

**Department of Homeland Security/Federal Emergency Management Agency
U.S. Fire Administration
National Fire Academy Board of Visitors
Teleconference
February 2, 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

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

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

Mr. Chris Neal
13801 South Western
Edmond, Oklahoma 73025

Mr. Randal 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

*Mr. Robert Timko was present with Board Member, Mr. Robert Cumberland.

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

Chief Glenn Gaines, Deputy Fire Administrator, USFA

Dr. Denis Onieal, Superintendent, NFA

Ms. Teresa Kaas, Secretary, NFA

Dr. Kirby Kiefer, Deputy Superintendent, NFA

Mr. Robert Neale, Deputy Superintendent, NFA

Ms. Pam Kemenyas, Chief, Management Operations Branch, NETC Management, Operations and Support Services Division

Mr. Perry Joy, Chief, Support Services Branch, NETC Management, Operations and Support Services Division

Convene BOV Meeting/Opening Remarks

Ms. Helen Johnson, Chair, Board of Visitors

Chief Glenn Gaines, Deputy Fire Administrator, USFA

Dr. Denis Onieal, Superintendent, NFA

Ms. Helen Johnson called the meeting to order at 10:05 a.m. All members were present. She asked for approval of the minutes. Mr. Robert Cumberland motioned for approval of the minutes; motion seconded by Mr. Randy Novak and it passed unanimously.

Chief Glenn Gaines stated there is a lot happening at USFA. He thanked Dr. Denis Onieal for his dedication and commitment to the fire service. He also thanked the Board of Visitor members for their continued dedication to NFA.

Dr. Onieal stated that he was the Designated Federal Official for the meeting. He said the President submitted the Budget on Monday. The Budget was bumped \$300,000. He said verbal decisions were received from the Office of Chief Counsel. The decisions included:

- Recommendation that the process of admissions/business practices not be changed.
- Recommendation that if a non-government organization receives a grant that they should deliver on that grant.
- Recommendation that the resident data for the last 4 years be reconstructed. Dr. Onieal stated that the report is being written and will send it to the Board for review. Chief Adam Thiel can then release it to the Outreach Subcommittee. Dr. Onieal stated they should have the report in 2 weeks or less.

Budget and Campus Improvements Update

Ms. Pam Kemenyas, Chief, Management Operations Branch

Mr. Perry Joy, Chief, Support Services Branch

Ms. Pam Kemenyas represented Mr. Ron Face at the meeting. A handout on the updates was provided to the group for their reference. The 2010 Appropriations Bill allows \$45,588,000 for USFA appropriations. This is \$609,000 over the 2009 level (for pay increases and inflation). In the handout, a circle chart was provided to show the areas where the money will be used.

Mr. Perry Joy reviewed a listing of NETC repairs and capital improvements for FY 2009. The cost for these repairs was \$3,405,168. The FEMA gave this money to USFA to enable us to do deferred maintenance. Mr. Chris Neal stated that Mr. Face previously talked about trying to break even with the Budget. Mr. Joy said the \$3.4 million is what is needed for maintenance and another \$16-18 million is needed to provide NETC with its own heating system and to stop using the steam from the Provincial House. There is over \$7 million from the FY 2009 Budget that has been set aside to upgrade the HVAC systems in Buildings A, B, C-East, D, and F. We will probably go with a Geothermal Energy System. The FEMA funded \$6.5 million of the money.

Ms. Kemenyas discussed the NETC Classroom and Facility Education Technology Working Group. This group is currently conducting an assessment of the classroom and educational technology for each organization on campus. We are also working on identifying functional requirements for resident training. A demonstration of Adobe Connect was provided at the last meeting as an example of new technology for possible campus use.

Ms. Kemenyas mentioned the OneNet Transition Plan that was presented at the last Board meeting. This will incorporate all FEMA computers and link all Department of Homeland Security agencies under one system. As of this morning, FEMA and USFA are operating under the OneNet System.

Ms. Kemenyas also noted the 30-Year Anniversary of NETC. She stated 13 legacy employees were recognized, NETC coins and brochures were distributed to all employees and contractors, and a plaque was unveiled in November 2009 in the Lobby of Building N.

Academy Update

Dr. Denis Onieal, Superintendent, NFA

Dr. Kirby Kiefer, Deputy Superintendent, NFA

Mr. Robert Neale, Deputy Superintendent, NFA

A briefing summary handout was distributed to all for review.

