

**Department of Homeland Security  
Federal Emergency Management Agency  
U.S. Fire Administration  
Board of Visitors for the National Fire Academy  
May 15, 2013  
Building H, Room 300  
Teleconference**

**Attendees:**

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

Chief Adam Thiel (Chairman)  
Alexandria Fire Department  
900 Second St.  
Alexandria, VA 22314

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 Ave.  
New Haven, CT 06519-1315

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

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

Chief Kwame Cooper  
Assistant Chief  
Los Angeles City Fire Department  
3010 Wilshire Blvd., Suite 453  
Los Angeles, CA 90010

Mr. Robert Cumberland  
Director for Maryland  
Cumberland Valley Volunteer Firemen's  
Association  
222 Shipley Ave.  
Westminster, MD 21157

The following board member was not present:

Captain Jack Reall  
President, Columbus Firefighters Union  
IAFF 67  
379 West Broad St.  
Columbus, OH 43215

Federal Emergency Management Agency/U.S. Fire Administration/National Fire Academy staff in attendance:

Mr. Ron Face, Director, Management, Operations and Support Services, NETC  
Ms. Alex Furr, Director, National Fire Programs  
Chief Glenn Gaines, Deputy Fire Administrator, USFA  
Ms. Terry Gladhill, Chief, Training, Administration, Planning, & Analysis Section, NFA  
Ms. Ruth MacPhail, Secretary, NFA  
Mr. Mike McCabe, Education Program Specialist, NFA  
Chief Ernest Mitchell, Fire Administrator, USFA  
Mr. Robert Neale, Deputy Superintendent, NFA  
Dr. Denis Onieal, Superintendent, NFA  
Ms. Cindy Wivell, Program Support Specialist, NFA

Guests in attendance:

Ms. Traci Ballard, J.D., DHS Committee Management Officer  
Mr. Ron Dennis, Columbia Southern University  
Mr. Keith Padgett, Columbia Southern University

**Convene NFA Board of Visitors Meeting/Welcome  
Chief Adam Thiel, Chair, Board of Visitors  
Chief Ernest Mitchell, Fire Administrator, USFA  
Dr. Denis Onieal, Superintendent, NFA**

Dr. Denis Onieal stated that he will be the Designated Federal Officer for this meeting. He stated that six board members were present at the start of the meeting. (Dr. Onieal received word that Captain Jack Reall would not be attending the call.)

Chief Ernest Mitchell welcomed the members. He thanked them for their continued support with the business of the NFA in guiding our efforts, and is looking forward to working with everyone in the future.

Chief Glenn Gaines thanked everyone for their commitment and counsel. He thanked Dr. Onieal and his staff for their efforts and commitment to our mission.

### **Approval of December Meeting Minutes**

Chief Randy Novak motioned for the approval of the minutes. Dr. Sandy Bogucki seconded the motion. All were in favor.

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

Mr. Ron Face provided a handout of a slide presentation to the Board members. He reviewed the deferred maintenance items, capital improvements, and the Fiscal Year 2013 budget request.

The FY 2013 request shown on the handout is a preliminary estimate. An actual has not been received from the Office of Management and Budget. The estimate is \$41,800,000.

The National Emergency Training Center repairs and capital improvements are being accomplished by funds provided by FEMA with the 2012 appropriations. The list of improvements includes gutter replacement, an upgrade of the campus fire alarm system and sprinkler heads, new roofs on buildings K, R, M, S, and C West, and the kitchen renovations.

Deferred maintenance for the campus is on track, with \$10,000,000 remaining on the deferred maintenance list for completion. NETC is waiting to see what the OMB approval is for FY 2013 budget. FEMA is waiting on the same approval from OMB before contracts can be awarded.

The heating, ventilating, and air conditioning upgrade is 90 percent complete. The heating portion has been completed; the air conditioning remains to be completed. Buildings J and N will be completed by May 30, 2013. Buildings K and I replacements are under way. Buildings S and C West have not yet been funded. These buildings do have air, but not from the new system. These buildings are requested in the Fiscal Year 2014 budget.

The renovation to the cafeteria has three phases: the initial concept, the design scope (engineering), and the final completed package. The engineering portion has been completed and submitted for approval. The target completion date is June 1, 2013.

**USFA Data, Research and Response Support Initiatives**  
**Ms. Alex Furr, Director, National Fire Programs**

Ms. Alex Furr reported to the Board on several project areas in her division.

