

**Department of Homeland Security
Federal Emergency Management Agency
U.S. Fire Administration
Board of Visitors for the National Fire Academy
April 17, 2014
Building H, Room 300
Teleconference**

Attendees:

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

Mr. Adam K. Thiel (Chairman)
Deputy Secretary of Public Safety and
Homeland Security
Commonwealth of Virginia
1111 East Broad St., 3rd Floor
Richmond, VA 23219

Chief Kwame Cooper
Assistant Chief
Los Angeles City Fire Department
3010 Wilshire Blvd., Suite 453
Los Angeles, CA 90010

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

Dr. Manuel Fonseca
Assistant Fire Chief
Nashville Fire Department
63 Hermitage Ave.
P.O. Box 196332
Nashville, TN 37210

Mr. Chris Neal
Senior Executive Advisor
Oklahoma Council on Firefighter Training
13801 South Western
Edmond, OK 73025

Chief Randy Novak (Vice Chairman)
Bureau Chief
Iowa Fire Service Training
3100 Fire Service Road
Ames, IA 50011-3100

Battalion Chief Jack Reall
President, Columbus Firefighters Union
IAFF 67
379 West Broad St.
Columbus, OH 43215

Chief Steven Westermann
Central Jackson County Fire Protection District
805 NE Jefferson
Blue Springs, MO 64014

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

Mr. Ken Farmer, Chief, Leadership and Fire Risk Reduction Section, NFA
Ms. Terry Gladhill, Chief, Training, Administration, Planning and Analysis Section, NFA
Ms. Stacey Harmon, Instructional Systems Specialist, Leadership and Fire Risk Reduction Section, NFA
Ms. Ruth MacPhail, Secretary, NFA
Ms. Mary Marchone, Training Specialist, Leadership and Fire Risk Reduction Section, NFA
Chief Ernest Mitchell, Fire Administrator, USFA
Mr. Robert Neale, Deputy Superintendent, Curriculum and Instruction Branch, NFA
Mr. Loney Nunemaker, Chief, Response Section, NFA
Dr. Denis Onieal, Superintendent, NFA
Ms. Cindy Wivell, Program Support Specialist, Training, Administration, Planning and Analysis Section, NFA

Convene NFA Board of Visitors Meeting/Welcome

Mr. Adam Thiel, Chair, Board of Visitors
Chief Ernest Mitchell, Fire Administrator, USFA
Dr. Denis Onieal, Superintendent, NFA

Dr. Denis Onieal stated that he will be the Designated Federal Officer (DFO) for this meeting. He also stated that he will be leaving the conference call prior to its completion; at that point, Mr. Rob Neale will serve as the DFO.

Mr. Adam Thiel stated that the only agenda item for this meeting is report outs from the two subcommittees for the Managing Officer (MO) program. The final subcommittee reports were distributed.

MO Program Curriculum Subcommittee **Battalion Chief Jack Reall, Subcommittee Chair**

Chief Jack Reall reported on the recommendations developed by the Curriculum Subcommittee for the MO program. He stated that there was a lot of input from the NFA staff on the course areas. During the subcommittee's conference call, discussion was centered on course material specifics. There were several representatives on the committee who are instructors for the selected courses.

Chief Ernest Mitchell asked for an explanation as to where ethics will be covered in the courses that were selected. Chief Reall responded that ethics is covered heavily in the 2-day Leadership I, II and III courses. Human relations are covered in those courses as well. Chief Kwame Cooper suggested using the 6-day course "Cultural Competence in Risk Reduction" (R0394) as a more in-depth cultural and diversity course. If this course is included, another course may need to be

removed. There were suggestions to remove “21st Century Training for Fire/EMS Training Officers” (R0354) or “Conducting Local Risk Reduction by Company Officers” (R0186).

Dr. Onieal suggested the possibility of blending the R0186 and R0394 courses together. He stated that all the courses recommended will be updated or revised. The Board members agreed that blending the courses would be the best option. Dr. Onieal will send the learning objectives for Leadership I, II and III to the Board members for their review.

Chief Reall suggested that the NFA staff and training specialists look into enhancing the cultural and ethics portions in these courses as they are revised.

A motion was made to combine R0186 and R0394, and as an aspiration, that NFA continue to concentrate on ethics and cultural competency as courses are revised. All Board members were in favor.

Mr. Neale stated that the “Shaping the Future” (F/W0602) course is being removed from the NFA catalog of courses and will be entirely revised and revamped. The title may change as well.

