

A HISTORY OF THE INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS



*Approved by The Historical Committee of IFSAC With
Contributions from Tim Bradley and Dr. Alan Walker*

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ACKNOWLEDGEMENT

The success of IFSAC can be attributed to the “user controlled” philosophy, or “Congress type” structure of its operational governance. It has allowed input, contributions, and disagreements in a democratic fashion. At times democracy made it more difficult, vexing, and time consuming, yet it made an organization people could believe in. That has been the success of IFSAC the first 15 years.

Numerous people, however, have contributed in making the Congress a success. Without question, you must mention and look to the end users, those certified and those degreed, whom without their interest in a quality program, the necessity for accreditation would not exist. To the entities and their representatives, who took the challenge to test their programs, and in the end contribute to the testing of other entities. To the countless site team members who visited other entities, those that trained the site team members, and those that mentored, each must be considered in the success.

Even though the governance of IFSAC has been the Assembly, there were countless Board members mentioned in this history who took the extra time to serve, travel, give advice, and write by-laws and other documents to lead the organization. They must be acknowledged. The staff, who have always been underpaid in their worth to the organization must be mentioned, as must Oklahoma State University and its Board of Regents who have allowed IFSAC to exist within the family of Fire Programs at OSU, and gave us a home to house the Congress. It would be a difficult task to mention everyone, but it is important to know the scope of involvement from so many different avenues. Then, of course, there were the members of the North American Directors of Fire Training and Education who assisted in guiding the founding of IFSAC in Kansas City, 1990.

There are a few individuals whose contributions to IFSAC and the development of this history were so critical that they should be mentioned because of their initiatives and involvement. To that purpose, we acknowledge the following;

- *Harold Mace, who served as Director of Fire Programs at OSU and whose vision presented the initial concept of IFSAC.*
- *Doug Forsman, who served as the Charter Board of Governors Chair, and followed Harold Mace as Director of Fire Programs at OSU.*
- *Dean David Thompson, OSU, who has been a supporter and advocate for IFSAC at OSU since its inception.*
- *Bill Westhoff, who served as the initial Manager of IFSAC, and whose wonderful marketing ability and sense of humor promoted IFSAC so well in the early days.*
- *John Wolfe, University of Kansas who served as Parliamentarian, advisor, and friend, and whose organizational concepts, wording, and defining posture served to organize IFSAC governance structure in words over the years.*
- *George Mulkenbeck, Bill Benjamin, and Steve Lutz who have served as Chair of the Degree Assembly Board of Governors, providing leadership and direction to the Degree side.*
- *Alan Walker, who served as my predecessor as Chairman of the Board of Governors until 1994, and whose work on his thesis into the establishment of IFSAC provided so much information for inclusion in this text.*
- *And last, but not least, Rich Hall, who has served as Manager for IFSAC the last 10 years, and has assisted in getting our records and finances in order.*
- *It has been my pleasure to serve as a member of IFSAC, and gratifying to see its history put in writing to preserve its democratic past.*

Tim Bradley

Chair, CABOG, 1994 – 2007

Introduction

It would be impossible for a small number of individuals to write a history of an organization that included all the information and events that had influenced, and been impacted by, such a large number of dedicated people. To do so would require each to write their own memories, and then compile them in a fashion that left nothing to imagination. That of course is impossible, made even more so by the absence of many through retirement, and even a few by death. IFSAC's history is its people, and since it meant something different to each one, will reside in each in a special way. The friendships, relationships, and teamwork that guided such a successful organization in such a short time will be its legacy, but the people will remain its history and story. The written history, or documentary that follows must continually be reinforced by the values that each added to the Congress, and the benefits both personal and professional each gained from their involvement. IFSAC was about democracy, and as such, personal involvement. That was its success, and that is what made it special.

*It scarcely seems possible that it has been a decade and a half since some of us first gathered in St. Louis in August of 1990 for a meeting, sponsored by National Association of State Directors of Fire Training, out of which, with the enormous assistance and support provided by Oklahoma State University, IFSAC was created. That meeting in St. Louis was held because it was thought that the only other accrediting body for certifying entities might go away due to the politics then operating at the national level in the fire service. So it was decided in St. Louis, after considerable discussion, and again, with the tremendous support of Oklahoma State University that a new accrediting body would be created. It was further decided **that if we were going to invest the time and effort necessary to start up an organization such as this, we might as well do it correctly**; that is, we should attempt to structure the new organization in such a way as to remove as many as possible of the things which frustrated those of us who were members of the other accrediting body. This was accomplished by making IFSAC a representative democracy, i.e., by letting the members of the organization control their own destinies by controlling how IFSAC would be structured and how its operations would be conducted. Another major factor which contributed to the success of IFSAC was the early decision to make it international in scope. The hard works of our non-US colleagues and the differing perspectives which they have brought to this project have done much to make IFSAC the successful and viable organization which we find it to be today.*

None of those of us who were there that day, at IFSAC's inception, not in our wildest dreams, could have imagined what a spectacular success this organization would become. From the onset, IFSAC has been fortunate to have been populated with thoughtful, caring individuals who have been willing to place the good of the organization and its mission ahead of those parochial concerns with which we all must deal. After all, organizations are nothing more than the people who comprise them. The people, the members, rose to the challenges faced by any organization in start-up mode in spectacular fashion, got through the start-up phase and made the successful transition to mature operations, and in so doing reinvented the organization by expanding its scope to include the accreditation of post-secondary degree-granting institutions offering degrees in fire-related areas.

For many of us, the time working with IFSAC and the many close friendships made over these past years are among the pleasant things we will remember during our working career. Why is that, you might wonder. Well, a good part of it is that we are all kindred spirits in that we are all educators. As educators, we start from the premise that a society whose members are educated is a much better society than one whose members are not. Thus we are all working to bring about a better educated, i.e., more professional fire service. Now we may differ slightly as to methodology but we are all focused toward a common goal.

*In writing the history of an organization it is extremely difficult to adequately reflect the character and involvement of individuals who contributed to its success. The development of IFSAC, and its subsequent success, involved the work of many people whose individual characters and traits contributed in their own unique way. The initial concept stipulated that IFSAC would be an organization driven by its members, a group of peers with common goals. That in fact is the very framework for its success. It truly did develop into a Congress of equal opportunity for representation. It is critical that IFSAC retain that point of history that reminds us of our roots. As Oliver Wendell Holmes stated, **"Upon this point a page of history is worth a volume of logic"**.*

There are a few individuals whom, at various stages of the growth of IFSAC, served as key components in its continued expansion. Some of these will be noticed as you review the history, yet every piece of a machine cannot always be visible to the eye. In any organization there are those who work a little harder, spend a little more time, and offer a little more in the form of contribution. However, anyone who has ever been a member, served on a committee, or participated on a Board can claim a piece of IFSAC'S success.

*The history that follows is the combination of numerous articles and written work. One of its primary sources of information is the written history of IFSAC developed by Dr. Alan Walker for his doctorate dissertation. Walker's dissertation covered IFSAC thoroughly through 1994 and is used extensively in this history. His permission to include portions of his work is appreciated and is acknowledged. While reviewing the material and reading subsequent drafts for the preparation of this history, you simply have to smile in reflection of the sequence of events that led to IFSAC's success. It teaches us, as President John F. Kennedy said, **"that man in his quest for knowledge and progress, is determined and cannot be deterred"**.*

BACKGROUND

You cannot fully appreciate the structure and success of the International Fire Service Accreditation Congress without at least a cursory understanding of the culture and events that led to its creation. IFSAC began its journey in 1990, yet the discussion and promulgation of accrediting fire service training programs began much earlier. Interpreting and understanding the philosophy and ideology of IFSAC requires at least a cursory review of the events and studies that occurred prior to its creation. While this background will not serve as a complete history of fire service accreditation, for those new to fire service education this review will provide a framework for understanding the evolution that took place to create IFSAC.

The Earlier Years

Several efforts were going on beginning in the early 1970's that impacted the direction of accreditation. Although fire training and education were subsets of larger goals, both in the federal arena and private arena, discussions about the future of fire training and education was being discussed.

In 1973, the National Commission on Fire Prevention and Control noted the pressing need for better training and education in the fire service in its report, *America Burning*. In 1974, Congress enacted the Fire Prevention and Control Act (Public Law 93-498), which created the National Fire Prevention and Control Administration (NFPCA) which included the National Fire Academy. The NFPCA later became the United States Fire Administration. This same Act also established an Advisory Committee on Fire Training and Education which was to further examine issues of accreditation that had been identified and discussed by the National Commission. Section 7 (k) of the Act stated:

“ ..inquire into and make recommendations regarding the desirability of establishing a mechanism for accreditation of fire training and education programs and courses, and the role the Academy should play if such a mechanism is recommended.”

It is interesting to note that Martin Grimes, whom our organizational award is named after, was an original member of this committee. After establishing definitions and terms the committee separated fire training and fire education into separate categories. It's recommendations were, in summary, that a system of accreditation should be established for fire education by an independent organization, that this organization should meet the recognition requirements of the Council on Postsecondary Education (COPA), and that the National Fire Academy should not undertake or be involved as the accrediting agency, but should provide a leadership role in getting it established, chartered, and funded.

The same report indicated that accreditation, as currently applied to various professional academic programs, did not appear suitable for application to fire service training. It is important to remember that no system of standards existed at that time for fire training or certification. At the same time the committee recognized and noted that some form of voluntary evaluation and recognition process of training programs was needed and desirable, that the National Fire Academy should provide the initiative and funds to organize this effort, and that this system and the Academy should promote and encourage the adoption of a system for the recognition of an individual's completion of a fire training program.

This report, titled “Accreditation in Fire Training and Education” was presented in January of 1979 to the Administrator of the United States Fire Administration by the Chairman of the Committee. During the period of the results of this report, the USFA and NFA were being absorbed into the Federal Emergency Management Agency (FEMA), which was noted in the presentation letter. Although no direct activity or funding of accreditation was pushed through the National Fire Academy, this study and subsequent report may have had an impact on early efforts toward professional qualification and certification, and even possibly the early absence of accreditation efforts for fire training programs. IFSAC was the first agency to utilize the theme of accreditation for fire training, since previous efforts had been defined as “qualifications”.

Even before the establishment of the Advisory Committee on Fire Training and Education, in 1966-a symposium of national fire service leaders was conducted in Racine, Wisconsin, sponsored by the Johnson Foundation. The conference was

called the Wingspread conference, named after the conference center at which it was held, and the event identified the need for professional status and career development in the fire service. Of the 12 statements of national significance to the fire problem, one half dealt directly or indirectly with professional status and development for the fire service. While Wingspread I became the catalyst for national dialogue on fire service professionalism, four years would pass before this was translated into action. In 1970, another gathering in Williamsburg, Virginia occurred including representatives of various national fire service organizations. Charles S. Morgan, then President of NFPA, conceived the idea of calling together the chief executives of the principle fire service organizations. The idea was to establish a line of communication for discussing ideas. At the meeting they named national goals for the fire service and established the leading group called the Joint Council of National Fire Service Organizations. This group included representatives from the following groups;

- The International Association of Fire Chiefs (IAFC)
- The International Association of Firefighters (IAFF)
- The Fire Marshal Association of North America (FMANA)
- The International Society of Fire Service Instructors (ISFSI)
- The International Association of Arson Investigators (IAAI)
- The International Association of Black Firefighters
- The International Fire Service Training Association (IFSTA)
- The National Fire Protection Association (NFPA)
- The National Volunteer Fire Council (NVFC)
- The Metropolitan Fire Chiefs Committee of the IAFC
- The International Municipal Signal Association

Although the Joint Council provided leadership in a huge number of activities, the one that affected the history of accreditation the most was the appointment of, in 1971, a committee to develop a national system for professional qualifications for the fire service. After a year's work by the committee, it finished the study and the Council formed the National Professional Qualifications Board (NPQB), which was known by many as the Pro-Board. It held its first meeting in 1972 in Washington, DC, under the chairmanship of Dr. John Bryan of the University of Maryland. The National Fire protection Association was designated as the secretariat for the Board and continued to serve until the early 90's. The initiating report for the direction and responsibility of the committee recommended that a professional qualification system include two key components; first, a number of technical committees to develop professional standards; and a second, a Board to oversee the process on a regular basis. The first four technical committees were;

- Firefighter
- Fire Inspector and Investigator (including a component on Fire Educator)
- Fire Service Instructor
- Fire Service Officer

It was recommended that these technical committees function within the standards-making process of the NFPA.

In early 1974, the Board adopted its first standard for Firefighters, known by the title Standard Number 1001. This would later to evolve into NFPA 1001, Professional Qualifications for Firefighters. This was followed very quickly by the adoption of a set of criteria in 1975 for implementing a system for qualifying certifying agencies. This criterion was very specific in nature and over time, based on interpretation, prevented some states from applying for qualification.

In 1977, the Joint Council authorized the NPQB to start a two year pilot of the proposed procedures of qualification. The Board (NPQB) selected the States of Iowa, Oregon, and Oklahoma to serve as pilot states, and the period from 1978 to 1980 served as the pilot period. After a presentation of the results from the pilot study, the Joint Council approved full implementation of the new qualification system in August of 1980. This was a landmark date, since it established the official beginning of a system of qualification for certifying agencies, which would eventually evolve into a system that actually, although still called qualification, served as an accrediting method for these state agencies. True to the evaluation that occurred during the pilot test, the Board officially qualified Iowa, Oklahoma, and Oregon in 1981 to begin their own certification programs.

Continuing its responsibilities to promote the improvement of the nation's fire service, the Joint Council in 1982 established 14 goals to assist in accomplishing its directive. One of those 14 goals was to encourage all fire service personnel to participate, and all training agencies to implement the certification provisions of the National Professional

Qualifications System for the Fire Service. The hope was that this would provide uniform performance standards for all fire service personnel, one of the initial goals that evolved from the creation of The National Commission on Fire Prevention and Control.

During the period between 1982 and 1988 the Pro Board started issuing national certificates to individuals and began tracking the number of individuals who had been certified. They also continued to make recommendations for improvement of the system. One of those recommendations was to provide performance standards for additional positions, and to create standards to allow for those positions, specialized in nature, which may need lateral entry into the service. An example of this was Public Fire Educator, originally included in the same standard with inspector and investigator. This was separated into three separate professional qualification standards in 1985.

In 1986, the Pro Board was given authorization from the Joint Council to purchase a computer system to improve record keeping and to expedite the printing of certificates. This also created a “national registry” of certified individuals from States who had received qualification. In this same year the Board lost one of its founding members who had been a driving factor behind professional qualifications for the fire service. Martin Grimes, who had been employed by NFPA and served the Pro Board, later became known as the “father of fire service professional qualifications”. IFSAC currently has an award in his honor to individuals noted to have advanced professional qualification of fire and rescue personnel.

After several years of operation the Pro-Board conducted its first National Conference at Singer Island, Florida in December of 1988. Over a three day period several items, ideas, and concerns were discussed. (For those from northern states, watching people walk through the lobby with bathing suits on in December was somewhat of a culture shock). Discussion topics included, but were not limited to:

- *A National Registry*
- *Recertification – re-qualification*
- *Multiple agencies within a state*
- *Accreditation of local jurisdictions*
- *Grandfathering or equivalency*
- *Testing and lack of flexibility in the current system*
- *Accreditation of national entities*
- *Standards issues.*

A second, similar meeting was scheduled to be held in the same location in April of 1990. The period between the first conferences and the second scheduled one that did not occur proved to be a critical time for the Pro-Board. In August of 1989 the Joint Council voted to disband. Citing that much of the work or purpose of the Joint Council had either been completed or could be completed by individual organization as justification, all Joint Council activities were suspended. In the resolution of dissolution, the Joint Council created a committee comprised of one representative from the National Fire Protection Association, one from the International Association of Fire Chiefs, one from the International Association of Firefighters, and two additional representatives elected at large from the remaining member organizations. This committee was empowered in the resolution to review all records of the organization and other matters necessary for the orderly dissolution of the Joint Council. The committee was empowered with the following language;

“Resolved, that this committee shall report its findings, including recommendations on the future and funds regarding the Professional Qualifications Board, to the Joint Council, no later than November 1st.” (1989)

The wording of the resolution led many to believe that the Pro Board, by direction of the Joint Council, may be in jeopardy. At the time the resolution occurred the entities which were recognized by the Pro-Board included the states of Alabama, Connecticut, Delaware, Georgia, Iowa, Kansas, Louisiana, Montana, Oklahoma, Pennsylvania, Utah, Virginia, West Virginia, the Canadian province of Alberta, Chanute Air Force Base, the Tennessee Valley Authority and a joint NFPA/IAFC certification program. In early October of 1989 the select committee met in Washington, D.C., and prepared a Request for Proposal (RFP) for bids to review the system and determine what direction should be taken in the future. They also decided that the Pro Board would continue to issue certificates to those individuals who applied; that the April, 1990, conference planned by the Pro Board would be canceled; that qualifying activities of the Pro Board would be suspended (seven agencies were awaiting accreditation at the time); and that the Pro Board’s funds would be used to support activities

called for under the Request for Proposal. In December the remaining, un-official Joint Council members approved this action by mail ballot. This turn of events created serious concerns among fire service training, certification and accreditation professionals. They began to wonder if accreditation credentials were in jeopardy of becoming obsolete. Would certification programs lose their foundations? If the system of qualifications continued, would the form of the programs change? Since much of the discussions on the future of the system were only known to a few, there was concern over how decisions were being made and who was making them?

In January of 1990, the American Council on Education (ACE) was selected from bids received in response to the committee's RFP to conduct a Phase I review of the Pro Board Qualification system at a cost of \$2000. ACE conducted interviews in Washington with representatives of the Pro Board, IAFC, IAFF, IFSTA, ISFSI and NFPA, as well as others conducted by telephone. ACE inquired in the interviews about the system, individual agencies' programs, and the direction the system should take in the future. In February 1990 ACE submitted its Phase I report and was advised by the committee to continue on to Phase II, a report which was to begin making recommendations on the future of the system.

However, on April 9, during the Fire Department Instructors Conference (FDIC), the select committee rejected ACE's Phase II report and decided to continue without further involvement of ACE. The contents of the ACE report were not made public so reflection on why it was dropped is not included here. While at the same Fire Department Instructors Conference, the National Association of State Directors of Fire Training and Education (NASDFTE), hearing of the action of the committee, voted to conduct a national conference in order to discuss the future of certification and accreditation and related concerns and issues. Huge concerns existed whether the Pro Board would continue since the dissolution resolution of the Joint Council had asked for recommendations by November 1st of the previous year, and 6 months later still no decision had been made. In addition, between April and July, representatives from NASDFTE indicated they continued to receive conflicting information from committee members. (Thomas NASDFTE Report 1990) NASDFTE officials initiated and maintained contacts with representatives of the committee studying the future of the Pro Board and with members of the Pro Board itself. They expressed their collective view that before any decision was made a national meeting was needed to collect input on issues relating to the future of fire service certification and accreditation, and frequently urged that such a meeting be scheduled. They were told on numerous occasions to wait, that the committee would soon announce its conclusions as to the Pro Board's future direction. Throughout nearly an entire year, training, certification and accreditation officials scheduled and postponed such a meeting, each time hoping while they waited to receive word on the Pro Board program.

On July 13, 1990, NASDFTE leadership determined that the managers of training and certification programs across the continent could wait no longer for the Pro Board and select committee to act, and a St. Louis conference to discuss issues of accreditation was announced for August 25 – 28, 1990. Leaders of the National Association of State Directors of Fire Training and Education believed that with responsibility of managing such programs came the responsibility to ensure a secure future for certification and accreditation credentials. Officials in state programs needed to stop waiting for a process which did not appear to be progressing and to move forward on their own, to review and discuss needs and investigate means for meeting those needs without further delay. They scheduled a meeting on certification and accreditation issues.

It is interesting to note that only a few days later, the select committee met and took actions which were announced publicly on July 25, 12 days after the announcement of the NASDFTE conference. These announced actions formed a new National Board on Fire Service Qualifications (NBFSQ) replacing the old Pro Board. In addition, the new Board was to continue with the national professional qualifications system. The new Board was made up of representatives from IAAI, IAFC, IAFF, ISFSI and NFPA. It also created a task force to recommend guidelines for the new system. This task force was to report its conclusions on November 1, 1990. The committee ordered the former qualifications system to continue issuing certificates and taking in money, but allowed the old Pro Board no other actions, including no meetings. The secretary of the Pro Board was retained to handle interim business.

The select committee further disposed of any remaining Joint Council details and officially concluded the business, begun a year earlier, of dissolving the Joint Council of National Fire Service Organizations. Remaining funds were to be disbursed among the member organizations of the former Joint Council.

On August 14, 1990, the select committee called for a meeting to be held on September 11 to include some members of the old Pro Board, telling other Pro Board members to be ready for telephone conference that afternoon. It also called for an open meeting to be held November 27 and 28 in Tampa, Florida. NASDFTE again repeated its invitation to the select committee to attend the St. Louis conference, but the invitation was declined. On September 28th, 1990, the newly

incorporated National Board on Fire Service Professional Qualifications (NBFSQ) mailed official invitations for the November 27th conference at the Airport Marriot, Singer Island Florida. NASDFTE continued with its plan for an accreditation conference in St. Louis, even though it appeared the newly formed National Board on Fire Service Qualifications had little interest in participating. Their attitude at this point cemented the desire within many to have an organization with a philosophy of service as opposed to an ideology of governing, and almost mandated a separate accrediting body be formed.

CHAPTER 1- THE ST. LOUIS CONFERENCE

Based on the concern surrounding the issues of national accreditation, the National Association of State Directors of Fire Training and Education (later to become the North American Fire Training Directors – NAFTD) planned, scheduled, and conducted a two-day conference at the Holiday Inn Convention Center, downtown St. Louis, Missouri, in August of 1990. The conference focused on issues relating to certification, qualification, and accreditation in fire service training systems. The conference was titled **“The Fire Training and Certification Program Accreditation Conference**. It was well attended by State Directors, especially those concerned about the future of professional recognition for their certification programs. Of specific notice was the absence of representatives from the newly formed National Board on Fire Service Professional Qualifications.

The conference opening session consisted of a historical review of certification and accreditation for the fire service. This was necessary to bring everyone up to date on the history, as well as establish areas of caution for future discussions concerning what had worked, what had not, and how we might make things better. One of the highlights of the conference was a detailed review of terminology to ensure everyone had an understanding for discussion. An outstanding presentation **“Standards, Accreditation & Certification Defined”** presented by John Wolfe of Kansas laid the groundwork for consistency not only in conference discussion, but beyond that, laid the groundwork for a huge portion of the documents and definitions that would be developed by IFSAC in the future. (Mr. Wolfe would later receive the International Fire Service Accreditation Congress’s highest award for this and other work he performed for the organization.) In his definitions he defined for many the confusion that existed between terms such as certification, qualification, standards, and accreditation. Probably one of the most famous statements made was that “agencies are accredited, individuals are not. Individuals are certified.” This set the groundwork that most attendees were looking for which was not a national system of certification, but a national system that accredited programs that certify fire and rescue personnel. (Anyone who has not read Mr. Wolf’s speech should acquire a copy from IFSAC archives and review it)

Proposals were also heard on specific programs which sent representatives to the conference, including the National Fire Protection Association/International Association of Fire Chiefs Fire Inspector/Officer Certification Program. Although a national program, it included some excellent framework for testing. Also introduced, which will be discussed later in this chapter was a new accreditation system introduced by Oklahoma State University. The bulk of the conference, however, was devoted to free and open discussion of issues.

The sense of the group as a whole seemed clear: Most were frustrated by a perceived lack of forward movement and no communication in the existing system as well as by an apparent disinterest in the views of system users by the existing system’s review committee. They were pleased with elements of a new accreditation system presented by Oklahoma State University (discussed below) which they perceived as answering user needs.

FSAC Concept Introduced

Harold Mace, Director of Fire Protection Publications and Fire Service Training at Oklahoma State University (OSU) made a presentation during the conference regarding a new system of accreditation which he and his staff had conceptualized. Mr. Mace demonstrated the concept of the new system by a triangle, the three sides of which contained “An Accreditation Congress”, “a Board of Governors”, and “An Administrative Section”. The “Accreditation Congress” would consist of one representative from each state or entity participating, and would be the policy making group of the organization. It followed the concept of “one member, one vote”. The “Board of Governors” would be elected from and by the Accreditation Congress members, and would carry out the directives of the Congress. The “Administrative Section” would be housed at OSU and would take care of day to day operations, including keeping records and doing administrative functions. The key element of the system as described by Mr. Mace was that virtually all rules and requirements of

membership, participation, and operation would be set by the members themselves, or the users of the system. He believed it could truly be a “peer” driven system, which answered many of the concerns expressed by State Training Directors, who for years, felt they had limited voice in the direction of the existing accrediting body. Mr. Mace’s presentation also revived hope that regardless of the disposition of the Pro Board, the future of accreditation was alive. This presentation was a breath of fresh air for many present.

Mace’s presentation described an organization he called the “Fire Service Accreditation Congress”, (later to be renamed the “International Fire Service Accreditation Congress”) consisting of three elements: a Congress, made up of one representative from each entity participating in the program; a Board of Governors, similar to the former Joint Council system’s Pro Board, consisting of seven members, four elected from the Congress, three appointed by Administration; and an Administration. Mace went on to explain the accreditation program would take its place within the OSU College of Engineering, Architecture and Technology structure, beside the state fire service training program, Fire Protection Publications, and the School of Fire Protection.

In discussing the roles of the Congress, board of governors, and the administration, Mace explained the board would be involved in site visits by providing one member to each team. At the direction of the Congress, the board could also be asked to draft recommended policies and procedures for consideration by the Congress. However, the most distinguishing feature of the organization described by Mace was that the board was not going to be a policy-making body. Policy would be formulated by the members of the Congress (each with one vote) and the board would function to carry out those policies. Under Mace’s plan, the board’s only real authority would be to act on recommendations of site teams following visits to organizations wishing to become accredited. In addition to adopting policies and procedures, Mace explained the Congress would also serve as the final appeal step regarding accreditation issues. He pointed out an appeal could be resolved with the site team, then Board of Governors, before going to the Congress. Referrals could be made back to the Administration for action at any time in the process. Mace proposed the Congress meet annually to conduct its affairs and provide two members on each site visit team. Under Mace’s plan, the Administration would manage the business affairs of the system, provide administrative support, process and review applications for accreditation, assemble site visit teams, maintain a registry, and issue certificates.

Mace then went on to discuss the accreditation process to be used. He explained the process of becoming accredited (in cases where the entity had not already been accredited by the Pro Board) would begin when an organization sent a letter to the Administration indicating a desire to participate in the system. Materials would then be sent by the applicant to the Administration with information relating to the structure and operation of the applicant organization; instructor training and selection procedures; whether, what kind and how testing is done; and evaluation and recordkeeping processes. According to Mace, this information would then be reviewed by Congress representatives, and a site visit would be conducted. Mace explained site visits and reviews were to be conducted by peer users, with an appeals process available. Site teams would be composed of members from the Congress, the Board of Governors and the Administrative office (as a non-voting member of the team). He proposed site team recommendations to the Board, for or against accreditation of an applicant, would be by simple majority vote of the site team members. Mace also went on to explain how organizations already accredited under the old Pro Board system could become participants in the new Fire Service Accreditation Congress. In addition, he discussed procedures to be used for admitting organizations into the Congress that had applications pending before the Pro Board at the time it dissolved and for admitting organizations that had never applied or been accredited under the Pro Board system. Organizations already accredited by the Pro Board were to be grandfathered into the Congress by sending a letter to OSU indicating their wish to participate in the new system. Organizations wishing to join the Fire Service Accreditation Congress with applications pending before the Pro Board at the time it dissolved, but not yet accredited, were to resubmit a copy of their application to OSU for consideration. In either case, Mace pointed out reaccreditation site visits within 12 to 18 months would be necessary to ensure organizations were maintaining appropriate levels of quality.

There was considerable interest in how the new Fire Service Accreditation Congress (FSAC) would be financed. Mace emphasized the plan he was presenting was certainly open to changes if the Congress so desired. He proposed the establishment of an annual base fee of \$500-\$1,000 per participating entity payable at the end of each year. In addition, participating entities would choose one of the following three options;

1. \$15.00 per individual certified by FSAC accredited entity (paid by student: includes entering record into national registry, certificate, and handling).
2. \$2.00 for each individual certified by FSAC accredited entity, plus accredited entity purchases FSAC seals to be placed on entity's certificates (no certificate issued by FSAC).
3. FSAC accredited entity bulk purchases FSAC certificates for \$10 each. These certificates would then be issued by the accredited agency.

Toward the end of his presentation, Harold Mace emphasized the descriptive elements of what he had presented as the new Fire Service Accreditation Congress and how it was to operate, were all negotiable. He summarized with what he saw as the system's benefits. It was ready to implement immediately. The FSAC system had built in flexibility to meet the needs of individual participating entities, without compromising the integrity of the accreditation system. The FSAC was based on a desire to serve the national fire service, with no hidden agendas. Oklahoma State University was willing to make a long-term commitment to the system and provided additional credibility. The FSAC also offered a peer driven governance system within which, each member had a voice and a vote. This new accreditation system would also support and base its criteria upon the National Fire Protection Association (NFPA) fire service professional qualifications standards.

In closing his presentation, Mr. Mace fielded some questions regarding the structure of the participation, his vision, and whether or not this system would be tied to IFSTA (International Fire Service Training Association) also housed at Oklahoma State University. Mr. Mace was reluctant to express his view on several issues, stating he believed in the peer driven system proposed for the Congress, that they would make decisions on such matters, and that he did not want to prejudice the direction they may take by expressing his personal vision. He did add that FSAC would be a separate system from IFSTA, and quelled concerns that this was an attempt to build IFSTA's business by requiring use of their manuals to participate in FSAC. As Mr. Mace pointed out, "if you can get information out of the Sears and Roebuck Catalogue to pass the 1001 test, more power to you". FSAC would be a separate system. In response to another question, he said that the administration at OSU was prepared to begin business immediately, and would be accepting formal expressions of interest right away. He indicated that hopefully, by January of 1991, they would find out what kind of interest existed from states and agencies who wanted to be involved, and an organizational meeting could be planned. (Taken from Thomas NASDFTE Report 1990)

Interest Seemed to Exist

Of the 27 or so States in attendance at the NASDFTE conference, there seemed to be significant interest in the "peer-driven" concept presented by Mr. Mace and OSU. As one participant indicated, "he was glad Harold Mace didn't have all the answers", and that those would be decided and provided by the Congress itself. This obvious satisfaction with the new concept of a Congress, coupled with the frustration felt by attendees that no one attended to represent the Pro-Board in an open forum, seemed to breathe new life into the future of accreditation. At the conclusion of the conference, even those who otherwise had defended the absence of the Pro-Board representatives were acknowledging that there was room for two systems of accreditation. It is important to note here that Mr. Mace, as noted with Mr. Wolf's presentation, later received IFSAC's highest award for his vision in creating the FSAC concept.

Many left the St. Louis NASDFTE conference with a renewed interest and relief that accreditation was still a viable option for State Training. Although the "international" concept was not a primary concern for State Directors, it did add a sense of credibility to the vision. It would develop much more completely in future years. Many were also comfortable that OSU, whose history with IFSTA had been a solid participant for years in fire and rescue training, would be the host for the new program.

A Path Is Set

Later that year in November of 1990, at the Fall meeting of NASDFTE in Albuquerque, New Mexico, Bill Westhoff, the newly appointed manager of FSAC from Oklahoma State University made a presentation on the new International Fire Service Accreditation system. The presentation was almost identical to the one made earlier at the St. Louis Conference by Harold Mace. Mr. Westhoff indicated that, as of that date, 15 States and other entities had submitted letters of interest. They were:

Arkansas	Missouri	Maryland
Kansas	Montana	Iowa
Oklahoma	Wisconsin	Wyoming
Illinois	North Carolina	US Air Force
West Virginia	Mississippi	Department of Defense

Mr. Westhoff announced that the first Accreditation Congress would be held February 22nd through the 24th at the Airport Marriot in Kansas City Missouri. This would be the founding meeting. It is important to note that in the early life of IFSAC, Bill Westhoff's charisma and knack for marketing were key components in building trust and selling the IFSAC concept. It is also important to note that the speculation that it might not fly kept several states, later that became entities, from joining initially.



Kansas City Meets IFSAC

Shortly after the St. Louis meeting many things began to happen as plans unfolded to build the infrastructure for the newly conceived Fire Service Accreditation Congress. Through the fall of 1990, it became apparent the presentation Harold Mace made at the August conference in St. Louis regarding the establishment of a new accreditation system for the fire service, was effective. Letters were sent to conference attendees in early September requesting those interested in participating in the new Fire Service Accreditation Congress (FSAC) send a letter of intent to Oklahoma State University (OSU) by January 1, 1991. Organizations with such letters on file would constitute the voting members at the first annual Fire Service Accreditation Congress meeting, scheduled for February 22-24, 1991, in Kansas City. The first three entities to submit letters of intent were the state fire training systems of Oklahoma, Arkansas, and Kansas. The Fire Service Accreditation Congress began the New Year with a membership that had grown to thirty organizations representing the following states, provinces, and the U.S. and Canadian Departments of Defense:

UNITED STATES

Arkansas	Montana
Colorado	Nebraska
Connecticut	New Hampshire
Idaho	New Mexico
Illinois	North Carolina
Indiana	Oklahoma
Iowa	Texas
Kansas	Virginia
Louisiana	West Virginia
Michigan	Wisconsin
Minnesota	U.S. Air Force
Mississippi	U.S. Department of Defense
Missouri	

CANADIAN PROVINCES

Alberta	Saskatchewan
British Columbia	Canadian National Defense
Ontario	

In early January of 1991, the FSAC Administration distributed an agenda for the Kansas City FSAC meeting. It reflected several objectives the Fire Service Accreditation Congress Administration and officials at Oklahoma State University hoped to achieve. The first objective was to have the FSAC members review and approve the standard operating procedures drafted by the FSAC Administration. The primary purpose of the standard operating procedures was to provide detail to the concepts and principles Harold Mace outlined during his presentation at the August 1990 fire service certification and accreditation conference in St. Louis. The first draft of these procedures was sent to FSAC members February 8, 1991. It was organized into the following sections: Objectives, Definitions, General Administration, Board of Governors, Accreditation Congress, Accreditation Requirements, Appeal Process, Fee Structure, Certificates, and Forms. Five objectives for the new fire service accreditation system were described in the draft of standard operating procedures.

- *To provide for a user-governed accreditation system.*
- *To provide accreditation to a single agency in each state, province or federal government.*
- *To base accreditation on the use of professional qualification standards for the fire service developed by the National Fire Protection Association (NFPA).*
- *To facilitate reciprocity between FSAC accredited members (providing for greater mobility students/graduates).*
- *To utilize procedures and criteria which ensure the validity, credibility, and professionalism of certification systems used by accredited members of the FSAC.*

The general administration section of the proposed standard operating procedures called for a close working relationship between the Congress members, the Board of Governors and the FSAC Administration at OSU. This was to be facilitated by publishing a monthly newsletter, utilizing electronic bulletin boards to communicate, and by developing electronic data transfer capabilities in order to process certification enrollment information from FSAC accredited members.

The general administration section of the proposed FSAC standard operating procedures contained a number of articles related to membership eligibility or empowerment. For example, agencies applying for FSAC accreditation were to comply with the following provisions:

- *. . .be authorized by the state, province, or federal agency to certify fire service personnel with respect to their competence to perform fire service duties at various levels of responsibility.*
- *Where there is no agency mandated by state, province, or federal law to be a Certifying Agency for that jurisdiction, a single organization may be recognized as the accredited Certifying Agency provided it is established under agreement involving all interested groups within the jurisdiction. Documented evidence of the consensus of agreement will be required.*
- *In states, provinces, and federal agencies where no interest is shown to participate in the Accreditation Congress at that level, local jurisdictions may apply. It is clearly understood that at such time as the state, province, or federal agency does make application and is approved, the local jurisdiction will then become part of that system.*
- *A national organization desiring accreditation as a Certifying Agency shall conform to all Fire Service Accreditation Congress Standard Operating Procedures.*
- *An accredited Certifying Agency may delegate any or all of its certification authority to a local jurisdiction or other qualified agency; e.g., community colleges, universities, etc. Authority to conduct certification in the name of the accredited Certifying Agency shall not be given until the accredited Certifying Agency is assured that the local jurisdiction or other agency has and will continue to comply with all required Standard Operating Procedures. Whenever an accredited Certifying Agency delegates any part of its certification authority, it shall notify the Administration of the Fire Service Accreditation Congress.*

- Any agency presently active and accredited under the 'Procedures and Criteria for Accreditation and Certification of the National Professional Qualifications System (NPQS)' may continue accreditation under the jurisdiction of the Fire Service Accreditation Congress.
- A site visit to the above-mentioned accredited agency may be required to evaluate current system procedures
- The above-mentioned continuation of accreditation will only apply to those fire service levels originally authorized by the NPQS.

These criteria set the stage for the congress's intent to have one representative from each geographical region.

The other primary distinction between the former Pro Board and the FSAC, reflected in the proposed FSAC standard operating procedures, related to governance. One section of this document described the proposed make up and function of the FSAC Board of Governors. The original proposal called for a board made up of seven members, four elected from the membership and three to be appointed by the FSAC Administration and OSU. Following a staggered start up rotation, members of the board would serve three year terms. It was proposed the FSAC board play two roles: (1) To provide one member for each site team when required, and; (2) To act as an appeals body for the Congress. As proposed in the standard operating procedures the function of the Congress would be to: . . . "develop and approve all policies for the organization. Each participating organization may send as many delegates as it wishes to each meeting of the Congress, but each Accredited Agency will have a single designated vote in Congress business."

As with some of the other provisions in the proposed FSAC standard operating procedures, much of the accreditation requirements were similar to the language used by the former Pro Board system. At no point in the history of the Pro Board or the IFSAC accreditation systems has the quality of curriculum been included in the evaluation of an organization toward accreditation (for noncredit, standards-based, certificate programs).

The application process proposed in the draft of the standard operating procedures, involved submitting an application along with evidence of legal authority or empowerment to certify firefighters. Following this, the FSAC would arrange for a site visit, the expense of which was to be the responsibility of the applicant. During the site visit, applicants would be required to arrange a meeting between representatives of the FSAC and the applicant's governing commission, board, advisory committee, or other representatives of constituent groups.

The accreditation criteria proposed by the FSAC standard operating procedures consisted of the following requirements:

- *Use of uniform grading and testing procedures*
- *Use of validated testing procedures for cognitive and psychomotor skills referenced to professional qualifications standards adopted by FSAC.*
- *Use of testing procedures that ensure impartiality and confidentiality.*
- *Use of policies and procedures that base certification on performance, irrespective of the manner in which knowledge and skills were obtained.*
- *Delivery of tests, with adequate prior notice, on a regular basis and in locations convenient to as many students as possible.*
- *Ability to ensure proper equipment is used at test sites.*
- *Ability to provide adequate supervision at test sites to ensure control, supervision and safety.*
- *Ability to provide qualified personnel as proctors and evaluators at test sites.*

The draft standard operating procedures proposed accreditation be granted for a period of one year, whereby, subject to renewal. Accredited entities would also be required to submit annual reports to the FSAC detailing their certification activities.

The proposed FSAC standard operating procedures distributed in February 1991, detailed the general outline for an appeals process Harold Mace described during the August 1990 conference in St. Louis. Under the provisions for appeals as proposed by this draft, the FSAC would have reserved the right to deny or withdraw accreditation, with written notice stating the reasons for the action. This notice would be sent within two weeks of the date the action was taken, but would

not take effect until the recipient had thirty days in which to respond. During this time, the aggrieved entity would have the right to seek a hearing before the FSAC Board of Governors. If upon appeal, the board upheld the action taken, the entity would then have 30 days on receipt of their final notice to appeal once again to the Congress. The role of the FSAC Administration was to act as the communications focal point for all parties involved and could be subject to referrals during any part of the appeals process. Under these proposed procedures, the site visit team also had authority to resolve disputes before they went to the FSAC Administration, board or Congress.

The draft of the FSAC standard operating procedures reiterated the fee structure originally proposed in St. Louis. It provided for an annual base fee for each entity, plus three different pay-for-service options from which entities could choose. Unlike the practice used by the former Pro Board accreditation system, under the proposed provisions of the new FSAC standard operating procedures, accredited entities would be required to submit the names of all students they certified. These names would be placed in a national registry maintained by the FSAC Administration. A sample certificate for suggested use was enclosed with the draft FSAC standard operating procedures. Such certificates would be awarded by the FSAC to students completing certification programs from FSAC accredited entities. The proposed FSAC standard operating procedures also included a draft of an application for accreditation. This form reiterated the accreditation criteria described earlier in a checklist format.

The first official and organizational meeting of the newly introduced International Fire Service Accreditation Congress was conducted in Kansas City, Missouri, February 22 – 24, 1991. It seems important to include, at least as a historical note, comments from some attendees at the initial meeting. To do this adds a sense of what the questions were to those who attended. Many of these questions promoted early concepts in the FSAC progression. They are included here as accurately as possible. Much of the information here is taken from the “Report of the Organizational Meeting of the Fire Service Accreditation Congress” put out by OSU after the meeting.

Twenty-six voting members’ entities were represented. As it would turn out, a total of fifty individuals would spend the entire weekend in a very productive general session and breakout groups making decisions about how the Congress would function. The representatives of 33 States, Canadian Provinces, and federal government agencies had indicated through letters of intent their interest to participate. From the very beginning the attendees were seated in a square arrangement facing each other, focusing attention on the fact that this would be a Congress of peers, not an organization governed by a few individuals. There was no sense of anyone having total control, yet the discussion was organized and creative. Attendees at the first meeting as representatives were:

- *John Anderson, Dept. of Community Dev., Washington*
- *Charles Baker, Indiana Fire Instructors Assoc. , Indiana*
- *F. Dan Belanger. LSU/Firemen Training Program, Louisiana*
- *James W. Bowie, South Carolina*
- *Mike Bracken, Mississippi State Fire Academy, Mississippi*
- *Tim Bradley, NC Fire & Rescue Commission, North Carolina*
- *Susan Brown, Oak Ridge Assoc. University, Training & Management Systems, Tenn.*
- *Jay Carnegie, Seattle Fire Dept., Washington*
- *John Coburn, MO State Fire Marshal, Missouri*
- *Brian Crandell, Operations Office, MSU Fire Training, Montana*
- *CPO1 John Daley, Canadian Forces Fire Marshal’s Office, Canada*
- *Russ Daly, Program Manager, NE Fire Service, Dept. of Education, Nebraska*
- *Patrick Doheny, MN Fire Service Certification Board, Minnesota*
- *Alan L. Dupuis, Chief, Fire Advisory Services, Office of the Fire Marshal, Canada*
- *Robert Finley, Assoc. Director, Univ. of Missouri Fire & Rescue Training Inst.*
- *Douglas P. Forsman, Champaign Fire Dept., Illinois*
- *Leonard Grimstead, Deputy Chief, Adm. Div., Columbia Fire Dept., Missouri*
- *Clare D. Harkins, Div. of Vocational Education, Idaho Fire Service Training, Idaho*
- *Patrick K. Hughes, TX Comm. on Fire Prot. Personnel, Standards & Education, Texas*
- *Ken Johnson, State of Colorado, Colorado*
- *W. A. (Tony) Johnson, Bd. Of Fire Fighting Personnel Standards and Education, Indiana*
- *Kirby E. Kiefer, Fire Service Specialist, MN Fire Service Certification Board, Minnesota*
- *Harold R. Mace, Director, International Fire Service Training Assoc., OSU*

- Russ Mason, Division of Fire Safety, Missouri
- Fritz A. McCameron, LSU/Firemen Training Program, Louisiana
- Mary McCormack, ISFSI & FSDOA, Massachusetts
- Gerald E. Monigold, IL Fire Service Inst., Univ. of IL, Illinois
- Jay Murray, Iowa Fire Service Inst., Iowa
- Bill Nevile, NFPA, Massachusetts
- Hugh Pike, DOD Firefighter Certification, Florida
- Bruce R. Piringer, Director Univ. of MO Fire & Rescue Training Inst., Missouri
- Glenn Pribbenow, Fire Service Training, Oklahoma State Univ., Oklahoma
- Michael W. Robinson, Chairman, MD Fire Service Personnel Qualification Board
- Glenna J. Senger, Office of the IL State Fire Marshal, Illinois
- Kenneth R. Sharp, Dept. of Fire Programs, Virginia
- John Standefer, NM Firefighters Training Academy, New Mexico
- Thomas B. Sturtevant, Chattanooga State Technical Community College, Tennessee
- Freddie Thompson, Jr., US Air Force Fire Protection, Florida
- Nancy Trench, Fire Service Training Oklahoma State University, Oklahoma
- Ed Vineyard, Division of Fire Safety, Missouri
- Alan G. Walker, University of Kansas Fire Service Training, Kansas
- Gary Warren, Division of Chief, Training, Missouri
- Bill Westhoff, Manager, IFSAC, Oklahoma State University, Oklahoma
- David Wickersheim, Univ. of Kansas Fire Service Training, Kansas
- John Wolf, Univ. of Kansas Fire Service Training, Kansas
- Ricky L. Ziebart, Arkansas Fire Academy, Arkansas

Although the conception of the program had occurred earlier, and the concept had been introduced months before at two NADFTE conferences, this meeting could be considered the beginning of IFSAC's journey. The Kansas City Airport Marriott was the host hotel. With nearby restaurants including such places as the Peppercorn Duck Club, Mario's, and Milano's, it was a wonderful place to meet. Fifty individuals, representing 26 agencies and organizations attended and discussed in detail their expectations and needs from the new accreditation system. Topics ranged from broad philosophies to administrative details and the meeting was to include the election of the Congress' first Board of Governors. It was a historic year and the life of IFSAC was underway. It was also a time of nervousness and anxiety.

The concept of a new Fire Service Accreditation Congress to be housed at Oklahoma State University had been introduced in August, 1990 at a meeting on accreditation and certification issues conducted in St. Louis by the National Association of State Directors of Fire Training and Education. Such a system would present an alternative for those organizations or agencies seeking accreditation within the void created by the dissolution of the Joint Council of National Fire Service Organizations. It also would incorporate ideas voiced by fire service training and education leaders about their preferences concerning accreditation and certification and would be an accrediting body governed by users.

Basic Foundation Presented For Consideration

Prior to the official start of the meeting, Director Harold Mace announced that Bill Westhoff would serve as Manager to the newly formed Congress. An employee with OSU, Bill's background and personality would eventually serve to spark the growth of IFSAC during the early years. Early in the meeting OSU re-visited and expanded the concepts and key elements of the system. This allowed all attendees to be on the same level of understanding, both on accreditation issues, and IFSAC concepts itself.

The **key element of the proposed system** would be that virtually all rules and requirements of membership, participation, and operation would be set by the members themselves via the Congress. This meant that system users,

through their own participation, could make the system meet their own needs. It was truly to be a peer driven system where participation by the users actually involved them in the government of the system. This was a new concept in the fire service involving accreditation.

Centering, or housing the Congress at Oklahoma State University seemed natural. The Oklahoma State University fire program is a part of the University's College of Engineering, Architecture and Technology. Within the fire program's umbrella were; a Fire Protection and Safety Technology program offering a four-year degree accredited by the Accreditation Board for Engineering and Technology; Fire Protection Publications which encompasses the training materials validation process of the International Fire Service Training Association; and the state Fire Service Training program. The international accreditation program was to form a new fourth element. The new accreditation system would not be tied to the use of IFSTA training manuals. In other words, agencies not then using IFSTA manuals would not have to begin using them in order to participate in the system. Even though OSU's agreement to house the program and provide initial funding created FSAC, both the leadership at OSU and the early participants of IFSTA saw the need for FSAC to be independent governmentally led by users of the system.

Even though the Congress was to decide guidelines and rules by which it would operate, some initial philosophies were presented initially in this meeting for consideration. Many of these became founding concepts, others were not adopted, and still others evolved or are evolving out with time.

Under the new accreditation system, entities already accredited in the Pro Board system could enter the new system simply by sending a letter of intent on official letterhead to the new Congress' administration stating the agency's desire to enter the new system and be accredited by IFSTA. These agencies would be brought into the Congress for immediate operation. They would initially be grandfathered in, but ultimately would be visited by a Congress representative to verify the program's accreditation status. Such a visit would likely be conducted within 12 – 18 months of entry into the new system. All accredited organizations within the Congress would be revisited at intervals to later be determined by the Congress, in order to ensure that agencies maintain accredited level status.

States with applications on file with the Pro Board but not yet approved by that system would submit the same information to the new Accreditation Congress' administration for consideration. Once the new system was fully operational, with a sitting Congress, a different application process would be devised but, initially, this process would be used. A site visit by representatives of the Accreditation Congress would eventually be part of the review process before approval of the application and would evolve into the site team process that became such a huge part of IFSTA's success.

States not then involved in the current system could submit a letter of intent to activate the process. A thorough review would include the structure and operation of the applicant system; the instructor training and selection procedures; whether, what kind, and how testing is done; and evaluation and recordkeeping processes. Materials would be submitted by the applicant agency and reviewed by Congress representatives, and a site visit would be conducted. Since the Congress would be developing accreditation guidelines, it added to the credibility at this point that the group didn't have all the answers.

The intent was that site visits and reviews would be conducted by peer users, and an appeal process would be included. Initial thoughts were that teams for application review and visits would be chosen from among the Congress, the board of Governors (one site visitor could be from this group) and the Administrative Section (the administration representative on these teams would be a nonvoting presence). The ultimate recommendation of the visit team for or against accreditation would be by simple majority vote. The Board of Governors would approve applications based on the recommendations of the site visit team.

The Congress would probably meet annually, although the frequency would be determined by the Congress itself. The Board of Governors could meet more often and would respond to and recommend actions of the Congress. The administration would be involved on a daily, continuing basis, managing the business affairs of the system, providing administrative support, processing and reviewing applications, assembling site visitation teams, issuing certificates, and maintaining a registry.

The Accreditation Congress itself, consisting of one vote per entity, would make policy recommendations for direction of the system. It also would form the final step of the appeal procedure for accreditation issues. The Congress itself would select members to sit on the Board of Governors and to participate on each site visitation team. The Congress

would serve as a resource and provide technical assistance for accreditation. Each participating organization could send as many delegates as it might wish to each meeting of the Congress, but each accredited agency would have a single designated vote in Congress business.

An appeal process would be available if needed. An applicant would be notified by the Administrative Section, within two weeks of completion of the review process, of any specific deficiencies found. Any appeal might be resolved with the site team; the Board of Governors would review unresolved appeals; and the full Congress would be the final arbitrator. Referrals back to the administrative office for action could be made at any time during the appeals process.

Funding the Congress was a huge concern during the early years. Fire Protection Publications provided much of the initial funding, yet it was the goal of IFSAC members to eventually become self-sufficient. The pay structures have evolved throughout IFSAC's history was the initial proposal and funding options were a source of much discussion. As proposed, the system's fees would be arrayed according to three options, subject to consideration by the full Congress. At the base would be a proposed annual charge of \$500 - \$1000 per participating agency, due and payable at the end of each year of service.

Beyond the base fee three options were proposed from which each participating agency could choose:

- (1) A fee of \$15 per registrant, paid by the individual, including registration fee, certificate and handling, routed through the participating agency so they could validate the individual's status. Of each registrant's fee, \$2 would be applied to the participating agency's annual fee.
- (2) A \$2 registration fee for each individual plus the right of the accrediting entity to use the Fire Service Accreditation Congress seal or name on its own certificates. The Congress itself would not issue a separate certificate in this case.
- (3) Bulk purchase of Fire Service Accreditation Congress certificates at \$10 each to be issued by the participating entity. The \$10 purchase price would include the fee for the individual's registration in the system.

In all cases, the proposed \$2 fee per individual registrant would be applied to the amount to be paid by the entity at the end of the year (a participating entity could theoretically generate so many registrants that, at the end of the year, the Congress Administration would owe the entity a credit) Note: FINAL DETERMINATION OF THE CONGRESS AT THE MEETING AND APPROVED BY OKLAHOMA STATE UNIVERSITY INITIALLY SET THE FEE STRUCTURE AT \$5, \$10, AND \$15, WITH THE \$2 FEE BEING CHANGED TO \$5.

Oklahoma State University did not expect fees to cover program costs for several years after the system was up and running and would use its own funds, generated via the sale of IFSTA manuals over the years, to support the program at first. The management indicated it did not and would not seek or accept federal, tobacco, or other outside funding to support this or any of its programs.

Shortly after the St. Louis meeting, a special insert was mailed to the entire readership of the IFSTA newsletter, Speaking of Fire, announcing and describing the Fire Service Accreditation Congress. Some 30 agencies or organizations contacted the Congress, advising it of their interest in joining the new system. Included in that newsletter was a reprint of the paper written by John Wolf, **"Standards, Accreditation, and Certification Defined: Establishing the Basis For Discussion."** There were also articles on a historical perspective that was presented at the State Directors conference by Wayne Sanford, and detailed diagrams of the IFSAC design.

Scope & Direction of the Meeting

The published agenda provided to participants at the start of the Kansas meeting called for discussions to focus on a draft of proposed standard operating procedures for the new Fire Service Accreditation Congress. It had been distributed to attendees in advance of the meeting. Also to be discussed were certain administrative details for getting the new system up and running as an effective organization.

It became clear early in the meeting that participants had other, more fundamental questions that they felt needed to be addressed fully before the group could delve into details of how the Congress would function administratively. Further, the group ultimately agreed that its discussions and deliberations would be most productive if focused on philosophies and general policy direction, with the governing board and administrative staff serving to translate these philosophies and general policy direction into particulars. An overview of the discussions that occurred relating to this matter follows. It indicates in some cases participant questions or comments, but it would be difficult to translate accurately who the individuals were that made the remarks during the meeting. Consensus appeared to support one participant's concern that focusing on the details of the draft standard operating procedures might preclude their settling some very basic and very important policy issues.

Bill Westhoff, leading the discussion on behalf of the Congress, offered his concern that the large group might become bogged down in such discussions and end the weekend without the concrete accomplishments needed to enable the system to begin its functional life. He suggested that some of these discussions might be conducted in the special-interest group meetings scheduled for the afternoon and then brought back to the whole body. A participant acknowledged that, of course, there was a limit to what the group would reasonably be able to accomplish during the weekend's sessions. "We can't settle everything," he noted, "but we need to address some global issues among ourselves early on. For example, we might decide whether there will be specific standards set for site visit groups by which to judge programs, but not necessarily define what those standards will be." As the debate developed between addressing major policy issues versus delving into details of the SOP, the group's general agreement became increasingly evident: that global issues needed to be addressed by the body while the operating procedures were the responsibility of the administration staff within the broad guidelines set by the Congress. The participants clearly preferred to discuss and debate general direction rather than details.

One group member summarized the underlying issue:

"Significant issues discussed about accreditation in the past," he noted, "especially during the past year, at the St. Louis and Tampa meetings, dealt with governance, representation, and the scope of the system. There are substantial policy issues that need to be discussed and clarified before we launch into procedure. We need to decide whether we're playing baseball, basketball, or football here, and I'd like to know which it is before we begin the game. We need to start out with some very basic questions such as, for example, what are we accrediting? Is it just the state's or provincial's certifying agency or the overall state or provincial training system? These questions seem much more important than getting into the specific language in the operations guidelines."

Westhoff urged participants to remain mindful that the group needn't feel that what was decided this weekend could never be changed. "To be effective and to satisfy the needs of its members, the organization must be dynamic, and if we decide something here this weekend that we find, after living with it a while, might be better changed, then we shouldn't be afraid to do that, and we shouldn't forget as we're deliberating this weekend that that is the case," he said.

One participant observed that most organizations have both a set of bylaws and an SOP, one being policy-related and the other administrative. "Will we have one document or two?" he inquired. It was also noted that bylaws are usually voted upon by the body while SOPs change to meet administrative needs. The group agreed that the two documents should be separate and that rules were needed as to how each could be changed. The group also agreed that the bylaws would establish how the Congress would conduct business and that the body must vote to make any changes in them, while the

SOP would be for the administration of the accreditation process. The Board of Governors should refine this general guidance, they agreed, after which administration should prepare documents as needed.

The importance of this element of the weekend's discussions rested with the strong need of the group to be self-governing. As noted in the discussion, the question of "who controls the system?" had long been a source of contention concerning the original national accreditation system, and this group clearly wanted its new accreditation system to be peer-driven. Decisions-particularly of basic philosophy-were to be considered **by the body** and guidance for operations to arise from the will of that group, **not** from a small directing group.

Principles, Philosophies, & Policies

Relationship between the two major accreditation systems.

One participant who had been present at the Tampa meeting of the reconstituted Pro Board organization brought a question to the Kansas City meeting: He, at Tampa, had asked that an official representative of the other body be in contact with this Congress in order to explore possible means to amalgamate or combine the groups into one so that the fire service might avoid having two separate and competing accreditation bodies. "Had that group been contact with this one?" he asked. The answer from the executive staff was, no.

The participant who had introduced the question expressed confusion that the International Society of Fire Service Instructors, which is deeply involved in the other system (that organization's chief executive officer chaired the other accreditation group's board at the time) was present in Kansas City asking to be seated with this group. The ISFSI representative explained that her organization believes "there is room for more than one accrediting body, and our organization supports both; that's why we're here."

In concluding the brief discussion, it was pointed out the underlying intent of beginning the new system: "We're offering an alternative system for fire service accreditation, not criticizing the old system or its new version. What's best for the fire service of your state or province is up to you, but this group should not serve as a debating ground as to which is a 'better' system in any judgmental sense."

The group appeared to agree, and no further discussion of this issue took place.

Because this was the initial meeting of a new body, some questions required discussion which would never arise again. For example, the initial literature introducing the Congress had asked that organizations wishing to be involved in development of the system advise the administration before January 1, 1991, of their interest. Those organizations who did notify the Congress of their interest were considered charter members and were thus seated as members of the Congress for this organizational meeting. However, several states and two other organizations had notified the administrative offices of their interest after the January 1 deadline, and the body was asked how to respond. Should these organizations be admitted as members?

It quickly became clear that there were different issues that separated this question into two segments: The matter of state or provincial organizations seeking membership seemed a simple one to participants, and they saw no problem with admitting them; the matter of other kinds of organizations, on the other hand, became a distinct issue and was discussed at length. Several participants emphasized during the widely ranging discussion that the question before the Congress was whether or not to allow these late responders to participate as full voting members of the Congress during this formative meeting. The question of whether or not to accredit the groups' programs would come much later after analysis of the programs themselves, just as every other entity's programs would be assessed.

Once the decision had been made to consider state organizations and other entities separately, the group appeared to have no problem with admitting states that had missed the early deadline. The states of Maryland, South Carolina, and Washington were thus admitted to the Congress by vote of the group.

On what standards will we base our system?

Some discussion surrounded the question of what standards would serve as the basis for the new Accreditation Congress. The participant who introduced the issue based his question on certain shortcomings of the current set of national performance standards.

“Since the existing fire service standards—the only ones there are—aren’t really measurable or definitive standards, would this group address the degree to which someone meets a requirement? He asked. “And,” he continued, “what happens if something better than the existing standards comes along?”

As an example of the perceived shortcomings of the existing standards system, the participant offered the following: “A class in raising ladders could be 2 hours in duration, but students would finish with less proficiency than a person in an 8 or 10 hour ladder-raising class. “In our state,” he went on, “we have received a proposal for a 44 – hour volunteer recruit class that meets most of the Firefighter I standard, and we also have a 9-week recruit school at our state training center; they both teach the same subjects but the proficiency levels are entirely different.” This participant was anxious to learn whether the Congress would at some time address this issue.

The group agreed that members of this group, and others sharing this concern, should send a clear message to the National Fire Protection Association that its standards should be made measurable. A participant who is also deeply involved in the NFPA standards-setting activities said, “In fact, that is something that a new NFPA correlating committee is currently reviewing, including working on a manual for how to write a standard as a measurable standard. This work will still leave open the issue of whether they’re enabling or terminal objectives, but there may never be consensus on that issue. At least, through this process, the language and measurability of the standards will improve, he concluded.

One participant suggested that there is also a pertinent difference between asking “which standards do you meet?” versus “how well do you meet the standard?” just as there is a difference between job performance requirements and educational objectives.

Another participant suggested that over-regulating degrees of qualification could result in driving those who were **exceeding** the standard down to merely meeting the standard. “We need to leave room for innovation. That may mean being flexible in our requirements; the downside of that is that some people who don’t quite measure up may slip by as well.” Another added, “We don’t want to be so rigid in setting our criteria that we end up with all of the state and provincial training programs across the United States and Canada doing exactly the same things.”

The ultimate consensus was that the group supports the use of the best standards available while acknowledging that, unfortunately, the ones currently available for use are imperfect.

What are we accrediting? Who are our customers?

One participant broached a question that he would like the group to resolve: “In many states and provinces, he observed, “the certification and training segments are separate; are we going to address one of those elements, both separately or a combination of the two in our accreditation system?” Immediate discussion showed that some attendees viewed this matter one way while others viewed it otherwise. “Perhaps,” suggested one participant, “we should share our perceptions and expectations on this and clarify what we all, collectively, want out of this program”

One group member noted that, throughout the documentation that had, to date, been circulated about the new Accreditation Congress, different terminology had been used and he was unsure of what distinctions, if any, the different terms might suggest. “For example,” he asked, “what do we mean by a ‘certifying entity’ or ‘certifying agency’?” After some discussion of “understood” or “traditional” definitions and assumptions, the group agreed to a definition for the purposes of the current discussion: that “agency would refer to a government body, while “entity” would be more all encompassing.

When an attendee suggested that the Congress be available only for government agencies, another pointed out that not all certifying bodies, even within state or provincial fire service systems are government agencies; some are statewide associations or other groups. One attendee suggested that the group’s intention be to serve **entities** rather than **agencies**. Since this concerned some participants who did not want to open the Congress to private organizations, significant debate took place on the point. It was acknowledged that referring to potential Congress participants as “entities” rather than “agencies” would open the door to private groups such as national organizations, but using the term

“agency” to exclude such groups, would have the further effect of excluding certain state groups, such as the certifying organizations in Maryland and some other states, which are legitimate state organizations but not state government agencies.

In response to a judgment that the discussion appeared to be a semantic rather than a substantive one, a participant disagreed. “The question is a lot more than a semantic one,” he stated, observing that “the very philosophy of the group is tied up in the decision of what kinds of organizations the Congress will get involved in accrediting.” This appeared to reflect the feeling of the group as a whole, so the discussion continued.

“Perhaps we should be accrediting overall systems, whatever they might include in each state or province, for training and certifying fire service personnel in the jurisdiction,” one participant said. “After all,” he noted, “are we interested in only the system for testing and recordkeeping, or in who does the training and how they do it as well? The old Pro-Board system looked at only the testing, evaluation and oversight system, whether it was fair and adequate and verifiable; not at the training side at all. How do we feel about that? This is a new system, and the decision is ours as to how it approaches the two sides of training.”

As a point of information, one participant asked whether, in jurisdictions where the two elements are separate, the certifying agency has any control over the training elements. And, does it matter to the Congress what the relationships are? Another individual suggested that the question is tied to the question of reciprocity: “If I’m going to accept your certification, then I need to know that your certification looks at training.”

“Perhaps we simply cannot separate them,” an attendee suggested, adding his view that “the combination of the two (if, in fact, they are organizationally separate in a given state or province) is the key to whether a training system works.” This was agreed to, generally, with the final consensus on the matter being that the Congress would address in its accreditation the overall system, whatever might be included in that system within each jurisdiction.

The underlying message of the meeting, which arose repeatedly, was introduced here: the need for the system to be flexible so that it can meet everyone’s needs. Flexibility is critical, was the message. It was deemed necessary to view each system individually, and consider how it functions overall, whether it accomplishes its objectives in terms of producing fire service personnel who meet the standard.

During small-group discussion later, it became increasingly evident that the Congress was wise to opt for a flexible system, one that would accept and support the many differences in ways states and provinces address their individual training and certification needs. Some examples of these discussions follow.

One state representative broached an in-state issue and asked the group for its thoughts on whether or not it might pose any problem in the state’s efforts to gain accreditation. “In our state,” he explained, “we do not have a state agency or state government linkage, and we probably never will because that’s how everyone wants it. Yet we’re certainly a statewide system. Unfortunately, one of the state associations has pulled out of this program in favor of the apprenticeship program supported by the national firefighters’ union (which has no testing).” The group agreed that this was not a new problem and shouldn’t be a roadblock to becoming accredited under this system.

Another participant had a question about how his state would fit into the new system. “In our state,” he said, the state fire commission oversees certification for the paid fire service while a state association certifies volunteers. At some point, the people in the state may want to combine these two systems under an umbrella of some kind. Will this pose a problem if the nature of the system changes later, after one element achieves certification?” The group’s consensus was that these issues would have to be addressed as they arose, and that the actual effect of the change on the training and the certification system would have to be considered.

Another participant explained that his state certification operates as a joint venture between state government and a state instructors association. He noted, “We have a lot to work on but I think this system will work well for us.” The group agreed.

“In our state,” another reported, “we’ve been working slowly toward this point for several years. We have a fire academy and we’ve been issuing certificates. This means that, while we don’t have a formal certification program, we are in fact certifying, and we’re just one small piece of legislation away from tying all the individual pieces together to move forward officially with accreditation. It won’t be a mandatory system,” he continued, “but it will be there for those who

want it. Those who don't—and I know of some who won't want anything to do with it—can remain outside." He solicited the group's views on the acceptability of a voluntary system. The group concurred that it is not necessary for a program to be mandatory to be effective or useful.

One participant had a different kind of question. "In our state," he said, "our Firefighter I level does not correspond exactly with NFPA's Firefighter I level; although, someone who completes our levels I, II, III will arrive at the same point as NFPA's Firefighter III. Would that be a problem?" he asked. The group agreed that it would not, that "There's nothing sacred about the precise splits between levels I, II, and III in the NFPA standards."

Nonstandard entities: Chattanooga State University and the International Society of Fire Service Instructors

These entities missed the January 1, 1991, deadline for notifying the Congress of their desire to participate, so the issue of whether or not to accept them for participation in the Congress' organizational meeting came before the group.

One of the two controversial applicants for Congressional membership was the Fire Science Program at the Technical Community College, Chattanooga (Tennessee) State University. "We want to be able to offer students, in addition to the fire science degree, certain levels of national fire service professional certification," the school's representative explained. A representative of the Congress' administration said that the Congress wanted to work with the school to help it achieve its desire, but observed that accrediting programs within higher education systems is very different from what the Congress was set up to do, and the relationship would require some individual analysis and planning. The representative from Chattanooga State agreed to meet and talk with Congressional administration during the breakout session for new agencies on the following day. "This is an angle we hadn't considered," an official of the Congress observed. "but there's no reason we can't work with you."

In the end, the Congress' advice for Chattanooga was to work under the auspices of the state's educational Board of Regents, who represent all educational institutions in the state, so that Chattanooga State's Fire Science Program can share the statewide status the Board of Regents represents. Working through the president of Chattanooga State could result in gaining support as the Fire Science Program tries to figure out, administratively and logistically, who to work with to get this done without having to go individually to the head of each institution. Involvement of the college president also would lend the Fire Science Program representative additional credibility for communicating with the next higher level and in demonstrating the program's goal to offer, where there is interest, the opportunity to certify using the fire service standards.

The Chattanooga State representative was also urged to contact the Tennessee firefighters' and fire chiefs' associations, the state fire marshal, state fire service training program, and anyone else involved to try to get them on board, at least to let them know what he plans to do and ask if they're interested in being involved. Notifying these groups of his intentions will demonstrate good will, the group agreed.

The International Society of Fire Service Instructors' request for Congressional membership posed more thorny questions for participants. "Our interest is to be able to get some of our training programs, principally our industrial program, accredited so that we can issue nationally recognized, third-party certification," the organizations' representative explained. The group has an accreditation system in place, accrediting industry to certify fire brigade members at incipient, interior structural, instructor, and petroleum chemical levels; 14 certifying entities are currently accredited under the system. "We'd like to have our program reviewed and approved so that it will have the additional credibility that this Congress will offer," she explained.

Several participants expressed reservations about including a national organization and foresaw possible problems of having two groups certifying in a single state in conflict with one another or even in conflict with legislative requirements in the state. Attendees also voiced concern over what standards ISFSI programs measure against, to which ISFSI's representative replied that the organization had prepared its own standards for the industrial program on various existing standards, including NFPA 600 and OSHA 1910.120, -.127, -.156, and -.157.

One attendee reported that he felt unsure about how his colleagues within his state would want him to vote on this matter. He had not been aware before the meeting of ISFSI's desire to join the Congress and he felt that the involvement of a national organization would introduce different issues and questions than the involvement of one state organization or another.

Another participant expressed concern about the association's intentions and future plans as well as about the impact of its programs on state or provincial training systems. He suggested that it might not be the proper role of the Congress to address whether or not such an organization's programs can be accredited. "I hear them saying that their goal is to work compatibly with states," he pointed out, "and I see it being a state-by-state decision whether to accept and incorporate ISFSI programs or not." The ISFSI representative stressed, "We have no desire to undermine state programs; in fact, we always talk with state training people before coming into a state and have no plans to change that approach. We are not interested in going into states and certifying their fire service people."

An attendee noted that, if that was the concern, then attendees should remember the question currently being considered was not whether or not ISFSI's programs should be accredited, but only whether or not ISFSI should be seated to participate in the Congress. Another attendee pointed out that, as he understood it, if there were only one approved certifying agency within each state or province as the group intended, then the problem of ISFSI's certifying people in an area that already has a certifying body would be moot: They wouldn't be able to.

"What we're really talking about is avoiding overlapping jurisdiction," an attendee interjected. "ISFSI can come into my state and run programs—and some of their programs do fill needs in our state—but I have to be the certifying authority, so that they would have to work with and through me," he said." In many states, we consciously use the programs of outside entities—national associations, the National Fire Academy—as part of our training systems," said another, "and it might be useful for us to know that those programs have met a formal accreditation standard so that we can effectively integrate the programs into our systems. But whether any state accepts some outside accreditation or not must remain entirely the state's prerogative."

Another suggested, "The way I see it, we're dancing around the issue of reciprocity. To me, just because ISFSI certifies someone from one of my metro cities as an XYZ doesn't mean he's **state**-certified as an XYZ. Whether or not I will accept the ISFSI certification in relation to my state standards is up to me."

A participant added another perspective: "Allowing private entities, such as ISFSI, into the system speaks for those multitudes of firefighters not represented here by any state body, enabling them to access certification in states where the state is not meeting that need. It's a way to serve those firefighters, and that's what this should be about—serving the needs of the fire service—not about glorifying ourselves."

"This also brings up another question of jurisdiction," someone added. "Those of us in states that already offer certification often have firefighters coming in from surrounding states who want to be certified because their states don't offer it. Perhaps we should discuss that as a policy issue, too: If a state or province is accredited as a certifying authority, does that apply only within that jurisdiction? What about people coming in from other states?"

"There are ways to use flexibility and options to deal with our concerns without saying we won't accept national organizations at all," a member of the group suggested. "The draft SOPs already address this by saying that, if no authority exists within a state or province, then some other body can come forward and serve the need. But if the state agency gets organized and decides to apply for accreditation, then that state body would be the organization that takes precedence."

Another added, "Let's remember that, where there is no certification offered within a particular state, there's really not any one to blame but the fire service of that state. In other words, if the state government consistently refuses to pass legislation designating a certifying agency, then there's no reason that the state firefighters' association couldn't come forward and fill that void. It's a matter of self-determination. If they really want certification, they need to work for it themselves. "We have, in the past, been concerned about accreditation without representation and the importance of peer review," one participant noted. "Let us be judged by our actions," he went on, "I fear we may be about to do what we complained about the old system doing; excluding from our system a group which is a genuine actor in the training and certification field simply because they are different from us. In addition to ISFSI, the IAFC, NFPA, IAFF and IAAI also train and certify and have an impact on our state certification programs. I believe those training programs need to be inside the system and involved. If they're involved, we can review and assess their programs for possible accreditation, and that will help us know what to do when people in our states ask us to recognize training that they took from these organizations."

Once more, an earlier point reiterated: What we're really talking about is avoiding overlapping jurisdiction and, if we're flexible in our accreditation criteria, there will be room for the whole range of possible certifying entities. Ultimately, the group acknowledged that this was a complex issue which needed further discussion as well as personal thought and

consideration; they tabled the question until Sunday's session. Most went out and enjoyed the fine restaurants in Kansas City.

On Sunday, the debate began again. After a brief discussion centering on the same points which arose the previous day, one participant suggested delegating the question to the soon-to-be-elected Board of Governors to draft a recommended policy. "We need a consistent and coherent policy based on a rational philosophy," he noted. "A suggested policy could be drafted by the Board and then addressed by this group at the next meeting. The draft policy would then provide framework to which we could tie our discussions."

A new motion was introduced which, according to parliamentary procedure, took precedence over the main motion by its nature: **to commit the issue to the Board of Governors for study and to draft a recommended policy on such matters which would be submitted to the Congress for consideration at its next meeting.** This motion passed unopposed.

Operation of the System

Site Visits

A substantial segment of the weekend's deliberations centered on the broad issue of site visits as an element of the accreditation process. A great many questions were expressed and concerns revealed, and a wide-ranging discussion took place. Would there, in fact, be site visits? What would they entail? Who would perform the visits? What about repeat site visits for subsequent levels? Should site visit teams include non-fire people? Should site visits be conducted according to a detailed means for allowing visited organizations to correct noted deficiencies within a specified period of time and according to a specified plan without the state having to restart the application process from the beginning?

The very basic question of whether or not there would be site visits was reviewed extensively. One participant began the discussion by saying, "I have a problem with site visits as such. I think each agency should make a proposal on how it will meet the standards to which it intends to certify and, if a site visit is needed to verify the information, fine. But do we really need a whole team to visit every entity that wants to be accredited? Things would move more quickly if we could eliminate this step," he noted.

"Site visits by the old Pro-Board," explained one attendee, "took place after the applicant had submitted its proposal. The visit provided the opportunity to verify, observe, and provide input to the applicant's people," he reported.