- a. Data Center: Several statistical reports have been completed including the 2007-2011 USFA Fire Estimate Summary Series; Highway Vehicle Fires (2008-2010); Residential Building Fires Series, which includes cooking and civilian fire injury and fatalities; and updates to the Fire Death Rates and Relative Risk for states, overall population, children and older adults.
- b. Research: Ms. Furr's division is working with the National Institute of Justice and the Cumberland Valley Volunteer Firemen's Association on Vehicle Marking and Technology for Increased Highway Visibility. The division is also working with the National Institute of Standards and Technology on Self-Contained Breathing Apparatus Thermal Performance.

- c. Prevention Advocacy Resources and Data Exchange: Unfortunately, the conference was cancelled due to lack of participation, but the sessions are being rescheduled as webinars. These include Successful Community Risk Reduction Strategies and Dangers of Smoking and Home Oxygen Use.
- d. National Firefighter Deployment Strategy: The final report will be released shortly. For two years work has been conducted with the International Association of Fire Chiefs on the development, documentation, and testing of options, processes, and feasibility. The key now is trying to get it adopted.
- e. Changing Severity of Home Fires Workshop: The workshop was held in December with approximately 35 people present. The workshop focused on issues and changes in severity of home fires burning hotter and faster, and also looked at the science behind upholstered furniture. All findings were documented in a report that has just been posted. There will be meetings with these folks periodically to find out what progress has been made. Eight actions were defined.

### **National Fire Academy Update**

**Dr. Denis Onieal, Superintendent**

**Mr. Robert Neale, Deputy Superintendent**

**Ms. Terry Gladhill, Chief, Training, Administration, Planning, & Analysis Section**

Mr. Robert Neale briefed the members of the Board on the following items.

- a. Off-Network Educational Development Server: For several years, NFA staff members have been working on establishing an off-FEMA network server. The physical hardware for this is on campus and ready for installation.
- b. Electronic Curriculum Management System: The database structure will have real-time course development status reports, and it will monitor course content as it is developed.
- c. Student Interns: There will be six student interns who will support course developments and updates and input existing materials into the electronic curriculum management system.
- d. Instructor Observations: The American Council on Education asked that staff conduct contract instructor evaluations. This year, 25 evaluations have been completed. Staff is collecting these evaluations to compile for analysis. Any issues that arise with an instructor are dealt with immediately.
- e. International Association of Arson Investigators Partnership: Using their certification of completion from the class, "Fire/Arson Origin-and-Cause Investigations" (R0206) students will be able to receive their Fire Investigation Technician certification.

Dr. Onieal stated that all Executive Fire Officer Program prerequisites have been updated as per the Board of Visitors' recommendations. He personally checked the website to ensure that this had been completed.

The EFOP Symposium was scheduled for April but was cancelled due to Sequestration rules associated with the budget. Currently NFA is in the process of possibly rescheduling for the week of September 2, 2013. NFA is looking into a different format (TED Talks) possibly with 18 to 20 presentation/topic areas. Participants will hear from their colleagues about their successes and receive one-page handouts from each presenter to take back to use as working solutions.

Ms. Terry Gladhill reported on the "bring your own device" (BYOD) initiative. Instead of using a paper-based manual, students bring their own device and download an electronic student manual. Currently NFA has conducted two rounds of testing. In the first round of testing, students from the "Executive Development" and "Executive Leadership" courses participated. The feedback was constructive and supportive. While staff anticipated some issues; the feedback was very positive. In the second round of testing, the students from the "Electrical Aspects of Fire Investigation" course participated. The feedback from round two of testing was extremely positive. The students stated that their notes were much easier to read electronically. BYOD also helped to reduce student baggage costs, as students no longer need to carry the course materials with them and incur additional costs due to weight restrictions. The "Forensic Evidence Collection" students will be involved in the third round of testing. Currently NFA is moving forward with converting four additional courses to the BYOD format. The lack of Wi-Fi in the classrooms has been an issue in the use of electronic manuals, but Wi-Fi capability will be coming to campus hopefully by late 2013 or early 2014.

Ms. Gladhill reported on the state training system/semiannual course call. The first round was concluded in April 2013 for first and second semester. The majority of states/regions participated – almost half of the states selected all 9 of their course deliveries in the first round. States participating in the State Weekend Program were required to submit their weekend requests during the first round; 22 states submitted requests that have been combined into 14 separate State Weekends. While this represents a decrease in the number of weekend deliveries, the same number of states has been served through a number of pairings and tri-state weekend opportunities. All told, there were 54 courses available for selection in the first round. The second round is set to begin on September 1, 2013 where states may only select courses for the second semester.

