

**Department of Homeland Security/FEMA  
U.S. Fire Administration  
National Fire Academy Board of Visitors  
Teleconference  
July 22, 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

Ms. Helen Johnson (Vice Chairperson)  
Executive Director  
State Firemen's and Fire Marshals'  
Association of Texas  
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

Chief Kelvin Cochran  
Atlanta Fire Rescue Department  
City Hall East, Suite 2001  
675 Ponce de Leon Avenue, N.E.  
Atlanta, GA 30308-1807

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

The following member was not present for the meeting:

Captain Jack Reall  
President, Columbus Firefighters Union,  
IAFF 67  
379 West Broad Street  
Columbus, Ohio 43215

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

Mr. Greg Cade, U.S. Fire Administrator  
Mr. Ron Face, Director, Management, Operations, and Support Services  
Ms. Teressa Kaas, Secretary, NFA  
Dr. Kirby Kiefer, Deputy Superintendent, NFA  
Mr. Rob Neale, Deputy Superintendent, NFA  
Dr. Denis Onieal, Superintendent, NFA

### **Convene BOV Meeting/Opening Remarks/Approval of April Meeting Minutes**

**Dr. Robert Fleming, Chair, Board of Visitors**

**Dr. Denis Onieal, Superintendent, NFA**

**Dr. Kirby Kiefer, Deputy Superintendent, NFA**

**Mr. Rob Neale, Deputy Superintendent, NFA**

Dr. Robert Fleming welcomed the Board of Visitors to the meeting and thanked everyone who could make the conference call. He reviewed the agenda with the members and then asked for any opening remarks from Dr. Denis Onieal. Dr. Onieal stated for the record that Chief Greg Cade would be the Designated Federal Official for the Board of Visitors meeting.

Dr. Fleming asked the members if there were any discrepancies or remarks regarding the April meeting minutes. Nothing was stated. Dr. Fleming asked for a motion to approve the April meeting minutes. Mr. Chris Neal so moved. There was a second from Ms. Helen Johnson. All members were in favor.

### **Report on Congressional Fire Services Institute Activities**

**Dr. Denis Onieal, Superintendent, NFA**

Dr. Onieal reported to the Board that what he has been hearing most is whether or not the National Fire Academy is getting everything that it needs. There have been several discussions regarding the concerns of capital improvements, requiring additional training, and curriculum development and revisions. Dr. Onieal stated that he received a letter from the National Fire Academy Alumni Association regarding curriculum development and revisions.

Dr. Onieal stated that Mr. Art Gladfelder has resigned from the Congressional Fire Services Institute (CFSI) and that Board member, Mr. Chris Neal, was appointed to his position. Mr. Charlie Dickinson received the CFSI Lifetime Achievement Award for all his hard work and dedication.

Dr. Onieal reported that the submission of applications for the Deputy Fire Administrator's position has closed.

Dr. Onieal stated that two Board members' appointments will expire in September. Four names have been submitted for the two positions within the Board. Dr. Onieal also stated that the paperwork is being vetted through the clearance process but is unsure when the decision on these two replacements will be complete. As stated in the Charter, members will stay on the Board until their replacements are named.

Chief Cade stated that USFA is interested in red card certifying the California National Guard to be a Type II Hand Crew in regard to wildland fires. This is not a typical request for USFA. As of now, they are working on a program proposal to submit to the FEMA Administrator. The issue is that there will need to be additional funding for this project. The USFA is not in favor of using the current budget. Chief Cade also stated that we will be the fiscal agent, but this project will be contracted out to localities.

## **Status of Campus Maintenance and Capital Improvements**

### **Update on the Realignment**

#### **Mr. Ron Face, Director, Management, Operations, and Support Services**

Mr. Ron Face used a PowerPoint® handout, which had been sent previously to all Board members, on the budget, realignment, and deferred maintenance. In regard to the budget for FY09, \$40,913,000 and 115 FTE were requested for USFA under FEMA's Operations, Management, and Administration (OMA) appropriation. These numbers for the budget are maintained from the FY08 budget. Mr. Face stated that he could not report in what stage or committee the budget was with. He also stated that the FY10 budget process has been started.

In regard to the realignment, the implementation date was effective May 11, 2008. Mr. Face walked through the different organizational charts provided in the handout and discussed a few of the new changes including the new National Fire Programs, which consists of the National Fire Data Center. Also, the Information Technology (IT) activities has been implemented into the Management, Operations, and Support Services Division, but are connected only by technical coordination. The PrepNet activities are also now located in the Management, Operations, and Support Services Division. The PrepNet activities, under the old organizational structure, were located in the Deputy Administrator's office.

Mr. Face then discussed campus maintenance, deferred maintenance, and capital improvements. He stated that we are gaining a lot of ground on deferred maintenance. He included in the handout a list of all the completed repair items from FY07 and a list of all the items left to complete with the FY08 budget. Included are window replacements, drapery replacements, LED exit lights for energy efficiency, and HVAC unit replacement. Mr. Face is confident that these items can be completed. Mr. Face also stated that one of the largest jobs, and he thinks one of the most important, is supplying emergency generators to all the buildings on campus.

Mr. Face updated the Board on the implementation of more security on campus. Effective August 2, 2008, there will be two security officers at the main gate. These officers will be in place 24 hours a day, 7 days a week. The new security procedures are, if you are a full-time employee with a permanent parking permit, you will be asked only to have your permit displayed and you will be waved through the gate. Instructors who are on the list provided to security will not be searched. Students arriving who are driving may have their vehicles searched, but students arriving on campus by charter bus from the airport will have to be accounted for by the driver and reported to security upon entering campus. A new trailer has been placed at the front gate which is more eye-appealing than the structure that was there before. This trailer is equipped with air conditioning, heating, and bathroom facilities.