"Is a site visit really required," another asked, "or are we just planning to do it because it's always been done that way? Is there a better way for the entity to present its system for approval and verification to take place simply administratively, and leave site visits for appeals?" Many participants agreed that the key to an accreditation process is the self-study document, while the site visit may have become assumed through tradition. "It's valid for us to question whether a site visit is needed," one attendee noted, "but site visits do have a valid role in verification. And, in almost all kinds of educational accreditation systems, there is a site visit."

"No matter how many inches of documents the applying entity submits," one group member pointed out, "there are things you can't really know or understand fully without seeing the program in operation and talking to the staff people involved. The site visit and its independent verification of the information as viewed by the applicant are also very important to the issue of reciprocity. I think it's a vital element of the process of what accreditation is all about," he observed.

"But, unless the evaluation criteria for the site visit says you're going to come watch me do certification testing," another interjected, "then you're only going to see offices and paper, and I don't see the value in that."

One person, who had experienced a site visit under the old Pro-Board system, said he had found the visit productive. "The people who visited us had some valuable suggestions for fine-tuning our fledgling system." Another agreed that the site visit is important and valuable. "A person sitting in an office reviewing paperwork simply cannot provide the level of assessment you can accomplish by being there," he said.

Further, one participant suggested that, in his case, he would welcome such a visit for the benefits he might derive from the interchange. And, "if any deficiencies are pointed out the by the site visit team", he noted, "I plan to use that information to go to the fire marshal, fire commission and legislature to get the money we need to correct the problems."

One realist in the group added, "We should also keep in mind that some people are naturally capable of generating more and better paperwork than others, and that shouldn't be what this system is about. I've seen programs that looked awfully good on paper but whose reality was something less than impressive; the reverse is also true."

In the end, the consensus of the group was that site visits have sufficient value to be included in the Congress' accreditation process. That decided, details began to be addressed. An administration official advised the group that, as the system currently stands, the entity receiving the site visit would be responsible for paying the travel expenses of the site visit team. In recognition of that, the administration would try to assign site visit members from not too far away from the state or province being visited to try to keep those costs as low as possible, he explained. "If we become a wealthy system," he added, "we might be able to start supporting such travel out of the program's budget; but that will have to wait."

In light of that information, an attendee suggested that, if an application package or proposal arrived at the administrative offices lacking certain information, then the administration should notify the applicant of those shortcomings before it wastes its resources (time and money) unnecessarily on a premature site visit.

Another piece of advice came from an experienced member of the group: "The intent of a site visit is to verify that what the applying entity describes in its documentation as what takes place does, in fact, take place and does, in fact, work." "So," he said, "When you get ready to schedule a site visit, you can make the experience worthwhile for both your organization and the site visit team by being fully prepared and by enabling the team to meet with members of your staff who are the key players in the system. You should arrange for the team to visit a testing site, and while there, to talk to students about their perceptions of the process," he added.

"Keep in mind," he concluded, "that beyond the verification element of the site visits is a learning element for the site visit people: When I went on Pro Board site visits, I learned something new every time. I brought home good ideas that I've used and passed on to my colleagues in other states as well. The way you do things may be so good that it warrants being shared with your peers."

Another point of discussion surrounded the question of who should hold the responsibility for conducting site visits. One participant suggested that, if site visits are to be done, they might more appropriately be a role of administration rather than the Board of Governors or the Congress itself. "Since the Board of Governors is the appellate body, if they're also involved in the initial site visit and decision, they become judge and jury," he noted. "With that in mind," he suggested, "it might be better if site visits were simply an administration task."

Another suggested that, in his view, the Board should be a policy group rather than an operational group. In contrast, he viewed the site visits as an operational function wherein the policies set by this body are simply implemented by an operational group. "Perhaps," someone suggested, "site visits would be better done by an established site visit team managed by the administration. Then, if any problem arose, it would come to the Board of Governors for settlement. This might make it easier to separate out the appeals process," he offered. "Further, members of the site visit team could then be specialists in site visits with training and experience in conducting site visits," he concluded.

But another participant was unsure of the wisdom of a too-great role for administration in the site visit process. "If administration has the lead role in site visits," he feared, "decisions might be made based on budget or other factors not related to quality of programs." Another pointed out that, according to the existing draft SOPs and what had been discussed in St. Louis, the administration representative on the site visit teams would not have a vote on the accreditation or denial of the applying agency.

"If there were detailed criteria to guide the site visit team in assessing what they find, that could provide the ultimate control," someone suggested. "After all," he added, "if we don't do a good job of setting criteria both for accrediting entities and for selecting the people to sit on the site visit teams, then our entire system will be weak on its face. It's up to us to define those factors clearly. The Board of Governors can draft those factors clearly. The Board of Governors can draft those criteria for our review and address the whole issue of ensuring accountability for the quality of site visits," he said.

“Would it be more valid if a limited, standard, small group of people always made the site visits so they would be consistent?” *An attendee asked.* “Certainly, some people on the site visit team would always be the same, such as the manager of the Congress system, to lend that sense of stability and consistency,” *another noted.* “On the other side, having a group of three, including two people from the Congress who do not represent the administration, offers a sense of peer review,” *another suggested.* “In an academic field,” *one participant reported,* “the site team would include people who have certain specific and relevant specialties that would apply in the case of the entity being reviewed, with each individual specifically addressing his or her specialty during the site visit.” *In addition, it was suggested, having certain permanent members of the site team would be a good idea because those people would see all the programs and thus become strong resources for the system, advising applicants as to who might help them with a particular problem.*

A new question arose: Must members of the site visit teams be members of the Congress? Not necessarily, the group felt. Each simply must offer some meaningful knowledge and skill in an applicable area. Congress members could designate someone else who would be qualified to serve on such a team.

“Accreditation looks easy if it’s done well,” *a group member observed, noting,* “but it’s really a complex process, and I think we’d do well to include non-peers in our validation process: professionals in such areas as education, test validation, disparate impact. I think the best thing this Congress could do would be to create a resource cadre who might be able to develop a list of criteria or guidelines for us to use in some of these areas.”

*The group ultimately agreed that site visits would be an administration responsibility with **participation** of the Board of Governors and members of the Congress. The Administration would be responsible to select appropriate people to serve on site visit teams and, if any problems were to develop, they would be addressed by the body, which might direct the administration to change the process, they agreed.*

Guidelines to be provided to site visit teams, against which organizations would be measured for accreditation, were discussed at length. Initially, the group appeared to agree that there must be strong criteria and a specific checklist for evaluation. The early consensus appeared to be that strong criteria would be the key to effective site visits. However, further discussion threw doubt on this assumption. One participant broached a different idea, saying, “I’d like to see a little more flexibility to allow for realistic differences in different places. For example, one state’s application to the old Pro-Board was sunk by the requirement that the person proctoring the exam could not have been involved with training the student. In a sparsely populated rural region, that was just about impossible to ensure; yet the fairness and credibility of the state’s testing process seemed unimpeachable.” Discussion continued in this vein, with several members of the group providing examples of unique, progressive programs that might never gain approval if guidelines were rigid.

*Ultimately, the group reversed its original assumptions on this question. After beginning by seeking firm guidelines for accreditation criteria, participants ended by agreeing that the process needs to be flexible, allowing for innovation and individual approaches. Consensus was that the criteria need to be **specific but flexible**, with objectives for results but not a defined methodology of how a program has to arrive at the desired result. The general agreement was that developing the criteria must be a top priority for the system so that the Accreditation Congress can get underway with its work.*

As a final point, one participant suggested that a means be considered wherein, for certain kinds of shortcomings that might be uncovered during the accreditation review, a jurisdiction could receive a provisional accreditation for a specific period of time, providing that it show is working toward correcting those shortcomings. “The way budget cycles, regulator, and other systems work,” he suggested, “we may not be able to turn around tomorrow and change the way we do something or introduce something new. Some flaws would be sufficiently clear that it would have to be a yes-or-no decision,” he acknowledged, “but some might not be fatal flaws and might allow some leeway”. The group appeared to find this a viable point and suggested that guidelines contain some detail on how such a provision might be applied. “Perhaps,” someone suggested, “we could simply provide a statement saying, in more formal language, ‘You’re accredited provisionally, but you must correct this shortcoming within two years and show satisfactory progress toward it in the meantime.’”

Another question concerned the requirement procedure to be followed if, once a state’s program has been accredited for certain programs, it later seeks accreditation for others. Would that require another site visit? No simple answer was found during the ensuing debate. It appeared that a complete new process might not be necessary to add an additional level of an existing program—such as adding Instructor II to an existing Instructor I accreditation—but it might be

necessary if the state wanted to add something entirely different, such as a driver/operator accreditation. For simple program additions,

it might be necessary only to provide documentation and to assert that the entity will use the same procedures as for the level to which it is already accredited. “That shouldn’t be a problem since we’re talking about being revisited on a regular basis anyway,” a participant noted.

In summarizing discussions relating to site visits, the group appeared to concur that the credibility of the program was more important than any other considerations, and the means for establishing and maintaining that credibility are, therefore, of vital interest to the system.

Testing Issues

A number of questions and concerns relating to testing requirements were addressed. Those participants having more experience in this area provided assistance for those with less experience, and some matters were discussed to determine the approach the Congress preferred to take.

“Must the testing process always mean a comprehensive test event taking place at one time, with the student completing a lengthy written test and performing a wide range of skills?” one attendee asked, “or can a system be allowed wherein the firefighter demonstrates proficiency at skills, one at a time, throughout the training process.” In response to this question, the consensus was that such flexibility must be permitted in order to meet logistical constraints as well as to allow for innovative training approaches such as the new concept known as training in context.

Another participant wanted to know whether or not it would be considered valid to base the certification on a sampling, testing some individuals in certain skills, selected at random? Also, in a large, open rural area, if there were no aerial ladders in the area, so firefighters were unlikely ever to use them, would it be acceptable if students did not learn how to use these items? The group appeared to agree that such variations should be allowed so long as the applicant could validate its process and support it, both in the proposal for accreditation and during the site visit.

The process for announcing tests under a certification system was discussed. The Pro-Board required applicants to announce all tests widely and openly to ensure that everyone throughout a state was aware of when and where tests would take place. The system also had another requirement—which had not been adhered to—that every time a state or province conducted a test it had to notify the Pro-Board, “Can you imagine the mail that would have generated?” a former Pro-Board member asked. Under that system, states are criticized for giving regional tests which were announced only in that region of the state. Some members of the old board felt that, whenever a test was given in any part of a state, it should be announced throughout the entire state.

The group discussed several situations as they might apply to this question and considered means to allow for individual differences. “In our state,” one participant said, “people who take Firefighter I training take only approved courses that are concluded by a test, and that’s the only circumstance where we give the test, so we don’t do any kind of statewide announcement of a testing coming up. Everyone who would want to take the test would have been in that course. If someone takes the course in one place but misses the testing element for some reason, our catalog lists everything that’s going on across the state, or the student can call us to ask when and where the next test will be, so that he or she can go take it.”

The group, as in other instances, agreed that such individual needs should be reviewed separately for each applying entity. “What we seem to be saying,” one attendee summarized, “is that the guidelines for test announcements need to be flexible: An applicant must show a reasonable and reliable system, but that the system will not require one specific way. The site team will make a judgment as to whether an applicant’s process is open and fair.”

“As time passes, and we finish with the initial large-scale testing and settle down to small numbers of people,” one participant pointed out, “the way we need to handle testing issues may change, too.”

Another set of questions surrounded the matter of who performs the testing: How separate from the students being tested must the testers be? Can they be from the same department if they weren’t instructors in that course? Can they have taught the students in other courses if not that one? The group appeared to agree to that, so long as there is credibility and validity in the process, the specific regulations should not prohibit too strictly who can and cannot be involved

in the testing process. In processes wherein the students are tested on skills throughout a course, which concept the group had already approved in principle, the instructors of the course often also do the testing, and that should on its face be prohibited. It was this question, someone reiterated, that prevented one state from receiving Pro-Board accreditation, though not every member of the site team had agreed with the rejection. In fact, one participant who had been a Pro-Board site visit team member for that state told the group that from his perspective, it had appeared that the state watched its process very carefully to ensure it was fair and valid. "There has to be some trust somewhere," he observed, adding, "although any system has to be monitored to ensure it's credible."

Another question was, how do you know how many questions a test bank must contain? One participant reported that his state no longer has much of a written test for Firefighter I. "We began to question the validity of immediate-recall written tests for some topics," he explained, adding "our university's adult education professionals have said our testing is valid, and validity is a greater issue than sheer numbers. This system has enabled us to be both flexible and innovative."

"We weight questions according to how 'important' or difficult each question is," he continued. "We create tests composed of some relatively basic, some intermediate and some fairly difficult questions. We also apply the concept of training in context," he added. "It clearly is very different. For some questions—what we call 'open resource' questions—we don't care whether the student has the answer in his head or simply knows where to find the answer."

"After all," he noted, "there aren't many situations wherein a firefighter must answer a written question, immediately, alone and without help. There are some practical skills that any firefighter must be able to perform immediately and without hesitation, such as donning breathing apparatus, but there are few such vital pieces of information that lend themselves to written responses. In the real world, the way this information is applied, a firefighter can and perhaps sometimes even should seek out resources. We're more interested in rewarding a candidate for knowing where to find information than in rewarding a steel-trap memory," he said. "An example of what I mean is the definition of fire: In my entire career I have never needed to verbally define fire as I entered a burning building, and that simply doesn't seem like it should be on the same level of importance as the ability to correctly don SCBA."

"That doesn't mean that we don't test cognitive information at all," he explained, "because we do think that the signs and consequences of a flashover—as one example—are pretty significant. We have applicants watch a videotape and tell us what they see that's worthy of mention. They have to be able to articulate that. We've tied the whole testing processing into a task analysis and it's been validated by our professional educators. I can assure you that it hasn't been easy to do, but we believe that it's the most directly relevant fire service testing we've ever seen. "And that's why I believe we need to be flexible, progressive and tolerant," he concluded, "although the site team does need to be able to verify that it works, just like in any system of checks and balance." The group concurred.

Grandfathering

A series of issues arose which fall under the umbrella topic of grandfathering, though the specific questions differed.

For example, one attendee wondered about the assumption that entities already accredited by the old Pro-Board would automatically be grandfathered into the new Accreditation Congress without further analysis. "I don't think we should assume that that process was infallible," he said. "Organizations that were accredited by the

Pro-Board have never been re-examined and, besides, by the time we get our own standards for accreditation refined, they may be quite different from Pro-Board requirements."

Another participant agreed, saying, "I think that we all ought to begin in this system from ground zero; I think that will make it more credible." A representative of a Pro-Board state said he agreed with the concept. But an official from another Pro-Board state expressed concern that they might be left in some kind of limbo without grandfathering. "I've continued to issue certificates on the assumption that they would be recognized by this Congress," she said, asking whether "perhaps we could be offered conditional or provisional status for a limited time so that we can continue operating effectively. I want to be revisited, but I have to be able to go on until then."

But another attendee questioned the need to perform this service. "Since the old system is still operating and you still carry that recognition," he asked, "you can continue to issue those certificates until you receive accreditation from this group, can't you?"

An official from the Congress' administrative arm said, "Logistically, we had assumed that our first priority should be those jurisdictions not yet accredited but ready for consideration, followed by revisits to former Pro-Board entities. Since, at best, we can probably perform only one visit each month, it's going to take a long time to get to that point."

One attendee suggested that the group keep in mind that, when they had met in St. Louis in August, their assumption was that the Pro-Board accreditation system was gone and it would be necessary to grandfather Pro-Board states just so they could keep operating, but that has changed. Now we know that the old system is continuing and those states can continue to operate within it. "So the issue now is whether this Congress will recognize Pro-Board accreditation," he suggested. "It's no longer a grandfathering but a recognition matter, and I tend to agree that everyone ought to start from ground zero in this new system."

"Nine entities which are Pro-Board-accredited, want Congress accreditation and are present at the Kansas City meeting," one participant observed. "in light of the logistics involved, it might be prudent to offer provisional accreditation to those states simply because it's going to take a good many months to visit every jurisdiction, so that the system doesn't become overwhelmed," he suggested.

"There's a new issue, as well," another attendee interjected: "We had been told earlier that no more entities would be accredited by the old Pro-Board system, but in fact, one was accredited later and another recently heard that its application to the Pro-Board was being considered anew. What will be our position on entities that the Pro-Board accredits from here on out? I'd rather see every entity that's submitted a letter of intent to this body be given provisional status than to offer that status specifically to Pro-Board states, since we have no way to judge the validity of a Pro-Board accreditation."

Another participant asked, "What about those of us currently operating under the National Registry Examination System, which is going to cease operations at the end of this year? Could we be given a provisional status to carry us through until a site visit can be made, too?"

"Why can't existing Pro-Board states simply continue to offer Pro-Board certificates until we get around to visiting or revisiting everyone?" a participant reiterated. "I don't understand the problem since you can still issue those. I think that's the most valid thing we can do and I can see no real need to do otherwise. I think we should all come into this new system in the same way."

"Keep in mind," an administration official reminded the group, "That the revenue to operate this system has to come from selling certificates, and we've got to get started with some jurisdictions so that we don't continue to dig into the red financially. If we could get started with former Pro-Board people, even on provisional basis, it would help our system." In response to this point, an attendee suggested, "Perhaps we could also offer provisional accreditation based on initial paperwork submitted, whether or not the entity is an existing Pro-Board entity. The Congressional administration could review the paperwork and, if it looks okay, provisionally approve that entity pending a site visit. Remember," he noted, "it's also going to take some time to write our standards for accreditation before we can even start conducting site visits."

"I don't think anyone has a problem with some sort of limited provisional acceptance of Pro-Board status, one attendee added, "although we're all a little concerned about taking on some Pro-Board baggage."

One participant was concerned with the talk of provisional accreditation. "I don't want there to be any provisional status, for myself or anyone else who has not yet been visited," he stressed, and several unaccredited entities agreed. They didn't want to be accredited without being properly reviewed.

In the end, the group determined that jurisdictions accredited by the Pro-Board as of February, 1991, would be approved to continue accreditation under the jurisdiction of the Accreditation Congress at the same levels they're currently approved for, but would be required to be re-evaluated within three years. By limiting the grandfathering to entities approved before this date, the group acknowledged that it could not foresee how that system would function in the future.

Another form of grandfathering was considered as well: What about individuals who have already been certified under another system? Will they be recognized for progression purposes? "Perhaps," a participant suggested, "it's up to the states and provinces to decide how they'll deal with this matter; it seems it must be a state issue." "We couldn't issue a certificate from this system that says you're certified under this system because you weren't certified under this system," an administration official said, "although the state could do something to register such individuals under this system once

the state is approved if it wanted to. If a state wants people already included in the old system to come in under the new system, that state will have to take care of getting us the information.”

“In many cases,” *one attendee noted*, “the state may not know who in the state has gotten national certification for themselves, so we might just want to let people know that a change is taking place and that from now on this is the system.”

“As far as progression is concerned—whether someone who qualified as a Firefighter II under the old system still counts as a Firefighter II for promotional purposes and for certification at the next highest level—that would seem to be up to the state to make the policy.” *Someone else added*.

“I don’t see why we need to recertify the person under the second system,” *another said*. “If you have a degree from one university and move to another part of the country, you don’t worry about getting a degree from a local university in order to be recognized, nor should another university grant one just because the degree program you participated in might have been similar to theirs.” “We could simply issue a letter of equivalency to those already certified in the old system stating that their certification at their current level is still recognized and that future certification at higher levels for them will be under the new system,” *another suggested*.

Some members of the group believed a policy statement on this matter was required, while others felt it was and should remain a state-level issue.

“What about the people who certify through our state system before it becomes accredited?” *a member of the group asked*. “For example, what if a group of people have worked through the same system that is approved for certification through the Congress, but these 200 people went through it a month ago instead of tomorrow?”

“Whenever you begin any certification program, grandfathering is an issue,” a participant suggested, “but we have to keep it in perspective. It’s a problem that goes away after the first few years. So, we may want to address it, but we also need to recognize it as a short-term problem and not let it become wrapped around our axle.”

“Maybe,” *another offered*, “the answer is for each applicant to include within its plan or proposal a mechanism for certifying people who went through your process before it was approved. I have trouble with its being completely automatic,” *he noted*, “and I think you have to control it very carefully. You can’t go back 20 years and certify

everyone who ever took the program; at some point there’s got to be a cutoff. But you could submit to the Congress for approval your plan for working these people in. In other words, you would have to address grandfathering in a rational way in your proposal for accreditation.”

“Grandfathering within a state can create an interesting set of assumptions and surprises,” *one participant said*. “Early on,” *he related*, “when our state was first doing certification, we went to a department that wanted to challenge the test and become certified at the Firefighter I level. They were so sloppy in the skills test that we could scarcely believe it; they hadn’t taken it seriously. We stopped the exercise, called the chief over and said, ‘Let’s just pretend we weren’t here today and this never happened, and you call us when you think you’re ready to try again’ their jaws dropped, because they had thought it was a Mickey-Mouse deal. So, keep in mind you may face things like that at first. But we saw it only that one time; after that, everyone we saw took it seriously. In fact, we returned to the same department three weeks later and they looked like a different fire department altogether and were approved.”

Reciprocity

The question of reciprocity—whether a certification from one entity is automatically transferable to and accepted by another entity—was a thorny point. “Certification is not a mandatory employment ticket,” one participant pointed out. “Just being certified in one place doesn’t mean that someone else has to accept that and give you a job.” And another noted that there may be differences from one place to another that would mean that, no matter how much experience a person has or what level they’re certified to, you might still want that person to go through your recruit training program to ensure that he or she does things the way you want them done.

“Reciprocity is a very important issue that we may or may not want to get involved in,” a member of the group suggested. We may just want to leave it up to the states to decide what they will accept and what they won’t.” *The group concurred.*

Re-accreditation

This subject was brought up as part of a broader discussion, but the group as a whole felt it was premature to consider this point. “Let’s just get up and get going for now,” one attendee urged. “But we should say up front,” another added, “that we will, at some point, discuss this issue. It’s the only way to ensure validity in the long term.”

“The old system nominally required annual accreditation but, in reality, it was never done. We were on the verge of making it an enforced, five-year re-accreditation process,” a participant in the Pro-Board system reported, “but the system was dissolved before we ever got the change approved by the Joint Council.”

“The Board of Governors should consider what kinds of issues would trigger re-accreditation” one attendee stated. “It’s not just the passage of time but significant changes in standards, systems, program leadership, organization, or resources might trigger substantive changes in a system that would warrant re-accreditation.” “This needs a thorough examination,,” another concurred.

A related issue—decertification—was discussed briefly: “If someone leaves the fire service for several years, is under suspension or in some other problematic situation,” a group member asked, “and we decertify at the state or province level, will the national system keep up with that?” The administration agreed that it would, as long as the state or province notified the office just as it would when adding people to the list.

The group agreed that re-accreditation is a substantial issue that needs to be addressed at some point, but could be tabled for now to enable them to focus on more immediate issues.

Board of Governors

A lengthy discussion surrounded the subject of the Congress’ Board of Governors.

One participant began by suggesting that, based on discussions in St. Louis and during the present meeting, the consensus of the group appeared to be the Board of Governors should take the general policy discussions of this body and draft a general policy document reflecting the intent of the entire body, as well as an accreditation criteria document. The Congress would review documents as drafted or proposed by the Board, and the Board would then interpret and apply those documents and criteria as adopted by the Congress. The Board would also make judgments on appeals and recommend to the Congress when revisions to the guidelines might be needed.

The group appeared to concur: We will formulate intent here; the Board of Governors and administrative staff will translate our intent into specific verbiage.

The size and composition of the Board of Governors was then discussed at length. In beginning the discussion, an administration official reminded attendees that, at the August meeting in St. Louis, where the Congress had been introduced, a Board of Governors consisting of seven members, with three at all times appointed by the Congress’ administration had been suggested. The three representatives of the administration to serve on the Board were then named: Doug Forsman, who brings an accreditation and standards-making background and who would serve as interim Chair of the Board until the Board is more fully organized and elects its own Chair; Glenn Pribbenow, who also manages a state training program, as OSU’s internal representative and who, as the youngest of the group, would serve as the program’s historian; and Hugh Pike of the U.S. Department of Defense Firefighter Training Program, bringing to the system that outside dimension as well as the huge number of firefighters he represents. The administration suggested that these three appointments serve for more than a year—perhaps three—to enable the organization to get up and running without a

lot of changing, while suggesting that Board members elected by the body begin with one-year terms following this first election. “Some first-year Congress members may drop out of the system, since we’re in the organizational stages, so we don’t know what the group will look like a year from now,” he explained. “After that,” he suggested, “Board members can begin rotating terms, with one-third of the Board standing for election each year.” The group appeared to agree with these suggestions.

Extensive discussions revolved around the question of what would be the responsibilities of the Board. Participants offered a review of their perspectives on the Board of Governors; that it would not be a policy-**setting** body (the Congress as a whole does that); that at least one member of the Board would serve on every site visit committee; and that Board members would not necessarily have to be official voting members of the Congress.

In reference to the participation of Board members on site visit teams, one attendee observed that, because all states and provinces wanting to be accredited by the Congress, including the states involved in the old Pro-Board system, would need to schedule site visits in the initial year or two, members of the Board would be very busy.

An administrative spokesperson advised the group that members of the Board of Governors would not receive an honorarium, nor could the program support the Board’s travel for Board meetings. Some Board interactions could take place by telephone, fax, or mail, it was noted, but meetings would from time to time be necessary. Perhaps, in the future, the system might be able to support Board expenses, but it was not possible at this time.

Discussion proved that some initial assumptions about the role of the Board of Governors required further assessment. There remained some question as to whether the Board should be a policy-drafting body (not **setting**, but **drafting**, final policy) or an administrative or operational group.

There was also a question about whether members of the Board should be restricted to the designated voting member from each member group, and whether the Board seat would be assigned to a state or province or to an individual.

The process for nominating members of the Board of Governors was discussed. One member asked whether the group would make nominations from the floor or by written nomination to the Chair of the election committee (an interim election Chair selected by Congressional administration for immediate needs during this initial meeting). After some discussion, the group determined that all nominations would be made from the floor with a written nomination given to the selection committee Chair to serve as a paper record. Nominations—as usual under Roberts Rules of Order—would be open until the moment the vote is taken, and the group would be advised by noon of the following day who had so far been nominated. This update, a few hours before the election would take place, would enable participants to talk with nominees to learn their views before the vote took place. After further discussion, the group decided that nominations should be made only by the designated voting member from each participating entity.

The question of who would be eligible to serve on the Board of Governors proved a difficult one. “Personally,” one attendee suggested, “I don’t believe that the Board of Governors, if **elected by** this group, needs to **be from** this group. We should elect people who are most knowledgeable in doing whatever it is we feel the Board should do, no matter who those people are,” he added. “In fact,” another pointed out, “OSU has already done this by their appointments to the Board.”

“There may be people who would be great Board representatives but who are not members of this group at all.” Another interjected, while someone else noted that the Pro-Board had gone outside the fire service, appointing a member of the federal civil service commission as well as several others, who served effectively in those roles.

But another participant warned against the possible risk of creating a system that may not be peer-driven. “We have said in the past—and this organization is based on the belief—that the people who are involved in the programs should govern the system,” she noted, “and I can see us getting into a situation of being expected to have representatives of different organizations as members of our Board.” “Perhaps the Board should be an internal, peer group until we have some maturity as an organization,” another attendee suggested, “and we could revisit the subject later.”

“There is no reason to believe that the problem of organizational representation that plagued the Pro-Board would affect this group,” another argued. “I believe that the structure of this organization will ensure that it is peer-driven, because a member of the Board of Governors would not be appointed because of his or her affiliation with an outside organization, but elected by this body as an individual. There is no Joint council here influencing such decisions. I think we

are shortchanging ourselves if we don't go outside ourselves for people who might bring skills, credibility or other elements to the Board...to tap a Lee Iacocca or some other such individual. "

"It also might be practical for political purposes to go outside," *he continued*, "because while we may call our system 'peer-driven' and consider it important that the system is controlled by those who are affected, there are, in fact, others besides ourselves who are affected by what we do. We have the most vital control by electing Board members ourselves; we don't have to look only to ourselves for members of the Board."

"Perhaps," *another member of the group suggested*, "We should retain controlling numbers on the Board, so that the majority of Board members will be sitting members of this body."

Another attendee urged broad-mindedness. "I think that we should look at people who have skills we could use but who may not even be from a state that's involved here. I served on a national board of an organization where every board member was from inside the group and it was very inefficient; we would benefit greatly from outside input," *he said*. "I would support keeping a majority of board members from the body," *he concluded*, "but allowing some to be selected from outside."

"Must every elected Board member be the official voting member from the entity?" *an attendee asked*. "I don't see why it needs to be," *he said*, "but I believe we should be choosing an **individual**, not just saying we want a representative from a particular jurisdiction." *Yet another participant disagreed, urging that only the designated voting member from a state or province be permitted to serve on the Board.* "If a state wants someone different to serve on the Board," *he said*, "then there's no reason why they can't simply have that person be the designated voting member." *Following discussion illustrated a variety of reasons why such a decision might not be that simple.*

Ultimately, the Congress developed a consensus on the structure of the Board of Governors: First, the Board would consist of nine members, three appointed by the administration and six elected from the group. Of those nine members, at least five must at all times be voting members of the Congress; non-Congress members may be nominated and may serve, but the nomination must come from their home state's voting member.

FIRST BOARD OF GOVERNORS ELECTED

*With the initial concept of the Board decided, the floor was opened for nominations of candidates to be elected to serve on the **first** Board of Governors. During the period before the election took place on the following day, the following names were placed in nomination:*

**John Anderson, Washington*

Russ Mason, Missouri

**Tim Bradley, North Carolina*

**Glenna Senger, Illinois*

Brian Crandell, Montana

**Alan Walker, Kansas*

**John Daley, Canada*

**Ricky Ziebart, Arkansas*

Russ Daly, Nebraska

*Those marked with an * were elected to serve on the Board of Governors by a simple majority of those present. The election took only one ballot to complete.*

It was determined that a two- to three-day meeting of the Board would be scheduled within the next 60 days to begin work on draft policies and procedures for the Congress, which in turn would be submitted to the Congress for debate at the next meeting.

Administrative Matters

During the remainder of the weekend's discussions, a number of principally administrative issues arose and were defined. Brief summaries of these decision points follow.

Formal letter of commitment

Once entities have made the final decision to begin the process of seeking accreditation from the Congress, it was agreed that the entities should send a letter formally advising the Congress' administration of that commitment, signaling their imminent participation in the Congress. For those already accredited by the Pro-Board and who would be granted provisional accreditation by the Congress, that letter also would include the first batch of names and other information for registering certified individuals. The letter also could be used to advise the administration which registration or certificate options the state or province has elected to us as well as how it will transmit its data to the administration (paper, fax, computer disk). The administrative offices should send a letter to all entities that have expressed interest in the Congress, advising them of this point.

Fees

This group recommended that the basic registration fee for each registered or certified individual be raised from \$2 as suggested in preliminary discussions to \$5 to help support the costs of maintaining a registry and other administrative expenses. The administration committed to maintaining fees established at this time for three years without increase.

Data collection and exchange, recordkeeping

Several participants expressed their pleasant anticipation of the exchange of information with other members that would be enabled by participation in the Congress. Detailed discussion of precisely how data would be exchanged was postponed to a later date. The group agreed that, given the complexity of electronic data exchange and the many possible variations, such details might best be handled one-on-one between administration and each individual entity.

A member of the group suggested that "the question of information exchange about individuals is a big issue, not just in terms of how we're going to get all our computer systems to talk to the administration office, but legal issues of what information we collect, how it's used, how long its kept, and so on." Perhaps state directors and other interested people should come together, talk with experts in the field and formulate some kind of standard for training and certification data collection, one suggested.

Initially, there had been some question about whether this accreditation system would include a registry listing all certified individuals. Some participants believed such a listing was beneficial, while others did not. In the end, the consensus was that certification of an individual should automatically enter that individual into a computer file of certified individuals. It was agreed that, when a state sends its list of certified professionals to the Congress' administrative offices to obtain certificates, the states would send the individual's name, Social Security number, name of department, and a notation of the level at which the person is certified. "In the past," one attendee noted, "we've left it up to the individual whether or not they wanted their names sent for national certification, but we think it would make the system stronger to have the most complete record possible of how many people are involved. We would prefer that this not be optional, that there should definitely be a national registry and that every accredited entity should send the information on each individual to the central administration and pay the basic fee for that," he said. "Beyond that point, the certifying entity would remain able to decide which way it would prefer to handle certificates: whether it wants to order certificates from the Congress or issue its own."

Another participant recommended that there be no fee for use of the Congress' logo for those entities wanting to print their own certificates. "The logo belongs to the Congress as a whole, not just to OSU or the administration," he explained. "If the \$2 fee discussed in St. Louis is not enough to cover the costs of the system without charging for the use of the logo, then raise the fee," he added. "In other instances where an organization is allowed to print a logo on its documents because of its affiliation with some organization," another attendee added, "there is normally no fee for that use; it's simply part of the cost of having joined the group in the first place."

"What if a certified individual wants a transcript of her or his certification? a participant asked. "Should such transcripts be provided by the Congress itself or by the state? At what cost?" These points were not decided directly, but the consensus appeared to be that transcripts should be available for a fee. "After all," an attendee pointed out, "you can't get a transcript from a university without paying for it."

It was also determined that, if an individual wants a separate certificate of his or her own directly from the Congress, then that person should pay \$15 for the cost of the certificate. Since the state or entity will already have handled certification in its usual way, this would be additional work.

Logo and certificate design

After being asked by the Congress' administration officials to review and comment on the Congress' symbolic logo, name and other elements, it was determined that the title should refer to "international" rather than "national" scope and that the name of the organization should be part of the logo itself.

It was also suggested that the logo should not be produced in its current orange-and-black form because it cannot be photocopied effectively.

One member suggested that those who would prefer to adopt the option of creating their own certificates should be permitted to use the wording or logo or whatever elements they choose, but that the Congress should have the right to approve the usage so that all such products meet some standard. The group agreed. According to an administrative official, it also would be possible for each state to have its own custom-designed certificate kept on file at the administration office. For those who prefer to create their own, the logo can be provided in PostScript (or other electronically readable format) and or high-quality reproducible PMTs (photomechanical transfer material).

Another participant asked whether it would be possible to provide participating entities with certificates or plaques demonstrating the entity's accreditation under this system. An administration official reported that this was already planned.

It was also determined that the Congress would develop standard wording that each accredited entity could print on its letterhead indicating the program's accreditation by the Congress.

Certificates should include effective dates and expiration dates, if appropriate, the group agreed.

"What signatures should be on the certificates?" asked an administrative official. Each certification should carry the name and signature of the director of the Congress and anyone from the certifying entity, whether personally signed or electronically scanned. Each entity would have the option to choose what state or provincial official(s) would appear on its certificate.

Then followed some discussion of certificate formats: "We have supposed that the certificates would be a standard 8-1/2" x 11" size to enable them to feed readily through a laser printer," an administration official said. One participant suggested the method his state uses for its own certificates: the certificate itself is 8-1/2" x 11", but it is part of a larger, perforated sheet of legal-sized heavyweight paper with the end tab consisting of a tear-off 3" x 5" card (used for departmental recordkeeping) as well as a wallet card. "This is especially useful for programs for which certification is mandatory," he explained.

Newsletter

The Congress' Manager told the group that the administration hoped to introduce a regularly scheduled newsletter as a communication device and asked for input from the group about frequency, distribution, and content.

The attendees agreed that distribution should be to the official designated as the voting member from each entity plus additional copies to any other representative officially involved in the state system that has a right or need to know what is happening with the Congress. The officially designated organization should notify the Congress, in writing, of who should be on the mailing list.

It was also pointed out that significant news about the Congress could be submitted to the Speaking of Fire newsletter published by the International Fire Service Training Association, although that newsletter has a long publication lag-time so it would not enable timely distribution of information. And occasional news releases would be sent to the major national fire service publications. Further, information could also be distributed by way of the electronic bulletin board ICHIEFS, since a large number of the group's members participate in it.

One attendee asked that participants receive reports on what the Board of Governors do during its deliberations and would like to see such reports either in the newsletter or as a separate communication. "In fact," he added, "we'd like to keep track of even things that the Board discusses but does not adopt."

FIRST ANNUAL MEETING CONCLUDES

While the meeting progressed according to a very different route than had been originally intended, the group nonetheless produced meaningful guidance and direction for the fledgling accreditation system. Participants expressed their views openly and without reservations, and began creation of a new system that would meet their program's needs and expectations.

Participants stressed throughout the sessions that state and local needs vary and that the criteria applied by the system must recognize that uniqueness. As one participant stated, "The bottom line is, are the people coming out of the system able to do the job right?" The details of how an entity reaches that foremost goal are less important than the outcome. Flexibility was viewed as positive in that it will ultimately permit the system to grow and progress, incorporating innovations as they develop, rather than rigidly defining the shape and nature of programs and forcing all systems to meet preconceived assumptions. "If you write your guidelines so there can't possibly be any abuse, then there also can't be any innovation." One participant stressed.

As the meeting progressed, those with broad experience in the old Pro-Board system shared their experience as well as their encouragement with those entering into accreditation for the first time. Said one, "The point at which a state thinks it's ready to be looked at for accreditation is something the state must judge for itself, but from experience I can tell you that you're probably all further along than you think you are."

At the conclusion of the weekend in Kansas City, the group began to plan for its next meeting. A great many issues had been delegated to the new Board of Governors that would require review by the Congress as a whole. In order to ensure that the new organization progresses without becoming overtaken by the passage of time, a meeting was scheduled tentatively for September, 1991. After some discussion about preferences, it was agreed that meetings would be conducted whenever possible at either the beginning or the end of the workweek so that attendees can extend their trip over Saturday night to take advantage of lower airfares, and that meetings take place somewhere in the middle of the country, near an airport that's easy to get to and from, but where hotels aren't too costly. Again, the group was adamant that it determine its own future, both in general questions of philosophy and in the functional details of conducting business.

Chapter 3 – IFSAC BEGINS TO TAKE SHAPE -1991

In early March of 1991 IFSAC Manager Bill Westhoff and Assistant Lenel Rymer began moving into new offices on the OSU campus and got a new phone number listing for IFSAC, (405) 744-8303. The voting representatives at the annual conference just a few weeks earlier had discussed philosophies, elected a Board, and directed them to begin the task of writing IFSAC's by-laws and constitution based on their overall guidance. The Charter members of the International Fire Service Accreditation Congress Board were;

Elected

- John Anderson, Dept. of Community Development, Washington State
- Tim Bradley, NC Fire and Rescue Commission, North Carolina
- CPO1 John Daley, Canadian Forces, Canada
- Glenna Senger, Office of the IL Fire Marshal, Illinois
- Alan Walker, University of Kansas Fire Service Training, Kansas
- Ricky Ziebart, Arkansas Fire Academy, Arkansas

Appointed

- Chairman Doug Forsman, Champaign Fire Dept., Illinois
- Hugh Pike, Dept. of Defense Firefighter Certification, Florida
- Glen Pribbenow, Fire Service Training, Oklahoma

On March 21, 1991, Bill Westhoff sent a memo to the newly elected Board of Governors that the first Board meeting was scheduled for April 15, 16, and 17th in Stillwater, OK., at the Holiday Inn. Plans were to use the first day for open discussion and drafting of by-laws, the second day to continue to develop by-laws, and the third to discuss additional issues such as site visit schedules, meeting dates, etc. Prior to the Board meeting Chairman Forsman gave development assignments to each Board member to have ready for the meeting. They were:

- Certificate logo and wording – Staff and Pribbenow
- By-laws section needed – Daley and Pike
- Congress level and BOG level issues – Daley and Pike
- Criteria For Accreditation – Bradley, Senger, Ziebert, and Anderson
- Data exchange – Anderson

These were to be completed and submitted before the meeting to give the Board a starting point for each area.

The April Board meeting was grueling and each member worked hard to try and put into words the desires the Congress members had requested. One of the highlights of the meeting was the 1st Annual International Fire Service Accreditation Congress Board of Governors Dinner, with Alan Walker serving as Chef. There was an appetizer of Supreme Nachos, followed by a main entrée of Crab and Shrimp, boneless chicken breast, and Mexican style sausage and eggs. All of this was topped off with Rum Cake (which was desperately needed) dessert. Nancy Trench from OSU served as Hostess at her residence. In retrospect, meals and events such as these assisted in team building by adding a social component to the meetings, and set the stage that IFSAC meetings would be progressive and accomplish quite a lot, but they would also be fun.

The International Fire Service Accreditation Congress board members present at the first meeting were: John Anderson, Washington; John Daley, Canadian Defense; Doug Forsman, Illinois; Tim Bradley, North Carolina; Hugh Pike, United States Department of Defense; Glenn Pribbenow, Oklahoma; Glenna Senger, Illinois; Alan Walker, Kansas; and Rick Ziebart, Arkansas. The meeting began with an election for the position of chair. With his experience as a representative for the National Fire Protection Association (NFPA) on the former Pro Board and years of service on the executive board of the International Fire Service Training Association (IFSTA), Doug Forsman was well known and recognized as a valuable source of insight and leadership. His access to, and understanding of, the Pro Board, NFPA and IFSTA governing practices represented a valuable resource to the IFSAC (some IFSAC practices would be modeled after these three organizations). Subsequently, he was unanimously elected to serve as the first chair of the IFSAC Board of Governors. The board members drew lots to stagger the first terms. Hugh Pike, Alan Walker, and Rick Ziebart drew one year terms. Tim Bradley, Doug Forsman and Glenna Senger drew two year terms. John Anderson, John Daley, and Glenn Pribbenow drew three year terms. The beginning date of the terms was considered to be February 25, 1991, with elections to be held on this anniversary date.

The Board then spent the next two days in Stillwater, Oklahoma, going about the important task of using the first draft of the standard operating procedures (prepared by officials at Oklahoma State University prior to the Kansas City meeting) to develop another draft of bylaws and a constitution that would reflect the discussion and decisions made in Kansas City by the IFSAC membership. This second draft document would then be presented to the Congress for approval at its next meeting. It was decided to organize this second draft document (that would eventually become the IFSAC Handbook) into the following four sections: Section I- Bylaws and Constitution of Board of Governors; Section II-Bylaws and Constitution of the International Fire Service Accreditation Congress; Section III-Administrative Policies; Section IV-Accreditation Criteria; and Section V-Application. The original section of the draft standard operating procedures (prepared by officials at Oklahoma State University prior to the February meeting in Kansas) pertaining to the Board of Governors, had been a brief one page description of the size and makeup of the board, it's role as an appellate body and source of individuals to act as site visit team members. During the first board meeting in Stillwater, April 15-17, 1991, many additions and changes were made to this section of the document. The new version contained the following six articles : Enactment, Relationship, Name, Administrative Office, Mission Statement and Objectives, and Board of Governors. A mission statement for the IFSAC board was added as follows:

To plan and administer a high quality, uniformly delivered accreditation system with an international scope. This will be accomplished by carrying out policies and procedures as established by the International Fire Service Accreditation Congress through the most efficient use of the resources available toward the professional development of the fire service.

The language used in this new mission statement characterized the following:

- Reaffirmation of the Congress as a policy making body and the board as an instrument for carrying out those policies,
- growing internationalism within the IFSAC,
- the importance of a high level of quality and consistency, and
- an appreciation of the public sector's responsibility for maximizing resources.

Article 1.5.1 of the new draft document written in April during the first board meeting, described the objectives (functions) of the board. The role of the board as an appellate body remained unchanged from the original draft of the standard operating procedures, as did language regarding semi-annual meetings of the board. (The new version did stipulate, however, one meeting was to take place immediately prior to annual Congress meetings.)

The new draft of the bylaws for the board also reflected the decision reached during the Kansas City meeting to increase the size of the board from seven to nine (six members to be elected from the Congress and three to be appointed by the IFSAC Administration/OSU. Consistent with the earlier draft of the standard operating procedures, and discussion in Kansas City, the new bylaws called for board members to serve three year terms (following the initial staggered terms).

Under Article 1.6 of the new bylaws for the board, drafted during the meeting in Stillwater, language was added stipulating board members use a written letter delivered to the IFSAC Administration for purposes of resigning. In the event this occurred, if the position was one of the three appointed, the IFSAC Administration would reappoint a replacement to serve the remainder of the original term. If the position was elected, the chair of the board would appoint a replacement from a member of Congress to serve until the next Congress meeting, at which time an election would take place to fill the position.

Another clause (of a National Fire Protection Association origin relating to membership on standards committees) included in the new draft of the proposed bylaws and constitution for the IFSAC board, addressed the status of board members in the event of a change in their employment. In Kansas City, members of the Congress discussed whether board members should be elected and serve as individuals, or whether there should also be a relationship between board positions and organizations represented by individuals serving on the board. While it was determined individuals other than the official voting delegate of an IFSAC member organization were eligible to serve on the board, the specific nature of the relationship between board positions and organizations represented by individuals serving on the board remained unclear.

Under some general provisions of the new proposed bylaws for the IFSAC Board of Governors, prepared during the Stillwater meeting, a mechanism was described for removing members of the board. This could be done for cause, by a majority vote of the Congress. If such action required a special meeting of the Congress, the support of at least five members of the board would be required. Under these same provisions, the board chair was to be elected by the members of the board for a three-year term. If the chair's position became vacant, the IFSAC administrative office would appoint an interim replacement until the next regular meeting of the board, at which time the board would elect a new chair. As per earlier discussions, language was included in the draft of the new bylaws stating members of the board would not be compensated for their time. However, in the event IFSAC had sufficient funds at some point in the future, the board decided to include language that left open the possibility for reimbursing board members for travel related expenses associated with attendance at meetings of the board. The new proposed bylaws for the board required the IFSAC administrative office to take minutes of board meetings and to distribute them within 30 days following each board meeting. Finally, this section of the new proposed bylaws also specified the board determine the location for annual meetings of the Congress.

Like the first section, many changes and additions were made to the originally proposed standard operating procedures regarding the Congress. While the original draft of the standard operating procedures stated the Congress would meet annually, review standard operating procedures, develop and approve all policies, and provide a single vote to each accredited member, the new proposed bylaws for the Accreditation Congress contained the following eight articles: Enactment, General, Name, Membership, Meetings, Seal, Mission Statement and Objectives, and Rules and Regulations.

In keeping with the discussion at the Kansas City meeting, another article (2.3) for the new proposed bylaws and constitution for the Congress was drafted to include the word "International" to the name of the organization. While many future members would always know the organization as IFSAC, the original title was FSAC.

A significant change from the originally proposed standard operating procedures was made to the new draft of the proposed bylaws and constitution during the Stillwater board meeting related to voting rights and membership. The original draft of the standard operating procedures developed by the IFSAC administrative office prior to the Kansas City meeting included a clause stating: ". . . each Accredited Agency will have a single designated vote in Congress business." This phrase was dropped from the new draft of the proposed bylaws and constitution. Given the decision in Kansas City that only organizations accredited by the Pro Board would be recognized as having the same status under the IFSAC system, there would have only been nine voting members of the IFSAC until such time as accreditation criteria was developed and adopted by the Congress, site visits conducted, and additional organizations accredited. Prior to the Kansas City meeting of the Congress, the need was identified for a method to seat a voting body so that business could be conducted. It was decided accreditation would not be a requirement for IFSAC (voting) membership.

During the April meeting in Stillwater, the board also discussed membership of national professional organizations. This was one of the issues the Congress remanded to the board for a recommendation. Though there were some on the board favoring membership for these types of organizations, the board decided to make a recommendation to the Congress prohibiting national professional organizations from becoming members.

The draft of the standard operating procedures originally proposed to the Congress in Kansas City did not include many provisions such as the use of a proxy, quorums, and other issues. The newly formed Board developed key directives in the recommended by-laws that would later be voted on by the Congress itself.

The new proposed bylaws identified the seal to be used by the IFSAC and assigned custodial responsibility for the seal to the IFSAC administrative office. As had been done in the section of the new proposed bylaws and constitution for the board, during the April board meeting in Stillwater, the following mission statement for the Congress was also developed:

To promote consistent and common practices between individuals and organizations. To measure the level of professionalism of the fire service through the accreditation of those entities who

administer standardized written and/or manipulative examinations of the required knowledge and skills to meet nationally recognized professional qualification standards.

Objectives of the Congress included in the new proposed bylaws developed during the April board meeting in Stillwater, such as ensuring the use of nondiscriminatory, valid, and credible evaluation systems and restricting accreditation to a single entity in each state, province, territory, or agency of a federal government, utilized language originally found in the draft of the proposed standard operating procedures presented to the Congress during the Kansas City meeting in February. Other objectives (roles) of the Congress identified in the new proposed bylaws and constitution included the following:

- *consider policy statements and operational guidelines as submitted by the Board of Governors;*
- *inform members of the fire service regarding the system of accreditation; [and]*
- *develop an awareness among state, provincial, territorial, and federal governments regarding the accreditation system.*

Even though it was clearly established the role of the board was not to develop, but rather carry out, policy established by the Congress, it was recognized there could be situations requiring action be taken by the board between Congress meetings. During the April board meeting in Stillwater, it was determined the board should have authority to develop and implement policy on a temporary basis. Such policies would be in effect until the next meeting of the Congress. A provision for this was subsequently included under the new proposed bylaws and constitution for the Congress. Numerous other clauses were included that had not been part of the original draft of the proposed standard operating procedures presented to the Congress at the Kansas City meeting in February. This additional language described rules to be followed during meetings of the Congress. Except as otherwise specified by the following provisions proposed in the new bylaws, during the April board meeting in Stillwater it was determined Robert's Rules of Order would be followed while conducting meetings of the Congress:

- *The chair of the board would preside over the meeting of the Congress without participating in debate, and decide all points of order.*
- *Members could appeal decisions on points of order made by chair. Ruling of the chair could be reversed by a two-thirds vote of the members.*
- *Members speaking would address the chair and only speak once on a subject, unless asked a question or until all other members had a chance to speak.*
- *Members had to be willing to put motions in writing if requested and confine their comments to the subject at hand while maintaining decorum and avoiding personality conflicts.*
- *The chair was to decide who could speak in the event two or more individuals simultaneously requested the opportunity to do so.*
- *If called to order, comments from a speaker were to cease, pending settlement of the point of order, whereupon the original speaker once again had the floor.*
- *Only one amendment to an amendment would be allowed.*
- *A motion to take the previous question would always be in order, except when a member is in possession of the floor, and must be put without debate. The motion, if supported by a majority vote of the members present and voting would be declared carried and no further discussion or amendment would be in order until the main motion has been decided.*
- *A motion to adjourn would always be in order except when a member is in possession of the floor or when it has been decided a vote be now taken. A motion to adjourn would not be debatable, but a motion to adjourn to a given time would be debatable.*

The third section of the new proposed governance documents developed by the Board at their April meeting in Stillwater addressed administrative policies for the Congress. It contained the following four articles: Definitions, General Administration, Re-accreditation, Appeal Process, Fee Structure, Certificates, Site Team, and Data Collection/Reporting.

A fourth section to the new series of proposed IFSAC governance documents was developed. Section IV, The Criteria for Accreditation of the Fire Service Professional Qualifications Certification System, International Fire Service Accreditation Congress, contained the following ten articles: Scope, Purpose, Empowerment, Performance Criteria, Availability of Certification, Implementation of Certification Programs, Record Keeping and Test Bank Management, Appeal Process, Testing Personnel, and Reciprocity. At the February Congress meeting in Kansas City, it had been generally agreed IFSAC accreditation criteria needed to be very flexible to allow for innovation and individual approaches. Consensus was criteria be specific but flexible, with objectives designed to obtain results but not a defined methodology for how a program has to arrive at the desired result. This flexibility has been the driving force behind IFSAC's criteria for Accreditation. Under the former Pro Board system, organizations wishing to be eligible for accreditation had to meet certain conditions known as empowerment. This was done by providing evidence of authorization by a state, province, or federal agency to certify fire service personnel. In preparing the original draft of the proposed standard operating procedures presented to the Congress during the Kansas City meeting in February, officials at Oklahoma State University adopted this former Pro Board language. There had also been a provision in the original standard operating procedures providing organizations an optional method for establishing empowerment in the event they had no enabling legislation. Under this provision, organizations offering firefighter certification programs on a statewide basis could establish empowerment by gaining the endorsement of all interested [fire service] groups within the jurisdiction. This level of support had to be sufficient enough to be considered a "consensus."

At the April board meeting in Stillwater, language was included in the new proposed draft of the IFSAC accreditation criteria addressing a topic not included in the original draft of the standard operating procedures presented to the Congress at the Kansas City meeting in February. Under the new provisions, IFSAC accredited organizations would be required to certify personnel to the current edition of the National Fire Protection Association (NFPA) Professional Qualifications Standards (or others adopted by the Congress). It was recognized, however, some time was needed for an organization to update its curriculum and examinations following the revision of an NFPA standard. Accordingly, a clause was included in the new proposed accreditation criteria allowing the use of a previous edition NFPA standard for a period of two calendar years following its revision. Under this new article, organizations were also allowed to certify to standards more stringent than those of the NFPA. Like the original language found in the draft of the standard operating procedures presented to the Congress at the Kansas City meeting in February, the new proposed IFSAC accreditation criteria developed at the April board meeting in Stillwater, required organizations to make testing and certifying services available to all their constituents without regard to race, sex, ethnic origin, or status as a paid or volunteer firefighter. Like the original standard operating procedures, the new draft of proposed IFSAC accreditation criteria also required organizations to utilize a testing schedule and delivery system accessible (from a geographic and scheduling standpoint) to the majority of its constituents.

The original accreditation criteria proposed by the FSAC standard operating procedures presented to the Congress during the Kansas City meeting in February consisted of the following requirements:

- *Use of uniform grading and testing procedures*
- *Use of validated testing procedures for cognitive and psychomotor skills referenced to professional qualifications standards adopted by FSAC.*
- *Use of testing procedures that ensure impartiality and confidentiality.*
- *Use of policies and procedures that base certification on performance, irrespective of the manner in which knowledge and skills were obtained.*
- *Ability to ensure proper equipment is used at test sites.*
- *Ability to provide adequate supervision at test sites to ensure control, supervision and safety.*
- *Ability to provide qualified personnel as proctors and evaluators at test sites.*

During the Congress meeting in Kansas City, participants agreed to the following principles related to the nature of accreditation criteria for testing practices used by organizations:

- Accreditation criteria should be flexible enough to enable organizations to evaluate student performance either during the course of instruction or as a comprehensive activity following the completion of a course.
- Accreditation criteria should allow the use of randomly generated tests for some professional qualifications standards (psychomotor), rather than requiring an organization to test for all psychomotor skill standards.
- So long as an organization could demonstrate its practices were sound and provided for credible and impartial examination of students, the use of third party testing would no longer be required.
- The emphasis of accreditation criteria should be on whether an organization's testing procedures have the intended results rather than on the nature of the procedures. For example, there may be acceptable methods for testing cognitive skills without the use of written exams.
- Guidelines for test announcements need to be flexible. Organizations should be required to demonstrate their system was reasonable, reliable, open and fair. It should be recognized different methods could be used to accomplish these objectives.
- During the February Congress meeting in Kansas City the topic of grandfathering was discussed at some length. The group determined this was a policy issue best left to the certifying organizations on an individual basis and perhaps, the only concern the IFSAC should have in terms of accreditation criteria was whether or not organizations had a policy to deal with these situations (without regard to the specific content of the policy).

The final section of the new proposed IFSAC governance documents drafted in Stillwater was the application form to be completed by organizations seeking IFSAC accreditation. This form, like its predecessor, merely organized the previously described accreditation criteria into a checklist format. Organizations completing the form were to respond as to whether or not they met each provision in every article and if not to explain why. During the Stillwater meeting in April, the board had substantially completed the charge it was given by the IFSAC membership in Kansas City several months earlier and was satisfied with the progress it had made in only two days. The Board left with a feeling of accomplishment, yet also a sense of wonder at what would occur in the future. As a result of the board meeting in Stillwater, there was now a more refined set of governance documents ready for review and adoption by the Congress.

IFSAC Operations Continue

The International Fire Service Accreditation Congress administrative office continued to place a strong emphasis on communicating with IFSAC members, the board and the general fire service public with newsletters and information updates. Following the April board meeting Stillwater, representatives from the administrative office of the IFSAC made a number of presentations to various constituencies interested in participating in or learning more about the IFSAC. By June 15, 1991, the IFSAC administration had revised a marketing brochure to reflect the most current information available regarding the organization. In addition, the June newsletter also included a sample of the gold foil seal to be used on certificates issued by IFSAC accredited organizations. These seals were to be put to use very soon afterward, for on the first of July, 1991, the IFSAC board was informed the first of the former Pro Board accredited organizations (the Fire Service Institute at Iowa State University) had sent in the necessary paperwork to begin issuing certificates under the IFSAC name.

As announced in the July 15, 1991, IFSAC newsletter, plans were well underway for the fall board and Congress meeting scheduled for October 6-8, in Champaign, Illinois. Members of the IFSAC were informed of Iowa's preparations to begin issuing certificates with the IFSAC seals. There was also an announcement in the newsletter as well as the July monthly board update Newfoundland would be the 35th organization to submit a letter of intent to participate in the IFSAC.

In August 1991, the IFSAC administration turned its attention to two of its objectives, the development of a testing system using computer generated test banks and the development of a site team training seminar. The latter was particularly important because it provided a mechanism needed to accredit organizations not accredited under the former Pro Board system.

A proposed outline of the site team training seminar scheduled for November was sent with the September monthly update to the IFSAC board. It was to be one day in length. The primary site team workshop presenters were scheduled to be, Dr. David Thompson, Associate Dean, College of Engineering, Architecture and Technology, Oklahoma State University; Doug Forsman, Chair, IFSAC Board of Governors; Bill Westhoff, Manager, IFSAC; Lenel Rymer, Unit Assistant, IFSAC; and seminar leader, Robert (Bob) Barr, Consultant, Firescope, Inc. After an introductory overview, the content of the site team training seminar was intended to include a discussion of the difference between accreditation and certification followed by a review of the IFSAC accreditation criteria and application form as well as a discussion of the role of the IFSAC administrative office as it relates to site visits. Another topic to be included in the site team training seminar revolved around the nature of site visit teams, how they would be selected and the role of the IFSAC administrative office in the selection process, the responsibilities of the site team leader, proper conduct of site team members, and a review of procedures for reimbursing travel expenses incurred by site team members. The remaining content of the seminar was organized into three parts: pre-visit activities, procedures to be followed while conducting site visits, and post-visit activities. In preparing site team members to evaluate an applicant organization's certification procedures, the site team training seminar outline included a general discussion on the principles of certification, considerations for evaluating the method(s) used by the applicant organization to advertise its tests, determining the adequacy of test scheduling strategies, and determining whether the applicant organization has sufficient records of its certification activities. Since a significant portion of IFSAC accreditation criteria focused on performance-based student outcomes testing (cognitive and psychomotor), the site visit team seminar outline emphasized this topic. In preparing site team members for evaluating an applicant organization's test materials and procedures, the site team training seminar outline included a general overview of the nature of examinations. Greater detailed explanation would then be provided regarding test construction, to include: the nature of written test banks and performance checklists, test specifications, relationship of tests to standards, disparate impact, techniques for validating tests and test items, scoring mechanisms, and time requirements. In addition, the content of this part of the site team training seminar included considerations for evaluating the procedures, criteria and methods used by applicant organizations to accomplish the following: selection of test proctors, administration of tests, instructions to candidates, documentation of test results, conducting item analyses, scoring examinations, test security, reporting scores to candidates, and procedures for taking tests following a failing score. The final section of the site team training seminar outline sent to IFSAC board members in September of 1991, was designed to prepare site team members with information regarding IFSAC site visit reporting requirements. The seminar outline included a discussion on the purpose of reporting, a review of report forms to be used by IFSAC site visit teams, and procedures to be used for filing reports with the IFSAC administrative office following a site visit.

By the middle of September, the state fire service training agencies for Oklahoma, Kansas and Nebraska had joined Iowa and began issuing certificates as IFSAC accredited organizations. All of these organizations had previously participated in the former Pro Board system.

October 1991 Meeting of the International Fire Service Accreditation Congress

In the Fall of 1991, the International Fire Service Accreditation Congress held a meeting in Champaign, Illinois in conjunction with the National Association of State Directors of Fire Training and Education. The meeting was held at the Radisson Suite Hotel, 101 Trade Centre Drive. Monday night after the Congress meeting, the Illinois Association of Fire Services and the Fire Service Institute, University of Illinois co-sponsored complimentary food and beverages on the 2nd level Atrium at 6:00 PM. While the food and beverage event was secondary to the meeting, this set the tone for future IFSAC events where the hosting organization provides at least a social for the event. Over the years these events have added to the benefits of IFSAC, not only as a peer accrediting body, but as a collection of friends who share information and fun.

Prior to the Congress meeting the Board met briefly the evening of the 6th. Board members present at this meeting were: Doug Forsman, Illinois; John Anderson, Washington; Glenn Pribbenow, Oklahoma; Rick Ziebart, Arkansas; Tim Bradley, North Carolina; Glenn Senger, Illinois; John Daley, Canadian Defense; and Alan Walker, Kansas. During the board meeting a representative from Virginia was permitted to make a case for the IFSAC adoption of a voluntary fee payment and student registration system, much like the practice of the former Pro Board, rather than the mandatory system being proposed. After some discussion, the board decided to remand this issue as well as additional fee options for further consideration during the meeting of the Congress on the following day. In addition, there was agreement among board members

language describing the board election process needed to be added to the IFSAC governance documents. During the first Congress meeting in Kansas City, February 22-24, 1991, there had been considerable discussion on the topic of membership eligibility and empowerment. At that time the issue had been whether or not to allow national professional organizations membership in the IFSAC and whether to accept letters of intent from state fire service agencies after the January 1, 1991, deadline. During the Board meeting in Champaign the issue of membership resurfaced again. First, there was some discussion regarding the need to encourage eligible organizations to send in letters of intent. Second, there was some consideration given to extending the date prior to which former Pro Board accredited organizations could be recognized by the IFSAC on a retroactive basis. The draft of the new proposed IFSAC governance documents specified:

Any entity presently active and accredited under the 'Procedures and Criteria for Accreditation and Certification of the National Professional Qualifications Board (NPQB)' may continue accreditation under the jurisdiction of the International Fire Service Accreditation Congress. The continuation of accreditation will only apply to those fire service levels originally authorized by the NPQB prior to February 1991. (Emphasis added)

During the Board meeting in Champaign, it was proposed the February, 1991, deadline for recognizing former Pro Board accredited organizations be extended to October 8th, 1991. This would have had the effect of granting IFSAC accreditation to organizations such as the airport fire department in Hawaii who had become Pro Board accredited after February, 1991. The IFSAC administrative office had received no further correspondence from Hawaii on this matter, nor was there a representative from Hawaii at the board meeting or registered for the Congress meeting. While this topic was discussed, no formal action was taken by the Board regarding this issue.

The Second Congress Meeting

The next day, October 7, 1991, 43 individuals attended the meeting of the International Fire Service Accreditation Congress in Champaign, Illinois. During the meeting, the drafts of the new proposed IFSAC governance documents were reviewed and minor cosmetic changes in the language were made. The only content change made to the documents related to the proposed fee structure. During the meeting of the Congress it was also announced the site team training seminar originally planned for November had been rescheduled for January 11-12, 1992, in Nashville, Tennessee. Each member organization of IFSAC was encouraged to send at least one representative. In addition, the basis for the decision to conduct a site visit for Newfoundland prior to the site team training seminar was explained. Newfoundland also became an official member of IFSAC as a result of having their letter of intent accepted by the members of the Congress during the meeting.

An issue related to IFSAC membership eligibility and empowerment was also brought before the board and the Congress during the October meeting in Champaign. In drafting the language of the IFSAC governance documents, it had been the intent to accredit one agency in each state. Agencies wishing to be considered for IFSAC accreditation had to demonstrate, through statute or constituency support, they had authority to conduct certification programs. It had not been anticipated two agencies in a state could have legal authority to conduct certification programs for different fire service positions. Such a situation was brought to the attention of the board and Congress during the October meeting by representatives from Connecticut. In Connecticut, one state agency had statutory responsibility for the certification of firefighters, fire officers, fire instructors, etc., while another agency had statutory responsibility for the certification of fire/arson investigators. The members of the IFSAC did not hesitate to approve membership eligibility for both agencies in the case of Connecticut because they could both demonstrate empowerment and more importantly, there was no duplication or overlap in the areas being certified between the two agencies.

The one-day Congress meeting in Champaign was noticeably different in nature than the preceding conference just eight months earlier. Despite the fact participants of the IFSAC conference in October were mostly the same as those who had attended the February conference in Kansas City, (32 of the 43 individuals at the Champaign meeting in October had been at the February IFSAC meeting in Kansas City) discussion from the February Congress meeting on many issues such as membership eligibility, empowerment, reciprocity, and the nature of accreditation criteria did not continue or carryover to the October Congress meeting. Specifically, meeting participants in Champaign did not question the absence of language in the proposed governance documents regarding provisional accreditation and board membership from outside the IFSAC.

These were issues regarding which the February conference participants expressed an interest and had recommended the board address in the proposed governance documents. In addition, there was no follow up discussion regarding the topic of broadening accreditation criteria to include total operating systems (training and testing) as had been the recommendation resulting from the discussions during the IFSAC meeting in February. The general outcomes-based nature of the accreditation criteria proposed before the Congress in October was principally the same as had been used by the former Pro Board. Nevertheless, the new proposed governance documents were approved quickly and without controversy or substantial change during the meeting in Champaign. This may have been an indication in the view of those who had attended the Kansas City IFSAC meeting in February, the board had effectively developed governance documents that reflected their discussions and intentions. In some cases it may have been possible opinions regarding these issues changed in the eight months that separated the two IFSAC conferences. Finally, it is possible these issues were merely overlooked.

Shortly after the meeting, the first edition of what would later become known as the IFSAC Handbook was published. This bound document made up of four sections, contained the IFSAC governance documents that included: Bylaws and Constitution of the Board of Governors, Bylaws and Constitution of the International Fire Service Accreditation Congress, Administrative Policies, Accreditation Criteria, and the IFSAC Application.

As the year drew to a close, the IFSAC received two additional letters of intent. One was from Kentucky and the other from Rhode Island. In addition, the State of Colorado submitted an application for IFSAC accreditation.

On November 3-7, 1991, the IFSAC conducted its first site visit in Newfoundland. This was to be the first application of the new governance documents, specifically the accreditation criteria adopted by the Congress just weeks earlier in Champaign. The site visit team included Bob Barr, who had been previously associated with the former Pro Board and was experienced with the application of accreditation criteria similar to that used by IFSAC. What the IFSAC was to learn from this first site visit, however, was that procedures for acting upon the results of a site visit were not well-articulated and understood. In particular, it was not clear whether the final granting of accreditation to an applicant required a vote of the full IFSAC membership or whether the membership had delegated the authority to grant accreditation to the IFSAC administration, board, or site visit team. In retrospect, a site team training session may have elicited discussions and questions that could have revealed areas in the governance documents needing clarification or further refinement. However, the Newfoundland site visit team did not have this opportunity. In a report that followed the site visit, it was disclosed in concluding the visit, representatives in Newfoundland were told by the site visit team they had achieved accreditation. This was reiterated in a newsletter sent to IFSAC members later in November. However, in December the IFSAC administrative office sent a copy of the Newfoundland site visit team report and a mail ballot to the members of the IFSAC board asking them to review the report and cast a vote in favor or against accreditation for Newfoundland. In this correspondence it was stated during the site visit, Newfoundland had been granted "tentative accreditation."

The uncertainty over procedures involved in conducting the Newfoundland site visit underlined the need for refinement and development of additional IFSAC procedures. In response to this need, a discussion paper with suggested guidelines for site visits was written by a member of the IFSAC board and distributed to the other board members and the IFSAC administrative office during December, 1991. The purpose of the paper was to:

. . . complement and provide a framework for the development of site visit checklists and other related materials previously mentioned; to encourage and stimulate discussion and ultimately the development of policies and procedures which further clarify the purpose, intent and process which should be followed when conducting site visits and provide a model for such; and to provide information which may be useful in training site team members.

Much of the information in the Walker paper had been distilled from procedures used by other specialized accrediting bodies in higher education and from information published by the Council on Postsecondary Accreditation. The Walker paper also provided a brief description of points to be considered in conducting a re-accreditation site visit. This discussion paper was significant in three ways. First, it provided language to clarify procedures to be followed based upon the experiences gained from the Newfoundland site visit. It was the forerunner for the development of additional policy infrastructure unique to the IFSAC rather than modified language from the former Pro Board. Second, in describing materials to be reviewed during a site visit and the nature of judgments to be made regarding whether an organization should be accredited, the Walker paper reintroduced the concept (originally discussed during the St. Louis conference of 1990) that IFSAC accreditation criteria should include some traditional input/value added elements such as an evaluation of the organization's stability, effectiveness of operation, and responsiveness. Third, the models provided in this paper

represent the first influences on the IFSAC as a result of exposure to the larger community of specialized accreditors in higher education and the Council on Postsecondary Accreditation. This exposure took place as a result of the author's involvement in doctoral coursework at the University of Kansas. In the coming years, the IFSAC increased its contact with peer organizations in the field of specialized accreditation and relied on their experiences and practices as it continued to develop. Exposure to the larger community of higher education accreditation also spawned the idea for IFSAC's development of a national specialized accreditation system for fire science degree programs.

1991 Comes to an End

Of four for 1991 identified offered by the administrative office of the International Fire Service Congress (IFSAC) earlier in the year, only one was achieved. While the IFSAC had received five new letters of intent, bringing the total IFSAC membership to 38 by December 31, only the former Pro Board accredited states of Iowa, Kansas, Montana, Nebraska, and Oklahoma were operating under the IFSAC name by this time. This was well short of the original goal of having ten IFSAC accredited organizations operating by the end of the year. In addition, the goals of conducting a site team training session and computer test bank seminar by year's end had also not been realized. The remaining goal, to conduct a Congress meeting during October in Champaign, Illinois, had been achieved. Nevertheless, there were a number of important milestones for the IFSAC during 1991. A set of governance documents had been developed and adopted by the membership, the first organizations began operating under the IFSAC name, the first site visit had been conducted, and the organization was beginning to look toward the larger community of higher education and accreditation for models that could be used as it developed infrastructure. Policy development was beginning to advance beyond what had been done under the Pro Board system. For example, the Pro Board system had never developed a formal site team training course or a written guide for conducting site visits like that being developed by the IFSAC at the end of 1991. The IFSAC was also beginning to put into application, policies and practices that had only existed on paper. In some cases, it was discovered some issues were not addressed and policies addressing other issues were not always well articulated or understood. The coming year would be a time for institutionalizing practices within the IFSAC, as well as achieving a greater measure of stability, consistency and maturity. It would also be time during which the foundations were being laid for bold new directions in the future with far reaching implications for the scope and mission of the organization as had never before been contemplated.

Chapter 4 – Growth, Refinement and Setting the Stage for New Directions - 1992

The year 1992 was highlighted by several events, including the first Site Team Training seminar. The training, the first of its kind for IFSAC, set the stage for what would become an annual conference event. Over the years it would refine itself through the work of experienced team members to become a menu of courses for any level of expertise. The first training session was akin to an experiment for the instructors as well as the students. In addition to the obvious role this workshop would play in preparing individuals to conduct site visits, it would also result in further discussion and clarification of IFSAC policies and procedures that had not been well articulated or understood. Thirty-six participants attended this workshop. Associate Dean, David Thompson from Oklahoma State University gave the opening address. A brief update of the status of IFSAC and its members was provided by Bill Westhoff, IFSAC Manager. Doug Forsman, IFSAC Board Chair (Illinois) and Bob Barr (consultant) presented the bulk of the workshop material following the outline developed the previous year. During the initial portion of the workshop, nomenclature such as “certification” and “accreditation” was reviewed. The focus of the accreditation process on outcomes-based criteria was emphasized. The IFSAC accreditation criteria were reviewed in detail as well as procedures for preparing to conduct an IFSAC site visit. A number of refinements and suggestions to the IFSAC administrative office were made by the workshop participants. For example, Bob Barr submitted a skills checklist to be used for documentation as well as a document describing the procedure for validating a written test bank. The possibility of developing and sharing a common written test bank among IFSAC accredited entities was also discussed.

Other suggestions made during the first IFSAC site team training seminar in Nashville included: spacing criteria elements on the evaluation form used by site team members so there would be room for notes and comments, development of a separate set of forms for each set of certification levels being considered for accreditation, include a form as a cover to the site visit report that would describe site team recommendations for or against accreditation and why; and develop a document that describes the rights of entities that undergo an accreditation site visit and the duties of a site visit team.

During the site visit team training workshop, procedures and timelines to be followed after a site visit were reviewed. The procedure discussed included preparation of the site visit report by the team leader within thirty days of the visit. These reports would then be forwarded to members of IFSAC board with a letter ballot. In the event one or more members of the board felt discussion of the report was necessary prior to making a final determination regarding an application for accreditation, final action was to be held over until the next meeting of IFSAC Board. During this first IFSAC site visit team workshop, it was also explained it took a simple majority vote of the Board to accredit an entity. It was explained one role of a site team leader would be to act as a primary resource for members of the board on issues relating to the findings of a site team. In the event the results of a site visit were unfavorable, it was determined the site visit team would be responsible for determining necessary follow up activities, to include whether or not a second site visit would be necessary. During the site visit team workshop, Fred Hollett, Newfoundland, Canada, shared observations and experiences from the viewpoint of an organization having been the recent recipient of the first IFSAC site visit. His primary observation was that IFSAC needed to provide additional information and detail as to accreditation criteria and site visit procedures.

January 1992: IFSAC Board Meeting

An IFSAC board meeting immediately followed the half-day site team training seminar, January 13, 1992, in Nashville. Earlier in January, a member of IFSAC board sent a letter to the Chair, Doug Forsman, suggesting IFSAC consider accrediting entities that provided certification programs based upon the National Fire Protection Association’s (NFPA) 600 standard related to industrial fire brigade training. In addition, the board discussed processes for the validation of written exams. Perhaps one of the most important decisions made at the January, 1992, board meeting was to follow up on the comments made by Fred Hollett and the participants at the first site team training workshop, by developing a site visit

manual that would provide further detail as to the policies and procedures to be followed when conducting a site visit. This assignment was taken by Doug Forsman and Alan Walker (John Wolf would also become involved in this effort).

