

**Department of Homeland Security/FEMA
U.S. Fire Administration
National Fire Academy Board of Visitors
Teleconference
January 29, 2008
Building H, Room 300**

Attendees:

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

Dr. Robert S. Fleming (Chairperson)
Professor, Rowan University
1406 Heather Lane
West Chester, Pennsylvania 19380

Chief Donald R. Oliver
Wilson Fire/Rescue Services
307 West Hines Street
Wilson, North Carolina 27893

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

Mr. Robert Cumberland
Director
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

Chief Kelvin Cochran
Shreveport Fire Department
263 North Common
Shreveport, Louisiana 71101

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

Captain Jack Reall
President, Columbus Firefighters Union,
IAFF 67
1380 Dublin Road, Suite 103
Columbus, Ohio 43215

FEMA/NFA/U.S. Fire Administration (USFA) staff in attendance:

Mr. Gregory Cade, U.S. Fire Administrator
Mr. Ken Farmer, Chief, Prevention and Leadership Development Branch
Ms. Terry Gladhill, Program Analyst, NFA
Ms. Teressa Kaas, Secretary, NFA
Mr. Ed Kaplan, Education Program Specialist, NFA
Dr. Kirby Kiefer, Deputy Superintendent, NFA
Dr. Denis Onieal, Superintendent, NFA

Convene BOV Meeting/Opening Remarks

Dr. Robert Fleming, Chair, Board of Visitors

Dr. Kirby Kiefer, Deputy Superintendent, NFA

Dr. Denis Onieal, Superintendent, NFA

Dr. Robert Fleming welcomed the Board of Visitors to the meeting and thanked everyone who could make the conference call. He asked that Dr. Denis Onieal give the opening remarks to the group. Dr. Onieal welcomed all and reviewed changes that were made to the meeting agenda. He then turned the meeting back over to Dr. Fleming for any further remarks. Dr. Fleming stated that the activity reports that have been provided to the board members are very helpful. It gives an insight on what the NFA works so hard on and what they do so well.

Update on Management Science Curriculum Report/New Executive Development Program Report

Mr. Ken Farmer, Chief, Prevention and Leadership Development Branch

Mr. Ken Farmer updated the board members on the Management Science Curriculum as well as the Executive Development Program. In the Management Science Curriculum, Mr. Farmer stated that Dr. Burt Clark has been tentatively working on a new research course. In the Executive Development Program, Mr. Farmer stated that, with the realignment, the program is looking into many new areas as well as the possibility of "dusting off" some old classes to update and rework. Mr. Farmer stated that the turnaround time for any new courses that are to be developed is usually a year, at the most 2 years. This includes the development and kickoff of the course. Dr. Onieal discussed issues regarding the *Leading Community Risk Reduction* (LCRR) course. He also discussed one of the biggest turns of events, the National Response Framework, formerly the National Response Plan, which may have a slight impact on the Executive Development Curriculum.

FACA Subcommittee Activity Report
Chief Don Oliver, Member, BOV
Mr. Ed Kaplan, Education Program Specialist, NFA

Chief Don Oliver attended the Annual FESHE Committees meeting, which was held November 29 through December 1, 2007. Chief Oliver told the group he thoroughly enjoyed the meeting and that he made an effort to attend every part of it for the full experience. He mentioned to the group that he was very interested in the publisher's portion of the conference and the talk of text review.

Mr. Ed Kaplan discussed with the members the need for approval of the recommendations made by the Associate's Group, Bachelor's Group, EMS Management Degree Programs, and the Professional Development Committee. Mr. Kaplan provided copies of each group's recommendation summaries for each member to review. Mr. Kaplan did ask that, in the Bachelor's Group recommendations, the board approve his modifications to the recommendations and then approve the actual recommendations themselves.

Mr. Kaplan briefly reviewed each group's recommendations. After the brief review, Dr. Fleming asked for a motion to approve or disapprove the recommendations made by the FACA subcommittees. Chief Kelvin Cochran moved for approval of the recommendations; there was a second by Ms. Helen Johnson. All were in favor. Dr. Fleming then asked for a motion to approve Mr. Kaplan's modifications. Chief Oliver moved for approval of the modifications; there was a second by Mr. Bob Cumberland. All were in favor.

Academy Update
Dr. Denis Onieal, Superintendent, NFA

Dr. Onieal asked that Fire Administrator Gregory Cade speak to the board members in regard to any academy updates. Mr. Cade discussed the transition with the next President and Homeland Security and how it will affect all of the Government. He stated that this will be the first time that Homeland Security will transition to a new administration. Mr. Cade also mentioned the National Response Framework and the impact that it will have on curriculum and training. He also mentioned the National Preparedness Directorate that he and Dr. Onieal are currently reviewing. He also stated that the President will release the budget on Monday, February 4. Mr. Cade then turned the group over to Dr. Kirby Kiefer for additional updates.

Dr. Kiefer discussed the contract instructor process. The new process is going to the Office of General Counsel for review. Some issues arose in the process, including fingerprinting cards that were not up-to-date as well as the FBI's shredding of files. He stated that the contract instructors have been kept up-to-date on the process and they will be informed as to what they will have to complete to continue to be eligible. Dr. Kiefer also stated that the contractor bid process has been put online. They are hoping to have some updates as well as more user-friendly information within 90 to 120 days.

Dr. Kiefer reported to the members of a new employee on campus, Lee Ann Benamati, who is working with the Hazardous Materials deliveries. Dr. Kiefer also stated that they are hoping to have a replacement for Mr. Bob Bennett shortly.

Dr. Onieal sent a list of currently endorsed courses to all TRADE members. He is asking for a list to be sent back to him for prioritizing the new budget. He also will be sending a new realignment organization chart to all the Board of Visitors members. In regards to admissions data, Dr. Onieal reported that last year 1,906 otherwise qualified students were unable to attend the NFA due to space shortages. Dr. Onieal predicts that with the new 2-day and 6-day courses there will be an estimated 750 more students that will be able to attend training classes. Dr. Onieal also stated that for this semester 3,000 applications were received and only 2,000 seats are available.

Dr. Onieal reported to the board that the Preparedness Leadership Institute has been budgeted. They have given us two full-time employees, as well as \$1 million. Dr. Onieal is preparing information to be given to the Administrator in hopes that only one employee will be needed.

Learning Management System (LMS) Update Ms. Terry Gladhill, Program Analyst, NFA

Ms. Terry Gladhill briefed the group on the current status and updates from NFA Online. The Phase 2 upgrades have been completed, as well as upgrades made to the log-on screen. Upgrades have been made to the reporting format, which now can be done quarterly by States, and patches were applied to the service package; currently working on the migration of courses from virtual campus. Ms. Gladhill stated that they would like to have Ranch House and Town House rolled out within the next few weeks. Ms. Gladhill also stated that the current enrollment to date is 17,000, with 10,000 completions.

Board Discussion/New Items Dr. Robert Fleming, Chair, Board of Visitors

Approval of October Meeting Minutes

Dr. Fleming asked the board members if there were any discrepancies or remarks regarding the October 2007 meeting minutes. Nothing was stated. Dr. Fleming asked for a motion to approve the October meeting minutes. Chief Oliver so moved. There was a second from Ms. Johnson. All members were in favor.

April Meeting Dates

Dr. Fleming announced that the next BOV meeting will be held April 2 and 3, with travel days being the first and the fourth.

Dr. Fleming moved that the meeting be adjourned. Chief Oliver approved the motion. There was a second from Ms. Johnson. All members were in favor. Meeting adjourned.