**Board of Visitors Subcommittee Activity Report**  
**Chief Adam Thiel, Chair, Board of Visitors**  
**Fire and Emergency Services Higher Education/Professional Development**  
**Subcommittee**

Mr. Mike McCabe reported to the group on the FESHE/Professional Development Subcommittee activities:

- a. FESHE Recognition Update: FESHE has officially recognized 37 schools. There are eight schools currently in the review process.

- b. National Professional Development Symposium: Due to sequestration rules, the symposium was cancelled. We're looking into having workshops this fall to include six topic areas, including addressing ideas of how professional development will benefit the regions.

Dr. Onieal assured the Board members that the three groups-- Training Resources and Data Exchange (TRADE), FESHE, and Prevention Advocacy Resources and Data Exchange (PARADE) --will be maintained individually, but they are all involved in professional development and can work together.

### **Public Comments**

There were no comments from the public.

### **Final Comments/Adjournment**

Dr. Onieal stated that he will get the dates for the Fallen Firefighter Memorial Service and provide them to the Board to set up the face-to-face meeting in October. He will also solicit agenda items according to the Federal Advisory Committee Act rules.

Mr. Robert Cumberland motioned to adjourn, and Mr. Chris Neal seconded. All were in favor. The meeting adjourned at 2:30 p.m.

**Department of Homeland Security  
Federal Emergency Management Agency  
U.S. Fire Administration  
Board of Visitors for the National Fire Academy  
December 5, 2012  
Building H, Room 300  
Teleconference**

**Attendees:**

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

Chief Adam Thiel (Vice Chairman)  
Alexandria Fire Department  
900 Second St.  
Alexandria, VA 22314

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

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

Mr. Robert Cumberland  
Director for Maryland  
Cumberland Valley Volunteer Firemen's  
Association  
222 Shipley Ave.  
Westminster, MD 21157

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

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

Chief Kwame Cooper  
Assistant Chief  
Los Angeles City Fire Department  
3010 Wilshire Blvd., Suite 453  
Los Angeles, CA 90010

Captain Jack Reall  
President, Columbus Firefighters Union  
IAFF 67  
379 West Broad St.  
Columbus, OH 43215

Federal Emergency Management Agency/U.S. Fire Administration/National Fire Academy staff in attendance:

Ms. Julie Davis, Field Training Specialist, NFA  
Mr. Ronald Face, Director, Management, Operations and Support Services, NETC  
Ms. Juliann Frantz, Training Specialist, NFA  
Ms. Terry Gladhill, Supervisory Program Specialist, NFA  
Ms. Tracey Hefelfinger, Program Support Assistant, NFA  
Ms. Deborah Gartrell Kemp, Program Support Assistant, NFA  
Dr. Kirby Kiefer, Deputy Superintendent, NFA  
Ms. Ruth MacPhail, Secretary, NFA  
Chief Ernest Mitchell, Fire Administrator, USFA  
Mr. Rob Neale, Deputy Superintendent, NFA  
Ms. Jennifer Ogle, Program Analyst, NFA  
Dr. Denis Onieal, Superintendent, NFA  
Ms. Yvonne Walker, Program Support Assistant, NFA  
Ms. Cindy Wivell, Program Support Specialist, NFA

Guests in attendance:

Mr. Justin Beal  
Mr. Ron Dennis  
Mr. William Hayes  
Mr. Keith Padgett

**Convene NFA Board of Visitors Meeting/Welcome  
Chief Adam Thiel, Vice Chair, Board of Visitors  
Chief Ernest Mitchell, Fire Administrator, USFA  
Dr. Denis Onieal, Superintendent, NFA**

Dr. Denis Onieal stated that he will be the Designated Federal Officer for this meeting. He noted that there are several NFA and USFA staff present. He also stated that all board members are present.

Chief Adam Thiel introduced Chief Ernest Mitchell to the group. Chief Mitchell stated that he will not be able to stay on the call, but he thanked the board for their hard work and efforts and he welcomed the new members. He also stated that he looks forward to working with everyone, and he wishes everyone happy holidays.



