

**Department of Homeland Security
Federal Emergency Management Agency
U.S. Fire Administration
National Fire Academy Board of Visitors
April 6-7, 2011
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
State Firemen's and Fire Marshals'
Association of Texas
5810 Charles Schreiner Trail
Austin, TX 78749

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

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

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

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

The following board members were not present:

Mr. Chris Neal
Executive Director
International Fire Service Training Association
930 North Willis
Stillwater, OK 74078

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

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

Mr. Ronald Face, Director, NETC Management, Operations, and Support Services
Ms. Alex Furr, Director, National Fire Programs
Mr. Ed Kaplan, Chief, Education, Training, and Partnerships Section
Dr. Kirby Kiefer, Acting Superintendent, NFA
Ms. Ruth MacPhail, Secretary, NFA
Mr. Rob Neale, Deputy Superintendent, NFA
Dr. Denis Onieal, Acting Deputy U.S. Fire Administrator

Other guests in attendance:

Demaris Belanger, Executive Officer, Records Management Division
Melissa Walker, Records Management Division

Convene BOV Meeting/Opening Remarks

Ms. Helen Johnson, BOV Chairperson

Dr. Denis Onieal, Acting Deputy U.S. Fire Administrator

Dr. Kirby Kiefer, Acting Superintendent, NFA

Mr. Robert Neale, Deputy Superintendent, NFA

Ms. Helen Johnson convened the meeting at 8:30 a.m. Ms. Johnson stated that Dr. Denis Onieal is the designated Federal official for the meeting and a quorum was present to convene the meeting.

Dr. Kirby Kiefer discussed current items involving campus activities including the geothermal work and Disaster Medical Assistance Team (DMAT) activities. Four new employees will be introduced to the board during the National Fire Academy (NFA) Update. He also discussed issues with the Federal budget's continuing resolution. There can be no grants or contracts awarded as well as no new course developments during this time period. Two-day off-campus classes that are already scheduled and funded will continue even if government shuts down. Ms. Terry Gladhill is diligently working to have all off-campus classes funded and supplied through May.

The Board recognized Ms. Teressa Kaas for all the hard work she has done for the board as well as the help she has continued to provide while she has transitioned to her new job. The Board drafted a letter of recognition to show its appreciation.

The members present gave brief summaries of happenings in their States. There was a discussion held on firefighter safety and health issues including physicals/medical evaluations being required before any heavy training.

Dr. Onieal stated that Deputy Fire Administrator Gaines is working on Congressional Fire Service Institute (CFSI) activities and sends his sincere apologies for not being present at the meeting. Dr. Onieal discussed the potential government shutdown.

Followup/February Meeting

Ms. Helen Johnson asked for a motion to approve the minutes from February. There was a motion to approve by Mr. Randy Novak. There was a second from Mr. Bob Cumberland. All were in favor.

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

Mr. Ron Face distributed a message from Deputy Secretary Lute on the potential for a lapse in appropriations. This message is public knowledge and has been distributed to staff.

Mr. Face discussed the government shutdown. There must be a bill on the floor for 72 hours before it can be voted on by the Senate. As it stands there still has been no bill, therefore, the timeframe will exceed the 72 hours by Friday so there may be a shutdown. Mr. Face will be updating the weather phone line (ext. 1245) with a message for the students stating whether the government will be shut down and when their classes will be back up and running. He will also be sending letters to students that have not been able to attend their classes. They will be considered for reimbursement for tickets and any expenses incurred. Students will be automatically enrolled in the next class offering that has vacancies or some may need to reapply if the date of the class does not fit into the dates that were requested during their application. Once the shutdown occurs, we will need to keep the staff informed by encouraging them to watch the news. The Blackboard communication system is in place for messages to be sent by telephone and email to notify employees of status during the shutdown. Manual telephone calls will be made as well. All contractors on campus that are doing renovations must stop work, as well, during the shutdown.

Mr. Face provided a handout to the Board members of a slide presentation. This is basically a repeat from what was reported out at the February teleconference. Mr. Face briefly reviewed the completed capital improvements. Building F dormitory heating, ventilating, and air conditioning (HVAC) upgrades are completed. Now work is being done building-by-building instead of one floor at a time due to the issues with the steam from Daughters of Charity which was discussed at the February meeting. All dorms and Building B (Student Activity Center) will have four-pipe systems (where one room can run air conditioning and one room can run heat simultaneously). Classroom and office buildings will still be run on a two-pipe system, but in the 5-year plan would like to convert all to a four-pipe system.

National Fire Programs Division Update Ms. Alex Furr, Director, National Fire Programs

Ms. Alex Furr gave the board a report out on the National Fire Programs Division.

The Data Center has had three Fire Risk reports recently completed in March. These include overall risks, child death/injury rates, and older adult death/injury rates. These all include in-depth statistics. The fire-related firefighter injury report went out in February. The provisional Firefighter Fatality Statistics for 2010 went out in January. Late summer is usually when the final report is completed due to numbers that the Data Center was unaware of. As of now, the number of firefighter fatalities stands at 85.