The board also decided to make several recommendations to IFSAC membership regarding amendments to the bylaws. The first was that of a parliamentary procedural change. The second suggestion was the result of confusion over the Newfoundland site visit (Newfoundland had been told by the site visit team they had achieved accreditation before any review or action had been taken by the board or IFSAC membership). The proposed amendment was intended to clarify authority for granting accreditation. This new language indicated the board would grant accreditation pending ratification of the Congress. Recognizing the new language clarifying the board's authority for granting accreditation would take some time to develop and then would have to be approved by IFSAC membership, during the January 13th meeting in Nashville, the Board decided to grant Newfoundland accreditation after reviewing its site visit report. Thus, Newfoundland, Canada, became the first entity accredited by IFSAC (not including the former Pro Board accredited organizations retroactively recognized by IFSAC).

There was also discussion during the board meeting for the need to clarify procedures for amending IFSAC bylaws. It was suggested proposed amendments would have to be submitted to IFSAC administrative office no less than 60 days prior to a meeting of the Congress. The administrative office would then be responsible for distributing the proposed amendment with proxies prior to the meeting.

Operations Continue

Through the early part of 1992, IFSAC continued to distribute information to interested parties throughout the country regarding the nature of its mission and operations. To some extent, this effort was in response to publicity regarding the continued operations of the National Board on Professional Fire Service Qualifications.

Development of the IFSAC Executive Position

During the early part of 1992, the nature, duties, and responsibilities of the position at Oklahoma State University that functioned in an executive capacity in support of IFSAC became more defined. Bill Westhoff (a former Fire Chief and Director of a state level fire service training system) had been appointed to the position of Manager by officials at Oklahoma State University when IFSAC was founded. Mr. Westhoff was assisted by Lenel Sexton (who later took the name Lenel Rymer), a unit assistant. The executive office for IFSAC was maintained on the campus of Oklahoma State University in Stillwater, Oklahoma. The university had a substantial commitment in resources to IFSAC initiative that included the salaries and benefits of Bill Westhoff and Lenel Sexton as well as office space, telephones, office supplies, travel expenses, etc. From October, 1990, to September, 1992, these expenses totaled approximately \$129, 677.42. Income for the same period (sales of hats and T-shirts, fees paid by IFSAC accredited organizations and other miscellaneous income totaled \$11,390.44. The balance was made up from a transfer of funds from Fire Protection Publications in the amount of \$124,500.00.

Bill Westhoff's major responsibilities included providing leadership and organizational direction for the daily operation of the IFSAC administrative office. This involved: accepting and processing admission requests from state, provincial, territorial and federal governmental agency certification programs; development, supervision, and maintenance of records processing systems; issuing certificates for fire service personnel completing certification programs from IFSAC accredited organizations; and maintaining regular communications with the international network of certification systems. During 1992, these activities were estimated to have represented approximately 70% of the executive support functions within the administrative office at IFSAC.

While the volume of IFSAC activities was most certainly increasing during the first half of 1992, it is difficult to pinpoint exact numbers. For example, one document reported by February, 1992, 1,072 certificates had been awarded to individuals from the five IFSAC accredited organizations representing Iowa, Nebraska, Oklahoma, Newfoundland. However, another report indicated 4,121 certificates had been awarded to individuals through December 31, 1991, from nine IFSAC accredited organizations representing Oklahoma, Kansas, United States Department of Defense, Montana, North Carolina, Iowa, Nebraska, Louisiana, and Newfoundland. Meanwhile, discussions that had carried over from the previous year were still taking place between the IFSAC administrative office and officials in Virginia. By February, 1992, however, the situation had taken on an additional dynamic. Officials in Virginia were scheduling a meeting to be held in April to meet with representatives from both the IFSAC, as well as, the National Board on Fire Service Professional Qualifications (NBFSPQ) in an effort to gather more information that could be used to decide with which national fire service accrediting organization Virginia would participate.

In March of 1992, the IFSAC administrative office also received its 37th letter of interest. Up to this point all IFSAC members and potentially interested parties represented public sector agencies or non-profit organizations. The letter of interest received from CanCode Safety Services, Inc. of Ontario, Canada, was the first inquiry from a private sector organization. CanCode Safety Services, Inc. was a privately-owned organization specializing in loss prevention and the training of industrial fire and emergency response personnel. This letter was significant because it drew attention to an issue that was to become an on-going concern for IFSAC for many years to come and also represented a characteristic of IFSAC that made it unique to the accreditation community. Because of the relationship between IFSAC and Oklahoma State University, the CanCode letter raised the issue of whether or not denial of CanCode membership would be in violation of federal antitrust laws.

IFSAC Re-Visits St. Louis

Annual Meeting of the IFSAC: April 24-25, 1992, St. Louis, Missouri

The annual meeting of the International Fire Service Accreditation Congress in 1992 was held April 24-25, in St. Louis, Missouri. The Westport Sheraton Inn served as the host motel and conference center. One could argue that the "Welcome and Personality Enhancement" social the first night of the meeting hosted by "Walker's Home Brew Smorgasbord" set the stage for a successful meeting. With 16 types of home brewed beer, not to mention the Swartzwalderkirschbrau, who could argue that people were putting the meeting in proper perspective.

A test bank seminar and two IFSAC board meetings (one before the meeting of the IFSAC and one following) were also held during the two days in St. Louis. Alan Walker, in his History of IFSAC provides an excellent account of the meeting and items to follow in 1992.

A total of 42 individuals representing 25 organizations attended the annual meeting. At the board meeting on April 24th, the various amendments to the bylaws being proposed, were discussed and reviewed. There was also discussion regarding the procedure to be followed for the election of the board members (Hugh Pike, Alan Walker, and Rick Ziebart had drawn one year start-up terms in 1991 and were running for reelection as incumbents). It was determined nominations would be received from the floor at the start of the IFSAC meeting and towards the end of the meeting just prior to the vote. Each member of IFSAC would be allowed to make one nomination and would have one vote in the election and the votes would be cast by secret ballot.

At its meeting the board also took up the issue of the CanCode letter. There was a brief discussion and a reference made to a provision in the IFSAC bylaws that would allow CanCode to operate with accredited status within the geographical jurisdictions of IFSAC members so long as CanCode could meet IFSAC accreditation criteria and affected members were willing to delegate their authority to CanCode (Article 2.4.1, IFSAC Bylaws). The Board also took action on a site visit recently conducted in Mississippi (State Fire Academy). The board accredited Mississippi for Fire Service Instructor levels I and II. It was noted applications for accreditation had been recently received from North Carolina, Illinois, and the Canadian Department of Defense. Discussion was held regarding the scheduling of site visits for Illinois and the Canadian Department of Defense.

The application from North Carolina represented a special circumstance. In April of 1992, Tim Bradley (board member from North Carolina) sent a letter to Bill Westhoff at the IFSAC administrative office requesting that North Carolina be retroactively accredited for a number of certification programs. North Carolina had sought accreditation from the Pro Board before its break up. The site visit team (that included Doug Forsman) had recommended approval of the North Carolina application. This recommendation, however, was initially rejected by the Pro Board on the basis that Pro Board accreditation criteria required organizations to exercise third-party testing (instructors delivering curriculum could not be used as examination proctors for the same course and group of students for which they had been instructors). In some cases, North Carolina did not follow this practice, but had other procedures in place designed to meet the intent of the criteria and provide an equivalent level of security and credibility. When the new National Board on Fire Service Professional Qualifications (NBFSPQ) was formed, representatives from the NBFSPQ contacted North Carolina with indications its practices would be acceptable for accreditation under the NBFSPQ. However, North Carolina declined to pursue the matter

further, citing its commitment to IFSAC. Given these circumstances, at its April 24th meeting in St. Louis, the IFSAC Board granted accreditation to North Carolina for Firefighter Levels I-III as well as Instructor I and II.

In March of 1992, Alan Walker (IFSAC board member from Kansas) had attended an annual spring meeting of the Council on Postsecondary Accreditation (COPA) in Chicago. He gathered information from other national specialized accreditors pertinent to procedures and policies for conducting site visits. Walker also became interested in exploring the possibility of IFSAC membership as a specialized accreditor within COPA. This idea was presented during the April 24th IFSAC Board meeting in St. Louis and it was the consensus of the board this possibility should be explored. Walker agreed to gather more information and present a report of his findings at the fall meeting of the board.

While there was some discussion at the April 24, 1992, IFSAC Board meeting in St. Louis as a follow up to the January, 1992, letter from Kansas regarding the possible IFSAC adoption of the National Fire Protection Association standards 600 (industrial fire brigades) and 472 (hazardous materials responder training), it was carried over for further discussion at the IFSAC meeting the next day. In addition, during the board meeting, there was also a review of the continued work being done on site team training documents as a follow up to what had been learned after the first site team training seminar held earlier in the year.

The next day, April 25th, the members of IFSAC met in St. Louis. As one of the first items of business, nominations for board members were received from the floor. This generated some question as to who could be nominated (there was some opinion the existing language in the bylaws addressing this topic was not clear). While some nominations were taken, the IFSAC membership also referred this matter back to the board for clarification. A significant portion of the meeting was devoted to changes to the IFSAC bylaws and administrative policies. Many of these were the result of experiences resulting from the Newfoundland site visit and site team training seminar earlier in the year. During the first year of IFSAC operation it became obvious as IFSAC gained more experience operating an accreditation system, the governance documents, with their Pro Board origins, would need considerable clarification and change. This has continued throughout the history of IFSAC. In order to accomplish this, there had to be a provision describing the procedure to be followed for amending the IFSAC bylaws.

During the April 25, 1992, IFSAC meeting in St. Louis a new section to the bylaws describing the function of the board was added entitled Amendments. According to this new language (section 1.7), amendments to the bylaws had to be proposed, in writing, and submitted to the IFSAC administrative office at least 60 days prior to a meeting of the IFSAC. The administrative office would be responsible for distributing the proposed changes to IFSAC membership no less than 30 days in advance of the next IFSAC meeting. Proposed amendments that followed this procedure were to be subsequently balloted at IFSAC meetings. Their adoption would require 2/3 majority vote of the members present and voting. A companion section also entitled Amendments was added to the bylaws describing the functions of the Congress (section 2.9). This section was identical to the bylaws describing the function of the board, with one exception. Properly proposed amendments that dealt with the function of the Congress only required a majority vote of the Congress (regardless of the number of delegates present) rather than the 2/3 majority vote required to amend bylaws that described the function of the board.

There was also bylaw language adopted during the April 25th IFSAC meeting in St. Louis that described the procedure for amending accreditation criteria. Like that of the other previously described amendments, proposed changes had to be submitted to the IFSAC administrative office at least 60 days in advance of an IFSAC meeting. The administrative office would then distribute the proposed changes no less than 30 days prior to an IFSAC meeting (IFSAC, April 25, 1992). Action would then be taken on the proposal(s) at an IFSAC meeting. A simple majority vote of the membership present at an IFSAC meeting would decide the status of proposed changes in accreditation criteria. However, should a majority of members present at an IFSAC meeting vote in favor of a proposed change to the criteria, this approval would only be regarded as tentative. The proposed changes to the accreditation criteria would then be sent out to all IFSAC members within 30 days of having been tentatively approved. Members would cast a letter ballot for or against. A simple majority would be required to ratify tentatively approved changes to IFSAC accreditation criteria. Results of the vote were to be published by the IFSAC administrative office. In addition to new language describing the procedure to be used in making changes to accreditation criteria, at the April 25, 1992, meeting in St. Louis, IFSAC adopted some new criteria that required accredited organizations to have a written policy regarding the release of test scores.

To make it clear authority for awarding accreditation rested with the IFSAC board and to provide additional detail as to the process to be followed by the board in taking action on accreditation applications, during the April, 1992, meeting, additional clauses were added to the section of the IFSAC bylaws that described the functions of the board to include: acting

upon all accreditation applications and acting upon all initial and re-accreditation site visit reports, as well as applications to include additional levels of certification in an existing accreditation. The new bylaw language specified such action on applications would take place at regularly scheduled meetings of the board and it would take a majority vote of the board to accredit or reaccredit an organization or to upgrade an accreditation (recognize additional programs). In addition to the previously described changes to the bylaws made during the April 25, 1992, meeting of the IFSAC in St. Louis, language was adopted that detailed duties of the site team. These responsibilities included examining all aspects of the applicant certification system in relation to the criteria for accreditation and submitting a report with the following items to the IFSAC administrative office within 30 days of a site visit: the application; site team checklist; narrative report of the team's findings; a recommendation to either accredit entire program, accredit some of the program, or withhold accreditation; and any recommendations that are in order for the applicant.

Other issues discussed and actions taken by IFSAC during its April 25, 1992, meeting in St. Louis included:

- An update on the development of the National Fire Protection Standard (NFPA) 1000. This was the standard for certification and accreditation.
- The acceptance of letters of intent from Rhode Island, Kentucky, and Manitoba
- Report on the actions taken by the board on the previous day to accredit Mississippi and North Carolina
- Report on applications for accreditation received and pending site visits being scheduled for Illinois, Canadian Department of Defense, Colorado, and South Carolina.

The April 25, 1992, IFSAC meeting in St. Louis served to define what was becoming an increasingly important role of the board. Although the board did not have authority to develop and adopt policy, when discussions during the IFSAC meeting regarding policy issues failed to result in a resolution, the membership turned to the board for their study and future recommendation. There were three primary projects for which the board was given responsibility that came from discussions during the St. Louis IFSAC meeting. First, the board was asked to make a recommendation as to whether or not IFSAC should offer accreditation eligibility to organizations that certified individuals other than fire service personnel. The membership also validated the Board's interest in pursuing more information regarding possible recognition by the Council on Postsecondary Accreditation and asked the Board to continue to look into this topic. Finally, the Board was asked to interpret a clause in the accreditation criteria that required a certifying organization to maintain a test bank of sufficient size. The Board was asked to define/interpret what a sufficient size would be.

During the April 25, 1992, meeting in St. Louis IFSAC also decided to offer accreditation for certification programs referenced to National Fire Protection Association (NFPA) standards other than the 1000 series that addressed fire service professional qualifications. Specifically, NFPA standards 600, 472, and 1501 were adopted. There was also considerable discussion regarding the possibility of establishing a national test bank system. A task force was established, chaired by Glenn Pribbenow, to look into the possibility of establishing a test bank (for voluntary use by members of the IFSAC), to be administered by the IFSAC administrative office at Oklahoma State University.

During the April 25, 1992, meeting of the IFSAC in St. Louis there was an election for three positions to the Board. A unanimous ballot was cast and Alan Walker, Rick Ziebart and Hugh Pike were reelected to serve additional three-year terms on the board.

Summer 1992

By May, 1992, thirty-seven organizations (twenty eight states, three federal government agencies and six Canadian provinces) had become members of the International Fire Service Accreditation Congress. In June of 1992, IFSAC published the second edition of its handbook that incorporated the changes to the bylaws, accreditation criteria and administrative policies made during the April IFSAC meeting in St. Louis.

Development of Site Visits

During 1992, IFSAC did a significant amount of work and development on procedures for conducting accreditation site visits. The experiences and feedback gained from the site team training workshop and each of the first few site visits conducted by the IFSAC were put to use evaluating and refining the process. By July, 1992, the IFSAC published its first guide for visits to certifying organizations seeking IFSAC accreditation or re-accreditation. Production of this manual represents the earliest example of the positive influence exposure to the larger community of accreditation would have on the IFSAC.

The purpose of this guide was to delineate IFSAC policies and procedures to be followed during site visits in order to maximize standardization and the quality of site visits conducted by the IFSAC (IFSAC, July 1992). However, it played another role as well. While the practice of conducting an organizational self-study/evaluation is recognized as one of the most important features of the accreditation process in the larger academic community, in 1992 this important concept was not well-developed, practiced or fully understood by many of the organizations that belonged to IFSAC. The new IFSAC site visit guide served to promote the idea of conducting a self-study as part of the accreditation process.

The IFSAC site team training and site visit guidelines emphasized the purpose of a site visit to an organization seeking initial accreditation should be to gather objective data and well-grounded impressions regarding the organization. Members of site visit teams should capitalize upon all feasible opportunities to observe characteristic operations of the organization seeking accreditation. Most IFSAC site visit teams consisted of three personnel who were selected by the IFSAC administrative office. Selections, where possible, were made to keep travel costs to a minimum, but were also based upon availability of individuals who had been approved and trained by IFSAC for the purpose of conducting site visits. Site team members were selected with care to avoid those that had a direct relationship, past or present, with the organization visited that might be construed as a conflict of interest. The site team leader was also identified by IFSAC administration and at the time, was always a member of the IFSAC board.

Upon identification of the members of a site team, IFSAC communicated this information to the organization hosting the visit and provided each site team member with the name, address and phone number of a representative of the host organization who served as the local contact for coordination of travel. This was normally done at least 45 days prior to the visit. The IFSAC administrative office also provided the names, addresses and telephone numbers of the site team members to the site team leader.

Costs for site visits were the responsibility of the host organization seeking accreditation. Site team members were entitled to receive payment for all direct travel related expenses. However, IFSAC site team members did not receive compensation for their time.

Using materials adapted from the American Medical Association (AMA), the IFSAC guide for site visits also described characteristics expected of site team members as it related to their background, training, attitude, knowledge, and skills. Site visitors were expected to have sufficient fire service experience and special training specific to accreditation criteria and certification procedures to form a solid foundation for program evaluation. Site visitors were typically practitioners or educators within the field of fire service training, education and certification. With the exception of the first site visit to Newfoundland, IFSAC used only those individuals as members of a site visitation team who had successfully completed an IFSAC sponsored site visit team training workshop. This process continued through the future years of IFSAC operation. Effective IFSAC site visitors were expected to demonstrate maturity, objectivity, diplomacy, and dedication. The need to project an image of professionalism both in behavior and appearance as well as to appreciate the confidential nature of the task and understand the need for self initiative, for a cooperative attitude, for an analytic approach to the task, and for necessary degrees of flexibility was emphasized. Effective IFSAC site visitors had to have a thorough understanding of the fire service and of the accreditation process. They had to have a sufficient general and special background to be able to exercise appropriate judgment. In addition, effective site visitors had to thoroughly understand the NFPA standards and what constitutes deviation from or noncompliance with these standards. The IFSAC site team training and site visit guide intended to prepare individuals who were skilled in interviewing, in interpersonal communications, in self expression, in note-taking and in maintaining objectivity. They also had to be skillful in dealing with attitudinal problems presented by those being interviewed. The IFSAC needed site visitors that, through experience and education, had developed capacities for deductive reasoning and for logical analysis. They had to be skilled in writing and accurate in recall.

The IFSAC site visit guide included a list of behaviors site team members should avoid. This information was adapted from A Decalogue for the Accreditation Team, Hector Lee (COPA Agenda, February 5, 1976) and the American Medical Association Accreditation Manual from the Committee on Allied Health Education and Accreditation. Site visitors were told to be sensitive to their language, both when soliciting information and when giving opinions, and especially when discussing evaluative issues and observations regarding the organization's compliance with IFSAC accreditation criteria. Words with negative connotations were to be avoided, as well as reprimands and lecturing, when ascertaining how faculty, students and others perceive the program's policies and processes. The IFSAC site team training and site visit guide emphasized site visitors strive, through both verbal and nonverbal communication, to make the persons with whom they were talking feel comfortable about discussing the relative strengths and areas of concern as well as what they contribute to

or receive from the program. If notes were to be taken during the interviews or discussions, they were to be recorded unobtrusively to avoid interfering with developing and maintaining good rapport. It was recognized during site visits, site visitors could learn private matters about an institution an outsider has no business knowing. Members of IFSAC site visit teams were advised not to talk about the weaknesses of a program. In a similar light, a site team may be tempted to "tip off" the administration of an organization seeking accreditation to suspected treachery or of hidden enemies within the organization. Site team members were warned not to poison the minds of the staff or reveal suspicions to the administration; there are more wholesome ways to alert an administration to hidden tensions. It was also acknowledged IFSAC site visitors could discover promising personnel. They were reminded the purpose of site visits was not to recruit personnel. In so much as site visits were not to be used for recruiting personnel, they were also not intended to be used for job hunting. It was recognized during site visits, IFSAC site visitors might see an opportunity to suggest themselves for a consultant position, temporary job, or a permanent position with the institution or program. They were advised not to apply or suggest their availability until after the site visit report has officially been acted on. Another potential problem involved the acceptance of gifts or favors. Site visitors could be invited to accept small favors, services, or gifts from the institution or program. Members of IFSAC site visit teams were advised it was not appropriate to accept, or even suggest, they would like to have a sample of the wares of an institution or program, such as a book it published, a product it produced, or a service it performed. In the IFSAC site visit guide and during site team training seminars it was emphasized the accreditation process was supposed to be developmental, not punitive. Members of IFSAC site teams were encouraged not to use accreditation to deal heavily with small programs that may feel they are completely at the mercy of the site visitors. In addition, the point was made site visitors often see small problems that can be solved by attention to minor details. Site visit reports, however, were intended to deal with major or serious policy-level matters, not as the means of effecting minor mechanical reforms. On the other hand, it was acknowledged site visitors may be blinded by good intentions and try to play the role of savior. They were warned not to compound weaknesses by sentimental generosity in the hope a program's problems will go away if ignored or treated with unwarranted optimism.

The IFSAC administration was responsible for scheduling all site visits. Visits were scheduled upon written request from organizations seeking IFSAC accreditation. Such requests were sent to the IFSAC administrative office at Oklahoma State University and were subsequently scheduled for a mutually convenient time. At the time a site visit was requested, the host organization was required to provide the name, address and telephone number of a local contact person who would assist the site team members with travel arrangements. It was the responsibility of the host organization to contact the individual site team members in order to coordinate travel plans, lodging and other logistical aspects of the visit. This was usually done well in advance of the scheduled site visit (two to six weeks). Meanwhile, each site visit team member was responsible for carefully reviewing section IV, Criteria for Accreditation and section V, Application, in the IFSAC manual prior to participating on a site visit. In addition, site team members also reviewed the applicable National Fire Protection Association (NFPA) standards to which the organization seeking accreditation proposed to certify individuals. Organizations seeking accreditation were required to certify to the NFPA Professional Qualifications Standards or their own more stringent standards (if local standards were utilized it was the responsibility of the host organization to explain how the local standards exceeded the corresponding NFPA document; this was to be done in advance of the visit if possible). Terminating use of previous editions of the NFPA standards was required within three years of the publication of an edition. If a site visit occurred during the time an organization was using a previous edition standard, a recommendation for accreditation was conditioned with the three-year rule in mind.

Following an IFSAC site visit, the site team leader was responsible for the completion and filing of the team report in draft form with IFSAC administrative office within 30 days of the site visit. Before endorsing it by signature, each team member reviewed the final report to ascertain whether it was legible, clear and accurate, without important omissions. A check of the report was made to be sure names of persons did not appear in the report proper but did appear as an appended list of those interviewed; titles of persons appeared in the report as necessary but only in impersonal and objective reference, or for the purpose of commendation. Reports were also reviewed by site team members to check personal or unverified observations had been removed, needed editorial improvements had been made, and any deficiencies cited had been supported in the body of the report and that each referenced one or more specific IFSAC accreditation criteria.

Since IFSAC accreditation criteria focused primarily on examination procedures for measuring psychomotor and cognitive learning outcomes against competency-based national professional qualifications standards for fire service personnel, site visit teams had the responsibility to evaluate every aspect of an organization's examination procedures. For example, site teams had to verify that an organization's scheduling and announcement of their testing sessions was broad in scope. Each fire department in a state, province or territory had to have easy access to the process. Verifying the scope of the announcement, newsletter, flier, etc. was important.

Delegation of the certification process by an organization had to be verified closely. The delegating organization was required to have a plan and procedure for verifying compliance with the IFSAC accreditation criteria was being accomplished. This provision was primarily designed to let delegation occur when another state/province wide organization had the capability to certify at a certain level. It was also designed to allow municipalities to receive delegation for certain levels a state, territory or province was not prepared to certify. However, if authority to certify under IFSAC accreditation was delegated, it was important the levels delegated be available to all within a state, territory or province who wish to be certified, regardless of their affiliation with the particular organization doing the certifying. Central to the IFSAC accreditation criteria was an evaluation of the applicant's written and practical skill examination processes. For example, it was the responsibility of the site visit team to verify passing scores for knowledge tests were established in a rational way and uniformly enforced. A procedure had to be in place that allowed a candidate to be retested after a failure. In order to become accredited, use of a comprehensive test bank management system was essential. Records regarding personnel performance and test results had to have a high level of security. The records had to be complete enough to allow analysis of test questions for reliability and disparate impact on population groups. In addition, all test questions had to be referenced to the particular NFPA standard objective they measured. A random sampling performed by the site visit team was used to help verify this referencing. Verification of test validity and reliability was complex. It was the responsibility of site visit teams to establish that the organization seeking accreditation used some test validation procedures. The IFSAC recognized several effective ways in which this could be done and provided information regarding these procedures to its members as part of site team training seminars and special workshops held in conjunction with annual IFSAC meetings. The size of test banks was also important (but not defined at the time). Test banks had to include at least two questions for each NFPA objective/standard being measured. Tests were required to include a measure of at least 75% of the NFPA objectives in a given level (IFSAC, July 1992). In addition, test bank security was important. The IFSAC site team members underscored this importance by examining questions only on the organization's premises. However, in a few cases, when the test bank was very large, organizations were allowed to publish their test questions and answers as a training procedure, a practice modeled after governmental agencies such as the Federal Aviation Administration and other civil service examination processes. As it relates to the evaluation of skills examinations, during their visits, IFSAC site teams observed testing sessions to establish that the applicant organization's procedures were carefully followed. Issues related to the use of "third party" test proctors were considered to be important. That is, the use of the same individuals for instructors as well as test proctors for a given group of students was discouraged unless a strong control procedure was in place. In cases where third party testing was not practiced, audit systems and procedures relating to the integrity of the testing process were carefully examined.

November, 1992, IFSAC Board Meeting: Lawrence, Kansas

On November 1, 1992, the IFSAC published its first international registry of certified fire personnel. This document contained the names of personnel who had been certified to at least one standards level by an organization accredited by the IFSAC. By the middle of November of that year, the IFSAC accepted its 40th letter of intent. Sites visits to be conducted the first half of 1993 were being planned for British Columbia, the United States Department of Defense, Texas, New Mexico, and Indiana. Seven organizations (Iowa, Kansas, Mississippi, Nebraska, Newfoundland, North Carolina, and Oklahoma) accredited by the IFSAC were issuing certificates. Things were growing at IFSAC.

A discussion was held on the concept and limitations of pre-site visits. Board members noted IFSAC was routinely asked to perform these. Several questions were raised. Should IFSAC be doing pre-site visits and if so who should go and should any parameters be defined? The consensus of the board was that pre-site visits were beneficial so long as they were user funded. However, it was recognized some parameters were needed. For example, it was determined an organization requesting a pre-site visit must have an application on file with the IFSAC administrative office first. The suggestion was made to send the site team leader to the entity for the pre-site visit to help streamline efforts. Other suggested parameters included requesting a pre-site visit no less than 6 months in advance of a site visit. The intent of this requirement was to give organizations time to implement needed changes following a pre-site visit. Requests were to be submitted to the IFSAC administrative office. Such visits would be conducted by a member or members of the site visitation team assigned to the given applicant organization, and pre-site visits would be paid for, in full, by the applicant entity. A formal report would be submitted following a pre-site visit describing any suggestions for improvement. It would be emphasized, however, in no way would a pre-site visit replace or supersede the findings of an actual and official site visit.

While the original intent of the IFSAC had always been to accredit state, provincial, territorial or federal level agencies that certify fire service personnel, by the fall of 1992 not all such entities had sent in a letter of intent to participate in the IFSAC system. Recognizing this situation would likely occur, there was a provision in the IFSAC bylaws that allowed

other organizations within the geographical jurisdiction of nonparticipating states, provinces or territories to apply for IFSAC membership and accreditation;

... membership in the Congress shall consist of a single entity in each state, province, territory, and any Federal Agency which accomplishes certification for federal fire service personnel. Each member entity shall designate a representative to the Congress. Local jurisdictions accredited by the Congress shall be entitled to a nonvoting seat in the Congress.

In states, provinces, territories and federal jurisdictions where no interest is shown to participate in the Accreditation Congress by those entities, local jurisdictions may apply. It is clearly understood that at such time as the state, province, territory or federal agency does make application and is approved, the local jurisdiction will no longer be recognized as a member of IFSAC.

On October 7, 1992, the IFSAC administrative office had received a letter of intent from the Wasatch Fire Academy in Utah. This was an institute that provided firefighter training and certification for a county. The state fire training system that also offered fire service certification programs had not yet sent in a letter of intent to participate in the IFSAC system. While there was language in the bylaws to address this situation, there appeared to be some uncertainty among board members and the IFSAC administration as to what action should be taken with the Wasatch letter. Perhaps this was because the bylaws were unclear as to several points. For example, in situations where local jurisdictions have become members of the IFSAC and the state, province, or territory in which they are located express an interest in IFSAC membership at some later time, it was not entirely clear at what point, according to the bylaws, local entities would have to give up their membership. The bylaws indicated this was to be done when the state, province or territory made application and that application was approved. One could interpret this language to mean membership of a local organization would remain active until the state, province or territory in which it belonged actually became accredited by the IFSAC. However, since membership in IFSAC at the time did not require accreditation, (membership was established by submitting a letter of intent and ratification by the IFSAC) it was quite likely for a period of time, contrary to the bylaws, there could be two organizations with overlapping jurisdictions claiming simultaneous IFSAC membership.

Much of the discussion during the November 10-11, 1992 IFSAC board meeting in Lawrence was follow up to issues that had surfaced during the IFSAC meeting earlier in the year. The common theme to these topics was to provide further detail and clarification to IFSAC policies, procedures and accreditation criteria. For example, the need was addressed to define the level to which an entity must be prepared to test and the level to which they actually test. Board members did not intend to propose new criteria, but to clarify language in the IFSAC site visit manual. At the time, this manual emphasized the importance of the size of test banks used. However, neither the IFSAC accreditation criteria nor the site visit guidelines provided any specifications for test banks. During the November 10th, board meeting in Lawrence, it was determined test banks should include at least 2 questions for each objective being measured and tests should include a measure of at least 75% of the objectives in a given level. Consensus was that organizations be prepared to test 100% of the standards in every level of certification. This meant in order to meet IFSAC accreditation criteria, organizations had to have the materials and procedures in place capable for measuring cognitive and psychomotor student learning outcomes referenced to each competency-based standard for the particular National Fire Protection Association professional qualifications level being considered for accreditation. This did not mean in actual practice, an organization accredited by IFSAC had to measure or test every standard for each student completing a certification program. The question was what percentage would be acceptable for actual testing. A lengthy discussion ensued and several board members volunteered to draft language to meet the intent of the Congress.

A discussion on the skills test portion of the IFSAC site visit guidelines resulted in the desire to add language requiring IFSAC accredited organizations to be prepared to test all the skills in a given standard. The actual testing process would have to demonstrate all objectives would be tested or a random selection of objectives would be examined. Any random selection process had to take into consideration the need for a diverse degree of difficulty and a diverse range of subject areas. It was determined any random selection process must also produce the possibility for a unique set of skills in each testing session. The board decided it would be the responsibility of the organization seeking IFSAC accreditation to present rationale to the site team that their skills testing process is comprehensive enough to measure a student's skills inventory with respect to the National Fire Protection Association standard(s) in question.

There had been discussions at previous board and IFSAC meetings regarding the need for establishing a time limitation for how long a letter of intent would be recognized before an organization would either have to become

accredited or lose its membership. This issue was raised, once again, during the November 10, 1992 IFSAC board meeting in Lawrence. Specifically, there was some question as to the status of Maryland and Virginia. The board chair directed letters to be sent to Maryland and Virginia to inquire as to the status of their interest in IFSAC.

As follow up to another topic discussed during the April 1992 IFSAC meeting in St. Louis, during the November 10th, 1992 IFSAC board meeting in Lawrence, Bill Westhoff presented a proposal regarding the development of an accreditation system for hazardous materials first responders and industrial firefighter certification programs. He recommended a task force be selected to serve as a sounding board and advisory committee for the project. Suggestions were made that the committee be less than 10 people and include the chair of the IFSAC board. Westhoff proposed that the mission of the advisory committee for this new program would be to advise the board and IFSAC members of ways the IFSAC can serve the needs of industry, to keep the board and Congress advised of program modifications and standards in the field, and to develop and field test activities that pertain to certification and accreditation of industrial emergency services and hazardous material response personnel. It was noted Congress members were very interested in this concept at the April, 1992, meeting in St. Louis. Westhoff's proposal seemed to have support from the board until the point was made that some organizations belonging to IFSAC earned a substantial portion of their annual budgets (through restricted fee income) by providing training and certification for the private sector. These organizations were beginning to anticipate benefits to marketing accredited certification programs to the private sector. Because of this, concerns were expressed that individual companies accredited directly by IFSAC at some point in the future, could result in a loss of business for some organizations that were already members of IFSAC. A need for two separate programs was suggested, one for the fire service and one for industry. Some members of the board felt perhaps the advisory committee proposed by Westhoff could recommend methods for implementing the program without a detrimental impact upon present IFSAC members. Although the board decided to defer this proposal to the IFSAC membership for further discussion at their next meeting, it was clear board support for this idea was weak (IFSAC, November 10, 1992).

The Council on Postsecondary Accreditation – IFSAC's Foundation Could Have Broader Scope

In the fall of 1989, Alan Walker, IFSAC board member from Kansas, had begun writing a term paper for a course he was attending at the University of Kansas. The original intent of this paper was to describe the organization known as the Council on Postsecondary Accreditation (COPA). This description was to include a brief history of the COPA organization, its mission, purpose, structure, role in higher education, and its general operating policies and procedures. Through 1990 and 1991, Walker conducted research into the COPA organization. He reviewed material from the University of Kansas library as well as written material from COPA and became familiar with the nature of the COPA structure and operation. Walker began to recognize some potential for a relationship between COPA and IFSAC.

As Walker worked on the IFSAC board along with his colleagues, in developing bylaws, a constitution, administrative policies, accreditation criteria, and guidelines for site visits, COPA became a model that shaped and influenced the nature of the input he provided to the group. At the 1992 IFSAC board meeting in St. Louis, Alan Walker had been authorized to investigate the merits and procedures involved with the possibility of the IFSAC becoming recognized by the Council on Postsecondary Accreditation (COPA). In April of 1992, he attended the spring COPA conference in Chicago. He considered this a valuable opportunity to witness the organization's operations first hand and to get to meet some of the key players. It was also an opportunity to explore the potential for IFSAC participation as a member of COPA and to become more generally familiar with current accreditation issues and trends. During the November 10-11, 1992, IFSAC board meeting in Lawrence, Walker presented his findings and recommendations.

The purpose of Walker's report to the IFSAC board was to put forward a proposal for consideration by IFSAC and Oklahoma State University that examined the desirability and feasibility of IFSAC's participation as a member of COPA. The objectives of the report were as follows:

- Provide a description of the COPA organization, to include: its history, role and objectives, structure, policies and guidelines, and current issues and trends.

- Describe the advantages to IFSAC of achieving COPA recognition.
- Provide an analysis of current IFSAC eligibility against COPA criteria.
- Describe options for modification of current IFSAC scope, structure, policies and guidelines, needed to meet COPA eligibility criteria.
- Provide a strategic plan (including a timeline) which could be used by IFSAC to achieve COPA recognition.

In his report, Walker proposed an initiative that had originally been a recommendation of the Advisory Committee on Fire Training and Education of the National Fire Academy for Fire Prevention and Control in 1979. Thirteen years following the committee's report on the status of accreditation in fire training and education, a report Walker had never seen, he suggested IFSAC broaden its scope and develop an additional accreditation program (that would parallel the existing accreditation of NFPA standards-based noncredit certification programs) for fire science related degree programs. Unlike degree programs in other areas such as engineering, nursing, dentistry, forestry, etc., Walker noted there was no national specialized accreditation system recognized by COPA for fire science related degree programs at the Associate, Baccalaureate or Master's level. He also reported there were approximately 363 fire science degree programs currently in existence at colleges and universities in the United States. The types of these degrees ranged from those with a basic technical skill orientation, to those that concentrated on administration or fire protection engineering. Since COPA primarily recognized organizations that accredit degree granting institutions and programs, Walker noted IFSAC expansion into this area may be an important component for COPA recognition. In discussing the possibility of broadening IFSAC's scope to include the accreditation of fire science degree programs, Walker proposed modifications to the existing organizational structure for IFSAC be made using COPA as a model.

Primarily Walker discussed the concepts of COPA, its structure, and how adding an accrediting structure in IFSAC that included degree granting institutions might help gain COPA recognition. During Walker's presentation at the November 1992 IFSAC board meeting in Lawrence, some concern was expressed by Tim Bradley, board member from North Carolina, that if IFSAC applied for COPA recognition, in order to be successful, IFSAC membership may have to be granted to other national fire service related organizations that accredit industrial programs. He felt accrediting fire science related degree programs may be beneficial, but to do so in the area of industrial programs would be problematic. Other IFSAC Board members favored contacting the degree granting programs as well, in order to determine what level of interest there was in developing an accreditation system for them. It was suggested several strategies be used to explore this new initiative. One IFSAC board member suggested establishing a task force of college officials responsible for fire related degree programs. This small group would be used to conduct a needs assessment and to develop an issues paper. Another suggestion included inviting representatives of fire related degree programs to an IFSAC conference to discuss the idea of accreditation. Members of the IFSAC board agreed there would be benefits to expanding accreditation to include fire related degree programs and the possibility of eventually becoming recognized by COPA.

Walker continued his discussion on the aspects of seeking COPA recognition, but it must be noted here the significance of this discussion ultimately led to the establishment of a Degree Assembly with IFSAC.

Development of the IFSAC Self-Study

Following the IFSAC board meeting in Lawrence, Tim Bradley, board member from North Carolina developed a draft document that provided organizations seeking IFSAC accreditation or re-accreditation guidelines for how to conduct a pre-site visit and/or self study. In early December 1992, this draft was sent to Bill Westhoff, IFSAC Manager, Alan Walker, chair of the IFSAC board, Doug Forsman, Director of Fire Programs at Oklahoma State University, and John Wolf, assistant dean of Continuing Education at the University of Kansas, for comment (Westhoff, December 2, 1992). Since this self-study guide was closely correlated to the IFSAC site visit guidelines published earlier in the year, Bradley wanted the authors of that document to review the draft of the self-study guide in order to check for consistency. Shortly after, a review of the draft, a

final document was published. While Bradley acknowledged IFSAC did not require applicants to conduct a self-study at the time, in a memo he argued that;

“With respect to essential items, it is not required that an entity perform a self-study, nor if one is performed, to submit the findings to IFSAC. It may, however, be beneficial to the entity to acknowledge the study if one was performed, and to present a narrative of its findings, conclusions, and corrective steps taken as a result. This may assist the team as well as the Board of Governors to recognize the sincerity of the entity, the openness and willingness to receive input, and the commitment to program quality. It may also serve to provide additional clarity on issues to the Site Team, Board of Governors, and the Congress. This self-study report could serve as a third party testimony to the readiness of the entity. At the very least, it would demonstrate that the entity had nothing to hide.”

The self-study guide was also developed as a result of the experience gained from the first site visits conducted by IFSAC, and ensuing discussions within IFSAC regarding the need to provide greater assistance to those organizations preparing for accreditation. Tim Bradley developed the self-study guide as a companion document to the site visit manual prepared earlier in the year by Doug Forsman, Alan Walker and John Wolf. The primary purpose of the guide prepared by Tim Bradley was to describe practices that could be used by an organization seeking IFSAC accreditation to conduct a self-study that would reveal as many deficiencies in advance that might be found by an actual site visit team (Bradley, 1992). Some of the information and procedures in the Bradley document were modeled after the IFSAC site visit guidelines. The Bradley self-study guide contained information regarding the identification and role of self-study teams, appointment of a self-study team leader, preparation for a self study, the petition of written comments, oral reviews by self-study teams, evaluating written as well as practical/manipulative testing procedures, conducting a self-study review conference, and submitting the review. However, modifications were made to reflect practices and procedures that could be carried out internally by an organization. For example, instead of discussing the role and make up of an IFSAC site visit team, the document produced by Bradley recommended a self-study team be assembled to reflect representation from the various levels of involvement in certification within the organization and be made up of representatives from management, administration, program development and instructional evaluation, and support personnel such as area or regional coordinators, data entry operators, site facilitators, etc. In addition to this representation on a self-study team, the guide developed by Bradley stated:

“Third party reviewers from outside the organization are recommended as well. These third party reviewers should have educational backgrounds and be familiar with testing practices. Deans of continuing education are excellent in this position, since they are both familiar with off-campus delivery and testing, as well as educational and testing practices. The program director, as submitted on the application, should not serve on the self-study team. A sample Self-Study team should include:

- 1 Assistant Director or Advisory Board Member
- 1 Course Development Coordinator
- 1 Instructor/Evaluator
- 1 Student Records Operator
- 1 Regional or Area Coordinator
- 1 Dean of Continuing Education”

In order to conduct an effective self-study, Bradley recommended in his guide that self-study teams have equal representation from those associated with the practices being evaluated and those who are not directly involved.

“This is critical since those involved in the development would be less likely to have prejudged the completeness of the program. In addition, many areas of concern are found within the learning process of an individual, where you may find in explaining to someone, that an area lacks sufficient detail for an individual not familiar with it to grasp with a cursory review, similar to what a site team would receive.”

Like that in the IFSAC site visit guidelines, Bradley's document specified self-study team members must be familiar with IFSAC policies and accreditation criteria as well as a thorough understanding of the fire service, NFPA standards, and what constitutes successful completion of objectives within the standards (Bradley, 1992). Bradley's guide also emphasized;

... self-study team members should be given the freedom to review the details within the program, and the impression that their comments, either positive or unfavorable, will be well received by individuals involved in the development or administration of the program. Such acceptance of a constructive critique will assist in the evolution of a prepared program.

Bradley's guide recommended a self-study be conducted well in advance of an IFSAC site visit so there would be enough time to correct deficiencies revealed by the self-study. **This self-study document became a foundation for preparing entities for a site visit, and ultimately led to the actual requirement and submission of self studies as a requirement for accreditation.**

1992 Comes to a Close

Citing his appointment as director of fire programs at Oklahoma State University, the position to which Bill Westhoff, IFSAC Manager, reported, and the IFSAC provisions that called for a board member's resignation in the event of a change in employment, Doug Forsman, formerly the Fire Chief of Champaign, Illinois, resigned as chair of the IFSAC board following the Lawrence meeting in November (he remained on the board as the Oklahoma State University Fire Service Training program's representative). Members of the board elected Alan Walker as the new chair. There were no other changes in the makeup of the board as 1992 drew to a close. Meanwhile, the IFSAC administrative office continued its efforts to contact prospective organizations (such as the fire service training agency in Alaska) with potential interest in becoming accredited. Seven state agencies (Oklahoma, Kansas, United States Department of Defense, Montana, Iowa, Nebraska, and Louisiana) that had at one time participated in the National Professional Qualifications Board accreditation system were now issuing certificates under the IFSAC system. Four additional organizations (Newfoundland, Mississippi, North Carolina, and the Canadian Department of Defense) had undergone IFSAC site visits during 1992 and were issuing certificates under the IFSAC system by the end of the year. In December of 1992, the IFSAC administrative office also published a second registry of all individuals certified to at least one National Fire Protection Association professional qualifications standard by an IFSAC accredited organization.

The year had seen several important milestones in the development of the IFSAC. In some respects, 1992 was the first year IFSAC was fully operational. Key factors having the most impact on the development of IFSAC during 1992 was that the first site team training and site visits took place. For the first time, organizations not previously accredited by the National Professional Qualifications Board had become accredited. These important activities served as a catalyst for further refinement of existing policies, practices and governance documents as weakness and ambiguities were exposed through field experience. These experiences also promulgated the development of new policies and procedures (such as the site visit guidelines and the self-study guide) where none had previously existed. The exposure of IFSAC officials to industry practices of national specialized accreditation and the Council on Postsecondary Accreditation, allowed the IFSAC to draw upon the proven experiences of peers in other fields. Perhaps more significant than these influences, were those that resulted in the proposal to explore the development of a national specialized accreditation system for fire related degree programs. Development of such a system would bring IFSAC closer to its peers that made up part of what was known as the Council on Postsecondary Accreditation.

Chapter 5 – Growing Pains

Nineteen ninety-three (1993) was a year of growth and stabilization for IFSAC. On January 10-12, 1993, Alan Walker, Board Chair of the International Fire Service Accreditation Congress (IFSAC) and Bill Westhoff, IFSAC Manager at Oklahoma State University, attended the semi-annual hearing of the Council on Postsecondary Accreditation's (COPA) committee on recognition in Washington D.C. Walker and Westhoff attended the hearing in order to gather information regarding the COPA recognition process and to witness an actual review session. Following the meeting Walker and Westhoff jointly authored a report of their findings that was subsequently sent to all IFSAC board members. Based upon their observations and information gathered during the January 1993 COPA committee on recognition hearings in Washington D.C., Westhoff reported in a memorandum to Doug Forsman, Director of Fire Programs at Oklahoma State University, it would take one and a half to two years for IFSAC to be ready to apply for COPA recognition.

Early in January of 1993, the IFSAC administration planned its objectives for the year. There were several items it wanted to accomplish the first three to six months of 1993. These included;

- The planning and implementation of an annual meeting in Beaufort County, South Carolina, March 6, 1993.
- The planning and implementation of a meeting for fire protection degree programs (proposed for May 4-5, 1993, in Oklahoma City).
- Revising and publishing the IFSAC guide for pre-site visits and self-study for organizations seeking accreditation or re-accreditation by IFSAC.
- Revising and publishing the IFSAC guidelines for visits to certifying organizations seeking accreditation or re-accreditation from IFSAC.
- Revising and publishing the IFSAC international registry of certified fire personnel
- Recruiting new IFSAC members
- Developing a more comprehensive brochure and promotional videotape concerning certificate and degree accreditation.

Long term objectives the IFSAC administration wanted to accomplish by year's end included;

- Scheduling re-accreditation site visits for entities accredited by the National Professional Qualifications Board retroactively recognized by IFSAC.
- Developing and implementing program guidelines and procedures for fire protection degree programs.
- Scheduling site visits for fire related degree programs seeking IFSAC accreditation.
- Recruiting new members to IFSAC from the community of fire related degree programs.
- Preparing information and pursuing COPA recognition.
- Planning and implementing on-going site team training.

Doug Forsman, director of fire programs at Oklahoma State University recognized that in order to accomplish these objectives, an action plan needed to be developed that would identify responsibilities for the preparation of COPA recognition. He was also interested in developing a marketing plan to encourage interest in IFSAC projects. Forsman suggested as IFSAC became larger and more involved in the pursuit of its goals and objectives, annual one-day meetings of the IFSAC may not be sufficient to conduct its business. As the IFSAC administration prepared for a busy year, much was changing related to accreditation in the fire service at a national level. The National Board on Fire Service Professional Qualifications (NBFPSPQ) continued to administer a national accreditation system similar to IFSAC. The International Society of Fire Service Instructors had withdrawn from the NBFPSPQ and was starting another system it referred to as the Emergency Management Accreditation and Certification System (EMACS). The National Fire Protection Association (NFPA) was also developing a standard for fire service certification and accreditation practices (some of the recognition criteria from the Council on Postsecondary Accreditation was modified and used in developing this standard). In addition, the International Association of Fire Chiefs (IAFC) was developing an national program designed to identify fire departments that met certain performance criteria. It was patterned after a similar program that existed for police departments. While the primary focus

of the program was not on the training and/or education of firefighters, the IAFC referred to it as an "accreditation" program. This was reported to have caused some confusion over the mission and scope of IFSAC versus the IAFC initiative as well as all of the other accreditation activities. During early 1993, IFSAC continued to receive inquiries for membership from organizations outside its originally intended audience that seemed to provide evidence in support of this. It was even suggested a conference be held to clarify the scope and roles of all the various fire service accreditation activities being pursued at the time. However, no such conference was ever organized. Meanwhile, Alan Walker (University of Kansas) chair of the IFSAC Board, completed a plan in February, 1993, describing a proposed process for the formation of a new IFSAC assembly of accredited fire science degree programs. It was intended that this new assembly would parallel the current body of organizations accredited to deliver firefighter certification programs; The plan called for a letter of invitation to the 360 Associate, Baccalaureate, Master and Ph.D. fire science related degree programs to be sent out immediately following the March, 1993, IFSAC Conference in South Carolina, inviting representatives of these programs to their first meeting, May 4-5, 1993 in Oklahoma City. The letters of invitation would ask conference participants to identify the type (the primary curricular emphasis) of the fire science degree program they administered. The conference registration form would also have an option identified as "other" and a space for the respondent to describe the primary curricular emphasis of the fire science degree program in question. Those institutions with more than one type of fire science degree would be encouraged to send a representative for each. This registration information would then be used to organize groups of conference participants by similar degree orientation. The plan provided that the current chair of IFSAC preside at the conference that would also be attended by current members of the IFSAC board of governors, IFSAC administration and Oklahoma State University officials. The IFSAC board would meet one or two days prior to this conference to conduct their regular business following the IFSAC conference in South Carolina and to make final preparations for meeting with the fire related degree representatives.

The 1993 Annual Meeting of the International Fire Service Accreditation Congress

The 1993 annual meeting of the International Fire Service Accreditation Congress (IFSAC) was held March 5-7 in Beaufort County, South Carolina. By March of 1993, forty-two (42) organizations had become members of the International Fire Service Accreditation Congress. Of these members, nine (Oklahoma, Kansas, United States Department of Defense, Montana, North Carolina, Iowa, Nebraska, Louisiana, and Newfoundland) were accredited (IFSAC, March 1, 1993). In early March of 1993, IFSAC had several site visits pending, one to the United States Department of Defense and one to Indiana. Half of the organizations that belonged to IFSAC by March of 1993 sent at least one representative to the annual IFSAC conference. This conference was also significant because it was the first attended by individuals representing a fire service training agency outside the North American continent. Dr. Robin Willis-Lee and Mr. Peter Jenkinson were representing the Fire Service College in England. As Dean of the College, Dr. Willis-Lee had exchanged correspondence with representatives of IFSAC over the course of the previous year expressing the College's interest in becoming a member of IFSAC.

At the IFSAC Board meeting the day prior to the meeting of the Congress, the South Carolina, Illinois and Mississippi Fire Academy's applications for accreditation were approved. During the discussion of these applications, the IFSAC board determined some clarification was needed regarding procedures to be followed after a site visit report is made to the board. Specifically, in cases where an applicant had met a substantial portion of the IFSAC accreditation criteria but not all, there was some question as to whether the original site team had to be brought back together to review the changes made prior to the granting of accreditation. It was suggested the board draft a policy statement for consideration by the Congress that would address this issue. Further, it was suggested language in such a policy describe three outcomes to a site visit report to the IFSAC board. One possible outcome would be that the team recommend accreditation and the board would vote on that recommendation. Assuming the vote was in favor of granting accreditation, no further steps would be taken. In the event there were areas of non-compliance that needed further work by the applicant, accreditation could be made contingent coming in to compliance without further review by the board. Finally, if the nature and/or volume of discrepancies were sufficient, an applicant could be requested reappear before the IFSAC board for further review before action was taken on the application. As the IFSAC board reviewed new applications for accreditation or re-accreditation from Indiana, Louisiana, New Mexico, and the Wasatch Fire Academy in Utah, received since their previous meeting, another issue was raised. The issue related to a section of the IFSAC administrative policies specifying the following, and would continue to plague IFSAC for years:

In states, provinces, territories, and federal jurisdictions where no interest is shown to participate in the Accreditation Congress by those entities, local jurisdictions may

apply. It is clearly understood that at such time as the state, province, territory, or federal agency does make application and is approved, the local jurisdiction will no longer be recognized as a member of IFSAC.

At its March, 1993, meeting the Board was confronted with the first such case. This involved the letter of intent IFSAC had received earlier in the year from the Wasatch Fire Academy (a local jurisdiction) in Utah. During discussion of this case, the IFSAC board noted an agency of the State of Utah had at one time been accredited under the old National Professional Qualifications Board, however, it was unclear as to whether or not this agency continued its participation in the new National Board of Fire Service Professional Qualifications (IFSAC, March 5, 1993). Members of the IFSAC board also contemplated what was meant in the administrative policy by the phrase "where no interest is shown, a local entity may apply for accreditation". Specifically, there appeared to be no consensus among board members as to what constituted "interest". Some consideration was given to establishing a committee to study the issue and bring back a recommendation. There was also a suggestion that perhaps the IFSAC bylaws should be amended to require an annual letter of intent or to establish an expiration date for letters of intent by which an organization had to become accredited or lose its membership. The Board decided to take no action until such time as the issue was raised by the IFSAC membership. A committee would then be appointed to study the issue.

In another brief discussion involving clarification of the IFSAC policies, during their March, 1993, meeting, the IFSAC board reviewed the issue of reciprocity. At its March, 1993, meeting, the IFSAC board heard an update from the test bank task force that had been given the responsibility of studying the feasibility of developing a common test bank for use by IFSAC members keyed to National Fire Protection Association (NFPA) fire service professional qualification standards. Although some organizations belonging to IFSAC were using commercially developed test banks and some were developing, or had developed their own, there had been interest expressed in having IFSAC develop and maintain a test bank. The test bank task force had met in November of 1992 and identified five options that could be pursued by IFSAC. These options were progressive in both service and responsibility (liability) and ranged from the lowest level (essentially IFSAC would do nothing) to the highest level, in which IFSAC would provide complete test generation and scoring services for its members. The test bank task force identified specifications they believed should be used in developing test banks and pointed out this information may be useful to some IFSAC members even if the work of the task force went no further. The test bank task force also identified two important considerations in deciding whether or not to pursue the development of test banks. First, there was the issue of liability associated with defending the validity and reliability of the product. The task force pointed out this issue would need further review by Oklahoma State University counsel. The second major consideration revolved around the cost of developing and operating a test bank service.

During its March 5, 1993 meeting, the Board received some feedback regarding the experiences gained from the site visits conducted by IFSAC to date. Rick Ziebart, board member from Arkansas advised that one day should always be used for a general meeting with representatives from the organization being visited. In his experience, a good rule of thumb was to plan a day for every two certification programs the applicant was seeking to have accredited. It was also Ziebart's opinion the site team training needed improvement. There was some discussion regarding the need to schedule additional site team training sessions and to make them mandatory for those wanting to be site team members. During the meeting of the IFSAC membership the next day, much of the same information discussed at the board meeting was presented to the IFSAC membership. Doug Forsman, Director of Fire Programs at Oklahoma State University gave a financial report on the status of IFSAC. A report was provided on new letters of intent and applications received, as well as pending site visits. During the discussion of pending site visits a concern was raised regarding reciprocity (the practice of organizations accredited by IFSAC recognizing the credentials of individuals certified by other organizations accredited by IFSAC). The assertion was that the integrity of this practice rested with establishing and maintaining a certain level of standardization recognized by all who practiced reciprocity. In the case of the accreditation system administered by IFSAC, this related to verifying the existence of practices and procedures surrounding the administration of cognitive and psychomotor skill examinations as well as to the level of quality in which these activities were carried out. It was pointed out, due to local conditions and needs, certain practices and procedures varied from one IFSAC accredited organization to another. Specifically, where the National Fire Protection Association standards on which certification examinations were based called for an individual to perform a task using a specialized piece of firefighting equipment, they may not be required to do so if the equipment was not available or used in a particular jurisdiction. This became a concern in situations where the credentials of individuals were being recognized by more than one IFSAC accredited organization under the assumption that a certain set of competencies had been achieved in their entirety. A suggestion was made that one possible solution to this problem would be to provide a special designation on certificates (or use of an entirely different certificate) in situations where not all competencies had been met for a given certification. During the meeting of the Congress on March 6, 1993, a

decision was made to direct the board to establish a task force to study this issue and bring back recommendations for further consideration by the IFSAC membership. One criterion for IFSAC accreditation subject to some discussion and confusion in the past concerned empowerment. During the March, 1993, meeting of the IFSAC, the members gave approval for the board to proceed with the recommendations of the test bank task force. Members were also presented with the newly revised site visit guidelines and the new guide for pre-site visits and self-studies developed by Tim Bradley. Organizations were encouraged to use this new guide to prepare for IFSAC site visits.

While the issue discussed at the board meeting on the previous day, regarding possible expiration for letters of intent and membership of local organizations in lieu of state agencies, did not come up on the floor during the meeting of the Congress, there was some concern over speculation that eventually scenarios could exist where IFSAC and the National Board on Fire Service Professional Qualifications (NBFSPQ) would ultimately accredit two organizations in a given state to offer similar programs and services. It was widely held such scenarios would be detrimental to IFSAC, NBFSPQ, as well as the fire service in the affected states. While some IFSAC board members agreed with the need to merge the two national fire service accrediting bodies, there was some opposition to offering the National Fire Protection Association (NFPA) membership in IFSAC as it was felt that due to the mission and scope of NFPA, participation in accreditation would be inappropriate. In any event, this dialogue was significant because it signaled continued interest regarding the need to consolidate the IFSAC and the NBFSPQ. This interest had originally been expressed during the founding meeting of IFSAC in 1990, and would continue into the future.

Towards the end of the March, 1993, IFSAC meeting in South Carolina, a discussion was held regarding the presentation made to the board at their November, 1992, meeting in Lawrence, Kansas, on the proposed development of an accreditation system for fire related degree programs and pursuit of recognition from the Council on Postsecondary Accreditation (COPA). Members expressed strong support for the idea in principle and the board was given approval to proceed.

The March, 1993, IFSAC meeting in South Carolina saw several changes to the board. Doug Forsman resigned to assume his duties as Director of Fire Programs at Oklahoma State University. Rick Ziebart, a charter member of the board from Arkansas tendered his resignation during the meeting citing the IFSAC requirement to do so because of his recent change of employment. Mike Brackin from Mississippi and Pat Hughes from Texas were elected for three-year terms to fill the vacancies left by Forsman and Ziebart. Glenna Senger and Tim Bradley, both charter members of the board, ran as incumbents and were subsequently re-elected for additional three-year terms. The IFSAC board now consisted of: Alan Walker, KS, chair; John Anderson, WA; Mike Brackin, MS; Tim Bradley, NC; John Daley, Canadian DOD; Pat Hughes, TX; Hugh Pike, US DOD; Glenn Pribbenow, OK; and Glenna Senger, IL.

Soon after the March, 1993, IFSAC meeting in South Carolina, the IFSAC administration sent 350 letters of invitation to all known colleges and universities offering fire related degree programs with information regarding the May 4-5, 1993, meeting in Oklahoma City (individual members of the IFSAC board also sent letters to the institutions in their respective states encouraging participation). The letter provided a brief description and history of IFSAC as well as its intention to develop a national specialized accreditation system for fire related degree programs and to apply for recognition from the Council on Postsecondary Accreditation. The letter further provided that during the Oklahoma City meeting, work would begin on the development, operating procedures and governance structure for a second assembly within IFSAC made up of representatives from the fire related degree granting institutions and accreditation criteria for fire related degree programs. It did not take long to get a response from the academic community. On April 5, 1993, IFSAC received its first letter of interest to participate in the new fire related degree program accreditation system from the Community College of Southern Nevada.

Meanwhile, IFSAC was busy updating, improving and publishing documents. A new handbook was distributed in late March, 1993, reflecting the changes made in the accreditation criteria at the meeting in South Carolina earlier in the month. This handbook was also significant because it was the first to carry a copyright (Board of Regents, Oklahoma State University), designation of an edition (first) and designation of a printing (third). In addition, a third printing of the IFSAC site visit guide and second printing of the pre-site visit and self-study guide also became available in late March of 1993.

There were more personnel changes on the IFSAC board during the spring of 1993. Glenn Pribbenow, originally appointed as a charter member to the board in February of 1991, resigned citing the IFSAC requirement to do so because of a recent change of employment.

IFSAC Board Meeting: Oklahoma City, May 1-2, 1993

Two days prior to the first meeting of representatives from fire related degree programs, the IFSAC board also met in Oklahoma City. There was a brief discussion regarding Glenn Pribbenow's recent resignation from the board and the need for additional language in the IFSAC governance documents that would provide procedures for filling unexpected board vacancies. The United States Department of Defense and Indiana were granted accreditation by the board following site visit reports and brief discussions.

In April, 1993, Alan Walker (Kansas), Chair of the IFSAC board, attended the spring conference of the Council on Postsecondary Accreditation (COPA) in San Francisco. Earlier, he had heard rumors COPA may dissolve and in San Francisco, that is exactly what happened. So after proposing that IFSAC should work toward COPA recognition at the November, 1992, board meeting and then to the IFSAC membership in March of 1993, he now had to announce COPA had dissolved. It was Walker's understanding that in its place, a new organization would likely emerge. In concluding his report to the IFSAC board regarding COPA developments, Walker emphasized that, in his opinion, the demise of COPA would ultimately have little impact on IFSAC's plans to become recognized by a third-party umbrella organization. He was confident this service would be available in the future by either a successor to COPA or from the organization formed from the former COPA assembly of specialized accrediting bodies, or both. Walker informed the board he would attend the Phoenix meeting of specialized accreditors and report back to the IFSAC board at its meeting in the fall.

During the May 1-2, 1993 IFSAC board meeting, responsibility for chairing the test bank task force was transferred from Glenn Pribbenow to Mike Brackin (Mississippi). The board discussed the nature of the survey being prepared to gather feedback from IFSAC members regarding the feasibility of developing a common test bank. In his final report to the board, Pribbenow predicted the survey would indicate IFSAC members were unwilling to wait the amount of time it would take to get a product developed and to invest the amount of resources it would take to do so.

At the March, 1993, board meeting in South Carolina, Tim Bradley (North Carolina) had volunteered to draft a proposed change to the IFSAC governance documents that would provide greater definition to situations involving pending and conditional accreditation. This left the matter of vacancies on site teams. It was the opinion of the board that the IFSAC administrative office should appoint individuals to fill such vacancies and to brief them on the status of the site visit in which they would be participating. While the IFSAC membership would ultimately have to approve such changes in the governance documents at their next meeting for them to become permanent, the board had acquired the authority by 1993 to adopt them for use in the interim.

In an effort to address an ever increasing work load that faced the IFSAC board and the administrative office, members of the IFSAC board did recognize the need to distribute work (using sub-committees) as efficiently as possible among IFSAC members, the board, and the administrative office and it was noted committees could meet more often and independently of board meetings if necessary. While it was presumed expanding IFSAC to include accreditation of fire related degree programs would eventually result in increased revenues, most also recognized an investment of resources would have to be made up front for a period of time without any financial return. At the time, Oklahoma State University's net direct contribution to IFSAC was approximately \$84,000 per annum, and university officials were interested in having IFSAC become financially self-sustaining as soon as possible. Achieving this goal would also better position IFSAC for recognition by a third party, such as the successor to COPA or other organization that provided recognition to specialized accrediting bodies in the future. However, the increased activities associated with development of the degree accreditation system and the resulting demand for increased staff support was going to put pressure on the IFSAC administrative office. Up to this point in time, representatives from the IFSAC administrative office had been participating as site team members. It was suggested perhaps this practice should be discontinued, not only because it would free up valuable time, but also because there was concern it could represent a conflict of interest. Dr. David Thompson (Oklahoma State University) pointed out there would need to be some coordination between committees since there was a strong relationship between IFSAC policies (executive committee) and becoming recognized by a third-party such as the successor to COPA (IFSAC May 1-2, 1993). The Board agreed the IFSAC executive committee would also address the issues of reciprocity and the accreditation of private organizations raised at the March meeting of IFSAC in South Carolina.

Billie Stewart, a consultant in the field of higher education and accreditation, who had done work for COPA as well as the former Joint Council of National Fire Service Organizations, joined the IFSAC board during their meeting in Oklahoma City. She had been hired by the IFSAC administration to be a facilitator during the meeting of representatives from fire related degree programs. Dr. Stewart participated in a discussion with the IFSAC board members to establish a common

understanding of the objectives for the meeting with the college and university representatives scheduled to begin the next day. There was also a presentation scheduled to be made by Dr. Robin Willis-Lee, dean of the Fire Service College (UK) and his colleague Dr. Tony Jeans, regarding the development of a fire related degree program by the Fire Service College (traditionally a non-degree granting institution) in conjunction with a local university.

There seemed to be uncertainty among IFSAC board members as to how the meeting of fire related degree program representatives should proceed, following the Willis-Lee presentation. The implementation plan for the formation of an IFSAC assembly of accredited fire science degree programs written and distributed by Alan Walker in February, 1993, called for breaking the meeting participants into work groups by degree type to define the characteristics of the curriculum that made up their respective programs (Walker, February, 1993). During the board meeting in Oklahoma City, it was suggested before work was done on topics such as the nature of fire related degrees and curriculum, there would need to be some issues settled regarding how the fire related degree accreditation system and its participants were going to fit into the IFSAC structure and governance. Tim Bradley pointed out that at one of the first organizational meetings of the IFSAC, there had been a tendency by those organizing the meeting to focus too quickly on facilitating discussions regarding the mechanics and operational details involved with administering a national accreditation system. Bradley reminded his colleagues this approach was rejected because meeting participants first wanted to establish common assumptions and premises related to the mission, scope and governance structure of IFSAC. The organizers of the first IFSAC meetings at the time were astute enough to recognize this, and were flexible enough to adjust agendas to accommodate the needs of the participants. Meanwhile, John Wolf (Kansas) suggested the best approach during the meeting of the fire related degree program representatives on the following day would be to assure them IFSAC was strongly committed to the principles of democracy and peer-driven governance and accordingly, there would be fair representation and participation from the degree programs in the IFSAC governance structure. Members of the IFSAC board agreed the plan would be to eventually elect representatives from the two assemblies to a single board. The IFSAC board spent the remainder of its meeting May 1-2 in Oklahoma City, reviewing handbooks from other national specialized accrediting bodies in order to familiarize themselves with common policies, procedures and accreditation criteria used in other academic fields.

First Meeting of Fire Degree Program Representatives

Forty-one individuals came to the Waterford Hotel in Oklahoma City May 3-4, 1993 to talk about developing a new national specialized accreditation system for fire- related degree programs. Three main objectives for the meeting were presented: describe IFSAC, its history and mission; provide an overview of the system of higher education and accreditation in the United States, and the role of COPA; and discuss the need for specialized accreditation of fire science degree programs, identify general approaches and philosophies that may be considered in the development of an accreditation system, and provide a possible framework within which specific accreditation criteria could be developed. Doug Forsman, Director of Fire Programs at Oklahoma State University provided information to the audience regarding the history of the accreditation of certificate programs in the American fire service and described some of the circumstances that led up to the founding of the IFSAC. Dr. David Thompson, Associate Dean of the College of Engineering, Architecture and Technology at Oklahoma State University, followed by describing the importance and purpose of accreditation and Oklahoma State University's role and commitment to IFSAC (IFSAC, May 3-4, 1993).

To provide an understanding of how IFSAC was organized and how it functioned, a set of IFSAC governance documents, guidelines, and operating manuals was provided to each conference participant. Bill Westhoff, IFSAC manager, used this information to explain the procedures certificate programs followed in order to become IFSAC accredited. It was emphasized this information was provided for informational purposes only. There was no implication degree programs would necessarily follow the same procedures and/or be subject to the same type of accreditation criteria. Westhoff also provided the group with an update on the number of members belonging to IFSAC at the time, and how many of those had been accredited. To continue the meeting of fire-related degree program representatives in Oklahoma City, Dr. Billie Stewart provided an orientation on the concept of accreditation and defined terms such as certification, licensure, and recognition (much as John Wolf did at the 1990 IFSAC meeting in Kansas City). She also provided a brief history of accreditation in the United States and the founding of the Council on Postsecondary Accreditation (COPA). Dr. Stewart pointed out that while COPA had 47 requirements an accrediting body had to meet in order to become recognized, the language used by the criteria was broad and provided for a great deal of flexibility. For this reason, Stewart pointed out, participants in the IFSAC initiative to develop an accreditation system for fire related degree programs would play the primary role in developing the practices and procedures that would be used to administer such a program. In her remarks, Stewart seemed to validate some of the observations made by Walker and Westhoff in their report of the COPA recognition hearing earlier in the year. Stewart affirmed the interest of the accreditation community in assessing outcomes. She indicated the nature of IFSAC's

existing accreditation system for certificate programs represented an advantage over other specialized accreditors. However, she also lent some support for the concept of reciprocity when she stated that a disadvantage of the certification programs in the fire service was that they were not yet portable from state to state.

Following a briefing from Alan Walker regarding the developments related to the dissolution of COPA (during which he provided the same report he had done for the IFSAC board at its meeting over the previous two days), Dr. Willis-Lee and Dr. Tony Jeans, representing the Fire Service College (UK), made a presentation on programs leading to degrees in which students could get credit for what had traditionally been considered non-credit vocational training. The Fire Service College had designed a path that could start fire personnel through curriculum of a non-credit nature and would eventually articulate into credits and ultimately the award of a degree in Fire Safety Technology and Management at South Bank University in London. Willis-Lee and Jeans also provided an overview of general trends in the training and education of fire service personnel in the United Kingdom (UK), such as the development of national vocational qualifications, recently implemented for many occupational fields in the UK (including the fire service). The Willis-Lee and Jeans presentation was significant for two reasons. It marked the first occasion members of IFSAC were exposed in any detail to the nature of fire service training and education from a perspective that was not North American. It also planted a seed for the future regarding the potential relationship between certification programs and degree programs as it relates to curriculum, accreditation, and articulation, not only within IFSAC, but also for the whole fire service community at large (this idea would continue as the subject for future white papers within IFSAC).

Dr. Stewart continued the Oklahoma City meeting of fire related degree program representatives by dividing the participants into groups representing the following types of fire related degree programs: associate degrees of a fire protection technology nature, associate degrees of fire service management nature, fire related baccalaureates. On the second day of the meeting in Oklahoma City, participants reviewed the notes from the previous day's work group sessions and discussed what steps to pursue next. Suggestions included breaking into groups once again to further identify issues and needs for fire related degree programs, and discuss and compare goals and objectives between various programs and schools. It was determined the next step was to develop the following mission statement for the future IFSAC degree assembly:

Plan and administer a high quality, uniformly delivered accreditation system with an international scope for degree programs relating to fire protection.

A strategy IFSAC used in its founding days to identify a body of voting members was to request interested organizations send the IFSAC administrative office a letter of intent to participate. It was suggested this process be used for establishing the body of organizations that would make up the future assembly of fire related degree programs. It was decided an ad-hoc committee made up of participants from the Oklahoma City meeting would be appointed to accomplish three tasks: 1) draft proposed changes to IFSAC governance documents that would establish the new assembly and change the makeup of the board (this would be presented to the board for their review and then go to the IFSAC membership for final action in August of 1994), 2) draft proposed governance documents for the practices and procedures within the new degree assembly, and 3) plan another meeting of fire related degree program representatives. It was suggested this meeting be held in November, 1993, the primary purpose of which would be to provide an opportunity for prospective members of the future degree program assembly to review the work of the ad-hoc committee before it was presented to IFSAC.

Following the Oklahoma City meeting of fire-related degree program representatives, members of the IFSAC board met to follow up on what had transpired. Members of the board were not entirely pleased with the management of the decision-making processes during the meeting of the fire related degree program representatives. Concern was expressed that the purpose and role of letters of intent had not been made clear. The IFSAC administrative office was given the responsibility of making it clear in the meeting report that letters of intent did not imply voting rights within IFSAC. Some board members also questioned why the suggestion for a second meeting of fire related degree program representatives in November had been made without prior discussion or approval from the board. It was determined draft language developed by the ad-hoc committee would be reviewed during the next regularly scheduled meeting of the board in September, 1993, and several individuals were suggested for appointment to the ad-hoc committee. The board would then present a proposal to restructure and form a degree assembly at the August, 1994, meeting of the IFSAC. Prospective members of the future IFSAC degree assembly would be provided with a copy of the proposal and once established, the members of the degree assembly would ultimately be responsible for developing policies, accreditation criteria and other governance documents for the operation of the new assembly.

The Summer of 1993

Although there had been some uncertainty associated with the Oklahoma City meeting, in the weeks that followed, the IFSAC administrative office received positive feedback from some of the participants. By June, 1993, the IFSAC administrative office had received letters of intent from Utah Valley Community College, Southern Illinois University, Kellogg Community College (MI) and the Community-Technical College system of Connecticut to participate in the future IFSAC accreditation system for fire related degree programs. Meanwhile, letters of intent from organizations wanting to participate in the IFSAC accreditation system for certificate programs kept coming in as well. These new members included organizations from Utah, Arizona, and New York.

By July, 1993, organizations in fourteen states were issuing certificates as accredited members of IFSAC.

By the end of May, Tim Bradley had completed an outline of the site team training seminar he was developing. The timing of the site team training seminar scheduled for September of 1993, was important because during the summer of 1993 the IFSAC administrative office was scheduling re-accreditation site visits (certificate programs) for the University of Kansas Fire Service Training, the New Mexico Firefighter's Training Academy, Nebraska Fire Service Training, Oklahoma State University Fire Service Training, and Iowa State University Fire Service Training, for later that fall. Later, Oklahoma State University's site visit was postponed and a site visit for the British Columbia Fire Academy was scheduled in its place. With the exception of British Columbia, these were to be the first re-accreditation site visits to organizations accredited by the former National Professional Qualifications Board and retroactively recognized by IFSAC when it was founded in 1990. Even though approximately 45 individuals (see Appendix M) had undergone site team training, it had been almost two years since the last workshop. Some of these individuals were no longer available. A large pool of well qualified individuals with current training were needed in order to conduct the site visits being scheduled and the IFSAC board had determined continued training was a requirement in order to remain an approved site team member.

Bradley proposed that the site team training seminar scheduled for September be two days in length and utilize different individuals as instructors, who could offer special expertise on some of the topics to be covered. For example, the suggestion was made instructors used for parts of the seminar could be individuals with experience as site team members. In addition, there was also some discussion of bringing in an expert from the St. Louis area (the scheduled location for the next site team training seminar) to make a special presentation on customer relations. Bradley was also developing a student manual that would contain the information presented in the seminar as well as reference material. The first section of this manual contained a copy of the IFSAC governance documents (Bylaws and Constitution of the Board of Governors, Bylaws and Constitution of the International Fire Service Accreditation Congress, Administrative Policies, and Accreditation Criteria). This was followed by a section of the manual that drew its information from several sources, such as the IFSAC site visit guidelines and the IFSAC guide for pre-site visits and conducting self-studies. There was also a section of the student site team training manual that discussed the benefits of peer review; understanding accreditation, certification, and standards; IFSAC organization and site team selection; site team empowerment; and ethics, characteristics. Following the site team training seminar, Bradley suggested a brief meeting be held for site team leaders only, in order to review aspects of site visits unique to their responsibilities.