Mr. Robert Neale discussed the Curriculum and Instruction updates. He stated that staff is currently reviewing a draft Curriculum Management Guide that will help management assess new course suggestions and prioritize developments. He asked for responses by February 15. The goal is for staff to know how the senior managers make decisions regarding curriculum development.

Mr. Neale stated 40 new instructors were brought on board. Two retirements have been announced: Mr. Bill Lewis and Mr. Doug Williams. We are currently working on recruitment plans to backfill these positions. He noted a new employee, Tina Crevier, was hired to fill a part-time administrative position in the Leadership and Fire Risk Reduction Section.

Mr. Neale discussed the recent course pilots. He reviewed the needs analysis study that is being done to identify fire prevention performance gaps and suggested training topics. We will be hosting the second Emergency Medical Services (EMS) Program Steering Committee meeting in March. He informed the group that the Course Status Report is updated quarterly and is posted on the USFA intranet.

Dr. Kirby Kiefer discussed the Administration and Delivery updates.

- NFA Course Schedule Instructor Database. The NFA launched its newly integrated course schedule/instructor database on December 1, 2009.
- NFA Course Call-Phase I Online Conversion. The NFA launched the first phase of its new online Course Call process on January 1, 2010. As of February 1, 2010, 41 submissions had been received for Course Call from six Regions.
- NETC Admission System. The NFA staff has been exploring options/solutions to assist the Management, Operations and Support Services with the online application process. We are currently weighing the risks/benefits of repurposing a part of the NFA Learning Management System to serve as a front-end portal for the application process.
- TRADE-FESHE Leadership Meeting. Mr. Ed Kaplan brought the leadership of TRADE and FESHE together for the first time. Both groups learned more about each other's purpose and respective constituencies.
- Fire Science Program Committees. Dr. Kiefer provided details from each committee meeting. He discussed a new committee, High School to College Pathways, which is based on the 2+2+2 path (high school to associates to bachelors). This committee will provide educational pathways between high emergency services programs and the college plan of study.

Dr. Kiefer noted they are recruiting for the Vice Campbell position and have four to five qualified candidates.

Dr. Kiefer noted that dorm renovations are continuing so we are not actively recruiting for vacancies because of the lodging renovations.

Dr. Kiefer mentioned that the Arizona Fire Service Training Program is looking at uncertainty and how they are going to continue. Dr. Onieal stated the Government has shut down the Fire Service Training Department and that Mr. Phil Mele resigned. He said there is a move to try and reestablish the system. A number of people have called him to see if they can be the contact agent. He noted some of the critical elements are the recordkeeping and its responsibilities. We are working with the current State Training Director, Mr. Paul Wobasel.

Dr. Sandy Bogucki asked if other States were going in the direction of Arizona; should NFA be looking at other ways for disseminating materials. Dr. Kiefer said NFA needed to have an agency in each State as a coordinator/point-of-contact. We need a designated partner in each state to help assure class quality and security and continuity in records management. Dr. Onieal stated it can be done and that all materials are electronically available. The bigger issue is the recordkeeping and who is accredited. Dr. Kiefer stated there are so many models out there, and if there is a contact identified, NFA can work with them.

Ms. Helen Johnson suggested putting this issue on April's agenda. Dr. Onieal stated that it was not necessary at this point.

Board Discussions/New Items Subcommittee Updates/Reports

Chief Thiel stated that there was good participation in the last Outreach Subcommittee teleconference on January 13, 2010. The focus of the meeting was to cover what had been done so far and to work on actual recommendations. Their first recommendation is to increase NFA marketing activities. The next meeting is February 11, 2010.

Dr. Bogucki stated the next meeting for the EMS Subcommittee is scheduled for March.

Mr. Novak reported that the TRADE Subcommittee is coming together with 11 members and should have their first teleconference meeting within the next 2 weeks.

Chief Thiel reported that he attended the FESHE meeting on January 7-9, 2010. They looked at the model and ways to tweak it. He will have a full report at the April BOV meeting.

Ms. Johnson asked the group if anyone had any new items for discussion and none were noted.

The next BOV meeting is scheduled for April 28-29, 2010; with April 27 and 30 being travel days. The group discussed attending the Congressional Fire Services Institute Dinner in Washington, DC, on April 29, 2010.

Ms. Johnson thanked Dr. Onieal and the staff for keeping the BOV informed.

Dr. Bogucki motioned for adjournment and all were in favor. The meeting was adjourned at 10:50 a.m.