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**Department of Homeland Security  
Federal Emergency Management Agency  
U.S. Fire Administration  
Board of Visitors for the National Fire Academy  
May 7, 2015  
Building H, Room 300  
Teleconference**

**Attendees:**

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

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

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

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

Dr. Manuel Fonseca  
Assistant Chief  
Nashville Fire Department  
63 Hermitage Ave.  
Nashville, TN 37210

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

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

Battalion Chief Andrew Pantelis  
President  
International Association of Fire Fighters,  
Local 1619  
Prince George's County, Maryland  
16701 Melford Boulevard, Suite 124  
Bowie, MD 20715

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

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

Mr. Ken Farmer, Section Chief, Education, Training and Partnerships Section  
Mr. Al Fluman, Director, NETC Management, Operations and Support Services Division  
Ms. Alex Furr, Director, National Fire Programs Division  
Ms. Terry Gladhill, Section Chief, Training, Administration, Planning and Analysis Section  
Ms. Deborah Gartell-Kemp, Program Support Assistant, NFA  
Ms. Tracey Hefelfinger, Program Support Assistant, NFA  
Dr. Kirby Kiefer, Acting Superintendent, NFA  
Mr. Russell Kuck, Section Chief, Leadership and Fire Risk Reduction Section  
Ms. Ruth MacPhail, Secretary, NFA  
Chief Ernest Mitchell, U.S. Fire Administrator, USFA  
Mr. Robert Neale, Deputy Superintendent, NFA  
Ms. Ellen Newlin, Program Support Assistant, NFA  
Dr. Denis Onieal, Deputy U.S. Fire Administrator, USFA  
Ms. Cindy Wivell, Training Specialist, NFA

**Convene NFA Board of Visitors Meeting/Welcome**

**Mr. Adam Thiel, Chair, Board of Visitors**

**Chief Ernest Mitchell, Fire Administrator, USFA**

**Dr. Denis Onieal, Deputy U.S. Fire Administrator, USFA**

Dr. Denis Onieal stated that he will be the designated federal official for this meeting. He also stated that he will be leaving the conference call prior to its completion; at that point, Dr. Kirby Kiefer will be the designated federal official.

Chief Ernest Mitchell thanked the board members for attending the call and for all the important work that the members are responsible for. Chief Mitchell discussed the passing of Deputy U.S. Fire Administrator Glenn Gaines and what a tremendous loss the fire service has suffered. Dr. Onieal will be reassigned as the Deputy Fire Administrator, and Dr. Kiefer will become the Acting NFA Superintendent. A nationwide search and selection will begin for a permanent replacement for Dr. Onieal's previous position. The FEMA Administrator makes this selection.

Mr. Adam Thiel added his condolences on the loss of Chief Gaines. He extended congratulations from the board to Dr. Onieal on the award he received at the Congressional Fire Services Institute dinner.

## **USFA Data Research and Response Support Initiatives**

### **Ms. Alex Furr, Director, National Fire Programs Division**

Ms. Alex Furr reported to the board on the latest statistical reports, research initiatives and many other updates from the National Fire Programs Division.

- Arson Awareness Week theme is focused on accelerant detection canines. A link is provided to review resources, educational materials and reports on activities (<http://www.usfa.fema.gov/prevention/outreach/canine>).
- Statistical Reports.
  - USFA Fire Estimate Summary Series includes two general categories titled Fire Estimates Residential Buildings and Fire Estimates Non-Residential Buildings.
  - Reports that analyze specific fire data topics include 17 topic areas.
  - All statistical reports can be found at <http://www.usfa.dhs.gov/statistics/>.
  - Review of 2012-2013 Executive Fire Officer Program (EFOP) Applied Research Projects (ARPs) for references to the USFA statistical reports. There were 96 papers.
- Research Initiatives.
  - National Fire Service Culture Change Initiative focuses on the types of individual and organizational behaviors that adversely impact firefighter health and safety. Approximately 50 percent of on-duty firefighter fatalities result from cardiovascular issues, and 25 percent result from vehicle incidents. Materials from this initiative have been incorporated into the “Fire Service Safety Culture: Who Protects Firefighters From Firefighters?” (FSSCWPF) course. You can view the information from the initial rollout at [www.ffsafetyculture.org](http://www.ffsafetyculture.org).
  - Emergency Vehicle and Roadway Operations Safety for Law Enforcement and the Fire Service materials have been updated with the support of the U.S. Department of Justice and the International Fire Service Training Association. The updated report covers common crash causes, crash prevention, and the impact of vehicle design and maintenance ([http://www.usfa.fema.gov/downloads/pdf/publications/fa\\_336.pdf](http://www.usfa.fema.gov/downloads/pdf/publications/fa_336.pdf)).
  - Modern Construction Technology was developed in conjunction with the American Wood Council to increase awareness about modern construction components and technology ([http://www.usfa.fema.gov/operations/ops\\_safety\\_building\\_construction.html](http://www.usfa.fema.gov/operations/ops_safety_building_construction.html)).
- Collaboration with NFA on Coffee Break Trainings, curriculum development, including online training module for human trafficking, and classroom presentations on various topics.
- Fire is Everyone’s Fight currently has 978 supporters including 565 fire departments and 413 organizations, which include 42 state fire marshal’s offices. Only two of the eight organizations represented by the board are supporters (<http://www.usfa.fema.gov/prevention/outreach/fief/>).

