

**Department of Homeland Security/Federal Emergency Management Agency  
United States Fire Administration  
National Fire Academy Board of Visitors  
April 28-29, 2010  
Building H, Room 300**

**Attendees:**

The following National Fire Academy Board of Visitors (NFA BOV) members were present for the meeting:

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

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

Captain Jack Reall  
President, Columbus Firefighters Union,  
IAFF 67  
379 West Broad Street  
Columbus, Ohio 43215

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

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

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

Federal Emergency Management Agency (FEMA)/United States Fire Administration (USFA)/National Fire Academy (NFA) staff in attendance:

Chief Glenn Gaines, Deputy Administrator, USFA  
Dr. Denis Onieal, Superintendent, NFA  
Ms. Teresa Kaas, Secretary, NFA  
Mr. Ron Face, Director, Management, Operations and Support Services  
Dr. Kirby Kiefer, Deputy Superintendent, NFA  
Mr. Robert Neale, Deputy Superintendent, NFA

**Convene BOV Meeting/Opening Remarks**  
**Ms. Helen Johnson, Chair, Board of Visitors**  
**Chief Glenn Gaines, Deputy Administrator, USFA**  
**Dr. Denis Onieal, Superintendent, NFA**

Ms. Helen Johnson called the meeting to order at 8:30 a.m. All members were present with the exception of Mr. Chris Neal. Dr. Onieal will be the Designated Federal Official for the meeting. Ms. Johnson briefly reviewed the agenda with the Board.

Chief Glenn Gaines thanked each member of the Board for being present. This is a busy week for America's fire service; annual Congressional Fire Services Institute (CFSI) week is an important opportunity to market the fire service. Chief Gaines stated that travel and training are the first things that are being devalued. We are being outpaced by technology. He wanted to recognize the National Fire Academy (NFA) staff that are continuously working hard to ensure that we are not outpaced and doing so without additional funding. We are working hard to market the United States Fire Administration (USFA) and meeting with groups to get the message out about prevention and mitigation. He also stressed the importance of needing to include and promote residential sprinklers. Chief Gaines wanted to thank Dr. Denis Onieal for leading minority outreach efforts, along with Chief Adam Thiel, and the Emergency Medical Services (EMS) piece for which USFA is now responsible. He also stated that he will have the opportunity to meet with volunteer fire service leadership this week.

Dr. Onieal is completing a report to release at Fire-Rescue International that will include subcommittee information from the Outreach Subcommittee that Chief Adam Thiel is charging. He discussed the data that was sent to all Board members regarding admissions applications and acceptances. The statistics were not correct and it was discovered that if an application was incomplete and was returned to the applicant, if the applicant resubmitted it, it was considered as two applications. This process was stopped in 2006, but now is causing issues with comparison data from years prior to 2006 to present.

Dr. Onieal met with the State Fire Training Directors at the Fire Department Instructors Conference to discuss 6-day off-campus delivery issues. He also discussed EMS training and how we will implement this training.

### **Follow Up/February Meeting**

Ms. Johnson stated that all unresolved issues from the last meeting are on the agenda for this meeting. Ms. Johnson motioned to accept the February meeting minutes. There was a motion and a second. All members were in favor.

Ms. Teresa Kaas discussed travel issues. The agency switched to a new automated travel system on March 23, 2010, called Fed Traveler. Ms. Johnson's travel was handled using this system to see how it would work. The system didn't work out as well as we had hoped it would. Fed Traveler will still need to be used to get an authorization number. Ms. Kaas will have to create and activate a profile to get the activation number. An invitational travel letter will then be created. As in the past, each Board member will be responsible for calling National Travel and making his/her own travel arrangements. The fee will be slightly higher, but for twice a year it will be less of a problem for each member. Ms. Kaas will be in touch with everyone to get

information for their Fed Traveler profiles prior to the next scheduled in person meeting. She will be the one who will set up each profile to which the Board members will not have access. An email will be sent directly to each Board member with his/her password after all profiles are created, but he/she will not be able to view or use Fed Traveler.

