

**Department of Homeland Security/Federal Emergency Management Agency
U.S. Fire Administration
National Fire Academy Board of Visitors
Teleconference
February 22, 2011**

Attendees:

The following National Fire Academy Board of Visitors (NFA BOV) members participated in the teleconference:

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

Fire Chief Adam Thiel (Vice Chairperson)
Alexandria Fire Department
900 Second Street
Alexandria, Virginia 22314

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
Executive Director
International Fire Service Training Association
930 North Willis
Stillwater, Oklahoma 74078

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

The following Federal Emergency Management Agency (FEMA)/U.S. Fire Administration (USFA)/National Fire Academy (NFA) staff participated in the teleconference:

Dr. Denis Onieal, Acting Deputy Administrator, USFA
Mr. Ron Face, Director, Management, Operations and Support Services
Mr. Rob Neale, Deputy Superintendent, NFA
Dr. Kirby Kiefer, Acting Superintendent, NFA
Ms. Ruth MacPhail, Secretary, NFA

There was one public participant on the teleconference, Mr. Justin Beal.

**CONVENE MEETING/OPENING REMARKS (Ms. Helen Johnson, Dr. Denis Onieal
Dr. Kirby Kiefer)**

Dr. Kiefer reviewed the Federal Advisory Committee Act (FACA) rules and regulations with the NFA BOV members. He also reviewed the open government laws which now state that detailed agendas must be submitted for public notice in the Federal Register. Dr. Kiefer discussed the lapse in the NFA BOV Charter which was restored on November 30, 2010. The last meeting of the NFA BOV was held in April 2010.

Dr. Kiefer stated that he is the Designated Federal Official for the teleconference.

Ms. Johnson called the meeting to order at approximately 1 p.m. A role call was taken and one NFA BOV member, Captain Jack Reall, was not present; however, there was a quorum reached.

Ms. Johnson briefly reviewed the agenda.

Dr. Onieal stated that USFA is under a continuing resolution for the 2011 budget. This means there can be no grants issued and no new initiatives started. March 4, 2011, would be the government shut down date if the budget is not in place.

Dr. Onieal discussed some of the deferred maintenance that has been completed, including the extensive work on the heating, ventilating, and air conditioning (HVAC) system, which the NFA BOV will be briefed on during Mr. Face's report out.

Dr. Onieal also stated that all the NFA staff vacancies have been filled except for the Training Resources and Data Exchange (TRADE) position. Interviews have been conducted and the selectee has accepted the position, but the name cannot be released until the background investigation is complete.

APPROVAL OF APRIL 2010 NFA BOV MEETING MINUTES:

Mr. Bob Cumberland motioned for the April 2010 meeting minutes to be approved as submitted. There was a second by Mr. Randal Novak. All NFA BOV members were in favor of the motion.

ELECTION OF NFA BOV OFFICERS:

The new NFA BOV officers' terms will be effective through October 2011.

Mr. Chris Neal nominated Ms. Helen Johnson to retain her seat as chairperson. There was a second by Dr. Sandy Bogucki. All members were in favor of the motion.

Mr. Chris Neal nominated Chief Adam Thiel to serve as the vice chairperson. There was a second. All members were in favor of the motion.

NFA UPDATES (Dr. Denis Onieal, Dr. Kirby Kiefer, and Mr. Rob Neal):

A briefing summary handout was distributed to all for review.

Mr. Neale reviewed selected subject areas from the handout as follows:

- EMS curriculum has had several course developments that have been piloted and released for local delivery including *EMS Functions in the ICS* and *Emergency Medical Services: Quality Management*. There are several courses in the development and revision stages.
- The online needs assessment tool that will assist in determining training gaps and course material developments went live on February 21, 2011.
- An excellent white paper was produced by Ken Farmer and Loney Nunemaker on the current state of mobile training applications. This was a front-end analysis to identify applications of mobile learning. A future pilot project will be a NETC information application.
- Efforts to reduce the shipping and printing costs of Student Manuals were piloted. This effort did not work as planned and has been suspended until another solution can be reached.
- We continue to aggressively recruit instructor candidates. On-campus recruitment presentations are held on Tuesdays nights. There have been 23 attendees to date. In the last year there have been over 180 applications submitted and reviewed.
- Two new personnel, Russ Kuck and Lee Vogtman, have been added to the staff in areas of curriculum and instruction and the lessons learned curriculum.
- The NFA released the 2-day course *Residential Sprinkler Plan Review* for delivery in local jurisdictions.