Several Fire Programs Research Projects in the works include a National Institute of Occupational Safety and Health (NIOSH) records-based cancer study which is looking at a potential increased risk of cancer in firefighters; the Center for Public Safety Excellence Inc. (CPSE) on smoke alarms including next generation alarms and technology, improved performance, combination carbon monoxide (CO) detection, and improving sound device; and a National Institute of Standards and Technology (NIST) thermal performance study on self-contained breathing apparatus (SCBA).

Ms. Furr discussed the National Fire Incident Reporting System (NFIRS). There are currently 23,000 reporting departments. This covers approximately 75 percent of the protected population. Since July of 2010, NFIRS has been using a totally Web-based data entry tool called the Data Entry Browser Interface (DEBI) which has eliminated the need to download and install client software on the user's computer. This has eased the installation and use for small departments and has helped in the collection of data in "real time." In the fall, NFIRS is planning to release the Data Warehouse Mining application which will provide a flexible and efficient way of retrieving and exporting data. This will improve the ability to get and share information among outside organizations in a variety of formats and compare incident data nationally and among the departments and States.

Ms. Furr discussed Arson Awareness week which will be May 1-7, 2011. The theme is "Working Together to Extinguish Serial Arson." USFA has published resources and is available for download at www.usfa.dhs.gov/fireservice/subjects/arson/arson_awareness.shtm. The Prevention, Advocacy, Resources and Data Exchange (PARADE) Conference is to be held May 15-17, 2011.

Ms. Furr highlighted the Firefighter Deployment Strategy which will explore the means of accessing structural firefighters to support national disaster response and recovery missions. There was a Stakeholders Meeting held in October and a summary report is available. This report does not consist of conclusions but documentation of questions, support, concerns, etc.

Finally, we have been looking into Technical Reports due to issues with personal information being included such as addresses, social security numbers, etc. The government was contacted by an attorney after a student ran across a report that had personal information in it. We are currently looking at all reports and EFO papers for any personal information that should be removed.

Academy Update

Dr. Kirby Kiefer, Acting Superintendent, NFA

Mr. Rob Neale, Deputy Superintendent, NFA

Dr. Kirby Kiefer introduced four new employees to the USFA staff. These included Mike Donahue, Tina Crevier, Lee Vogtman, and Russ Kuck.

Mr. Vogtman and Mr. Kuck discussed the new pilot template for course materials. This will be used to reduce paper, have a standard guideline, and have PowerPoint[®] incorporated into all Student Manuals. This format should be helpful to the flow of the class. They reviewed off-the-shelf courses and noticed major inconsistencies within each course. This format is being passed out to staff for comment. They are currently are looking at five course conversions right now.

Several changes include slide size, note pages within the Student Manual, adding appropriate and consistent breaks, and adding an introduction unit.

Mr. Randy Novak discussed the issues with certain formats including resources involved in activities and exercises. These resources need to be changed to reflect the volunteer fire company. The exercises need to reflect urban and rural volunteers. Students could supply what resources would be available to them in their area to determine what resources could be used in this secondary activity. Dr. Onieal expressed concern that by altering the exercises, NFA might not appear to be teaching to the national standards. Mr. Rob Neale stated that there could possibly be a disclaimer stating that National Fire Protection Association (NFPA) 1710, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments*, or NFPA 1720, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations and Special Operations to the Public by Volunteer Fire Departments* requires these resources for this type of incident.

Mr. Neale used a handout to review brief updates. These include

- Harvard Fellowship application update: Four candidates will be interviewed April 26, 2011. Almost 100 applications were received during the application period.
- Mobile training applications: Front End Analysis is being written to determine the exact needs and types of mobile applications that are warranted for National Emergency Training Center (NETC) as a whole and National Fire Academy (NFA) curricula individually.

Mr. Neale distributed a handout to all board members showing the current resident courses that are offered on campus. He reviewed the data and stated that these are based on FY12. The handout shows what year the course was first offered, the last time the course was updated (month and year) and how many times it has been updated. He stated that he believes that some of these courses are old and may need to be replaced or moved to alternate delivery modes. Mr. Neale expressed concern that the State fire training systems may not have the student demand to justify delivery of some of these courses. Mr. Novak stated that his idea would be to conduct a survey on these courses and reiterate to the States that this is very important and to decide on future curriculum.

The Training Resources and Data Exchange (TRADE) Web page now has a real-time course "suggestion" box. This sends an email directly to Mr. Neale on any of the ideas and suggestions and performance gaps on courses.

There are 200 new instructors on the contractor list and they are currently going through background checks. There has been a brochure created to encourage applicants for instructors. Mr. Ken Farmer handed out several hundred brochures at the Fire Department Instructors Conference (FDIC) for recruitment and each student has received one as well. Mr. Neale gave each board member a brochure to view.

Mr. Ed Kaplan spoke to the group. He discussed the position vacated by Warren Campbell. Mr. Michael McCabe has been selected and his professional background and credentials have been

provided in a handout to the Board. He is scheduled to start on Monday, April 11, pending the furlough.

Handouts were provided to the Board of the new National Professional Development Model and Matrix revision. The handout of the matrix provided shows on one side the current format and on the other side the revised matrix.