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

Mr. Ron Face used a PowerPoint® presentation and handout to review updates on the budget and facilities. He briefly discussed the 2010 Appropriations Bill as well as the FY 2009 capital improvements and repairs. There are new generators being placed in all buildings on campus. These high voltage generators take a few weeks to be installed due to the special electrician requirement needed to work with the high voltage. By fall, all of the buildings will be equipped with backup generators.

Mr. Face discussed the FY 2010 funds for repairs and capital improvements. Congress appropriated \$5 million, FEMA has provided an additional \$4.5 million, and there is a possibility of an extra \$3.5 million to be used. Most of the items listed on Slide 4 of the handout will not begin until 2011. The procurement process has been started for these contracts.

Also discussed was the upgrade to the heating, ventilation, and air conditioning units in select buildings to geothermal units. The proposals came in this week. Mr. Perry Joy is reviewing the proposals for contract award. Mr. Face stated that in these buildings, each floor's system will be replaced one at a time to allow occupants to remain in other rooms in the building. Mr. Joy and his staff created a system where an entire cooling unit was placed on a trailer that can be hauled from building to building and be plugged in for use.

Mr. Jack Reall asked what impacts the large amounts of snow had on the campus. Mr. Face stated that there was 42 inches of snow here at one time. There were several days when campus was closed but the classes still continued. Lodging was provided to security, kitchen, and other pertinent staff that remained on campus. The kitchen followed their usual schedule. Delivery trucks could not make it in to replenish stock, but the kitchen has a stock pile of food that is always kept up in case of such emergencies. Mr. Face stated that several of the major roads and highways in the surrounding areas were closed for several days making travel impossible.

Dr. Onieal also added that all dorm rooms are now equipped with Wi-Fi.

### **Academy Update**

**Dr. Denis Onieal, Superintendent, NFA**

**Dr. Kirby Kiefer, Deputy Superintendent, NFA**

**Mr. Robert Neale, Deputy Superintendent, NFA**

Dr. Onieal stated that Columbia Southern University (CSU) continues its quest for NFA to accept its degree program. The CSU recently bought a regionally accredited college in Iowa. Dr. Onieal is requesting clarification from the regional accreditation bodies concerning their policies about accreditation of institutions under new ownership. At the State Directors meeting, issues were discussed with State weekends that include use of classroom and dorm space during

the campus upgrades. He is asking Dr. Kirby Kiefer to review EMI classroom and bed space that we could possibly use.

Dr. Onieal discussed the Fire & Emergency Services Higher Education (FESHE) programs. He stated that there are three types of programs with which we work: Degrees at a Distance Program (DDP), 4-year degree programs, and 2-year colleges. The NFA is going to start issuing NFA certificates to those students who attend 2- and 4-year courses that follow the model curriculum courses if the institution has a signed agreement with the State Directors. This will be a 5- to 10-year project down the road.

Mr. Rob Neale and Dr. Kiefer used the handout provided to the Board that reviewed all the academy updates. They touched briefly on several of these items.

- EMS Program Steering Committee: Met for the second time April 26-27, 2010. The attendees represented a nationally diverse group of fire and EMS organizations and agencies. This group is headed by Mr. Michael Stern. A report will be produced for the Board to review.
- 50-State Arson Solution: Revision of the former resident *Fire/Arson Investigation* course to convert to a State-sponsored course is expected to be completed by September 2010. The format of this course is currently being reworked.
- EZ Training: Pilot Program under partnership with NFA, National Fallen Firefighters Foundation (NFFF), and member agencies of the National Response Team. If successful, this delivery system will be offered at no cost to the fire service and will reside outside the Federal firewall. A meeting will be held at NFA in September 2010.
- Simulation Lab Conversion: In the process of completing the conversion of all Simulation Lab materials from proprietary DAS software to off-the-shelf software. This also includes several upgrades of graphics, incident progressions, and a full 3D version of Central City. The goal is to eventually be able to synchronize these simulations with Google maps and push out to students' PCs. Bill Lewis is heading this project. He has announced his retirement date to be June 3, 2010.
- Curriculum Management Guide/Course Call: Staff is reviewing a draft Curriculum Management Guide that will help management assess new course suggestions and prioritize developments. The first draft was created in 2004. An internal committee has been working on a course development tracking system. This also may result in a simultaneous development of a Curriculum Management System.
- EFO Program Symposium: The annual symposium was held on April 9-12, 2010. There were 180 participants. Ms. Johnson stated that she was in attendance and was very pleased.
- Application Period: The FY 2011 first semester application period opened on April 15, 2010, and will run through June 15, 2010. We looked into an online application process through the Admissions System but the price (approximately \$3 per application) was too high.