## **Approval of July 26, 2012, Meeting Minutes**

Chief Randy Novak motioned for the approval of the minutes. Dr. Sandy Bogucki seconded the motion. All were in favor.

## **Election of Board Officers**

Mr. Bob Cumberland nominated Chief Thiel for chairperson. There was a second by Mr. Chris Neal. Mr. Novak motioned for close of nominations. Mr. Cumberland seconded that motion. All were in favor of closing nominations. All members were in favor.

Mr. Cumberland nominated Mr. Novak as the new vice chairperson. There was a second by Mr. Neal. Dr. Bogucki motioned for close of nominations. Captain Jack Reall seconded that motion. All members were in favor.

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

Mr. Ron Face provided a handout of a slide presentation to the board members. He reviewed the deferred maintenance items, capital improvements, and the fiscal year 2013 budget.

Mr. Face discussed the status of the heating, ventilating, and air conditioning upgrade. Two buildings, out of 30, are not completed but will be by the end of January 2013. There are two other buildings that are still waiting on the contract to be finalized. There will be one building that does not have the new system, and that is S building. This is one of the two newest buildings on campus. A bid has been put in for an upgrade to S building's system for FY13 or FY14.

Mr. Face discussed the renovations to the cafeteria and the new dishwashing room. The previous dishwashing room has been demolished. Equipment delivery is expected for the new kitchen by December 17, 2012, and a full installation completed by December 19, 2012. The dining area renovation is in the planning stages. The initial concept is complete and submitted for approval. The target completion date is April 1, 2013.

The National Emergency Training Center has received its new bus. It is a full, commercial-sized coach bus with 57 seats, equipped with seatbelts, bathroom, handicap lift, and DVD and audio system. NETC is currently looking into a DVD to be played on the bus so that first-time students know what to expect upon arrival to campus. Starting April 1, 2013, NETC will be stepping down to one airport pickup. This is to cut back on expenses. Everyone will be aware of this change before it is implemented.

Mr. Face discussed the surge training that took place from November 5 to 13, 2012. On November 2, 2012, the decision was made for over 1,200 people to go over three tracts of training and be deployed to areas impacted by Hurricane Sandy.

Mr. Face briefly touched on the new realignment of the Management, Operations and Support Services Division, which is now divided into four sections.

There are currently 133 authorized employees within USFA with six vacancies. As soon as a decision is made from sequestration and the staff on deployment return, these employment opportunities will be made a priority.

### **National Fire Academy Update**

Dr. Onieal discussed the decreases in budget. One of the adjustments was a travel cut for the Board of Visitors. The BOV typically meets four times a year. It was recommended that travel would be one on-campus meeting per annual basis and held in conjunction with Congressional Fire Service Institute activities with all other interaction in teleconference mode. The Board members all agreed that this would be the best solution to the budget issues. Ms. Cindy Wivell will be soliciting how many Board members have access to video teleconference capability.

Dr. Onieal stated that there is a continuing resolution for FY13 and possible sequestration. The continuing resolution expires on March 27, 2013. The challenge will be that regardless of what money is spent, we are going to have to make up the difference in 6 months as opposed to 12 months.

Mr. Rob Neale discussed the proposed course developments for 2013. The goal is to emphasize courses that enhance data-driven decision making at the state and local levels, repackaging existing material and pushing it out in different modes without a whole lot of expense. He is looking into outreach methods in terms of online classes as well as mediated learning. The course "First Time Fire Chief," from Mr. Ken Farmer, will not only be training for new fire chiefs but will also serve as outreach to show what the USFA can do for them. In the online world, we are capturing material from former 2-day classes including "Fire Modeling" and "Fire Safe Building Design." The resident courses being developed include "Urban Fire Safety," "Rural Risk Reduction," and "Best Practices in Community Risk Reduction." We are also updating some of the National Fire Incident Report System classes, 2-day and online. A pilot delivery of "Managing Effective Fire Prevention Programs" is being held the week of December 3.

Ms. Julie Davis discussed the curriculum assessment status report and American Council on Education report. The review was held in September, and 26 courses were reviewed. There were nine new courses and 17 courses up for re-review. The unofficial document given to the board members states the credit recommendations and level. There was one conditional recommendation about the final exam for "Fire Protection for the Built Environment." Mr. Woody Stratton, who is the Training Specialist, revised the exam, and it is ready for review.