**Deferred Maintenance and Capital Improvements on the NETC Campus  
FY 2015 Budget/Budget Planning  
Mr. Al Fluman, Director, NETC Management, Operations and Support Services  
Division**

Mr. Al Fluman used a PowerPoint handout to discuss the facility updates and the FY 2015 budget.

- Tornado exercise held on April 30. This was a full-campus exercise with approximately 800 participants. The main gate was closed, and there were five simulated injuries. Currently working on an after action report.
- Facility projects:
  - Campus waterline installation is in final phase. Waiting on action from the town of Emmitsburg to finalize easement requirements.
  - Suite renovations to Buildings A, D and F.
  - Roof repair on Building B to be completed by end of May.
  - Restroom renovation in Building B completed.
  - Repair of two sets of steps on Building K.
  - Elevator upgrade in Building N to be completed by the end of the week (May 8).
  - Office space renovation in Building R. The Media Production Center has begun moving into this space.
  - Campus exterior lighting upgrade to occur over next several months.
  - Roof replacement on Building O is underway and should be completed in the next month.
  - Upgrades to Buildings C-West and H heating, ventilating and air conditioning systems (HVAC). Building H upgrades have begun.
- FY 2015 budget:
  - Base budget of \$44,000,000 is very similar to the FY 2014 budget.
  - Large projects for FY 2015 budget include radio system replacement, log cabin repairs, HVAC replacement in Building S, and campus storm drains and sewer lines.
  - FY 2016 budget to include Building A roof repairs.

**National Fire Academy Update  
Dr. Kirby Kiefer, Acting Superintendent, NFA  
Mr. Robert Neale, Deputy Superintendent, NFA**

Dr. Kiefer and Mr. Robert Neale used a handout to discuss updates at the NFA.

- Adoption of the Fire and Emergency Services Higher Education (FESHE) model by foreign countries: Canadian and Australian universities aspire to obtain FESHE recognition. A drafted memo is waiting for Chief Mitchell's signature to agree that the countries will make use of the materials.

- Managing Officer Program: There were 300 applications received with 286 completed. Mr. Neale broke down the applications into percentages including gender, race and work status including career and volunteer. First set of classes for the program will complete their first two resident courses May 8.
- Training Resources and Data Exchange (TRADE): Mr. Mike McCabe is currently making calls to state and metro partners discussing the importance of information sharing as an important TRADE function. We will be able to report out on status at the next board meeting.
- Professional development crosswalk: After feedback is received from TRADE members on the direction they want to follow, the crosswalk is going to be reviewed for updates to standards and job performance requirements.
- Volunteer Incentive Program (VIP): Enrollments for VIP have declined, and there have been many classes with vacant seats. We will continue to offer the VIP weeks, but volunteers are welcome at any NFA class. Absolute first selection for VIP weeks will be volunteers, but vacant seats may be filled with combination or career department employees.
- Off-campus delivery program changes: The NFA will no longer sponsor 10-day off-campus classes. Course materials will be available to the States online, but they will need to provide instructors for these classes and may pay for those instructors with grant funding. Dr. Kiefer is expecting a high demand for the 2-day leadership courses due to them being prerequisites for the Managing Officer Program.
- Mediated online courses: Completion rate is not as high as expected. Currently are working on populating more classes on a Desire to Learn (D2L) Website.
- Contract instructor issues and challenges: Fees are rising. We are attracting new instructors but have shortages in certain curriculum areas. There have been classes that have been cancelled due to instructor unavailability/cost.
- Interagency agreement with the Department of Transportation (DOT): NFA has hosted two train-the-trainers for DOT. There have been over 400 students trained. The next scheduled session is July 31 through Aug. 2. Ms. Tracey Hefelfinger is working on an agreement with DOT to schedule more sessions where NFA hosts the classes and DOT picks up all costs.
- Policy/Program changes: The administrative and academic elements of the leadership and management programs have been split into two positions. The administrative person will handle ARPs, student selections, etc., of the EFOP and the Managing Officer Program. The academic person will handle the course content of the parallel programs.

- Status of staff vacancies and challenges: New Section Chief for Leadership and Fire Risk Reduction Section has been filled by Mr. Russell Kuck. Mr. Steve Dean will be the new Section Chief for the Response Section. He is anticipated to start May 17. There are still several vacancies to be filled.
- Challenges in the EFOP: Mr. Kuck is working to revise and update the EFOP by increasing the academic rigor for the masters-degree level program. They are looking at a thematic approach that will tie together all four of the years.
- Program Decision Options/Department of Homeland Security (DHS) budget requests: Ms. Terry Gladhill discussed the submitted request for the FY 2017 budget for the distance learning program. The request is for \$500,000 for conversion of existing content for delivery via an electronic platform. This has cleared FEMA and has been released to DHS. Ms. Gladhill stated that they were very clear when this request was submitted that the online mediated instruction courses are in no way intended to replace the face-to-face classroom instruction.

**Board of Visitors Subcommittee Activity Report  
Professional Development Initiative  
Mr. Adam Thiel, Chairperson**

Mr. Thiel stated that the symposium will be held June 10-12, 2015. There are 216 people scheduled to attend. There have been several conference calls that Mr. Thiel has participated in, and he stated that he is looking forward to attending.