- Delay in Contract Instructors Payments: Contract instructors are again complaining about delays in payments. Mr. Neale now holds a luncheon, similar to the Superintendents luncheon held by Dr. Onieal, with contract instructors to ask those questions and receive their complaints. Ms. Terry Gladhill is currently working on a program to submit all invoices online to expedite their processing.
- TRADE/FESHE Program Manager: An applicant has accepted the position and is now undergoing the background and suitability process. The name will be released when appropriate.

Chief Adam Thiel asked "What are USFA and NFA?" He stated that this may be a good idea to use a brochure or the TV stations designated to play the National Emergency Training Center (NETC) information to help people better understand this information. Perhaps we should consider a media player video on the Web site. Dr. Onieal stated that Chief Thiel could use that as a proposal from the Outreach Subcommittee for further action.

### **Old Business/New Business**

Mr. Bob Cumberland handed out the White Paper Handbook that was recently published by the Cumberland Valley Volunteer Firemen's Association. A lot of positive comments have come out of this. This is being distributed in Washington, DC; they are looking at templates for training opportunities and other sponsors. Funding is going to be a key issue. This is available for anyone to download onto their Web sites off the Cumberland Valley Volunteer Firemen's Association's web site. It took approximately 3 years to finalize this project. There will be a web page designated for this along with a question-and-answer section.

Mr. Jack Reall asked for an update on the Arizona Fire Training Program that was discussed at the last meeting. Dr. Kiefer stated everything remains the same. Our point of contact remains the same and he is engaging the client groups. He also asked about the pressure Dr. Onieal was being faced with providing approval for the *Firefighter Safety* course from the International Association of Fire Fighters (IAFF). Dr. Onieal wrote to IAFF, who was trying to develop a safety course, and said that he can't keep this course on the Learning Management System (LMS); it was too large. He asked for it to be reduced to fit, it wouldn't fit on a CD, and if it is wanted on a DVD then they needed to determine what kind of DVD. The academic rigor of the course was also questioned. He has not heard back from them in regards to these issues.

The Harvard Fire Executive Fellowship Program selection has been completed. The International Association of Fire Chiefs (IAFC) and the International Fire Service Training Association (IFSTA) have discontinued their sponsorship. Dr. Onieal provided the names of the six people who have been selected. They are Eugene Campbell, Otto Drozd, Joann White, Ken Miller, Rob Simons, and Randy Telefaro.

### **FACA Committee Activity Reports**

#### **Applicant Outreach Summary Chief Adam Thiel**

Chief Thiel used his handout to review a summary of the Outreach Subcommittee. He discussed the three conference calls that have been held which were on January 13, February 11, and March 24, 2010. On the March conference call, the Office of General Counsel (OGC) opinion on the existing NFA admissions process was discussed. The committee developed a draft of recommendations which have been provided in the handout to the Board. Chief Thiel discussed in detail the first recommendation which was considered the most important by the subcommittee members.

Chief Thiel requested that the Board and the staff examine these recommendations, especially the first one, and respond so that the subcommittee can review. He also asked that the Board respectfully extend the subcommittee's charter to coincide with the next Board meeting in October 2010.

Chief Thiel moved to extend the charter of the subcommittee until October 2010. There was a second. All were in favor.