Ms. Jennifer Ogle provided an update on NFA Online courses, stating that there were two new courses released, "Data Gathering Instruments to Support Applied Research Projects" (Q170) and "Designing An Applied Research Project Proposal" (Q171). Both courses support the Executive Fire Officer Program students in their applied research papers. NFA currently is testing the Learning Management System to support blended approaches using the W349 "Fire

Service Safety Culture: Who Protects Firefighters from Firefighters?” course. Selected participants will take 2-day training, and then 17 days after the course they will take an exam. This is a pilot testing for this type of system.

Ms. Terry Gladhill reported out on the mediated instructor-led online course pilot, “Advanced Principles of Fire and Emergency Services Safety and Survival.” She is happy to report that the course was completed in late August. Mr. Jim Wentzel was the seasoned instructor who led this pilot, which began with 25 registered students and ended with 18 participants, and 16 final course completions. Approximately 130 applications were received for this course through the 2-week course recruitment effort. The course consisted of five modules; each was run for 2 weeks. This was a fairly writing-intensive course using the AP Style Guide. After the course was completed, very valuable feedback was received. Students enjoyed the collaboration and discussion forum. Ms. Juliann Frantz created the alternate discussion board using ProBoards. NFA Online team members met with Mr. Wayne Yoder, Training Specialist, who is the new Training Specialist responsible for this curriculum area. Mr. Yoder is interested in examining the course content and conducting a follow-on long-term evaluation with the students and their supervisors.

Ms. Gladhill also reported on the changes to the state training system and course call. We are going to be testing new approaches to the annual course call process. We will now be breaking the course call into two pieces. The states and regions will select courses for a 6-month period. Courses for the first semester of 2014 will be selected in March, and the second semester will be selected in September. The State Weekend Program will not change; we will be asking states to select their dates in that first course call period. We are also asking them to coordinate with Ms. Jean Harkins if their course selection changes or a new course is offered and they would like to switch.

Ms. Juliann Frantz reported on the status of the Fire and Emergency Services Higher Education institutional recognition and certificate program as Ms. Diane Close could not attend the meeting. The deadline for requests was October 26, 2012. For the first quarter, we received 11 new requests. Two schools were approved so far, and the other schools have additional questions. There are a total of 25 recognized schools to date.

Dr. Onieal discussed the requirement to have student identification numbers. During Thanksgiving week, the system went down. There were students who needed student identification numbers and couldn't get them. The application period has been extended from December 15 to December 30.

The recommendations for the Executive Fire Officer Program (EFOP) prerequisite/accreditation have been submitted to the Fire Administrator. Once a decision is made, it will be distributed to the media. Mr. Ron Dennis stated that the new criterion is posted on the EFOP website. Dr. Onieal stated that this needs to be removed and that he will look into it.

Dr. Onieal discussed the future of the Degrees at a Distance Program (DDP). It may be combined into the professional development model and associated with the FESHE recognition program and professional development. The DDP will be more or less replaced by FESHE.

Dr. Onieal also discussed the Training Resources and Data Exchange program budget issues. The budget for this program has been \$93,000 for the program divided among the 10 regions. This money was used to hold meetings and conferences. In addition, once every other year, money was budgeted for stipends for the TRADE members to travel to NFA for a conference. He stated that he continues to support the TRADE program but is withdrawing financial support.

### **FESHE/Professional Development Subcommittee**

Chief Thiel stated that the program has been very active thanks to Mr. Mike McCabe doing Adobe Connect sessions. The group is currently working on the agenda for the “National Professional Development Summit” in June. FESHE subcommittees will be meeting in January.

### **Adjournment**

A letter from Todd Tuesdale, Fire Chief, Shawnee Township Fire Department, regarding the EFOP Admissions Criteria Subcommittee Recommendations, was read into the record.

An on-campus BOV meeting is tentatively scheduled for May 8 and 9, 2013. There were no further comments. Mr. Neal motioned to adjourn and Mr. Cumberland seconded. All were in favor. The meeting adjourned at 2:30 p.m.

