

**Department of Homeland Security
Federal Emergency Management Agency
United States Fire Administration
National Fire Academy Board of Visitors
Teleconference
August 5, 2009
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

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

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

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

The following members were not present:

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

Chief Kelvin Cochran
Atlanta Fire Rescue Department
City Hall East, Suite 2001
675 Ponce de Leon Avenue, N.E.
Atlanta, Georgia 30308-1807

Mr. Chris Neal
13801 South Western
Edmond, Oklahoma 73025

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

Dr. Denis Onieal, Acting Deputy Assistant Administrator, USFA
Ms. Teresa Kaas, Secretary, NFA
Mr. Ron Face, Director, Management, Operations and Support Services
Dr. Kirby Kiefer, Acting Superintendent, NFA
Mr. Rob Neale, Deputy Superintendent, NFA
Ms. Lori Sonne, Intern, NFA
Ms. Ani Malool, Intern, NFA

Convene BOV Meeting/Opening Remarks

Ms. Helen Johnson, Chair, Board of Visitors
Dr. Denis Onieal, Acting Deputy Assistant Administrator, USFA
Dr. Kirby Kiefer, Acting Superintendent, NFA
Mr. Robert Neale, Deputy Superintendent, NFA

Ms. Helen Johnson convened the meeting at 10:05 a.m. She asked that there be a roll call taken. Dr. Sandy Bogucki, Chief Kelvin Cochran, and Mr. Chris Neal were the members not in attendance. She then reviewed the agenda for the meeting.

Dr. Denis Onieal stated that he will be the Designated Federal Official for the meeting.

Dr. Onieal introduced the two NFA interns that were sitting in on the call, Ms. Lori Sonne and Ms. Ani Malool. He gave a brief overview of the Board of Visitors responsibilities to the interns. Dr. Onieal gave his regards to the group from the Acting U.S. Fire Administrator, Chief Glenn Gaines, who is in attendance at the Senate Subcommittee Hearings. He stated that the name of the new U.S. Fire Administrator will not be released until there is a full floor senate vote. Dr. Onieal relayed to the group that he will be traveling to Korea for the next 2 weeks and that Dr. Kirby Kiefer will be serving as the NFA Superintendent in his absence.

Dr. Kiefer attended a meeting on August 4, 2009, with the grants office. The Grants Program allocates money that is given to each State for course delivery. This process will be changing and will be handled by the 10 FEMA Regions. The Regions are unfamiliar with the grants process as they have been handled mainly by Ms. Diane Close. Dr. Kiefer will be working with the Director of the Grants Division to come up with a tutorial to help with possible audits. The issue with audits arose last week when brought to Dr. Onieal and Dr. Kiefer's attention by Mr. Randy Novak.

FOLLOW-UP/APRIL MEETING

Ms. Helen Johnson, Chair, Board of Visitors

Ms. Johnson asked the members if there were any changes or remarks regarding the April meeting minutes. No additional comments were received. Ms. Johnson asked for a motion to approve the minutes. A first and second motion was received. The minutes for the meeting on April 1-2, 2009, were accepted as printed.

CAMPUS MAINTENANCE/CAPITAL IMPROVEMENTS/BUDGET UPDATE**Mr. Ron Face, Director, Management, Operations and Support Services**

Mr. Ron Face provided a handout to the group for reference. The 2009 Appropriations Bill has been passed and signed for \$44,979,000. Of that, \$500,000 has been set aside for deferred maintenance and \$1,179,000 for National Fire Incident Reporting System (NFIRS) upgrades. In FY 2007, FEMA provided \$400,000; in FY 2008 \$3,128,100; and in FY 2009 \$3,000,000, for NETC repairs and capital improvements. This money is in addition to the \$500,000 already provided for deferred maintenance. Included in the handout, was a list of all the items that this additional money would be used against. Most of the items on the list have not been started. In addition, funding has been requested in the amount of \$1,000,000 to install four elevators and additional mechanical/electrical equipment and system upgrades. There was also a heating and air conditioning assessment in May that was funded by FEMA. A \$6,500,000 unfunded requirement for this project was ranked sixth on the list of 30 items submitted by the FEMA Investment Working Group. Another update in the works is the replacement of the NETC Admissions System. Contractor proposals are currently being evaluated to fully automate the admissions process by procuring a commercial off-the-shelf solution that can be configured and customized to meet NETC needs. The total cost of the project would be \$2,177,761.

