

**Department of Homeland Security/Federal Emergency Management Agency
U.S. Fire Administration
Board of Visitors for the National Fire Academy
October 14-15, 2011
Building H, Room 300**

Attendees:

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

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

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

Mr. Chris Neal (via teleconference)
Executive Director
International Fire Service Training Association
930 North Willis
Stillwater, OK 74078

Captain Jack Reall (via teleconference)
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 members were not present:

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

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

Chief Glenn Gaines, Deputy Fire Administrator, U.S. Fire Administration
Dr. Denis Onieal, Superintendent, NFA
Mr. Ron Face, Director, Management, Operations and Support Services, USFA
Ms. Alex Furr, Director, National Fire Programs
Dr. Kirby Kiefer, Deputy Superintendent, NFA
Mr. Rob Neale, Deputy Superintendent, NFA
Mr. Ed Kaplan, Chief, Education, Training, and Partnerships Section, NFA
Mr. Mike McCabe, Education Program Specialist, NFA
Ms. Ruth MacPhail, Secretary, NFA

Convene BOV Meeting/Welcome

Chief Adam Thiel, Vice Chair, Board of Visitors

Chief Glenn Gaines, Deputy Fire Administrator, U.S. Fire Administration

Dr. Denis Onieal, Superintendent, National Fire Academy

Dr. Kirby Kiefer, Deputy Superintendent, National Fire Academy

Chief Adam Thiel called the meeting to order at 9:00 a.m. He will serve as the Chairperson as Ms. Helen Johnson will not be in attendance. Mr. Chris Neal and Mr. Jack Reall will be on conference call.

Dr. Kirby Kiefer stated that he will be the Designated Federal Official for this meeting. He also stated that the agenda will need to be adjusted. Ms. Alex Furr will be switching positions on the agenda with Mr. Ron Face.

Chief Glenn Gaines addressed the group by stating that this week is Fire Prevention week. It is also Breast Cancer Awareness month. This weekend is the National Fallen Firefighter's Memorial where 87 firefighters will be honored for losing their lives in the line of duty.

Chief Gaines also stated that reauthorization is up for reconsideration for 4 years. He has met with senior staff and asked for input to add to the script, looking in terms of where we want to take the organization. Chief Gaines also discussed the 2012 budget. USFA is funded at the same level as we were last year. The budget has been flat-lined for the past 5 years. We will lose some classes and some research funding.

Chief Gaines announced that Ernie Mitchell went before the Senate committee on October 5, 2011. All preliminaries are completed. We currently are waiting on the Senate vote.

Approval of July 2011 Meeting Minutes/Election of Board Officers

Chief Thiel asked for approval of the July 2011 meeting minutes. Mr. Bob Cumberland motioned for approval. There was a second from Dr. Sandy Bogucki. All were in favor. Meeting minutes from July 2011 were approved as submitted.

Chief Thiel stated that the status of reappointments of the board is still dynamic. Mr. Randy Novak motioned to postpone the election of the board members. There was a second by Dr. Bogucki. All were in favor.

Annual Ethics Briefing

Mr. Paul Conrad, Senior Ethics Attorney, FEMA Office of Chief Counsel

Mr. Paul Conrad stated that for most this will be a review of the ethics training for special government employees. As an advisory committee member you are considered a special government employee (SGE).

Mr. Conrad reviewed the handouts that were provided to the board members. He provided his contact information along with his ethics paralegal information. He touched on topics such as Federal Advisory Committee Act (FACA) requirements, the Lobbying Disclosure Act (LDA), applicable criminal provisions during your service as an SGE, service as an expert witness, gifts from outside sources, misuse of position, compensation for speaking, writing, and teaching, and the Hatch Act.

All board members were given a copy of all the material reviewed as well as the Ethics Guide for FEMA employees pocket guide.

National Fire Programs Update

Ms. Alex Furr, Director, National Fire Programs

Ms. Alex Furr updated the board members on the National Fire Programs Division headlines.

There have been several statistical reports issued since the board's last meeting. Recently there was an inquiry about a report and why there were no recommendations and conclusions. Some reports are basic summaries of the numbers and are not meant to be in-depth, analytical studies. Often students or other institutions are motivated by the data to conduct follow-on studies and this is encouraged by USFA.

Firefighters Fatalities in the United States in 2010: 87 on-duty fatalities, including 15 Hometown Heroes, were reported for 2010. There was a drop in the numbers from last year.