**Department of Homeland Security  
Federal Emergency Management Agency  
U.S. Fire Administration**

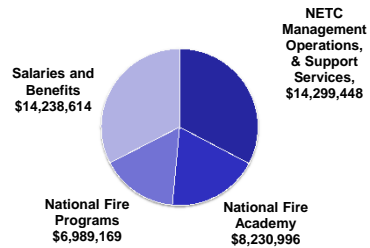
**NETC Management, Operations and Support Services  
Updates for NFA Board of Visitors' Meeting  
for May 2013**



1

**USFA 2012 Actual**

**\$43,758,227**

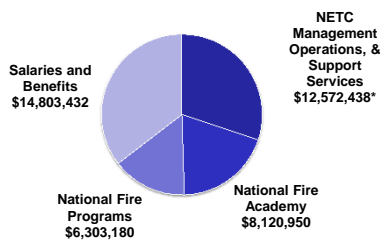


30 April 2013

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**USFA 2013 Request**

**\$41,800,000\***



\*Preliminary; OMB has not provided the 2013 Current Estimate



30 April 2013

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**NETC Repairs and Capital Improvements  
FY 2012 \$9,177,196**

- Replacement of gutter and downspouts on Bldg. I
- Replacement of all campus fire protection system sprinkler heads in all buildings
- Replacement of Bldg. K slate roof
- Installation of new roof on Bldgs. R, M, S and C-West
- Upgrade of campus fire alarm system campus wide including backbone cabling
- Electric Sub Metering
- Complete redesign of kitchen area in Bldg. K
- Replacement of copper downspouts in Bldgs. N and O
- Installation of flush mount floor receptacles in Bldg. J classrooms



30 April 2013

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**NETC Repairs and Capital Improvement (continued)  
FY 2012 \$9,177,196**

- Inspection of campus storm and sewage lines to determine condition and the need for repair and/or replacement
- Upgrade of building potable water supply mains and installation of individual building water meters
- Removal and replacement of HVAC systems in Bldgs. K and I
- New interior doors and hardware in Bldgs. A and C-East
- Renovation to dish room in Building K
- Upgrade of mechanical starters on elevators in Bldgs. C, E, G, H, I, J, K and N
- Building H step repair
- Upgrade of electrical service at the Burn Range
- Installation of building Public Address System
- Installation of new campus Water Supply Main



30 April 2013



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**NETC Repairs and Capital Improvement  
FY 13 Total Funding \$2,043,442**

- Renovation of the Dish Room
- Sidewalk Replacement
- Installation of Surge Protection on Generator Automatic Transfer Switches in Buildings O, N, G, H and J
- Surge Protection System Installation in Buildings P, M, L, F, D, C West, C East, B, and S
- Sealing Asphalt Roadways



30 April 2013



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**Status of the HVAC Upgrade**

We are 90% complete with the funded HVAC upgrade. Buildings J and N will be completed by May 30, 2013.

Buildings K and I HVAC replacement is underway.

Buildings S and C West are the only remaining buildings not yet funded (requested for FY 13-14).



30 April 2013



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**Planned Renovation of the Cafeteria**

The design scope concept is complete and submitted for approval. This contract for the design is in three phases: initial concept, design scope (engineering), and the final complete package. Target completion date is June 1, 2013.



30 April 2013



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**BOARD OF VISITORS****For Period Ending: March 31, 2013****1. FY2013 Projects: Curriculum and Instruction**

- The most up-to-date course development status report (April 30, 2013) is available at: [http://www.usfa.fema.gov/ax/course\\_status/nfa\\_course\\_development\\_status\\_report.pdf](http://www.usfa.fema.gov/ax/course_status/nfa_course_development_status_report.pdf).

**2. Other Items**

- *Off Network Educational Development Server.* The educational development server that will be used to develop and pilot electronic tools for course support is awaiting installation and connection to the World Wide Web.
- *Electronic Curriculum Management System.* The Emergency Management Institute has implemented an electronic curriculum management system for tracking course developments and updates. We are working to migrate the underlying database to NFA so we can populate it with our courses. This will enable us to have real-time course development status reports as well as monitor course content as it is developed.
- *Student Interns.* We expect to have as many as six student interns over the next few months from Lansing Community College, MI, the University of Massachusetts-Lowell, and the U.S. Merchant Marine Academy. They will support course developments, updates and will be inputting the existing course materials into the electronic curriculum management system.
- *Instructor Observations.* In response to the American Council on Education course recommendations, we are conducting classroom instructor observations to assure instructional quality and maintain course credits. This fiscal year, staff has performed 25 instructor observations.
- *International Association of Arson Investigators (IAAI) Partnership.* Pending IAAI Board of Directors approval, member fire investigators will be able to apply their certificate of completion for *R0206 Fire Arson Origin and Cause Investigation* to the Fire Investigation Technician certification. This is another example of leveraging partnerships to improve our customer service value.