

**Department of Homeland Security/Federal Emergency Management Agency
U.S. Fire Administration
Board of Visitors for the National Fire Academy
Teleconference
July 12, 2011
Building H, Room 200**

Attendees:

The following Board of Visitors for the National Fire Academy (BOV NFA) 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. Randy Novak
Bureau Chief
Iowa Fire Service Training
3100 Fire Service Road
Ames, IA 50011-3100

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, OH 43215

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

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

The following Board member was not present:

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

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

Mr. Ron Face, Director, NETC Management, Operations and Support Services
Mr. Ed Kaplan, Chief, Education, Training, and Partnerships Section, NFA
Ms. Ruth MacPhail, Secretary, NFA
Mr. Mike McCabe, Education Program Specialist, NFA
Mr. Rob Neale, Deputy Superintendent, NFA
Dr. Kirby Kiefer, Deputy Superintendent, NFA
Dr. Denis Onieal, Superintendent, NFA

Convene BOV Meeting/Opening Remarks

Ms. Helen Johnson, Chair, Board of Visitors

Dr. Denis Onieal, Superintendent, NFA

Dr. Kirby Kiefer, Deputy Superintendent, NFA

Ms. Helen Johnson called the meeting to order and took roll call. She stated that there was a quorum. She also stated that there is one public attendee on the call, Mr. Justin Beal.

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

Approval of April 2011 Meeting Minutes

Dr. Sandy Bogucki asked that there be changes made to the section on the Emergency Medical Services Subcommittee. Her submitted changes are as follows. They are highlighted in red.

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.

Ms. Helen Johnson asked for approval of the minutes with the changes from Sandy. Mr. Randy Novak motioned for the April 2011 meeting minutes to be approved with the exception of the changes from Sandy. There was a second by Dr. Sandy Bogucki. All members were in favor.

NFA Academy Updates**Dr. Denis Onieal, Acting Deputy U.S. Fire Administrator, USFA****Dr. Kirby Kiefer, Acting Superintendent, NFA****Mr. Robert Neale, Deputy Superintendent, NFA**

A briefing summary handout was distributed to all for review.

Dr. Kirby Kiefer reported on his updates.

- State Training Grant status: \$25,000 will be given to each State for the delivery of NFA courses. The money was late being released due to the continuing resolution. Chief Glenn Gaines is working with FEMA Grants Director, Elizabeth Harmon, on the grant money. They are hoping for possibly another week before release.
- Campus Classroom Technical Coordination: We are working on consolidating purchases between NFA and Emergency Management Institute (EMI) to reduce costs.
- Procedural changes for off-campus deliveries: The current process is for instructors to collect student evaluations. The new process will involve a third party (State or local host) collecting the evaluations and mailing them to the Evaluation Center.
- Federal Emergency Management Agency (FEMA) Flood Surge Training Report: NFA hosted 500 students for FEMA disaster response to flooding in Southern States. These students were unexpected and staff did a great job accommodating with lodging and food service on short notice.
- Unfunded course development requests: Money not spent is diverted into a prioritized list for development and purchases. The money will be split and used for such things as new computers in the classrooms, classroom improvements, and new exercise options for the Learning Management System (LMS).
- Launch of Real-Time Performance Gap Tool: We have asked Training Resources and Data Exchange (TRADE) to identify performance gaps. There is now an NFA spot on the Website to submit suggestions. The information will be collated and used in course development.
- NFA new hire: Mike McCabe, the TRADE/FESHE program manager, is the newest NFA hire along with four summer hires.

Mr. Rob Neale reported on his updates.

- Curriculum and Instruction Branch solicited subject matter experts to help in course development. There were 336 resumes received, including Mr. Beal, who is on the call.
- *Residential Sprinkler Plan Review*: 2-day course has been released to the States for delivery.

- Applications: As Random Selection goes forward, we are matching all applications with the classes to see which classes will be filled and which ones will be canceled.