On July 20, 1993, the IFSAC administrative office received the first letter of intent from an organization outside the North American continent. In his letter, Dr. Robin Willis-Lee, Dean of the Fire Service College (UK), expressed an interest in participating not only in the accreditation of certificate programs but the new fire related degree program accreditation system being developed as well. At about the same time, Bill Westhoff continued to have further dialogue with members of the South African Fire Training Institute as well regarding possible membership in IFSAC.

In September, 1993, the Fire Science and Technology Educator's section of the National Fire Protection Association met in Chicago to discuss accreditation criteria and the establishment of core standardized curriculum for fire related degree programs. Bill Westhoff, Manager of IFSAC, attended this meeting and explained the IFSAC efforts to develop an accreditation system for fire related degree programs. There was some discussion regarding the "parallel" efforts between the IFSAC initiative and the renewed interest in the NFPA 1461 standard. Westhoff pointed out such a relationship existed as

well between the IFSAC accreditation system for certificate programs and the NFPA 1000 standard. An NFPA representative at the meeting in Chicago pointed out that the process for reactivating the 1461 standard could take as long as several years and would begin with the establishment of a technical committee that would work on revising the 1461 standard. It was the recommendation of the Fire Science and Technology Educators section of NFPA at their meeting in Chicago that such a committee be established.

Meanwhile, through the summer and early fall of 1993 there were more changes on the IFSAC board. Following the meeting in Oklahoma City, the IFSAC administration appointed Butch Weedon (Montana) for a one-year term to fill the vacancy left by Glenn Pribbenow. Then in early September, another charter member of the board, John Anderson (Washington) submitted his letter of resignation citing fiscal and travel restrictions. Dan Lee, (IN) was appointed to fill the remainder of John Anderson's term that was up in August of 1997. Of the original nine members elected and appointed to the IFSAC board in 1991, five remained (Tim Bradley, Glenna Senger, Hugh Pike, John Daley, and Alan Walker). The IFSAC board now consisted of: Alan Walker, KS, chair; Mike Brackin, MS; Tim Bradley, NC; John Daley, Canadian DOD; Pat Hughes, TX; Dan Lee, IN; Hugh Pike, US DOD; Glenna Senger, IL; and Butch Weedon, MT.

Work Begins on Establishment of a Degree Assembly within IFSAC

As per the discussion during the Oklahoma City meeting earlier in the year, Alan Walker appointed an ad-hoc committee to develop a proposed set of bylaws that would establish a second assembly within IFSAC made up of representatives from fire related degree programs. This committee met along with members of the newly appointed IFSAC executive committee in Lawrence, Kansas, October 18-19, 1993. Present at this meeting were Doug Forsman, Oklahoma State University; Bill Westhoff, Oklahoma State University; Alan Walker, University of Kansas; Glenna Senger, Illinois Fire Marshal's Office; Joyce Nielsen, Western Illinois University; Gary Walton, Southern Illinois University; Jim King, Seminole Community College (FL); and Al Dupuis, Interior Fire Marshals' Office, Ontario (Canada).

Early in the meeting, time was spent reviewing the history of IFSAC, updating participants on the current status of the Council on Postsecondary Accreditation (COPA) and the Association of Specialized and Professional Accreditation (ASPA). Some members of the ad-hoc committee from colleges and universities unaffiliated with certificate programs in the fire service were familiarized with the premise on which accreditation of NFPA standards-based certificate programs had been historically based. This included an update on the status of the National Board for Fire Service Professional Qualifications (NBFSPQ) and some discussion of the duplication that existed between IFSAC and the NBFSPQ. There was also discussion of the steps involved in establishing IFSAC, such as: the procedure used to identify the original voting members, the responsibility of the board in carrying out policies adopted by the IFSAC membership, and the sequence in which IFSAC governance documents were developed. In addition to using IFSAC governance language pertaining to the certificate assembly as a model on which to build the draft of the proposed bylaws for the new degree assembly, the ad-hoc committee that met in Lawrence also reviewed language from the governance documents of other organizations such as the Association of Specialized and Professional Accreditors (ASPA). In addition, the proceedings from the May, 1993, Oklahoma City meeting of fire related degree program representatives was reviewed as a check to verify that the proposed bylaws developed by the ad-hoc committee in Lawrence had addressed all of the major points and concerns discussed in Oklahoma City.

During the meeting in Lawrence, it was suggested some of the underpinnings of the existing governance philosophy for the certificate programs would apply to the degree programs as well. Specifically, the members of the degree assembly would adopt policy and the primary role of the board would be to carry it out. For the first time, it was suggested perhaps there should be two boards within IFSAC, each elected by members of the respective assemblies and a coordinating body (council of governors) to oversee and manage the process for IFSAC recognition by the successor to the Council on Postsecondary Accreditation (COPA) or some other national umbrella organization. While the function of this council of governors was important to the preparation of IFSAC for recognition, it was not intended it become a "super board" with power over both assemblies and their respective boards. What was not clear early in the discussion was whether the council of governors should be made up of members elected from both boards, or a combination of board members as well as representatives from both assemblies. There was some concern from representatives of the IFSAC certificate assembly during the ad-hoc committee meeting in Lawrence that in an effort to generate revenue, future IFSAC accredited institutions of higher education with fire related degree programs might want to expand their program offerings to include certificate programs within the same geo-political boundaries of another organization (likely to be a state, provincial or territorial agency) offering IFSAC accredited certificate programs. This would set the stage for IFSAC accredited agencies competing with one another. The question was how such situations and ensuing disputes would be resolved within IFSAC (the

assumption being that eventually, the number of members in each assembly could differ greatly and yet the premise was the two assemblies share governance power equally). In response to this concern it was suggested IFSAC governance documents would have to specify the scope of activities to be accredited within each assembly, and in doing so, such scenarios could be prevented from occurring. It was pointed out this was already addressed in the respective mission, goal and objective statements for each assembly. It was also suggested perhaps dispute resolution would also be a role of the council of governors, linking the two assemblies and their respective boards together. This council could be made up of the chair of each assembly's board plus two other members from each assembly's board (total of six). In the event there were disputes or decisions locked by a tie vote, it was suggested that an Oklahoma State University official (either Director of Fire Programs or the Dean of the College of Architecture, Engineering and Technology) act as the arbitrator or tie-breaking vote. However, the council of governors would not have policy-making authority. It was unclear, therefore, how decisions of the council would resolve disputes. Absent any bylaw language to the contrary, IFSAC assemblies would not be bound by the decisions of the council of governors. It was suggested, such authority could be vested in the council as a function of the bylaws of both assemblies. It was noted another very critical role of the council of governors would be to work on positioning IFSAC to meet recognition criteria as administered by the successor to the Council on Postsecondary Accreditation (COPA) or other entities.

Early in the development of proposed bylaws needed for establishing a degree assembly within IFSAC, the ad-hoc committee recognized not only was language needed to establish the second assembly, but modifications of much of the existing IFSAC governance documents would need to be made in order to reflect the existence of two assemblies, their boards, and a Council of Governors. Another question that came up during the meeting related to process. It was agreed language needed to be written that would establish and provide operating procedures for a second assembly within IFSAC. In addition, it was determined language would also need to be developed that established a second board to serve the new assembly, much like that which existed in the governance documents for the certificate side of IFSAC at the time. There was a dilemma over whether to develop proposed language that would establish the new assembly and its board, or just the assembly. It was determined the process to be followed would be similar to that used when IFSAC was formed. The committee decided to draft language to form a new assembly. Once the new assembly became operational, a board would be elected from its members. There was consensus that, in the interim, there should be either a nine member board elected from the membership of the degree assembly or that a steering committee be established to work on proposed policies and procedures for the new degree assembly. It was suggested some current board members from the IFSAC certificate assembly could also serve on the new degree assembly board to assist as a transition team to help get the new assembly started. It was felt this might be valuable in order for the new board to benefit from the experiences of those involved in the formation of IFSAC. After discussion of this idea, it was agreed members of the IFSAC board at the time would not necessarily have to serve on the new IFSAC degree assembly board as official members, but rather some could merely be advisors. Another suggestion was made that an interim board be elected from the members of the new IFSAC degree assembly. This interim board would serve a one-year term after which, a new board would be elected for staggered terms. It was proposed that this plan would allow time for the members of the new assembly to get to know individuals better and thus more informed decisions could be made in electing a board. It was suggested changes could be made to the present IFSAC certificate assembly board while establishing the new degree assembly board at the same time. The degree assembly board would be made up of nine members plus two advisors from the certificate assembly board for a period of two years. The certificate assembly board would be changed to add two members of the public. After two years, the advisors on the degree board would be replaced with public members. Each board would then be left with eleven members, two of which would be members of the public. The new degree assembly board would then be responsible for drafting governance documents pertaining to its operations.

The ad-hoc committee that met in Lawrence also had to devise a plan for identifying membership criteria for the new assembly. There had to be a recognized body with voting rights so the first election of officers could occur and business could be conducted. The group considered using letters of intent, as had been done to identify the original members of the certificate assembly. Following some discussion, however, it was determined this, in of itself, was too broad and would allow less reputable organizations to participate. The solution to this dilemma was to limit membership to institutions of higher education offering fire related degree programs. These institutions had to be accredited by their respective regional institutional accrediting body recognized by the Council on Postsecondary Accreditation (COPA) on or before December 31, 1993. It was pointed out however, in other countries such as Canada and England, institutions of higher education typically came under the jurisdiction of a central government bureau, such as a ministry of education. These government bureaus were usually responsible for assessing institutional and program quality, thus performing activities similar in some respects to the voluntary, nongovernmental, peer-driven accreditation system that existed in the United States. To address the

concerns of foreign interests within IFSAC, a provision was included in the proposed bylaws for membership in the new assembly which provided that, rather than be recognized by COPA and accredited by regional institutional accrediting bodies in the United States, institutions of higher education outside the United States offering fire related degree programs could qualify for IFSAC membership if they were accredited by whatever authority had responsibility and/or jurisdiction over such functions (IFSAC, October 21, 1993). In any case, it was also proposed that a letter of intent be filed with the IFSAC administrative office and renewed annually as a criterion for membership within the new IFSAC degree assembly. The ad-hoc committee further suggested letters of intent be accepted upon administrative approval until a certain deadline and that letters of intent had to be approved by a vote of the members of the IFSAC Degree Assembly. In addition, each member institution was to designate a voting representative to the IFSAC Degree Assembly (IFSAC, October 21, 1993).

The ad-hoc committee determined that the voting members of the assembly would establish the makeup of the Board. The committee talked about how the new fire- related degree accreditation system would demonstrate it was serving the public interest. The point was made that specialized accreditation sometimes appeared to be too self-serving and that this was one of the reasons why public representation on the board was required by the Council on Postsecondary Accreditation (COPA). It was also noted as a matter of public policy, boards and commissions in many states have public representation. It was proposed that at such time as the assembly established a board of governors, the issue of public representation would be brought up and the action taken by the assembly could include establishing public representation on its board. There was some contemplation over putting language in the draft bylaws that established public representatives on the degree assembly board. Because COPA had required its members to include public representation on their governing boards in order to be recognized, the committee that met in Lawrence discussed public representation on the IFSAC degree assembly governing board (even though, in the IFSAC governance structure, and it was the assembly members that set policy and the board that carried it out). The definition of what constituted a public member was discussed and it well understood this would be defined as individuals not related to the fire service trade or higher education. The group contemplated that to get recognized by the successor to the Council on Postsecondary Accreditation, there would have to be two people out of nine (1/7th) representing the public on the IFSAC board(s). The group was left to think about how public members on the degree assembly board would be selected. It was suggested perhaps degree assembly representatives could elect seven members out of their ranks to the board and those seven members would then find two public representatives. It was also suggested the members of the assembly could nominate members of the public to serve on the board and the remaining seven board members could then select two individuals from the nominees. The point was made that eventually the certificate assembly would also need to address the issue of public representation on its board. It was noted, however, that public representation on the IFSAC boards would not become an issue until IFSAC was ready to apply for recognition by COPA's successor or other organization performing recognition of national specialized accrediting bodies.

The following mission statement, agreed upon by the ad-hoc committee, was also very similar to corresponding language in the governance documents of the certificate assembly within IFSAC. Some modification was made, however, to reflect comments and input from the May, 1993, meeting of fire related degree program representatives in Oklahoma City;

To plan and administer a high quality, uniformly delivered accreditation system with an international scope for degree programs relating to fire protection.

The objectives of the degree assembly are to:

- *Establish policy statements and operational guidelines to be carried out by the Board of Governors;*
- *Promote networking among institutions that offer degree programs in fire related disciplines;*
- *Inform the fire service and general public regarding the system of accreditation;*
- *Develop and promote an awareness among state, provincial, territorial, and federal government institutions of higher education and the public regarding the accreditation system;*
- *Identify and provide accreditation services to entities in each state, province, territory and government that requests said services;*
- *Ensure the objectives of this Assembly are completed in a non-discriminatory fashion; and*
- *Utilize all evaluating criteria available to ensure accreditation is complete on a valid and credible basis.*

While some sections of the proposed bylaws developed by the ad-hoc committee in Lawrence differed from the existing IFSAC bylaws (i.e., membership), other parts of the existing IFSAC bylaws were adopted for use by the committee almost verbatim.

The ad-hoc committee did include one article in their proposed bylaws for the new degree assembly containing language not found in any of the existing IFSAC governance documents. This article described the establishment and role of committees.

Strategies for presenting the draft of the proposed bylaws to fire related degree program representatives at the upcoming meeting in Stillwater were discussed by the ad-hoc committee. It was suggested the document needed "sponsors" who could support it and provide background and explanation as needed and this could best be done by those at the Lawrence meeting who represented fire related degree programs rather than certificate programs. It was decided, following the meeting in Lawrence, the draft document would be faxed to those appointed to the ad-hoc committee (Randy Novak, Mark Barnes, Steve Lutz, and Clare Harkins) who were unable to attend the meeting in Lawrence for their input and comments. In addition, following the procedure originally used by the IFSAC certificate assembly, it was decided the draft of the proposed bylaws of the IFSAC degree assembly would also be sent to all known colleges and universities with fire related degrees for their review prior to the November meeting of fire related degree program representatives in Stillwater (IFSAC, October 18-19, 1993).

During the ad-hoc committee meeting in Lawrence, there was discussion about the difference between accreditation criteria used by the IFSAC Certificate Assembly (exclusively outcomes-based, focused entirely on examination processes) and traditional value-added criteria used to accredit programs in higher education. The point was made that members of the former Council on Postsecondary Accreditation had discussed the need for striking a better balance between the use of value-added and outcomes-based accreditation criteria. The new IFSAC fire related degree accreditation system had an opportunity to assume a leadership position and become a role model in the industry by striking such a balance as it developed its accreditation criteria. The problem was there was no standard on which to base testing in a degree program. It was observed during the meeting that schools did not know on what to base a test. Because of this, there was some support during the Lawrence meeting for the recent efforts by NFPA to revive the standard relating to fire science degrees and to identify a core curriculum.

The subject of financing the new IFSAC degree assembly was also discussed during the October, 1993, meeting in Lawrence. There was talk about the need to balance the financing of the IFSAC organization using a formula that was fair to both assemblies. The suggestion was also made that a small committee be charged with the responsibility for conducting some marketing activities for IFSAC. The ad-hoc committee identified objectives for the upcoming meeting of degree program representatives in Stillwater during November of 1993. One objective identified was to review the proposed bylaws developed by the ad-hoc committee during their meeting in Lawrence and take action on the adoption of the proposed bylaws as a recommendation that would go before the IFSAC membership during the meeting in Austin, Texas, in April, 1994. This recommendation would have to go before the IFSAC membership as a series of proposed bylaw changes necessary to establish a second assembly, board, and a council of governors between the two assemblies. Until such amendments to the present IFSAC bylaws were adopted, there was no Degree Assembly. Because of this, the ad-hoc committee recognized that the meeting of fire related degree program representatives scheduled for November 1993 in Stillwater, Oklahoma, would not result in the formation of the new assembly or the election of its board as previously planned. In the interim following the Stillwater meeting, work related to development of an accreditation system for fire related degree programs would still need to be carried out by committees on an ad-hoc basis. Another objective proposed for the meeting of degree program representatives in Stillwater during November, 1993, was to begin identifying ad-hoc committees and/or work groups that would develop various policies and procedures needed for the operation of the assembly to include preliminary work on the development of accreditation criteria, beginning with identifying, categorizing, comparing and contrasting different types of fire related degree programs in existence at the time. The committee felt this second objective was perhaps too ambitious an undertaking for one meeting because it was anticipated most of the November meeting (one and a half days) in Stillwater would be taken up with the review and adoption of the proposed degree assembly bylaws. In addition, it was observed that the diversity of the fire related degree programs made it difficult to identify core features that could be used for accreditation purposes. It was noted some fire related degree programs were vocational in nature while others featured a more traditional academic/liberal arts curriculum. It had been difficult for the representatives of fire related degree programs who met in Oklahoma City during May to even attempt to categorize their programs, moreover to begin to identify common characteristics on which accreditation could be based. The committee was unanimous in their opinion that it was the intent of the new accreditation system for fire related degree

programs to offer accreditation for academic programs rather than vocational training for which academic credit is sometimes given. The committee also recognized one likely result of establishing such an accreditation system for fire related degree programs would be that some would not survive the rigors of peer review. There was some discussion during the ad-hoc committee meeting in Lawrence regarding the basic philosophical premise used to establish accreditation criteria for fire related degree programs. There were generally two opposing views expressed. Some on the committee felt accreditation criteria should be prescriptive to the extent of identifying core curriculum and other requirements (closely tied to national professional competency standards and task analyses). This approach was similar to that underway at the time by the committee proposing to reintroduce the National Fire Protection Association (NFPA) standard for fire degree programs. Others on the committee felt the accreditation criteria should only attempt to measure how well a program was meeting the standards it had set for itself. In some cases, these standards could be the NFPA standards (if the programs choose to use them). Some on the committee pointed out the NFPA initiative to identify core curriculum requirements for fire related degree programs and the IFSAC interest in developing an accreditation system for such programs, were not necessarily at odds or duplicative efforts, particularly if the purpose of the IFSAC accreditation criteria was to measure how well programs met the NFPA standards. This, after all, was precisely the kind of successful relationship that existed between NFPA standards and accreditation of certificate programs.

In two days, the ad-hoc committee that met in Lawrence during October of 1993, developed proposed bylaws that would establish a new assembly within IFSAC and provide a mechanism for the new body to elect a board, conduct business, and begin the task of developing accreditation criteria for fire related degree programs. Following the meeting, the proposed bylaws developed by the ad-hoc committee were sent to all colleges and universities known to have fire related degree programs (approximately 370). A cover letter provided with the draft document indicated comments and questions could be directed to those individuals on the ad-hoc committee, a list of whom was included in the letter. In addition, recipients of the letter were informed the next step would be to have the proposed bylaws reviewed at the next meeting of degree program representatives scheduled for November, 1993, in Stillwater, Oklahoma. After this, at their April, 1994, meeting in Austin, Texas, the IFSAC membership would be asked to take action on the proposed bylaw changes to establish a second assembly of fire degree program representatives. This would prove to be a difficult task.

Meeting of Fire Related Degree Program Representatives - Stillwater, Oklahoma

By the end of October, 1993, IFSAC had grown to 45 voting organizations from the United States, Canada, and Great Britain. Included among the members were the United States Department of Defense and the Canadian Military Forces fire protection systems. The National Fire Protection Association standards-based certificate programs delivered by fifteen of these organizations had become accredited by IFSAC and over 15,000 certificates had been awarded. Additional site visits had been conducted at the Justice Institute Fire Academy in British Columbia, Canada and at the New Mexico Fire Training Academy. In addition, IFSAC accredited organizations in Kansas and Iowa were scheduled for re-accreditation site visits before the end of the year. As IFSAC proceeded with preparations for adding representatives from colleges and universities to its membership and expanding its scope to include accreditation of fire-related degree programs, the National Board on Fire Service Professional Qualifications (NBFSPQ) also continued to operate a national specialized accreditation system for fire service certificate programs much like that offered by IFSAC. There was continued interest among some members of IFSAC and the National Association of State Directors of Fire Training and Education (NASDFTE) in establishing a dialogue with the NBFSPQ. In October of 1993, the NASDFTE had its customary meeting in conjunction with the annual validation conference of the International Fire Service Training Association (IFSTA). At the invitation of Bruce Piringer, the NASDFTE chair, Jim Estep, chair of the NBFSPQ, provided the NASDFTE members with an update of NBFSPQ activities. This event provided an opportunity for the chairs of NBFSPQ (Jim Estep) and IFSAC (Alan Walker) to meet and discuss topics of mutual interest and concern between the two organizations. Following the IFSTA conference, Walker sent a follow up letter to Estep reiterating his interest in continuing a dialogue and suggesting the two meet informally at some point in the future at a time and location convenient to both.

On November 7-8, 1993, an ad-hoc assembly of twenty-four (24) representatives from fire related degree programs met in Stillwater, Oklahoma, to take action on the proposed bylaws developed at the October 18-19, 1993, meeting in Lawrence, Kansas. With a few exceptions, most of the content of the draft bylaws developed during the Lawrence, Kansas meeting was not substantially changed in Stillwater. Having adopted the proposed bylaws (slightly amended) for the IFSAC degree assembly, the next step would be to have the members of IFSAC take action on the proposed bylaw changes at the next annual meeting in Austin, Texas (April, 1994). In the interim, there were several issues that needed to be addressed. There was a brief discussion regarding the IFSAC governance structure and how it would possibly change with the addition of a second assembly for representatives of fire related degree programs. It was emphasized that the two assemblies

(degree and the existing certificate) have equal power, each with its own board elected from its respective membership body. It was acknowledged the two-board idea was a departure from the single board concept described during the May, 1993, meeting in Oklahoma City among the original IFSAC Board and there was some discussion during the November meeting in Stillwater of the rationale for this change. There was also discussion regarding the recent revival of the National Fire Protection Association (NFPA) standard for fire related degree programs. There was some question as to impact of the NFPA initiative on the IFSAC efforts to establish an accreditation system for fire related degree programs. Some members of the NFPA Fire Technology and Education Section were calling for the establishment of a national core curriculum for fire related degree programs. Such a development would have a great impact upon the IFSAC. It was suggested participants at the November meeting in Stillwater submit a collective opinion to NFPA regarding the proposals being considered. Participants in the November 7-8, 1993, meeting in Stillwater, Oklahoma, recognized the need to begin publicizing the work that was underway to develop an accreditation system for fire related degree programs in an effort to raise awareness among groups with an interest in such a development and had the potential of impacting it.

November 1993 IFSAC Board Meeting

The IFSAC board met in Stillwater, Oklahoma, immediately following the meeting of the ad-hoc assembly of fire related degree program representatives. The status of inactive and/or unaccredited members of IFSAC and the viability of some letters of intent had been an issue for quite some time. Earlier in the year, the IFSAC board had commissioned a survey be done to determine the level of interest among unaccredited IFSAC members regarding their continued interest and progress toward becoming accredited. Thirty (30) organizations responded to the survey indicating they intended to continue as a member of IFSAC. Only one organization indicated it was no longer interested in participating. Many of these (that were not already accredited by IFSAC) organizations (21) indicated they were planning on submitting an application to become accredited within the next calendar year and would be ready to host a site visit. Many IFSAC members (19) also indicated in the survey they, or colleges and universities in their geo-political jurisdictions, were interested in participating in the new IFSAC accreditation system for fire related degree programs. The majority of unaccredited IFSAC members responding to the survey also indicated a willingness to submit annual letters of intent in order to retain membership while preparing to become accredited. The board continued to contemplate a course of action intended to encourage non-accredited IFSAC members to become accredited in order to retain their membership. The view was expressed that any organization should be capable of getting one certificate program accredited within five years. Any policy regarding this issue had to be approved by the IFSAC membership. After years of discussion and debate over this topic, there was enough support on the board to pass the following motion as a recommendation that would go before the membership for action;

Within five years from the initial letter of intent each entity will have at least one level accredited. If they are not accredited at the site visit, the Board will evaluate their progress every six months and recommend status.

During the November, 1993, Board meeting in Stillwater, a site visit report was heard regarding an application for accreditation that included a "volunteer" firefighter standard. This was the first time IFSAC had been asked to accredit a program based upon a standard other than NFPA. This locally developed standard did not meet or exceed any NFPA standards. Because the applicant had not gotten the volunteer standard adopted by IFSAC, this particular program was not accredited.

There were several progress reports heard by the IFSAC board during their November 1993 meeting in Stillwater. The site team training committee was working on the production of video clips to illustrate how to conduct initial site visit interviews, exit interviews, etc. The plan was to do some of the filming during the scheduled re-accreditation site visit to Kansas. Upon review of the work done by Glenn Pribbenow and Mike Brackin's recommendation, the test bank task force was disbanded. It was also determined the IFSAC Handbook and application form would be combined with the site visit forms and reports to create a new document known as the Application Handbook.

As the board heard the report of the work done by the ad-hoc committee during their October, 1993, meeting in Lawrence, the concept of two boards, each elected from their respective assembly, met with opposition. There was a concern that two boards would pull the IFSAC organization and its administrative office in different directions and result in a power struggle. There was agreement that two boards would need to have equal power, but there also needed to be one voice for the whole organization. Once again, concerns were raised that fire related degree programs would offer certificate programs under IFSAC accreditation within the geo-political jurisdictions of other IFSAC accredited agencies delivering the similar programs. Some members of the IFSAC board thought the best way to prevent this problem would be to maintain a

single board made up of representatives from both assemblies. Other suggestions included having joint board meetings or using a third-party (joint council) to resolve disputes. As the discussion continued, use of a third-party council of governors to resolve disputes gained support and members of the board turned their attention to the makeup of such a body. The suggestions were similar to those the ad-hoc committee had discussed during their October meeting in Lawrence. It was suggested the coordinating committee, or "Council of Governors" as it was to become known later, include the chair of each board, two members elected from each board as well as a representative of the IFSAC administrative office (in a nonvoting capacity). The board members agreed this was a fair method of distributing authority.

Members of the IFSAC board were interested in having a new organizational chart designed illustrating how IFSAC would look with the addition of a new assembly for representatives of fire related degree programs and the council of governors. It was recommended this information accompany the proposed changes in the bylaws needed to establish the new structure. This was to be sent to all IFSAC members prior to the next annual meeting scheduled for April, 1994, in Austin, Texas. During the November 1993 board meeting in Stillwater, consideration was given to establishing a permanent location for annual IFSAC meetings. This prompted discussion over the need to identify a location based upon airline availability and proximity to lodging, restaurants, and shopping. The board considered it likely that larger cities would need to be considered because of the services they typically provide to business travelers. No formal action was taken during this discussion. For many years, Oklahoma State University and the International Fire Service Training Association (IFSTA) had administered an award for outstanding contributions made in the field of fire service training. At the November, 1993, IFSAC Board meeting in Stillwater, it was suggested that another award program be developed and named after Martin Grimes. Martin Grimes was born in Bristol, England where he served in the British fire services from 1941-1960. His experience there was progressive in three departments, Bristol, Derbyshire, and Surrey. His promotion through all rank levels up to divisional officer was gained under the nationally competitive system used in the United Kingdom at that time (NFPA, 1972). In 1960, while serving as senior fire protection officer for Surrey, a metropolitan county, he was invited to reorganize the entire fire protection service of Bermuda (for this he would later affectionately become known as the "Commissioner"). As the colony's fire commissioner, he carried out this operation that involved the fire services, fire and building code development, and adoption. Using a blend of European and American equipment, techniques, codes and standards, Grimes successfully completed this in 1969. He was awarded the Queens Medal for Distinguished Service in 1970 in recognition of his service to the British and commonwealth fire services. Martin Grimes was a graduate of the United Kingdom's National Fire Service Staff College, having completed courses in fire engineering, fire law, fire science and risk surveying. He was awarded the Fire Service Research Trust Prize in 1953. A member of the Institution of Fire Engineers by both examination and election, he additionally attained every level of the national qualifications system established by the British government for the fire services. He attended courses in public administration and numerous special fire related courses at various institutions. As a recognized expert opinion witness on fire, Martin Grimes was involved in cases at all jurisdictional levels both civil and criminal. He lectured on most aspects of fire protection at colleges and served on legislative and standard committees. Grimes acted as a consultant to several foreign governments. His fire service career included service in a police/fire department, a national fire service, a large industrial city, a metropolitan county and a colonial fire service.

Martin Grimes joined the staff of the National Fire Protection Association (NFPA) in late 1969. It is during his time with NFPA that he had the greatest impact on the development of national professional qualifications, certification, and accreditation systems for the North American fire service. Members of the IFSAC board recognized that the ancestry of the IFSAC could be traced back to this early work, much of which became the foundation on which IFSAC was built and around which its activities revolved. Upon joining the NFPA, Martin Grimes quickly endeared himself to the North American fire service, gaining respect as an accomplished writer and speaker. Board members recalled unsuspecting visitors to his office would often find themselves captive for hours as he regaled them with stories of his fire fighting experiences during World War II or talked about contemporary fire service issues. When asked what they remember most about Martin Grimes, those closest to him often responded by saying he was the consummate fire officer-an individual whose great achievements did not preclude him from talking to the firefighter on the street. Of his many achievements, the one for which Martin Grimes was most remembered by members of the IFSAC board and others, was the role he played in the early development of a fire service professional qualifications system for North America. It was acknowledged his leadership and vision was not only instrumental in the establishment of such a system but also vital to its survival in an environment of the time less accepting of this system. **To honor the memory and achievements of Martin Grimes the IFSAC board decided to present an award in his name** "...in recognition of work in, involvement in, or support of the concept of fire service professional qualification certification". The board determined recipients of the Martin Grimes award should have: "...dedicated significant effort or support above that normally expected of their position or responsibility toward the betterment of certification programs". It

was the intent of the Board that the standard used to determine recipients would be consistent with the contributions made by Martin Grimes. Because of this, it was recognized that while nominations for the award would be considered on an annual basis, there was no obligation on the part of the board to name an award recipient annually. Several years could separate awards.

Since its founding, IFSAC had always been an accrediting organization made up of representatives of schools (various agencies responsible for training fire service personnel) and some regulatory agencies. End users, as represented by national professional associations, had been absent. During the November, 1993, IFSAC Board meeting in Stillwater, the first suggestion was made that perhaps some consideration should be given to offering seats on the board to representatives of professional associations such as the International Fire Chiefs Association, the International Association of Firefighters, and the National Volunteer Fire Council. There was little support for this idea. Some opposed it citing what they considered to be inadequacies of the former National Professional Qualifications Board, which had been made up entirely of representatives from national professional associations. In an attempted compromise, it was suggested rather than offer professional associations seats on the IFSAC board, perhaps seats in the (certificate) assembly would be appropriate. Ultimately, however, the attempt to introduce participation of national professional associations (end users) in IFSAC died for lack of support during the November, 1993, Board meeting in Stillwater.

The IFSAC board concluded its November, 1993, meeting in Stillwater, Oklahoma with discussion and approval of a suggestion to raise revenue by selling certificates to students directly who had completed a certification program from an IFSAC accredited organization.

1993 Comes to an End

During 1993, IFSAC continued to experience steady growth in several areas. Twenty-two organizations became members of IFSAC during 1993 to bring the total membership to fifty-nine (59). Of the twenty-two (22) new members, the following eight (8) sent letters of intent to participate in the IFSAC accreditation system for certificate programs:

- the State of Arizona
- Great Oaks ITCD
- Onondaga Community College
- City of Phoenix Fire Department
- the State of Utah
- the Province of Manitoba
- the Fire Service College (UK)
- the South African Fire Services

The remaining fourteen (14) new members sent in letters of intent to participate in the future IFSAC accreditation system for fire related degree programs:

- Bates Technical College (WA)
- Connecticut Community and Technical Colleges (CT)
- Dona Anna Community College (TX)
- Kellogg Community College (MI)
- Lake Superior State University (MN)
- Onondaga Community College (NY)
- Southern Illinois University (IL)
- Southern Nevada Community College (NV)
- Utah Valley Community College (UT)
- Yavapai College (AZ)
- Justice Institute of British Columbia (Canada)
- Ontario Fire College (Canada)
- Moscow State University of Civil Engineering (Russia)

International participation was on the increase, of the twenty-two new IFSAC members gained in 1993, five were from outside the United States. This brought the total international IFSAC membership to twelve by year's end. Six site visits

were conducted by IFSAC during 1993. Three of these were new applications (British Columbia, Indiana, and New Mexico) the remaining three were re-accreditation visits (Department of Defense, Iowa, and Kansas). Of the fifty-nine (59) IFSAC members, by the end of 1993, the following fourteen states were accredited:

- Illinois
- Iowa
- Kansas
- Mississippi
- Montana
- Nebraska
- North Carolina
- Oklahoma
- South Carolina
- United States Department of Defense (Army, Navy, Air Force, Marines)
- the provinces of British Columbia and Newfoundland
- Canadian Department of Defense.

The IFSAC had approved sixty certificate programs offered by the fourteen accredited members. Of these sixty certificate programs, sixteen were approved during 1993.

When IFSAC was established there had already been a national accreditation system for fire training certificate programs in place for years (National Professional Qualifications Board). Many of the charter members of IFSAC and its board had been participants in the National Professional Qualifications Board (NPQB) system, or were familiar with it. Organizations participating within the NPQB system were also relatively well-acquainted with the nature of each other's programs and practices through exposure from participation in national professional associations, activities of the National Fire Academy, etc., over many years. At the first IFSAC board meeting in April of 1991, the process of developing accreditation criteria for noncredit certificate programs was made easier and quicker (a draft of proposed accreditation criteria and governance documents was prepared in one meeting) because of this preexisting level of understanding and rapport among the board members. Authors of the initial IFSAC accreditation criteria also had an advantage in that the NPQB system provided tried and proven accreditation criteria as a basis for modification and adoption by IFSAC. There were many differences between the initial development of IFSAC accreditation for noncredit certificate programs and parallel attempts for fire related degree programs. First, there were no known preexisting accreditation criteria for fire related degree programs available for modification and use by IFSAC. The former National Fire Protection Association (NFPA) standard 1461 on Accreditation of Fire Protection Education Programs had the potential of being useful information, but its existence was unknown to many. Second, representatives from colleges and universities offering fire related degree programs were not as well acquainted with each other's programs as their counterparts offering noncredit/certificate programs. Many organizations belonging to IFSAC also participated in the National Association of State Directors of Fire Training and Education (NASDFTE). One of the purposes of NASDFTE was to provide a forum for exchange of information in order to improve and standardize practices in the delivery of noncredit/certificate training to fire service personnel. Meetings were held three times annually, at least one of which was hosted by an NASDFTE member. These floating meetings provided opportunities for NASDFTE members to showcase their organizations and learn more regarding the practices of their peers. No such parallel organization existed for representatives from colleges and universities delivering fire related degree programs. This manifested itself in the nature of how the first meeting of fire related degree program representatives unfolded in May, 1993, in Oklahoma City. The plan Walker developed earlier in February of that year for the formation of the new IFSAC assembly of accredited fire science degree programs failed to take these factors into account. The plan focused too much on product rather than process and it was based upon a number of false assumptions. As a result, it virtually became obsolete during the Oklahoma City meeting. Walker's plan had concentrated on the mechanics involved with developing an accreditation system for fire related degree programs, whereas the participants at the meeting in Oklahoma City needed to discuss more fundamental/theoretical issues related to identifying commonly held assumptions regarding the purpose of accreditation, its theoretical basis, objectives for accreditation, etc.

During 1993, three external influences with potential impact upon IFSAC and its future directions began to surface. The initiative to reactivate the National Fire Protection Association (NFPA) standard (1461) on the Accreditation of Fire Protection Education Programs, the NFPA standard for organizations conducting accreditation and certification activities, and the demise of the Council on Postsecondary Accreditation (COPA) and the status of its recognition function and criteria.

One point that must be made is that these developments were all being carried out independently from each other and from IFSAC. The future disposition of the recognition function for national specialized accrediting bodies and the criteria once used by the Council on Postsecondary Accreditation (COPA) to carry out this function was in question by the end of 1993. However, COPA's temporary successor was charged with the responsibility to carry out the recognition function without change until it could be handed off to COPA's permanent (but as yet unidentified) successor. Confidence was high that some national organization in the future would continue to offer recognition to national specialized accrediting bodies much as COPA had. In the interim, this scenario did not impact IFSAC directly since it was not yet prepared to apply for recognition. At some point, however, IFSAC would have to conduct a thorough self-study against recognition criteria in order to identify needed changes and improvements. Clearly, one area where there would likely need to be some changes eventually, would be with public representation within the IFSAC governance structure. The former NFPA standard 1461 and COPA recognition criteria had each called for this.

The third activity taking place during 1993 with potential impact upon the future of IFSAC was the development of another National Fire Protection Association (NFPA) standard (1000) dealing with practices and procedures to be followed by organizations conducting accreditation and certification. While still under development in 1993, the future existence of such a standard would compel IFSAC to conduct a self-study to verify it was in compliance. What was potentially problematic with this scenario was that at some point IFSAC would be attempting to meet recognition criteria set forth by the successor to the Council on Postsecondary Accreditation (COPA) and perhaps NFPA's reactivated standard for the accreditation of fire degree programs as well as the new NFPA 1000 standard. Again, since there was no formal plan for linking the efforts of these three activities, in 1993 no one knew what the future relationship would be between these three sets of standards and criteria.

Chapter 6 – Growing Pains Continue

During the year 1990 through 1993 IFSAC sustained solid incremental growth. Every member felt the excitement as new members joined, and each day brought a little stronger feeling of security for the organization, both financially and in numbers. As with any organization, almost everyone wants it to grow. IFSAC was no different. The desire for expansion was different. Everyone wanted a secure organization but there were just differences of opinion on how to accomplish that. Even though most wanted growth, many had concerns that it may change the basic culture or direction of the organization. Even beyond that, many remembered the “old” days of dealing with an accrediting body for the fire service where there was little voice or control by the users themselves. There was a reluctance to return to those days, and protectionism existed among many who would strongly resist any change to IFSAC that allowed for that possibility. The rumors of the possible addition of a degree accrediting function caused concern by many who were afraid the overwhelming number of degree granting universities could come in and take control of IFSAC, putting training directors right back into having an accrediting organization ran by someone else. Even some of those who supported the addition of a degree assembly to IFSAC wanted to ensure that the addition of that assembly would not water down the user control of their own destiny in accrediting fire certification programs. As such, 1994 was served up as a tough year that tested the organization in every area from patience, to rules of order.

As the New Year began, disagreement over the proposed structure for IFSAC and its new assembly of fire degree program representatives continued to grow. Upon receiving the minutes of the November 1993 IFSAC board meeting and the meeting of fire related degree program representatives in Stillwater, Tim Bradley (North Carolina), a member of the IFSAC board who had not been placed on the ad-hoc committee that met during October 1993 in Lawrence, sent the chair of IFSAC a letter outlining concerns over the proposal to have two boards (one for each assembly). Bradley had been under the assumption that the plan for developing the new assembly for fire related degree program representatives would include maintaining a single board since this had been put forth at the November, 1992, IFSAC board meeting as well as the May, 1993, meeting of fire related degree program representatives in Oklahoma City, both of which were official Board meetings. He felt the ad hoc committee had not followed the structure discussed by the full Board. Bradley’s primary concern was that: “...two separate boards I feel, will eventually evolve into the semblance of two organizations”. He was concerned that IFSAC would suffer the same fate as the Council on Postsecondary Accreditation (COPA) if IFSAC’s two assemblies were not tied together under a single board. Bradley’s letter did acknowledge the need for each assembly to have: “...its own leadership committee, to handle the operation of the separate items each assembly will face”. Bradley requested that this topic be included on the agenda for the next IFSAC board meeting (scheduled for the day prior to the April 1994 annual IFSAC meeting in Austin, Texas). He also requested an opportunity to discuss his concerns prior to action being taken on the proposed bylaws intended to establish the second assembly and its board, and offered an alternative organizational chart for consideration. Bradley’s suggestion that each assembly needed some sort of body to carry out business unique to itself minimized the differences (perhaps not realized at the time) between his position and the plan for each assembly to have its own elected board. There were some similarities between Bradley’s organizational chart and the proposed IFSAC structure discussed in Lawrence and Stillwater. Although Bradley’s December 14, 1993, letter, did not specify the roles of the single board he proposed or the degree and certificate “leadership committees”, Bradley’s “single board” may have played the same role as the proposed “council of governors”. In the future it may have presented problems encountered by disinterest in the Council of Governors because of their limited scope. The “degree” and “certificate” committees in Bradley’s organizational chart would have been intended to carry out the functions of the boards being proposed for each assembly. His organizational chart would have prevented the necessity to have one assembly pass a change, only to have it be discussed and acted upon by the other assembly. As it turned out both recommendations would function in much the same way.

The issue involving differences of vision for the future IFSAC organizational structure may have been more about semantics and the role of the board(s) than that of any substantive organizational logic. Bradley’s position gained support from other members of the board, although some introduced their own proposals for the makeup of the “single board”. One response from a board member (John Daley, Canada), agreed with Bradley in principle but suggested that the single board be made up of six members three representing the Certificate Assembly and three members representing the Degree Assembly. Daley further suggested that the mission and objectives of the board and why IFSAC was formed should be

revisited. Because of his growing concern over the debate taking place regarding the future organizational structure of IFSAC, in January of 1994, Alan Walker, chair of the board, sent an open letter to all IFSAC members (including board members). He considered this issue to be of primary importance to the future of IFSAC. In a few months (IFSAC meeting in April), critical decisions had to be made regarding the implementation of an accreditation system for fire protection related degree programs and an organizational/governance structure for IFSAC that would reflect the current non-credit, standards-based, accreditation of certificate programs as well as the accreditation of academic programs in the fire science field. In his letter, Walker pointed out that while the members of IFSAC approved the move to pursue development of an accreditation system for fire related degree programs at the annual conference in South Carolina in 1993, no specifics were discussed regarding its impact on the present IFSAC structure. He acknowledged that a number of individuals on the board of governors (himself included) originally thought that the best structure would be two assemblies and a single board made up of equal numbers of representatives from each assembly. However, in his letter, Walker now asked for consideration and support regarding an alternate plan. He began by providing an update of what had happened since the last IFSAC conference. This update included a description of the meeting of the fire related degree program representatives in Oklahoma City in May and in Stillwater during November of 1993. In addition, Walker also explained that he had been working with an ad-hoc committee of representatives from fire degree programs and members from IFSAC. He explained that this committee had developed a draft of bylaws that would form the second assembly within IFSAC made up of representatives of fire degree programs. In his letter, Walker also reported that the ad-hoc committee was also going to meet in St. Louis during February of 1994 to develop a draft of the process and procedures to be used in the development of accreditation criteria for fire related degree programs. Members of the IFSAC board were sent a list of the following individuals who had been invited to the ad-hoc committee meeting scheduled for February 1994 in St. Louis;

- Mark Barnes, Kellogg Community College (MI)
- Alan Dupuis, Office of the Fire Marshal, Ontario (Canada)
- Clare Harkins, Idaho Division of Vocational Education (ID)
- Tim Jones, Athens State College (AL)
- James King, Seminole Community College (FL)
- Johnny Lawrence, Chattahoochee Valley Community College (TN)
- Steve Lutz, Utah Fire Academy (UT)
- Fred Mercillott, University of New Haven (CT)
- George Munkenbeck, Community Technical Colleges of Connecticut (CT)
- Joyce Nielsen, Western Illinois University (IL)
- Randal Novak, Eastern Kentucky University (KY)
- Glenna Senger, Office of the Illinois Fire Marshal (IL)
- Gary Walton, Southern Illinois University at Carbondale (IL)

In his letter, Walker explained that after having had the opportunity to work with the representatives of the fire degree programs and after much discussion and input from members of the IFSAC board, he was convinced that the best governing structure for IFSAC would be to maintain two boards, one for the present assembly of certificate-based programs and an additional board for, and elected by, the assembly of fire related degree programs. Walker acknowledged that he had heard from present IFSAC board members and others regarding a need for coordination, liaison, and integration to some extent of the two assemblies in order to pursue common goals as one organization. To address this need, Walker's letter called for the formation of a "Council of Governors". Walker's recommendation was consistent with what had been discussed at the November 1993 meeting in Lawrence, Kansas of the ad-hoc committee, as well as the IFSAC board meeting in Stillwater during November 1993. Walker explained that this council would be made up of the chairs of each assembly, two additional members elected from and by each assembly's board, and a member of IFSAC administration. There would be no chair. The primary purpose of this council would be to provide a mechanism for ensuring that IFSAC worked toward, achieved, and maintained eligibility for recognition by the higher educational community of accreditors (the successor organization to the Council on Postsecondary Accreditation, COPA, or the Association of Specialized and Professional Accreditors, ASPA.). Walker pointed out that this would be a critical function if it was the intent of IFSAC to pursue recognition. Walker stated that his goal was to achieve recognition for IFSAC while providing maximum flexibility and autonomy within the assemblies in order that they conduct accreditation in a manner that best suited their needs. Walker suggested that the proposed council of governors would also be a vehicle for discussing points of mutual interest between the assemblies, acting as an appellate body, providing a forum for dispute resolution, coordination of IFSAC conferences, and acting as the elected IFSAC point of contact for outside parties such as ASPA. Walker's letter drew a reply from Tim Bradley, IFSAC board member from North Carolina. In his response, copied to members of the board, Bradley expressed

surprise at Walker's decision to appeal to the IFSAC membership for support of the two-board, council of governor's organizational structure. Bradley was of the opinion that it would have been appropriate for Walker to have presented his letter dated January 20th to the other members of the board for comment prior to its distribution. Bradley expressed uncertainty regarding his willingness to support the organizational structure presented in Walker's letter without first having had a chance to discuss the advantages and disadvantages of a council of governors against a combined board. Bradley was also concerned about the board not having a unified position before the IFSAC membership regarding this issue. In reality, Bradley was more concerned over the day to day operation of IFSAC; it's flexibility and security, than he was over recognition by an upper level accrediting body. Shortly following the correspondence from Tim Bradley, Glenna Senger, IFSAC board member from Illinois, and a participant at the October 1993 ad-hoc committee meeting in Lawrence, Kansas, also sent chairman Walker a letter in which she expressed her opposition to the two-board, council of governors structure in favor of a single board. She also expressed concern that Walker had not discussed the contents of his January 20, 1994 letter with the board prior to its distribution. Senger informed Walker that she had discussed the matter with some other board members who were also in opposition to the proposed two-board, council of governors structure John Daley, board member from Canada, added a third letter in opposition to the proposed structure described in Walker's letter of January 20, and like Bradley and Senger, Daley was concerned that, in appealing directly to IFSAC members regarding this issue, Walker had: "...jumped the chain of command".

By the end of March, Walker felt compelled to attempt to resolve the discord that had ensued as a result of his January 20 open letter to IFSAC members. He sent a letter to all members of the IFSAC board in which he thanked Glenna Senger, John Daley, and Tim Bradley for their comments and input regarding IFSAC governance structure and whether or not there should be one board or separate boards for each assembly in IFSAC. Walker pointed out that (contrary to some assertions made) the issue with which there was so much concern had indeed been discussed at the previous board meeting (November 1993) in Stillwater, Oklahoma. Based upon the conversation that took place at that meeting, Walker explained that he had been operating under the assumption that the majority of those present supported the concept of separate boards as long as there was some mechanism for ensuring consistency and coordination between the two assemblies and their boards. Such mechanisms included the establishment of a council of governors. Walker pointed out that the discussion during the previous board meeting even went so far as to include the proposed duties and activities of such a council. Given this assumption, Walker stated that he felt a responsibility to the members of IFSAC to provide them with an update on the events that had taken place since the last meeting of IFSAC and to provide some background information, since the members of IFSAC had not been a party to all of these developments and some explanation was important prior to the April 1994 IFSAC meeting, particularly since changes to the present bylaws were involved. In his March letter to the board, Walker explained that he asked members of IFSAC to support the two-board concept, again under the belief that this idea had board support and that his communication would serve to facilitate progress at the April 1994 IFSAC conference. Walker claimed that his direct communication with IFSAC members was in no way intended to co-opt the board, but rather to forward board support to members of IFSAC as it related to this particular issue.

Design of a Process for Developing Accreditation Criteria

On February 25-26, 1994, Alan Walker (KS), Joyce Nielsen (IL), George Munkenbeck (CT), Steve Lutz (UT), Randy Novak (KY), and Bill Westhoff (IFSAC) met in St. Louis, Missouri. This meeting of the ad-hoc committee was follow up to the work completed at its previous meeting in Lawrence, Kansas, during October 1993. The primary purpose of the meeting in St. Louis was to design a proposed process that would be used to develop accreditation criteria for fire related degree programs that could be distributed for public comment (to the mailing list of all known fire related degree programs in the United States) and presented to representatives of fire related degree programs at the April 1994 IFSAC conference in Austin, Texas. The ad-hoc committee began work on the first day of its meeting without Steve Lutz and Randy Novak who were scheduled to arrive later. Understanding the merits of review by a third party not directly involved in the development of a document, the committee decided that this situation posed a unique opportunity. They determined that the proposed process for the development of accreditation criteria for fire related degree programs could be outlined prior to the arrival of Lutz and Novak. Upon their arrival, Lutz and Novak could then provide a critique and perspective associated with those who would eventually read the document describing the accreditation criteria development process, without the benefit of having participated in the meetings during which it was produced.

During its February 1994 meeting in St. Louis, the ad-hoc committee produced a document summarizing the following features they had discussed regarding the nature and selection of a committee to develop accreditation criteria for fire related degree programs:

1. Accreditation Criteria Development Committee

The development of accreditation criteria for fire degree programs would be carried out by a special ad-hoc committee.

- a. Size: Range of 9–12, final number would be determined by Board.
- b. Volunteer's names would be taken during April conference. All names would be recorded regardless of the number of names submitted, but no final action would be taken at the April IFSAC conference. Volunteers would be made aware of responsibilities associated with committee participation. Board members may volunteer.
- c. A letter would be sent from IFSAC immediately following April conference soliciting additional volunteers from those not present at April conference. The letter will describe participant responsibilities (i.e., attendance at meetings, financial obligations, etc.)

2. Accreditation Criteria Development Committee Selection/Criteria:

At first Board meeting following April conference, and after sufficient time as been provided for people to respond to letter above, Board would select committee members with the following objectives:

- a. Geographic, international, and institutional balance (2 yr and 4 yr programs) achieved.
- b. Final committee would include no more than 3 members from Board.
- c. Committee Chair: Board member, appointed by chair of board at first board meeting following April conference.
- d. Relationship to Board: Committee would report to Board through committee chair, who would be a board member.
- e. Committee members would serve without remuneration for their time or expenses.
- f. Constitution of committee should conform to all pertinent sections of the IFSAC degree assembly bylaws.

During their February, 1994, meeting in St. Louis, the ad-hoc committee produced the following section of a document as a product of their discussions regarding the procedure to be used for developing accreditation criteria for fire related degree programs:

3. Fire Degree Program Accreditation Criteria Development

Committee develops first public draft of proposed accreditation criteria for fire degree programs (this will take as yet an unspecified length of time).

- a. Meeting locations would be rotated geographically. Not all meetings would be formal, electronic and teleconferencing to be used when possible.
- b. All formal meetings open to public, notice of meeting dates and locations would be sent to all fire degree and certificate programs.
- c. First public draft of criteria would be sent to all the fire degree programs for public comment.
 1. Individuals would have 90 days in which to submit written comments to IFSAC Administration.
 2. After 90 days, committee would meet to consider all comments.

3. *The original comments plus the committee's response to the comments and any changes (which would result in the development of a second public draft) to the first public draft of the accreditation criteria would then be sent to all fire degree programs.*
4. *No sooner than 60 days following the distribution of the second public draft of the accreditation criteria, the fire degree assembly would meet to ratify the accreditation criteria.*

As the ad-hoc committee designed the procedure that would be used for the development of accreditation criteria for fire related degree programs, they also made notes of suggestions for consideration by the degree assembly regarding actions that would facilitate the accreditation criteria development process. There was discussion regarding the need to communicate and inform stakeholders regarding the activities of IFSAC and the development of a fire related degree accreditation system so that opportunities for input and participation would be maximized. The ad-hoc committee discussed several strategies for accomplishing this, to include the use of regular (monthly) newsletters, electronic media (bulletin boards), articles in trade journals, special mailings, etc. There was some discussion regarding the decision making process to be used by the criteria development committee. Specifically, the question was posed as to whether decisions would be made by consensus, two-thirds vote, etc. It was generally agreed that in most cases, the committee would decide matters using a simple majority vote. These notes also included the recommendation that members of the first degree assembly board be elected for one-year terms. It was suggested that, like the present IFSAC board, members of the degree assembly board would not necessarily receive reimbursement for travel expenses associated with attendance at board meetings. It was also recommended that charter members of the degree assembly board develop bylaws for the board to include language that addressed qualifications for board members.

During the February, 1994, ad-hoc committee meeting in St. Louis there was also discussion as to the extent to which the process designed to develop accreditation criteria for fire related degree programs paralleled the development accreditation criteria for non-credit certificate programs. In response to this, it was noted that there were many contrasts between the two situations. When IFSAC was formed, the charter members of the board were tasked with developing accreditation criteria for non-credit certificate programs. This was accomplished by modifying the existing criteria used for many years by the National Board on Professional Qualifications (NPQB). This was completed in one meeting. There was no discussion of balancing interests during the development of accreditation criteria by inviting at-large members to participate. The public comment process was also much more abbreviated. It was noted perhaps this was not as critical a consideration in the development of accreditation criteria for non-credit certificate programs because the universe for this system was smaller (approximately 50 state organizations and some other governmental agencies) and the majority of these organizations attended the meetings at which IFSAC was founded and had opportunities for input. During the February, 1994, ad-hoc committee meeting in St. Louis, it was observed the universe of fire related degree programs was much larger than that of non-credit certificate programs, and in contrast to the large percentage of organizations representing certificate programs at the founding meetings of IFSAC, only a small percentage of representatives from the universe of fire related degree granting institutions had been attended the 1993 meeting in Oklahoma City and Stillwater. This contrast provided some rationale for emphasizing process (with greater opportunities for input from those unable to attend meetings) in the development of accreditation criteria for fire related degree programs. The point was made that in developing accreditation criteria for fire related degree programs, there was no pre-existing criteria (except that used by other disciplines). It was also noted that when IFSAC was formed the primary focus was on getting an accreditation system operational as soon as possible (the emphasis was on product rather than process). This may have been the result of built-up frustration over the uncertain future of the NPQB and the concern that there would be a gap in time between the termination of NPQB activities and the start-up of a replacement system, during which programs and services that had been an integral part of many organizations for a number of years, would be lost.

Contrasts and comparisons between the development of the IFSAC certificate accreditation system and the proposed degree accreditation system eventually led to a discussion regarding methods for funding the activities of the IFSAC degree assembly. It was noted IFSAC raised funds through the sale of seals to be affixed on certificates awarded to students by accredited organizations. Since some IFSAC organizations had several programs accredited, each of which could have hundreds or even thousands of students enrolled, the potential income was significant (especially given the large numbers of military personnel involved through the Department of Defense in Canada and the United States). It was originally hoped IFSAC could become financially solvent within five years of its establishment. It was noted during the February 1994 ad-hoc committee meeting in St. Louis, even though it was projected IFSAC would almost break even during 1994, all previous years had produced a deficit because of the small initial number of accredited organizations. For the period of July 1, 1993 to March 31, 1994, IFSAC had total expenditures of \$80,940.14. In addition, a negative balance was

carried forward from the previous fiscal year in the amount of \$11,335.79. Total revenues generated from the sale of seals and certificates during this time period was \$46,154.00. To make up the difference, funds in the amount of \$50,000.00 were transferred from revenue generated by Oklahoma State University through the publication and sale of fire fighting (International Fire Service Training Association-IFSTA) manuals leaving IFSAC a balance of \$3,878.07.

One ad-hoc committee member observed that a funding strategy based on a formula like that used for certificate programs would probably not be feasible given the comparatively small numbers of degrees likely to be awarded as compared to certificates (IFSAC, February 25-26, 1994). It was observed there were some institutions that only graduated two or three students a year with associate degrees in fire science. Some members of the ad-hoc committee felt these institutions would probably find it difficult to justify the expense associated with accreditation given the small number of students enrolled in their fire related degree programs. The point was also made that unlike other disciplines, such as nursing and engineering, graduation from an accredited fire science degree program was not yet a societal or industry norm, standard, or expectation. It was suggested a committee could be appointed to work with the degree assembly board to develop a business plan and fee schedule. There was speculation that the primary method of revenue generation for the accreditation of fire related degree programs would be similar to other national specialized accrediting bodies, involving membership fees and fees for accreditation applications.

The February, 1994, ad-hoc committee meeting in St. Louis concluded with some discussion regarding the demographics associated with fire related degree programs and their relationship to the development of accreditation criteria.

In March the IFSAC administrative office distributed the developed document, describing the proposed process for developing accreditation criteria for fire related degree programs, to organizations that had sent a letter of interest to participate in the degree accreditation system and to the members of the IFSAC board, inviting written comment. However, it is not known whether the document was sent to all colleges and universities offering fire related degree programs, as had been discussed. The cover memorandum listed the members of the ad-hoc committee that met in St. Louis and indicated copies of all comments received would be distributed at the April, 1994, IFSAC conference in Austin, Texas, for review and consideration. During the IFSAC conference, action would then be taken on the proposal.

1994 Annual IFSAC Conference, Austin Texas

By March, 1994, there were forty-eight members of IFSAC, nineteen of which were accredited and issuing certificates under the IFSAC name. International interest in IFSAC continued to gain momentum. In June, 1993, the Moscow (Russia) State University of Civil Engineering sent IFSAC a letter of interest to participate in the degree accreditation system. Alan Walker and Doug Forsman were invited to visit the university and planned their trip for June 1994. Then in February, 1994, IFSAC received a letter of intent from the Fire Trainers Association of Australia (FTAA) to participate in the certificate accreditation system. The letter from FTAA was unique because of their involvement in the certification of programs for training non-fire service personnel. The FTAA was registered with the Australian National Training Board to offer certification for competency-based training related to workplace emergency response. For example, the FTAA offered certification for programs designed to train building supervisors so they could respond appropriately in the event of any emergency.

During the early part of 1994, the IFSAC administrative office prepared two draft revisions of the IFSAC handbook containing the proposed changes to the bylaws that would create the Degree Assembly, its elected board, and a Council of Governors. This document was a product of the discussions during the October, 1993, ad-hoc committee meeting in Lawrence, Kansas, and the meeting of fire related degree program representatives in Stillwater during November, 1993. The first draft revision to the handbook printed on January 12th, was identical to the second draft revision printed on January 21, 1994, except the latter referred to the coordinating committee as the "Council of Governors", reflecting what had been proposed in Walker's January 20th, open letter to the IFSAC membership. The IFSAC administrative office was preparing the revised handbook for distribution to IFSAC members in order to satisfy requirements related to notification of proposed changes and amendments to the bylaws. The draft copy of the IFSAC Handbook along with the Application Workbook

(which combined the application form, Guidelines for Pre-Site Visit Self-Study book and the Site Visit Report forms) as well as other proposed amendments to the IFSAC bylaws were then sent to all IFSAC members March 15, 1994.

By March of 1994, IFSAC had conducted enough site visits that it could begin to use these experiences in order to more effectively train site visit team members. Efforts were made to identify some common deficiencies uncovered during the site visits IFSAC had conducted since its establishment. Such deficiencies included the following:

- The use of outdated National Fire Protection Association (NFPA) national professional qualifications standards.
- No written policy for test bank security.
- Inadequate test banks (i.e., insufficient numbers of questions, inability of test bank to reference all applicable NFPA national professional qualifications standards).
- Inadequate instructions provided to students for taking examinations (i.e., time allowed, grading criteria, etc.)
- Inadequate time provided to complete written examinations.
- Lack of evaluation and performance criteria for practical psychomotor skill evaluations.
- Lack of written procedures for evaluating psychomotor skill activities.
- No formal psychomotor skill evaluation.

This information was useful in preparing and updating the site team training program. The site team training workshop scheduled to be held in Austin, Texas, April 14-15, immediately preceding the annual IFSAC conference, was the third such workshop conducted since the founding of IFSAC. Following the conference, site visits for the province of Manitoba, as well as state agencies in Colorado and Arkansas were scheduled to be conducted in May (additional visits originally scheduled for Oklahoma and Nebraska had been postponed). With an enrollment of forty-five individuals from the United States, Canada and Great Britain, the site team training workshop held April 14-15, 1994, in Austin, Texas, was one of the best attended. Although the general outline for the workshop remained similar to the one used in St. Louis the year before, several improvements in content and delivery methodology had been made. Most of the workshop instructors used in Austin were the same individuals who had been presenters at the St. Louis site visit team training workshop the year before. Therefore, they had more experience presenting the material and they also had time to refine their respective portions of the workshop. In addition, the workshop was supported with professionally-developed audio-visual aids, which had not yet been available for previous site team training sessions. Finally, an exercise involving all students was incorporated into the training conducted in Austin, providing an opportunity for students to participate in a simulated scenario involving the analysis of a mock site visit report.

The evening of April 15th, following the site visit team training workshop, the IFSAC board met. Perhaps anticipating the controversy surrounding the question of organizational structure (one board within IFSAC versus two), in addition to members of the board, there were a large number of guests present for the meeting. There were a number of routine items of business on the agenda. New Mexico was granted accreditation following a final site visit report. A site visit report regarding the status of reaccreditation for Kansas was tabled until additional information could be reviewed. The board was given a report on the status of various pending site visits involving applications from Arkansas, Manitoba, New York, Washington, Oklahoma, Nebraska, Pennsylvania, and the Department of Defense. Bill Westhoff, IFSAC manager, also briefed the members of the board on the recently drafted application workbook developed by Tim Bradley. The primary agenda item, however, was continued discussion of the future organizational structure of IFSAC. Alan Walker, chair of the board and Tim Bradley exchanged apologies for the correspondence between them over the last several months. Walker's apology referenced the letter he had sent in January to IFSAC members, urging their support for a future IFSAC governance structure consisting of two assemblies, an elected board for each and a council of governors. Reiterating parts of his letter from March 31, Walker explained he had been under the impression the organizational structure he proposed had been adequately discussed at the previous board meeting in Stillwater, Oklahoma on November 9-10, 1993. Bradley reiterated his view that one board was needed over both assemblies in order to give the organization unity. Bradley acknowledged this could result in power struggles but he thought having two boards would be worse. Recognizing one board would have a large work load associated with the business of two assemblies; Bradley suggested the solution to this would be to lengthen board meetings by an additional day. Bradley also reiterated his concern that the proposed council of governors could cause confusion. He asserted that members of such a council could be put in situations where they had to vote on matters for which they lacked empowerment. While Bradley continued to favor having one board with equal representation from both assemblies, he also recommended initial representation on the board from the degree assembly follow the strategy used to establish the first IFSAC board. Under this plan, six individuals would be elected to the board from the degree assembly and

three individuals representing fire related degree programs would be appointed by the IFSAC administrative office. Bradley's position drew immediate support from some of the other board members. Glenna Senger referenced the initial discussions that had taken place in November, 1992, and early 1993 when the idea of developing an accreditation system for fire related degree programs had originally been proposed to the board and IFSAC members. At that time the discussion had included references to the existence of only one board. Senger expressed her opposition to a council of governors. She also expressed concern the degree assembly would take control of IFSAC and programs offered by degree granting institutions accredited by IFSAC would compete with non-credit certificate programs accredited by IFSAC, thus pitting members of one IFSAC assembly against the other. Other members of the board supported Bradley in principle but differed on details. Hugh Pike (Department of Defense), for example, agreed with the concept of having just one board, but opposed equal representation from the degree assembly on the basis of the relatively small number of degree granting institutions that had sent in letters of interest as compared to the number of members in the certificate assembly. As discussion of this issue progressed, some of the guests present at the board meeting representing degree granting institutions were allowed to comment. Gary Walton (IL) and George Munkenbeck (CT) both attempted to emphasize the unique aspects of the activities associated with each IFSAC assembly. Their assertion was that separate boards would more readily respond to the needs of the respective assemblies. They were also concerned that the complexities and workload associated with developing a new accreditation system for fire related degree programs while managing an existing system for non-credit certificate programs would overwhelm one board. Walton and Munkenbeck also made it known that some degree granting institutions were taking a wait and see attitude regarding the outcome to this issue before making a commitment to participate in IFSAC.

Eventually, Walker asked the board if they wanted to take a formal position regarding a recommended structure for IFSAC. Not all board members were ready to do so. Pat Hughes acknowledged that the concept of two boards and a council of governors had been discussed at length during the previous board meeting, but he asserted the board had not formally endorsed the idea. Hughes also expressed concern that the IFSAC administrative office would be put in a difficult position if it had to be responsive and provide support for two boards. He stated he was not ready to take a position on the issue because he had never seen two boards govern any organization. Butch Weedon countered the comments made by Hughes with an entirely different perspective regarding the situation. Alluding to the original governing principle embraced by IFSAC since its establishment; that the members of the assembly represented the governing body within IFSAC, not the board; and that the board did not have authority to make policy, only carry out policy adopted by the membership; Weedon commented that one board answering to two authorities having jurisdiction over it would present as many problems as having two separate boards. In what he stated was an effort to force this issue to some resolution, Pike made a motion the board report back to the IFSAC membership that the project had been examined and determined to be not feasible and the board's recommendation was it be pursued no further. During discussion of the motion the board heard, once again, from some of the guests present. Randy Novak expressed concern over the nature of the discussion taking place and that the project to develop an accreditation system for fire related degree programs was not going to be given a chance to start. Novak was unconcerned with whether or not the degree assembly had equal representation on the board, he was more interested in seeing the development of the accreditation system move forward. Bradley did not support Pike's motion either. He was confident the organizational structure issues could be resolved, and while he was in favor of the two assembly one board model, for the first time he expressed a willingness to consider changes to the structure in the future. Dennis Compton (AZ) pointed out there were really two issues before the IFSAC membership. One issue related to governance and the other to designing a structure that would be efficient and not overwhelm the board. Doug Popowich (Canada) reminded the board it was the IFSAC members who authorized the board to examine the feasibility of this project and perhaps it was the members who should determine what kind of organizational structure should ensue.

Pike's motion eventually failed but it was immediately followed by another motion from Bradley for the board to recommend to the membership that the future IFSAC structure consist of two assemblies and a single board with a provision that modifications to this structure could be made in the future. Bradley suggested someone would have to be appointed to revise existing language in the IFSAC bylaws to reflect this new structure. Bradley's motion presented an interesting dilemma. Without suspending the IFSAC bylaws, no action could have been taken during the April IFSAC conference in Austin on Bradley's motion since it would have required an amendment made to the existing bylaws. However, Bradley's motion could not meet the provisions of the bylaws related to amendments because it was not submitted to the administrative office sixty days prior to the conference or mailed out to the IFSAC members thirty days in advance of the conference. The only amendments to the bylaws relating to changes in organizational structure proposed in accordance with provisions in the bylaws were those describing the formation of two assemblies, an elected board for each and a council of governors. If the members of IFSAC were to endorse Bradley's recommendation, changes in the organizational

structure would have been postponed until the next annual meeting of IFSAC (approximately one year) unless a special meeting of IFSAC was called after a minimum of sixty days in order to take action on the proposed amendments (it would have been unlikely there would be support for a special meeting because of limited funding and travel restrictions). Postponing changes in the IFSAC organizational structure in Austin would have prevented representatives from degree granting institutions in attendance from conducting business as had been planned during previous ad-hoc committee meetings and could have made their trip to Austin of questionable value. Nevertheless, Bradley's motion was supported by some of the guests present at the board meeting representing degree granting institutions and had sufficient support from the board to pass. Passage of Bradley's motion meant the next day, IFSAC members would have to consider two countervailing proposals. They would have to take action on the proposed amendments to the bylaws establishing two assemblies, each with an elected board, and a council of governors. Concurrently, as per Bradley's motion, they would have to consider the recommendation of the board to establish two assemblies with only one board, and decide what if any action to take regarding this recommendation as well.

HEATED DEBATE

Seventy-one (71) individuals attended the annual IFSAC conference in Austin, Texas, on April 16, 1994. Because representatives of degree granting institutions were in attendance with the expectation the new degree assembly would be formed, this annual conference was the largest in the history of IFSAC. After introductions, welcoming remarks and a report on the financial status of IFSAC, action had to be taken on new letters of intent received since the previous IFSAC conference from organizations requesting membership. The following organizations (and their respective voting status) were approved separately on a roll call vote;

- City of Phoenix Fire Training Academy (non-voting)
- Utah State Fire & Rescue Academy (voting)
- Public Service Institute at Onondaga Community College, New York (non-voting)
- Kellogg Community College, Michigan (non-voting)
- Arizona State Fire Service Training (voting)
- Great Oaks Institute, Ohio (non-voting)
- Fire Service College in England (voting)
- Central Community College, Oregon (non-voting)
- Australia Fire Trainers Association (voting)
- Bucks County Emergency Services Training Center, Pennsylvania (non-voting)

According to provisions of the IFSAC bylaws, the City of Phoenix was ineligible for membership status because the State of Arizona had been approved as a member. The only conditions under which the state and City of Phoenix could both be members within IFSAC was if the state had delegated some or all of its certification authority to the City of Phoenix. In the event this occurred, according to the bylaws, the City of Phoenix could then be granted non-voting membership status. However, according to the bylaws, IFSAC would only recognize delegated certification authority from the State of Arizona to the City of Phoenix if the state was accredited by IFSAC. At the time of the IFSAC conference in Austin, the Arizona State Fire Service Training Program was not IFSAC accredited. There was a motion made to reconsider the vote on membership for the City of Phoenix, but it was tabled until the next IFSAC conference. As further discussion took place regarding IFSAC provisions for membership, it was determined Bucks County Emergency Services Training Center in Pennsylvania and the

Public Service Institute at Onondaga Community College in New York were entitled to voting membership status (in the original vote they had been approved as non-voting members). This was based on the fact that in both cases no state agency had expressed an interest in IFSAC membership.

It was clear after several years of operation, questions and uncertainty still remained regarding definition and requirements for IFSAC membership. Toward the end of discussion on this topic, the IFSAC board chair was directed to appoint a committee to study the membership issue and develop a report of their recommendations.

Doug Forsman, Director of Fire Programs at Oklahoma State University, presented the draft of the IFSAC Handbook containing the amendments to the bylaws establishing a second assembly for degree programs with its own elected board, and a council of governors made up of representatives from both boards (this had been mailed to all IFSAC members in March 1994). While acknowledging the decision as to the future structure of IFSAC was a matter for the members to determine, Forsman expressed support for the two-board, Council of Governors concept as described in the draft handbook. He was concerned that one large board of eighteen (equal representation from both assemblies) would not be easily managed. He then made the motion to approve the amendments to the bylaws. During discussion of the motion, members of IFSAC were informed that the position of the board taken during their meeting the previous day was to support two assemblies and only one board. In order to facilitate a resolution to this issue, it was determined discussion would be limited to one hour. There was also agreement to separate the issue of establishing a second assembly from determining whether or not there should be one board or two (with a Council of Governors). The decision to separate the two issues was wise because it simplified the situation by helping to focus on the issue of most contention (board structure). There was, after all, no opposition to creating a second assembly within IFSAC for degree granting institutions as evidenced by the unanimous vote of approval on the motion.

*The issue involving whether or not there should be one board or two, with a council of governors, was another matter entirely. A motion was made to accept the board's recommendation there be only one board for both assemblies. This immediately raised an issue no one had anticipated. Since the first motion establishing a second assembly of degree granting institutions had carried, the question was raised as to whether this had the effect of creating a combined meeting of both assemblies to decide the question involving the board(s), and if so, who were the voting members of the degree assembly. This caused sufficient confusion so as to prompt the chair of the IFSAC board (Alan Walker) who was presiding, to call for a suspension of the rules for a period of time not to exceed fifteen minutes. It was determined this received the two-thirds vote necessary for approval (although it was no longer clear who had authority to vote). As further discussion ensued, there was increased support for having two boards, each elected by their respective assemblies. However, Tim Bradley was a well respected leader with many supporters and it was clear that without his endorsement there would continue to be an impasse. An opportunity for a solution appeared when Bradley offered a compromise on his position regarding the existence of two boards (each elected by their respective assemblies), but he remained concerned about the constitution of the council of governors proposed as part of the amendment to the bylaws. As proposed in the original amendment, the council was to consist of seven members: the chair and two elected from the certificate assembly board; the chair and two elected from the degree assembly board; and one member of the IFSAC administrative office. Bradley favored changing the representation on the council so it would consist of three representatives elected directly from the degree assembly and three representatives elected directly from the certificate assembly (board members from each assembly could stand for election but there would be no designated seats on the council). This compromise was quickly embraced. A straw poll during the suspension of the rules revealed unanimous support. Robert's Rules were reinstated, the original motion to accept the board's recommendation was withdrawn and a motion to amend the amendment was made and carried, changing the make-up of the council of governors as per the agreement reached. With that, a motion to accept the amendment to the bylaws (as amended) establishing two boards, each elected by their respective assemblies, and a council of governors elected by the assemblies, carried. **The second Assembly of the International Fire Service Accreditation Congress had given birth.***

The following series of meetings took place in Austin over the remaining two days of the IFSAC conference:

- *First meeting of the Degree Assembly (April 16-17)*
- *First meeting of the Board of Governors for the Degree Assembly (April 18)*
- *Meeting of the Certificate Assembly (April 17)*
- *Meeting of the Board of Governors for the Certificate Assembly (April 18)*
- *First meeting of the Council of Governors (April 17)*

The IFSAC degree assembly met for the first time on April 16-17, 1994, in Austin, Texas. The following individuals attended:

Brian Bay, OR	Bill Benjamin, KS
Dud Brown, WA	Bob Fenner, England
Doug Forsman, OK	Terry Heyns, MI
Gary Kistner, TX	Steve Lutz, UT
Janet Maker, OK	Fred Mercillott, CT
George Munkenbeck, CT	Randy Novak, KY
Mike Pickett, TX	Brenda Popko, Canada
Pete Ribble, OR	Darrell Smith, NM
Ray Stokes, KS	Gary Walton, IL
Ben Warren, OK	Doug Wittaker, NY
Doug Wood, AZ	

Doug Forsman (Oklahoma State University) acted as a facilitator until the election of the Degree Assembly Board and its Chair took place. The following topics made up the agenda for the meeting:

- Election of Board of Governors
- Election of Council of Governors
- Adoption of bylaws and constitution for Board of Governors
- Discussion of criteria development process
- Frequency of meetings and meeting content
- Next meeting date

The first task the new IFSAC degree assembly set out to accomplish was to adopt a set of bylaws for the Degree Assembly Board of Governors. While there had been discussion in previous ad-hoc committee meetings about assigning this task to the charter members of the degree assembly board (as had been done when IFSAC was founded), the decision was made this would be done by the assembly. Working off a copy of the bylaws in use by the certificate assembly board of governors, many changes made by the degree assembly were of an editorial nature. There was some concern over electing a board from the relatively small and limited representation of degree granting institutions present in Austin. There were eighteen individuals at the degree assembly meeting (not including IFSAC staff). Half of these would be elected as charter members to the degree assembly board. Most agreed, however, the size of the assembly was only temporary and membership would grow rapidly once the group was firmly established.