**Final Comments/Adjournment**

Mr. Randy Novak used a handout to discuss with the board the NFA State Fire Training Approval Program. The State Fire Training Office determines which courses may qualify for the program and packages each course for submission. These are submitted to the North American Fire Training Directors (NAFTD) for peer review. The reviewers have 30 days to complete the review and forward their recommendations to the NAFTD. The NAFTD will then forward their recommendations to the NFA who will then notify the State Training Directors of the final decision. Courses that are approved are then given a “Y” code and are uploaded on the website.

Mr. Novak motioned to adjourn, and Chief Kwame Cooper seconded. All were in favor. The meeting was adjourned.

**Board of Visitors for the National Fire Academy  
Teleconference Agenda  
May 7, 2015**

<b>2:00 p.m.</b>	<p><b>Convene BOV Meeting / Welcome</b></p> <p>Chief Adam Thiel, Chairperson, Board of Visitors Chief Ernest Mitchell, Fire Administrator, U.S. Fire Administration Dr. Denis Onieal, Superintendent, National Fire Academy</p>
<b>2:10 p.m.</b>	<p><b>USFA Data Research and Response Support Initiatives</b></p> <p>Ms. Alex Furr, Director, National Fire Programs</p> <p>Public Comments / Deliberations / Voting on Recommendations</p>
<b>2:30 p.m.</b>	<p><b>Deferred Maintenance and Capital Improvements on the NETC Campus FY 2015 Budget / Budget Planning</b></p> <p>Mr. Albert Fluman, Director, USFA/NETC Management, Operations &amp; Support Services Division</p> <p>Public Comments / Deliberations / Voting on Recommendations</p>
<b>3:00 p.m.</b>	<p><b>National Fire Academy Update</b></p> <ul style="list-style-type: none"> <li>- <b>Managing Officer Program Progress Status Report</b></li> <li>- <b>Adoption of the Fire and Emergency Services Higher Education Model by Foreign Countries</b></li> <li>- <b>Training, Resource and Data Exchange Policy Discussion</b></li> <li>- <b>Professional Development Crosswalk Review</b></li> <li>- <b>Volunteer Incentive Program Policy Change</b></li> <li>- <b>Off-Campus Delivery Program Changes</b></li> <li>- <b>Status of Mediated Online courses</b></li> <li>- <b>Contract Instructor Issues and Challenges</b></li> <li>- <b>Interagency Agreement with the Department of Transportation - Update on Traffic Incident Management Course</b></li> <li>- <b>Policy/Program Change Discussion - Consolidation of Management and Leadership Curricula</b></li> <li>- <b>Curriculum and Instruction Program Activities</b></li> <li>- <b>Incremental Versus Radical Course Material Update/Policy Discussion</b></li> <li>- <b>Status of Staff Vacancies and Challenges</b></li> <li>- <b>Program Decision Options – Department of Homeland Security Budget Requests</b></li> </ul> <p>Dr. Denis Onieal, Superintendent, National Fire Academy Dr. Kirby Kiefer, Deputy Superintendent, National Fire Academy Mr. Robert Neale, Deputy Superintendent, National Fire Academy</p> <p>Public Comments / Deliberations / Voting on Recommendations</p>

<b>3:45 p.m.</b>	<b>Board of Visitors Subcommittee Activity Report</b>  <i>Professional Development Initiative</i> <ul style="list-style-type: none"><li>- Status of Annual National Professional Development Symposium and Support Initiatives, June 10-12, Bringing Together National Training and Education Audiences</li><li>- Fire and Emergency Services Higher Education (FESHE) Recognition program update</li></ul> Chief Adam Thiel, Chairperson  Public Comments / Deliberations / Voting on Recommendations
<b>4:00 p.m.</b>	<b>Final Comments/Adjournment</b>

## BOARD OF VISITORS

**For Period Ending: March 30, 2015**

- *Managing Officer Program.* The Managing Officer program received 300 applications, 286 of which were complete. Due to the high quality of applicants and interest in the program, we expanded the inaugural classes to 218 students (72.4% of those who applied).

Another 10.4% of those who applied were qualified, in fact, they were “overqualified” for the target audience: men and women earlier in their careers who want to learn about higher education and professional development. In the “overqualified” category, we had at least one applicant who possessed a Ph.D., and numerous others who had one or more Master’s degrees. While this reflects well on the improving educational status of the fire service, these applicants are not part of the target audience. We encouraged them to explore the Executive Fire Officer program and/or become instructors for the National Fire Academy.

Many students have expressed concern about their ability to obtain the Leadership I, II, III and Shaping the Future courses through their state fire service training programs. All have been encouraged to reach out to their state fire service training programs to obtain the courses. Likewise, the state fire service training program directors have been briefed they should expect an increase in requests for the courses.

We will begin reviewing applications for the 2016 Managing Officer class in December.

- *Staff Changes.* There have been some changes in the Curriculum and Instruction Branch staff since the last report:
  - We have extended conditional employment offers to two candidates for the Response and Leadership and Fire Risk Reduction sections. We are awaiting their suitability clearance before announcing names.
  - We have extended a conditional employment offer to a Leadership and Executive Development training specialist. We are awaiting a suitable clearance before announcing the name.