### **EMS Subcommittee Dr. Sandy Bogucki**

Dr. Sandy Bogucki stated that last year's meeting, which was held in April 2009, was previously reported to the Board. The second meeting was held April 26-27, 2010. A lot of different stakeholders were brought to this meeting. The EMS curricula and training issues were established and these were placed into different categories at the April 2009 meeting. At the 2010 meeting, the scope or domain of issues were largely refined and then examined further, in light of delivery methods and styles as well as platforms that are compatible with current fire academy operations. These will be coming out in a formal report that will be available for the Board's review.

Ms. Johnson asked if the group will meet again. Dr. Bogucki stated that essentially there will be further virtual contact, but there is not a plan to bring them together unless there needs to be another step. Mr. Stern is assembling the information for the report.

### **FESHE/Professional Development Subcommittee Chief Adam Thiel**

Chief Thiel used his handout to review the highlights of the Professional Development Subcommittee. He also provided the FESHE Committee Meeting report from the January 2010 meeting to the group for its review as well.

- TRADE/FESHE Leadership meeting: A meeting was held between TRADE and FESHE National Co-Chairs to look at collaboration and partnership for the future.
- Bachelor's/Graduate Degree Committee: A conference call was held with IAFC Professional Development Committee Chairperson to discuss leadership competencies and IAFC Professional Development Handbook revision. They proposed revision of the National Professional Development Model to include experience and self development. This is included in the Committee Meeting report.

- Committee Chairs: Reviewed Center for Public Safety Excellence (CPSE) conference presentation by Chief Ron Coleman. He does a piece on professional development within his presentation and wanted to be sure that his words were in sync with FESHE.
- FESHE High School to College Pathways Committee: The vision, mission, and goals were finalized. There was an overview of dual enrollment and all the stakeholders and potential partners were identified. This is provided in the Committee Meeting Report.
- 12th Annual FESHE National Professional Development Conference is to be held on June 3-5, 2010. The name has been changed by adding "national professional development" to the title. The agenda for the conference is available online. The web address is provided in the handout.

Chief Thiel stated that this subcommittee is a standing committee. Its work is ongoing.

### **TRADE Review Subcommittee**

#### **Randy Novak**

Mr. Randy Novak stated that the subcommittee has met once since charged as a committee. Mr. Cumberland and Chief Thiel are also involved in the committee. They were given the chance to review the purpose and goals of Training Resources and Data Exchange (TRADE) as well as reviewing membership criteria and look at ways TRADE could be a major asset to NFA. The mission of TRADE was sent to the committee members for their review prior to the first conference call. It can also be found on the web site and in the brochure. The group wanted to reflect that with the change in direction by adding EMS component that the mission and goals reflect these changes. To ensure a better relationship with FESHE, the phrase "professional development" was included. These changes will be reviewed with the National Co-Chairs.

Mr. Novak also stated that the membership criteria were also examined. It was determined that there were certain members who did not meet the criteria. The group decided not to remove any current members, but to have a better mechanism for identifying these issues for membership in the future; possibly to set up governance in TRADE so that the issues can be dealt with as they arise. The governance would be the National Metro and State Co-Chair, the State Director from whatever State was being discussed, and the TRADE Manager. They discussed areas where TRADE by region, or throughout entire network, could enhance efforts within NFA. These include curriculum development, crosswalk projects, and any other projects in which TRADE can be involved.

The next meeting, which should be the final meeting, is to be held in late May or early June by teleconference. Mr. Novak will be able to come to the October meeting with a final report for the Board to review.

Mr. Ed Kaplan stated that he believed that quarterly meetings, possibly held though Adobe Connect, would be beneficial. Mr. Novak stated that this could be done by a recommendation to the new manager. Dr. Onieal stated that the best way to get important people at these meetings is electronically because it is much easier to get their attention for 2 hours instead of asking them to travel here in person.

Mr. Reall recommended that Ethics training be provided to anyone serving on any of the Federal Advisory Committee Act subcommittees.

**Adjournment of Meeting**

The next Board meeting will be held by teleconference. The next meeting on campus will be held in October 2010 in conjunction with the National Fallen Firefighters Memorial Weekend.

Ms. Johnson asked if there were any public comments. There were none. She motioned for adjournment of the Board meeting at 2:30 p.m. All were in favor.