Dr. Onieal asked that the Board give the staff leeway to change or alter the course titles, as appropriate, for the materials. Mr. Bob Cumberland so moved. Chief Reall followed with a second. All Board members were in favor.

MO Program Admissions Subcommittee **Mr. Randy Novak, Subcommittee Chair**

Mr. Randy Novak stated that the primary focuses for the subcommittee were education, training and experience. He reviewed the recommendations with the Board.

Chief Cooper asked for more explanation on the decision to not include life experience as part of the educational credit requirements. Mr. Novak responded that the committee was concerned that an applicant would have a lot of life experience, but not enough educational experience. There was extensive discussion over whether life experience should be included as an educational requirement. It was suggested to mirror the credit requirement for the Executive Fire Officer Program (EFOP), which is 25 percent nontraditional, 25 percent life experience, and 50 percent academic. There will be no limitations on the type of degree the applicant possesses or a specific major/subject matter.

Mr. Novak motioned to accept the recommendations with the changes to mirror the EFOP credit requirements and to remove references to page numbers for the handbooks and training guides used as part of the requirements. There was a second by Chief Reall. All Board members were in favor.

Dr. Onieal stated that staff will be meeting to review the recommendations and information provided from this conference call and given direction as to the next steps.

Mr. Cumberland motioned for adjournment of the conference call. There was a second from Chief Cooper. The meeting adjourned at 4:15 p.m.

DEPARTMENT OF HOMELAND SECURITY

Federal Emergency Management Agency

[Docket ID FEMA-2008-0010]

Board of Visitors for the National Fire Academy

AGENCY: Federal Emergency Management Agency, DHS.

ACTION: Committee Management; Notice of Open Federal Advisory Committee Meeting.

SUMMARY: The Board of Visitors for the National Fire Academy (Board) will meet via teleconference on Thursday, April 17, 2014. The meeting will be open to the public.

DATE: The meeting will take place on Thursday, April 17, 3:00 to 4:30 p.m. Eastern Daylight Time. Please note that the meeting may close early if the Board has completed its business.

ADDRESSES: Members of the public who wish to participate in the teleconference should contact Cindy Wivell as listed below in the **FOR FURTHER INFORMATION CONTACT** section by close of business April 15, 2014, to obtain the call-in number and access code. For information on services for individuals with disabilities or to request special assistance, contact Cindy Wivell as soon as possible.

To facilitate public participation, we are inviting public comment on the issues to be considered by the Board as listed in the **SUPPLEMENTARY INFORMATION** section. Comments must be submitted in writing no later than April 15, 2014, and must be

identified by Docket ID FEMA-2008-0010 and may be submitted by one of the following methods:

- Federal eRulemaking Portal: <http://www.regulations.gov>. Follow the instructions for submitting comments.
- Mail/Hand Delivery: Cindy Wivell, 16825 South Seton Avenue, Emmitsburg, Maryland 21727.

Instructions: All submissions received must include the words “Department of Homeland Security” and the Docket ID for this action. Comments received will be posted without alteration at <http://www.regulations.gov>, including any personal information provided.

Docket: For access to the docket to read background documents or comments received by the National Fire Academy Board of Visitors, go to <http://www.regulations.gov>, click on “Advanced Search,” then enter “FEMA-2008-0010” in the “By Docket ID” box, then select “FEMA” under “By Agency,” and then click “Search.” Prior to the meeting, handouts for the meeting will be posted at <http://www.usfa.fema.gov/nfa/bov.shtm> by April 9, 2014.

There will be a 10-minute public comment period. Each speaker will be given no more than 2 minutes to speak. Please note that the public comment period may end before the time indicated, following the last call for comments. Contact Cindy Wivell to register as a speaker.

FOR FURTHER INFORMATION CONTACT:

Alternate Designated Federal Officer: Denis G. Onieal, telephone (301) 447-1117.

Logistical Information: Cindy Wivell, telephone (301) 447-1157, fax (301) 447-1834, and email Cindy.Wivell@fema.dhs.gov.

SUPPLEMENTARY INFORMATION: The Board of Visitors for the National Fire Academy (Board) will meet via teleconference on Thursday, April 17, 2014. The meeting will be open to the public. Notice of this meeting is given under the Federal Advisory Committee Act, 5 U.S.C. App. (Pub. L. 92-463).

Purpose of the Board

The purpose of the Board is to review annually the programs of the National Fire Academy (NFA) and advise the Administrator of the Federal Emergency Management Agency (FEMA), through the United States Fire Administrator, of the operation of the NFA and any improvements therein that the Board deems appropriate. In carrying out its responsibilities, the Board examines NFA programs to determine whether these programs further the basic missions that are approved by the Administrator of FEMA, examines the physical plant of the NFA to determine the adequacy of the NFA's facilities, and examines the funding levels for NFA programs. The Board submits a written annual report, through the United States Fire Administrator, to the Administrator of FEMA. The report provides detailed comments and recommendations regarding the operation of the NFA.