Once the bylaws for the Degree Assembly Board of Governors was approved as amended the assembly turned its attention to the matter of electing its first charter members to the board. A poll was taken to identify individuals who were able and willing to serve on the board. Since exactly nine individuals responded out of the group of eighteen attendees, the following nine members of the degree assembly were elected by unanimous ballot as charter members of the Degree Assembly Board:

Bill Benjamin, Johnson County Community College, (KS)	two year term
Gary Kistner, San Antonio College, (TX)	three year term
Steve Lutz, Utah State Fire Academy, (UT)	three year term

<i>Fred Mercilliot, University of New Haven, (CT)</i>	<i>three year term</i>
<i>George Munkenbeck, Community-Technical Colleges, (CT)</i>	<i>one year term</i>
<i>Joyce Nielsen, Western Illinois University, (IL)</i>	<i>one year term</i>
<i>Randy Novak, Eastern Kentucky University, (KY)</i>	<i>one year term</i>
<i>Gary Walton, Southern Illinois University at Carbondale, (IL)</i>	<i>two year term</i>
<i>Douglas Wood, Yavapai College, (AZ)</i>	<i>two year term</i>

Even though it had not been by design, the charter board of the IFSAC Degree Assembly was well balanced. There was balanced representation between two-year and four-year degree granting institutions. There was also balanced geographical representation. The following individuals were then elected as charter members of the IFSAC Council of Governors by unanimous ballot from the Degree Assembly.

<i>Dud Brown, Bates Technical College, (WA)</i>	<i>two year term</i>
<i>Bob Fenner, Fire Service College, (England)</i>	<i>one year term</i>
<i>Randy Novak, Eastern Kentucky University, (KY)</i>	<i>three year term</i>

George Munkenbeck, Community-Technical Colleges of Connecticut, was elected Chair of the board by unanimous ballot.

When the Degree Assembly reconvened following the elections, they reviewed and approved the proposed process produced by the ad-hoc committee during the February 25-26, 1994, meeting in St. Louis, for developing accreditation criteria. The Degree Assembly then discussed short-range plans, projects needing completion, and timelines for doing so. It was determined the following tasks needed to be completed:

- Assess the status of current fire related degree programs.*
- Establish common terminology/definitions for use in discussions involving fire related degree programs.*
- Identify minimum and general education requirements common to most fire related degree programs*
- Identify possible outcome measures that could be used for evaluating fire related degree programs.*
- Examine other specialized accreditation systems and identify models for possible use.*
- Begin development of accreditation criteria.*

One of the items of most interest to the assembly was identification of course requirements common to fire related degree programs. It was determined a survey would be distributed by the IFSAC administrative office to all degree granting institutions known to offer fire related degrees. The day after the Degree Assembly meeting, the Degree Assembly board held its first meeting. There was continued discussion regarding the National Fire Protection Association's (NFPA) efforts to reinstate a standard for the delivery of fire protection degree programs. The proposed project was scheduled to be submitted to the NFPA Standards Council and if approved, NFPA would form a committee to begin work on the project. The Degree Assembly board determined it would send a letter to NFPA in support of the project, expressing an interest in participating, and providing information regarding the status of the IFSAC Degree Assembly's efforts to develop accreditation criteria for fire related degree programs. Board members were also encouraged to send letters of support individually.

The IFSAC Certificate Assembly met in Austin, Texas, on April 17, 1994. At its November 9-10, 1993, meeting in Stillwater the IFSAC (Certificate Assembly) board discussed the matter of organizations with letters of intent on file but not yet accredited. There was consensus among members of the board that organizations have at least one program ready for accreditation within five years of having submitted a letter of intent to participate in IFSAC. The recommendation fell short of removing membership/voting status for failure to become accredited after having had a letter of intent on file for five years. But the members of the assembly felt it would still have the intended effect of providing an incentive for organizations to continue to make some progress.

During the November 9-10, 1993, board meeting in Stillwater, a review was conducted of the site visit report for the Justice Institute of British Columbia (Canada). The site team recommended accrediting British Columbia's certification program for volunteer fire personnel even though the standard utilized was developed locally and did not meet or equal the National Fire Protection Association (NFPA) standards for entry level fire personnel. The rationale used by the site visit team in justifying this recommendation pointed out that the testing and evaluation process was identical to the system used by other accredited programs delivered by the Justice Institute. Some believed a quality testing process against the standard, albeit locally developed, could be just as valid as a testing process against a national standard. Accordingly, the site team chose not to judge the value of separate volunteer standards as long as the evaluation process complied with IFSAC accreditation criteria and certificates have some clear designation distinguishing them from those given for programs referenced to NFPA standards. The (Certificate Assembly) board chose not to accredit the certification program for volunteer firefighters offered by the Justice Institute. The board recommended this issue be carefully considered by the certificate assembly because of its potential impact. It was believed adoption of a provision allowing accreditation of certification levels less than National Fire Protection Association (NFPA) Firefighter Level I could continue to fuel the ongoing argument within the North American fire service that a separate set of standards should be developed for volunteer fire service personnel. This was a highly charged issue at the time. Recognition of such a standard would be applauded by some and condemned by others. Ironically, however, the original NFPA professional qualifications standards had been designed and developed for use by paid fire service personnel. Another issue the Certificate Assembly and its board had to consider was that accepting standards less than NFPA would leave site teams with only locally developed standards against which to measure content validity of examination instruments. Since no national or international standard for fire service professional qualifications below the criteria of NFPA existed at the time, transferability of credentials between IFSAC accredited organizations would be much more difficult. As the certificate assembly discussed this issue it appeared the majority of the members did not want to recognize standards considered to be lower than NFPA.

During their November 9-10, 1993, meeting in Stillwater, the board discussed the formation and responsibilities of committees formed by the certificate assembly or appointed by the chair of the board. The board was concerned there was no language in the certificate assembly bylaws specifically related to this issue. It seemed good administrative policy that such language exists to provide guidance to the chair of the board. There was consensus among board members during the November, 1993; meeting that temporary committees could be formed as long as they answer to the board and a board member was on each committee.

Since its establishment, the IFSAC administrative office routinely received inquiries from students who had completed a certification program from an IFSAC accredited organization and wanted an IFSAC certificate (in addition to that which they may have received from the organization from which they completed their certification program). The board, IFSAC administrative staff, and some other members of the certificate assembly saw this as an opportunity to raise revenue for the organization by charging ten dollars for each certificate issued. It was uncertain as to what the demand was for this type of service or how much revenue it would generate, however, it was known, at the time, the National Board on Fire Service Professional Qualifications (NBFSPQ) was virtually funding its entire operation in such a manner. In fact, this had been so successful for the NBFSPQ that it was able to conduct site visits at no charge to applicants. The plan was that any certificate issued by IFSAC would feature a non-numbered gold seal and would only be issued if the student requesting such a certificate was listed in the IFSAC database. Such certificates would identify the original certifying organization accredited by IFSAC and the type of certification for which it was being issued. Despite support from the board and the IFSAC administration for this idea, it received less than an enthusiastic reception during the certificate assembly meeting on April 17th in Austin, Texas. Some assembly members felt transcripts should be made available in lieu of certificates issued by IFSAC. Other members were concerned the availability of certificates purchased directly from IFSAC could produce some confusion for students and in some cases violate state statutes. Supporters of this proposal suggested certificates only be sold directly to students by IFSAC if it had approval to do so from the accredited organization from which the student completed a certification program. The point was also made that IFSAC was still operating in a deficit mode financially and that this proposal could help the situation. Those opposed to the idea recommended IFSAC use other means to generate revenue. The message from the majority of IFSAC certificate assembly members was clear; they did not want another organization issuing certificates within their jurisdictions, even if it was from the organization which accredited them.

During the April 17, 1994, meeting in Austin, Texas, the IFSAC Certificate Assembly took action on several other proposed amendments to their bylaws addressing a variety of issues. Some were cosmetic and involved merely replacing references to "Congress" with the term "Certificate Assembly" where applicable. However, other changes were more substantive. For example, the following language was added to the section pertaining to the Certificate Assembly Board of Governors;

1.6.11 The Board of Governors may accredit certification levels conditionally upon completion of future steps or clarification of existing items by the entity, and may use the Site Team members to determine that the conditions have been met before implementing the accreditation.

It had been determined additional language was needed to clarify the types of recommendations that could be made by a Certificate Assembly site visit team in their report to the Certificate Assembly board. Specifically, it had been determined there should be a provision for some type of conditional accreditation as well as steps that should be taken in the event a vacancy occurred on a site visit team.

Citing concerns regarding possible conflicts of interest and recognized industry practice, Doug Forsman had proposed an amendment to the Certificate Assembly bylaws striking reference to the use of IFSAC administrative staff as site visit team leaders. In lieu of administrative staff, Forsman's suggested language called for the use of experienced individuals approved by the board. Some members of the Certificate Assembly did not understand why there would be a conflict of interest and saw nothing wrong with the use of individuals from the IFSAC administrative office to serve as site team leaders. The point was made, however, that the language used in Forsman's proposal did not prohibit the IFSAC administrative staff from serving as members of a site visit team or even as team leaders as long as such individuals had been approved by the board. This point appeared to have satisfied the majority of members and the new language was adopted as proposed.

Having taken action on all the proposed changes to the bylaws, the certificate assembly then turned its attention to several other topics. While IFSAC accreditation requirements for non-credit certificate programs focused primarily on procedures used by an organization to measure psychomotor skills and cognitive learning outcomes, there had never been a standard set for all IFSAC accredited organizations prescribing a minimum score to be used for determining passing versus failure of an examination. A decision was made that the board gather information through surveys or other means, study this issue, and report back to the members at their next meeting. The Certificate Assembly also discussed the use of the National Fire Protection Association (NFPA) standard for industrial fire protection.

During the certificate assembly meeting in Austin, elections were held to fill three positions on the Certificate Assembly Board. John Daley (Canada), Dan Lee (IN), and Butch Weedon (MT) were nominated and ran as incumbents. Robin Willis-Lee (England) and Ken Johnson (CO) also received nominations. Dan Lee, Butch Weedon and Robin Willis-Lee were subsequently elected to the Certificate Assembly Board of

Governors. Following the election, the IFSAC Certificate Assembly Board of Governors consisted of the following individuals:

<i>Mike Brackin (MS)</i>	<i>Tim Bradley (NC)</i>
<i>Pat Hughes (TX)</i>	<i>Dan Lee (IN)</i>
<i>Hugh Pike (DOD)</i>	<i>Glenna Senger (IL)</i>
<i>Alan Walker (KS) Chair</i>	<i>Butch Weedon (MT)</i>
<i>Robin Willis-Lee (England)</i>	

Following the election of board members, the Certificate Assembly elected its charter members to the Council of Governors. As a result of the election, Alan Walker (KS), Tim Bradley (NC), and Doug Popowich (Canada), joined Bob Fenner (England), Randy Novak (KY), and Dud Brown (WA), on the first IFSAC Council of Governors. Robin Willis-Lee and Bob Fenner had the distinction of being the first individuals representing organizations outside of North America to hold office within IFSAC: Willis-Lee, as a member of the Certificate Assembly Board of Governors and Bob Fenner as a charter member of the Council of Governors.

At the first meeting of the IFSAC Council of Governors on April 17, 1994, in Austin, Texas, the council members drew for one, two and three-year terms. Fenner and Bradley drew one-year terms, Brown and Popowich drew two-year terms and Walker and Novak drew three-year terms. The primary agenda item of the first council meeting was discussion on

where IFSAC would hold its 1995 conference. One concern raised during the Certificate Assembly meeting was there was no language in the IFSAC bylaws specifying the two assemblies meet together. The assembly members gave the council the responsibility to see that an agreement was reached regarding a date and location for the 1995 conference. Several locations were being considered including: Toronto, Canada; Newfoundland/Labrador, Canada; Idaho; and St. Louis. Representatives of the new Degree Assembly favored going to St. Louis because it was centrally located and it was hoped they could get more representatives from degree granting institutions to attend if the conference location was easily accessible. Given the start-up nature of the degree assembly at the time, this was an important consideration. Representatives from the Certificate Assembly, on the other hand, favored accepting Toronto's offer. They were being pressured by Canadian interests to hold a conference outside the United States, and were being reminded IFSAC was supposed to be "international". They were also sensitive to the fact that a previous bid by Toronto the year before had been turned down. An IFSAC conference in Toronto had disadvantages for members of both assemblies. The point was made during the council meeting that some representatives would not be allowed to travel outside the United States. As first the council meeting was deadlocked, with the Degree Assembly representatives voting for St. Louis and the Certificate Assembly representatives voting for Toronto. After a tie-breaking vote cast by Doug Forsman (representing the IFSAC administration) against St. Louis, a compromise was offered and there was unanimous consent for holding the 1995 conference in Toronto. It was agreed the conference would then go to St. Louis in 1996.

While in Austin during the 1994 IFSAC conference, the two IFSAC assemblies met in a joint session on April 17th to discuss the relationship between IFSAC and the National Board on Fire Service Professional Qualifications (NBFSPQ) which had continued to operate as a second national specialized accrediting body for non-credit certificate programs ever since the dissolution of its successor, the National Professional Qualifications Board and the Joint Council of National Fire Service Organizations, in 1990. Doug Forsman reported the NBFSPQ (made up of representatives of national fire service professional associations) had verbally offered IFSAC a non-voting seat on their board. From time to time there had been discussion within IFSAC of the need to include participation from the national professional associations, but support for this position had never been strong enough to produce any changes. Again, at the April, 1994, IFSAC conference, there was support from the members of the two IFSAC assemblies for establishing a dialogue with the NBFSPQ. There was even a suggestion that national professional fire service associations be given non-voting membership status within IFSAC. The point was made that some organizations were having to choose between IFSAC and the NBFSPQ (this only pertained to non-credit certificate programs since the NBFSPQ was not engaged in developing an accreditation system for fire related degree programs), and some organizations were accredited by both. However, there was also some strong opposition to any suggestion that the NBFSPQ be allowed membership (voting or otherwise) in IFSAC. Doug Forsman's letter provided a brief history of certification and accreditation in the fire service, including the circumstances under which IFSAC had been founded. Forsman's letter also described the mission and purpose of IFSAC, how it functioned, and compared and contrasted IFSAC with the NBFSPQ, emphasizing that the primary difference between the two organizations was that IFSAC had a peer-driven governance structure, while the NBFSPQ had a self-perpetuating board with members appointed by several national fire service organizations. After much discussion among the members of the two assemblies, the suggestion was made that IFSAC propose a joint meeting of its boards and the NBFSPQ, no formal action was taken by the joint IFSAC assemblies regarding this issue.

The final meeting during the annual 1994 IFSAC conference was that of the Certificate Assembly Board, which met on April 18th to follow up on discussions that had taken place during the certificate assembly meeting. There were a number of routine items addressed, including a review of the conditions under which the board could go into Executive Session, procedures for review and approval of meeting minutes, and plans to conduct a workshop at the next board meeting on Roberts Rules of Order.

The Certificate Assembly had requested the board study the membership issue to clarify the distinction between voting members and non-voting members in the assembly. Some thought was given to appointing a committee to carry out this task, but the decision was eventually made that the board as one group would address this issue at its next meeting in North Carolina during the fall of 1994.

During its April 18th meeting, the Certificate Assembly Board took up the request from South Carolina that it review and accept their proposal to conduct a task analysis for the National Fire Protection Association (NFPA) standard 600 for industrial fire protection so it could be used as a basis for certifying industrial fire personnel. There was interest on the part of the board regarding IFSAC's financial position and the support it received from Oklahoma State University (OSU). Some members of the board expressed concern that IFSAC continued to be subsidized by the sale of fire training manuals published by (OSU). The university's goal at the time was to reduce the subsidy to IFSAC by ten percent each year until it

was financially self-sufficient. Doug Forsman rationalized the subsidy IFSAC received from the sale of fire protection publications by pointing out it had always been the practice of OSU to reinvest some of the proceeds from the sale of these manuals back into fire service projects. A member of the board suggested IFSAC should set a goal to become financially independent within five years. There was also a brief discussion during the board meeting about future staff needs, particularly with the expected growth of the Degree assembly.

The fourth annual IFSAC conference in Austin, Texas, during April, 1994, was, perhaps, one of the most significant since the founding meeting of IFSAC. The disagreement over the proposed IFSAC organizational structure, involving whether each assembly should have its own elected board and some of the events preceding the IFSAC conference, had disturbed some members of the certificate assembly board. The restructuring necessary in order to provide a foundation on which an accreditation system for fire related degree programs could be built, was not easy. Regarding this experience, Alan Walker would later write to IFSAC members:

While there may have been uncertainty, competing views and even confusion at times during our conference, the discussion which ensued was healthy and a necessary experience on our journey to becoming a stronger organization. Ultimately, your vision and leadership helped to make this conference a success. I believe that the decisions which you helped to make will come to represent a cornerstone event in the continued evolution of this nation's fire service through the accreditation of education and training and will further strengthen the role of the International Fire Service Accreditation Congress as a world leader in this field.

Many mileposts lay ahead of us. With your continued support and participation, the International Fire Service Accreditation Congress will be able to reach each one. It is indeed a privilege for me to have the opportunity to work with you and I look forward to continuing to do so in the future.

Other participants at the conference would likely describe their experience as George Munkenbeck did when he would later write "...we will all look back and say 'I was there', but right now I still feel that I have been up all night fighting a 'five alarm fire' in deepest winter. It will take some time until one can look back on Austin as a fond memory". With the establishment of the new degree assembly and its work on developing a national specialized accreditation system for fire related degree programs, IFSAC was charting new directions no organization had ever gone before. Perhaps Bob Fenner from England shared the view of most who had attended the conference when he wrote: "Despite the pains of labor, at least a new baby was born, and one which I believe will truly be valuable for international fire education and training".

The Summer of 1994

Over the years IFSAC had come to recognize the importance of site team training to the accreditation process. Continuous improvements were always being made to the curriculum. Up until the April, 1994, site team training workshop in Austin, improvements to be made were identified through informal debriefing of presenters and workshop participants. The Austin site team training workshop marked the first time a formal evaluation instrument was also used. Following the Austin conference, the IFSAC administrative office distributed a questionnaire to all conference participants asking them to evaluate the quality of the conference, particularly the site team training workshop. Seventy percent (70%) of the site team training workshop participants indicated they believed the objectives of the site team training had been met and the content was useful for their respective organization. As a whole, the site team training workshop participants felt the presenters were effective, the information flowed smoothly and the course was well conducted. They thought the practical exercise was very useful and encouraged the use of additional exercises in the future. Some participants recommended the site team training workshop include an evaluation to determine whether the students had understood and retained the information presented.

By June, 1994, the IFSAC Certificate Assembly had grown to fifty-one (51) members (since the IFSAC conference in Austin, new letters of intent had been received from Alaska and Michigan), twenty-three (23) of which were accredited. A

new organizational chart had been developed for use in illustrating the two assemblies, their boards, the council of governors and the relationship between each.

The formation of the Degree as Assembly during the April, 1994, IFSAC conference, and subsequent press releases, development and distribution of a promotional video, and trade journal articles may have been responsible for the large influx of letters of interest from degree granting institutions during the summer of 1994. In the period of time that extended from the close of the April 1994 IFSAC conference, to the end of the year, the IFSAC administrative office received twelve new letters of intent from the following institutions, thereby almost doubling the membership in the degree assembly and bringing the total number of members in the degree assembly to twenty-eight:

- *University of Central Lancashire, England*
- *Phoenix College, AZ*
- *Lake Superior State University, MI*
- *San Antonio College, TX*
- *Western Illinois University, IL*
- *Holy Family College, PA*
- *Savannah Technical Institute, GA*
- *Spokane Community College, WA*
- *Johnson County Community College, KS*
- *University of New Haven, CT*
- *Austin Community College, TX*
- *Alabama Fire College, AL*

Meanwhile, following the April, 1994, IFSAC conference, Tim Bradley drafted suggested changes to the Certificate Assembly bylaws as per the discussions during the IFSAC conference in Austin. These were distributed to members of the IFSAC certificate assembly board. While there had been several suggestions in the past regarding the participation of national professional associations such as the International Association of Fire Chiefs, and the International Association of Firefighters in IFSAC, Bradley's draft amendments to the bylaws in June, 1994, was the first time language had been proposed in writing (albeit, such organizations would have non-voting status as members of the Certificate Assembly). The proposed amendments to the bylaws also dedicated a seat on the certificate assembly board to one representative of a national professional association (the proposed language suggested this seat on the board would not have voting privileges, however). Bradley's proposal would have also made it possible for the National Fire Protection Association (NFPA) to become a non-voting member of the certificate assembly.

While falling short of requiring accredited IFSAC organizations to recognize the credentials of each other's students, current reciprocity language had been originally intended to encourage this practice. Reciprocity of this nature was practiced between some IFSAC members, but was not universal. One of the difficulties involved for an IFSAC accredited organization attempting to evaluate credentials earned by a student from another IFSAC accredited organization was that while the accreditation process resulted in a measure of standardization, some organizations were not satisfied with the extent to which it did so. For example, while all accredited IFSAC organizations referenced National Fire Protection Association (NFPA) fire service professional qualifications standards, methods used by certificate programs to determine how and whether students met these standards could vary a great deal from one IFSAC accredited entity to another. This had been a topic of interest at several IFSAC meetings and conferences over the years, the most recent of which took place in Austin, Texas. Other factors made this difficult as well, such as state statutes prohibiting such practices, and differences in medical and age requirements between jurisdictions. To address this issue Bradley proposed language as an amendment to the Certificate Assembly bylaws;

Each entity shall complete, and keep current, an Entity Workbook describing in detail their certification process for each level. This workbook shall be in the form as prescribed by the Board of Governors. The entity shall submit one copy to the administration, and shall provide one copy upon request to any accredited entity of the Congress.

Bradley's proposed language was accompanied by a draft copy he referred to as the Entity Procedure Workbook. Bradley proposed that rather than combine information contained in the workbook from all accredited IFSAC certificate assembly members into one notebook, because of its volume, a separate file for each accredited organization should be maintained at the IFSAC administrative office containing a completed copy of the workbook. Bradley's workbook was organized into two sections. The first section identified the accredited organization and the standards and levels for which it had received IFSAC accreditation. It also contained the following information regarding the certification practices and procedures of IFSAC accredited organizations.

IFSAC accredited organizations were requested to provide a written description of their reciprocity policy. The workbook also requested that each IFSAC accredited organization provide a brief written description of their methods for evaluating psychomotor skills and cognitive learning outcomes to include minimum passing scores for each. Finally, organizations were asked whether they used commercially developed and validated test banks for measuring cognitive learning outcomes or whether they had developed and validated their own test banks.

The second section of Bradley's workbook contained a series of charts describing each of the standards recognized by IFSAC. These described each of the job performance objectives for each standard. It was intended each IFSAC accredited organization complete only the charts of the standards for which it was accredited. Completing the workbook involved identifying the method used to measure/evaluate each standard (e.g., written/oral examinations, or psychomotor skill evaluations) and the minimum passing score. Bradley's contention was the workbook he had compiled had valuable potential as a reference for IFSAC accredited organizations in evaluating the credentials of students transferring from other IFSAC accredited organizations as well as a reference for evaluations conducted in association with self-studies, initial site visits and re-accreditation. These pages later became known as correlation sheets and became a valuable and critical component of site team visits and self-studies.

There were a variety of reactions from fellow board members to Bradley's proposed bylaw amendments. One board member reported discussions heard during the IFSAC conference in Austin, suggested voting membership status be accorded to those organizations contributing financially (through fees or purchase of seals and certificates). It was suggested this criteria could be added as a fourth category of membership to those offered by Bradley's proposed bylaw amendments. Another board member agreed with the language dedicating a seat on the board to the Canadians, but asked if this should be done for organizations in other countries as well. In recognition of increased participation in IFSAC from other countries, it was suggested one alternative to dedicating a seat on the board to Canadians would be to dedicate seats on the board to international representation based on the following formula. Bradley indicated that he had only developed the language he was asked to develop at the Austin conference. He was not promoting the change. It was the opinion of other members of the board, such as Butch Weedon, that non-voting member of the certificate assembly should stand for election if they wanted to serve on the board, rather than be given a dedicated seat. Weedon favored giving professional associations voting membership status in the certificate assembly rather than non-voting status on the board. Weedon expressed concern that, between both assemblies, there were twenty-one (21) board members. Given the number of IFSAC members, and what he described as the limited responsibilities and authority of the board as well as the cost of its operation, Weedon felt the board structure was too large.

Not all board members were receptive to the idea that each accredited organization complete and maintain the Entity Procedure Workbook developed by Tim Bradley or to the suggested change that would require evidence of empowerment to accompany letters of intent. Generally there was concern these kinds of changes were not necessary and would make the accreditation process too bureaucratic and cumbersome. Concern was expressed that IFSAC was making too many changes in its bylaws, reversing previous decisions and procedures and that much of this was being orchestrated by a small number of individuals on the board. Nevertheless, in the case of requiring evidence of empowerment to accompany letters of intent to participate in the IFSAC certificate assembly, such a provision had been adopted as an amendment to the bylaws during the April IFSAC conference in Austin. In addition, IFSAC members not accredited prior to April 19, 1994, were required to furnish evidence of empowerment prior to October 1, 1994.

Fall 1994 IFSAC Board Meetings

The IFSAC Certificate and Degree Assembly Boards, as well as the Council of Governors met in Raleigh, North Carolina on September 24-25, 1994. During the summer of 1994, IFSAC had completed several site visits, one to Manitoba, Canada, another for Bucks County Emergency Services (BCES) in Pennsylvania, a third for the United States Department of Defense (US DOD), and one for Arkansas. There were also several site visits pending, scheduled to be conducted later in the fall. These included one for Washington State, Oklahoma, Colorado, Nebraska and the first site visit to a foreign country outside the North American continent; South Africa. During the discussion of pending site visits, the issue involving IFSAC acceptance of a letter of intent from the Colorado Springs Fire Department was raised again. The board discussed the definition of "acceptance" as it related to letters of intent and requested that the IFSAC administrative office continue to respond to organizations interested in participating in IFSAC with a letter indicating evidence of empowerment was required to accompany letters of intent. It was determined that while letters of intent were physically received through the mail by the IFSAC administrative office, these events did not constitute "acceptance" as it related to membership in IFSAC. Some IFSAC accredited state agencies and provinces "grandfathered" into the IFSAC system because they had been accredited by the National Professional Qualifications Board prior to 1990, were scheduled for re-accreditation site visits. These included Montana, North Carolina, Louisiana, Saskatchewan, Alberta, and Connecticut. It was also noted several organizations belonging to IFSAC were approaching the five-year deadline for achieving accreditation as per the new provision adopted by the Certificate Assembly during the April, 1994, IFSAC conference. All of the following organizations had sent in letters of intent during the fall of 1990 but had not yet become accredited and would be subject to a review by the board and possible loss of membership by the fall of 1995.

- Alberta (Canada) Fire Prevention Branch
- Connecticut Fire Marshal's Office
- Connecticut Commission on Fire Prevention and Control
- Idaho Division of Vocational Education
- Michigan Firefighter's Training Council
- Minnesota Fire Service Certification Board
- Missouri Division of Fire Safety
- Ontario (Canada) Fire Prevention Bureau
- Saskatchewan (Canada) Division of Environmental and Public Safety
- Texas Commission on Fire Protection
- Wisconsin Board of Technical and Adult Education

Another issue needing clarification during the September, 1994, Certificate Assembly Board meeting in Raleigh involved the use of current National Fire Protection Association (NFPA) professional qualifications standards as a basis for accredited certification. These standards were typically revised on cycles ranging from five to seven years. One of the IFSAC accreditation requirements was that organizations revise their programs within three years of the adoption of a new standard. During their fall, 1994, meeting in Raleigh, the Certificate Assembly Board took up the question raised during the annual 1994 IFSAC meeting in Austin regarding the feasibility of establishing a standard passing rate for all examinations used by IFSAC accredited organizations delivering non-credit certificate programs. During its April 18, 1994, meeting the board discussed the possibility of conducting a survey of all organizations belonging to the Certificate Assembly and developing a document indicating how each organization measured each of the cognitive and psychomotor skill competencies during the evaluation processes, and what was used as a passing score for each. During its September, 1994, meeting in Raleigh, the board reviewed the draft of the Entity Procedural Workbook developed by Tim Bradley over the summer. While all agreed this would be a good document for identifying the methods used by each accredited organization to measure the competencies of students participating in certificate programs against the National Fire Protection Association professional qualifications standards, citing the time and expense involved with keeping such a document updated, there was little support for making the use of this document mandatory for IFSAC accredited organizations. The decision was made that the document would be a recommended reference only. (In later years it was to become a requirement and become an integral part of site visits and self studies, consisting of correlation sheets). In addition, the board determined the only method for established minimum passing scores for certification examinations used by IFSAC

accredited organizations delivering noncredit certificate programs, would be to use a standardized exam. There was no support for this because in some states the exam and passing scores used to certify fire service personnel were regulated by state statute. The decision was made not to pursue this matter further and to recommend to the members of the Certificate Assembly that no changes in policy or practice be made in regards to this issue.

During the fall, 1994, meeting in Raleigh, the Certificate Assembly Board spent a significant amount of time discussing the increasing international interest in IFSAC and the dilemma this proposed because many countries did not use National Fire Protection Association standards as a basis for certificate programs in the fire service. The IFSAC accreditation criteria stated. "An accredited entity shall certify personnel to the current edition of National Fire Protection Association Professional Qualifications Standards or other standards adopted by the Certificate Assembly" (emphasis added). This language left the door open for other international standards to be presented for approval by the assembly. The Fire Service College in Great Britain had plans to present the British standards to the Certificate Assembly at the 1995 IFSAC annual meeting in Toronto, Canada. There was some uncertainty, however, as to the basis used by members of the certificate assembly for reviewing and evaluating fire service professional qualifications standards developed by another country. There was concern that in any attempt to do so, members of the certificate assembly would be tempted to engage in a lengthy comparison of the standards presented, to the National Fire Protection Association (NFPA) standards. Members of the board held this was not the intent, nor did they feel the floor of a certificate assembly meeting was the appropriate forum for such a review. In addition, some representatives of organizations from other countries objected to the requirement that they submit their standards to IFSAC for approval. Acknowledging it did not have the authority to recognize standards other than NFPA and those the certificate assembly had approved, the decision was made that the board would present a recommendation to the members of the certificate assembly in the form of a proposed policy statement, recognizing international professional qualifications standards for fire service personnel.

In the fall of 1994, members of the IFSAC board began to focus some attention on the new National Fire Protection Association (NFPA) standard 1000 for practices and procedures to be followed by organizations conducting accreditation and certification. It was unclear as to whether IFSAC had made a commitment to comply with the standard and opinions regarding this matter varied. The board decided a committee should be formed to compare and contrast the NFPA 1000 standard with IFSAC bylaws, practices, and procedures and report their findings and recommendations back to the board.

On the second day of the fall, 1994, Certificate Assembly Board meeting in Raleigh, the proposed amendments to the bylaws Tim Bradley had written, were reviewed. Earlier in the year, Bradley had drafted an amendment to the bylaws recommended by the board to the assembly dedicating a seat on the Certificate Assembly Board to one non-voting representative from the national fire service professional associations. Without much discussion, the board decided not to support this proposal. Bradley's proposed amendments to the bylaws also included a provision dedicating a seat on the board from voting members in the Certificate Assembly representing Canadian provinces. The board endorsed this proposed change as a recommendation to the members of the Certificate Assembly and added an additional provision dedicating at least one seat on the certificate assembly board to members representing organizations outside the North American continent. Citing the need to take advantage of broad input and perspective, the proposed amendment to the bylaws submitted earlier in the year from John Daley (Canada) that would have restricted positions on the board to representatives from accredited organizations, was tabled.

Discussion during the fall, 1994, Certificate Assembly Board meeting in Raleigh, then moved on to the proposed amendments to the bylaws submitted by Bradley related to membership. The Bradley amendments would have codified the following three categories of membership in the certificate assembly. Robin Willis-Lee (Britain) pointed out the IFSAC Certificate Assembly bylaws did not provide a definition for the term "entity". He asserted the working definition of this term at the time incorporated such things as function, geography, empowerment, and jurisdiction. There was agreement this issue needed clarification and the term "agency" was added to follow the terms "territorial" or "federal government" in Bradley's proposed amendments. It was suggested the term "agency" would need to be defined as well. The board made no other changes to this section of the proposed amendments to the bylaws submitted by Tim Bradley, before endorsing it. During the fall, 1994, meeting of the Certificate Assembly Board in Raleigh, there was also follow up discussion regarding the implementation of the Martin Grimes award. The IFSAC administrative office proposed that several tasks needed to be accomplished in order to complete this project. It was proposed a press release be sent to all major fire service publications announcing the development of the award.

Degree Assembly Board Meets

The degree assembly board also met in Raleigh, North Carolina on September 24-25, 1994. The group began their meeting by hearing a report from Randy Novak regarding the survey he began towards the end of April, 1994. Novak, a member of the IFSAC Degree Assembly Board and Council of Governors, sent a survey to all institutions in the United States known to offer at least one fire related degree program. Recipients of the survey were informed IFSAC was in the process of developing accreditation criteria for such programs and that the purpose of the survey was to gather information regarding accreditation. In responding to the survey, institutions were also asked to provide a copy of their course catalog, program brochures, etc. Recipients of the survey were also provided with the following definitions.

ACCREDITATION-INSTITUTIONAL: The granting of recognition to an institution of learning by an official review board indicating that the institution as a whole has met established standards and that each of its parts is contributing to the achievements of the institution's objectives, although not necessarily all on the same level.

ACCREDITATION-SPECIALIZED: The granting of recognition to a program, department, or school which is part of a total collegiate or other type of postsecondary institution. The unit accredited may be as large as a college or school within a university or as small as a curriculum within a discipline.

Finally, respondents were asked to provide a detailed description of their fire related degree program to include general education requirements, major requirements, supporting requirements, etc.

The response to Novak's initial survey was small. By September, 1994, he had received twenty-seven (27) responses from a mailing list of approximately 370 institutions (an approximate return of 7%) known to offer some type of fire related degree program at the time. All of the respondents indicated their institutions were accredited by their respective regional institutional accrediting bodies such as the Middle States Association of Colleges and Schools, the New England Association of Schools and Colleges, the North Central Association of Colleges and Schools, the Northwest Association of Colleges and Schools, and the Southern Association of Colleges and Schools. Some respondents also listed other organizations that had accredited their institution such as National Atlantic, the State of California, etc. Nineteen (19) of the respondents to Novak's survey indicated their fire related degree program did not have specialized accreditation (one was not sure). The seven institutions indicated their fire degree program had specialized accreditation listed sources such as: the Oregon Board of Public Safety Standards and Training, Michigan Firefighters Council, the State of Connecticut, Texas Commission on Fire Protection, and the Office of the State Fire Marshal in Illinois. Other sources of accreditation for fire related degree programs cited in the responses to Novak's survey included state agencies, regents systems, and agencies such as the state departments of vocational education. No respondents indicated their fire degree program was accredited by any of the national specialized accrediting bodies recognized by the former Council on Postsecondary Accreditation (COPA).

Five respondents to Novak's survey indicated they were required to use uniform curriculum that had been standardized statewide for all fire degree programs, while seventeen did not (five were unsure). Seventeen respondents to Novak's survey indicated their state required licensure or certification of teachers, and ten of the seventeen indicated this included instructors who taught courses in the fire degree program offered by their institution. Five responded that licensure or certification of teachers was not required, and two were unsure. Sixteen of the respondents to the survey indicated their institution awarded college credit for training conducted by the institution. Examples of this included accepting Continuing Education Units (CEUs), National Fire Academy courses and others for credit. Seven respondents indicated their institutions did not award such credit and three were unsure. Twenty-one respondents indicated their institutions awarded credit for training done outside their institution through such methods as challenge exams, portfolio programs, various other forms of prior learning, etc., while four indicated their institutions did not do this (one respondent was unsure).

The points emphasized by Novak in his report to the board summarizing the results of the survey included the observation that most institutions were accredited by regional institutional accrediting bodies. Novak noted that some fire related programs were within an academic field other than fire service and were accredited by their respective national specialized accrediting body. This raised the possibility that in some isolated cases, conflict could occur between the IFSAC fire related degree accreditation system and other national specialized accrediting bodies that had included fire related degree programs in their scope of accreditation. In noting the institutions responding to his survey indicated most of their respective states required teachers to be certified, Novak also pointed out the requirements for post-secondary instructors could differ greatly between states and existing accrediting organizations may also provide educational requirements for instructors teaching in post-secondary degree programs.

Because the survey indicated many institutions offered non-credit, certificate fire service training in combination with their degree programs, Novak recommended this issue be studied. Citing the results of the survey, Novak also recommended more needed to be learned regarding the nature of programs awarding credit for work done outside the institution, so that accreditation criteria could address this issue. In addition to this, it was also Novak's conclusion that no clear definition existed distinguishing terms used to describe different types of fire related degree programs (e.g., fire protection, fire science, fire administration). He reported a wide variety of titles and definitions existed but they often did not accurately describe the curriculum. There was speculation some of these differences were regionalized. Novak believed fire related degree accreditation criteria needed to address not only core requirements for programs but also support and general education requirements, such as: English, social sciences, natural sciences, and humanities. It was noted in many cases, degree programs were subject to external requirements from state and federal agencies. These conditions would have to be considered when developing accreditation criteria. In addition, Novak speculated there could be cases where there were internal institutional requirements for graduation in addition to satisfactory completion of coursework, such as special test requirements for graduation. He acknowledged regional sampling of institutions offering fire related degree programs would need to be done in order to complete a more accurate survey.

During the summer of 1994, Novak also began collecting college catalogs for the purpose of reviewing core curriculum used in fire related degree programs as well as to identify typical general education requirements. He intended to distribute these as references for use by committees working on various aspects of degree program accreditation criteria. Meanwhile, other members of the degree assembly board sent letters to all known fire related degree programs offered at institutions in their respective multi-state regions with information regarding the new IFSAC initiative to develop a national specialized accreditation system for fire related degree programs and to encourage participation in this effort (Munkenbeck, September 11, 1994). Responses to these letters were used to update the IFSAC mailing list of known fire related degree programs originally created by cross referencing several catalogs featuring lists of postsecondary institutions offering such programs. As a result of this effort, by September 1994, the IFSAC mailing list of institutions offering fire related degree programs had gone from approximately 360 to over 400. However, Novak suspected some of the fire related degree programs listed in catalogs were not active.

During their meeting in Raleigh, the degree assembly board discussed possible fee structures for participation in the new degree assembly and accreditation system. Board members were briefed on the financial status of IFSAC. At the time of the board meeting it was reported the annual cost of operating IFSAC was approximately \$134,000.00. Fees collected through activities of the certificate assembly totaled \$50,000.00, and the balance was transferred from the sales of fire protection publications at Oklahoma State University (OSU). As had been communicated to members of the certificate assembly, representatives from (OSU) wanted IFSAC to achieve financial independence. The first suggestion offered by a representative of OSU for consideration was to impose a \$500 annual fee for degree granting institutions wishing to participate as voting members in the degree assembly. Some board members were concerned that institutions would be unwilling to pay fees until an accreditation system had been developed. Consideration was given to charging a smaller fee until the accreditation system was operational. It was also suggested that institutions be surveyed to determine what level of fees they would be willing to pay in order to participate in IFSAC. The board decided to prepare a proposal to present to the members of the Degree Assembly at the annual IFSAC conference in April, 1995. In the meantime, it was suggested a package be prepared for degree granting institutions explaining the purpose of IFSAC and benefits of membership. Members of the Degree Assembly board agreed discussion regarding fees needed to be introduced to their colleagues in the assembly as early as possible so there would be time for members of the degree assembly to get used to the idea. Meanwhile, in an effort to collect data regarding the cost of operating the two IFSAC assemblies and the council of governors, in early 1995 the IFSAC administrative office implemented a time tracking system for its staff. This system was intended to track time spent by IFSAC administrative staff on degree versus certificate assembly related work in hourly increments.

One of the early issues with which the Degree Assembly Board had to struggle in the development of a fire related degree accreditation system was to classify the types of fire related degrees. This was considered to be a necessary first step at the time because the assumption was that there may need to be different accreditation criteria for different types of fire related degree programs. During their fall, 1994, meeting in Raleigh, the Degree Assembly board reviewed definitions of several types of fire related degrees from the following sources;

Peterson's Guide to Two and Four Year Programs

- *Fire Protection Engineering and Fire Science*

Fire/Emergency Service Source Book

- *2-year degrees in Fire Science, Technology, Protection, and Prevention*
- *4-year degrees in Fire Science*
- *Masters degrees in Fire Science*

The College Blue Book

- *Fire/Safety Technology*
- *Fire Administration*
- *Fire Protection Engineering*
- *Fire Protection Technology*
- *Fire Science*
- *Fire Science and Administration*

Members of the degree assembly board suggested several approaches and considerations for classifying different types of fire related degree programs. Some believed it more useful to focus on student learning outcomes and curriculum content rather than on program titles. Others suggested a program's philosophy and the mission of the institution should be a basis for classifying a fire related degree program. A guest in the meeting from South Africa suggested board members adopt a more global perspective and consider international interests as they worked through the issue of attempting to classify fire related degree programs. It was suggested rather than attempt to establish definitions; a better approach would be to identify curriculum components essential to different types of fire related degree programs. Accreditation criteria could then focus more on evaluating support facilities and policies used to administer programs. After further discussion regarding these issues, two work groups were appointed. One group was assigned the task of developing further thoughts and strategies regarding the classification of different types of fire related degree programs as well as definitions, terms and outcomes related to the accreditation. The second work group was asked to identify policies common to all fire related degree programs and evaluated as part of an accreditation system.

The first group attempted to identify various areas of study typical of fire related degree programs in order to identify their characteristics. Support courses were also included in this review. For example, courses such as calculus, hydraulic engineering and physics were typically part of a curriculum leading to a degree in fire protection engineering or fire protection engineering technology. The work group found courses such as management, accounting, and budgeting were usually part of a curriculum leading to a degree in municipal fire service administration. Degree programs closely allied to the fire service were also noted such as those with an emphasis on emergency medical services. During the board's discussion, there was support for focusing the future fire related degree accreditation criteria exclusively on outcomes (much like the accreditation criteria used by IFSAC for non-credit certificate programs). An international guest from South Africa supported this approach. Citing differences in fire related degree programs, most of the members of the degree assembly board were ideologically opposed to restricting accreditation criteria to the evaluation of student learning outcomes.

The second work group that examined accreditation policies that could be applied to all types of fire degree programs, suggested a policy document be developed similar to the one used by the Accreditation Board for Engineering and Technology.

The work group suggested committees be appointed, each chaired by a board member, to draft language for each of the articles. The intent was to present a draft of the completed document to degree assembly members for their review and action at the spring 1995 IFSAC conference in Toronto, Canada.

Members of the Degree Assembly Board recognized the need for in-service training in support of their efforts to develop the new national specialized accreditation system for fire related degree programs. Most of this interest centered on learning more about institutional practices. Such training would be offered as part of the agenda for the degree assembly meeting during the 1995, IFSAC conference. Members of the board expressed an interest in getting more information on the following topics;

- Requirements for accepting transfer credit in United States as well as international institutions of higher education.
- Common program accreditation criteria related to procedures for accepting transfer credit in the United States and other countries as well as common problems that should be avoided.
- Current requirements for recognition from the organization that succeeded the Council on Postsecondary Accreditation (COPA).
- Development of site team training programs for individuals participating on site visits associated with accreditation of degree granting programs.
- Examples of self-study documents used by academic programs within institutions of higher education to prepare for site visits from national specialized accrediting bodies.

It was also suggested that a speaker be brought in with experience in the development of new national specialized accrediting bodies, who could share those experiences with members of the IFSAC degree assembly with the hope common mistakes could be avoided and the development process improved and shortened.

Towards the end of the degree assembly board meeting in Raleigh, two ad-hoc committees were appointed. One committee was given the task of writing accreditation criteria for fire related degree programs. It was chaired by Bill Benjamin, and its members included George Munkenbeck, Doug Wood, and David Gates. Using the handbook from the Accreditation Board for Engineering and Technology (ABET) as a model, members of this committee were assigned the task of developing drafts of specific articles. Bill Benjamin assigned himself the responsibility of drafting language describing the scope and purpose of the accreditation criteria. George Munkenbeck was to develop accreditation criteria addressing responsibilities of accredited agencies and public release policies. Development of accreditation criteria related to appeal policies and procedures was the responsibility of David Gates. Two proposed articles that would eventually make up the handbook for accreditation of fire related degree programs, development, and accreditation policies were not assigned. Members of this ad-hoc committee were responsible for sending drafts of their respective sections to Bill Benjamin by October 31, 1994. By November 17, all members of the ad-hoc committee would receive a first draft of the handbook for comment. Comments on the draft were to be sent to Benjamin no later than December 8th. By December 15th, a second draft would be sent to the IFSAC administrative office for distribution to all members of the degree assembly board no later than January 6, 1995. The Degree Assembly board was then scheduled to meet in New Orleans on January 14, 1995, to review and discuss the draft of the handbook.

The second committee was assigned the task of preparing written information concerning program definitions and common nomenclature used for subjects and support courses. This committee, chaired by Randy Novak was also asked to examine the differences between two-year and four-year fire related degree programs, different types of curriculum used, major requirements and support requirements, as well as learning outcomes and their relationship to job placement. Members of this committee included Gary Walton, Fred Mercillott, Joyce Nielsen, Gary Kistner, and Steve Lutz. Another task the board decided to undertake was to conduct a follow-up analysis to the survey conducted by Randy Novak. Each member was sent a mailing list of all known fire related degree programs in the states to which they had been assigned, as well as a list of those organizations having sent in a letter of interest to participate in the IFSAC degree assembly. Each member of the board was given the task of assessing the status of all fire related degree programs in the states to which they had been assigned. This assessment was to include verification of a current mailing address and contact person, identifying the number of students enrolled in each program, obtaining a program catalog from each institution offering a fire related degree, and informing each institution with a fire related degree program of IFSAC efforts to develop a national specialized accreditation system for fire related degree programs. The board decided at least one meeting would need to take place prior to the April, 1995, IFSAC conference in Toronto in order to hear progress reports from the two committees and to make final preparations for proposals that would go before the Degree Assembly.

Council of Governors

The IFSAC Council of Governors also met during the September, 1994, board meetings in Raleigh. There was a brief discussion regarding the need to develop bylaw language creating a single body from the two assemblies for the purpose of conducting certain types of business. Each assembly, its board and the council of governors were established through bylaws but there were no bylaws pertaining to the entire organization. Some on the council felt this was needed in order to provide a tie between the two assemblies. The council also did some preliminary planning for the 1995 IFSAC conference in Toronto. A joint meeting of both assemblies was planned featuring a keynote speaker and reports from the board chairs of the two assemblies. Given the continued interest of IFSAC in pursuing recognition by a national umbrella organization at some point in the future, and the role the council would play in preparing IFSAC to meet this objective, two members of the council (Alan Walker and Randy Novak) were appointed to attend future meetings of the Association of Specialized and Professional Accreditors (ASPA) and the interim organization that succeeded the Council on Postsecondary Accreditation (COPA). The primary purpose of maintaining contact with these two organizations was to provide IFSAC with updated information regarding the status of recognition for national specialized accrediting bodies (a function continued by COPA's successor).

IFSAC Approaches Its Fifth Year Anniversary

Following the timeline developed during the September 1994 degree assembly board meeting in Raleigh, Bill Benjamin, chair of the ad-hoc committee assigned to begin development of accreditation criteria for fire related degree programs, had assembled the a first draft of what was to become Section IX, Criteria for Accrediting Fire Related Degree Granting Programs of the International Fire Service Accreditation Congress Degree Assembly, of the IFSAC handbook. The content of this document did not include actual proposed accreditation criteria, but rather described a variety of proposed administrative policies for conducting the business of the degree assembly. Borrowing heavily from language used in the Accreditation Board for Engineering and Technology (ABET) handbook, the document developed by the ad-hoc committee was an excellent starting point. In this first draft of the proposed administrative procedures for the accreditation of fire related degree programs, it was unclear where authority to grant accreditation rested. The distribution of the draft document to members of the degree assembly board elicited several comments from board members, the most prolific of which was Bob Fenner from the British Fire Service College. In his review of the draft document developed by Bill Benjamin's ad-hoc committee describing proposed administrative policies for the new accreditation system for fire related degree programs, Fenner challenged the concept of the IFSAC inverted governance structure that vested policy-making authority with the assembly rather than the board. Fenner predicted the IFSAC degree assembly could become very large. Under such circumstances, Fenner questioned whether the executive authority and decision-making powers vested in the degree assembly as proposed would be feasible or realistic because decision-making would become ineffective and inefficient. He suggested there may be a need at some point in the future for delegating these powers to a smaller group of individuals selected democratically by the members of the degree assembly.

1994 Comes to a Close

During 1994, IFSAC enjoyed a healthy eighty-one percent increase in membership. By the end of 1994, IFSAC had grown to eighty-two members (fifty-five members in the certificate assembly and twenty-seven members in the degree assembly). Of the fifty-five members in the certificate assembly, eight joined during 1994, representing a seventeen percent growth in membership that year. In just three years the number of accredited organizations within the certificate assembly had risen to over twenty, surpassing the total number of organizations accredited during the nine year history of the former National Professional Qualifications Board. The degree assembly experienced a hundred and forty-five percent growth in membership as the result of sixteen new members that joined during 1994. Membership in IFSAC had expanded beyond the North American continent to include Britain, Australia, and South Africa. The following seven site visits were conducted for organizations seeking accreditation of non-credit certificate programs: Manitoba (May), Arkansas (May), United States Air Force (June and December), Bucks County, PA (June), Washington (October), and Colorado (November). Upcoming site visits scheduled for 1995 included: Nebraska, North Carolina, Ontario, Louisiana, Utah, Oklahoma, and Britain. Several IFSAC accredited organizations, such as Iowa, Illinois, Mississippi, Bucks County, PA, and the United States Department of Defense had been granted accreditation for additional non-credit certificate programs they offered. The international registry of individuals certified through an IFSAC accredited organization had grown to over 80,000, of which 69,000 had been issued in 1994 alone.

Chapter 7 – 1995 IFSAC BEGINS TO TAKE NEW FORM

After the 1994 year concluded, some felt IFSAC had charted a new course destined to become an even bigger success. Others believed that the growing pains of 1994 had taken a good deal out of the existing membership and enthusiasm was low. In either case, IFSAC had new challenges and the individuals responsible for meeting those challenges were its membership, and those elected to leadership. 1995 would bring several changes. Upon Alan Walker's resignation as Chair of the Certificate Board, Charter Board Member Tim Bradley would assume the role. As IFSAC approached its five year anniversary, 1995 would present some unique accomplishments and challenges. IFSAC would get its first International Accreditation outside North America. By year's end there would be 16 operating committees within IFSAC on key issues. There would be discussion and meetings concerning a merger with the National Board on Fire Service Professional Qualification (old Pro-Board), a discussion that would continue for 3 years, and some thought was being given to conducting an organizational self-study. Nancy Trench (OK) sent Alan Walker a copy of an evaluation done of the National Fire Protection Association (NFPA) which was prepared by the American Society of Association Executives (ASAE). The ASAE had a program designed to evaluate an association's total operation and overall performance from a unique peer review standpoint.

In the same time period, on January 14-15, 1995, the Degree Assembly Board met in New Orleans to continue work underway by the two ad-hoc committees appointed at the previous board meeting in Raleigh, North Carolina, during September, 1994. By this time, through the surveys completed by the members of the board following their previous meeting and further research into institutional and program practices, the degree assembly board had settled on the following standard definitions and nomenclature for describing different types of fire related degree programs.

- Fire Science: These programs were generally oriented to providing an understanding of the basic sciences relevant to fire fighting, fire protection, and fire prevention.
- Fire Technology: These programs placed a major emphasis on the technical implications of fire fighting, fire protection, and fire prevention.
- Fire Administration: These programs were oriented to the administrative, legal, managerial, and business aspects of the fire service.
- Fire Protection Engineering: These programs were concerned with systems analysis and design related to fire protection systems, equipment, and operations. (It was noted that Accreditation Board for Engineering and Technology accreditation was available for these types of programs.
- Fire Engineering Technology: These types of programs were concerned with the application of technical skills in support of the engineering function.
- Fire/Arson Investigation: These programs were concerned with the detection, investigation, and prosecution of arson related crimes.

The ad-hoc committee noted some significant overlap existed between some types of fire related degree programs, such as Fire Science and Fire Technology, and that it may be worth combining some categories. In addition, the committee recognized the degree programs they were studying were based on the American higher educational system of associate, baccalaureate and masters degrees. If there was to be international participation in the IFSAC fire related degree program accreditation system, a matrix of international equivalencies would need to be developed. The committee also recognized additional work needed to be done exploring the nature of fire related degree programs known by the following titles: Industrial Fire Protection, Occupational Safety and Fire Protection, Emergency and Public Services, Hazardous Materials, and Emergency Management. Rather than studying different types of degree program curriculum as a basis for accreditation criteria, the other approach that was considered involved developing criteria common to two-year versus four-year fire related degree programs or some combination of both dimensions (type of degree: A.S., B.S., or M.S., and curriculum emphasis). The committee determined two-year fire related degree programs seemed to have more elements in common

with each other than four-year and masters programs, which had a tendency to specialize. The committee also examined typical general education requirements the fire related degree programs. Typically these general education requirements were a function of the respective regional institutional accrediting body under whose jurisdiction the college or university fell. As an example, the committee looked at the institutional accreditation guidelines set forth by the Southern Association of Schools and Colleges (SASC). They found fire related degree programs within institutions accredited by SASC were required to include fifteen hours of general education to include at least one course in each of the following areas; humanities/fine arts, social/behavior sciences, and natural sciences/mathematics. Institutions accredited by SASC were also required to provide components designed to ensure competence in reading, writing, oral communications and fundamental mathematical skills. The Southern Association of Schools and Colleges emphasized the importance of the computer in both communications and computation by requiring institutions it accredited to provide means by which students could acquire basic competencies in the use of computers. The IFSAC degree assembly board ad-hoc committee recommended that the general education requirements specified by an institution seeking IFSAC accreditation of a fire related degree program, be accepted, and only institutions regionally accredited be eligible for IFSAC accreditation. The committee noted, however, this would not be applicable to degree programs and institutions in other countries, but suggested that institutional approvals serving a similar function as accreditation, albeit performed in many cases by a unit of government, could be applied by IFSAC in the same manner.

While the ad-hoc committee did not discuss actual proposed criteria for the accreditation of fire related degree programs during their January 1995 meeting in New Orleans, they did outline the following areas as a framework around which criteria would be developed. It was envisioned these areas would be examined as part of a self-study completed by an institution seeking IFSAC accreditation for its fire related degree program;

Faculty

- teaching loads
- educational/experience background
- professional development
- professional certifications
- student advising (as part of workload)
- faculty evaluation (student, peer, supervisor)

Facilities

- student support services (student advising)
- library holding (related to program)
- laboratory (specific for program, and computer, etc.)
- audio/visual support (equipment, materials)
- adequate classroom facilities
- For part-time programs- a central office for messages, information, etc.

Admissions

- program requirements (if different from institution)
- recruitment of students
- student advising
- entrance assessment
- transfer policies and procedures
- use of American Council of Education and other non-traditional transfer credit (including experiential training, etc.)

Graduation

- graduation requirements
- job placement
- graduation rates
- graduate surveys (satisfaction, placement, etc.)

Program

- *degree requirements*
- *course syllabus*
- *catalog descriptions (courses, program, support, general education, etc.)*
- *outcome assessment (outcome-based program of study)*
- *philosophy statement*
- *total hours (fire related, support, general education)*
- *particulars (sequencing of courses, appropriate levels of courses-lower division and upper division, remedial and developmental courses)*
- *advisory boards*
- *advising of students*
- *cooperative education-internship programs*
- *student assessment*

Administration

- *support (financial, etc.)*
- *organizational structure (program location, college and department hierarchy)*
- *advising outside of program*

While the Degree Assembly board met briefly together, the two ad-hoc committees met separately for most of the two days in New Orleans. In addition to review and discussion of the work completed to date by the two ad-hoc committees, during the time the board met together in New Orleans, they reviewed the letters of interest received since their previous meeting. They were also provided with an update on the Council on Recognition of Postsecondary Accreditation (CORPA) and the Association of Professional and Specialized Accreditors (ASPA). Some time was dedicated to developing an agenda for the April IFSAC conference in Toronto and possibilities for electronic communications and conferencing as a follow up to Bob Fenner's earlier remarks regarding the accessibility of international members to meetings held in the United States. By this time, many members of both IFSAC boards were on Oklahoma State University's e-mail server, which facilitated communication between members of the boards and the IFSAC administrative office.

As the Degree Assembly Board met in New Orleans to review the work accomplished by its two ad-hoc committees, it was determined these two committees would remain activated in order to continue to carry out their tasks in preparation for April IFSAC conference in Toronto. By then it was hoped the board would be prepared to present draft documents of some of the first sections of the new accreditation criteria (administrative policies) for action by the Degree Assembly members. Meanwhile, in order to provide opportunities for additional comment and to keep IFSAC degree assembly members updated on the progress being made, the IFSAC administrative office was asked to mail out the preliminary draft documents to institutions known to offer fire related degree programs.

A Change of Certificate Board Chairs

Several weeks following the January, 1995, IFSAC Degree Assembly Board meeting in New Orleans, Alan Walker, Chair of the Certificate Assembly Board resigned his position as required by the bylaws, due to his change in employment with Kansas. Alan had been the second Chairman, following Doug Forsman who served as the first, appointed by the administrative office. The by-laws had a contingency for the resignation of any Board member, including the Chair.

The IFSAC administrative office appointed Tim Bradley of North Carolina as acting chair until the annual IFSAC conference scheduled for April, 1995, in Toronto, Canada. Tim was a charter member of the Board of Governors and had been involved with the drafting of numerous documents, including a Self-Study manual, and had been involved in designing and delivering Site Team training. Bradley accepted the position as Interim Chairman with the knowledge that the Certificate Assembly Board would fill the position by vote at its April Board meeting. It should be noted that shortly after Bradley

accepted the position of Chairman, Bill Westhoff sent a memorandum out to Site Team members advising them that OSHA approved hard hats would be issued for use while observing practical skills on site visits. This had been discussed due to safety concerns while observing in training areas. In jest, Westhoff responded to Bradley's joke that the hard hats were not due to his becoming Chairman.

During late January invitations were sent out by IFSAC administration concerning the 1995 scheduled annual conference planned for April 21st through the 24th in Toronto, Canada. The Novotel Hotel 45 The Esplanade in Toronto would serve as the host motel with room rates at \$80 Canadian and \$56 US.

IFSAC ANNUAL MEETING 1995

The International Fire Service Accreditation Congress Certificate Assembly Board of Governors held their regular Annual Board Meeting in the Novotel Hotel in Toronto, Ontario, starting on Friday, April 21, 1995. Tim Bradley, Chairman of the Certificate Assembly Board of Governors (CABOG), presided at the meeting, and Lenel Sexton, Administrative Assistant for IFSAC, acted as Secretary of the meeting. Chairman Bradley called the meeting to order at 9:00 a.m. Board members present were: Tim Bradley, Robin Willis-Lee, Mike Brackin, Dan Lee, Hugh Pike, Pat Hughes and Butch Weedon. Glenna Senger was represented by proxy. She asked that the minutes reflect her absence is due to the Illinois State Travel Board and Governor of Illinois forbidding all out of country travel. John Wolf, Bernie MacKinnon, Doug Forsman, Robert Matthews, Rick McCullough, Roger Woodside, Don Gnatiuk, Butch Weedon, Fred Hollett, Rich Flanagan, Carl Shaw, Pete Schechter, Billy Frost, Bruce Hewson, Carolyn Cooks, Hannes de Beer, Allen Cloete, Jim Heim, Fran Pott, Doug Popowich, Alan Dupuis, Tom Hebert, Dan Belanger, Elizabeth Atchley, Mike Hill, Gary Wilson, and Alan Walker also attended the meeting. Alan Dupuis, representing the Ontario Office of the Fire Marshal, welcomed everyone and made announcements concerning the evening events planned for conference attendees.

A financial report for fiscal year 1995-96 was passed out for Board members to review. Doug Forsman reviewed the information with the Board and answered questions. Chairman Bradley asked if Fire Protection Publication's financial contribution to the Congress has decreased. Doug replied that it has dropped significantly and the Congress is on target to becoming self-sufficient. Robin Willis-Lee asked if Doug was looking for a business planning committee made up of Congress members. Doug said he was and felt that the members of IFSAC are sufficiently equipped to tackle the job.

The Chair asked if any Board members had traveled on IFSAC business. If so, he wanted to compile a list of those activities for a report to the Congress.

Board members reviewed and discussed letters of intent received since the last Annual meeting:

- Alaska State Fire Marshal's Office--
- Lake Superior State University, Michigan—
- Colorado Springs Fire Department--The first letter of intent dated November 20, 1990, is from the Colorado State Division of Fire Safety. Alan Walker addressed the issue and said on January 9, 1995, he sent a written report to the Board. His report referred to a meeting he attended on December 16, 1994, of a consortium of the four largest fire departments in Colorado. IFSAC conducted a site visit in November, 1994. Alan told Board members the state has until November, 1995, to become accredited according to our by-laws. Alan's interpretation is that Colorado Springs is not eligible for membership.

Pat Hughes said the legislative authority should hold more weight than support of the constituency. In the event two entities apply for membership, he supports the governmental legislation. If after the 5 year limit runs out, the Assembly could review the letters and re-evaluate the situation. A motion to not recommend voting-member status to Colorado Springs due to the state having a letter of intent on file and the statutory proof of empowerment passed.

- Florida State Fire College--Chairman Bradley said he and Bill Westhoff had traveled to Florida last year to meet with Florida State Fire College officials and gave a short summary of that meeting. A motion was made to recommend approval for Florida to the Assembly. Passed.
- South African Fire Services Institute--Chairman Bradley reviewed the letter of intent and "The Act" that clearly covers their empowerment. A motion to recommend approval of their letter of intent passed as well.
- Alabama Fire College--They have previous Pro Board accreditation. Mike Brackin made a motion to recommend approval of their letter of intent. Pat Hughes seconded and the motion carried.
- District of Columbia Fire & Emergency Services--Butch Weedon made a motion to recommend approval of their letter of intent to the Assembly. Pat Hughes seconded the motion. The Board reviewed their empowerment and noted that it refers to training and not certification. Board members feel that since they are the only training agency in the District of Columbia, they are covered. There being no further discussion the motion carried.
- Marine Institute, Newfoundland--Doug Forsman made a staff recommendation to not recommend approval for the Marine Institute due to empowerment questions that are still unanswered. Hugh Pike seconded. The Board discussed whether they want to table this issue or end the debate. Pat Hughes said his preference is not to table, since the Fire Commissioner's Office is already IFSAC accredited. Doug said they train for a broad scope of activities and that they serve half or more of Canada in marine and off-shore fire suppression as well as land-based training in ports. But he feels they lack adequate support of empowerment at this time. Motion carried.

The Board reviewed entities who have not received a re-accreditation or accreditation site visit. A question was raised about the date the "five years" starts and reviewed the by-laws where it refers to the letter of intent date. The Board identified that Alberta has been accredited and is within the guidelines. Pat Hughes asked if it would be appropriate to refer to Article 6.3.1 and that they are rapidly approaching the deadline for a site visit for their entity. He said entities should contact the Administration with their intentions. Pat made the motion to direct entities represented in the meeting to give their status in preparation for their site visits and the entities that will reach their 5-year deadline by the next annual meeting give the Administration an update for the next meeting in April, 1996. Hugh Pike seconded.

- Alberta--Don Gnatiuk from Alberta asked if the site visit needs to take place before the five-year mark or if it just needs to be scheduled before that time. The Chair responded that it needs to be "recommended" to the Congress. Don said they are accelerating their activity.
- Ontario--Al Dupuis said they have invested a large amount of money and time in the curriculum, training and test bank. He said by late fall they should be in good shape for a site visit. The Chair recommended that Al write a projected schedule for the fall Board meeting to be provided to the Administration.
- Connecticut, Idaho, Michigan, Missouri, Nebraska, and New Hampshire needs to be contacted since no representatives were present from their entities.
- Minnesota--Jim Heim said they will be ready in calendar 1995 for a site visit.
- North Carolina--They currently have levels accredited and are scheduling a site visit.
- Texas--They have a site visit scheduled for February, 1996.

Board members asked the following questions regarding entities that have not had a site visit: have the entities been accredited; do they have a site visit pending; and have they made any preparations at all?

Billy Frost asked if the grandfathered Pro Board states must also go through re-accreditation within the five-year limit. The Chair said this refers to any entity that is not accredited for at least one level. This would exempt the IFSAC entities with previous Proboard accreditation from this item. He said that is addressed under a different section of the by-laws.

After no more discussion Pat's motion carried.

- Kentucky--Woody Will updated the Board on the Kentucky Tech system. The by-laws indicate that they are not the designated certifying agency. He said Kentucky Tech plans to write a letter of withdrawal, deferring to the Kentucky Fire Commission, and the Commission will submit a letter of intent. He asked if their date on the Kentucky Tech letter would remain or if the date on the new letter of intent would be the date. The Chair's interpretation is that it would be based on the new letter of intent date.

Arkansas Site Visit

Mike Brackin, site team leader for Arkansas, said the entity has met the criteria stated in the original site report. Mike made the motion to grant accreditation for Firefighter I & Firefighter II for the Arkansas State Fire Academy. Butch Weedon seconded. Woody Will, also on the team, commented on Mike's expertise and professionalism as a team leader and the cooperation and hard work of the Fire Academy Staff. The motion carried with Mike Brackin abstaining.

Applications Received

- Nova Scotia--The Nova Scotia Firefighters School submitted an application to the Administration. The Board reviewed the letter and paperwork in the notebooks regarding this issue. Bernie MacKinnon, from the Cape Breton Regional Municipality, addressed the Board and said before restructuring the municipalities into one organization they had a working agreement with the Department of Education. It was the Department of Education who first sent a letter of intent to the Congress. He said there is no one organization in the province that has the empowerment to train but he expects the Department of Labor to be granted that authority this week. Board members expressed their confusion about this issue.

Carl Shaw from the Firefighters School of Nova Scotia addressed the Board. The Fire Marshal of the province sits on their Board and the school has been in operation for 28 years. The letter of intent for the Firefighters School was written by the Department of Labor.

Hugh Pike made the motion to table the Nova Scotia Firefighters School's letter of intent. Pat Hughes seconded and said he is very interested in seeing the province of Nova Scotia become a member of IFSAC. Motion carried with four in favor and two against. Woody Will asked if an entity is without legislation support by the constituency is adequate. Hugh Pike stressed that his motion to table was not to stall the process--it was to give the statutory authority time to react and provide the necessary empowering legislation. Fred Hollett shared a summary of a report he recently prepared on the Nova Scotia fire training issue. He suggested contacting the Fire Marshal and asking him to clear it up in a formal response. Fire Marshal Bob Cormier, with the Department of Labor is the one we need to contact. Mr. Cormier is the one who signed the letter to Carl Shaw requesting the Congress recognize the Fire School's application for accreditation.

- Onondaga Community College--Rich Flanagan addressed the Board and said they have submitted an application and are ready for a site visit. He said they amended their application a few weeks ago. The only change is that their down-state testing site changed from Nassau Community College to Rockland Community College. Hugh Pike made the motion to recommend acceptance of their application. Pat Hughes seconded and the motion carried.
- Florida State Fire College--Hugh Pike made a motion to accept the Florida State Fire College's application. Dan Lee seconded and the motion carried.
- Louisiana State University--No action is needed since they are accredited and have had a site visit.

Site Visits

- Washington--Alan Walker, site team leader, presented the site visit report for Washington that took place in October of 1994. He thanked Rick McCullough and Pete Ribble for serving on the team. He reviewed the findings of the site team and stated a follow-up report has been distributed to Board members. Alan said they have met all criteria needed for accreditation and recommended accreditation for Firefighter I. Hugh Pike made a motion to grant accreditation for Firefighter I. Butch Weedon seconded. Pat Hughes expressed his concern that the site teams have not historically given a synopsis of the site visit that could be forwarded to the Congress members. This information could be helpful in particular areas of concern for other entities that could benefit from innovations discovered during the site visit. The motion carried. Alan Walker said from the time they applied for accreditation Washington (state) was clearly not ready for the site visit. They have done a great amount of work in a short time and should be commended for their efforts. Roger Woodside expressed thanks to the Board and presented the Administration with a purchase order for \$3000.00 in seals and an application for Instructor I accreditation.
- Colorado--Dan Lee, site team leader, reviewed the Colorado site visit. Additional information has been received since the time of the site visit. All the concerns the site team had originally have been corrected. Dan recommended accreditation for Firefighter I, and Fire Officer I. He said they are not ready for Firefighter II and withdrew Inspector I. Hugh Pike made the motion to accredit Colorado for Firefighter I and Officer I. Butch Weedon seconded. Mike Hill asked if Officer levels could be accredited without having Firefighter II. Dan expressed the team's feelings that the program they have in place is ready and meets accreditation criteria. They are working on Firefighter II and will submit it as quickly as possible. The Board directed Dan Lee to issue a letter to Colorado concerning issuing their seals. They are not to issue seals for Officer I until Firefighter II is approved for accreditation. The motion carried with Dan Lee and Butch Weedon abstaining. Dan commented on the site visit and some of the things that came up during the site visit. The team felt that if the Self Study was mandatory it would have helped them very much. The commercial testing programs that are on the market are not as perfect as they are advertised. The team found extreme deficiencies in the purchased program Colorado is using. Rich Flanagan said from personal experience his organization spent much time and effort to correct the purchased package they have. Butch commented that many of the questions in the test programs did not coincide with the standard. Mike Brackin has come up with a very good matrix to match the standard with the test bank. Woody Will suggested giving something similar to an entity looking toward a site visit. The Chair suggested this be incorporated into the next site team training and directed Administration to do so.
- US Dept. of Defense--Doug Forsman, Mike Brackin and David Thompson served on the site team for the DOD in San Angelo. Doug, as team leader, presented information on the site visit to evaluate the DOD Resident Methodology. Even though the levels were approved previously, the DOD requested the site visit for the methodology. Doug recommended accreditation for Firefighter I. They went down again and looked at Inspector I and the entity withdrew Inspector II. He also recommended Firefighter I be accredited for all branches and Inspector I be accredited for the Air Force only. Pat Hughes made the motion the Resident Methodology Firefighter I be accredited for all branches and Inspector I be accredited for the Air Force only. Dan Lee seconded. Motion carried with Hugh Pike and Mike Brackin abstaining.

The Chair and the Parliamentarian expressed their view that Board members serving on site teams need not abstain from voting on site visits. With that, Dan Lee asked to change his vote on Colorado to "yes."

- US Dept. of Defense-Europe--Doug Forsman reviewed the DOD Europe site visit for Hazmat Technician. The DOD is already accredited for the level, but not for the methodology used. The team went to Ramstein AFB in Germany and reviewed the skill and written testing. He recommended accreditation for Hazmat Technician for the Air Force using the USAFE methodology. Dan Lee made a motion to accredit the Air Force for Hazmat Technician USAFE methodology based on the site team's recommendation. Butch Weedon seconded. Pat Hughes pointed out the other services listed in the recommendation portion of the letter. Hugh Pike said in this case this is an Air Force school for Air Force Firefighters in Europe only. None of the other branches are involved in the training. It does not

stop personnel in the other branches from going through this training; however it prevents other branches from opening training facilities at Ramstein. The motion carried with Hugh Pike abstaining.

- Montana--Doug Popowich, site team leader, reviewed the site visit report with the Board. Pete Schecter and Ken Johnson served on the team with him. He made Board members aware that Montana does not use written exams in the same manner most other entities do. Firefighter I & II and Instructor I and II were reviewed. Due to the extensive hands-on training, it involves more work by the instructors as well as the students. The training is very extensive and thorough and the evaluation process is just as labor intensive. Pat Hughes made the motion to table action until the Board can review the report. Mike Brackin seconded and the motion carried.
- South Africa--Chairman Bradley presented the report on the SAFSI as leader of the site team. He introduced Hannes de Beer from the South African Fire Services Institute (SAFSI). Robin Willis-Lee and John Daley also served on the team. He expressed his sincere thanks and appreciation on behalf of the team to the Boksburg, Johannesburg, Krugersdorp and Pretoria Fire Departments as well as SAFSI. He said the team was expecting to evaluate the South African standard. What they found instead was that SAFSI had cross-referenced their standard with NFPA. The team made an extensive cross-reference with the NFPA standards and found that their standards exceeded the NFPA in most cases. Tim explained the certificate structure used in South Africa. The team recommended accreditation for Firefighter I and II, Instructor I, Officer I, Hazmat Awareness and Operations. They also recommend that upon submission of a documented standard that the SAFSI program be approved on their standards that are referred to as Preliminary, Certificate and Higher Certificate. The standards are currently printed in African and are being translated into English. Pat Hughes made the motion to accredit SAFSI for Firefighter I and II, Officer I, Instructor I, Hazmat Awareness and Hazmat Operations for their compliance with NFPA standards. Pat also commented on the benefit of having Lenel Sexton on the site visit was clearly an advantage as the report was very easy to understand. Hugh seconded the motion. Hannes thanked the team for their recommendation and said they look forward to becoming more involved in the international scope of IFSAC. Robin added that the South Africans went above and beyond in their hospitality. The motion carried.
- Louisiana--Mike Brackin, site team leader, recommended accreditation for the levels of Firefighter I and II and Instructor I and II. Pat Hughes made a motion to table the discussion of the Louisiana site visit until tomorrow morning when the Board has had a chance to review the report. Dan Lee seconded and the motion carried.
- Phoenix, Arizona--Butch Weedon said he cannot recommend accreditation without discussing some items with the Board. Dan Lee made a motion to table discussion of the Phoenix site visit until the Board has had a chance to review the report. Mike Brackin seconded and the motion carried.