We continue to have substantial administrative challenges filling vacancies.

- *Course Status Report.* Course development information has been migrated to the FEMA “Enterprise Shared Workspace” where staff can obtain the latest progress information on course development and revisions. A new “Course Status Report” is operational will provide an up-to-the minute report of project status.

We are challenged with IT security regulations that limit the Board’s access to the report unless the Board member has a “.fema.dhs.gov” email address or dashboard. We are exploring ways to get the Board real time access.

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## BRIEFING REPORT

U. S. Fire Administration – National Fire Academy  
Curriculum and Instruction Branch

April 23, 2015

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- *Off Network Educational Development Server.* The educational development server that will be used to develop and pilot electronic tools for course support is installed and awaiting connection to the World Wide Web. This has been an 8 ½-year process. We are awaiting installation of fully functional campus-wide wireless internet access in conjunction with a new internet service provider for NETC. During this time, we have identified additional uses for the server, and are working with IT to see if the additional functionalities can be accomplished.

The ongoing tension between IT security issues (NFA’s position “behind the FEMA firewall”) and open access educational delivery remains unresolved. We continue to work to find ways to make our content more accessible to students while not compromising the very real threats to network security.

- *Student ICS Guide Electronic Performance Support System (EPSS).* NFA has created digital form of the pocket NFA Student ICS Guide as a subset to the Incident Command System. Staff created functioning digital versions of the guide that can be accessed by all desktop computers, tablet and smartphone versions. The distribution of the “app” currently is on hold pending a memorandum of agreement with FIRESCOPE.

NFA currently is working in partnership with the Bureau of Alcohol, Tobacco, Firearms and Explosives to develop an EPSS for fire and arson investigations. The development is under contract and we expect a prompt turnaround since the EPSS “shell” already is in place.

- *Electronic Textbooks.* Wayne Yoder, hazardous materials training specialist, and Susan Hernandez, instructional systems specialists, have been experimenting and pilot testing electronic textbooks for his classes. The electronic textbook format offers great opportunity for contemporary and long-term student learning. It is a second generation of our Bring Your Own Device initiative that, while popular and successful, has technical limits.
- *Blended Learning.* In addition to our mediated learning courses reported last period, Mike Stern, emergency medical services training specialist, is experimenting with blended learning solutions that include classroom and mediated online content. His pilot class was highly successful and Mike is sharing his experience with other training specialists.
- *Burn Range Safety Improvements.* We have identified a potential electrical safety issue with student/instructor demonstrations at the burn range. We are investigating alternative solutions to protect students, instructors, the facility and the institution.

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**BRIEFING REPORT**

*U. S. Fire Administration – National Fire Academy  
Curriculum and Instruction Branch*

*April 23, 2015*

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**Fiscal Year 2016 Plans**

- *FY 2016 Curriculum Development Guidance.* Curriculum guidance for Fiscal Year 2016 remains the same as it was for FY 2015: “repurpose,” “repackage,” and “redeliver.” Training Specialists and Instructional Systems Specialists have been asked to look at new ways to deliver existing content including a combination of face-to-face instruction, paper-based and electronic self-study, blended learning, asynchronous and synchronous mediated learning, social media (Web 2.0) and mobile learning to achieve their instructional objectives. The goals of this effort are to reach larger segments of our constituencies, to conserve ever-shrinking course development resources by allowing us to put resources into areas that need the most attention.

# NETC Campus Facilities and Support

Al Fluman, Director, NETC  
Management, Operations, & Support  
Division

# NETC Campus – Tornado Exercise

(April 30, 2015)

## Objectives

1. Occupants of all 14 participating buildings acknowledge “hearing” Campus Sirens, PA System Warning notification and acknowledge receipt of Blackboard Connect warning message or All-Hands Warning Email (Operational Communications)
2. Campus security responds to all campus-wide injuries from the severe weather situation within 5 minutes and notifies / requests outside assistance as appropriate (Public Health & Medical)
3. Occupants of all 14 participating buildings successfully seek safe shelter in the building and are accounted for in 15 minutes (Planning)
4. USFA and EMI leadership are advised of the severe weather situation within 3 minutes after any significant situation change (Situational Assessment)
5. Sirens, NETC PA System and Campus Blackboard Connect are activated three minutes upon receipt of notification (Public Information & Warning)

# Facility Management Branch Update

## 2015 Facility Projects

- Installation of a new campus water supply main (completed – waiting TOWN action)
- Building A Elevator Upgrade
- Building A (ADA) Suite Renovation
- Building B Roof Inspection and Repair
- Building B Rest Room Renovation

# Facility Management Branch Update

(continued)

## 2015 Facility Projects

- Buildings F, D, A (ADA) Suite Renovation
- Repair K Building Steps
- Replace Classroom Lighting Fixtures
- Building N Elevator Upgrade
- Building R Office Space Renovation
- Campus Exterior Lighting Upgrade

# Facility Management Branch Update

(continued)

## 2015 Facility Projects

- Install Occupancy Sensors in Staff Offices
- Building O Roof Replacement
- Vend Miser Installation
- Building C-West HVAC Upgrade
- Building H HVAC Upgrade

# FY2015 Budget Information

- Base budget in FY2015: \$44,000,000
- Facility deferred maintenance and capital improvement plan is robust (FEMA HQ works with USFA on priorities)
- Large FY2015 projects include:
  - Phase 1 Radio System Replacement
  - Critical Log Cabin Repairs
  - S Building HVAC Replacement
  - Campus Storm Drain Repairs

# Discussion

Any Questions?