National Center for Health Sciences data (NCHS) 2004-2008 has been posted. The trend in the fire death rate of adults over 65 increased by 8 percent. This could just be a bump due to one year of data or an actual trend. We will monitor.

Ms. Furr touched on several current projects and programs.

- Firefighter Arson Project with the National Volunteer Fire Council: USFA is trying to get a handle on the size of the problem, how people are dealing with this issue, and what are the best practices. There is a plan to produce a white paper outlining the problem of firefighter arson including in-depth studies. Also, there is a plan to create a firefighter arson toolkit for working with the media, rebuilding trust in the community, and preventive measures.

- Suicide in the Fire and Emergency Services with the National Volunteer Fire Council: This is a largely unexplored issue and the full scope of the problem is unknown. Undertaking literature search, data collection and analysis, and a report outlining recommendations for prevention.
- NFIRS Data Warehouse Status: USFA has completed development and testing in July 2011 and is currently on target with this project. Production deployment to National Fire Data Center (NFDC) National Fire Incident Reporting System (NFIRS) users is scheduled for this fall with rollouts to the State NFIRS Program Managers by first quarter of 2012.
- Learning Resource Center (LRC) Topical Spotlights: The LRC selects historical milestones to spotlight with onsite display of materials and a Web site section with links to associated resources. The current focus is major U.S. historical fires from the late 19th century.
- Response Support Branch: USFA is exploring means of accessing the Nation's structural firefighters to support national disaster response and recovery missions. Calling this FEMA Firefighter Assistance Support Team (FFAST).

National Fire Academy Updates

Dr. Kirby Kiefer, Deputy Superintendent, National Fire Academy

Mr. Rob Neale, Deputy Superintendent, National Fire Academy

Dr. Kiefer discussed the recent changes in the American Council on Education (ACE) rules. ACE recently was here for review September 25-27, 2011. We must now be issuing a letter or numeric final grades (A, B, C or 4.0, 3.2, etc.). In order to justify that grade to an impartial third party there is now obligation to keep records of the students' performance on each exercise, quiz, group project, and examination. It will be required to do so across all curricula. We are now also required to conduct formal evaluations of the instructors. The instructors are informally evaluated now by the Training Specialists; however a more formal process must be done with records of their performance. ACE is allowing 90 days for these changes to be implemented on the 22 courses that they reviewed.

Mr. Rob Neale reported out on his updates:

- Starting into FY2012, with the lack of an approved budget and the limits of operating under a continuing resolution, the curriculum management committee has decided to look into two or three big projects instead of several smaller ones. The biggest focus will be digitization of the wet/dry lab training experience. Other projects include migration of simulation lab tools and the creation of mobile learning applications.
- Internal Course Developments: NFA is creating in-house course developments rather than using a third-party vendor. Emergency Medical Services (EMS) and Fire Arson curriculums have taken part in this. Results show that this is less costly and a faster turnaround for a finished project.

- Mr. Lee Vogtman was promoted to Instructional Systems Specialist. He has completed a job on the "lessons learned" report on the tornado in Joplin, MO. These lessons learned are looking into being incorporated into our curricula.

Mr. Ed Kaplan introduced his replacement for the Fire and Emergency Services Higher Education (FESHE) curriculum, Mr. Mike McCabe. Training Resources and Data Exchange (TRADE) and FESHE are now under one curriculum. Mr. McCabe reported on FESHE and TRADE updates.

1. National Professional Development Matrix: NFA is adding the Job Performance Requirements (JPRs) to the matrix under their own column to include cross walking all of the JPRs onto the matrix. The Center for Public Safety Excellence (CPSE) competencies were voted to be added to the matrix as well. All five levels, i.e., the four Fire Officer and one Fire Prevention Officer designation levels, will be available on the Web site once finalized.
2. Bachelor's courses: Content will be put on the non-public Web page and listed by subject area. The Bachelor's committee will take over maintaining this. Course outcomes and objectives are now being taken and outlines for the Web site are being built.
3. Atlanta Workshop: Ed Kaplan and Mike McCabe went to Atlanta Fire and Rescue Department to facilitate a workshop on professional development. Fifty representatives were brought from each level of operations within the department. The representatives were broken down into seven groups and identified current issues and problems, where they wanted to go and roadblocks to AFRD's successful professional development criteria, as well as a plan of implementation over the next 5 years.
4. FESHE Certification and Recognition Program: NAFTD voted to move forward with the program. Colleges will fill out a request for recognition. The application will then be sent to a FEHSE peer review committee for evaluation and concurrence. The application will then be sent back to the NFA to then be forwarded on to that college's State director, and the State director will apply concurrence. It will then be returned to NFA with all signatures at which point the certificate can be issued along with a letter from Dr. Onieal to the school. There will be periodic audits of the college. Their certificate may be revoked if they do not remain in compliance. The college will advertise that they are a FESHE-accredited school. A copy of the process, the application, and the certificate has been provided to each board member.
5. FESHE/TRADE Adobe Connect sessions: A calendar has been provided to give upcoming dates of the sessions. The next TRADE session is scheduled for October 25, 2011. TRADE has asked to have its sessions quarterly. Working through technical issues to ensure all participants can use the Adobe Connect for the sessions. One of the biggest issues will be to discuss the travel costs and using technology to have conferences and meetings in the future.