Dr. Kiefer provided updates as follows:

- Mike Donahue has been hired as the new Training Specialist for the Fire/Arson curriculum.
- The NFA is completing online distance learning work as the budget will allow.
- FEMA is developing a new system to identify individuals with a unique alpha-numerical identifier instead of using social security numbers as an identifier. The NFA will be required to use this system, and roll-out is scheduled for later this year.
- The FY2012 Residential course schedule will be released March 1, 2011.

- There were 2,500 applications received as of the application closing in December 2010. This is a slight increase from the same period in December 2009.
- The American Council on Education (ACE) review was completed in the fall of 2010. One course was removed from the listing and will be released back into the schedule once it is rewritten.

BUDGET/CAMPUS MAINTENANCE & CAPITAL IMPROVEMENTS UPDATE (Mr. Ron Face):

Mr. Face briefly discussed the 2011 continuing resolution as well as the FY 2009 and FY 2010 capital improvements and repairs. All 2009 improvements have been completed except for the carpeting and painting of all dorm rooms as well as the drapery replacement. All incomplete 2010 improvements are to begin this spring.

Mr. Face stated that Building F is currently the only building where the HVAC upgrade has been completed. Incrementally, the facility has been replacing one floor at a time to allow students and staff occupancy of all the remaining floors in each building. Currently, NETC receives heat from steam that is generated at the Daughters of Charity complex located next to the NETC campus. NETC was to remain on the steam generated heat until April 2012. A letter was received from the Daughters of Charity stating that the steam can only be provided until November 30, 2011. The timeframe to have the geothermal units installed was cut by 6 months. For the campus to be independently heated and air conditioned by November 30, 2011, entire dorm buildings will have to be taken out of service. FEMA is currently working to secure funding to help NETC get on either a 2-pipe or 4-pipe system before the steam is no longer available. Mr. Face stated that he believes this can be completed by October 2011, but it will cut into dorm room occupancy since the work on the dorm buildings will have to be done building-by-building instead of the current floor-by-floor process.

STATUS OF NFA BOV SUBCOMMITTEES:

APPLICANT OUTREACH SUBCOMMITTEE (Chief Adam Thiel):

Chief Thiel reported that the subcommittee was on the verge of completing and releasing a final report when the NFA BOV Charter lapsed. He asked to extend the work of the subcommittee to possibly have one more conference call where the report would be finalized. He stated that he will have a final report out at the next face-to-face meeting of the NFA BOV whether that be held in April or October.

EMS PROGRAM STEERING SUBCOMMITTEE (Dr. Sandy Bogucki):

Dr. Bogucki stated that she believes some of the work that is already being done in terms of the EMS curriculum is what this subcommittee had as input. She stated that she believes the subcommittee may now need some more guidance on the mission since there have been several steps made in the EMS curriculum area. She asked to extend the work of the subcommittee until the next face-to-face meeting of the NFA BOV is held.

FESHE (Chief Adam Thiel):

Chief Thiel stated that the last conference that was held was in June 2010. The survey and evaluations from the conference showed that it was very well received by the participants. He also stated that there were committee meetings held over the past weekend. There were approximately 35 participants that generated a 91-page staff report. Several groups met during the committee meetings to discuss such items as student outcomes, developing processes for recognizing academic institutions adopting the Fire and Emergency Services Higher Education (FESHE) model, plans for filling vacant seats, outreach programs at the local and regional levels, as well as the partnership with TRADE. Chief Thiel asked that FESHE be part of the agenda for the next NFA BOV meeting.

TRADE REVIEW SUBCOMMITTEE (Mr. Randal Novak):

Mr. Novak stated that the TRADE review subcommittee finished their report in two conference calls. He stated that there will be a written report provided to the NFA BOV at the next face-to-face meeting. The subcommittee looked at the mission, goals, purpose, and membership criteria for TRADE. The subcommittee made recommendations to adopt a new TRADE mission statement, adding single metro departments into the membership criteria, and develop an oversight committee with guidance from the TRADE/FESHE program manager to be used when there is an application for membership.

PUBLIC COMMENTS:

There were no public comments to report.

NFA BOV MEETING SCHEDULE:

The next face-to-face NFA BOV meeting is scheduled for April 6-7, 2011, with travel days being April 5 and April 8, 2011. This meeting is scheduled unless there would be an issue with the continuing resolution.

The next NFA BOV conference call is scheduled for July 12, 2011.

The dates for the NFA BOV meeting to be held in conjunction with the National Fallen Firefighters Memorial weekend are October 13-15, 2011, with travel days being October 12 and October 16, 2011.

Dr. Onieal asked that the NFA BOV please submit an annual report in October. Ms. Johnson stated that the annual report will be on the agenda for the April meeting along with the subcommittee reports.

ADJOURNMENT:

Mr. Novak motioned for adjournment of the teleconference. There was a second from Dr. Bogucki. All were in favor of the motion.