Agenda

At its December 2013 meeting, the Board recommended establishing a two-year NFA Managing Officer Program designed to enhance the management and leadership skills of first-line to mid-level managers in their fire and emergency medical service organizations. Two subcommittees were established by the Designated Federal Officer to

review curriculum and admissions and final project guidelines. The Board will review reports from these subcommittees, deliberate, and develop recommendations for presentation to the FEMA Administrator through the U.S. Fire Administrator.

Dated: March 26, 2014

Denis G. Onieal,

Superintendent,

National Fire Academy,

United States Fire Administration,

Federal Emergency Management Agency.

MEMORANDUM

TO: Adam Thiel, Chair
National Fire Academy Board of Visitors

FROM: Randal E. Novak, Subcommittee Chair
Managing Officer Program Admissions Subcommittee

SUBJ: Subcommittee Recommendations

DATE: March 28, 2014

The National Fire Academy (NFA) has chosen to start a new program titled Managing Officer Program (MOP). This program is aimed at improving the capabilities of mid-level officers. The NFA has asked the Board of Visitors to assist with the initial development of this program. Two subcommittees were formed to look at the admission requirements and curriculum needed to support this program.

The MOP Admissions Subcommittee was formed to discuss and recommend admissions requirements for the Managing Officer Program. The goals of this subcommittee included:

- Determining admission requirements, to include academic requirements (considering credit hours, life-experience, institutional accreditation, transfer hours, etc.), experience (as a supervising officer, etc.), certifications (FF, FO, etc.), and any other necessary requirements. Also determine if a “tiered” selection process is appropriate for admissions in this program.
- Determining requirements for a capstone project (after completion of core courses).

This subcommittee met through telephone conferences on February 27, 2014 and March 27, 2014. Admissions Subcommittee members and the organizations they represented included:

Helge Nordveit – National Fire Academy Alumni Association (NFAAA)

Kevin Zumwalt – Training Resource and Data Exchange (TRADE)

Ken Kremensky – National Native American Fire Chiefs Association (NNAFCA)

Phil Paige – National Society of Executive Fire Officers (NSEFO)

Susan Tamme – International Association of Women in Fire and Emergency Services (iWomen)

Mark Young – National Association of State Fire Marshals (NASFM)

Allan Rice – North American Fire Training Directors (NAFTD)

Dennis Blair – National Association of State Emergency Medical Services Officials (NASEMSO)

Ryan Greenburg – National Emergency Medical Services Management Association (NEMSMA)

Randal Novak – National Fire Academy Board of Visitors (NFA-BOV)

Bob Cumberland – National Fire Academy Board of Visitors (NFA-BOV)

Steve Westermann – National Fire Academy Board of Visitors (NFA-BOV)

After two separate telephone conferences, this subcommittee wants to reinforce the idea that the candidates for the Managing Officer Program should have a strong background as supervising officers, supported by education, training, and experience. In particular, the following recommendations are provided with that thought in mind:

1. Education: The subcommittee is recommending that candidates should have earned an Associate degree (approximately 60+ credit hours) from an accredited institution (either regionally or nationally accredited). In addition, only 25% of those credit hours earned should be from non-traditional credits, and these non-traditional credits should come through a structured learning environment. The subcommittee recommends no credit should be included at this level for “life experiences”.
2. Training: The subcommittee is recommending that candidates should have a strong background in training provided at the local, regional and state level. Their training should have exposed them to more than just local requirements, such as regional and state training with responders from other jurisdictions.

While the subcommittee does not recommend particular levels of certification, there should be evidence of training that supports their role as a supervising officer (fire or EMS). This training can be demonstrated in one of many forms, which may include, but not be limited to the following:

- Certification at the Fire Officer I level (based on NFPA 1041).
- Credentialed at the Fire Officer designation through the Center for Public Safety Excellence (CPSE).
- Training at the fire or EMS leadership level.
- State/regional symposiums, conferences, and workshops supporting leadership, management, and supervision.
- Other training that supports the competencies identified in the IAFC Officer Handbook, 2nd Edition for the supervising officer (page 25-26).

The subcommittee also recommends the following prerequisite training as a requirement for admission to this program: IS-700, IS-800, ICS-100, ICS-200. These training programs are available both locally and on-line (through FEMA and the NFA).

