Public Comment

Mr. Justin Beal commented on the EFOP Criteria. He asked if the Board would consider the opportunity for appeal for the time period of October 2013 through October 2014, when the criteria would be implemented. He also asked how the new information would be communicated. Dr. Onieal replied above that he plans to communicate the new EFO criteria information when it becomes final.

Adjournment

There were no further recommendations. Ms. Johnson thanked the group for their support and noted she would be finishing her term as Chairperson with this meeting. Dr. Bogucki motioned to adjourn and Mr. Neal seconded. All were in favor. The meeting adjourned at 2:10 p.m.