# **NFA State Fire Training “Approval” Program**

The United States Fire Administration's National Fire Academy (NFA) has established a State Fire Training Office (SFTO) “Approval” Program.

State fire service training systems need courses that the NFA, due to time and resource constraints, is unable to develop. The SFTO Approval Program recognizes that many state-developed courses may be equivalent to NFA courses in both content and quality.

The SFTO Approval Program Agreement states that the NFA and State fire service training systems have recognized a set of criteria and a process to have selected state courses approved as an NFA course. The state fire service training systems and the NFA manage a system for assessing courses submitted by individual States; this is a peer-review process using a designated review committee that is selected by the North American Fire Training Directors (NAFTD) to perform the assessment of submitted courses. The NFA provides assistance to the committee as needed. Approved courses then become NFA courses that are delivered locally using State qualified instructors. Students in NFA-approved courses are registered in the NFA student database and may receive NFA certificates.

Approved courses are available for distribution to other states (state-to-state) that may not have adequate resources to develop the courses. The states involved in these transactions will manage the process for the exchange of approved programs, cost recovery and instructor training requirements. This is a program for state-designated fire service organizations; approved courses are not available to individuals or individual departments.

These courses should be updated/reviewed on a five (5) year cycle (or if based on NFPA Professional Qualifications Standards, within one (1) year from when the new Standard is released by NFPA). This ensures that each course is current to either the latest Standards, or to current techniques and/or technologies.

## The Process:

**Step 1:** The SFTO determines which courses may qualify for this program. The SFTO packages each course on a CD/DVD for submission, including all documentation listed on the Approval Form. Two (2) Flash Drives/CD/DVD's of each course should be submitted to NAFTD for peer review. This can be done at any time the SFTO wishes to have a course submitted for review.



**Step 2:** NAFTD will send the submitted courses to peer reviewers (NAFTD members solicited by SFTO Approval Program committee). Peer reviewers will have 30 days to complete the review and forward their recommendations to NAFTD.



**Step 3:** NAFTD will forward recommendations to the NFA for final action. NFA will notify the submitting SFTO of final decision. If the course is approved, an NFA Course Number will be assigned to the submitted course. If the course is not approved, the reason will be provided to the SFTO. The NFA will list the SFTO and Approved Course Number in the "Approved Courses" list on the NFA website. These courses should be updated/reviewed on a five (5) year cycle (or if based on NFPA Professional Qualifications Standards, within one (1) year from when the new Standard is released by NFPA).

Currently, all SFTO course submissions should be sent to:

Iowa Fire Service Training Bureau  
Attn: Randy Novak, Bureau Chief  
3100 Fire Service Road  
Ames, IA 50011-3100

## Criteria for NFA Approval of Nominated Courses

1. In order for any course to be placed on the list of approved courses, the course must adhere to the minimum requirements as stated below.
  - a. The course must have a clearly stated (written) goal and learning objectives, reflecting up-to-date content with occupational relevance.
  - b. The level of difficulty must be commensurate with post-secondary education and promote higher levels of learning (analysis, synthesis and evaluation, not simply comprehension and recall.)
  - c. The course must have a published instructor lesson plan (Instructor Guide). Student workbooks are not required. However, participant materials should be appropriate for the methodologies and learning objectives. Materials must be published and readily available to the course instructor and participants of this program (other State Training Systems).
  - d. The course must have learning activities designed to assist participants in applying the content and in practicing the objectives. Activities should be structured, wherever possible, in realistic contexts that promote transfer of learning from the classroom to the job.
  - e. Content should be taught primarily through interactive methods that involve a variety of teacher-student, student-student and student-content interactions. Lecture should be minimized.
  - f. Copyright release letters must be kept on file for any included articles, tables, graphics, audio-visual materials, etc. that are not the original work of the course developers.
  - g. The course must have appropriate evaluation(s) designed to measure participant accomplishment of the stated course objectives. Evaluations should include objective test as well as performance-based assessments, whenever possible.
  - h. A statement identifying instructor requirements should be included in the course materials; instructor must be able to document that they meet the published qualifications.
  - i. All copies of instructor guides and student materials will include a statement that the course is part of this joint program. It is suggested that the same wording be used as is used on the certificates issued within this program (see item 2, a, 1 under Premise.)
  - j. If the submitted course has been approved by ODP or ACE, please include the approval paperwork.

NOTE: NFA Approval does not imply that the course has been reviewed by an accrediting agency and received a recommendation for credit at any post-secondary institution. State Training Agencies must seek such a review and approval independently.

**National Fire Academy/State Training Programs  
Joint Training Program**

**Course Evaluation Form**

This form is to be used by state training programs to add a course onto the list of approved courses within this joint program. Please use a separate form for each course being submitted. A complete copy of course materials must be included with this form.