Mr. Face stated that thanks to the NETC IT staff, all dormitory rooms have wireless Internet outside the FEMA firewall. On the same note, Mr. Face discussed the DHS OneNet Transition Plan. This plan will incorporate all FEMA computers and link all DHS agencies under one system. The bandwidth that was available has been a struggle. A few weeks ago, we transitioned from a T1 line to the OneNet System. This transition was not announced. The speed has increased tremendously. The bandwidth was increased by approximately three times.

Mr. Face gave an update on the NETC Master Facilities Plan that was discussed at the February meeting. This report was modified at the request of OMB and sent back to OMB for vetting on July 29, 2009.

ACADEMY UPDATE**Dr. Kirby Kiefer, Acting Superintendent, NFA****Mr. Rob Neale, Deputy Superintendent, NFA**

Dr. Kiefer and Mr. Rob Neale provided a summary of NFA activities.

Mr. Neale stated that recommendations have been received from TRADE, PARADE, staff and the USFA Strategic Plan, for prioritization of the course developments and revisions to FY 2010 curriculum. Mr. Neale stated that beginning next week these will be given priorities. In regards to pilot courses, Mr. Doug Williams held the second pilot for the *Forensic Evidence Collection* (FEC) class. This course matches fire investigators with lab technicians and teaches each entity from different ends of the spectrum. There will be a pilot for the *Commissioning New Occupancies for Code Officials* in September. This course is directed towards building and fire code officials. There are four candidates being interviewed for the vacant Fire Prevention Technical Training Specialist position.

Mr. Neale stated that the “50-state solution” to provide a consistent path for students to attend the “upper level” fire and arson investigation courses has been completed. A specific launch date will depend upon the release of year-end funds. Mr. Neale also discussed the EZ Training that was announced at Firehouse Expo in Baltimore, Maryland, on July 23, 2009. The number of organizations that wish to participate in the November-July pilot continues to grow. There is expected to be more information in September at the North American Fire Training Directors meeting. The Central City and Simulation Lab enhancements have been pushed back a few months, but with the lead of Bill Lewis there have been substantial progress made with rendering the current efforts. There have been four student interns this summer from the United States Military Academy, Pennsylvania State University, University of New Haven, and California State University at Northridge. The program announcements for the next academic year have been sent to more than 300 colleges and universities.

Dr. Kiefer discussed the ACE review which will be held from September 29-October 1, 2009. This includes 12 new courses and 21 re-review courses. Staff is currently testing the new web-based Course Schedule and Instructor Database. This database will provide more functionality for individuals searching for NFA course information, instructors placing bids, streamlining the process for awarding NFA instructional contracts, and provide an online portal for States and regions to submit course call requests. This application is expected to go live in the November/December/January timeframe. States will be using the new database to submit their course selections and the required information forms for Course Call in FY 2011. The FY 2010 first semester acceptance/rejection letters have been sent. The application closing date was June 15, 2009, which is 2 weeks earlier than the usual closing date. This was to give staff more time to review the applications and contact anyone whose application was incomplete. The application count was down slightly from FY 2009.

Dr. Kiefer asked Ms. Johnson to give a brief update on the Applicant Outreach Subcommittee. Ms. Johnson stated that she is very pleased with the response from the major fire service organizations that were contacted. The first meeting was held July 22, 2009, and the next meeting is scheduled for August 20, 2009.

In closing, Dr. Kiefer stated that the report that NFA developed on Incident Command on Port and Maritime climates has been written and is waiting on approval from Chief Gaines to be passed on to the next level.

BOARD DISCUSSIONS/NEW ITEMS

Ms. Helen Johnson, Chair, Board of Visitors

Ms. Johnson announced that the next BOV meeting will be held October 2-3, 2009, in conjunction with the National Fallen Firefighters Memorial with travel days being October 1, 2009, and October 4, 2009.

Ms. Johnson moved that the meeting be adjourned. Chief Adam Thiel approved the motion. There was a second from Mr. Bob Cumberland. All members were in favor. Meeting adjourned at 11:05 a.m.