Additional Levels Accredited

The Administration reported additional levels that have been reviews and accredited: US Department of Defense--Instructor II and III, Hazmat Technician, Hazmat ICS, Driver/Operator-Airport Firefighter; Illinois--Officer I and II, Hazmat Awareness, Operations and ICS, and Officer III. The Board commended Illinois for being the first US state to obtain accreditation for Officer III. Bucks County, Pennsylvania, was accredited for Instructor I and II. Pete Schecter said more are on the way.

Hazmat Awareness and Firefighter I & II

Butch Weedon asked if an entity is accredited for Firefighter I and II, should they not be accredited for Hazmat 472 Awareness and Operations? The Chair's position is that you don't have to have Firefighter I to have Hazmat Awareness. Hugh Pike said the DOD separates theirs for the same reason. The Chair said this is an item for site team leaders to be aware of--that the entity could gain accreditation for it separately if they choose.

NFPA 600

The Chair said that at last annual meeting South Carolina agreed to submit job objectives for the NFPA 600 and the Board would render a non-binding opinion based on those job descriptions. Mike Brackin said they have not been submitted to date. Billy Frost said he requested a "binding opinion" and said they would like to have a process in place so that they could submit criteria for testing and training for the 600 standard. They do not want to spend a great amount time getting the process ready, submitting it for accreditation and then hear that the Board wanted it done differently. Billy said they need direction. The Chair said the Board doesn't have the authority to accept a standard--that must be done by the Assembly. NFPA 600 and 472 have been approved by the Congress. Testing process and mechanisms, banks, etc., may not be easily examined without a site visit. The Chair doesn't know that the Board has the authority to give a binding opinion. Doug Forsman said the by-laws give entities the right to submit a standard for accreditation however the 600 standard is very vague. South Carolina wants to submit to the assembly objectives and competencies that address 600. The Chair said the Board could give direction in supplying an interpretation of the standard so that objectives can be designed and professional qualifications can be written. Billy said they want to comply with 600 and submit objectives and a process for accrediting that level. Mike Brackin feels NFPA needs to be involved in this to make the standard more clearly defined. Doug Forsman said the NFPA tried to propose writing standards for Industrial and that proposal was withdrawn. He said a new proposal has now come about that will be acted on in September or October of this year and it will take about 3 years to complete and get into operation. Dan Lee made a motion the Board render a recommendation to direct the Administration on how to interpret NFPA 600 when entities are applying for additional levels of accreditation. South Carolina will develop the draft and send the job performance requirements to the Administration who will distribute them to the Board for review and evaluation. Hugh seconded and the motion carried. Doug Forsman made two clarifications regarding the 600 standard. The work South Carolina puts in could clearly form a base for the NFPA to use. He also said Robert Matthews from Australia will be presenting information during his presentation that will pertain to this issue.

Mail ballots

The Chair asked if the Board wants to work out a new mail balloting procedure or hold the vote until the next meeting. Hugh Pike feels the mail ballots should not be used because questions cannot be answered by mail. Mike Brackin feels that many entities are waiting until just before the meeting to have their site visit. He thinks that if a question is written on the ballot it could be held until the next meeting and that if any one person has a question it could delay the voting until the next meeting. Some expressed views that speeding up the process will do a lot for good will in the organization and relieve some of the stress for entities. Glenna Senger's point of view is "no mail ballots." To alleviate that problem, she feels the Board should meet more often. Pat Hughes said he doesn't have a problem with the mail ballot given proper information is provided and ample time for review is allowed. He feels that if there is even one question the balloting should be held over until the next meeting. The ballot option saying "refer to BOG" was voted down in the Raleigh Board meeting. Butch Weedon feels that someone having a question could call the team leader and discuss the question with them. The direction to the Administration is to take all balloting issues to the Board of Governors meetings--no Mail ballots.

CORPA Recognition

Alan Walker & Doug Forsman were asked to track the actions of the organization. Alan updated the Board and said that they attended the last ASPA meeting. He said the Congress has not begun to prepare the application for recognition; however we are on the right track.

Voting Authorization Issue

Board members feel that by-law amendments, as proposed, would cover the voting authorization issue. Since this issue was discussed in length in Raleigh, no action is needed now.

- Montana Site Visit - Dan Lee made a motion to bring the Montana site visit off the table. Hugh Pike seconded and the motion carried. Doug Popowich, site team leader, gave a brief outline of the site visit since the Board has had an opportunity to review the site visit report. Members expressed concerns about the testing process used. Dan made the motion to accredit Montana for Firefighter I and II and Instructor I. Mike Brackin seconded. After discussion the vote was taken and the motion carried with Butch Weedon abstaining.

- Louisiana Site Visit - Hugh Pike made a motion to bring the Louisiana site visit off the table. Dan Lee seconded and the motion carried. Pat Hughes made the motion to accredit Louisiana for Firefighter I and II and Instructor I and II. Mike Brackin seconded and the motion carried.
- Phoenix Site Visit - Mike Brackin made a motion to bring the Phoenix site visit off the table. Butch Weedon seconded and the motion carried. Butch as site team leader gave a summary of the site visit. Clark Johnson and Benny Howard served with him on the team to evaluate Firefighter I and II, Driver/Operator, Hazmat Technician and Operations. He recommended accreditation for Driver/Operator-Engine for Phoenix only. The city only trains Phoenix personnel on the engine equipment they use. He said the State Fire Marshal has delegated certifying authority to the City of Phoenix and has supported that in writing. Dan Lee made the motion to accredit Hazmat Technician and Operations, Instructor I and II and Driver/Operator-Engine for Phoenix. Butch Weedon seconded. Board members discussed the membership status of Phoenix as a voting member. They also talked about the ramifications of accrediting the city and not the state. The motion carried with two abstentions.

Accreditation for Higher Levels without Prerequisites

The Board discussed accrediting entities for levels who have not been accredited for prerequisite levels. Board members feel that entities should not be allowed to issue IFSAC certificates for the higher levels until all prerequisites are met. The Chair feels if the higher level tests cover prerequisites then that level could be accredited. If, however, they do not cover the pre-required areas they should not be accredited without having the lower levels met elsewhere. Some comments were made stating that as an entity they didn't want anyone telling them how to meet the prerequisites. If they meet the "standard" in question, they should be accredited. Site team members must be careful to check that prerequisites are at least tested. Mike Brackin asked that this item be included in the next site team training seminar. Mike Brackin made the motion the Chair appoint a committee for further study of pre-requisites and report back to the Board at the fall meeting. Butch Weedon seconded the motion. Butch proposed a friendly amendment that would remove the Board's direction to Dan Lee to issue a letter to Colorado concerning issuing their seals. Mike agreed with the amendment and the motion carried. Administration was directed to be cautious when issuing seals to entities, but no specific direction was given.

- Nova Scotia Letter of Intent - Mike Brackin made a motion to take Nova Scotia's letter of intent off the table. Pat Hughes seconded and the motion carried. Pat Hughes made the motion to postpone the item until immediately following the Assembly meeting. Hugh Pike seconded and the motion carried.

Additional Amendments

Board members reviewed the previously proposed and presented amendments. The Chair asked if there were any additional amendments. No motions were made so the Chair will present the by-law amendments to the Assembly as printed.

Self Study Workbook

This was not the yellow Entity Procedure Workbook. Dan Lee made a motion to make the Self Study document mandatory for entities preparing for site visits. The Chair ruled the motion out of order since by-law amendments must be proposed at least sixty days before the meeting. The consensus was that the Board does feel that the self study should be mandatory.

NFPA 1000

Mike Brackin developed a matrix that correlates the IFSAC by-laws with the 1000 standard. He discussed the deficiencies he found with Board members. Alan Walker commended Mike on the fine job he did on this major undertaking.

The Chair voiced his desire to appoint a committee to address the 1000 standards. Butch Weedon made a motion the Chair appoint a committee to bring language concerning IFSAC compliance to the NFPA 1000 standard to the fall CABOG meeting. Hugh Pike seconded and the motion carried.

Membership by Fire Service Organizations

Bruce Piringer presented a proposal regarding a merger with the NFSPQB. Hugh asked if Bruce Piringer is here solely to represent the Proboard why has he been recognized from the floor. Doug Forsman said he was directed last year to invite guests from several organizations. The parliamentarian said absent a rule to prevent him from speaking there is nothing stopping him.

Election of Chair

Billy Frost made a motion to suspend the rules for the purpose of electing the Chair. Dan Lee seconded and the motion carried. Since all Board members will want to be involved in the election, Tim Bradley stepped from the Chair and asked John Wolf to conduct the election. John opened the floor for nominations. Doug Popowich nominated Tim Bradley. There were no other nominations and John declared nominations closed. Butch Weedon made the motion to cast a unanimous ballot for Tim Bradley. Pat Hughes seconded and the motion carried. John turned the Chair back to Chairman Bradley who thanked the Board for their support and vote of confidence.

Internal Evaluation

Butch Weedon made a motion the Chair and Administration be directed to conduct a preliminary internal evaluation and report back to the Board in the fall meeting. Billy Frost seconded. Hugh Pike doesn't think the Administration should be involved in the evaluation process. The objective rests with the Board and asking the Administration to be involved is counterproductive. Pat Hughes thinks the Administration plays too much of a role in the internal operation of this Congress. He doesn't feel the Administration should evaluate themselves and should not be so involved in the internal politics of this organization. Butch Weedon said after going through the self-study document it's fairly clear cut and objective. He feels the Administration could complete it at least as a preliminary move and if the Board is not comfortable with their report they could proceed from there. Alan said he supports not using the Administration. It needs to be an outside, more objective, third party evaluation. Robin Willis-Lee said it has the appearance of being a one-shot activity. Organizational quality is very important and even though we all feel the importance of this and want rapid progress, we need to be thorough and not waste steps and end up repeating the effort. He suggested more effort be placed in the investigation of the instrument. We should evaluate the instrument and then decide how to continue. It's more complicated than it may seem. Doug Popowich supports the idea, but since he hasn't reviewed the process or the instrument, he feels it will be difficult to vote one way or another. He would like to have time to review the document before making the decision. John Wolf feels it is not clear whether this evaluation should be done by members, or administration, or both, or neither. He said we need to keep the end user in mind. Dan Lee said we need to stay focused on the end users and they would probably like to see an audit. We don't have a mechanism in place to do it, but the site teams need to be able to evaluate the site team visitors following a site visit. He volunteered to help in developing that mechanism. Butch said he doesn't disagree with anything that has been said and proposed an amendment to the motion to use the self-study instrument Alan presented yesterday as the instrument of evaluation. Billy Frost accepted the amendment. There being no more discussion the vote was taken and the vote was five in favor and four against. Doug Popowich abstained. Motion carried.

Site Team Training

Site team training has been requested since new considerations for site teams have been brought forth. Hugh Pike proposed providing a complete training class instead of a refresher course. Mike Brackin concurred and said entities that have not had a site visit should be encouraged to attend. Doug Popowich asked for a mechanism to track who has served on site teams. Billy Frost agreed with Doug. The Administration is directed to provide a day and a half site team training immediately before the next annual meeting. Billy Frost asked what the process is for choosing a site team evaluator. The Chair said the leader is either a Board member or an experience team member. Locations and travel costs are taken into consideration. Doug Forsman said geography, airline fares, availability for scheduling, and offering the opportunity for the entity to strike the names--all of these things go into the decision to construct a team. The Administration tries to get one very experienced person on each team. His hope is to use every trained person on a site team between now and next year.

Doug Popowich suggested an extra day at the fall CABOG meeting to develop the site team training. Board members agreed on the dates of April 16 and 17 for site team training in St. Louis.

Flags and Color Guards

Hugh Pike mentioned whenever the colors are posted they should be retired at the end of the meeting. Proper protocol is to officially retire them at the end of the day in the same manner they were posted. Paul Smith asked if they were to be retired every day or at the end of the conference. Hugh said it should be done at the beginning of the conference and the end of the first day. If you want to just set them up the next day and take them down later that is acceptable.

Meeting in Washington, DC

The Chair said he and Alan Walker will be attending the meeting later this week in Washington DC with representatives of the Pro Board. Anyone else who is available to go was invited to attend. The contents of that meeting will be shared with Board members immediately following. The Chair suggested the possibility of inviting their Board to meet jointly with our Board in Salt Lake City. Doug Popowich asked that Tim's proposal be considered but that he would not be able to afford another trip. Doug Forsman said it would certainly be nice to have someone from Canada there and the Administration would pay for his trip. Billy Frost asked if it might be better for an Assembly member to go instead of another Board member. Don Gnatiuk from Alberta also volunteered if he was needed.

Evaluations for Site Teams

Billy Frost made a motion to give entities an opportunity to evaluate the site team that performed their site visit immediately following the visit and that an evaluation instrument be designed to be used by the entity for that purpose. Dan Lee seconded. Board members asked who is going to design the instrument and when will it be completed. The Administration should collect forms used by other organizations and bring them to the September meeting. Dan Lee proposed a friendly amendment to the motion to say that in the meantime the entities could be asked to write a letter evaluating the team. Hugh Pike opposed the amendment. Robin Willis-Lee reminded Board members that it must be related to the overall quality assurance. The accreditation procedure, workbook, seals, etc., should all be included in the report as well as the individuals and the process. Pat Hughes feels to require a letter is wrong. Dan Lee withdrew his amendment and Billy concurred. Motion carried.

DEGREE ASSEMBLY

Opening Items

The International Service Accreditation Congress Degree Assembly held their annual meeting in the Novotel Hotel in Toronto, Ontario, on Saturday, April 22, 1995, in conjunction with the Certificate Assembly.

Chairman Munkenbeck called the meeting to order on April 22. He explained difficulties encountered by the Administration due to the travel distances and commended the staff for their effort.

Entity representatives present were: Steve Lutz, Utah Valley Community College; George Munkenbeck, Community Technical College System for Connecticut; Bob Fenner, Fire Service College of England; Doug Wood, Yavapai College, Arizona; Pete Ribble, Central Community College, Oregon; Dud Brown, Bates Technical College, Washington; Brenda Popko, Manitoba Fire College; and Randy Novak, Eastern Kentucky University.

Those members represented by proxy were: Southern Illinois University at Carbondale, Randy Novak proxy for Gary Walton; and Justice Institute of British Columbia, Sandra Enns proxy for Paul Smith.

Others in attendance were: Tim Jones, Athens State College, Alabama; Charles Butler, Arkansas; John Lee, Fire Science State Technical Committee, Colorado; Superior State University, Michigan; Mark Behning, Duluth Technical College, Minnesota; Carl Shaw, Nova Scotia Firefighter School; Gary Kistner, San Antonio College, Texas; Joyce Nielsen, Western Illinois University; Bill Benjamin, Johnson County Community College, Kansas; Fred Mercilliot, University of New Haven,

Connecticut; and John McPhee and David Thompson, Oklahoma State University. Ben Warren served as Secretary for the meeting

Membership Approvals

Doug Wood made a motion to accept all of the letters of interest received by the Administration as members in the Degree Assembly. The motion was seconded by Pete Ribble and carried to approve membership for the following fire related degree programs: University of Central Lancashire, England; Lake Superior State University, Michigan; Phoenix College, Arizona; San Antonio College, Texas; Western Illinois University; Wilson Technical Community College, Washington; Johnson County Community College, Kansas; University of New Haven, Connecticut; Austin Community College, Texas; Savannah Technical Institute, Georgia; Illinois Central College; Cabinet for Workplace Development/Department of Technical Education, Kentucky; San Jacinto College Central, Texas; and Iowa State University. The motion carried.

Due to error in the agenda, South Puget Sound Community College in Washington, the Colorado Fire Science State Technical Committee, and the Alabama State Fire College were not included in the original membership as well. The motion was seconded by Fred Mercilliot and carried.

Chairman Munkenbeck announced that letters of interest had been entered by both the University of Moscow and the South African Fire Services Institute. Both letters were not in his possession and not available for review. A motion to accept both institutions as members was made by Fred Mercilliot and seconded by Woody Will. The motion carried. Bill Benjamin recommended that Alabama be required to identify the college or colleges that it officially represents.

Council of Governors Report:

Randy Novak provided the Assembly with a report regarding activities in the Council of Governors. During his report, he announced the dates for the fall meetings in Salt Lake City, Utah, as September 28-30 and the 1996 Annual Conference in St. Louis, Missouri, as April 19-22. Randy also solicited assistance from Assembly members to work on various issues to the entire Congress.

Regional Representatives:

Chairman Munkenbeck introduced each of the regional representatives and commented on the database that was being developed through their research. The Chair also provided some background on the assignments given to the working groups and committee appointments made during the Board of Governors meeting.

Nominations for Board of Governors

Chairman Munkenbeck appointed Steve Lutz to chair the Degree Assembly meeting during the nomination process. Fred Mercilliotte nominated George Munkenbeck, Joyce Nielsen, and Randy Novak for the three year terms on the Board. Gary Kistner seconded the motion. Terry Heynes made a motion that the nominations be closed. This was seconded by Dud Brown and the motion carried.

Randy Novak's Change in Employment

Acting Chairman Lutz provided a moment for Randy Novak to address the Assembly regarding his departure from the Eastern Kentucky University and his desire to remain a Board member. Bob Fenner commented on the hard work each of the Board members have put into the Assembly and noted the commitment it required. Bob also welcomed the participation of the new members. Bill Benjamin recommended delaying the vote until April 23, 1995. Although no vote was taken, the group agreed to delay the vote. Acting Chairman Lutz returned the Chair to George Munkenbeck.

Nomination for Council of Governors:

Steve Lutz nominated Bob Fenner for re-election to the Council of Governors. This was seconded by Bill Benjamin. Chairman Munkenbeck then took a moment to describe the duties of the members elected for three years to the Council of Governors. Steve Lutz made a motion that nominations be closed and Randy Novak seconded it. The motion carried.

IFSAC Financial Report:

Doug Forsman gave a brief review of the IFSAC financial statement. In addition, he addressed the need for the Degree Assembly to discuss the development of a financial plan. He suggested appointing three members from each Assembly to develop an overall financial plan. Steve Lutz asked Doug Forsman to explain how OSU currently supports the IFSAC project. Doug answered with a description of how IFSTA/FPP funds are re-invested into IFSAC with the hope that IFSAC will one day become financially self-sufficient.

Other Business:

Bill Benjamin requested the Administration include a copy of the IFSAC Handbook with any return letter addressing a letter of interest. He also requested the Administration inform new members about the availability of additional copies of the IFSAC Handbook if requested. Doug Forsman stated that this was already standard and would continue. Chairman Munkenbeck emphasized to the members and visitors present that all Board meetings are open and invited everyone to attend.

The Chair asked Bob Fenner to address the Assembly concerning the comparison of educational systems in the United States and the United Kingdom.

Membership Approvals:

The Chair introduced a letter of interest received from Duluth Community College. Mark Behning explained some of the changes to the community college system. Randy Novak made the motion to approve Duluth as a member. Doug Wood seconded the motion and it carried.

Committee Assignments:

Chairman Munkenbeck introduced the Board's recommendation to establish committees for By-Laws, Finance, Membership, Criteria and Definitions. He also invited all Degree Assembly members to consider working on one of these committees. Bob Fenner questioned the issues of voting and membership for members who serve on any of the committees. The Chair replied that this issue is already addressed in the by-laws and the members of the Degree Assembly have the final vote in any issue.

Board Elections:

During the nomination and election process, George Munkenbeck stepped down as Chair and turned the meeting over to Steve Lutz. George Munkenbeck, Joyce Nielsen and Randy Novak were nominated. Doug Wood made the motion that nominations be closed. Dud Brown seconded and the motion carried.

Fred Mercillott made the motion to suspend the rules and accept the nominations. Gary Kistner seconded. The motion carried. The vote was taken and George Munkenbeck, Joyce Nielsen, and Randy Novak were elected to serve on the Degree Assembly Board of Governors. Steve Lutz returned the Chair to George Munkenbeck.

Nominations for Council of Governors:

The Chair opened the floor for nominations for one Council of Governors seat. Randy Novak's term is up for election this year. The only nomination was for Randy Novak so he was elected for three more years.

Amendments To The By-Laws:

Article 5.7.12

The Chair introduced the recommended changes to the Degree Assembly by-laws. Bill Benjamin recommended changing the term "annual meeting" in Article 5.7.12 to read "meeting." Steve Lutz made a motion to accept this change to the by-laws. Gary Kistner seconded and the motion carried.

Article 2.6.7

The Chair presented the Board's recommended change to Article 2.6.7. This changes the term of the Chairperson from 3 years to a 1-year term. Bill Benjamin explained his rationale for suggesting this amendment. Steve Lutz made a motion to approve this change to the by-laws. Joyce Nielsen seconded and the motion carried.

Articles 5.7.5, 5.7.10 and 5.5.7

The Assembly also reviewed these amendments but no action was taken.

Committee Review:

Randy Novak described the work conducted by the Definitions Committee. Assembly members discussed the presented material. Bill Benjamin discussed the proposed criteria for accrediting fire related degree programs. He said that he does not make this a recommendation in part or in whole and leaves the decision to adopt these by-laws to the Assembly members.

Change in Meeting Dates and Locations:

Bill Benjamin made the motion to extend the dates of the September Board meeting by one day to include an Assembly meeting. The new dates would include: travel on the September 27 and October 2, Board meetings on September 28-30, and a Degree Assembly meeting on October 1. The motion was seconded by Pete Ribble and it carried.

Bill Benjamin introduced the possibility of changing the 1996 Annual Meeting location from St. Louis, Missouri, to San Jose, California. Steve Lutz agreed with this recommendation because it could benefit those traveling from overseas. Steve added that this location could allow some participation from the State Directors organization. Terry Heyns was concerned about this recommendation based on a lack of predictability and suggested that the Council of Governors consider San Jose for the 1997 annual meeting. By a show of hands, a majority of the Assembly requested a process to ensure some predictability in choosing future meeting locations.

Gary Kistner offered San Antonio as a host site for either the 1997 Annual Conference or the fall 1996 Board meeting. No other locations for future IFSAC meetings were recommended.

Accreditation Criteria:

Bill Benjamin continued the discussion related to the Degree Assembly's Criteria for Accreditation. The Chair commended Bill Benjamin on the work that went into producing the proposed criteria for accreditation. Bill said he would finalize the comments and changes made to the document during the Assembly meeting. He added that he would mail out copies of these changes to the members who were present at this meeting. Steve Lutz suggested the development of an accreditation handbook to assist in the accreditation process. Steve also asked the group if this was the direction the committees should go in developing the by-laws. Members agreed with the direction the work had taken so far.

Fall of 1995

During the Fall of 1995 the Boards met in Salt Lake City, Utah, September 28th – October 1st. With some early snow in the mountains, visitors got a taste of winter during the Fall. The Certificate Assembly continued to amend its by-laws and operating criteria, while the Degree Assembly continued its quest toward completion of their by-laws and accreditation criteria.

Here are the meeting notes from the two meetings.

Certificate Assembly Board

Chairman Bradley called the meeting to order at 8:00 AM on September 29, 1995. Board members in attendance were: Tim Bradley, Mike Brackin, Hugh Pike, Dan Lee, Billy Frost, Robin Willis-Lee, Glenna Senger, Rick McCullough, and Doug Popwich. The minutes from the April 21-24, 1995, meeting were approved as printed with one (1) abstention. The financial report was given by Manager, Bill Westoff. Estimated income for the current fiscal year is \$70,000.00 and expenditures will be \$150,000. The report was accepted as presented. A letter of intent was accepted from New York Office of Fire Prevention and Control. The Board moved to accept and forward to the Certificate Assembly for approval. A request from FETN for membership and future accreditation was discussed. It was moved not to approve and not send to the Certificate Assembly. This motion was approved. Bill Westoff reviewed the status of entities who have not received a site visit. Dates were announced for a number of these. Nebraska-December, North Carolina-December 6-10, Saskatchewan-December, Texas-February.

The Onondaga Community College Site Visit Report was given by Dan Lee. Motion to accredit Firefighter I&II, Instructor I&II, and Officer I&II was approved with Dan Lee abstaining. The Utah Site Visit Report was given by Rich Hall. The visit was to evaluate the Firefighter I&II, Hazardous Materials Awareness, Hazardous Materials Operations, and Driver/Operator-Pumper. Action on this report was table until 10:45 when the report was given. The Board moved to accredit the Firefighter I & II and Driver/Operator-Pumper, contingent upon Utah being able to test the fire control practical objectives in the standard. After much discussion, the vote was 5 yes, 2 no. Accreditation of the Hazardous Materials Awareness and Operations was approved.

The Site Visit Report for Department of Defense Airport Firefighter was given. Motion to accredit contingent upon the ability to test the live burn practical was approved. Hugh Pike abstained. The Oklahoma Site Visit Report for Firefighter I&II and Instructor I&II was given by Mike Hill. Motion was made to table the Oklahoma request. Motion carried, 4 yes, 2 no, 2 abstained. Mike Brackin reported for the Site Team Training Committee. The committee recommends that all site team members must attend scheduled training session at St. Louis, April 16-17, 1996. Motion that committee report was appropriate and ready to present to the Certificate Assembly was approved.

Mike Brackin reported on the IFSAC/NFPA 1000 Comparison Committee. The committee recommendation was presented to the BOG in writing. Motion to move report to the Certificate Assembly was approved. Robin Willis-Lee reported on behalf of Alan Walker for the Goals and Objectives Committee. Alan feels the committee needs more time to discuss the issues. The BOG moved to schedule the afternoon of April 17, 1996, in St. Louis to discuss the goals and objectives and will ask Alan Walker to facilitate this meeting. Chairman Bradley asked all committee chairs to make reports available to Alan Walker before this session. The report from the Internal Evaluation Committee was given by Robin Willis-Lee on behalf of Alan Walker. The committee needs more time and will make a report at the April, 1996, meeting. Motion to approve Alan's request was approved. Hugh Pike reported for the Pre-Requisites Committee. The committee stated that prerequisite requirements are already covered in the by-laws and no changes are needed. There was a discussion of what is considered as meeting pre-requisites. Site teams should evaluate pre-requisites as a part of the accredited program or get that prerequisite program accredited. Committee report was approved. Report on Reciprocity and Grandfathering was given by

Hugh Pike. The committee reported a lot of disagreement about reciprocity. The committee ask for information about administration to look at what each entity is actually doing as it relates to reciprocity. Committee was directed to proceed with gathering the information. Motion to move back to committee was approved. The committee had no report on the issue of grandfathering. Motion to move back to committee for report to the Certificate Assembly was approved.

Billy Frost raised the question that IFSAC has accredited entities without the live burn testing capabilities, the Utah Site Report should be revisited. They should be treated like all others. Billy Frost moved to recommend a by-law change to the Certificate Assembly to allow the Certificate Assembly Board of Governors to conduct mail ballots on issues they deem appropriate. Motion was approved with one (1) no vote. A motion was made by Doug Popowich for the Chair to appoint a committee to look at the live fire issue and the findings be made available to the Board of Governors. There was a great deal of discussion about this issue.

Chairman Bradley introduced members of the NBFSPQ. Steve Austin made a short presentation and Tony O'Neil presented a slide presentation about NBFSPQ. The Board addressed questions from IFSAC members. At the conclusion of the NPQS presentation, Bill Westoff made a presentation on behalf of the IFSAC Organization. There was good discussion between the two organizations and a willingness was expressed to continue such discussions. The BOG reconvened at 3:00 PM with discussion of the motion to look at the live burn issue. There was considerable discussion. The chair removed himself from the Chair and appointed John Wolfe to take the Chair. Robin Willis-Lee moved to strike the text of the previous motion and replace with: The Chair will appoint a committee to assess the fair and consistent application of NFPA 1001 in those areas of realistic training covered by that standard. Seconded by Tim Bradley. Motion carried. The new motion and text was then approved with one (1) no and one (1) abstained. A motion was made from the Chair to instruct the committee to seek a formal interpretation from NFPA 1001. Motion carried with Hugh Pike abstaining. Dan Lee moved to bring the Oklahoma Site Visit off the table. Motion approved. Dan Lee then moved to accredit Oklahoma contingent upon the Hazardous Materials Awareness and Operations being included in the Firefighter I&II or Hazardous Materials Awareness and Operations being accredited. Motion was approved with Hugh Pike abstaining.

Doug Forsman with OSU made a point to the Board that future additions to accreditation request would be forwarded directly to the site team to avoid the appearance of a conflict of interest. Hugh Pike spoke to the Board about the appearance that there was a move afoot to go back and re-look the accreditation of each entity. He voiced his opposition if this was the case. Doug Popowich moved that the Board reconsider the consistent application of NFPA 1001. There was much discussion around this issue from Hugh Pike, Billy Frost, Robin Willis-Lee and Doug Popowich. Motion was seconded by Glenna Senger. Motion approved. There was considerable discussion about the issue of consistency in the application of the standard.

Doug Popowich moved to bring the Utah Site Visit recommendation back to the floor. Motion carried with Hugh Pike abstaining. Robin, moved that the Site Team accreditation report be accepted, except that the live burn skills may be evaluated during the training session. Motion carried. Hugh Pike abstained. Billy Frost moved that a committee be established to study the future impact of alternative means to accomplish the requirements of standards for future accreditation action. Seconded by Rick McCullough. Motion carried with one (1) no. Doug Forsman discussed direction to site teams for 5 scheduled visits. The term "informal" was the key. "CERTAIN SKILL ITEMS MAY BE CONSIDERED DEMONSTRATED IF THEY ARE EVALUATED AND CHECKED DURING THE TRAINING PROCESS BECAUSE IT IS EXTREMELY IMPRACTICAL TO TEST DURING THE EVALUATION PROCESS."

Dan Lee reported from the Empowerment Committee. He presented several recommendations. Refer to committee meeting actions. Moved to accept the committee report, seconded by Rick McCullough. Carried.

Robin Willis-Lee reported on the 600 Acceptance Committee. The committee moves that the issue be postponed indefinitely until all documentation is presented and at that time it be placed in the accreditation process. The committee has received South Carolina's JPRs. It appears that South Carolina is on the right track toward meeting the need for South Carolina. The committee expressed a concern that there may be a perception that South Carolina is creating a different or new standard.

The committee moves that the issue be postponed indefinitely, until such time that all documentation is submitted, whereas the accreditation review process can be completed. Motion approved with no dissenting votes.

Robin Willis-Lee reported on the Financial Planning Committee. No action needed by the CABOG.

The Chair asked the committee chairs to submit their by-laws changes to administration as soon as possible. By-law review and recommended changes were discussed by the board. No action was needed by the CABOG. Robin Willis-Lee presented concerns from Alan Walker concerning recognition of past BOG members and letters of intent/ accreditation time limit. Administration announced the availability of hats and shirts.

CHAPTER 8 – IFSAC Loses Its Founding Manger

During 1996, stabilization continued for IFSAC from a perspective of continuing the development and accuracy of rules. On the other hand, IFSAC was to lose its Manager, Bill Westhoff, whom had led as the administrative arm of IFSAC for 6 years. Bill's charisma, in conjunction with his marketing talent had been instrumental in bringing IFSAC to the fire service's training and educational community. The year 1996 would close with IFSAC in search of a new manager, and some reorganization at Oklahoma State University Fire Service Programs.

In the May issue, 1996, of the **Fire Chief** magazine, an article was included in the News and Trends section indicating IFSAC's new direction of offering accreditation to degree programs. It also included a solicitation for comments regarding procedures for degree accreditation. This was the first public notice of IFSAC's new format.

In May of 1996, after the Board's discussion, Chairman Bradley sent Anthony O'Neil, Secretary-Treasurer of the NBFSPQ, a letter indicating the Board's decision that the suggestion to have a joint professional development seminar was an excellent one, but due to current workloads it was not a good year to conduct additional training. Conducting one in conjunction with the annual meeting the next Spring was recommended so members could get more for their travel dollar. Chairman Bradley also extended the invitation for the NBFSPQ Board members to come to IFSAC's Fall Board meeting.

IFSAC's summer newsletter included an article about the Texas Commission pursuing accreditation, as well as the availability of a directory of IFSAC entities, and the draft accreditation criteria for the degree assembly.

The International Fire Service Accreditation Congress held their regular Annual Meeting at the Embassy Suites Hotel in St. Louis, Missouri, beginning Saturday, April 20, 1996. The Congress program was dedicated to the memory of Missouri State Fire Marshal Ed Vineyard who had passed away in December of 1995. Ed was a strong supporter of certification in Missouri and was the State representative to IFSAC.

Attendees remember the wonderful waterfront, nighttime gambling, and wonderful dining that existed around St. Louis for the meeting. IFSAC was in a combination stabilizing mode for the Certificate Assembly and developmental mode for the Degree Assembly. There would be a reception on Saturday night, and a tour of the St. Louis Fire Department and Facilities Saturday afternoon. The Boards would meet in the Fall once more, but annual meetings included both the Boards and Assemblies.

Site Team training occurred in the Mark Twain and Lindbergh Rooms on Wednesday April 17th, and Thursday April 18th. These were daylong classes and the attendees were given the opportunity for both site team member and site team leader training. This training had evolved over the years, and attendees were given complete notebooks developed by Tim Bradley to complement their training. Training was conducted by experienced site team embers and Board members.

The following is a review of the happenings during the Spring meeting. The official meetings began with the Council of Governors. Members Present were Nancy Trench (Acting Chair), Alan Walker, Tim Bradley, Dud Brown, Pat Hughes and Randy Novak. Bill Westhoff, Eldonna Creager, Toni Peters, Rich Hall, Billy Frost, Jennifer Noel, Robin Willis-Lee, David Fultz, Ray Porter, Pete Schecter, Rick McCullough, Elizabeth Atchley, and Ben Warren also attended as guests. Nancy Trench called the meeting to order at 10:00 a.m., Saturday, October 18, 1996. Eldonna Creager acted as secretary.

Opening Announcements - Nancy Trench announced that the Oklahoma State University Board of Regents would be approving her new title of Assistant Director for Research and Development at the end of October. She would be responsible for the oversight of several organizations including the International Fire Service Accreditation Congress. The Council of Governors reviewed the St. Louis minutes from April, 1996.

Doug Wood read to the Council a historical overview of the Finance Committee. The Committee will present by-law changes to the Boards today in joint session. Doug Wood stated that the Committee is still open to recommendations, but feel that this plan will help get IFSAC started toward financial independence. There was discussion of expenses. The Administration is relied on heavily for support and Congress needs to determine the level of service they are willing to except

from Administration. Doug Forsman suggested having Administration pull together some information and recommendations for the concept of a balanced budget; put those recommendations on the table for the finance committee to work on; the finance committee make recommendations back to the COG. Doug Forsman thanked the committee for their work.

Alan Walker stated that in April there were two issues remanded to the Council of Governors by the Certificate Assembly Board of Governors. These two issues are highly related and involve issues of the entire organization. The Certificate Assembly recommended establishing a committee composed of three members from each assembly to address issues that relate to the entire organization. Alan wrote a brief document called "Action Plan for the Development of Goals and Objectives for the International Fire Service Accreditation Congress" to propose a process for the development of IFSAC goals and Objectives. Alan Walker volunteered to continue to be part of this process. Randy Novak volunteered to represent the Degree Assembly on the Goals and Objectives and Internal Review project for the Congress as a whole. Doug Forsman stated that he would sit on that committee as executive official. This group will bring back a plan for developing goals and objectives by the next annual meeting.

The 1997 annual meeting will be located in Columbia, South Carolina, May 2, 3, and 4. April 29, 30, and May 1 have been reserved to Degree Assembly site team training. A questionnaire for 1997 annual meeting information was sent to all Boards. Five questionnaires out of twenty-one were received back in the Administrative Office. Billy Frost shared correspondence he had sent to Board members reflecting support by the South Carolina Fire Academy for the annual conference. The Fire Academy is interested in hosting the IFSAC Conference and would be willing to provide facilities and support. Billy Frost will work with Bill Westhoff and IFSAC Administration on hotel accommodations and meeting arrangements.

Locations have been offered for Vancouver, British Columbia, or South Africa. Robin Willis-Lee has also offered the Fire Service College in Great Britain for 1997. There was discussion of focusing on the costs of travel and hub cities. Some state agencies do not allow travel outside of the country. Tim Bradley suggested deferring this issue until research can be done on travel costs and which entities may be limited to travel within the United States.

Congress Meeting

The International Fire Service Accreditation Congress held their regular Annual Meeting at the Embassy Suites Hotel in St. Louis, Missouri, beginning Saturday, April 20, 1996. Doug Forsman Facilitated the meeting, Eldonna Creager, Unit Assistant for IFSAC, acted as Secretary and Russell Kohn, IFSAC student technician, recorded the meeting.

Doug Forsman began the meeting of the Congress by recognizing participating countries and their flags. Participating countries were the United States, United Kingdom, South Africa, Czech Republic, Canada, Russia, Australia and Portugal. Doug then introduced the Acting Missouri State Fire Marshal, Bill Farr. Bill Farr welcomed the Congress to the State of Missouri. Neil Svetanics, Chief of the St. Louis, Missouri Fire Department, also spoke a few words and welcomed the Congress to St. Louis.

Doug Forsman introduced Alexander Zabegayev from Russia. Alexander presented a gift to display in the IFSAC Administrative Office.

Memorial Dedication to Ed Vineyard

A memorial dedication was held in honor of the late State Fire Marshal of Missouri, Ed Vineyard. Bill Westhoff recognized Ed Vineyard for his dedication to the Fire Service and his participation in IFSAC. Neil Svetanics and Bill Farr spoke in honor of Ed and recognized him for his personality and accomplishments.

Associate Dean David Thompson of Oklahoma State University spoke a few words of recognition of IFSAC and the accomplishments of the organization.

Presentation

Tim Bradley presented to State Fire Marshal's Office a Certificate of Accreditation for Firefighter I and II. The family of Ed Vineyard attended the presentation.

Declaration of Quorum

Eldonna Creager made a declaration of quorum.

Degree Assembly Update

Steve Lutz gave an update on the Degree Assembly's progress. He recognized Degree Assembly Board members for their efforts and dedication to accomplish the Assembly's goals of developing criteria and by-laws.

Certificate Assembly Update

Tim Bradley gave an update on the Certificate Assembly's activities. The Certificate Assembly has received 61 letters of intent with 54 of those entities participating as members and an estimated 250 levels have been accredited worldwide. Over 100,000 fire and emergency personnel have been entered into the International Registry. Site Team Training was recently completed for the third time. Tim recognized the Certificate Assembly Board of Governors. The Certificate Assembly continuously works to improve the by-laws and criteria.

Presentation of Certificates

A Certificate of Accreditation was presented to Alberta Fire Training School for the levels of Firefighter I and II, Officer II and Public Fire and Life Safety Educator. A Certificate of Accreditation was presented to District of Columbia for the levels of Firefighter I and II, Driver Operator, Hazardous Materials Awareness, Hazardous Materials Operations and Hazardous Materials Emergency Medical Services. Saskatchewan received a Certificate of Accreditation for the levels of Firefighter I and Firefighter II. South Carolina received a Certificate of Accreditation for Industrial Fire Brigade as an additional level and was previously accredited for Driver Operator, Firefighter I and II, Instructor I and Officer I. Nebraska received a Certificate of Reaccreditation for Firefighter I and Instructor I. A certificate of Reaccreditation was presented to North Carolina by Doug Forsman for the levels of Firefighter I and II, Instructor I and II, Driver Operator, Driver Operator Pump, Driver Operator Aerial, Hazardous Materials Awareness, and Hazardous Materials Operation.

Recognition of Site Teams

Bill Westhoff recognized site team leaders and members who participate in the site team process for accrediting entities. The site team leaders for recently completed site visits were Doug Popowich for the Saskatchewan site visit, Dan Lee for North Carolina, Pete Schecter for Missouri, Mike Hill for Washington D.C., Steve Lutz for Alberta and Ken Johnson for Nebraska.

Introductions

Doug Forsman introduced Jim Whitt who is a Management and Team Planning Consultant for Oklahoma State University Fire Service Programs. Doug asked Jim to come and observe the organization process. Doug also introduced the Administrative Staff of IFSAC: Bill Westhoff, Manager, Eldonna Creager, Unit Assistant, John McPhee, Student Technician, Russell Kohl, Student Technician and Jenny Bayles, Conference Coordinator.

Joint Session

Tim Bradley called the Certificate Assembly to order and Steve Lutz called the Degree Assembly to order for joint session business.

Linkage Committee Bylaw recommendations

Tim Bradley gave the Linkage Committee report. The purpose of the Linkage Committee was to submit by-laws and amendments to the by-laws to establish a Congress. Tim pointed out the by-law amendments submitted to members prior to this meeting.

Finance Committee Bylaw recommendations

Doug Forsman opened the floor for discussion. There was debate over the additional costs to entities for membership and additional levels to create additional revenue for IFSAC to be self-sufficient. Doug Wood gave an update on the committee's activities. Doug Wood stated that committee is hoping for recommendations and input from members.

CERTIFICATE ASSEMBLY HAPPENINGS

The International Fire Service Accreditation Congress Certificate Assembly Board of Governors held their regular Annual Board Meeting beginning Friday, April 19, 1996. Chairman Bradley presided at the meeting, and Eldonna Creager, Unit Assistant of IFSAC, acted as Secretary of the meeting. Chairman Bradley called the meeting to order at 8:00 a.m.

Board members present were: Tim Bradley, Glenna Senger, Hugh Pike, Butch Weedon, Mike Brackin, Ken Johnson, Rick McCullough, Alan Walker, Billy Frost, Doug Popowich, and Robin Willis-Lee. John Wolf participated as Parliamentarian. Special guests and representatives of various entities were also present. Minutes of the Fall Board Meeting in September 1995 were reviewed.

Site Team Reports

Saskatchewan- Doug Popowich, Site Team Leader, gave the report for Saskatchewan for reaccreditation of their previously held Pro Board accreditation. The original request for accreditation was for Firefighter I and II and Instructor I. Saskatchewan chose to withdraw Instructor I at the time of the visit and leave for later submission. Glenna Senger stated that her package did not include the checklist. Doug explained the four ways to recommend accreditation according to the bylaws. There was more discussion of the checklist and Alan Walker motioned to table the recommendation to accredit until copies of the checklist could be made from Doug's originals and distributed to Board members. Hugh Pike seconded. Motion carried. Recommendation would be brought back to the Board before the conclusion of the meeting.

State of the Organization

Quebec letter of intent- Bill Westhoff presented to the Board a letter of intent from Quebec. A copy was also provided to Degree Assembly. John Daley of the Canadian Defense has been communicating with the person who submitted the letter and it is still unclear whether or not the courses listed in this letter of course work, there are also references made to courses adhering to particular NFPA standards. Proof of empowerment has been demonstrated outlining the authorization for that particular educational institution to provide these courses and materials in the area of fire protection. **Mike Brackin made a motion to recommend acceptance of Quebec into the Certificate Assembly. Doug Popowich seconded.** There was discussion of which side of the Congress they belong. **Motion carried.**

Marine Institute Application- An application from the Marine Institute of Newfoundland was presented to the Board and Bill Westhoff asked the Board to direct any discussion over the empowerment issue and who is trained through both entities. The Office of the Fire Commissioner of Newfoundland, represented by Fred Hollet, has shown proof of empowerment and is currently IFSAC accredited. Doug Popowich, who carried the proxy for Fred Hollet, presented documentation to the Board on Fred's behalf. Some agreed that this should be a local issue and that the Office of the Fire Commissioner has authority to delegate some responsibilities if they choose to do so. There was debate over whether or not the Office of the Fire Commissioner had contacted the Marine Institute to work out a plan for delegation. **Glenna made a motion to table the issue until more facts could be presented as to what is meeting our bylaws and what may be missing before proceeding with any more discussion. Robin Willis-Lee seconded the motion. Three were in favor to table, six opposed.** The issue remained on the floor for further discussion. Billy Frost expressed concern about what the real issue is and believes this is an empowerment issue and stated that if the entity is empowered to provide certification services to all constituents, then there shouldn't be an issue. If certification access is being withheld, then he disagrees and does not think that it is a local issue, it is a policy issue based on how we have accredited the entity and that should be considered. He

believes the Board should be reminded that Doug Popowich carried Fred Hollet's proxy. Fred had told Doug that he has offered delegation and delegation has been turned down. **Hugh made a motion to recommend to the Assembly to deny membership because we have an accredited body from seconded the motion.** Chairman Bradley explained to Mark Turner that according to our bylaws we can only allow membership to one empowered body from a state, province, or country. Hugh asked Mark directly why they cannot issue certificates under Fred Hollet's empowerment. Mark stated that they have never been approached by Fred nor has he been offered delegation. **Chairman Bradley restated the motion on the table. The motion carried by a vote of 9 to 1.**

Bill Westhoff brought to the attention of the Board a revised list of accredited levels by entity that will replace the single sheet we have distributed in the past. We are now at 54 member entities in the Certificate Assembly and of those, over half have some level of accreditation. Chairman Bradley asked Bill if he had an update on entities that have not received a site visit. Bill pointed out that each entity is listed by entity number and includes many entities are paying. Bill stated that all of them are paying at some level if they are accredited and issuing certificates.

Bill made a suggestion on the submission of site visit reports having a cutoff date prior to both Annual and Fall Meetings and not allow site teams to function in that time span to insure that all information from site visits is available at meetings. Chairman Bradley made a note to the Board that the Administration has no recourse but to provide information to the Board when it has been received. If the Board feels that they are unable to address or review an item received on late notice, then that is a decision to be made by the Board.

Moment of Silence

Chairman Bradley declared a moment of silence at 9:02 a.m. to remember the victims of the bombing of the Alfred P. Murrah Federal Building in Oklahoma City, Oklahoma on April 19, 1995, 9:02 a.m.

Site Visit Reports- continued

- North Carolina- Dan Lee gave the site visit report for reaccreditation of North Carolina. Dan asked to go on record as saying that this is probably the cleanest site visit he has ever made. North Carolina was well prepared and Dan thanked North Carolina for being ready. One suggestion made was that the self-study document should have been completed. **The site team recommends to the Board accreditation to all levels; Firefighter I and II, Instructor I and II, and Driver Operator Pump. Glenna made a motion to accept the report and recommendation to accredit without condition. Robin Willis-Lee seconded. Motion carried.**
- Missouri- Peter Schecter gave the site visit report for accreditation of Missouri. Based on the Site Team's observations, their program is very well supported. All deficiencies were corrected almost prior to the Site Team's departure. **The Site Team recommends accreditation for Firefighter I and II. A motion was made by Hugh Pike to accept the report. The motion was seconded and the motion carried.** Pete thanked the Board and the Administration for their confidence in him to act as a Site Team Leader.
- Washington D.C. - Mike Hill gave the site visit report for Washington D.C. The Site Team reviewed levels I and II for 1001, Pumper, Aerial, Tiller, Aircraft Rescue and Fire conditions and since then the entity has submitted to the Site Team the corrections for the six items listed in the report. Mike recommended to the Board to accredit Washington D.C. unconditionally. Chairman Bradley made a special note that the report indicates Alan Walker pointed out that this level has been authorized. **A motion was made by Hugh Pike to accept the report and accredit for the levels of Firefighter I and II, NFPA 473 Hazmat for EMS. Alan Walker seconded and the motion carried.** Mike Hill thanked Chief Hemmerich and Captain Drummond from Washington D.C. for the visit.
- Billy Frost interjected to comment on how fitting it is that Missouri receive their accreditation here because they are the host site and this conference is dedicated to their former State Fire Marshal, Ed Vineyard.
- Alberta- Steve Lutz gave the site visit report for Alberta. Although they had policies in place for test bank review, the process had not yet begun. They had some policies they put in place while they were there to deal with a number of minor issues. The Team made appropriate text. **Steve recommended accreditation for Firefighter I and II, Instructor I and II, Officer I and II, Apparatus Driver Operator, and Public Fire and**

Life Safety Educator on the condition they meet test bank review requirements. The Team discussed giving them a year to complete that, however, they had been subsequently informed they had done most of that work. Steve asked Don Gnatiuk to give an update. Bradley confirmed with Steve that the Site Team would need to verify that those recommendations had been met before removing the conditions. **Steve restated his recommendation to accredit Firefighter I and II, Officer I and II, and Driver Operator unconditionally and Life Safety Educator conditionally. Alan Walker made a motion to accept the recommendation. Butch Weedon seconded and the motion carried.**

- **Nebraska-** Ken Johnson gave the site visit report for Nebraska. The Team evaluated the levels of Firefighter I and Instructor I for reaccreditation. They did discover a few minor problems and the majority had been taken care of during the visit. The report does reflect some remaining problems and it was the Site Team's desire to recommend conditional accreditation pending the completion of those items. They had since met with Joe Hanson of Nebraska and those issues had been completed. **It is the team's recommendation to accredit, unconditionally, Nebraska for Firefighter I and Instructor I. Hugh Pike made a motion to accept the recommendation. The motion was seconded and the motion carried.**

Martin Grimes Award

Alan Walker gave an update on the Martin Grimes Award Criterion. The committee assessed what they believed should be the nature of the criteria for the award. Their recommendation is to communicate who Martin Grimes was and his contributions to the present a sense of what this award means and the kind of person that should receive this award. **Alan read a short biography on Martin Grimes and recommended to the Board to use this to communicate the intent and caliber of the recipient of this award.** Nominations for this award would reflect the character of Martin Grimes. **A motion was made to accept the recommendation of the committee. Hugh Pike seconded and the motion carried.**

Dan Lee requested that the Board revisit North Carolina's site visit report. **It is in the written report to accredit North Carolina for the levels of NFPA 472 Hazardous Materials Response Awareness and Operations. Glenna Senger made a motion to accredit North Carolina for these levels. Butch Weedon seconded and the motion carried.**

A motion was made to bring Saskatchewan back on the table. Glenna Senger seconded and the motion carried. Doug Popowich recommended accreditation to Saskatchewan for Firefighter I and II. Butch Weedon made a motion to accept the recommendation. Ken Johnson seconded and the motion carried.

Bylaw Amendments

The Board discussed bylaw amendments in Salt Lake City and now they must go to the Assembly for approval. The Council of Governors recommended that on the Finance Committee and the Linkage Committee recommendations that the two Assemblies meet as a whole to vote on those issues in a joint session.

Committee Reports

Site Team Committee- Mike Brackin gave a report for the Site Team Committee. The committee had some correspondence prior to their meeting in Salt Lake. The committee prepared the agenda for the site team training and made training assignments. The committee met again in Stillwater and reviewed the material and the assignments. Most of the feedback from the recently completed training was good. Some individuals had expressed an interest in site team leader training. It was also suggested that refresher training be offered for those that have been through two day training. It was recommended by one of the committee members that the Board consider this a standing committee since things are constantly changing. Billy Frost asked whether additional training would be offered for those who were not able to attend this session. Mike responded with some comments on refresher training. Glenna Senger expressed some concerns over the checklist used in the training and whether some of those items were necessary and should be left as local issues. Mike stated that the items identified by Glenna were items straight out of the NFPA 1000 document and it was the Committee's desire to incorporate those as the NFPA 1000 committee was charged last year by the Board to provide the verbiage for bringing IFSAC into compliance with NFPA 1000. The committee voted to go that direction and the Board also voted in Salt Lake City to go that direction. Chairman Bradley clarified by adding that last year the Assembly voted to move toward NFPA 1000 compliance, and the Site Team committee, along with the NFPA 1000 committee, began the process of bringing documents of the Congress up to par with NFPA 1000. There were bylaw changes drafted amendments that went out to Congress members. Therefore, the bylaws will not meet 1000 for another year since those changes were not sent out thirty days prior

to this meeting. There was some discussion among members of having some parameters established concerning the points that Glenna mentioned. Chairman Bradley stated that it is not uncommon for us to be placed in a position to make subjective decisions.

Billy Frost brought up the point of frequency in site team training because the training is not only beneficial for evaluators, but also for entities hosting site visits. Chairman Bradley stated that a decision was made in Salt Lake City that a survey could be done prior to this year's fall meeting to see if there is adequate interest in having training at the next annual meeting. Robin Willis-Lee pointed out that because of some items discussed concerning nationalism, that we would need to take into account international standards.

NFPA 1000 Committee- Mike Brackin gave the committee report for NFPA 1000. The committee was formed to develop some verbiage to insure that IFSAC was meeting the NFPA 1000 standard. This was submitted to the Board in Salt Lake City and was voted on to present to the Assembly but was not submitted with the bylaw changes to the Congress before the St. Louis meeting. There was discussion of getting around the bylaws on this ruling in order to include the NFPA 1000 in the bylaw changes. It was decided that the Board would present to the Assembly that there was an oversight and reaffirm their desire to have IFSAC in compliance with NFPA 1000 ask if the Board may adopt an interim rule to put in place until the next meeting.

Chairman Bradley introduced Steve Austin from the National Board of Fire Service Professional Qualifications.

Goals and Objectives Committee- Alan Walker gave the Committee report for Goals and Objectives. Alan stated that there are still some things that need to be thought through such as issues of scope and the relationship between other committees. He would like to have articulated what the intent and scope are. He feels that there are several issues that need to be visited and how these issues relate to other committees and how we are going to coordinate that effort. Chairman Bradley stated that the issue of Goals and Objectives was conceived because of other issues and to help us make sure we are preparing better for these issues that arise; what are IFSAC's future goals and what will the objectives be?

Internal Evaluation Committee- Alan Walker gave the committee report for Internal Evaluation. This is another issue that needs to be thought through in terms of scope. Bradley made the suggestion that maybe a recommendation should be made to the Council of Governors and the Congress that the Goals and Objectives and the Internal Review Committee be established as a Congress committee. There was some discussion of proposing to have two chairs, one from the Certificate Assembly and one from the Degree Assembly to discuss these issues in the Congress as a whole. **Glenna Senger made a motion to propose to the Council of Governors to establish a committee of the Congress and have a chair represent each Assembly to discuss the issues. Doug Popowich seconded and the motion carried.**

Empowerment Committee- Dan Lee gave the report for the Empowerment Committee. The Empowerment Committee met at the Fall Board Meeting in Salt Lake and addressed some issues and made a few minor changes to the bylaws that Dan was going to research and submit. A proposed bylaw change was made to 13.3.1 which deals with empowerment. This change was not submitted in time for this meeting. Dan expressed some concern over his position as Chair of the committee because of his change in status. Chairman Bradley stated that he feels comfortable leaving Dan as Chair of the committee.

Prerequisites Committee- Hugh Pike presented the report for the Prerequisites Committee. As a result of the Salt Lake City meeting, Utah volunteered to put together a survey for the reciprocity issue and the result is that reciprocity is less of an issue than Grandfathering was another issue that the committee reviewed and feels that there does not seem to be a need to address this issue.

Chairman Bradley made a recommendation that IFSAC Administration include in the annual meeting correspondence the reciprocity survey information and keep an updated file to be distributed on an annual basis.

Finance Committee- Pat Hughes made a presentation to the Board of a proposal developed by the Finance Committee. The purpose of the committee is to help IFSAC become self-sufficient from outside funding. There was some discussion concerning funding from Oklahoma State University. Some believe that funding from OSU should continue because increased sales of IFSTA manuals are a result of purchases from entities that are members of IFSAC. A statement was made that IFSTA/FPP sales have continuously increased even before IFSAC came into existence. There was also discussion recognized by a third party, we would need to be self-sufficient on a cash flow basis. Chairman Bradley stated that there is nothing that requires OSU to maintain IFSAC and if funding was to stop, then we wouldn't have an organization

or we would need to restructure. In addition to the proposals that the committee has presented they will accept any suggestions for additional income.

International Standards Committee- Robin Willis-Lee presented the International Standards Committee report. He expressed appreciation to Butch Weedon and Rick McCullough for their efforts. The committee developed a set of statements in Salt Lake which they feel reflects the international spirit of IFSAC as an organization without weakening anything that IFSAC currently stands for. The committee has strongly emphasized the role of the NFPA standards as benchmarks for the future of Alternative Standards. The recommendations of the committee are that the agreed statements given to the Board are accepted and endorsed by the Assembly. There are proposed changes that go along with the recommendations in the bylaw changes. The committee recommends the appointment of a Standards Committee. On the assumption that those recommendations are accepted, the committee would need to amend guidance to the Administration on how to process applications from entities offering standards other than NFPA. There would also need to be some amendments to site team training for site teams dealing with standards other than NFPA standards.

NFPA 600 Review Committee- This issue has been resolved. The Administration was directed by the Board to review the test material from South Carolina and it was approved. There have not been JPR's for general use approved.

Chairman Bradley announced to the Board that there would be two issues coming before the Certificate Assembly the following day that must be considered in conjunction with the Degree Assembly; the Finance Committee report and the Linkage Committee report. At the closing of the Congress meeting the following day, the two Assemblies will officially meet in joint session to discuss the same issues.

Alternative Methods Committee- Billy Frost presented the Alternative Methods Committee report. The committee's purpose is to assess what type of alternative means would be allowable under the NFPA standards. The committee developed a survey to establish a benchmark of where IFSAC is on how they are evaluating skills now. Sixty-one surveys were mailed with a response rate of 54%. The committee feels this is a low number and Administration is going to provide some phone follow-up on the surveys that were not returned to increase the percentage before conclusions can be made and presented at the Fall Board Meeting. The committee wrote a letter to Rick Nichols of the NFPA asking about the NFPA's 1001 Committee. Billy read notes from a telephone conversation with Dave Endicott of an informal interpretation about the question of the 1001 standard. A request for a formal interpretation was filed for a written response for the committee to consider at the policy recommendation to the Board and subsequently to the Assembly on this issue based on information gathered from fire service organizations.

Professional Development Seminar with NBFSP0

Chairman Bradley stated that there was a suggestion made by the National Board on Fire Service Professional Qualifications that IFSAC consider a professional development seminar in conjunction with their organization. There was some discussion on what the seminar might entail. There was also discussion of when such a seminar would be held. It was proposed that an additional two days be added the week of the Annual Meeting. Doug Popowich asked to go on record as saying that he attends many fire-related and emergency-related conferences and out of all of them this has become one that he would miss having on his calendar and if anything is to be added, that it be around IFSAC's Annual Meeting. There were some negative feelings expressed toward conducting a seminar with the Pro Board. There was also feelings that IFSAC should explore opportunities to interact with the Pro Board whenever possible. There was discussion of charging a fee for professional development. Alan Walker made a motion for Tim Bradley, as Chair, to approach the Pro Board and suggest that we offer professional development at the next Annual Meeting and ask them to co-sponsor the development for a fee. Glenna Senger seconded. The motion carried with a vote of 9 to 1.

New Business

Hugh discussed the training of Ministry of Defense firefighters in the United Kingdom by the DOD. It is intention to have the fire school at RAF Manston accredited through the US DOD program because the DOD employs and facilitates the firefighters that graduate from that course. Chairman Bradley stated that he would have to do a bylaw review before he could make that decision because of the geographical scope.

On another note, Doug Forsman brought up a provision in the bylaws that allows the Administration the opportunity, with 48 hours notice, to reexamine an accredited entity. He asked the Board the question of whether they want the Administration to periodically conduct such a visit. There was discussion about how often and for what reasons to

conduct an Administrative Site Visit. Hugh Pike made a motion to give Administration the authority to conduct a random site visit according to the bylaws until the Board is given the opportunity to expand on this issue. Doug Popowich seconded and the motion carried.

Mike Brackin expressed some interest from members to ask the Board to begin thinking about utilizing the Internet in the certification process as well as some of the site team training and other information. The question was posed as to whether or not the Internet has the capability of insuring that test banks and tests are not compromised. Hugh stated that there are ways to do that so that your tests are not compromised.

Chairman Bradley asked for some direction from the Board of whether or not there would be a need for a chair election to take place if he were not reelected to the Board.

Chairman Bradley called for a recess until Sunday, April 21 immediately following the Certificate Assembly Meeting.

Certificate Assembly

The International Fire Service Accreditation Congress Certificate Assembly held their regular Annual Meeting beginning Saturday, April 20, 1996.

Call to Order

Tim Bradley, Chair of the Certificate Assembly, called the meeting to order at 8:00 a.m. Eldonna Creager, Unit Assistant of IFSAC, acted as Secretary.

Chairman Bradley began the meeting by recognizing attending members and guests.

Membership

Quebec Letter of Intent- Chairman Bradley presented to the Assembly a letter of intent for membership from the Province of Quebec. The letter indicates that they may fall under both Certificate and Degree Assembly. Administration has reviewed the empowerment issue for Quebec. Hugh Pike made a motion to accept Quebec as a voting member. Pat Hughes seconded and the motion carried.

Housekeeping Items

Chairman Bradley advised members of Department of Defense video that demonstrates the certification program. Hugh Pike advised anyone interested in obtaining a copy of the video to contact Tom Blankenship with their name and phone number or an address.

Nominations

Chairman Bradley opened nominations for four positions on the Board of Governors. Tim Bradley, Mike Brackin, and Glenna Senger all have expired terms. In addition Dan Lee had to step down because of a change in job status. Ken Johnson was appointed by the chair to complete Dan's term. Chairman Bradley stepped down from the chair and asked Parliamentarian, John Wolf, to conduct the nominations for Board of Governors. Nominations would be left open for the duration of the meeting. Pat Hughes nominated Glenna Senger. Glenna Senger nominated Tim Bradley. Hugh Pike nominated Mike Brackin. Sherry Hoelscher nominated Pete Schecter. Doug Popowich nominated Pat Hughes. Billy Frost nominated Don Gnatuik. John Wolf confirmed the nominations. Tim Bradley nominated Ken Johnson. John Wolf stated that nominations would remain opened for the duration of the meeting. John Wolf then turned the position of Chair back over to Tim Bradley.

Site Visits and New Levels of Accreditation

Chairman Bradley reviewed with the Assembly site visit reports and levels approved for accreditation and reaccreditation in the Board meeting. Entities listed were Saskatchewan, reaccredited for Firefighter I and II; North Carolina, reaccredited for Firefighter I and II, Instructor I and II, and Driver Operator Pump; Missouri, accredited for Firefighter I and II; Washington D.C., accredited for Firefighter I and II, Driver Operator Pump Operations, and Tiller, Hazmat Operations, and Hazmat EMS; Alberta, reaccredited for Firefighter I and II, Instructor I and II, Officer I and II, Apparatus Driver Operator, unconditionally and Public Fire and Life Safety Educator, on the condition they meet test bank reviews; and Nebraska reaccredited for Firefighter I and Instructor I. South Carolina was accredited for Industrial Fire Brigade.

Hannes De Beer asked to address the Assembly with an update on South Africa's progress. Chairman Bradley stated that Hannes is submitting an update to the Administrative Office and a copy will be provided to each Congress member when it has been submitted.

Martin Grimes Award

Alan Walker gave an update on the progress of the Martin Grimes Award. He thanked Bruce Piring, Nancy Trench, and Rick McCullough for their efforts. Alan recommended to the Board that they take a specific approach for presenting this award. Rather than adopting traditional criteria the committee proposes to consider the biography and background of Martin Grimes to select recipients for this award. Alan read a brief biography of Martin Grimes to the Assembly. Chairman Bradley stated that the Board voted to concur with the committee's recommendation to establish a portfolio or nomination form describing Martin Grimes's biography and background. This recommendation comes to the Assembly in form of a motion. There was some discussion and questions about who would receive the award, when they would receive the award and for what reasons. The motion carries with a vote of 17 to 12. Scott Garrett made a motion for the committee to consider the process by which the award will be submitted. Glenna Senger seconded and the motion carried. Alan confirmed that the Board would be the awarding committee for the Martin Grimes Award.

Bylaw Amendments

Chairman Bradley stated that one issue not included in the bylaws that should have been were the NFPA 1000 amendments to fulfill the Assembly's request to bring the bylaws and all supporting documents into compliance with NFPA1000. Bylaw amendments must be submitted to Administration 60 days and to the Congress 30 days prior to an annual meeting. The Board intends to adopt an interim rule to keep site visit documents in compliance with NFPA 1000.

Several By-Law Amendments were made and reflected in the minutes. Chairman Bradley thanked everyone who took time to draft amendments. Chairman Bradley brought to attention of the Assembly the NFPA 1000 amendments that were not included in the by-law changes. He stated that the Board intends to adopt an interim rule to keep the site team material in compliance with NFPA 1000. Mike Brackin requested submission of those amendments to everyone to keep for consideration at the next annual meeting. Chairman Bradley asked that Administration make a note to send Assembly members not present a copy of the NFPA 1000 by-law amendments before the next Assembly meeting.

Recognition

Chairman Bradley took a moment to recognize Dan Lee who served on the Certificate Assembly Board of Governors until he had a change in job status. He commended him for his site team accomplishments and participation in other activities.

Nominations

Pat Hughes withdrew his name from the nominations. Rachel Nix nominated Bill Hellard. There was discussion of election procedures and the appointment of an election committee before elections would be held.

Pat Hughes made a motion to recess. Chairman Bradley called a recess until the following morning.

Certificate Assembly Meeting- reconvened- Sunday, April 21, 1996

Chairman Bradley reconvened the Annual Meeting of the Certificate Assembly at 8:00 a.m., Sunday April 21, 1996. Chairman Bradley proposed that the Site Team Committee consider putting together a indoctrination session for new members prior to the next annual meeting.

Committee Reports

Site Team Committee- Mike Brackin gave the Site Team Committee report. The committee came together three times since the annual meeting in Toronto and the result of those meeting was the recently completed site team training. The committee hopes to continue improving the program and did recommend to the Board that the Site Team Committee be made a standing committee.

NFPA 1000 Comparison Committee- No action other than the committee would like for all members to receive a copy of the by-law amendments to be considered at the next annual meeting.

Goals and Objectives Committee and the Internal Evaluation Committee- Alan Walker submitted the committee reports for Goals and Objectives and Internal Evaluation. Alan's recommendations are that these two committees either become a function of the COG or the Congress as a whole. He proposed that these two committees integrate with the activities of other committees and the organization. Hannes made a few comments and asked if written reports could be submitted that contain some of the verbal comments, ideas, and the outcome of committee activities. Don Gnauik suggested that IFSAC become involved in ISO 9000 Standards. Nancy Trench believes that the internal evaluation is something IFSAC shouldn't lose sight of that is vital to our growth and continued level of excellence.

Prerequisites Committee- Hugh Pike gave the Prerequisites Committee report. Utah submitted a survey to follow-up on which entities are practicing reciprocity. The committee has determined that grandfathering is an entity issue and not something the committee needs to address. Chairman Bradley informed the Assembly that the Utah survey is available from the Administration and requested that Administration forward that survey to each entity along with an updated list of entities and their accredited levels.

Empowerment Committee- Dan Lee gave an update on the empowerment issue. The committee met in Utah and the committee discussed some language that the committee feels needs to be included in the by-laws to clarify empowerment. There will be by-law amendments and changes submitted for consideration at the next annual meeting.

Woody Will requested that committee information such as the purpose of each committee and who serves on the committees, be submitted to members prior to a meeting.

International Standards Committee- Robin Willis-Lee gave the International Standard Committee report. The International Standards Committee has produced a report which was agreed on by the Board and endorsed by the Assembly, which shifts the organization from North American and Canadian accrediting body to a worldwide accrediting body. Alan Walker visited the Fire Service College of England and wrote a thesis which documents the history of IFSAC. During a European Fire Service Colleges Association meeting in Holland, Robin presented IFSAC to Holland, Austria, Denmark, France, Germany, Ireland, Luxembourg, Portugal, Spain, and England. Shortly after that meeting Robin went to Warsaw, Poland to speak to the Eastern European countries of Finland, Lithuania, Ukraine, Czech Republic, Sweden, and Poland and also presented IFSAC to them. He then wrote these countries reminding them of the IFSAC Annual Meeting and six countries other than the ones present at this meeting (Denmark, Holland, Poland, Lithuania, Luxembourg and Spain) wanted and intended to attend but were not able to schedule in time. Eastern European countries haven't yet heard of IFSAC and don't understand what our process is. The Western European Countries consider themselves to be advanced and feel they don't need IFSAC. Robin stated that IFSAC needs to have the capability to respond to entities looking for accreditation through other standards. Robin recommends that the organization have a standing standards committee to help the Administration develop criteria for accepting other standards and to give assistance to site visits. Chairman Bradley thanked Robin and stated that the Board did endorse the committee proposal that language be drafted to establish a standing committee to handle international standards and standards in general.

NFPA 600 Committee- Mike Brackin stated that they presented to the Board in Salt Lake City and South Carolina proceeds in the accreditation process which has been done. Doug Forsman stated that a proposal has been received by the NFPA to establish one of the regular professional qualifications committees to do job performance requirements for

industrial fire brigades. That proposal has been published in Fire News for comment. Any comments received will be considered by the Standards Council July meeting at which time a committee may be established.

Since the time that the Certificate and Degree Assemblies addressed the Linkage issue along with the Finance issue in joint session, the Degree Assembly elected to rescind their approval of the standing committee under the Council of Governors and allow the working committee to continue to produce a proposal until it comes back to the Congress for discussion. Woody Will made a motion to reconsider Article 1.9. The motion was seconded. Motion carried. Motion to approve Article 1.9 failed. Both Assemblies are in concurrence.

Future Impact of Alternative Methods Committee- Billy Frost gave an update on the Alternative Methods Committee. The committee is still in the stage of gathering information. A survey was conducted and compiled by that received a 54% response. The Administrative staff will be conducting a phone follow-up for a higher response rate. The committee has filed a formal interpretation request with Dave Endicott, Chairman of NFOA 1001. Billy did receive an informal interpretation over the phone. The response was that 1001 describes a performance requirement that a firefighter must be able to perform. The committee's plans are to finish the survey, get higher results and have something ready for the fall meeting.

Old Business

Alan Walker referred to the by-laws concerning letters of intent and how long they were valid and asked for a report from the Administration on the status of entities that have not received a site visit. There was discussion of the voting status of entities that have not been accredited for at least one level and should have been evaluated by the Board. Mike Brackin made a motion to leave the voting status of those entities as is until the Board has the opportunity to review a report at the Fall Board Meeting of each entity's attempts to become accredited. Hugh Pike seconded. Chairman Bradley requested for the Board's evaluations at the Fall Meeting that each entity be contacted, notified of the by-law requirement and asked for an update on the entities' activities and progression towards accreditation. Motion carried.

Alan Walker made a motion that reports from committees be sent to members of the Assembly in advance of future meetings. Motion seconded. Motion carried.

Alan Walker made a motion that future committees appointed by the chair shall have a maximum of one Board member. Nancy Trench seconded. There was discussion of limiting committees. Mike Brackin stated that the decision of who is best qualified to serve on a committee should be determined by the chair. Motion failed.

Alan Walker made a motion to reconsider 10.6.1c which requires a member to become accredited before the member is eligible for election to the Certificate Assembly Board of Governors or be appointed by the Chairperson of the Board. Robin Willis-Lee seconded. Motion carried. Motion currently pending is whether or not to approve 10.6.1c. Mike Brackin made a motion to amend 10.6.1c and strike "accredited by" and insert "a voting member of". Motion seconded. Motion carried. Motion on the table to adopt the amended Article 10.6.1c. Motion carried.

New Business

Chairman Bradley announced meeting dates as they stand: The Fall Board Meeting will be in San Antonio, TX, October 18, 19, and 20 1996. The 1997 Annual Meeting is tentatively scheduled April 25-27, 1997, in Vancouver, British Columbia. Members will be notified by Administration of any changes to those dates made by the Council of Governors. Billy Frost stated that COG had decided a few years back to hold the Annual Meeting in South Carolina and that he would attend the Council of Governors meeting to determine their rationale for changing the location. (Note: In the Council of Governors meeting the dates and location were changed. The new location is Columbia, South Carolina on May 2, 3, and 4, 1997 with April 29, 30 and May 1 reserved for Degree Assembly site team training.)

Woody Will made a motion to appoint an alternate to the Finance Committee. Pat Hughes seconded the motion carried. Nancy Trench announced the Committee meeting dates of July 16 and 17 in Stillwater. Glenn Pribbenow volunteered to fill the position of alternate.

Elections

Chairman Bradley appointed Rick McCullough, Butch Weedon, and Doug Forsman to the Election Committee. Doug Forsman spoke to the Assembly about the election process. Three Board positions were opened for expiring terms and one was an unfilled term that resulted in Dan Lee's resignation and appointed to Ken Johnson. Doug Forsman listed the nominees on record: Glenna Senger, Tim Bradley, Mike Brackin, Pete Schecter, Bill Hellard, Don Gnatuik and Ken Johnson. John Daley nominated Pat Hughes. Nominations closed. Members elected to the Board were Tim Bradley, Mike Brackin, and Pat Hughes for full terms and Ken Johnson reelected for the unfinished term.

The Council of Governors position held by Dough Popowich for a 1 year term was opened for nominations. Bill Hellard nominated Doug Popowich. Billy Frost nominated Don Gnatuik. Hugh Pike nominated Glenna Senger. John Daley nominated Pat Hughes. Don Gnatuik withdrew his name from the nominations.

Glenn Pribbenow recognized Glenna Senger for her participation on the Board and asked for a round of applause as a demonstration of the Assembly's appreciated for her work. Alan Walker asked to let the record show that Glenna was a charter member.

Bill Zieres expressed on behalf of the State of Missouri that it was honor to host the IFSAC Conference and stated their appreciation for the dedication to Ed Vineyard.

Doug Forsman announced the reelection of Doug Popowich to the Council of Governors.

Chairman Bradley ordered that the Election Committee destroy the ballots.