**AGENCY INFORMATION**

1. Agency submitting (owning) new course: \_\_\_\_\_
2. Agency director/executive officer: \_\_\_\_\_
3. Agency contact person for this course: \_\_\_\_\_
4. Agency mailing address: \_\_\_\_\_  
\_\_\_\_\_
5. Agency phone: \_\_\_\_\_ Fax: \_\_\_\_\_
6. Contact email: \_\_\_\_\_

**COURSE INFORMATION**

1. Course title: \_\_\_\_\_
2. Course Length (instructional hours): \_\_\_\_\_
3. Has American Council on Education (ACE) recommended this course for credit?  
 Yes       No
4. Has your agency copyrighted this course?       Yes       No  
NOTE: If your organization has copyrighted this course, please attach a letter stating the materials are available for distribution.
5. Does your course contain copyrighted material from other sources?  Yes       No  
NOTE: If yes, you must provide a copy of a written release of the copyright holder to use the material.

**Please turn this form over for specific course components**

**SPECIAL NOTE:** The intent of this Approval review is to insure materials submitted by state fire training systems meet the quality of components states receive from NFA courses. This does not mean content is being evaluated, but rather to insure that all required components are submitted.

6. Does this course have the following components?

**LESSON PLAN**

- Yes  No Course syllabus
- Yes  No Instructor qualifications
- Yes  No NFPA Standards/regulations referenced (if applicable)
- Yes  No Course references (bibliography)
- Yes  No Clearly stated learning objectives? (Note: A mere mentioning of meeting NFPA objectives does not constitute learning objectives.)
- Yes  No Lesson outline
- Yes  No Appropriate learning activities to reinforce learning objectives
- Yes  No Appropriate student evaluation (cognitive and/or psychomotor) to measure course objectives. (Note: If the course exam is a state certification exam, please submit a separate exam of at least 25 questions)

**STUDENT MATERIALS**

- Yes  No Student workbook or manual
- Yes  No Referenced text used (i.e., Delmar, IFSTA, NFPA, etc., ),
- Yes  No Activity worksheets in student materials
- Yes  No Learning objectives stated in student materials
- Yes  No NFPA Standards/regulations referenced (if applicable)

**INSTRUCTIONAL MEDIA**

- Yes  No Slides
- Yes  No Overhead transparencies
- Yes  No PowerPoint presentation available on CD-ROM
- Yes  No Video
- Yes  No Other (please explain)\_\_\_\_\_

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**Evaluator Recommendation**

- Approve  Approve with stipulations  Do not approve



# Preliminary Agenda



FEMA

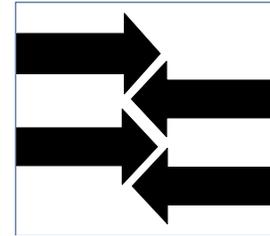
U.S. Fire Administration / National Fire Academy



Fire and Emergency  
Services Higher Education



Prevention Advocacy Resources  
and Data Exchange



Training Resources and  
Data Exchange

National Professional Development Leadership Workshop (R0703)

June 9, 2015

*“Training for Today and Educating for Tomorrow”*

*Professional Progress Academy motto*

<b>Tuesday June 9, 2014</b>		
	<b>TRADE, FESHE, PARADE: Professional Development Work Meetings</b>	
9:00 a.m. – 10:15 a.m.	Welcome Remarks –TRADE, FESHE, PARADE and Professional Development Initiative Leadership <i>(Adobe Connect Simulcast)</i>	<b>J-Auditorium</b> Dr. Onieal Michael McCabe USFAPDI: Adam Thiel TRADE: Kevin Zumwalt, Scott Pascu FESHE: Barbara Klingensmith, Lonnie Inzer PARADE: David Kerr
10:15 -11:30	<b>Federal Grant Writing Success</b>	<b>J Auditorium</b> TBD
11:30 – 1:00	<b>LUNCH</b>	
1:00 p.m. – 4:00 p.m.	Professional Development Work Groups	Various Locations – J building See R0703 agenda for room assignments
1:00 p.m. – 4:00 p.m.	(R0703) TRADE Co-Chairs Leadership meeting <i>(Adobe Connect Simulcast)</i>	<b>J Auditorium</b>
1:00 p.m.–	(R0703) FESHE (Professional Development Work	<b>Rooms J building</b>

4:00 p.m.	Groups)	See <b>R0703 agenda for room assignments</b>
1:00 p.m.– 4:00 p.m.	(R0703) PARADE Leadership meeting	<b>J-260</b>
7:00 p.m.	<b>TRADE &amp; FESHE Orientation</b> (for new and old members)	<b>J-Auditorium</b> TRADE, PARADE, PDI Reps. TBD

DRAFT

**Mark Your Calendars:**

June 15 -17, 2016 National Professional Development Symposium III



# Preliminary Agenda



U.S. Fire Administration / National Fire Academy

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National Professional Development Symposium (R0178)  
June 10 – 12, 2015

*“Training for Today and Educating for Tomorrow”*

## Tuesday June 9, 2014

7:00 p.m. **TRADE, PARADE & FESHE Orientation**  
(for new and old members)

**J-Auditorium**  
TRADE, PARADE,  
PDI Reps.  
TBD

## Wednesday, June 10, 2015 (R0178)

8:00 a.m. **Welcome Remarks**  
(Adobe Connect Simulcast)