3. Experience: The subcommittee is recommending that candidates have experience as a supervising officer (fire or EMS), which could include equivalent time as an “acting officer”. The fire/EMS chief should verify this experience through their signature on the NFA application. While the subcommittee does not recommend a separate letter from the fire/EMS chief, we do recommend a checklist be developed to assist the chief in ensuring all the requirements for admissions are complete.

The subcommittee does not recommend using a tiered selection process for admission to this program.

4. Capstone Project: The subcommittee recommends that the “capstone project” be an applied project that benefits the fire/EMS agency, or the community it serves. In particular, the candidates chief or immediate supervisor should help vet the project prior to final approval. The scope of the project should be appropriate to the candidates’ duties/responsibilities in their organization, and be appropriate to the Managing Officer Program. The subcommittee recommends that these projects may be based on one of the following, but not limited to:

- Lessons learned from one of the core courses required in the Managing Officer Program.
- Taken from the listed experiences of the managing officer as identified in the IAFC Officer Handbook, 2nd Edition (pages 33-34).
- Equivalent issue/problem identified by the candidates agency, or in the agency’s served area/jurisdiction.

The Admissions Subcommittee asks the National Fire Academy-Board of Visitors to review the submitted recommendations and make its final recommendations to the Federal Emergency Management Agency Administrator through the US Fire Administrator.

MEMORANDUM

TO: Adam Thiel, Chair
National Fire Academy Board of Visitors

FROM: Jack Reall, Subcommittee Chair
Managing Officer Program Curriculum Subcommittee

SUBJ: Subcommittee Recommendations

DATE: March 31, 2014

The National Fire Academy, with support from the Board of Visitors, is moving forward on the development of a Managing Officers Program (MOP) to provide professional development to managing officers in career, volunteer and combination Fire, EMS and Rescue organizations. The Board of Visitors created two subcommittees to provide input from various industry experts and Fire and EMS organization representatives.

The MOP Curriculum Subcommittee was created to determine the appropriate curriculum for the program. The goals of this committee were:

- To determine the appropriate four 6-day NFA On-Campus courses that should be part of the students 2 NFA visits.
- To determine the number of 2-day NFA Off-Campus offerings and make recommendations of which ones should be in the program.
- To determine the number of Online NFA offerings and make recommendations of which ones should be in the program.
- To make a recommendation on how to address those students who have already completed one of the Off-Campus or Online programs prior to entry into the MOP.
- To make recommendations if any of the Off-Campus or Online programs should be pre-requisite.

The Subcommittee communicated through email and had one conference call meeting on March 27, 2014 at 1300 hrs (EST). The Curriculum Subcommittee members and the organizations they represent included:

- Chris Cebollero (NAEMTS)
- Mary Emge (IAFC)
- Travis Ford (TRADE)
- Kenn Fontenot (NVFC)
- Barbara Klingensmith (FESHE)
- Christopher Walker (IAFF)
- Michael Randolph (IABPFF)
- James Russ (NAHF)
- Jack Reall (NFA BOV)
- Kwame Cooper (NFA BOV)

- Manuel Fonseca (NFA BOV)

As a result of the input of these communications, the Subcommittee recommends the following curriculum for the NFA Managing Officer Program:

1. NFA On-Campus Courses
 - a. 21st Century Training for Fire/EMS Training Officers (R0354)
 - b. Conducting Local Risk Reduction for Company Officers (R0186)
 - c. Safety Program Operations (R0154)
 - d. Technology for Emergency Services (R0153)
2. NFA Off-Campus Courses
 - a. Leadership I for Fire and EMS (F0803)
 - b. Leadership II for Fire and EMS (F0804)
 - c. Leadership III for Fire and EMS (F0805)
 - d. Shaping the Future (F/W0602)
3. NFA Online Courses
 - a. Introduction to Emergency Response to Terrorism (Q890)
4. Further, the Curriculum Subcommittee recommended against any of the Off-Campus courses being pre-requisite due to the timeframe hindrances that may be caused by the variables of course offerings at the State or Regional level. Consistency with the NFA Executive Fire Officer Program was also discussed.
5. The Subcommittee also recommends that any candidate who has successfully completed the most recent revision of the Off-Campus or Online Coursework shall be permitted to use these courses toward completion of the MOP. Any coursework that is not the most recent revision should be re-taken.

The Curriculum Subcommittee respectfully requests the National Fire Academy-Board of Visitors to review the submitted recommendations and make its final recommendations to the Federal Emergency Management Agency Administrator through the U.S. Fire Administrator.