CABOG Meeting – reconvened Sunday, April 21, 1996

Chairman Bradley reconvened the meeting of the Certificate Assembly Board of Governors. He discussed points or items brought up in the Certificate Assembly meeting, such as the status of voting entities who have submitted letters of intent but have not received accreditation and stated he would also get a clearer understanding with Administration what the procedures are for getting correspondence out to those entities. He will be contacting committee chairs about continuation of committees.

International Standards- A document was submitted by the International Standards Committee that was presented to the Board that included bylaw amendments and also included some suggestions to continue the work of the committee and one major item was the establishment of a standing committee for standards. Robin Willis-Lee made a recommendation to appoint Ray Porter to the International Standards Committee.

NFPA 1000- The Congress discussed proceeding with NFPA 1000 compliance and there did not appear to be any hesitation or resistance on the part of the Assembly. There was discussion of items in the site team checklist. Items in the checklist were taken from items in the NFPA 1000 standard. Hugh Pike made a motion to adopt an interim resolution to implement the items taken from NFPA 1000 in our criteria until such a time that the bylaws are updated. Pat Hughes seconded and the motion carried.

Chairman Bradley asked Administration to forward to the Board Members all current documents used or provided to an entity for study or accreditation to review and bring into compliance with NFPA 1000.

Chairman Bradley asked if there was any additional business. Alan stated that he still isn't clear what is next for the Goals and Objectives and the Internal Evaluation Committees. Chairman Bradley replied that the suggestion was to recommend to the Council of Governors that they develop the process and stated that he would make that recommendation.

Chairman Bradley welcomed Ken Johnson and Pat Hughes to the Board and congratulated Mike Brackin.

During September, Doug Forsman, Director of Fire Programs at OSU sent a letter out to all IFSAC entities explaining the Financial support and commitment of OSU to IFSAC. Some believed that OSU was benefiting financially through the increase in sales of IFSTA manuals because of IFSAC, while others believed that IFSAC needed to be financially independent. There were plans to make IFSAC stand on its' own. And Forsman indicated OSU's plan to continue to support IFSAC during the start up years, but reputed the suggestion IFSTA sales had increased only because of IFSAC. He also noted that it would be a conflict if in fact OSU was supporting the Congress simply to get an increase in sales.

In October of the year Manager Bill Westhoff sent a memo out thanking the Board, and advising the Board that although he was leaving as Manager of IFSAC, he would remain with OSU in another capacity.

FALL MEETINGS

The Council of Governors, Certificate Assembly Board of Governors, and the Degree Assembly Board of Governors met at the Hyatt Regency Hotel in San Antonio, Texas, October 18th through the 20th. The weather was excellent, and the city offered visitors an opportunity to visit the Alamo, a particular treat to Chairman Bradley who was disappointed that it was actually in the center of the city. Both Boards met together and separately, as did the Council of Governors.

Council of Governors

The COG met Saturday, October 18. Members present were Nancy Trench (Acting Chair), Alan Walker, Tim Bradley, Dud Brown, Pat Hughes (proxy for Doug Popowich), and Randy Novak. Other present were Bill Westhoff, Eldonna Creager, Toni Peters, Rich Hall, Billy Frost, Jennifer Noel, Robin Willis-Lee, David Fultz, Ray Porter, Pete Schecter, Rick McCullough, Elizabeth Atchley, and Ben Warren. Nancy Trench called the meeting to order at 10:00 a.m. and Eldonna Creager acted as secretary.

Nancy Trench announced that the Oklahoma State University Board of Regents would be approving her new title of Assistant Director for Research and Development at the end of October. She will be responsible for the oversight of several organizations including the International Fire Service Accreditation Congress. Nancy Trench also announced a joint session of the Degree Assembly Board of Governors and Certificate Assembly Board of Governors at 1:00 p.m. The Council of Governors reviewed the St. Louis minutes from April, 1996.

Doug Wood read to the Council a historical overview of the Finance Committee. The Committee will present by-law changes to the Boards today in joint session. Doug Wood stated that the Committee is still open to recommendations, but feel that this plan will help get IFSAC started toward financial independence. There was discussion of expenses. The Administration is relied on heavily for support and Congress needs to determine the level of service they are willing to except from Administration. Doug Forsman suggested having Administration pull together some information and recommendations for the concept of a balanced budget; put those recommendations on the table for the finance committee to work on; the finance committee make recommendations back to the COG. Doug Forsman thanked the committee for their work.

Alan Walker stated that in April these two issues were remanded to the Council of Governors by the Certificate Assembly Board of Governors. These two issues are highly related and involve issues of the entire organization. The Certificate Assembly recommended establishing a committee composed of three members from each assembly to address issues that relate to the entire organization. Alan wrote a brief document called "Action Plan for the Development of Goals and Objectives for the International Fire Service Accreditation Congress" to propose a process for the development of IFSAC goals and Objectives. Alan Walker volunteered to continue to be part of this process. Randy Novak volunteered to represent the Degree Assembly on the Goals and Objectives and Internal Review project for the Congress as a whole. Doug Forsman stated that he would sit on that committee as executive official. This group will bring back a plan for The 1997 annual meeting will be located in Columbia, South Carolina, May 2, 3, and 4. April 29, 30, and May 1 have been reserved to Degree

Assembly site team training. A questionnaire for 1997 annual meeting information was sent to all Boards. Five questionnaires out of twenty-one were received back in the Administrative Office. Billy Frost shared correspondence he had sent to Board members reflecting support by the South Carolina Fire Academy for the annual conference. The Fire Academy is interested in hosting the IFSAC Conference and would be willing to provide facilities and support. **Dud Brown made a motion to use the Academy for meeting facilities and have accommodations at the hotel. Alan Walker seconded the motion. The motion passed with all in favor.** Billy Frost will work with Bill Westhoff and IFSAC Administration on hotel accommodations and meeting arrangements.

Locations have been offered for Vancouver, British Columbia, or South Africa. Robin Willis-Lee has also offered the Fire Service College in Great Britain. There was discussion of focusing on the costs of travel and hub cities. Some state agencies do not allow travel outside of the country. Tim Bradley suggested deferring this issue until research can be done on travel costs and which entities may be limited to travel within the United States.

Certificate Assembly Board of Governors

Friday, October 18, 1996

Members present were Tim Bradley, Hugh Pike, Robin Willis-Lee, Butch Weedon, Mike Brackin, Alan Walker, Ken Johnson, Pat Hughes, Rick McCullough; Pat Hughes carried proxy for Doug Popowich. Others present were; David Fultz, Ben Warren, Rich Hall, Mike Hill, Toni Peters, Eldonna Creager, Pete Schecter, Elizabeth Atchley, Ray Porter, Bill Westhoff, Doug Forsman, and Nancy Trench. Tim Bradley chaired the meeting and Eldonna Creager acted as secretary. Chairman Bradley began with a review of the agenda and the minutes from the April meeting in St. Louis.

Alan Walker gave the report for the Martin Grimes Award Committee. At the last meeting a recommendation was made by the committee that the criteria for the Martin Grimes Award be distributed. Two issues that need to be addressed are eligibility and nomination procedures for the award and a timeline for nominations, voting, and presentation. Discussion was held regarding the timeline. It was established that nominations would be taken from July 1 to September 1 of each year and nomination letters are not to exceed 1500 words.

Chairman Bradley stated that he mailed each committee structure to the Board and requested that if any of the committee chairs wanted additional members to sit on a committee or if anyone else was interested in serving on a committee, to let him know.

Alan Walker stated that he did not attend the last ASPA/CORPA meeting, and judging by the mail that he has received from these organizations, that there has not been any additions or changes and he does not have anything new to report. CORPA is still recognizing nationally accrediting bodies such as IFSAC. They are still using the same criteria that COPA was using and still accepting applications from new national specialized accrediting bodies. Tim Bradley asked if a review had been done of our by-laws for any deficiencies. Alan stated that in St. Louis, the Certificate Assembly remanded the Goals and Objectives projects to the COG. The COG has not acted on this yet. The process of conducting the internal review needs to be part of the development of goals and objectives. Chairs of each committee need to communicate with each other, the Goals and Objectives Committee, and the COG to consolidate and incorporate what each committee is doing into a written document. This information should then be referenced against ASPA/CORPA criteria.

There was discussion of updating the self study document sent to various entities and information involving the site visit process that can be sent to entities, site teams and site team leaders.

Tim Bradley stated that he often receives questions about how a site team is selected. Bill Westhoff responded by stating that the Administration sometimes receives requests from entities preparing for a site visit, for certain individuals to evaluate their entity. Geographic location and evaluation experience for selecting leaders are considered. There was discussion about the number of times some individuals serve on site visit teams and whether or not everyone is given the opportunity to participate as a site team member. Hugh Pike stated that some individuals that attend the training do so to gain greater knowledge of the accreditation process rather than serving as a site team evaluator. There was some discussion that entities making requests for site team evaluators may pose a conflict of interests. **Alan Walker made the**

motion for Administration not to honor entity requests for certain evaluators to be on a site visit team, but to allow two strikes for certain evaluators of which that entity may have a conflict. Robin Willis-Lee seconded the motion. Five were in favor; five opposed. Chairman Bradley voted in favor of the motion. Motion passed. Billy Frost made a motion for Administration to send a survey to all assembly members and organization department heads for their approval of staff travel to find out if trained evaluators from their entity want to serve on a site team or use their training for site visit and accreditation information only. Alan Walker seconded the motion. The motion passed by unanimous vote.

Pat Hughes introduced special guests from the Texas Commission on Fire Protection. Pete Schecter gave the site visit report for the Texas Commission on Fire Protection. Other members of the team were Sherry Hoelscher and Brian Ellis. **The team recommended conditional accreditation for Firefighter I and Firefighter II provided that pending items are addressed and implemented before the 1997 annual meeting.** This morning the Texas Fire Commission on Fire Protection had given Pete additional documentation meeting these conditions. Pete stated that he needed some additional time to read over the documentation and consult with other members of the site visit team before recommending unconditional accreditation. He also stated that he would prefer to return to Texas for follow up on these conditions. There was discussion of granting conditional accreditation considering the team was wanting to return to Texas to review those items before granting unconditional accreditation rather than just by reviewing the documentation. An additional visit would cost Texas more money to have a member of the site team return for another visit. Hugh Pike stated that since one of the members was with the DoD and within the state of Texas, that he would cover Brian Ellis' expenses for another visit. **Butch Weedon made a motion to accept the report as written. Rick McCullough seconded the motion. The motion to conditionally accredit Texas passed with eight in favor based on a return visit of the site team to review certain items. Pat Hughes abstained his vote and his proxy vote for Doug Popowich.**

Rich Hall gave the site visit report for Wisconsin. Other members of the team were Glenn Pribbenow and Greg Russell. **The site team recommended to withhold accreditation for Wisconsin. Butch Weedon made a motion to accept the site team's recommendation as stated. Hugh Pike seconded. The motion passed with all in favor.** Chairman Bradley recognized and thanked the site team members for their work.

Mike Hill shared a letter to the IFSAC Administration recommending accreditation for pending levels for Oklahoma State University Fire Service Training for Firefighter I and II, Hazardous Materials Awareness Level, Operations Level and Technician Level.

At the 1996 Annual Meeting, IFSAC Administration was asked to follow up on entities that are not accredited that had reached their five year mark. Those entities were: Minnesota, Ontario, New Hampshire, Idaho, Michigan, Wisconsin, and Connecticut. IFSAC Administration contacted those entities and received renewal letters of intent for all of those entities.

The Certificate Assembly Board of Governors reconvened October 19, 1996, 8:30 a.m. Chairman Bradley began by recognizing Bill Westhoff for his efforts and contributions to IFSAC. Bill Westhoff will be assuming a new position with Oklahoma State University Fire Service Training, managing a new industrial program. Bill's contribution to IFSAC's success were tremendous.

Bill Westhoff reviewed correspondence from the Washington State Patrol requesting the Certificate Assembly Board of Governors to consider the potential of accreditation for ladder inspector. This is not a professional qualifications standard and would have to be adopted by the Congress. Bill Westhoff suggested corresponding with Washington State Patrol and indicate that if they would like to present NFPA 1932 to the Congress at 1997 annual meeting that they should prepare to do so. This standard does not test individuals, it tests ladders. **Butch Weedon made a motion to refer this matter back to Washington State Patrol and request they consider the job training and performance initiatives and present to the Congress at 1997 annual meeting. Pat Hughes seconded the motion. The motion passed with nine in favor and one against.**

Pat Hughes took a moment to introduce Gary Warren, Executive Director of the Texas Commission on Fire Protection.

Bill Westhoff shared a letter from the Southwestern Association of Fire Chiefs and a letter from the International Fire Code Institute sent in 1993. Both of these organizations are interested in being accredited by IFSAC. There was discussion of geographical scope. Robin Willis-Lee suggested forwarding this issue to the Goals and Objectives Committee.

Mike Brackin made a motion to ask the Administration to send by-laws to the International Fire Code Institute, explaining the avenues they can take, such as seeking accreditation through an accredited entity, invite them to participate as a non-voting organizational member, and refer this issue to the Goals and Objectives Committee. Butch Weedon seconded the motion. Motion passes with nine in favor; one opposed. Bill Westhoff suggested reopening a dialogue with the Southwestern Association of Fire Chiefs. They have shown continued interest in interacting with IFSAC. Alan Walker made a motion for Bill Westhoff to correspond with the Southwestern Association of Fire Chiefs to open dialogue with this organization to see if they are still interested. Butch Weedon seconded the motion. Motion passes with all in favor.

Bill Westhoff presented a letter from John Daley of the Canadian Defense requesting an extension for reaccreditation until November 1998. **Hugh Pike made a motion to accept the request for an extension for reaccreditation to the Canadian Defense until November, 1998. Pat Hughes seconded the motion. The motion passed with all in favor of the motion.**

The 1997 Annual Meeting will be held in Columbia, South Carolina, May 2, 3, and 4, with possible site team training scheduled for April 29 and 30. The Degree Assembly has planned site team training for April 29, 30, and May 1. Certificate Assembly site team training will be discussed in the Site Team Training Committee report. There was discussion of having committee meetings May 1. Meetings will be held at the South Carolina Fire Academy and accommodations will be located at a hotel. Billy Frost stated that he would correspond with Bill Westhoff about specific dates.

Mike Brackin gave the committee report for site team training. The Committee is prepared to go forward with training again for anyone or any entity that wishes to have other participants become familiar with the accreditation and site visit process. The Committee proposes having site team orientation training and site team leader training. The Committee feels it important to meet with the International Standards Committee to determine what needs to be implemented in future training for international standards. Items 3, 4, 7, and 10 need to be taken off the site visit report form and moved to the application to be verified by Administration, and not by the site team. There was discussion of mandatory site visit training and refresher training. **Hugh Pike made a motion to offer different segments of training proposed by the committee and ask people to sign up for the training they desire to participate in. Pat Hughes seconded the motion. The annual meeting registration will include each segment available. The motion passes with all in favor.** Invitations should be extended to the NBFSPQ.

Pat Hughes stated that changes or recommendations for the by-law language presented in joint session needs to be given to the committee before the San Antonio meetings adjourn. Butch Weedon stated some concerns for the \$2,000 annual membership fee for entities like Montana that certify small numbers of fire personnel and encouraged the committee and the board to consider multiple payment levels. **Mike Brackin made a motion to accept the report and make a recommendation to the congress. Butch Weedon made a motion to amend the previous motion to allow states and provinces serving jurisdictions less than one million to be billed \$750 annually. Hugh Pike seconded the motion.** There was discussion of how this would impact IFSAC's finances. **Hugh Pike withdrew his second. Butch Weedon withdrew his motion to amend original motion. Butch Weedon made another motion to amend original motion that \$750 annual fee option be put into effect until the year 1999 for states and provinces serving jurisdictions less than one million. Rick McCullough seconded the motion. The motion to amend failed with two in favor of the motion; seven against; one abstention. On the original motion to recommend the finance committee report to the Congress; the motion passed with nine in favor and one against.** Tim Bradley asked the committee to consider charging \$15 per certification for smaller jurisdictions even if their total certifications do not reach \$2,000 annually.

Ken Johnson gave the Empowerment Committee Report. The committee recommends adding "local governments" to the list of possible entities under 13.3.1a; the intent being that once Administration receives a letter of intent along with evidence of empowerment that this would allow them to respond immediately. Ben Warren asked if proof of empowerment would need to be provided before each reaccreditation or is initial proof of empowerment valid through duration of involvement with IFSAC. There was discussion of empowerment concerning certification of Ministry of Defense firefighters. There are some **UK MoD** firefighters that are employed by the United States Air Force. They are certified by a College of the Ministry of Defense in Manston **to UK standards** that is pursuing IFSAC accreditation independently. The **UK Fire Service College of England** is looking at being accredited sometime in 1997. Tim Bradley stated that IFSAC cannot grant empowerment; we can only determine if empowerment exists. Doug Forsman proposed deferring this issue to be discussed later after so that he could discuss a possible solution with Hugh Pike and Robin Willis-Lee. Ray Porter asked to be included in any discussion concerning this issue. Back to Ben Warren's question about empowerment; it is assumed that

empowerment is a reaccreditation issue. Billy Frost suggested that the empowerment committee make a by-law amendment to include this language of proof of empowerment for reaccreditation.

By-law changes to bring IFSAC into compliance with NFPA 1000 have been given to Eldonna Creager to mail out 30 days prior to the 1997 annual meeting. All by-law changes need to be submitted to Administration by March 1, 1997, and mailed to all delegates by April 1, 1997.

Robin Willis-Lee gave the International Standards Committee Report. Their next project is to work on new language for a standing committee and then to establish a guidance document which sets the basis for evaluating standards other than the NFPA.

Tim Bradley stated that Nancy Trench would be stepping down from the Finance Committee and that Rick McCullough has been assigned as a replacement.

Billy Frost gave the background on the formation of the committee. He gave the results of the Alternative Means for Live Burns Survey. The turnout was a 64% response out of 61 surveys mailed. There was some discussion of simulation in training. Billy Frost stated that he feels criteria for measuring skills need to be put into the by-laws and into site team training to guide site teams through their judgments during a visit. Alan Walker suggested reviewing the Degree Assembly's Basis for Judgment document. Bill Westhoff stated the Administration could send out copies of the Degree Assembly's

Chairman Bradley stated concerns on the by-law amendments submitted at the last annual meeting. Asked the Board's opinion on establishing a by-law organizational committee.

Tim Bradley congratulated Nancy on her new assignment as the Assistant Director for Research and Development for Fire Service Programs at Oklahoma State University.

Committee Chairs need to let Nancy know if they will be holding committee meetings prior to Assembly and Board meetings in South Carolina in order to plan for adequate meeting space.

There was discussion of the two-way communication between IFSAC and the Pro-Board. There does not seem to be any interest from the Pro-Board to correspond with us and pursue a merger. Chairman Bradley requested permission to delegate a team to meet with the Pro-Board to determine if the two organizations should continue to pursue a merger. Chairman Bradley stated that he would correspond with Jim Estep about meeting with the Pro-Board to discuss this issue. **Rick McCullough made a motion that Chairman Bradley correspond with the Pro-Board to discuss what the two organizations can do to benefit their constituents. Butch Weedon seconded the motion. The motion passed with nine in favor and one against.**

Billy Frost stated that he believes it is important that everyone have a common understanding of the organization's vision of where IFSAC is going. He also stated that we should strengthen our internal structure with specific criteria to accredit and reaccredit entities while leaving some flexibility in the system to judge unique cases and that becoming financially independent and merging with other systems should be discussed openly.

Joint Session of the Boards

Doug Forsman called to order the Joint Session of the International Fire Service Accreditation Congress Boards of Governors at 1:00 p.m., Friday, October 18, 1996.

Bill Westhoff opened the session with an overview of the organization. He also presented a new directory and a chart reflecting 175 accredited levels and asked accredited entities to contact administration for any changes to those levels. Potential site visits for 1997 include Kentucky, Idaho, and Ontario. Reaccreditation site visits for 1997 include Newfoundland, Canadian Defense and Mississippi. Three letters of intent have been received since April from Maine Fire Training and Education, Massachusetts, and Nevada. Two new letters of interest have been received since April, including Maine Fire Training and Education and Hutchinson Community College in Kansas.

Effective November 1, Nancy Trench will be transferring from her current position at Oklahoma State Fire Service Training to her new position as Assistant Director for Research and Development. Some of her responsibilities will include organizational responsibilities overseeing Oklahoma Public Fire Education Conference, Public Fire Education Digest, and the International Fire Service Accreditation Congress Administration. Bill Westhoff will move from his current position as Manager of IFSAC to a position with Oklahoma State Fire Service Training to market programs to industrial and other non-traditional users of fire service training, effective January 1, 1997. For a six month period, Bob Fenner will assume responsibilities as interim Manager for IFSAC, from January 6, 1997, through July 17, 1997. The recruitment process for a new IFSAC manager will begin mid 1997.

Steve Lutz, Doug Wood, Randy Novak, George Munkenbeck, Bill Benjamin, Gary Kistner, Gary Walton, Fred Mercilliot were present as Board members. Other present included: Bill Westhoff, Eldonna Creager, Toni Peters, Russell Kohl, Rich Hall, Dud Brown, Mark Saylor, Denai Cardon. Chairman Steve Lutz called to order the meeting of the Degree Assembly Board of Governors at 2:00 p.m. Denai Cardon acted as secretary.

1.) Discussion concerning committee reports. (Steve Lutz)

- * Membership concerns. (George Munkenbeck)
- * How much should it cost? (Gary)
- * Internet; exchange of information best selling point. (George Munkenbeck)

2.) Discussion concerning By-laws Committee (Steve Lutz)

- * Doug Wood will be giving a financial planning report on Friday, October 18, 1996.
- * George Munkenbeck to coordinate by-law review.

3.) Reviewed April, 1996 minutes from Conference in St. Louis. A motion was made to change the spelling of George Muckenbeck's name to the correct spelling of "Munkenbeck". Motion passed.

4.) A motion was made to recommend letters of interest from Maine Fire Training and Education and Hutchinson Community College, Kansas to the Degree Assembly. Motion passed.

Review and Response to Criteria Comments:

1) Letter from Gary Kistner, San Jacinto College

- a) Define Provisional Accreditation
- b) Define Conditional Accreditation
- c) Define Cognitive Skills
- d) Define Psychomotor Skills
- e) Define Experiential Learning
- f) Add section on Experiential Learning through certification or other evaluated mechanisms.

2) Letter from Ed Kaplan

- a) Item #1; requires explanation on Experiential Learning.
- b) Item #2; concerns about inconsistent college courses.
 - i) Motion requested by Steve Lutz to add: G23.2.3.12 Program shall make reasonable accommodations of student needs in scheduling of required courses. Motion passed.
- c) Item #3; is defined in G23.4.4.
- d) Item #4; in Basis of Judgment of G2.2.5.9; add: Qualified faculty of staff.
 - i) Meaningful Student Advising: is covered in G23.2.5 under the Basis for Judgment.
 - ii) Competency Based: add under G23.0.38; Learning outcomes.
 - iii) Mentoring Program: refer to definitions section of advisement.
 - iv) A system designed: Under G23.4.5.2 add: Career placement should be provided.
 - v) Technical Concerns: G23.4.5.2 answers this concern.

3) Letter from William Crapo.

- a) Item #1; G23.2.5.2; Basis for Judgment changes: Colleges, Universities or other sources.
 - i) G23.2.5.2: Delete second sentence (five years).
 - ii) G23.2.5.2: Delete keep on hand to accessible.
 - iii) G23.2.5.1: add Shall have access to material.
- b) Item #2; Mr. Crapo needs to make this argument with state certificate accrediting body or Certificate Assembly.

- 4) Letter from Carl Weaver, Brevard Community College.
 - a) G23.0.25; Change to distance learning.
- 5) 3:00 p.m. - Follow-up from Doug Wood on Finance Committee plan.
 - a) U.S. dollars should be indicated whenever currency is referenced.
 - b) Changes in 21.11.11; April 1999 to 1997.
 - c) Voting and Non-voting Entity; definition added (by-laws needed).
 - d) Certificate should be left available.
 - e) 21.4; membership fees and by-laws.
 - f) Voting Entity and Non-voting Entity to Non-voting Member.
 - g) Will vote on Saturday, October 19, 1996.
- 6) By-law changes and fee structure will be done by Gary Kistner, Doug Wood, and Randy Novak on Saturday, October 19, 1996.
- 7) 3:30 p.m. - Begin editing document.
 - a) G23.1.1; Changes made to Basis of Judgment.
 - b) Define Mission Statement.
 - c) Define Program Guide.
 - i) Institutions catalog, program guide, student handbook, or other appropriate material.
 - ii) Further define catalog.
 - d) Define documentation.
 - e) Combine Basis for Judgment; G23.1.1 through G23.1.5.
 - f) Define CORPA; G23.1.4
 - g) Define Carnegie Rule; G23.1.5.
 - i) Changes made in G23.1.6; Basis for Judgment changes.
 - h) Section 23.2; g23.2.1; Basis for Judgment changes.
 - i) Define detailed layout; G23.2.2.2.
 - ii) Define qualification audit; G23.2.2.4.
- 1) Board members continued editing the Criteria for Degree Granting Institutions and the Basis for Judgment.
- 2) 11:15 a.m. - The Board discussed the May, 1997 Annual Conference.
 - a) Steve Lutz requested a motion to appoint a training committee.
 - b) Volunteers for the committee include:
 - i) Fred Mercilliot
 - ii) Bill Benjamin
 - iii) Steve Lutz
 - iv) Randy Novak
 - v) George Munkenbeck
 - vi) Bob Fenner
 - c) Degree Site Team Training will be held in Columbia, South Carolina, May 4 and 5, 1997. Motion passed.
- 3) 11:30 a.m. - The Board continued editing the Criteria for Degree Granting Institutions and the Basis for Judgment.
 - a) Define Syllabi.
- 4) Discussion of Finance Committee by-laws.
 - a) Bill Benjamin made a motion to recommend Finance Committee by-law changes to the Degree Assembly. Randy Novak seconded the motion. Motion passed.
- 5) 2:30 p.m. - Discussion of Application for Membership.
 - a) Board members will review forms and make any recommendations back to Randy Novak within 30 days from October 20, 1996.
- 6) Review training strategies submitted by Bob Fenner.
 - a) Review aims from March 1996; second draft.
 - b) Points of concern:
 - i) Aims of Training Strategies
 - ii) Content
 - iii) The Schedule - Part A
- 7) Full Board meeting to be held in February, 1997 for training.
- 8) 9:00 a.m. - Discuss developing standards of site team training.

- a) *Develop standards for site team evaluators.*
 - i) *Develop position description.*
- b) *Evaluations should be given for each accreditor and given to college.*
- c) *Ethical statements in regards to what site team evaluators are doing.*
- 9) *Research to be done in conjunction with site team standards.*
 - a) *Ask questions about policies of other programs of accrediting bodies.*
 - b) *Can non-members serve as site team evaluators?*
 - c) *Develop ethical standards and statements for site team evaluators.*
- 10) *Membership application Review;*
 - a) *Check for \$750.00 added.*
 - b) *Add E-mail Address.*
 - c) *Add Name of Program under Name of Department.*
 - d) *Add Address and Phone Number under Name of Contact Person.*
 - e) *Add Accrediting Authority next to Name of Regional Accrediting Body.*
 - f) *Change Active to Voting and Corresponding to Non-voting.*
 - g) *Suggestion by Bill Benjamin; keep the membership form standard and attach a separate form to act as a survey for database entry information.*
 - h) *Create final version of Membership Application in February, 1997.*
- 11) *Items that Randy Novak wants the Board to submit to him within three weeks:*
 - a) *Put together a series of questions to act as a level of guidance for the document review.*
 - b) *Identify 4 to 5 people who can do this. Need a response soon on these items:*
 - i) *Critical content feedback.*
 - ii) *Does the document make sense?*
 - iii) *Locate points of confusion in document.*
 - iv) *Is anything missing from the document?*
- 12) *Prepare a packet for colleges seeking accreditation. Packet should contain:*
 - a) *Final and complete IFSAC documents;*
 - b) *Form/survey;*
 - c) *Degree Assembly data;*
 - d) *Membership Application.*
- 13) *11:00 a.m. - Review of training strategies continued; learning outcomes.*
 - a) *4th bullet needs to be added to by-laws.*
 - b) *2nd bullet; ask Bob Fenner to define Constitution.*
 - c) *3.8.2; define curriculum content range.*

CHAPTER 9 – 1997 – IFSAC Gets a True International Mix

During the 1997 year, several truly international issues surrounded IFSAC. The first was an arrangement with the Fire Service College, of the United Kingdom, to provide an Interim Manager in the form of Bob Fenner, to substitute during the absence of a manager, due to Bill Westhoff's promotion. Bob served in the Oklahoma office of IFSAC January – July of 1997. His contributions gave many a new perspective on IFSAC's mission, and brought a truly international flavor to the office. The second, equally impressive step was for the Fall Board meetings to be conducted in Moreton Marsh, England, at the British Fire Service College. Hosted by Dr. Robin-Willis Lee and the staff of the College, it was the first meeting outside of North America for IFSAC. Even though there had been several international site visits, this was the first time the Congress itself had visited overseas.

The Congress would advertise for a Manager, with an interview committee established with a mix from both Boards. The salary range would be in the mid-forties for this managerial position. The promotion of Bill Westhoff and some other re-organizations at OSU Fire Programs had created discussions about where IFSAC was going to fit in the program at the University. Nancy Trench had been placed in a position apparently managing the IFSAC manager, which meant that the IFSAC Manager was no longer reporting directly to the Director of Fire Programs. This created some controversy and was made even worse by an apparent conflict between the interim manager Bob Fenner, and Nancy Trench which erupted at the fall Board meeting.

The CABOG would create and appoint three Standing Committees to replace temporary, or ad-hoc committees on Rules, Site Teams, and International Standards. Along with the Finance Committee, the Rules committee would eventually evolve into a committee of the COG. An issue regarding "alternate means" would continue to vex the CABOG, with decisions on simulation and other issues causing dissention, and a committee would work on the project for over a year, surveying entities, writing NFPA, and looking for equitable and flexible language.

A long running issue continued to revolve regarding the possibility of a merger with the NBFSPQ. This was being pushed, to some extent, by the State Training Directors association that believed one accreditation body was enough. The CABOG had indicated merger could not be considered if it affected the governance structure of IFSAC. Chairman Bradley, along with other members of IFSAC had met on occasion with the NBFSPQ Board members and had relayed that information. After conversation with Chairman Jim Esteepp, Chairman Bradley wrote expressing belief that there were many advantages to our two organizations working jointly to educate the fire service on accreditation, and continue to improve working relationships between the two groups. In May Chairman Esteepp wrote Bradley agreeing with the working relationship, and agreeing to establish a working committee between the two Boards. Eventually Rick McCullough from Saskatchewan, Ken Johnson from Colorado, and Nancy Trench from OSU would represent IFSAC on the joint committee. Tony (Anthony) O'Neil from NFPA, Steve Austin, and Ken Elmore would represent the NBFSPQ. Even with the working relationships, and Board members visiting the other meetings, the merger issue continued to surface. At one point, the State Training Directors called for doing away with both and starting a third.

CONGRESS HAPPENINGS

During May of 1997, the International Fire Service Accreditation Congress held its 1997 annual meeting in Columbia, South Carolina hosted by Billy Frost and the South Carolina Fire Academy. The meeting took place at the Columbia Adams Mark Hotel. The following is a review of the issues and accomplishments from that meeting.

Council of Governors Annual Meeting Minutes

The COG met Thursday, May 1st followed by the meeting of the two Boards. Doug Forsman served as facilitator and called the meeting to order at 6:30. Eldonna Creager served as secretary of the meeting. Council of Governors members present were: Doug Popowich, Bob Fenner, Tim Bradley, Randy Novak, and Dud Brown. Others in attendance were Nancy Trench, Doug Wood, Rich Hall, Robin Willis-Lee, Chuck Stormer, Craig Woods, and John Wolf. The Finance Committee Report was given by Doug Wood. Doug Wood resigned as Chair of the Finance Committee but wanted to remain on the Committee as a member. There was consensus by the Council to appoint Rick McCullough as Chair of the Finance Committee. Bob Fenner requested that he review the Goals and Objectives Committee members and “awaken” the Committee while in his interim as IFSAC Manager. Consensus existed for Bob Fenner to meet with Alan Walker about the Goals and Objectives Committee and give a report at the Fall Board Meeting. Proposals were submitted by Moreton-in-Marsh, England; Vancouver, British Columbia; South Africa for future meetings. It was interesting that all were from International entities, rather than American States. This continued to show the international flavor that IFSAC was becoming. October 3 - 5, 1997 at the Fire Service College in England was tentatively scheduled for the 1997 Fall Board Meeting. April 17 - 19, 1997 in Syracuse New York was tentatively scheduled for the 1998 Annual Meeting. Stillwater, Oklahoma City, or Tulsa Oklahoma would be used as back-up locations. October 2 - 4 in Winnipeg, Manitoba was tentatively scheduled for the 1998 Fall Board Meeting.

There was a discussion to implement e-mail communication between Board members and the staff as a way to increase communication, as well as discussion of potential costs for travel to Moreton-in-Marsh, England. Fire Protection Publications agreed to subsidize accommodations with Board members being responsible for airline costs. Rick McCullough turned down the offer for appointment as Chair to the Finance Committee. Pat Hughes was eventually appointed. Meeting adjourned.

Certificate Assembly Board of Governors

Chair Tim Bradley called the meeting to order at 8:18 am. New letters of Interest and evaluation on non-accredited voting entities with expired letters of intent were discussed. Motion by Billy Frost that voting entities with an expired letter of intent be moved to non-voting membership status until their application for accreditation is received by the Administration. This includes State of Connecticut Commission on Fire Prevention and Control, State of Connecticut Department of Public Safety, Idaho, New Hampshire, Michigan, Minnesota, Ontario, Wisconsin. Effective after recommendation is approved by the Certificate Assembly. Seconded by Pat Hughes. The motion passed.

A motion was made by Hugh Pike and seconded by Doug Popowich to accredit without conditions Texas Commission on Fire Protection for Firefighter I and Firefighter Pat Hughes abstained from the vote and the motion passed.

Even with Hugh Pike’s opposition to future meetings and discussions between IFSAC and the NBFSPQ, Chairman Bradley appointed a liaison committee consisting of Rick McCullough, Ken Johnson, and Nancy Trench (point of contact) to facilitate discussion between IFSAC and the NBFSPQ and report findings back to the CABOG at the 1997 fall meeting.

The standing committees gave reports. The Chair requested that all committees finalize or summarize their assigned duties before the change in chair occurs. Mike Brackin requested that a task force be appointed by the Chair to review and refine the Site Team Training Manual in accordance with the Accreditation Procedures Manual. The Chair requested that the Site Team Training Committee recommend at the 1997 Fall Board Meeting the requirements necessary for training for individuals to maintain their site team qualifications/certification. In addition, the Site Team Training Committee requested that the Chair coordinate with the Administration on how to prevent future overlaps in scheduling of site team training activities with other IFSAC meetings.

The Chair concurred with Billy Frost's request to have his comments recorded in the official minutes that there is an immediate need for action by the Goals and Objectives Committee including the publication of any procedures for developing or establishing goals and objectives. Billy Frost also stated the importance of this information to the work of other existing Certificate Assembly committees. Chair Bradley would address this item during the 1997 Fall Council of Governors meeting and at a future date with the Chair of the Goals and Objectives Committee.

There was a motion by Rick McCullough and seconded by Ken Johnson that the Board make recommendation to Assembly to establish a Standing Constitution and By-laws Committee. The Standing Committee Assignments by Chair:

Committee on Rules

John Wolf, KS	Chair
Mike Brackin, MS	3 year term
Mike Hill, NC	2 year term
Randy Novak, OK	1 year term

Committee on International Standards Acceptance

Robin Willis-Lee, UK	Chair
Rick McCullough, SK	3 year term
Woody Will, KY	2 year term
John McPhee, IA	1 year term
Steve George, OK	observer

Committee on Site Team Selection

Pat Hughes, TX	Chair
Doug Popowich, MB	3 year term
Sherry Hoelscher, MO	2 year term
Ben Warren, SC	1 year term

Mike Brackin requested that a task force be appointed by the Chair to review and refine the Site Team Training Manual in accordance with the Accreditation Procedures Manual. The Chair requested that the Site Team Training Committee recommend at the 1997 Fall Board Meeting the requirements necessary for training for individuals to maintain their site team qualifications/certification. Recommendation due at the 1997 Fall CABOG meeting.

The CABOG and e-mail issue came up. Communication prior to the internet was much more difficult, and OSU had provided CC Mail software to Board members. This made communication easier, but still nothing similar to modern day e-mail. Pat Hughes needed help in getting his cmail set up through Fire Service Programs. Billy Frost may have lost his package from Fire Service Programs but thought that the disks were bad anyway. He needed help with this.

One of the biggest issues was the search for an IFSAC Manager. It was agreed that the Recruit and Selection Team for IFSAC Manager would include the Chair of each Board and one other member from each Board. Recruitment would be international and to all member entities.

Degree Assembly Board of Governors

The Degree Assembly Board of Governor's Chairman Steve Lutz called the meeting to order May 1, 1997, 8:00 a.m. Eldonna Creager served as secretary. The Chairman asked administration to check files for response letters to those who submitted comments on the Criteria and Basis Judgment Statements. There was a motion by Randy Novak to recommend to the Degree Assembly to adopt the Criteria and Basis for Judgment Statements dated October 19, 1996. It was seconded by Bill Benjamin and the motion passed. There were new Letters of Interest from Coastal Carolina Community College and Volunteer State Community College.

After reviewing by-law amendments for the Assembly to pass, it was announced that Doug Wood and Steve Lutz were appointed to serve on the screening committee for the new IFSAC manager. They will meet with Bob Fenner in Stillwater while in his interim capacity.

A planning meeting for goals and objectives is tentatively scheduled for January 16, 17, 18, 1998, in Phoenix, Arizona. Attendees will be board members, committee chairs and staff.

Gary Kistner nominated Steve Lutz as Chair of the DABOG. Steve turned his position as chair over to Doug Wood momentarily until the voting for chair had been completed and Lutz was re-elected.

International Fire Service Accreditation Congress General Assembly 1997

The 1997 Annual Meeting of the International Fire Service Accreditation Congress was called to order Friday, May 2, 1997, at 9:00 a.m. and Doug Forsman facilitated the meeting. Eldonna Creager served as secretary. Color Guard opening ceremony was conducted by Beaufort Fire and Rescue. A welcome was provided by Billy Frost, Superintendent of the South Carolina Fire Academy. Louis Gossett served as guest speaker and contributed significantly to the enjoyment of the opening session. Welcome and opening comments were given by David Thompson, Associate Dean, College of Engineering, Architecture and Technology, Oklahoma State University.

Tim Bradley, Certificate Assembly Chair, presented certificates for accreditation:

- *Texas Commission on Fire Protection*
- *DoD Firefighter Certification*
- *Bucks County, PA*
- *Manitoba*
- *Saskatchewan*
- *Mississippi*

The Canadian Defense has also received accreditation of additional levels through administrative review and this was presented as well.

Steve Lutz, Degree Assembly Chair, presented a certificate to Randy Novak for service as a Degree Assembly Board of Governors member. Doug Forsman announced changes in personnel at IFSAC. Bob Fenner is IFSAC Interim Manager until July 17, 1997. Bill Westhoff had been assigned to the Oklahoma State Fire Service Training Industrial Program. A special presentation was made to Bill Westhoff for his service to IFSAC as Manager. Another guest speaker, David Hooten, from Spectrum Solutions spoke on "Who Will You Be Tomorrow".

The COG established meeting dates and locations for the 1997 Fall Board Meeting, 1998 Spring Meeting, and the 1998 Fall Board Meeting. 1997 Fall Board Meetings were tentatively scheduled for October 3, 4, 5, at the Fire Service College in England; 1998 Spring Annual Meeting tentatively scheduled for April 17, 18, 19, in Syracuse, New York; 1998 Fall Board Meeting tentatively scheduled for October 2, 3, 4, in Winnipeg, Manitoba.

Certificate Assembly - Friday, May 2, 1997

Chair Tim Bradley called the meeting to order at 1:00 p.m. and a motion was made by Hugh Pike to approve the minutes as published. Chair Tim Bradley appointed an election committee consisting of Nancy Trench, Pat Hughes, and John Daley to serve as election officials. Nominations to remain open throughout the meeting. Names nominated for the CABOG during the annual meeting: Ken Johnson, Robin Willis-Lee, Sherry Hoelscher, Don Gnatiuk, Glenna Senger. Names nominated for the COG during the annual meeting: Rick McCullough, Alan Walker

Letters of Intent were received from:

- Massachusetts Fire Training Council
- Maine Fire Training and Education
- Nevada Office of the State Fire Marshal
- Texas Accreditation

The Chair recognized Texas and the Texas site team for their work and accomplishments and presented a certificate with a plaque.

The Chair recognized Hugh Pike's opposition to the ongoing dialog between IFSAC and NBFSPQ.

Mike Brackin recommended to the Chair that the NFPA 1000 committee be dissolved upon completion of the appropriate by-law changes making the Certificate By-Laws consistent with NFPA 1000. The remaining committee reports were given by;

- Empowerment - Ken Johnson
- International Standards Acceptance - Robin Willis-Lee
- Finance Committee - Pat Hughes
- Alternative Means - Billy Frost

There were several expired letters of intent:

- State of Connecticut on Fire Prevention and Control
- State of Connecticut Department of Public Safety, Office of the State Fire Marshal
- New Hampshire
- Wisconsin
- Michigan
- Idaho
- Ontario
- Minnesota

The CABOG recommend that the status of the above entities be changed to non-voting until an application for accreditation is received by the Administration and the accreditation procedure begins.

The elections for Board and COG were held, and the results were as follows:

- Board of Governors results: Ken Johnson, Robin Willis-Lee, Sherry Hoelscher
- Council of Governors results: Rick McCullough

Degree Assembly - Friday, May 2, 1997

Chairman Steve Lutz called The International Fire Service Accreditation Congress Degree Assembly meeting to order at 1:00 p.m. on May 2, 1997. IFSAC Unit Assistant, Eldonna Creager, served as secretary of the meeting. Bob Fenner raised the question of when membership becomes absolute. Discussion was held concerning accepting letters of interest of membership and payment of fees. It was agreed a by-law should be written stating when membership becomes absolute and the procedures for voting on letters of interest and membership acceptance.

New letters of interest since April, 1996 were; Volunteer State Community College, Hutchinson Community College, Maine Fire Training and Education, and Coastal Carolina Community College.

There were two outgoing members of the DABOG by resignation: Randy Novak and George Munkenbeck. The Chair opened the floor to nominations for Randy Novak's position. Doug Wood nominated Dud Brown to fill Randy Novak's position. Gary Kistner seconded the nomination. Motion passed. The Chair opened the floor to nominations for George Munkenbeck's position. Gary Kistner nominated John Lee to fill George Munkenbeck's position. Bob Fenner seconded the nomination. Motion passed with all in favor.

Nominations were taken for three Degree Assembly Board of Governors positions to serve until the year 2000. Doug nominated Pete Ribble. Seconded by Bob Fenner. Dud Brown nominated Steve Lutz. Seconded by Bob Fenner. Pete Ribble nominated Gary Kistner. Seconded by Gary Kistner. Bill Benjamin made a motion to suspend the rules and accept nominees as board members by acclamation. Motion passed with all in favor. Chairman Lutz opened the floor to nominations for the Council of Governors position. Dud Brown nominated Doug Wood. Seconded by Mark Saylor. Pete Ribble nominated Steve Lutz. Seconded by Randy Novak. Gary Kistner nominated Dean Riewald. Seconded by Bill Benjamin. A ballot vote was taken and Doug Wood's would serve on the Council of Governors until the year 2000.

Committee reports were given and Steve Lutz gave the By-law Committee report. Discussion was held on dealing with by-law proposals and a proposal for a Council of Governors based by-law review committee. Steve Lutz gave the Degree Assembly Evaluator Training Committee Report.

Bylaws were discussed and updated. One change was amended to read; An annual meeting of the Degree Assembly shall be held in an IFSAC member entity's State, Province, or Nation. Ninety (90) days prior to the meeting, written notice shall be sent to each member. Sixty (60) days prior to the meeting, notice of the agenda shall be published in sufficient detail to enable members to form a reasoned judgment and shall contain a reminder of the right to use a proxy. Agenda items may be provided to the Chairperson of the Degree Assembly Board between notification of the meeting and printing of the agenda. Another section was amended to read; Decisions on accreditation status are the sole responsibility of the DABOG subject to the appeal process. Bill Benjamin made a motion to adopt the Criteria and Basis for Judgment Statements as presented with the caveat that IFSAC Administration correct the number and word consistency problems. Bill Benjamin made a motion to adopt the draft proposal for Administrative Procedures for Accreditation Process submitted by Randy Novak with all the dates and numbers of copies excluded from the document. Gary Kistner seconded the motion. Motion passed. Doug Wood made a motion to adopt the draft proposal of Degree Program Evaluator Qualifications and charge Bill Benjamin's committee with "working it over". John Lee seconded the motion. Motion passed.

IFSAC TRAVELS TO ENGLAND

For the Fall conference the Boards of IFSAC traveled to Moreton-in-Marsh, England, to the Fire Service College and a meeting hosted by Dr. Robin Willis-Lee. An excellent crowd was in attendance in what would be the first trans-Atlantic meeting of the Congress. The meeting was held October 3 – 5th, 1997. The following are excerpts from the meeting.

Council of Governors

The members Present were Nancy Trench, Tim Bradley, Bob Fenner, Doug Wood, Dud Brown, Doug Popowich, Rick McCullough. Others present included Eldonna Creager, Karen Brigden, Steve Lutz, John Wolf, Mike Brackin, Sherry Hoelscher, and Billy Frost. Nancy Trench facilitated the meeting and called the meeting to order at 9:00 a.m. Eldonna Creager served as Secretary. Bob Fenner requested to defer any discussion of ASPA/CORPA until after discussion of the Long Range Planning Meeting discussion.

Doug Wood requested that the Finance Committee review financial information submitted by Administration before presenting to the Boards. It was announced the 1998 Annual Meeting was tentatively scheduled for April 17, 18, and 19, 1998, in Syracuse, New York. Possible scheduling for concurrent site team and evaluator training on April 15 and 16, 1998 was also discussed.

A long Range Planning Meeting was scheduled for January, 1998 in Phoenix, Arizona. This meeting was budgeted for \$29,000 and after reviewing FY '98 income it was Nancy's recommendation that IFSAC Administration is not in a position to fund this meeting for the tentative amount of \$29,000. It had been suggested that the Long Range Planning Meeting be held in conjunction with the Annual Meeting. Other possible locations are Oklahoma City or Tulsa. Discussion was held whether holding the Long Range Planning Meeting in conjunction with the Annual Meeting would be too taxing from a mental standpoint. All agreed that the Long Range Planning Meeting is necessary. Consensus by the COG was to move the meeting to Oklahoma and survey the participants about funding their own travel. The Long Range Planning Meeting was then scheduled for January 16, 17, and 18, 1998.

The IFSAC Manager was position advertised in the Fall Speaking of Fire. Application deadline was November 15th, but applications would be accepted after the 15th. People applying are encouraged to do so by the deadline. The position would be open until it was filled. Tim Bradley, Rick McCullough, Steve Lutz, and Doug Wood had been appointed to the Search Committee. A fifth person from OSU would also be appointed. Later in the meeting there was a motion by Doug Wood that the current selection process for the new manager be postponed pending the development of a job description from the committee. This motion passed and there was another motion by Dud Brown that the dates for the Long Range Planning Meeting be changed to January 23, 24, and 25, with travel on the 22nd. Seconded by Rick McCullough. This motion passed.

Certificate Assembly Board

The members present were Ken Johnson, Mike Brackin, Tim Bradley, Billy Frost, Rick McCullough, Robin Willis-Lee, Doug Popowich, and Sherry Hoelscher. Guests Present were Karen Brigden, Mike Hill, and John Wolf. Staff Present were Nancy Trench and Eldonna Creager.

The meeting was called to order by Chairman Bradley. There were several announcements:

- Fire Service College can prepare invoices per personal preference.
- Robin Willis-Lee reported that management decisions within the FSC were causing a restructure and his departure from the College.

The Administrative staff gave several items of updates as follows:

- No IFSAC correspondence from the Administrative office signed by student staff. Nancy or Eldonna review and sign.
- Administrative review will have a 90-day turn around as a maximum.

- *If the three years from a new edition of a standard rule falls within an entity's five-year site team visit timeline before a re-accreditation visit, there is no reason for an administrative review of these levels to the new edition of the standard.*
- *IFSAC Annual Meeting - the CABOG prefers meeting at a hotel.*

Committee reports were as follows:

- *Committee on Rules, John Wolf - Not Ready to report. Have Materials on disk. Will report at next meeting. Instruction to Committee to make corrections in current document. Any new by-laws forwarded before the meeting to John. Call for changes and have returned by December 15th and send to John Wolf to return by February 1, 1998. Mail by February 15th. Send changes to Committee.*
- *Empowerment Committee, Ken Johnson - Present written report. Report forwarded to Committee on Rules for action on recommended by-law changes. Empowerment Committee was organized as an ad-hoc group. The report concludes the responsibilities of the Committee and the Committee is disbanded.*
- *Finance Committee, Doug Wood (representing Pat Hughes) - Discussed in joint meeting with DABOG.*

Future Impact of Alternative Means Committee, Billy Frost - Presented written report. Billy kept notes of the corrections from the CABOG in his master copy of the Report. The parts of the report that are approved should be part of the training for site team members. John Wolf suggested that IFSAC make changes in documents and adopt these documents by reference in the by-laws. Tim Bradley proposed that the Committee define test criteria for simulation like on page 3 of the report. Recommendation that the application for accreditation (and re-accreditation) from an entity list simulations and include good definitions of these simulations. Add Charles Grizzel to the Committee. CABOG direction to the committee to prepare for the April Meeting for Degree Assembly Discussion:

- *Reword recommendation #1*
- *Rewrite as question #2 for list on page 3*
- *Provide live fire as an example of using #2 as well as other simulations*

Check-off systems (On the Job Emergency Response check-off to meet certification testing criteria) Prepare criteria for "check-off". Provide definition and examples

Any necessary by-law changes be prepared and submitted.

- *Goals and Objectives Committee of the COG, Alan Walker (not present) - COG is moving toward a Long Range Planning process. Alan is preparing a process to write goals and objectives. Long Range Planning for the Congress is the COG responsibility. Bob Fenner has also proposed a process. Billy Frost stressed that there was "no report" and that we are losing time. He requested that this be noted in the minutes. There was further discussion of goals and objectives and planning.*
- *International Standards Committee, Robin Willis-Lee - Committee has been at rest. Some movement toward common European standards. An invitation to the IFSAC Annual Meeting has been issued to a person interested in IFSAC from India. Work for the Committee:
Equivalency reflected in by-laws*

Develop process for evaluating other standards against NFPA Standards

Report will be available for next Board meeting

- *NBFSPQ Liaison Committee
The CABOG approved the joint sponsorship of a Professional Development Seminar in December 1998.*

Education and awareness of reciprocity benefits - develop statements for consideration at next board meeting and then to Certificate Assembly. Prefer that Certificate Assembly endorsement. Need CABOG member to make

presentation at Tampa meeting. Tim Bradley will speak and will include support for reciprocity and emphasize importance of reciprocity. Also mentioning that IFSAC requires that each entity has a policy on reciprocity.

- *Site Team Selection Committee, Doug Popowich (representing Pat Hughes) - Written Report presented. Committee on Rules to look at Article 12.8 to include Site Team Committee. Motion made by Brackin and 2nd by Willis-Lee that the CABOG accept in concept the Site Team selection policies. Motion passed. Comment by Popowich about administrative reviews: OSU has contradictory Policy. No OSU staff on site team visits but OSU staff does administrative reviews. Direct Site Team to develop policy for administrative reviews and include in discussion: using site team members, using form, limiting the number of levels requested for review, replacing members who are no longer available, a fee structure. Send copy of Fenner's draft to site team Committee. Note from Chair: It is critical to keep staff informed of site team activities. Possibility of putting schedule of site teams on IFSAC Home Page.*
- *Site Team Training Committee, Mike Brackin - Written report presented. Need registration deadline for training. Pay no travel expense for training staff personnel. Frost made the motion and 2nd by Popowich that all training suggested by the Committee be offered at the Annual Meeting and canceled if there is lack of interest. Motion passed. Hoelscher made the motion and Brackin 2nd that a \$50 a day administrative fee be charged to include food for breaks, supplies and duplicating for the training sessions. Popowich made the motion and Johnson 2nd that future training be conducted in accordance with the Code of Ethics currently under review (and included in the Committee Report - from ASPA). Motion passed.*

Evaluating JPR Formats:

Motion by Bradley and 2nd by Frost:

Pre-requisite knowledge under the JPR format may be tested under one of the following criteria:

- *The pre-requisite knowledge was tested in an IFSAC accredited program during the candidate's progression to the current level*
- *The pre-requisite knowledge is tested during the current test level*
- *The test question/scenario of the current level shows a reasonable assurance that a lack of the pre-requisite knowledge would cause a failure by the student, or would be necessary for successful completing of the test question/scenario.*
 - *Motioned passed. One nay vote. This is to be placed in the training and certification procedures and self study. Edit by Rules Committee for presentation at annual meeting for presentation to CABOG and Certificate Assembly. Until April it will be the judgment of the site team.*

Training on testing JPR's will be included in Site Team Member Training at the April

Annual Meeting in Syracuse.

The Administration passed out report of entities reporting entries into the International Registry -

- *OK for Administration to send notices to entities requesting regular reporting of their entries.*
- *Administration will begin a more intense collection of past due accounts receivable*
- *Article 12.6.2.1 - \$500 fee for accreditation or reaccreditation implemented for all applications after June 30, 1997*
- *NBFSPQ Liaison Committee will continue*
- *Administration will continue to process Administrative Review for additional levels until the Annual Meeting*

In addition, the Board brainstormed on issues concerning the Long Range Plan. Some items discussed were:

- *Financial independence of IFSAC, when?*
- *Administrative independence*
- *Re-evaluate mission*
- *Survival- market, competition, want to grow and thrive*
- *Quality program not accredited because of bad rules*

- *Increased participation (marketing)*
- *Establishing evaluation of IFSAC (are we serving members)*
- *Strengths, weaknesses, opportunities, threats analysis*
- *Opportunity for a common test bank*
- *Establish consistency in outcome among accredited entities*
- *Sharing of resources and methods*
- *Communication and technology*
- *Technology for site visits and testing*
- *International standards*
- *Recertification*
- *Business plan reflected in Budget*
- *Vision for IFSAC*
- *Measure IFSAC against what?*
- *Start up---maintenance----decline of organization (in volunteer organizations)*
- *Board and Assemblies take full responsibility to run IFSAC (OSU has to fill vacuum due to failure of Boards)*
- *Core Values in setting priorities*
- *Identify core values and guiding principles*

Mr. Billy Frost handed out the "Alternative Means Committee Report" dated October 1997. Mr. Frost was making notations of corrections in his copy of the Report.

Any changes approved by the Certificate Assembly will need to be included in the other applicable IFSAC documents (i.e. the Self Study) and in Site Team Training. John Wolf suggested that these changes be adopted by reference in the by-laws in lieu of making detailed by-law changes. There was a CABOG directive to the committee:

- 1. Reword definition of "simulation" in recommendation #1 to read: Simulation is the substitution of an examining process with an alternative means based on the original intent of the objective.*
- 2. Rewrite as questions for test criteria as recommendation -quote, Bradley: "...have Committee define test criteria for 'simulation' like page 3..."*
- 3. Provide live fire as an example of using questions referred to above in item 2, as well as other simulation examples.*
- 4. Check-off systems definition: On the job emergency response performance to check off knowledge and skills to meet certification testing criteria.*
- 5. Committee was to prepare criteria for "check-off". Provide definition and examples.*

This information was to be prepared for discussion at the April 1998 Annual Meeting of the Certificate Assembly. Copies of report to be sent before meeting to Assembly members. Until findings of the Committee are discussed by the Assembly and any action taken, site team visitors will continue to determine the acceptable use of simulation as currently practiced.

CHAPTER 10 – Degree Assembly Moves Forward in 1998

The Spring of 1998 brought some light at the end of the tunnel for the Degree Assembly, who had been struggling with getting their accreditation criteria formulated and operating. The Certificate Assembly would adopt its third draft of the certificate accreditation rules. However, IFSAC was still operating without a Manager since the selection committee had decided to update the position description prior to continuing. The absence of an operating Manager had some effect, but thanks to the hard work of staff members such as Eldonna Creagor, business moved forward.

In 1998, the issue regarding joint operation between the NBFSPQ and IFSAC continued to be discussed. In February, Joint Meeting topics were discussed between the members of the coordinating committee. In correspondence between Ken Johnson (IFSAC) and Chuck Smeby (NBFSPQ) it was agreed items to discuss were;

- New JPR's
- Skill Tests (simulation)
- Accrediting more than one entity in a jurisdiction
- Reciprocity
- Other standards beyond pro-qual

A merger proposal exchange would occur between the two Boards basically offering the other a seat on their Board, both of which were refused by the other Board. IFSAC simply would not accept any form of governance that was not member driven. In January, IFSAC held a planning meeting in Oklahoma City attended by interested members of IFSAC. Their goal was to develop a strategic plan for IFSAC, to be presented in Winnipeg, Manitoba at the Spring meeting. Nancy Trench had secured Bill Neville, who had served as Assistant VP at NFPA, after leaving the United States Fire Administration as the Superintendent of the National Fire Academy. During the 3-day brainstorming session, the group discussed Purpose, Core Values, Vision, Issues and Goals. A draft of the planning session would be presented at the Spring meeting.

During April, the position description for IFSAC Manager was updated, and the position was announced again May 1st. Applicants who had applied for the first advertisement would still be considered as well. The Search Committee consisted of Tim Bradley, Rick McCullough, Doug Wood, Steve Lutz, and Nancy Trench. The interviews would eventually take place November 9th and 10th in Stillwater, Oklahoma.

In March Bill Frost, Chairman of the ad-hoc committee on Alternative Means, presented a formal report of the findings of the committee to the Assembly. The report, which would later be discussed by the Board and Assembly, represented recommendations for methods to measure skills and JPRs, and guidance for written instructions to sire team members. Some of the suggestions would eventually find their way into either the by-laws or accreditation criteria, or would become lesser important issues.

The Congress held their Spring meeting in April, 1998, at the Sheraton University Hotel and Conference Center, Syracuse New York. In addition to the IFSAC crowd being in town, guests also included the Rolling Stones who were in the City for a concert. The meeting was held April 17th through the 19th and included Degree and Certificate Assembly Site Team Training.

The following reviews some of the material covered at the Annual Conference.

Council of Governors

Doug Forsman representing OSU and serving as Administrative Chairman of the COG called to order the Council of Governors meeting April 17, 1998 at 5:30 p.m. Council of Governor members Present included Doug Forsman, Doug Wood, Dud Brown, Bob Fenner, Rick McCullough, and Doug Popowich. Others attending included:

- John Wolf - Kansas
- Nancy Trench - IFSAC Administration
- Eldonna Creager - IFSAC Administration
- Rich Hall - Fire Protection Publications, OK
- Jan Thomas - Florida
- Bill Zieres - Missouri
- Sherry Hoelscher - Missouri
- Chuck Sanderson - Manitoba
- Mike Brackin - Mississippi
- Brenda Popko - Manitoba
- Woody Will - Kentucky
- Gail Otto - Washington
- Pat Hughes – Texas

During the COG Meeting there was discussion regarding the proposal of establishing a Finance Committee and a Committee on Rules as standing committees of the Congress. The By-law proposals were being proposed by the Committee on Rules in the existing Committee on Rules of the Certificate Assembly. The COG forwarded the issue forward to the Congress asking that it, and each assembly, adopt the standing committees.

There was discussion at the Fall, 1997, Certificate Assembly Board of Governors meeting about fees for the Annual Meeting, but no action was taken. There was action at the Fall, 1997, meeting by the Certificate Assembly Board of Governors that fees be charged for Certificate Assembly training. The Administrative Office recommended that annual meetings have a fee to cover the cost for food and beverages and that the Degree Assembly postpone charging a fee for training until the year 2000 and that the Certificate Assembly continue to follow their action of assessing training fees. Discussion was held regarding meeting fees.

Applications for the IFSAC Manager were due in to the Administrative Office by May 18th of that year. Doug Forsman stated that the applications would go out the following week to the panel for screening and a conference call with the panel would be held to determine who would be interviewed. Mr. Forsman anticipated that IFSAC will have a manager in place by September 1.

A timeline for finalizing the first draft of the Long Range Plan was established at the Long Range Planning Meeting in Oklahoma City. The first draft was distributed to everyone attending the meeting. There was not an edited second draft since no responses from the attendees were received nor were there any from the contractor. The first draft has been mailed to the IFSAC membership.

The Administrative Office recommended that the Council of Governors appoint a small group from those who attended the meeting to be responsible for working with the contractor to produce the second draft. The second draft would then be distributed to the meeting attendees for review. Ms. Nancy Trench also suggested that the report be the basis for holding a special meeting at the Fall meeting in Manitoba. Ms. Trench suggested that the two Boards meet together again in 1998 to discuss the report and the implementation. Discussion was held regarding what the expectations were for the first draft of the report and who would be responsible for implementing what was outlined at the meeting. Consensus by the Council that the two Boards meet together to address the draft of the Long Range Planning Meeting report.

Nancy Trench gave a report to both Boards in their meetings concerning ASPA Recognition. Consensus by the Degree Assembly Board of Governors is that it would be beneficial to be a member of the Association of Specialized and Professional Accreditors (ASPA). Concerns were expressed about ASPA not being an international organization. The Certificate Assembly Board of Governors discussed comparing ISO (International Organization for Standardization) and other international recognition bodies to ASPA. During the Certificate Assembly Board of Governors meeting, Tim Bradley directed Rick McCullough and Don Gnatiuk to investigate ISO. Consensus by the Council of Governors that this issue was to be taken to the floor of the Congress.

The Finance Committee met April 16, 1998, prior to COG. The Committee wanted to recommend to the Board a definition of default of payment and what the time limits are for paying fees. Rick McCullough and John Lee had been directed by Pat Hughes, Chair of the Finance Committee, to develop guidelines for budget expenditures and report at the Fall meeting.

The Committee discussed supporting the concept of charging fees for meetings and training to recover costs for breaks. The Committee also supported By-law amendments that authorized Administration to market and sell certificates to generate additional revenue. The Committee recommended that a disclaimer be included on the certificates. Council members discussed the budget process. Woody Will asked that members receive feedback on whether or not payment has been received. Administration would make available at the meetings a list of members that have paid or have not paid. Doug Forsman stated that it was his intention that the Finance Committee will prepare the entire budget for IFSAC. Administration will provide input as to what the salaries and benefit costs are for staff. Consensus by the Council of Governors that the Finance Committee, with input from Administration, prepare the budget for IFSAC beginning with Fiscal Year 1999 without approval by the COG nor by the Congress due to time constraints. There was consensus by the COG to tentatively schedule the 1999 Annual Meeting for April 14 - 18, 1999, and to tentatively schedule the 1999 Fall Board Meeting for October 2 and 3, 1999.

John Wolf shared information on the NFPA 1000 standard which he Chaired for NFPA. The 1000 standard was in revision and the draft of the text revisions had been completed. There were minor changes to the certification chapters. Major changes to the document are the addition of chapters. These parallel, to some extent, to the Certificate Assembly and relate to the accreditation of degree granting institutions and rules for accreditors to follow. John said that if anyone is interested in those revisions, to contact the NFPA for the Committee report.

Later in the conference, after the Congress and Assemblies had met, the Committee on Rules and the Finance Committee were established as standing committees of the Congress as a result of By-law changes.

Members of the Committee on Rules were appointed for staggered terms:

Certificate Assembly

Mike Brackin - 3 years

Randy Novak - 2 years

Ken Briscoe - 1 year

Degree Assembly

Wimpie Kruger - 3 years

Carl Weaver - 2 years

J.D. Richardson - 1 year

John Wolf was appointed as Chairperson of the Committee on Rules.

Members of the Finance Committee were appointed for staggered terms:

Certificate Assembly

Pat Hughes - 3 years

Rick McCullough - 2 years

Glenn Pribbenow - 1 year

Degree Assembly

Doug Wood - 3 years

John Lee - 2 years

Bob Fenner - 1 year

Pete Schecter was appointed as Chairperson of the Finance Committee.

Proposals have been received from Minnesota, Utah, Newfoundland, and Hawaii after the initial meeting earlier in the conference. Administration would send these entities forms similar to the one Bob Fenner had developed several years ago. After contacts have been made and costs have been determined, Administration would contact COG members via phone or email with recommendations.

Certificate Assembly Board of Governors

Chairperson Tim Bradley called the Certificate Assembly Board of Governors meeting to order at 9:00 a.m., Friday, April 17, 1998. Board Members present were Tim Bradley, Sherry Hoelscher, Doug Popwich, Pat Hughes, Rich McCullough, Don Gnatiuk, Glen Pribenow, Hugh Pike, and Mike Brackin. Board Members absent were Billy Frost and Ken Johnson.

Tim Bradley declared that a quorum existed. Mike Brackin made a recommendation to correct the minutes of the Site Team Training Committee Update. It changed the content of the motion made by Sherry Hoelscher from that a \$50 a day administrative fee be charged to include food for breaks, supplies, and duplicating for the training sessions" to "Hoelscher made the motion and Brackin 2nd that a fee be charged to include...". Brackin also asked that the 1997 Fall meeting minutes reflect that his vote is the "nay vote" under the discussion of Evaluating JPR Formats. Nancy Trench addressed the Board regarding fees for meetings and training. The Administration proposed a fee for this annual meeting to both the CABOG and DABOG and received a variety of responses. The intent of the fee for the annual meeting is based on cost recovery of expendables and is not meant to generate income. The Administration's recommendation was that a fee be charged for each future annual meeting to cover the cost of food and beverage. Second, that the Degree Assembly postpone charging a fee until the year 2000. Also that the Certificate Assembly continue to assess fees for training as per the action of the CABOG at the Fall, 1997, meeting. Tim Bradley recommended that this issue be discussed and voted upon by the Congress as a whole with the recommendation going back to each Assembly for concurrence.

Since the 1997 Annual Meeting, Administration has received letters of intent from the following:

- Great Lakes Fire Training Institute, Michigan
- Maryland Fire Service Personnel Qualifications Board, Inc.
- Ministry of Defense, United Kingdom
- Rescue Training International, Brazil
- Fire Safety Engineering College, Oman
- Nova Scotia Fire Service Professional Qualifications and Standards Board
- BOCA

Since Letters of Intent are an Assembly issue, the letters of intent were referred to the Assembly for discussion and approval.

The Administration had received Membership Withdrawal letters from the following members of the Certificate Assembly stating their intent to withdraw from membership:

- State of Connecticut, Department of Public Safety
- Massachusetts Fire Training Council
- Alaska Fire Service Training

Nancy Trench reviewed the report of additional levels accredited since the 1997 Annual Meeting and also those entities that need to correct deficiencies before accreditation of those levels can be granted. Chair Tim Bradley directed Pat Hughes to communicate with Glenna Senger and Administration regarding Illinois' additional level and find out what deficiencies need to be corrected and what Illinois needs to submit. Tim Bradley also asked that Administration send up a warning flag when the exchange of information for an ongoing Administrative Review is not getting cleaned up.

Nancy Trench reviewed the agenda memo regarding the expansion of empowerment for Bucks County Emergency Services Training Center. A letter from Bucks County Emergency Services Training Center requested that the Certificate Assembly approve the expansion of operations and certification activities throughout the Commonwealth of Pennsylvania as

set forth in the agreement with the Office of the State Fire Commissioner. A letter from the Office of the State Fire Commissioner which serves as an official agreement between that office and Bucks County, stated that in the future when the Office of the State Fire Commissioner is accredited by the National Board on Fire Service Professional Qualifications to certify additional levels, Bucks County will cease to offer IFSAC certification for those particular levels outside the boundaries of Bucks County. Also presented was a copy of the empowerment of the Office of the State Fire Commissioner. Pete Schechter stated that subsequent to the submission of their memo, the State Fire Commissioner had approached Bucks County to consider taking over certification for all levels statewide.

A report by Alan Walker was submitted to the CABOG. Nancy Trench reviewed the agenda memo submitted by Administration. IFSAC Administration's recommendation was that groups meeting this weekend discuss this issue and approve application for membership in ASPA (Association of Specialized and Professional Accreditors) and authorize Administration to complete the process for application. IFSAC would have to adopt the Code of Good Practice and the application requires the signature of the chief elected officer of the organization.

Rick McCullough expressed concerns about ASPA and CHEA. He asked that since IFSAC is an international organization why we would go to a national body and not approach an international standards organization for recognition. ISO (Organization on International Standardization) is an international organization. Concerns were expressed about the cost of fees for membership and for attendance at ASPA meetings. Nancy stated that once we join ASPA, fees for attending their meetings is reduced. Other concerns were expressed regarding the financial independence of IFSAC and whether or not this is still an issue with ASPA. The benefits of having a body accredit IFSAC were discussed. Glenn Pribbenow brought up past discussion of concerns about requirements of constituency representation on the Board and whether or not this is still an issue.

Application for membership will be debated in the Congress meeting. Hugh Pike made a motion to recommend to the Congress that the CABOG support pursuing membership in ASPA. It was seconded by Glenn Pribbenow. Two members in favor and Six opposed so the motion failed.

Several Site Visit Reports were given.

- Idaho - Mike Brackin presented the site visit report for Idaho. Mike Brackin, Joe Hanson, and Pete Ribble visited Idaho in November. Idaho requested accreditation for NFPA 1001, levels I and II, and NFPA 1021, levels I and II. Since the site visit took place Idaho has requested to withdraw 1021 for accreditation. The Site Team recommended accreditation for NFPA 1001, levels I and II, 1992 Edition.
- Newfoundland - Ben Warren gave the report for the Newfoundland site visit. In November 1997 the site team consisting of Billy Frost as site team leader, Ben Warren, and Brenda Popko completed the site visit of the Office of the Fire Commissioner of Newfoundland and Labrador. The site team evaluated NFPA 1001, levels I and II, 1992 Edition. Since the site visit, Newfoundland has requested accreditation to the 1997 standard.
- There was a motion by Don Gnatiuk to reaccredit Newfoundland and Labrador, Office of the Fire Commissioner for Firefighter I and II, 1997 Edition. Pat Hughes brought up the issue of scheduling site visits for entities that are in arrears on membership fees and accreditation application fees. The Board needed clarification or definition of 'default' and 'payment'.
- Minnesota - Clare Harkins gave the report for the Minnesota site visit. In December 1997 Clare Harkins, site team leader, Joe Fratantaro, and Wayne Bailey visited Minnesota. Minnesota has requested accreditation for Firefighter I, Fire Inspector I, and Fire Inspector II. Since their site visit Minnesota had corrected deficiencies identified by the site team and have met all the requirements for all three levels. The site team recommended accreditation for Firefighter I, Fire Inspector I and Fire Inspector II, 1992 Editions. The recommendation for conditional accreditation was removed. Clare stated that he will submit this in writing.
- Fire Service College - Doug Popowich gave the report for the Fire Service College, Moreton-in-Marsh site visit. Team members were Doug Popowich, site team leader, Mike Edwards, and Ken Johnson.

The Fire Service College had asked for accreditation of the following to certify to the United Kingdom Standards:

- Recruit Firefighter
- Hazmat and Environmental Protection
- Crew Command
- Airport Basic

- Watch Command
- Airport Firefighter

These are based on their system, their terminology and their program area. The second part of the site team's job was to take a look at corresponding NFPA levels, so the Fire Service College can issue certificates for the corresponding NFPA levels of Firefighter I , Firefighter II, Hazmat Operations, Awareness and Incident Command and Airport Firefighter. There was a motion by Pat Hughes to accept the Site Team's recommendations for the equivalency recognition in the area of:

- 1992 Edition NFPA 1001 Firefighter I
- 1992 Edition NFPA 472 Hazmat Awareness
- upon completion of the Recruit Firefighter Program (West Yorkshire Program Model)
- 1992 Edition NFPA 1001 Firefighter II
- 1992 Edition NFPA 472 Hazmat Operations
- 1992 Edition NFPA 1021 Fire Officer I
- upon completion of Crew Command and Watch Command
- 1992 Edition NFPA 472 Hazmat Incident Commander
- upon completion of Hazardous Materials and Environmental Protection, Crew Command and Watch Command.
- Mississippi - Tim Bradley, site team leader, gave the report for the Mississippi Site Visit. Elizabeth Atchley and John McPhee were members of the site team. The Site Team recommended reaccreditation for Firefighter I and II, Driver Operator, Fire Officer I and II, Instructor I and II, and initial accreditation for Hazmat Awareness and Hazmat Operations.

Pat Hughes commended members of the Site Team Selection Committee for their work of putting together the site teams. The Site Team Selection Committee then gave an update on the Site Team Selection Committee activities. The Committee last met in January. They were putting together a list of site team leaders and had a survey out. The survey was to aid in the selection process. The Site Team Selection Committee members were Doug Popowich, Sherry Hoelscher, and Ben Warren. Discussion was held regarding the process for scheduling site visits and selecting site teams. To alleviate some of the work load on Administration, the Committee had been placing the responsibility on the site team leaders to make connections with each entity to set up reservations, schedules, and so on. Pat stated that reports, payments, and applications still go to Administration. Sherry Hoelscher said that the Committee has had some entities ask about who has the responsibility to distribute an entity's application and supporting documentation to the site team. Tim Bradley stated that once Administration has received the application and the appropriate fees, that Administration should then notify the Site Team Selection Committee to select the site team. Once the site team has been selected, the site team, the entity, and Administration would work together. The Committee's primary responsibility is to select the site team. Administration will forward the appropriate documentation. The entity will communicate with the site team leader and members regarding travel arrangements. This would simplify the process. Mike Brackin pointed out the same thing should happen for the site visit reports. Tim Bradley added that, particularly for site team leaders who had updated information, it is important that if the original recommendation was conditional accreditation and the leader has received documentation since that time to correct deficiencies that information needs to be forwarded to Administration to file. Pat Hughes also reminded the site team leaders that according to the By-laws, reports are due in within 30 days of the site visit.