Budget/Deferred Maintenance & Capital Improvements Update **Mr. Ron Face, Director, NETC Management, Operations and Support Services**

Mr. Ron Face used a handout to review updates on the budget and facilities. He briefly discussed FY 2010 and 2011 capital improvements and repairs. A listing of all improvements is in the handout along with the completion dates if the improvement has been completed and projected completion dates of those that have not been completed. All FY 2011 improvement contracts have been awarded or will shortly be awarded to contractors. Mr. Face discussed the steam issue which he reported on at the last board meeting. The National Emergency Training Center (NETC) supply of steam from the Daughters of Charity will be terminated in April 2012. Installation of a natural gas line by contractor along with the possibility of three other contractors needed to complete this job.

Mr. Ron Face reported on the new National Terrorism Advisory System (NTAS). This new system will have three levels of alert: steady, elevated, and imminent. The "steady" level is no change from the yellow level that we currently are in. The "elevated" level will involve passing all visitors through a metal detector, vehicle searches, and a security escort for visitors. The "imminent" level would include shutdown of campus and the sending home of all employees. This would mean teleworking and all government business must be conducted off site. Students would be released and in the event that mass transportation is shut down, there is an agreement between the NETC and a rental company to have cars delivered for students to drive in groups to their homes.

Mr. Face reviewed the Occupant Emergency Plan (OEP). This plan identifies the management actions to be taken in an emergency and outlines both general and specific types of events for FEMA employees. There is also an employee guide used as a briefing to educate employees about the facility's emergency procedures. Mr. Face used the handout to review aspects of the plan including the types of emergencies, evacuation procedures, shelter-in-place, designated assembly areas, fire response, and medical emergencies.

Mr. Face reviewed the Active Shooter Plan with the Board. This is also made available to management. Employees are provided with a smaller card just like the OEP. This plan has been coordinated with the Maryland State Police, Frederick County Sheriff's Office, local emergency medical services (EMS), and local fire departments. Mr. Face reviewed the packet with the Board and stated that there will be an active shooter exercise that will be scenario-driven on campus. This will involve local law enforcement, fire service, and EMS.

Status of Subcommittees

Applicant Outreach (Adam Thiel)

Mr. Adam Thiel reported that the committee submitted a draft report and it will be available to the Board 45 days prior to the next face-to-face meeting in October. He stated that they are waiting on an official written opinion from the Office of General Counsel (OGC) regarding sponsorship from other groups and organizations for students to attend classes at the NFA. The

committee would like to hold one more conference call after the draft report is finalized in the hopes that the OGC opinion will have been received.

EMS Program Steering (Sandy Bogucki)

Dr. Sandy Bogucki stated that the staff has implemented the recommendations outlined by this committee to a remarkable extent, and continues to bring new EMS content online. This has been done by realigning and updating some existing courses as well as through new course development. Pending any new requirements, the committee has completed its mandates.

FESHE (Adam Thiel)

Mr. Adam Thiel stated the annual FESHE Conference was held and was very well attended and received. The committee has no further reports or recommendations after the conference.

Mr. Mike McCabe stated that there was infrastructure established within each Region to have Co-Chairs similar to the TRADE setup. Several teleconferences will be scheduled between the months of September 2011 and April 2012. They are currently working on building communication in areas where TRADE and FESHE overlap, as well as adding job performance requirements to the National Professional Development Matrix standards.

TRADE (Randy Novak)

Mr. Randy Novak stated that the report from this committee was sent to all Board members and was voted on at the April meeting. This committee's task has been met.

Public Comments

There were no public comments to report.

Meeting Schedule

Ms. Helen Johnson reminded all Board members that their financial disclosure forms are due by August 5, 2011.

The next meeting will be held in conjunction with the National Fallen Firefighters Memorial weekend. Meeting dates are October 14-15, 2011, with travel days being October 13 and October 16, 2011. Ms. Johnson reminded the Board she would not be in attendance and Adam Thiel should be available to chair the meeting.

Mr. Randy Novak motioned for adjournment. There was a second from Mr. Jack Reall. All were in favor.