**J-Auditorium**  
  
Michael McCabe  
Education Program  
Specialist  
National Fire Academy  
Emmitsburg, MD  
  
Dr. Denis Onieal  
Superintendent  
National Fire Academy  
Emmitsburg, MD

8:15 – 9:00 **Keynote: John Oceguela, Senior Vice President,**  
**Strategies 360**  
(Adobe Connect Simulcast)

**J-Auditorium**

9:00 – 9:45 **A Doctrine Primer: What it is and Where to Begin**  
(Adobe Connect Simulcast)

**J-Auditorium**  
TBA

9:45 – 10:00 **Break**

10:15 –10:45	USFA Professional Development Steering Committee Report-Out (Adobe Connect Simulcast)	<b>J-Auditorium</b> Adam Theil, President USFA Professional Development Initiative Steering Committee
10:45-11:30	Professional Development Textbook Publishers Panel (Adobe Connect Simulcast)	<b>J-Auditorium</b> IFSTA, Jones and Bartlett, Pearson, Pennwell
11:30-12:00	Group Photo	
12:00 -1:00	<b>Lunch</b>	<i>Dining Hall</i>
1:00 – 3:00	TRADE, PARADE, FESHE Share Fair	J building courtyard, classrooms and lobbies
3:00 – 5:00	<b>TRADE Membership Meeting</b> (Adobe Connect Simulcast)	<b>J-Auditorium</b>
1:00 – 3:00	Emerging Issues on Extended Emergency Services Response and Recovery Operations	<b>J-260</b> Rick Ziebart
2:00 – 4:00	Risk Management in Off-Campus Housing: Allowing Students to Remain Fire Safe	<b>J-138</b> Tim Knisely
2:00 – 4:00	Engaging Multicultural Communities (Adobe Connect Simulcast)	<b>J-134</b> Michael Allora
2:00 – 5:00	Essential Writing Skills for Professional Success	<b>J-264</b> Mary Sovick
2:00 - 5:00	Adaptive Management for Today’s Evolving Fireground	<b>J-268</b> Chris Naum
3:00 – 5:00	Recruiting Your Replacement	<b>J-260</b> John D’Alessandro

## Thursday June 11, 2015

	<b>Welcome Back and Thursday Overview</b>	<b>J-Auditorium</b>
8:00 -8:15	General Assembly (Adobe Connect Simulcast)	Michael McCabe
8:15 –8:45	<b>Creating a National Professional Development Doctrine</b> (Adobe Connect Simulcast)	<b>J-Auditorium</b>
8:45 – 9:15	Keynote: Chief Ronny Coleman (Adobe Connect Simulcast)	<b>TBD</b>
9:15 – 9:30	<b>Break</b>	
9:30 – 10:30	<b>FESHE/Professional Development General Membership Meeting</b> (Adobe Connect Simulcast)	<b>J-Auditorium</b>
9:30 – 11:30	<b>SLICE-RS</b> Tactical Goals: Size-Up, Location of the Fire, Isolate the Flow Path, Cool from a Safe Distance, Extinguish and then Rescue and Salvage are added in as necessary (Adobe Connect Simulcast)	<b>J-134</b> Douglas Cline
9:30 -11:30	PTS – Prevent the Stress	<b>J-101</b> Shannon Daniel
9:30 - 11:30	5 Ways that Your Fire Data can be a Critical Business Asset	<b>J-102</b> Marion Long
9:30 -11:30	Integrated Risk Management to Community Risk Reduction: Model Practices in the UK to the US	<b>J-103</b> Jim Crawford
9:30 – 11:30	Suicide in the Fire Service: Trending Topic or Stark Reality?	<b>J-138</b> Mary VanHaute
9:30 – 11:30	Improving Teaching Effectiveness in Four Simple Steps	<b>J-268</b> Karen Berard-Reed
9:30 – 11:30	Achieving Excellence in Code Enforcement Programs	<b>J-260</b> David Lynam
9:30 -11:30	USFA Research and Applied Technology Program	<b>J-264</b> William Troup
9:30-11:30	Yesterday Instructor; Today Program Director	<b>J-107</b> Bruce Walz

11:30 – 1:00	<b>Lunch</b>	
1:00- 3:00	<b>Discussion Panel:</b> The Domain and Doctrine of Professional Development for the US Emergency Services (Adobe Connect Simulcast)	<b>J-Auditorium</b>
1:00 – 3:00	Achieving Excellence in Code Enforcement Programs	<b>J-101</b> David Lynam
1:00 - 3:00	<b>SLICE-RS</b> Tactical Goals: Size-Up, Location of the Fire, Isolate the Flow Path, Cool from a Safe Distance, Extinguish and then Rescue and Salvage are added in as necessary (Adobe Connect Simulcast)	<b>J-138</b> Doug Cline
1:00 – 1:45	Creating Better FS Leaders through Higher Education	<b>J-102</b> Eric Smith John Glass
1:00 – 1:45	Recruiting Your Replacement	<b>J-107</b> John D'Alessandro
1:00 -1:45	Heart Attack Prevention in Firefighters: Evidence and Implementation	<b>J-103</b> Dominique Ashen
1:00 – 3:00	Integrated Risk Management to Community Risk Reduction: Model Practices in the UK to the US	<b>J-264</b> Jim Crawford
1:00 – 4:00	<b>Light-weight building construction</b>	<b>J-134</b> Bob Dayhoff
2:00 – 5:00	Deciding How to Decide: A standardized Decision-Making Process	<b>J-260</b> Marc Revere
2:00 – 4:00	Heart Attack Prevention in Firefighters: Evidence and Implementation (Adobe Connect Simulcast)	<b>J-103</b> Dominique Ashen
3:00 – 5:00	<b>Working Session:</b> The Domain and Doctrine of Professional Development for the US Emergency Services	<b>TBD</b>
3:00 – 5:00	Residential Sprinkler Panel Discussion (Adobe Connect Simulcast)	<b>J Auditorium</b> Ron Farr, Dennis Gentzel, Peg Paul
1:00 – 3:00	How Recent Experiences are Changing the Face of ARFF Training and Higher Education	<b>J-101</b> Jason Graber
3:00 -5:00	PTS – Prevent the Stress Bogan	<b>J-102</b> Shannon Daniel