6. FESHE Infrastructure: Attending members constructed a national organization infrastructure that mirrors the current TRADE organization during the last National FESHE Conference, held in June 2011. Members were designated in each of the 10 regions to facilitate inter/intra-regional communication and organize management within the region. This organization will also facilitate technology-based internet meetings as well as to further cut down travel costs and build efficient management. Regional teleconference meetings are held throughout the year via the Adobe Connect platform.

Draft Resolution

The Board wishes to note the passing of Dr. Bobby Jack "BJ" Thompson and commend him for his contributions as Superintendent of the National Fire Academy beginning January 1980. He was responsible for the development of all programs of the NFA, including curriculum, residence programs, outreach programs, administration, and all facilities with an annual budget of \$8,200,000. He remained in that position until chosen by President Reagan to head the U.S. Fire Administration from 1981-1982. Dr. Thompson passed away October 12, 2011.

There was a motion to execute the resolution by Mr. Randy Novak. There was a second from Mr. Bob Cumberland. All members were in favor.

Deferred Maintenance and Capital Improvements on the NETC Campus FY2011 Budget Request/FY2012 Budget Planning Mr. Ron Face, Director NETC Management, Operations and Support Services

Mr. Ron Face used a handout to deliver his report on deferred maintenance and budget. He briefly discussed the FY2010 and 2011 capital improvements and repairs. A listing of all improvements is in the handout. Also discussed were the FY2011 and 2012 appropriations. We are still on a continuing resolution for FY2012.

For FY2011, around \$10 million was used for the upgrade of the heating and air conditioning systems in all buildings. The upgrade was from a 2-pipe system to a 4-pipe system where the heating or cooling can work simultaneously. Four buildings will be accommodated by the geothermal system. The rest of the buildings will be on hot water boilers and heat pumps.

Mr. Face discussed the USFA contract conversion. There has been a cost analysis to convert contract positions to government positions. There will be 76 contract staff converted to government staff which will save a significant amount of money. The biggest cost savings is the management costs associated with the contract. FY2012 savings will amount to half a million dollars. FY2013 has projected savings of \$1.5 million. This money, along with the new heating and cooling savings, will be used to put back into the programs.

FACA Committee Activity Reports

Applicant Outreach Subcommittee

Chief Adam Thiel

Chief Thiel stated that there is a draft report and have received all the legal opinions that were needed. No comments on the draft report have been received. The subcommittee needs to hold one more conference call to get everyone to sign off on the draft report which can then be sent to the board for final acceptance and approval. This will take place between now and the next board meeting.

Dr. Bogucki moved to allow the subcommittee to hold one more conference call to finalize the report. There was a second by Mr. Randy Novak. All were in favor.

FESHE/Professional Development Subcommittee

Chief Adam Thiel

Chief Thiel stated that this committee is a standing committee. The next scheduled meeting is January 27-30, 2012. This possibly may be an Adobe Connect meeting depending on travel budget. The FESHE Conference is scheduled for May 31-June 2, 2012.

TRADE Review Subcommittee

Mr. Randy Novak

Mr. Randy Novak reported out at the last meeting. This was approved and completed. This will be removed from the agenda.

Emergency Medical Services Subcommittee

Dr. Sandy Bogucki

Dr. Bogucki reported out at the last meeting. This was approved and completed. This will be removed from the agenda.

Public Comment Period

Chief Thiel stated that there were no persons with intentions to call in and no one on the line to make public comments.

Dr. Bogucki motioned to close the public comment period. There was a second by Mr. Cumberland. All were in favor.

Annual Report Working Session

The Board prepared the FY 2011 Annual Report.

Adjournment

A motion was made by Mr. Robert Cumberland to adjourn and it was seconded by Randy Novak. All were in favor. The meeting was adjourned at 1:45 p.m.