Another handout provided to each Board member is the Fire and Emergency Services Higher Education (FESHE) Recognition and Certificate Program. This handout describes in depth the college recognition of NFA fire science and emergency medical services (EMS) courses. This handout is just specific to associate's degrees.

Mr. Kaplan briefly discussed the rollout of the webmaster project. This project is to place widgets to put on other Web pages to announce course vacancies, conferences, latest news, etc. This project has not yet been implemented.

A handout was provided of all the NFA Online updates. These include:

- Fire Prevention Coffee Break Training Volumes 19, 20, and 21 were released.
- *Fire Sprinkler Systems: Components and Identification* was released on March 17, 2011. This course is not for credit.
- Distance Learning Evaluation was implemented March 30, 2011.
- Working to move *Calling the Mayday* CD course to online version.
- Still carrying strong partnership with National Wildfire Coordinating Group (NWCG). They will have two new additional courses to be hosted on NFA Online this year.

FACA Committee Activity Reports

TRADE Review Subcommittee

Mr. Randy Novak (handout)

Mr. Randy Novak reviewed the final report and recommendations with the Board. He distributed a handout that highlighted all the information. He briefly reviewed the subcommittee charges, the original mission, and membership criteria. He then reviewed the recommendations that the subcommittee has made to make changes to the mission and membership. The changes included adding emergency services and professional development to all bullets of the mission as well as adding a fifth bullet that states that TRADE will be assisting the NFA with curriculum review and/or development. The membership criterion was altered to say "single metropolitan departments" and not just "metropolitan departments." No current members will be eliminated due to the change in the criteria. It was also recommended that when there is an issue with membership, it be addressed right away by the TRADE Program Manager, the two National Co-Chairs, and the State Training Director from the State in question meeting and making a decision.

Mr. Novak motioned for the recommendations to be accepted by the Board. There was a second by Mr. Bob Cumberland. All were in favor.

Applicant Outreach Subcommittee
Chief Adam Thiel

Chief Thiel stated that the subcommittee has not yet reached a final decision on recommendations due to issues after the hold up with the charter. A final teleconference has not been scheduled. A draft is in the works. The final report will be ready for a report out at the October meeting. If completed early, the report could be voted on at the July teleconference.

Dr. Kiefer asked if the report is done ahead of time to please get that to him as soon as possible for posting according to the Federal Advisory Committee Act (FACA) requirements.

FESHE/Professional Development Subcommittee
Chief Adam Thiel

Chief Thiel stated that there is a voluminous staff report. There were a number of different working groups engaged in this. The National TRADE Conference has been held since the last teleconference. Headway has been made to bring FESHE and TRADE together to work for the mission. The FESHE Conference is planned for June 2-4, 2011. TRADE Co-Chairs have been asked to attend the FEHSE Conference. FESHE Regions will be made to model the TRADE Regions with a single point of contact within the State. At the FESHE Conference, the auditorium will be structured so that all Regions will be sitting together along with activities to get the Regions involved with each other. They would like to hold joint conference calls with TRADE and FESHE together in the future. Chief Thiel reviewed the additions to the Professional Development Model and discussed the changes and additions of pieces on the matrix.

Chief Thiel moved to accept the FESHE staff report. There was a second by Randy Novak. All were in favor.

It was recommended by the Board to add the job performance requirements to the national Professional Development Matrix to the each of the correlating NFPA standards. Mr. Randy Novak motioned, there was a second by Chief Thiel. All in were in favor.

Emergency Medical Services Subcommittee
Dr. Sandy Bogucki

Dr. Bogucki summarized the EMS Subcommittee report that was also submitted to the BOV at this meeting. Two FACA-compliant meetings were held, one comprising an ad hoc working group that met in April, 2009, and a second, broader, stakeholders meeting was held in April, 2010. The results of both of these meetings were submitted along with the summary report. Updates to the Emergency Medical Services (EMS) Curriculum were implemented in accordance with the recommendations of these committees, and continue in progress, most notably two pilot courses scheduled, Advanced Safety Operations and Management scheduled for May 29 – June 3, 2011, and EMS Incident Operations scheduled for June 26 – July 1, 2011. The EMS environment is very fluid on several levels right now, and NFA staff continues to respond to those dynamics. An EMS Steering Committee Report was distributed. Dr. Bogucki moved to accept the report as submitted. There was a second by Randy Novak. All were in favor.

Public Comments

Ms. Helen Johnson asked that it be noted that there were no public persons present at the meeting to comment.

Dr. Kiefer asked that it also be noted that he must have detailed agenda at least 45 days prior to the next scheduled Board meeting due to new FACA regulations.

Annual Report Working Session

The Board prepared the FY 2010 Annual Report.

Adjournment

The next Board meeting will be held by teleconference on July 12, 2011. The next on-campus meeting will be held in October 14 and 15, 2011, with travel days being October 13th and 16th.

A motion was made by Mr. Robert Cumberland to adjourn and was it seconded by Randy Novak. All were in favor. The meeting was adjourned at 1:55 p.m.