3:00 – 5:00	Engaging Multicultural Communities	<b>J-268</b> Michael Allora
3:00 – 4:00	Creating Better Fire Service Leaders Through Higher Education	<b>J-264</b> Eric Smith John Glass
5:00	<b>Adjourn</b>	
6:30 – 8:00	<b>PARADE Member – General Session</b> (Adobe Connect Simulcast)	

**Friday June 12, 2015**

8:00 – 8:15	General Assembly (Adobe Connect Simulcast)	<b>J-Auditorium</b> Michael McCabe
8:10 - 8:15	Open Floor – Your 5 Minutes of Fame (Adobe Connect Simulcast)	
8:30 – 9:15	What time Zone are you living in? (Adobe Connect Simulcast)	<b>J-Auditorium</b> Michael McCabe
9:15 – 9:30	<b>Break</b>	
9:30 – 10:30	How Recent Experiences are Changing the Face of ARFF Training and Higher Education	<b>J-101</b> Jason Graber
9:30 – 11:30	Articulation Agreements: Not Just For Higher Education (Adobe Connect Simulcast)	<b>J-Auditorium</b> Barbara Klingensmith
9:30 – 11:30	Suicide in the Fire Service: Trending Topic or Stark Reality? (Adobe Connect Simulcast)	<b>J-260</b> <b>Mary VanHaute</b>
9:30 – 11:30	Making the Leap from On-Ground to On-Line Instruction	<b>J-264</b> Robert Skertich
9:30 – 11:30	Emerging Issues on Extended Emergency Services Response and Recovery Operations	<b>J-268</b> Rick Ziebart
9:30 -11:30	16 Life Safety Initiatives – What I know For Sure and How it Relates to Professional Development (Adobe Connect Simulcast)	<b>J-134</b> Tim Sendelbach

9:30 – 11:30	USFA Research and Applied Technology Program	<b>J-138</b> William Troup
9:30 – 11:30	Developing and Using Case Studies in EMS Management Education	<b>J-102</b> Bruce Walz
9:30 – 11:30	Reducing Unwanted Alarms: Proactive and Reactive Tools	<b>J-103</b> David Kerr
10:30 – 11:30	Effective Fire Prevention and Life Safety Messages & Education	<b>J-107</b> Teresa Neal
11:30 – 1:00	<b>LUNCH</b>	
1:00 – 2:30	Improving Fire and Life Safety Educators' Teaching Effectiveness in 4 Simple Steps	<b>J-101</b> Karen Berard-Reed
1:00 - 5:00	Fire Training Liabilities: Risk Avoidance Through Education and Training (Adobe Connect Simulcast)	<b>J-Auditorium</b> John Murphey
1:00 - 5:00	Leading, Mentoring and Succession Planning: Creating the Future of your Organization	<b>J-138</b> John Norman
1:00 - 5:00	Computer Content Design and Delivery	<b>J-011</b> Richard Valenta & Scott Pascu
1:00 - 3:00	5 Ways that Your Fire Data Can be a Critical Business Asset	<b>J-103</b> Marion Long
1:00 – 3:00	Risk Management in Off-Campus Housing: Allowing Students to Remain Fire Safe	<b>J-107</b> Tim Knisely
3:00 – 4:00	Developing and Using Case Studies In EMS Education	<b>J-101</b> Bruce Walz
3:00 – 5:00	<b>Light-weight Building Construction</b>	<b>J-102</b> Bob Dayhoff
3:00 – 5:00	Effective Fire Prevention and Life Safety Messages & Education	<b>J-130</b> Teresa Neal
3:00 – 5:00	Overview NFPA 1730: <i>Standard on Organization and Deployment of Fire Prevention Inspection and Code Enforcement, Plan Review, Investigation, and Public Education Operations to the Public</i> (Adobe Connect Simulcast)	<b>J-103</b> Steven Sawyer, Tom McGowan

3:00 – 5:00 16 Life Safety Initiatives – What I know For Sure and How it Relates to Professional Development **J-134**  
Tim Sendelbach

3:00 – 5:00 Making the Leap from On-Ground to On-Line Instruction **J-107**  
Robert Skertich

**Saturday, June 13, 2014**

8:00 Bus Departs for BWI C Building

**Mark Your Calendars:**

June 15 -17, 2016 National Professional Development Symposium III