Chief Don Oliver asked Mr. Face to consider issuing all the Board members permanent parking passes so that they have access to campus at any time. That way, when the Board comes to the campus, they do not have to go through the hassle of retrieving a temporary pass that leaves them limited areas to park. Mr. Face said that he sees no problem in that and he will take it into consideration.

### **Academy Update**

**Dr. Kirby Kiefer, Deputy Superintendent, NFA**

**Mr. Rob Neale, Deputy Superintendent, NFA**

Dr. Kirby Kiefer reported to the Board on academy updates. He stated we have received 50 grant proposals for the FY09 NFA State Training Grant Assistance (FY08 funding). Deadline for application submission was July 18, 2008. Dr. Kiefer also stated there have been difficulties with the FEMA E-Grants office, they have re-staffed in the last three weeks and even though we have had difficulty getting updates on submissions, this is improving.

Dr. Kiefer stated that the enrollment deadline for first semester of FY09 (October – March) was June 30, 2008. A total of 2,472 applications were received; compared with 3,152 for the previous semester, and 2,717 the first semester of FY08. Dr. Kiefer also stated that this was the last time we would accept Executive Fire Officer (EFO) applications from applicants who did not hold a 4-year degree.

Dr. Kiefer stated that all contractor bids are in and have been sorted and will be posted by August 1, 2008. The background suitability check for the contract instructors has brought many challenges. There are 700 contract instructors in the system and, due to non-response despite repeated attempts, 370 of them have become inactive.

Dr. Kiefer stated that the NFA Online has 15 courses posted with 32,000 enrolled. This Online site also will be used in the future for reviewing endorsed courses and possibly the EFO 360 evaluations. The NFA Online recently has been given updated software to help in these future endeavors.

Dr. Kiefer stated that Mr. Ed Kaplan and Mr. Warren Campbell met with the State Training Director from Tennessee. They are looking into adopting Mr. Kaplan's higher education curriculum, which he displays through the Fire and Emergency Services Higher Education (FESHE) Program.

Dr. Kiefer also stated that the bid is in from the American Council on Education (ACE). The packages are being assembled for the ACE review.

Mr. Rob Neale reviewed his briefing report with the Board. This report will be sent to all the Board members electronically for their own review. Among the items discussed in the report were:

- Course Development Status Report: A course development status report has been posted on a secured Web site for only State Fire Training Directors, TRADE, PARADE and the Board to view. This report will be updated quarterly.
- Course Development: 47 new course developments or updates in progress; there are 12 new courses and 35 revisions.

- Training Specialist Vacancies: J.B. Anderson has started his new position as of July 21, 2008, in the Fire Prevention Technical Curriculum, Mary Marchone has accepted the Fire Prevention Management position and will start on August 18, 2008, and a candidate has accepted the EMS position and is waiting on suitability clearance.
- USFA/NFA Blog: used to provide real-time, multi-participant interactive communications on issues at the State, National, and local levels. Maury Grundy will be monitoring the blog for topics. The first topic for the blog will be "Best practices for energy conservation for fire services" due to the increase of pricing in fuel and diesel. Waiting for DHS Chief Information Officer to issue a domain name.
- Working on contract instructor evaluation program to establish consistent procedures and standard instruments for staff to review and evaluate instructors.
- Transitioning existing student manuals to electronic version called E-Manuals. Looking at a 3- to 5-year transition period.
- Exploring low-cost to no-cost course developments by extracting content from courses already implemented and making 2-day courses such as *Changing America's Fire Service Culture*, *Residential Sprinkler Plan Review*, and *Selling Residential Sprinklers*. Right now a list of titles is being developed.
- Converting existing Computer Lab in Building "J" to an educational facility by isolating the computers from the DHS firewall.
- Improving and Expanding Simulation Training Delivery: Stacey Harmon pulled together a meeting with Charles McLean and his staff from NIST who are developing standards for simulation training. Also included in the meeting were United States Coast Guard, DHS Science and Technology Directorate, DHS Applied Distributed Learning Chief, and EMI.

## Board Discussion/New Items

### Dr. Robert Fleming, Chair, Board of Visitors

Dr. Fleming asked the group if they had any items that needed to be discussed before the adjournment of the meeting. Chief Oliver wanted to commend Mr. Kaplan on all the hard work and dedication he has put into the FESHE Program. Chief Oliver stated that the program, in his opinion, is better than ever with a lot of support being given. Chief Oliver stated that he has a conference call with Mr. Kaplan on Thursday, July 24, 2008, and he will report to the Board on this call. Chief Oliver also discussed the implementation of the EFO Program into the FESHE flowchart. Dr. Onieal stated that hopefully within the next few years the EFO will be implemented into the program and it will be considered the "icing on the cake."

Dr. Fleming asked the Board to put together items of discussion for the next meeting which is scheduled for October 2-4, 2008, in conjunction with the National Fallen Firefighters Memorial weekend, with travel days being October 1 and 5. Dr. Onieal stated that if Chief Oliver and Dr. Fleming are not replaced in their positions on the Board then they will be in attendance at the meeting per Charter guidelines.

Dr. Fleming asked for a motion that the meeting be adjourned. Chief Oliver made the motion. There was a second from Chief Kelvin Cochran. All members were in favor.