Mike Brackin gave an update on training. He thanked Sherry Hoelscher, Doug Popowich, Rick McCullough, Ben Warren, Pat Hughes, and Tim Bradley for their help in making the training a success.

Robin Willis-Lee gave the International Standards Acceptance Committee Update. The Committee had an incomplete first draft of a procedures and guidance document for accrediting standards other than NFPA. Robin wanted to progress this document by correspondence with the Board so that a final draft could be produced for the Fall Board Meeting. The Committee had been given their first job by Administration to review the British Columbia standards.

At the Fall Board Meeting the Future Impact of Alternative Means Committee was directed to do several things. One was to define simulation. The Committee decided that in order to be consistent they should use the same terminology the 1000 group uses. The Committee identified By-laws that need to be looked at by the Committee on Rules that might be affected. The Committee had identified two methods for considering alternative means.

At the Fall Board Meeting the Board decided that a more specific application process is needed for the Martin Grimes award. The Committee was supposed to put together some specific recommendations. Nancy Trench stated that she had held up the Committee in some ways because they are concerned about what the award is going to be. Nancy had been unsuccessful in contacting artists to design the award. Most recently Pat Monigold has been contacted about her interest in designing the award. Chairman Bradley asked that well in advance of the Fall Board Meeting, the Administration send a reminder to each entity to submit nominations. Eldonna Creager clarified that the nominations are accepted from April through September.

A new By-Law concerning a Committee on Rules from COG was discussed.

Committee on Rules: The purpose of the committee is to examine the rules to ensure consistency. The Committee on Rules proposed that their committee be a standing committee of the Congress instead of the Certificate Assembly.

Discussion was held regarding comparable fees for accredited entities and non-accredited entities. John stated that the point for making these changes was to take the fees, as much as possible, out of the By-laws and ask the Board to adopt a fee schedule. The By-laws would then require that members pay fees according to the latest schedule and the entity's status.

Tim stated that before the fee structure is taken out of the By-laws a fee structure needs to be in place somewhere else.

Tim Bradley appointed John Wolf, Nancy Trench and Woody Will as election officials for the Board elections to be held during the Certificate Assembly meeting. In addition, Administration was directed to respond to the letter of complaint from Alberta and to draft a form letter explaining the appeal process.

After the Assembly meeting, Chair Tim Bradley reconvened the Certificate Assembly Board of Governors meeting Sunday, April 19, at 8:00 a.m. Chair Tim Bradley turned the floor over John Wolf to lead the election process for Chairperson. John Wolf opened the floor for nominations. Hugh Pike nominated Tim Bradley. John Wolf asked if there were any further nominations. John asked twice more for further nominations. Motion was made by Hugh Pike to accept Tim Bradley as Chairperson by acclamation. Seconded by Glenn Pribbenow and the motion passed.

Committees

- Chair Tim Bradley appointed Mike Brackin, Randy Novak, and Ken Briscoe to serve as the Certificate Assembly representatives for the Committee on Rules.*
- Chair Tim Bradley appointed Pat Hughes, Glenn Pribbenow, and Rick McCullough as the Certificate Assembly representatives for the Finance Committee.*
- Chair Tim Bradley appointed Robin Willis-Lee, Rick McCullough, Don Gnatiuk, and Woody Will to serve on the International Standards Acceptance Committee. Robin Willis-Lee would serve as Chair of the Committee.*
- Chair Tim Bradley appointed Pat Hughes, Doug Popowich, Sherry Hoelscher, Mike Brackin, Ben Warren, Glenn Pribbenow, and John McPhee. Pat Hughes would serve as Chair of the Committee. Brenda Popko will serve as an alternate.*

Degree Assembly Board of Governors

Chairman Steve Lutz brought the meeting to order at 9:00 a.m., Friday, April 17, 1998. Board members present were Dud Brown, Bill Benjamin, Gary Walton, Bob Fenner, Gary Kistner, John Lee, Pete Ribble, and Doug Wood. Other Attendees include:

- Charles Grizzell - Utah Fire and Rescue
- James Richardson - San Antonio College
- Dave Hoover - The University of Akron
- Carl Weaver - Brevard Community College, FL
- Wimpie Kruger - Southern African Emergency Services Institute
- Diane Novak - Manitoba Emergency Services College

Bob Fenner requested that a color other than brown be used for the "Basis for Judgment" manual. Time constraints had been the reason for brown, and the next edition would be in another color. The administration was to provide design and sample colors to board, and provide unified covers for all DA documents.

Steve Lutz discussed that the Degree training had gone very well. Discussion was held concerning member payments going to OSU rather than directly to IFSAC. The concern was that the payments had to be made to OSU and then IFSAC had to "recover" that money from OSU. The cause of the problem was that IFSAC is using OSU's as administration, their purchasing system, accounts payable, etc. Another concern focused on payments being misplaced in the system (Johnson County Community College payment was apparently held by FPP rather than going to IFSAC). Entities had to justify to their own finance officers why their payments are going to OSU rather than IFSAC causing them more paperwork and time. It was decided IFSAC should put a sentence on the member billing statements going back to IFSAC from the entity stating that the "Payment Should Go To IFSAC".

Bob Fenner made a comment in appreciation for the work done by Doug Wood concerning the assignment of evaluation team members.

There was some discussion on the keeping and storing of IFSAC Degree Assembly documents. Two questions were discussed; Should Administration or someone from the DABOG be responsible for safekeeping of the documents? We do not want to create NEW work for Staff at this time because of lack of personnel and increased operational costs? Gary Kistner agreed to be the custodian of the Degree Assembly documents until an IFSAC manager is put in place. Bob Fenner was to develop a simple strategy for storing Degree Assembly documents. Document to be presented to the DABOG at the Fall meeting. He indicated the Board should consider the exclusive use of "Degree" as some programs call them "Diploma" or "Higher Education Programs". The term "Degree" was defined to include all other programs that don't necessarily use the term "Degree". No name change or change in scope was necessary at that time.

There were Letters of Interest/Membership Applications from:

- University of Akron, Ohio
- Houston Community College, Texas
- Butler Community College, Kansas
- Fire Safety Engineering College, Oman
- McLennan Community College, Texas

These were all accepted by vote of the Board.

Volunteer State Community College, Tennessee submitted a letter of withdrawal stating the reason for withdrawal as "Excessive cost of participation." The University of New Haven, Connecticut and Daytona Beach Community College both withdrew as well.

Steve Lutz presented evaluation visit narrative report for San Antonio College, Texas. The evaluation concurred with the report. Discussion concerning conditional accreditations and the default loss of accreditation ensued. Discussion also continued on the establishment and assignment of values (i.e., critical criteria, secondary criteria, and further

subdivisions) to the Accreditation Criteria to allow for “contingent” accreditation. Discussion continued on whether or not the DABOG can actually confer accreditation with contingencies based on the current By-laws. One train of thought was that the matter should go before the Degree Assembly; the second being that the matter was within the realm of the DABOG. Also discussed was the need for changing the By-laws to include conditional accreditations, however, this would require that accreditation for San Antonio be placed on hold for another year. There was a motion to accept the evaluation report as read and grant accreditation to San Antonio Community College (as of April 17, 1998) contingent upon completion of required fixes cited in the evaluation report by August 30, 1998. The motion passed unanimously except for two abstentions. John Lee abstained as he is a past graduate of the college and Gary Kistner abstained as he is a representative of the college.

It was mentioned that the membership of the Degree Assembly, the entity, and the Administration must give absolute support to the team and their decisions and recommendations. To diminish this would diminish the integrity of the system.

A presentation made by Nancy Trench concerning benefits of the Association of Specialized and Professional Accreditors (ASPA) and the Council for Higher Education (CHEA) as presented in a report prepared by Alan Walker. Administration recommended that each Assembly hold open discussion on the issue of ASPA membership and adoption of the ASPA “Code of Good Practice”. Actual seeking of ASPA Accreditation would be held until a later date. Bob Fenner asked if this membership would be a service of IFSAC membership. Nancy said that currently it was not a budgeted item. Bob also talked of the benefits of IFSAC being ISO 9000 certified.

Bob Fenner led opening discussion - “What do IFSAC Degree Assembly members get for their membership fees?” DABOG continued their discussion of notification from Administration concerning the fees for the annual conference and meetings. Discussion ensued concerning the issue of adding more fees to the already imposed fees and the reluctance of the Board to impose these additional fees. The Degree Assembly has already lost two members due to cost. It is unknown how many have been lost that we don’t know of. Discussion continued on the Administration services and conference attendance and why these fees are not included in membership fees. The Board discussed the need for a full understanding of the organization’s financial status before any decisions on further charges to members can be made. Further discussion ensued on what the conference fees should be and how they should be assessed. Also discussed were the possibilities of separating (1) the membership fees and services and (2) conference fees and what it includes. Discussion was then held concerning the writing of a level of service agreement describing exactly what the Degree Assembly expects from Administration.

Discussion continues on membership fees, IFSAC Administration levels of service to Assemblies, and the IFSAC Manager’s position, salary, and benefits package.

The next topic of discussion concerned Entity, Assembly, and IFSAC staff responsibilities of selection and notification of site visitors. The conclusion was that the current IFSAC Staff responsibility of contacting and providing a list of qualified evaluators were temporarily turned over to the Evaluation Team Selection Committee Chairman until a full-time manager is appointed. Further discussion was held concerning the fact that there was no real process laid out of how an entity gets accredited. The forms used in accreditation are not efficient in their current format. These forms may need to be put into a composite first edition policy and procedures manual for this time next year.

By-Laws were discussed and referred to the Assembly.

It was decided there was a need to provide recognition by means of certificate to members who participated on standing or ad hoc committees (Finance Committee, COG members, Dud Brown, etc.) as well as those leaving office or retiring from IFSAC Degree Assembly. The Board updated the committee listings as follows;

Membership Committee

- Gary Kistner
- Gary Walton

By-laws Committee

- *Pete Ribble*
- *Carl Weaver*
- *One more to come from the Assembly*

Evaluation Team Selection Committee

- *Doug Wood*
- *Bill Benjamin*
- *Gary Kistner*

After the Assembly meeting Steve Lutz was reelected to serve a one year term as Chairman. Following this a discussion was held concerning the proper dress for visits. Professional image is the primary concern. Coats and ties are appropriate for beginning, and while meeting high level administrators. The protocol would depend on the culture, area, and entity being visited. The team leader should set the standard. The DABOG meeting Adjourned at 9:00 a.m., Sunday, April 19, 1998.

Congress Meeting

Doug Forsman called to order the 1998 Annual Meeting of the International Fire Service Accreditation Congress Saturday, April 18, 1998. Mr. Forsman declared that a quorum was present. Mr. Forsman introduced Rich Flanagan, Director, Public Safety Institute, Onondaga Community College. Rich Flanagan introduced Nick Pirro, County Executive. Mr. Pirro welcomed everyone to Syracuse. Rich also introduced Mike Waters, Onondaga County Fire Coordinator. Mr. Waters welcomed everyone and invited everyone to attend the New York Fire Chiefs Conference in June. Rich Flanagan introduced, Dean Larry Reader. Dean Reader thanked Rich Flanagan and his staff for their hard work and help with the IFSAC Annual Meeting. On behalf of President Raisman and Academic Vice President Kevin Moore, Dean Reader thanked everyone for going to Syracuse and offered best wishes for a successful conference.

Robin Willis-Lee introduced Ranjit Chavan from India. Mr. Chavan is the Director General of the All India Institute of Local Self Government. Mr. Forsman recognized Vladimir Roitman from Russia. Dr. Alexander Zabageyev was unable to attend. Mr. Forsman read a proclamation presented to him by Vladimir Roitman. "On behalf of Moscow State University Civil Engineering let me convey our great appreciation of the efforts made by the International Fire Service Accreditation Congress in the field of quality training and education as well as uniting the people dedicated to these generous ideals. Very best wishes for your 1998 Annual Conference. Dr. Alexander Zabageyev".

Congress Attendees Present Were:

- *Doug Forsman - Oklahoma State University, IFSAC, Fire Service Programs*
- *Nancy Trench - Oklahoma State University, IFSAC, Fire Service Programs*
- *Woody Will - Kentucky Fire Commission*
- *Rick McCullough - Province of Saskatchewan*
- *Barbara Gagner - Washington State Patrol - State Fire Marshal's Office*
- *Jan Thomas - Florida*
- *Robin Willis-Lee - Fire Safety Engineering College, Oman*
- *Chuck Sanderson - Office of the Fire Commissioner, Manitoba*
- *Larry Rogers - Bremerton College, Olympic, Washington*
- *Vladimir Roitman - Moscow State University*
- *Bob Fenner - Fire Service College, United Kingdom*
- *Brenda Popko - Office of the Fire Commissioner, Manitoba*
- *Pat Hughes - Texas Commission on Fire Protection*

- *Doug Popowich - Office of the Fire Commissioner, Manitoba*
- *Bill Benjamin - Johnson County Community College, Kansas*
- *Doug Wood - Yavapai College, Arizona*
- *Steve Lutz - Utah Fire and Rescue Academy*
- *Dud Brown - Bates Technical College, Washington*
- *Diane Novak - Manitoba Emergency Services College*
- *Joe Fratantaro - Bucks County Emergency Services Training Center, Pennsylvania*
- *Milo Bennett - Minnesota Fire Service Certification Board*
- *Dale Mashuga - Minnesota Fire Service Certification Board*
- *Pat Doheny - Minnesota Fire Service Certification Board*
- *John Lee - Aims Community College, Colorado*
- *Carl Weaver - Brevard Community College, Florida*
- *Gary Walton - Southern Illinois University*
- *Gary Kistner - San Antonio College, Texas*
- *Pete Ribble - Central Oregon Community College*
- *Henry Morse - Fire Service Testing Company, North Carolina*
- *J.D. Richardson - San Antonio College, Texas*
- *Dave Sarazin - Lake Superior College, Minnesota*
- *Brian Bay - Chemeketa Community College, Oregon*
- *Ben Warren - South Carolina Fire Academy*
- *Rusty Horton - South Carolina Fire Academy*
- *John Standefer - New Mexico Fire Academy*
- *Ken Briscoe - Office of the State Fire Marshal, North Carolina*
- *Steve Sloan - Office of the State Fire Marshal, North Carolina*
- *Mike Edwards - Office of the State Fire Marshal, North Carolina*
- *Sheri Ryan - Phoenix Fire Department, Arizona*
- *Mike Brackin - State Fire Academy, Mississippi*
- *Bruce Hewson - South Carolina Fire Academy*
- *David Hooton - Spectrum Solutions, Tennessee*
- *Mark Barnes - Great Lakes Fire Training Institute, Michigan*
- *Jenny Bayles - Fire Service Programs, Oklahoma State University*
- *John Rukavina - International Fire Codes Institute, North Carolina*
- *Wayne Bailey - Office of the State Fire Marshal, North Carolina*
- *Tony O'Neill - National Fire Protection Association, Washington DC and the National Board on Fire Service Professional Qualifications*
- *Steve Austin - International Association of Arson Investigators and the National Board on Fire Service Professional Qualifications*
- *Derrick Simmons - Office of the Fire Commissioner, Newfoundland*
- *Stacy Rogers - University of Hawaii*
- *John Daley - Department of National Defense, Canada*
- *Mark Turner - Marine Institute, Newfoundland*
- *Harold Richardson - Nova Scotia Fire Service Professional Qualifications Board*
- *Bob Aldcorn - Justice Institute, British Columbia*
- *Lynne Lofquist - Office of the Fire Marshal, Ontario*
- *Bob French - Office of the Fire Marshal, Ontario*
- *Clare Harkins - Emergency Services Training, Idaho*
- *Charlie Grizzell - Utah Fire and Rescue Academy*
- *Alan Joos - Utah Fire and Rescue Academy*
- *Joe Hanson - Nebraska State Fire Marshal's Office*
- *Don Gnatiuk - Alberta Fire Training School*
- *Ranjit Chavan - All India Institute of Local Self Government, India*
- *Wimpie Kruger - Southern African Emergency Services Institute*
- *Clarence Rout - United States Navy*

- *Hugh Pike - United States Air Force Fire Protection*
- *Gail Otto - Washington State Patrol*
- *Karen Evans - Department of Public Safety, Oregon*
- *Walter Clark - Washington DC Fire and Emergency Medical Services*
- *David Fultz - LSU Fire and Emergency Training, Louisiana*
- *Pete Schechter - Bucks County Emergency Services Training Center, Pennsylvania*
- *Sherry Hoelscher - State Fire Marshal's Office, Missouri*
- *Steve Foster - US Department of Defense Fire Academy*
- *Brian Ellis - US Department of Defense Fire Academy*
- *Glenn Pribbenow - Fire Service Training, Kansas*
- *Randy Novak - Fire Service Training, Oklahoma*
- *John Donnelly - Fire Service Training, Iowa*
- *Richard Arwood - Fire Service Training, Iowa*
- *Tim Bradley - North Carolina Office of the State Fire Marshal*
- *John Wolf - University of Kansas Fire Service Training*
- *C.P. Van Der Merwe - Southern African Emergency Services Institute*
- *Glenna Senger - Office of the State Fire Marshal, Illinois*
- *Richard Flanagan - Public Safety Institute, Onondaga Community College, New York*
- *Eldonna Creager - IFSAC Administration, Oklahoma*
- *Rich Hall - Fire Protection Publications, Oklahoma*

Mr. Forsman introduced Tony O'Neill, National Board on Fire Service Professional Qualifications and Mr. O'Neill gave a brief history of the NBFSPQ. He also gave an update on the structure and operations of the NBFSPQ. Mr. O'Neill also spoke about the joint training session in Florida, December 4 and 5, 1998. Mr. O'Neill introduced Steve Austin. Mr. Austin also represents the National Board on Fire Service Professional Qualifications. Mr. Austin brought IFSAC up to date on the activities of the Pro-Board. Mr. Austin thanked Doug Forsman and Nancy Trench for their invitation to the IFSAC Annual Meeting.

Mr. Forsman gave an update on the progress of hiring a manager. The four member selection committee consisting of Tim Bradley, Rick McCullough, Doug Wood, and Steve Lutz, who would travel to Stillwater for the interview process. Mr. Forsman indicated that the manager's position should be filled by September 1.

Nancy Trench gave an update on membership. Ms. Trench reported that IFSAC currently has a total of 99 members, 41 members for the Degree Assembly and 58 members for the Certificate Assembly, and 214 accredited levels. Twelve levels have been accredited through Administrative review since the 1997 Annual Meeting. Pat Hughes reported on the financial activities. The Finance Committee has been charged with additional responsibilities this year, including working with Administration on developing the budget for fiscal year 1999.

Doug Forsman turned the floor over to Parliamentarian John Wolf to facilitate the recommendations made for by-law amendments. These included a Committee on Rules and a Finance Committee as standing committees for the Congress. These by-law amendments passed.

Doug Forsman stated that the report by Alan Walker contains a recommendation that IFSAC join ASPA as a dues-paying member and full participant. The fee to become a member is estimated at \$3,046.10. Gary Kistner made a motion to join ASPA and the motion seconded. Discussion was held regarding the benefits of joining ASPA. Steve Lutz made a motion to amend the main motion to include that IFSAC apply for membership contingent upon the Finance Committee's approval of the expenditure. Motion seconded. Motion to amend fails.

The original motion to join ASPA passed. The meeting was adjourned and the Assemblies broke to meet individually.

Certificate Assembly

Chair Tim Bradley called the IFSAC Certificate Assembly annual meeting to order Saturday, April 18, 1998. Chair Tim Bradley presented certificates to the following entities for accreditation or re-accreditation:

- Idaho Emergency Services Training for accreditation of:
Firefighter I and II
- Fire Service College, Moreton-in-Marsh, England accredited to NFPA equivalency standards of:
Firefighter I and II
Fire Officer I
Hazmat Responder Awareness
Hazmat Operations
Hazmat Incident Commander
- Mississippi Fire Academy reaccredited for the levels of:
Firefighter I and II
Driver Operator
Officer I and II
Instructor I and II
Hazardous Materials Awareness
Hazardous Materials Operations
- Office of the Fire Commissioner, Newfoundland and Labrador reaccredited for the levels of:
Firefighter I and II
- Minnesota Fire Service Certification Board accredited for the levels of:
Firefighter I
Fire Inspector I and II

The Chairman also presented for certificates to the following entities that have added levels to their accreditation since the 1997 Annual Meeting:

- Saskatchewan Office of the Fire Commissioner for the additional level of:
Pub Ed I
- Manitoba Fire Emergency Services College for the additional level of:
Instructor II
- Bucks County Emergency Services Training Center for the additional levels of:
Instructor III
Fire Officer III
- Oklahoma State University Fire Service Training for the additional level of:
Pub Ed I
- Iowa State University Fire Service Training Institute for the additional level of:
Fire Officer I
- Canadian Forces Fire Marshal's Office for the additional levels of:
Hazmat Awareness
Hazmat Operations
Hazmat Technician
- South Carolina Fire Academy for the additional level of:
Airport Firefighter
- Utah Fire and Rescue Academy for the additional levels of:
Instructor I and Instructor II
- University of Kansas Fire Service Training for the additional level of:
Hazmat Awareness

Chair Tim Bradley appointed John Wolf, Woody Will, and Nancy Trench to serve as election officials. Chair Tim Bradley called upon Parliamentarian John Wolf to open the floor to nominations. One correction was made to the list of expired terms. Alan Walker resigned from the Board. His term ended in 1999, not in 1998. Four people would be elected to serve a three year term. One person will be elected to serve until the year 1999 in the position vacated by Alan Walker. One person will be elected to serve until the year 2000 in the position vacated by Robin Willis-Lee. John Wolf opened the floor to nominations for four 3-year terms.

John Daley nominated Hugh Pike. Pete Schecter nominated Billy Frost. Glenna Senger nominated Doug Popowich. Hugh Pike nominated Glenn Pribbenow. Rick McCullough nominated Don Gnatiuk. Pat Hughes nominated Robin Willis-Lee. Sherry Hoelscher nominated Pete Schecter. Mike Brackin nominated Rick McCullough. John Wolf opened the floor to nominations for one 2-year term. Doug Popowich nominated Rick McCullough. John Wolf opened the floor to nominations for one position to serve a one year term. Hugh Pike nominated John Daley. John Wolf opened the floor to nominations for one position on the Council of Governors. Glenna Senger nominated Tim Bradley. Nominations remained open until just before the elections.

Nancy Trench read the agenda memo submitted by Administration regarding fees for meeting. At the 1997 Fall Meeting the Certificate Assembly Board of Governors discussed charging fees for training. Administration requested that action be taken that would authorize charging fees at each annual meeting to cover the costs for food and beverage. This was passed.

The Assembly took up Letters of Intent for membership. The Great Lakes Fire Training Institute was first and certifies industrial firefighters. The Institute has been a non-voting member of the Certificate Assembly since 1994. The Institute is currently seeking voting member status. The Michigan Firefighter Training Council, originally a voting member of the Certificate Assembly, was voted down to non-voting membership at the 1997 annual meeting. This was due to the Training Council not meeting the five-year provision for becoming accredited. There was a motion by Pat Hughes that action on the Great Lakes Fire Training Institute, Michigan becoming a voting member of the Certificate Assembly, be tabled pending clarification from the Michigan Firefighter Training Council in a letter to this body stating that they relinquish their position as a voting member of this organization in lieu of the Great Lakes Fire Training Institute. This motion passed. Don Gnatiuk made the comment that he feels we have done a disservice to Mark Barnes because of our administrative inability at this point. He stated that we should have handled this before this gentleman came to the meeting. The next member was the Maryland Fire Service Professional Qualifications Board. They were accepted. The next was the Ministry of Defense, United Kingdom. Nancy Trench stated that the Ministry of Defense clearly demonstrates jurisdiction to certify MoD firefighters. The current member entity, the Fire Service College, United Kingdom, has no objection to the MoD's request for membership. They were accepted. Mr. Fonseca from the Rescue Training International, Brazil, asked for voting membership and wants to seek accreditation. There is no governmental empowerment.

Doug Popowich, CABOG member, was invited to two provinces in Brazil and visited several fire departments. He suggested that prior to considering RTI's request that we contact those fire departments. He suggests that we do more research before we consider giving this company our support. Their membership was denied and Nancy Trench was to write to Mr. Fonseca to revisit the requirements of constituency. Currently the Cape Breton Regional Municipality of Nova Scotia is a voting member of the Certificate Assembly. The Nova Scotia Fire Service and Professional Qualifications Standards Board sent a letter of intent and requested voting membership. Discussion was held regarding empowerment within the province of Nova Scotia.

Once the Fire Marshal's Office, Fire Service Professional Qualifications and Standards Board achieve accreditation, Cape Breton will hold non-voting status and the Office of the Fire Marshal will become a voting member. Nancy Trench reviewed the agenda memo submitted by Administration concerning the Fire Safety Engineering College, Oman. The Fire Safety Engineering College, Oman submitted a letter of intent requesting voting membership.

They were accepted as a member. Nancy Trench reviewed the agenda memo submitted by Administration concerning the Building Officials and Code Administrators (BOCA). BOCA's letter indicates that they are seeking accreditation, but it is not clear that it is a letter of intent requesting membership. Discussion held regarding organizations offering certification services and becoming members seeking accreditation. Their membership was denied and Administration was to communicate with BOCA about their intentions and about its organization's intent for membership.

Nancy Trench gave an update on administrative reviews that are pending. The Assembly will be considering some By-law amendments that will affect the process of handling administrative reviews.

Chair Tim Bradley gave an update on entities that have not met the five year provision for accreditation. Entities that have not met the five year provision have either been dropped to a non-voting status, have site visits scheduled, or have had site visits and approved by the Board for accreditation. Pat Hughes gave an update on the Site Team Selection Committee's activities. The Site Team Selection Committee consisted at that time of Ben Warren, South Carolina, Sherry Hoelscher, Missouri, Doug Popowich, Manitoba, and Pat Hughes, Texas. The Committee issued a survey to trained site team members so that the Committee can set up a database for selecting site teams.

The Board approved accreditation for the entities that received certificates at the opening of the Certificate Assembly meeting. The Fire Service College in the United Kingdom has requested accreditation for equivalency to NFPA standards. The Board approved those levels. The Fire Service College Site Team also recommended accreditation to the United Kingdom standards. The Board did not have authority to approve accreditation for those standards. The Certificate Assembly must approve standards other than NFPA standards.

Doug Popowich, site team leader, acknowledged the work of team members Ken Johnson from Colorado and Mike Edwards from North Carolina. There was a motion by Pat Hughes that the IFSAC Certificate Assembly recognize its first international standard as Fire Service College's standard.

Mike Brackin gave an update on the training during the meeting. Fifteen people attended the Interpersonal Dynamics training, five attended the Site Team Leader training, eighteen attended the Self-Study Document training, fourteen attended the Site Team Member training, and seven attended the Orientation training. Mike extended thanks to Rich Flanagan, Onondaga Community College, New York and the Administrative staff for helping the training sessions to run smoothly.

The Assembly voted on by-law proposals. Discussion was held regarding Administration and the Finance Committee drafting a fee structure that will ultimately be approved by the Board. Then a proposal to eliminate the fee structure from the By-laws can be submitted at the next annual meeting. Pat Hughes anticipates the Finance Committee having a proposal ready for the Fall Board meeting in October.

The Chair turned the meeting over to John Wolf who handled the elections for CABOB. The following nominations were received.

- Hugh Pike*
- Billy Frost*
- Doug Popowich*
- Glenn Pribbenow*
- Don Gnatiuk*
- Robin Willis-Lee*
- Pete Schecter*
- Rick McCullough.*

Ballots were distributed for voting and an update on the Martin Grimes Committee was given. The Board would like to see more nominations at the Fall Board Meeting. The Board directed Administration to send each entity a packet requesting nominations.

There would be a joint training effort between the National Board on Fire Service Professional Qualifications and the International Fire Service Accreditation Congress in Florida for training. The joint training session was scheduled for December 4 and 5, 1998. Chair Tim Bradley recognized Rick McCullough, Ken Johnson, and Nancy Trench for their efforts in dealing with the Pro-Board committee. Nancy Trench would provide details later during the meeting.

Robin Willis-Lee gave an update on the International Standards Acceptance Committee activities. The Committee has had three meetings. The Committee is currently reviewing standards from British Columbia. The Committee is focusing on producing a final draft of a guidance and procedures document for accreditation of standards other than NFPA standards. The Committee is also looking at the strategic implications of standards development globally.

Chair Tim Bradley recognized IFSAC Unit Assistant, Eldonna Creager, for her efforts in keeping up with day to day operations of IFSAC. Rich Flanagan introduced a member of his staff, Stephen Wisely. Mr. Wisely is in charge of the practical skills evaluation for 1001, level I and II training for the Public Safety Institute. He is also Deputy Commissioner of one of the most high tech 911 systems.

Chair Tim Bradley gave an update on the report that was heard by the Board on Future Impact of Alternative Means. The report included the following recommendations:

Possible definitions for simulation;

Options for the entity documenting how the simulation was to be performed; and

Balancing information as far as alternative ways of accomplishing the goal.

The Board directed that information from the report be given to the Committee on Rules to bring back specific recommendations for changes to the criteria, the Accreditation Procedures Manual, and the By-laws.

John Wolf gave the results for the election of four positions on the CABOG. The following elected members will serve a three year term;

- *Rick McCullough*
- *Hugh Pike*
- *Doug Popowich*
- *Robin Willis-Lee*

Once again nominations were taken for the two- year term. Randy Novak nominated Glenn Pribbenow. Sherry Hoelscher nominated Pete Schecter. Pete Schecter nominated Billy Frost. Rick McCullough nominated Don Gnatiuk. John Wolf closed the floor to nominations for the two-year term. Ballots were distributed for voting.

There was discussion on the Association of specialized and professional accreditors and the council of higher education accreditation. A major concern that Board Members had was that ASPA (Association of Specialized and Professional Accreditors) does not have an international scope. In the Council of Governors meeting there was mention that ASPA does have an international committee that is looking at international issues. The CABOG directed Rick McCullough and Don Gnatiuk to investigate international organizations, specifically ISO (Organization for International Standardization).

A runoff election was held between Don Gnatiuk and Glenn Pribbenow.

Results from the election for the two year term on the Certificate Assembly Board of Governors were announced. Glenn Pribbenow will serve a two-year term on the Certificate Assembly Board of Governors. List of nominees up to this point consisted of John Daley. John Wolf asked if there were further nominations. Rick McCullough nominated Don Gnatiuk. Sherry Hoelscher nominated Pete Schecter. Pete Schecter nominated Billy Frost. John Wolf closed the floor to

John Wolf gave the results for the election for the one-year term. There was a tie between John Daley and Don Gnatiuk. Don Gnatiuk was elected to serve the one-year term.

Tim Bradley was nominated for the Council of Governors position. John Wolf asked if there were further nominations. John Wolf asked if there were any further nominations twice more before closing the floor to nominations.

Degree Assembly

Steve Lutz called the meeting to order at 11:20 a.m., Saturday, April 18, 1998. Board Members Present were Steve Lutz, Dud Brown, Bill Benjamin, Gary Walton, Bob Fenner, Gary Kistner, John Lee, Peter Ribble, and Doug Wood. Other non-Board members present were:

- Gary Walton
- James Richardson - San Antonio College
- Brian Bay
- Diane Novak - Manitoba Emergency Services College
- Larry Rogers
- Dave Sarazin
- Dave Hoover - The University of Akron
- Vladimir Roitman
- Wimpie Kruger - South African Emergency Services Institute
- Carl Weaver - Brevard Community College, FL
- Stacey Rogers
- Darrell M. Smith

The Assembly reviewed Letters of Interest /Membership applications from;

- University of Akron, Ohio
- Houston Community College, Texas
- Butler Community College, Kansas
- Fire Safety Engineering College, Oman
- McLennan Community College

Each entity was accepted as new members.

Steve Lutz presented discussion concerning the site visit to San Antonio College. He also discussed the aspects that the By-laws only state "accredit" or "not accredit". Input was asked from the assembly allowing for "conditional" accreditations. Wimpie Kruger brought out that if conditions were not allowed, no one would get accredited. Pete Ribble asked for a discussion as to when the accreditation should be held based on conditional areas. Carl Weaver - How long should the "conditional period be"? Dud Brown discussed the concept of establishing and assigning values (i.e. Critical Criteria, Secondary Criteria, and further subdivisions) to the Accreditation Criteria to allow for "contingent" accreditation. There was agreement that the

IFSAC Degree Assembly empower the BOG to decide on issues that fall outside the By-laws in matters pertaining to accreditation. The BOG will then report on these decisions at the next annual meeting.

Bob Fenner led a discussion on annual fees or, "What do IFSAC Degree Assembly members get for their membership fees?" Steve Lutz then discussed the issue of support and how the finance committee worked the fee issues. Doug Wood described the Finance Committee's role in the budget process. Bill Benjamin discussed that he was concerned about who makes financial decisions when it comes to spending the money paid into the system. There was an expectation that fees between the Certificate Assembly and the Degree Assembly should be the same; however, it appears that the Certificate Assembly has a better chance of recouping their money because the number of graduates from certifying entities is much greater than in degree programs. Bob discussed the service levels that should be expected from Administration. Until the levels of service are established, a compromise may be hard to reach. Also, Administration's workload for the Degree Assembly may be less than that of the Certificate Assembly and vice versa. Whoever gets the higher level of service should pay more. This may not be possible until the budget is established. The Assembly was interested in job-cost-accounting. The concern is that we are losing members and will lose more as time goes on with the current fee structures.

In response to Bob Fenner's question of service, the following were discussed as things you get for your money:

- *An accreditation system.*
- *An affiliation with an accrediting body.*
- *Resource exchange between members.*
- *Prestige of receiving internationally recognized accreditation.*

Steve Lutz established an ad hoc committee of John Lee, Chair, Gary Walton, and James Richardson to develop further develop the list. There was discussion of advertising through video, brochures, and the Internet. Dud Brown offered to have a video developed demonstrating the Degree Assembly's mission and also to assist in its future growth.

Bob Fenner proposed that our fees be lowered to \$1000 for the next two years and we pay for our own amenities and registration fees at conferences. Further, if after two years we haven't increased our membership then we should raise our fees. Dud Brown proposed that the Finance Committee be given an edict that the fees not exceed \$1000.00. A straw poll was taken to determine who would not be here next year if they had to pay \$2000.00 a year. Almost half said they would not be able to return. Second straw poll to \$1000.00. Discussion of lowering the fees even lower to \$350.00 - \$500.00 came about; however, it was felt we didn't want to sell ourselves short. Bob Fenner discussed hidden costs that the membership needs to consider such as, telephone calls, copying, vehicle use costs, etc. It was decided that the finance committee go forward with the Degree Assembly concerns, proposals, and reasoning as to what we are looking at for fees.

Steve discussed proposed fees for annual meetings and that we should leave this up to the Finance Committee and that the Degree Assembly not specify dollar amounts. The membership is not opposed to paying conference fees. John Lee asked if there should be a reasonable cap on conference fees (handouts, drinks, food, snacks, etc.). Response was to be reasonable. Recommendation that non-member attendee fees be higher than paying member fees was also discussed.

Steve Lutz discussed the benefits of the Association of Specialized and Professional Accreditors (ASPA) and the Council for Higher Education (CHEA) as presented in a report prepared by Alan Walker. CHEA only recognizes bodies that accredit. ASPA accredits both certificate and degree accreditors but will soon go to only higher education accreditors.

Peter Ribble resigned from the board. Elections were held for Board. The following positions were up for re-election:

- *Bob Fenner – 3-year term*
- *John Lee - completing three year term vacated by George Munkenbeck*
- *Dud Brown - completing three year term vacated by Randy Novak*

Nominations

- *Three-year term - Nominations - Bob Fenner - Gary Walton, second by John Lee.*
- *Three-year term - Nominations - John Lee - moved by Dud Brown to suspend rules and unanimously vote for John Lee to be reelected. Seconded by Gary Kistner.*
- *Three year term - Nominations - Brian Bay by Doug Wood, second by Gary Kistner.*

Positions up for re-election:

- *Peter Ribble - Leaving 2-year term*

Notification of Resignation from Peter Ribble:

TO: Degree Assembly Board of Governors

FROM: Peter Ribble

RE: Board Member Resignation

Per Article 20.6.2, Central Oregon Community College in Bend, Oregon has not paid organizational dues for 1997-1998. As such, I am unable to continue as a DABOG member.

Sincerely,

Peter S. Ribble

Nominations

- Carl Weaver - by Dud Brown, seconded by Doug Wood.
- Wimpie Kruger - by Gary Kistner, seconded by John Lee.
- Dave Sarazin - by Bill Benjamin, seconded by Doug Wood.
- Elected for two-year term - Wimpie Kruger
- Motion: Motion to destroy the ballots - Gary Kistner, seconded by John Lee. Motion passed.

Council of Governors positions up for re-election:

- Bob Fenner
- Dud Brown

Nominations for Council of Governors - 3-year term

- Bob Fenner - Doug Wood, second by John Lee.

Motion by Dud Brown to suspend rules and unanimously vote for Bob Fenner to be reelected. Seconded by Gary Kistner. Motion passed.

Nominations for Council of Governors - position vacated by Dud Brown

- Bill Benjamin - by Doug Wood, second by Bob Fenner.
- Gary Kistner - by John Lee, second by Doug Wood.
- Dave Sarazin - by Bill Benjamin, second by Gary Walton.
Elected - Bill Benjamin to serve until 1999.

Motion: Motion to destroy the ballots - Gary Kistner, seconded by John Lee. Motion passed.

COMMITTEE ASSIGNMENTS

Membership Committee

Determines the eligibility of new members and status of current members concerning delegate status.

- Gary Kistner - Chair
- Mark Saylor
- Gary Walton

Promotional Committee

Developing benefits list and plan for marketing.

- John Lee - Chair
- Gary Walton
- JD Richardson
- Dud Brown

Rules Committee - DA

Develop By-laws and administrative policies, procedures, and rules and to represent the Degree Assembly in the Congress Committee.

- JD Richardson – 1-year term
- Carl Weaver - 2 -year term - Chair
- Wimpie Kruger – 3-year term

Evaluation Team Selection Committee

Select accreditation evaluation teams

- Brian Bay - Chair
- Gary Kistner
- Dave Sarazin

Finance Committee

Develop budgets and financial plans for the organization and represent the Degree Assembly in Congress meetings.

- Bob Fenner – 1- year term
- John Lee – 2- year term
- Doug Wood – 3-year term

Training Committee

Develop and coordinate training sessions to be held for the benefit of members.

- Bob Fenner

FALL CONFERENCE

The IFSAC Fall Board meetings were held in Winnipeg, Manitoba, Canada, October 2nd and 3rd at the Crown Plaza motel downtown. The Council of Governors met first, following a wonderful opening by the Winipeg Fire Department. Doug Popowich served as host and welcomed the attendees.

Council of Governors

Doug Forsman called the meeting to order at 8:30 am, Saturday, October 3, 1998. Members present included Tim Bradley, Rick McCullough, Doug Wood, Bill Benjamin, Doug Popowich, and Doug Forsman as Facilitator. Others present included Ken Briscoe, Steve Lutz, John Wolf, Don Gnatiuk, Nancy Trench, Eldonna Creager, Brian Bay, Pat Hughes, Gary Walton, Robin Willis-Lee, Mike Brackin, John Lee, Chuck Sanderson, and Henry Morse.

Five entities have expressed interest to host the 1999 Annual Meeting. Proposed locations for the 1999 Annual Meeting were:

- Minneapolis, Minnesota
- Hawaii
- Newfoundland and Labrador
- San Antonio, Texas
- Salt Lake City, Utah

Nancy Trench distributed to members of the COG guidelines proposing meeting locations. Changes were made to the document for revision as follows; the requirement for lodging under \$80.00 per night, including taxes, was changed to include a target range of \$80.00 not exceed \$125.00 per night, including taxes. Motion was made by Doug Popowich to approve guidelines for proposing locations which was seconded by Rick McCullough. The motion passed. Discussion was then held regarding distance from the airport to the hotel and accessibility of the proposed location. Some discussion was held about entities that had proposed locations and who may have already hosted recent meetings. Meetings had been held recently in San Antonio, Texas and in Salt Lake City, Utah. It was felt other entities that have proposed hosting meetings should be considered. It was decided to set the location for the 1999 Annual Meeting in Minneapolis, Minnesota.

There was a consensus that Administration distribute guidelines and the location proposal form to member entities and will follow up with a letter ballot to the Council of Governors to select a location.

Pat Hughes gave an update on Finance Committee activities. On Friday, October 2, the committee made changes to the Fiscal Year 1999 Budget. A copy of the second version was distributed to members of the Council of Governors.

Money saved from certain budget items may be transferred to other areas where necessary expenses need to be considered. The Administrative Office is in need of a new photocopier which was not included in the original version of the Fiscal Year 1999 Budget. Pat has requested input from standing committees about their budget needs. The Finance Committee anticipates that they need to meet prior to the 1999 Annual Meeting. Pat thanked Nancy for her assistance in putting together the second version of the budget and the Finance Committee members for their input as well. The COG then adjourned for the separate Board meetings.

Certificate Assembly Board of Governors

Meeting called to order at 1:35 p.m. by Tim Bradley, Chair.

Members Present:

- Mike Brackin
- Tim Bradley
- Don Gnatiuk
- Sherry Hoelscher
- Pat Hughes
- Rick McCullough
- Hugh Pike
- Doug Popowich
- Robin Willis-Lee

Guests Present:

- Ken Briscoe
- Henry Morse
- Nancy Trench
- Woody Will
- John Wolf

It was felt that the Board needed to confirm that when an accredited entity changes to the most current edition of a standard it is not necessary for an Administrative Review to be conducted. This was agreed. The Committee on Site Teams was asked to consider the current re-accreditation site visit process and make recommendations to the Rules Committee for any necessary by-law changes. The question presented was, "What is maintenance of accreditation?"

The IFSAC Administrative Office was to maintain records of each entity's accredited standards and edition year of standards in order to track that an entity is updating to the most current edition of a standard within three years as required by the by-laws.

It was announced that the interviews for the IFSAC Manager position were scheduled for November 9 and 10, 1998, in Stillwater. The six-person Selection Committee will interview 3-5 candidates

The Board was notified that the ASPA application had been prepared by the IFSAC Administrative Office and the \$750.00 application fee has been paid. Alan Walker was reviewing the materials to forward to ASPA with the 10 copies of the required IFSAC documents. The IFSAC application materials would be mailed to ASPA mid October. The IFSAC membership application would then be considered at the next ASPA meeting which is in early 1999. Conversations with the ASPA Executive Director at this time had indicated that the IFSAC membership application is anticipated by ASPA. We do not expect to encounter any difficulties with the acceptance of the application. It was at the time felt that this was a step toward the future for IFSAC to have completed the application. The Boards and Assemblies of the Congress were to be commended for the support for this further "professionalism" of IFSAC. Pat Hughes noted that money was in the budget for ASPA membership, but money was not budgeted for travel to attend the two ASPA meetings each year.

There was an update on the agenda and the travel details for the Joint IFSAC and NBFSPQ National Certification and Accreditation Training Conference at Singer Island, December 4, 5, 1998.

The Administrative Office presented a memo detailing entities due for accreditation or re-accreditation. Board action was taken and approved an extension for the Arizona Office of the State Fire Marshal to schedule an accreditation site visit for Spring, 1999, as well as approved the extension for the Iowa Fire Service Institute to schedule a re-accreditation site visit for September, 1999, (site visit due in February, 1999). The Chair, Tim Bradley, commended the Committee on Site Teams for their good work.

Pat Hughes gave an overview of the financial situation. Changes in the proposed budget were to be determined, but the Finance Committee was open to accept budget requests from Committees. The committee estimated \$151,800.00 income and \$151,276.00 expense equaling a \$524.00 surplus. Still needed was \$9,000.00 for a new copier. The Finance Committee would recommend to the Council of Governors: All income and expenditures be tracked within the IFSAC Administrative Office by Eldonna, and a \$50.00 fee be charged for the Annual Meeting

A commendation from the Chair to the Finance Committee for balancing the budget was made by Tim Bradley.

A report was presented by Robin Willis-Lee on International Standards. The Committee had met and had plans to meet again before leaving Winnipeg. The British Columbia Standard was under study and would be referred to the Certificate Assembly Board of Governors April, 1999. The Ontario Standard was under study and would be referred to the Certificate Assembly Board of Governors April, 1999. The policy matter under discussion was accommodating diversity and how it may undermine the original intent of standards and certification and accreditation. The Committee was planning to present a paper to the Congress in April.

A report was given by Rick McCullough on the planned joint training meeting in Singer Island, Florida which was a result of the committee's cooperation. **Tim Bradley reported that in July he was contacted by Jim Estep and Tony O'Neill wanting to open a discussion.** Rumors suggested that a merger proposal was coming. The content of the meeting was unknown. The meeting had been canceled because of the hurricane disaster in North Carolina. Tim emphasized that he would not make any commitments to anyone. He would bring anything to the Board for discussion and then to the Assembly and the Congress. Tim Bradley stated that a peer driven organization is not for compromise.

A Site Visit Report made by Site Team Leader, Mike Brackin. He recommended reaccreditation with no conditions for the United States Department of Defense. A report made by Site Team Leader Rick McCullough to accredit the Kentucky Fire Commission. It was noted Woody Will made comments that the Site Team did an excellent job and was very thorough. There was some confusion over who was to distribute the application and notification that the visit is completed back to the committee.

Mike Brackin led a discussion concerning the distribution of IFSAC seals and the granting of reciprocity without verification. Concerns were:

- Entities need to verify certification before granting reciprocity
- Entities are sending seals not attached to certificates

It was felt the burden lies with an entity to verify certificates with the International Registry or the issuing entity. If granting reciprocity, it is strongly encouraged that the certification be verified with the International Registry, and strongly recommended not sending seals unless attached to a certificate. This discussion was referred for inclusion in the Procedures Manual.

A Planning Document issue was discussed by Robin Willis-Lee. He stated that areas in the Planning Document are essential to the future of IFSAC and presented challenges such as the IFSAC/NBFSPQ issue. He inquired about what the process is now for the implementation of the Planning Document. Tim Bradley reported that the document was not finalized and that issues needed to be added such as a 5-year budget plan, a business plan, and a marketing plan. He also reported that these items were referred to the Finance Committee. Robin Willis Lee felt that IFSAC needs a strategy for the long range plan.

Discussion was led by Pat Hughes concerning the IFSAC Manager and the CABOG and DABOG expectations for the Manager. A minimum of calls to the Committee Chairs was noted for the Manager during the orientation period.

There was much discussion about the NFPA Fire Inspector I Certification Program and the role of IFSAC in accreditation and the role of Oklahoma State University in the testing service business. It was understood that IFSAC bylaws do not permit IFSAC to issue seals to NFPA to be attached to the NFPA certificates. It was understood that individual entities that choose to use the NFPA service can submit this level for administrative review or during an accreditation or re-accreditation site visit for accreditation. The NFPA program itself will not be accredited by IFSAC. Only IFSAC entities will be accredited to this level. A motion for the Administrative Office to request a formal interpretation from the NFPA 1000 Committee reading, "Can NFPA issue certificates for NFPA standards in the professional qualification series?" was made by Pat Hughes and seconded by Rick McCullough. The motion passed with Mike Brackin abstaining from the vote.

Degree Assembly Board of Governors

Chairman Steve Lutz called the meeting to order October 2, 1998, at 1:40 pm. Members present included Steve Lutz, Gary Walton, Bill Benjamin, Doug Wood, Brian Bay, Gary Kistner, and John Lee. Bob Fenner and Wimpie Kruger both had sent letters stating they would not be able to attend the 1998 Fall Board Meetings. Others present included Eldonna Creager.

An update on conditions for accreditation of San Antonio College was added to the agenda.

Discussion commenced that John Lee had polled his college for services that they would like to see as a member of IFSAC. Discussion was held about types of member benefits that could be offered through Degree Assembly membership. A few examples are:

- Available resources - teaching aids, overheads, lesson plans*
- Research and development*
- IFSAC web page with the capability to list or view courses*
- List of names of those within each program to include primary field, responsibility, and expertise. After discussion it was decided anyone with promotional ideas can contact John Lee.*

The By-law Committee was asked to draft a by-law proposal to change the annual membership fee from \$2000.00 to \$1000.00.

Gary Kistner gave a report for the Lake Superior State University Degree Program evaluation. Areas were identified that needed to be corrected. Terry Heyns sent corrections to Gary and Eldonna Creager. Gary Kistner recommends LSSU for full accreditation of their Bachelors Degree program. This accreditation was approved.

In the absence of Team Leader, Pete Ribble, Steve Lutz gave a report for the Johnson County Community College Degree Program evaluation. Requirements not met were identified by the Evaluation Team and requirements and conditions that were deficient were met prior to the Board meeting. This accreditation was approved as well.

The Finance Committee met before the Board meetings, and discussion was held about the By-laws with regard to the appointment of the Finance Committee Chair. The DABOG felt that a by-law proposal needs to be drafted to clarify who appoints the Chair of the Finance Committee.

Several by-law issues were discussed to be sent to the Degree Assembly. Eldonna was asked to print and forward these By-law proposals to the Committee on Rules for consideration at the next annual meeting. Bill Benjamin had been working on definitions and stated that none of the words listed can be found in the criteria. Bill was asked to print a list of the definitions and distribute to Board members. A standing committee responsible for the Degree Accreditation Criteria was to be appointed and Bill Benjamin would chair the committee.

Gary Kistner was asked to write a letter to entities that have not paid their annual fees and to write a letter to promote membership of Texas Colleges and Universities. John Lee gave an update on Promotional Committee activities. Eldonna was asked to send IFSAC brochures to Gary Walton and Gary Kistner for distribution to local contacts. Tim Bradley as Chair of the Certificate Assembly would be consulted about recruiting a Certificate Assembly member to participate as a member of the Promotional Committee.

Discussion was held about holding a half- day workshop for training. Bill Benjamin was asked to be responsible for the main activities of the workshop. The workshop will total 8 hours and topics could include Performance Measurement as an Element of Quality Control and Round table discussion (i.e. quality control delivery methods). Steve Lutz was to write a letter to members about the training and the workshop being held in April.

Brian Bay reported that the Evaluation Team Committee has nine potential evaluation team leaders and 23 eligible people listed for site visitors and readers.

Gary Kistner currently held the position of custodian of Degree Assembly documents and discussion was held on which documents must be held and Operational Documents for the Process of Accreditation. This item was moved to be placed on the agenda for the DABOG meeting in April.

National Certification and Accreditation Conference - Holiday Inn, Singer Island Florida

On December 4th and 5th of 1998, the Certificate Assembly of IFSAC, in conjunction with the National Board on Professional Qualifications held a joint training session in Singer Island, Florida. IN addition to being able to enjoy wonderful weather during the month of December, attendees had an opportunity to share ideas and background concerning accreditation of certificate programs. During the training and meeting session, the Certificate Assembly Board of Governors (CABOG) met. In the absence of Chairman Tim Bradley, Vice Chairman Rick McCullough called the meeting to order at 7:00 a.m., Saturday, December 5, 1998.

Board members present included Rick McCullough, Mike Brackin, Don Gnatiuk, Pat Hughes, Doug Popowich, and Hugh Pike. Others present from IFSAC included Richard Hall and Nancy Trench. Rich had recently been hired by the Administration as the new Manager of IFSAC. There was some discussion on the ongoing debate concerning the possible merger between IFSAC and NBFSPQ. No decisions were made and everyone was advised there were discussions taking place between Chairman Tim Bradley and NBFSPQ Chairman Jim Estep. Members discussed that there should be a meeting of the CABOG prior to the April meeting to discuss issues concerning the merger. It was discussed that although the issues are primarily related to the Certificate Assembly, we should invite the Degree Assembly Board of Governors. For this meeting, areas of discussion as they apply to the merger should include:

- Determine the goals of IFSAC.
- Determine a negotiation strategy with the NBFSPQ.
- Discuss the intent of the North American Fire Training Directors Resolution of the merger.
- Answer the question, "Why is this issue being brought forward?"
- Determine the pros and cons of a merger. What will IFSAC gain in business and in service to its customers?
- Define the expected outcomes of a merger.
- Develop a response if we decide not to merge with the NBFSPQ.

There was a motion by Pat Hughes to host a meeting in Dallas/Fort Worth area of both Boards and the motion passed.

Rich Hall has been on the job as IFSAC Manager 5 days since December 1, 1998. He announced that he had moved into IFSAC offices. Nancy Trench reported on Singer Island meeting preparations. Problems and concerns were discussed over the lack of preparation and notification of IFSAC participants. It was felt that this was a missed opportunity to put IFSAC's best foot forward. Nancy discussed the financial obligations of IFSAC toward the Singer Island Conference. Pat Hughes commended Nancy on her efforts in putting together the IFSAC manager's interview process.

It was decided that the IFSAC Manager's report will become an automatic agenda item for all CABOG and Assembly meetings in the future. Information in the report was to contain:

- Total number of member entities.
- Number of entities submitting letters of intent since previous report.
- Total number of accredited entities.
- Accredited entities since previous report.
- Total number of levels accredited.
- Accredited levels since previous report.
- Total number of site visits since last report.
- Number of countries participating in IFSAC.
- Total number of names in International Registry.
- Number of Registry entries since previous report.

Pat Hughes addressed the Board with concerns that there are organizational problems with too many layers of administration and how this is not only confusing to IFSAC members, but also outside entities looking at IFSAC. Questions such as, "What is the role of the Assistant Director of IFSAC" and "What is the IFSAC Manager's role?" tend to confuse everyone. It was requested that Doug Forsman, OSU Director, present to the Board at the January meeting what the delineation of responsibilities and roles between the Assistant Director and IFSAC Manager are. If there has been a change in the Manager's role since the inception of IFSAC, this should also be addressed.

Members discussed that the Board should be flexible and take advantage of meetings outside of the regularly scheduled annual and fall meetings to carry out the business of the Board. Suggestions included that if BOG members were going to be present at particular events (i.e., Singer Island, FDIC, etc.), that these opportunities should be used to conduct business if possible. Mike Brackin indicated he did not want to make these additional meetings a formal requirement, but if a quorum is present at a particular event, then he would be in agreement with an informal meeting. Pat Hughes recommends polling BOG members prior to a particular event to determine if there is a need or desire to call a meeting. Don Gnatiuk also suggested using e-mail votes, conference calls, etc., to conduct business if possible.

Pat Hughes presented a report of the Finance Committee activities. The Committee last met in Stillwater, Oklahoma on November 10, 1998, to discuss the budget and necessary changes to the budget. Pat was creating by-law language concerning arrears, default of payment, and how an entity in default gets out of default. Pat also commended Janet Maker on the financial information she had prepared for the Committee during their November meeting.

Pat Hughes discussed the status of site visits and indicated that with the absence of an IFSAC Manager, the committee had taken a much more active role in team selection. It was indicated that Sherry Hoelscher, committee member, maintained the master list of site team visitors.

CHAPTER 11 – IFSAC Full Staffed, Gets Ready for Y2K

With the hiring of IFSAC Manager Rich Hall, IFSAC once again was fully staffed. A lingering question still existed at the beginning of the year concerning the distribution of responsibilities with the IFSAC Administration, and exactly where Assistant Director Nancy Trench fit into the picture.

A merger proposal exchange would occur between the two Boards basically offering the other a seat on their Board, both of which were refused by the other Board. IFSAC simply would not accept any form of governance that was not member driven. In May of 1999, CABOG approved and submitted to the NBFSPQ a resolution title “**Proposal For Consideration of Merger Between the International Fire Service Accreditation Congress and the National Board on Fire Service Professional Qualifications**”. In August of that year, Chairman Jim Estep of NBFSPQ sent a letter rejecting the offer. The exchange would end with both groups accepting that they could co-exist, and both had a market and constituency to serve, albeit, in some cases the same customer. Unhappy with the lack of an agreement between the two groups, the NAFTD (North American Fire Training Directors), now called NADFTE, submitted a resolution again calling for the merger of the two organizations, and in the absence of a merger, called for the dissolution of both organizations and the creation of a new one. In December, Chairman Bradley would write Steve Edwards, then President of NAFTD, a letter applauding Edwards involvement, but expressing dismay that an organization who had been so involved in the creation of IFSAC, would now call for disbanding it, and that there needed to be some consistency in what the organization supported. In quoting from the letter, Bradley asked “how comfortable will people be in contributing the same amount of effort and labor to a new organization, when it may be tossed aside in the future as well.” Even though Bradley also assured the issue would be discussed, he indicated that as a member of both IFSAC and NAFTD, he was shocked at the suggestion.

During April of 1999, the Congress held its annual meeting at the Airport Hilton, Minneapolis, Minnesota. Close to one of the world’s largest shopping malls, and with the Titanic Display Tour in the City, there were numerous opportunities for attendees to enjoy the after meeting hours.

ANNUAL CONFERENCE CONGRESS HAPPENINGS - Council of Governors

IFSAC Manager Rich Hall facilitated the meeting April 16th. During a short meeting Tim Bradley made a motion to create a Committee on Marketing and Promotion that would fall under the Congress. This passed and IFSAC began its first major coordinated marketing effort.

Alan Walker discussed the recent ASPA meeting he attended and announced that we were accepted into the organization. ASPA recognition had been a dream of IFSAC since early in the organizations history. Although not recognized, IFSAC had been accepted as a participating member.

Doug Wood presented information from the Finance Committee concerning the budget report, definitions for default and arrears, vendor fees, budget policy, and corresponding membership fees. IFSAC had completed its first complete year financially independent of OSU.

John Wolf presented the by-law proposals that would affect the Council of Governors. These changes would be voted on along with others at the Congress meeting. John’s contribution as Chairman of the Rules Committee and Parliamentarian had been invaluable for IFSAC.

Manager Rich Hall led discussions of future meetings: Fall 1999 Board meetings, Annual 2000 meetings, and Fall 2000 Board meetings. It was agreed to set the fall 1999 board meeting for Arizona. A motion to hold the annual 2000 meeting in Kentucky passed as well.

Discussion was held concerning vendor fees for the Annual meetings. The Finance Committee had made the recommendation for vendors to pay a \$100 registration fee and that they make all the arrangements for set-up with the hotel. This was agreed upon. The taking of minutes at IFSAC meetings was discussed and Doug Wood moved that an entity host should supply two recorders to take minutes for the meetings and that the requirement should be included in the meeting proposal for future meetings.

Discussion was held concerning the proposed complaint/dispute procedure, the purpose of which is to resolve any complaints or disputes concerning IFSAC members, Administration, and to eliminate anonymous complaints.

David Osgood from the UK Fire College at Moreton-in-Marsh made a presentation concerning the subject of IFSAC satellite centers. The recommendation was made that he prepare a paper for distribution concerning this issue.

CERTIFICATE ASSEMBLY HAPPENINGS

Chairman Bradley called the meeting to order at 9:00 am and declared a quorum as there are 10 of 11 Board members present. Board members present included: Tim Bradley, Sherry Hoelscher, Doug Popowich, Pat Hughes, Rick McCullough, Don Gnatiuk, Glenn Pribbenow, Hugh Pike, Mike Brackin, and Robin Willis-Lee. Ken Jonson was absent.

Per the request at the Singer Island meeting, Rich Hall presented the manager's report containing the following information requested by the Certificate Assembly:

- Total number of member entities - 55
- Number of entities submitting letters of intent since previous report - 2
 - Alaska
 - Rescue Training International - Brazil
- Total number of accredited entities - 37
- Accreditations/Reaccreditations since last report (4/98) - (DOD - R, Kentucky - A,)
- Total number of levels accredited - 261
- Accredited levels since previous report (4/98) - 63 (15 through administrative review)
- Total number of site visits since last report - 7 (DOD, IL, IN, KT, SC, CND, MS)
- Countries participating in IFSAC - (Australia, Canada, Oman, South Africa, United Kingdom)
- Total number of entries in International Registry - 189,642
- Number of Registry entries since previous report - 22,096

Entity Withdrawals - New Hampshire Division of Fire Standards and Training

- College of Limoilou - Quebec
- Great Lakes FTI – Michigan

A non-payment of fees policy was distributed and discussed. The Committee on Rules made a recommendation that the Non-Payment of Fees should be placed in the fees table.

Pat Hughes reported on the Finance Committee's activities concerning the Budget Policy and the responsibilities involved in the budget process. Discussion ensued on what body within IFSAC is the appropriate level having the responsibility for approving the budget.

Rich Hall presented the purpose and procedures under the IFSAC Seal Ordering Procedures Policy. This was accepted and set the stage for better coordination and control of the seals.

Rich Hall presented the document Bob Fenner had submitted previously called the "Submission of Materials for Administrative Review for Accreditation of Additional Levels" and asked that it become part of the IFSAC Handbook. Mike Brackin pointed out that there had been discussion about adding another possible alternative; the reviewer may be brought to the entity's site (at entity expense) to have test banks reviewed on site. This was accepted as an option.

Rich Hall presented the purpose and procedures under the IFSAC Complaint/Dispute Procedure. The purpose of this procedure is to resolve complaints/disputes lodged against IFSAC members, entities, or Administration. Chairman Bradley also pointed out that it ensures due process for all parties involved. The policy was passed by the Board.

Chairman Bradley explained a situation where there had been some Colorado Firefighter FFII seals issued in error. Colorado's FFII program currently is not accredited; however, 584 seals had been issued. An Administrative review was completed; however the deficiencies have not been corrected. Theresa Staples explained that all holders of these certificates have been notified that their seals are invalid. Rich Hall requested that since this administrative review was started at Administration that he be allowed to complete the review once the deficiencies are corrected. Sherry Hoelscher asked when Colorado was due a site visit. Theresa Staples had previously requested that their site visit be postponed. It was originally scheduled for November, 1999. Pat Hughes stated that he would rather have Steve Lutz (a member of the original site team) conduct the review rather than have any negative perceptions that might be generated because the IFSAC Manager conducted the review. Glen Pribbenow requested that the committee on site teams convey the urgency of this situation to both the reviewer and to Colorado.

Mike Brackin briefed the Board on the following numbers for the Site Team Training Seminars that had been conducted during the week.

- *NFPA JPR Seminar* 56
- *Orientation and Self Study* 16
- *Site Team Leader Training* 18
- *Non-verbal Communications* 11

The Board expressed gratitude to all those involved in providing the training.

Pat Hughes made a motion to accept the site team report and re-accredit the Canadian Forces Fire Marshal's Office which was passed. Mike Brackin made a motion to accept the site team report and re-accredit Illinois Office of the State Fire Marshal which passed as well. The Indiana Board of Firefighting Personnel Standards and Education accreditation visit was accepted as well. Don Gnatiuk made a motion to accept the site team report and accredit Mississippi's Fire Inspector I program and Doug Popowich made a motion to accept the site team report and reaccredit the South Carolina Fire Academy. Both of these were accepted.

The Board acknowledged the International Standards Committee request to proceed with the Ontario site visit and that at least one member of the team be a member of the International Standards Committee and that the other two members would be experienced site team members. This was in reference to the alternate standard Ontario was proposing for firefighter. Robin Willis -Lee asked for formal reinforcement that the work of the Committee on International Standards was completed in response to a task assigned by the Board, a core IFSAC activity, and has strategic value to IFSAC's overall planning processes.

Chairman Bradley explained that last year a report was given by the Alternative Means Committee. There seemed to be some confusion on the form of acceptance of that report.

Billy Frost requested clarification of the intent of their acceptance of the report in Syracuse, NY. Billy referred to past minutes and asked if it was the Board's intent to accept (adopt) the content of the report. The general consensus was that the report was accepted in principle but was not adopted. The report was being referred to the Committee on Rules for review to make sure it was not in conflict with any of our other by-laws, documents, etc. John Wolf stated that the information in the report is beyond the charge of the Committee on Rules and was more toward policy which should be dealt with through the Board or the Assembly. Doug Popowich made a motion that the Alternative Means Committee Chair (Billy Frost) draft suggested language concerning the report and categorizing the language into three areas, by-law changes, procedural changes, and accreditation procedures. The Committee Chair will send the language to Administration, in time, so that it can be

distributed (60 days prior to the Fall meetings) to the Board, Committee on Site Teams, and the Rules Committee for consideration at the Fall Board meetings.

The benefits of ASPA membership were discussed. No one has the time to undertake the mountain of paperwork necessary to be recognized by ASPA. The comment was made that ASPA does nothing for the Certificate Assembly and the Board was under the impression that this was something that was beneficial to the Degree Assembly. Initially it was thought that ASPA was an accrediting body. There was concern expressed that ASPA is not an accrediting body and that it is only a membership organization. This is an issue since we are requiring our membership to be accredited, IFSAC should be accredited also. Mike Brackin made a motion that the Board recommend to the Assembly that it reconsider our membership with ASPA and the motion passed.

Robin Willis-Lee asked where the Board was in the planning process. A smaller group may need to be formed to bring together to put the information gathered at the original meeting together into outline format. It was felt this should be discussed in the Congress meeting.

It was felt by Board members that IFSAC needed a list of benefits that would go along with marketing to present to members and prospective members. Mike Brackin suggested that maybe IFSAC should be looking at representation as an organization in events such as NFPA committees, and Congressional Fire Service Institute. Pat Hughes was submitted for an NFPA committee but has not heard back as yet. A Committee on Marketing and Promotions by-law proposal will be presented at the Congress meeting. This Committee should be involved in marketing the IFSAC benefits. Someone should be looking at future technologies and how it affects IFSAC not only in training but what we can use as a Congress in sharing information. Discussion was held that maybe this should be a part of marketing. Mike Brackin suggested that Administration might collect this type information through FDIC and as being a part of OSU. David Hooten suggested that maybe this should be a part of the Long Range Planning. This may have to be re-addressed in the future. No action taken. Sherry Hoelscher presented information on the Committee and what their plans are and how both Assemblies can benefit from the Committee's work. Short term projects include separating the brochures to make them Assembly specific, posters, and CDs. Long range projects include an updated video. No action taken.

Bob Aldcorn presented a discussion on firefighters going outside of their home location to receive certification services provided by other entities. This in turn floods their market with firefighters and takes away from the home entity. There was also discussion of course lengths, curriculum, and training programs. This was answered as IFSAC does not review course lengths, curriculum, and training programs. We accredit the certification system. Hugh Pike suggested that this might be a competition issue. He explained that DOD individuals are going outside of DOD to get their certification. He says this is common and acceptable as DOD does not always have the capability to accept the number of individuals needing certification. Discussion continued that if firefighters need certifications for their jobs they are going to go wherever it is necessary for them to get their certifications. Doug Popowich stated that maybe we should start looking at our own programs to see how we can meet the needs so individuals don't have to go outside the home entity. Discussion continued that IFSAC only accredits an entity to certify firefighters. IFSAC has never stated that an individual cannot go outside a jurisdiction to receive training and certification. If an individual does this, then it is up to the individual entities to decide if they will accept outside certifications. This is a reciprocity issue between the entity and the person requesting certification. Rick McCullough brought up a discussion on whether IFSAC accredited entities should be issuing seals to individuals who wish to be certified but who are not involved in the fire service in some way (i.e., a member of a fire department). Doug Popowich pointed out that we are already doing this with industry, fire investigators, and for police departments. Hugh Pike pointed out that the Rescue Technician standard does not require the individual to be in the fire service.

Doug Popowich discussed the difficulties in trying to keep their programs in line with both NFPA standards and IFSTA manuals. It appears that the NFPA standard is changed and then half way through the IFSTA manual is changed. The second topic Doug presented was many entities are accredited to the 1992 standard for 1001 instead of the 1997 standard because of the 3-year rule. What is the mechanism that IFSAC has in place for entities to show that they have in fact followed the 3-year rule and their programs have been updated?

Mike Brackin stated that there was once discussion that entities would supply new correlation sheets and checklists for approval. Hugh Pike made the point that it was not necessary that they be accredited to the 1997 standard but that they meet the 3- year rule. Rich Hall pointed out that we have a listing of NFPA standard editions to which entities are accredited. The question, who would make the decision as to whether or not they meet the new standard? Woody Will

requested that everyone who would be affected by this be granted a one-year extension. He does not want to be out of compliance with the by-laws.

Doug Popowich suggested that the entity send a letter to be filed stating something to the effect that the entity is aware of the 3-year compliance and they are working on it for a particular level. Administration can then bring this letter to the Board for consideration and then it will be verified on the next site visit. No action taken on this issue.

Degree Assembly Board of Governors

Chairman Steve Lutz called the meeting to order during the annual conference. Members present included Steve Lutz, Gary Walton, Bob Fenner, John Lee, Bill Benjamin, Wimpie Kruger, Doug Wood, and Gary Kistner.

The following fees were adopted by the Board:

- Voting Membership - \$1000.00
- Non-voting - Individuals - \$100.00
- Non-voting - Organization - \$250.00

There was a resolution discussed and passed stating that, "Until the by-laws are changed; ONLY voting members can be accredited or receive accreditation services. It should be noted that this resolution was later retracted and reworded stating, "Until a new by-law can be drafted and accepted; ONLY institutions which have applied for and paid for Voting Membership can receive an accreditation site visit. If anyone who is not a voting member applies, the Degree Assembly Chair will write a letter that their membership is contingent upon acceptance at the next annual meeting."

Bob Fenner discussed the issues of document custodians and that the DABOG should handle custodial responsibilities. Categories of documents could include the following:

- Executive Documents - By-laws, Criteria
- Procedural Documents - Accreditation documents, Application Forms
- Training Documents - Handouts, PowerPoint Presentations (Steve Lutz accepted responsibility for these)
- Promotional/Dissemination
- The meeting was adjourned after this discussion.

FALL MEETING

The Board's held their Fall meetings at the Arizona Golf Resort and Conference Center in Mesa, Arizona. After and US IFSAC versus Canadian IFSAC Golf round, Board member Don Gnatuik admitted that the US held the cup for that year.

Council of Governors

Rich Hall, facilitated the meeting with the following COG member present Rick McCullough, Tim Bradley, Doug Popowich, Doug Wood, Bob Fenner, and Bill Benjamin.

Rich Hall called the Council of Governors meeting to order at 9:00 am, Friday, October 1, 1999, and thanked Bob Costello and Dawn Castle of the Arizona State Fire Marshal's Office for hosting the 1999 Fall meeting and for the hotel and meeting room arrangements.

There was discussion that Nancy Trench had attended the ASPA meeting the previous week. Nancy did not have sufficient time to prepare a report for this meeting. A report should be available for the Annual Meeting in April. Rich discussed the costs involved with the production of IFSAC Handbooks and merchandise. IFSAC shirts and hats had been sold in the past. Rich was seeking input from the Council of Governors to sell items in the future. Rich wanted to charge for Handbooks to recoup the costs of production. Handbook documents could be downloaded from the web page at no cost and member representatives and trained site team members will continue to receive the handbook at no charge. There was a motion by Doug Wood to approve \$25.00 charge for IFSAC Handbooks for non-members which passed. Sherry Hoelscher asked for clarification about whether the Marketing Committee could continue their initiative of exploring the sale of items. It was decided the Marketing Committee could proceed as long it involves cost recovery. It was questioned whether or not shirts and other items could be advertised and sold through IFSTA with the profit going to IFSAC.

Rich Hall proposed to hold a seminar prior to the Congress meeting to review and discuss By-law proposals. The seminar will take place after the Committee on Rules had a chance to meet. The Committee would go through the changes during the seminar with approval taking place in the Congress and Assembly meetings. Consensus was given by the Council of Governors to place the By-laws seminar on the annual conference schedule in hopes this would save time during assembly meeting.

It was announced the Annual 2000 meeting will be held in Lexington, Kentucky, April 14th, 15th, and 16th. Concerns had been expressed about holding the Fall, 2000, meeting at the Fire Service College in the UK. Bob Fenner had even expressed his own concerns. IFSAC Administration had received two host proposals from the Alberta Fire Training School. Alberta was willing to host the Fall, 2000 meeting if the Fire Service College was unable to host. Rich also had verbal proposals from Doug Popowich for Manitoba and Steve Lutz for Utah. It was decided to hold the Fall, 2000 meeting in Alberta.

Glen Albright had been with IFSAC Administration as a student technician since 1997. Glen was graduating from Oklahoma State University in December and one of his accomplishments in the office was the development of the IFSAC web site. Rich Hall recognized Glen for his work with a certificate of appreciation. Rich also recognized Bob Costello and Dawn Castle of the Arizona Fire Marshal's Office for hosting this meeting and presented them with a meeting host certificate.

Certificate Assembly Board of Governors

Chairman Tim Bradley conducted the meeting with the following Board Members present: Sherry Hoelscher, Mike Brackin, Doug Popowich, Rick McCullough, Patrick Hughes, Robin Willis-Lee, Hugh Pike, Woodrow Will, and Don Gnatiuk. Glen Pribbenow was absent.

Rich hall announced Cape Breton Regional Municipality has withdrawn its membership and transferred their empowerment to Nova Scotia Firefighter Training School. Formal action was required by the Assembly to move the Nova Scotia Professional Qualifications Board from non-voting membership to voting membership. They could go ahead and move forward with accreditation if they choose. Rich Hall received a letter from the Illinois State Fire Marshal's Office to withdraw from IFSAC. Rich Hall contacted Sandy Hill, Deputy State Fire Marshal of Illinois. Rich stated reasons given by Ms. Hill for Illinois' withdrawal. A membership application had been received from the Honolulu Fire Department. No action is required by the Board. A vote of the Assembly is required for membership acceptance. The National Fire Academy wants to continue contact with us, but they are not sure what type of membership they want at this point. Discussion held on what role the National Fire Academy can play in IFSAC.

Bob Fenner and Rich Hall had met the previous night and used the bulleted items from the planning meeting held the day earlier and came up with strategic statements for each. Rich Hall handed out copies of the bullet points and copies of drafted strategic statements. Rich wanted comments on the strategic statements from the Board members within the next couple of weeks. Discussion held on the business planning meeting tentatively scheduled for January, 2000. Plans are for Rich Hall, Tim Bradley, Steve Lutz, Doug Wood, Hugh Pike, and Lauren Wertheim who facilitates to attend the meeting.

Administration had been unsuccessful at acquiring any legible minutes from the court reporters for the Congress meeting or the Certificate Assembly meeting held in April earlier that year. Rich Hall apologized for this. It was his intent to make sure that we budget for an IFSAC tech to attend meetings to assist with taking minutes and recording meetings. Tim Bradley expressed his appreciation to Rich Hall and Eldonna Creager for the information packets and reports that were put together for the Board. Rich Hall had been asked to attend three meetings that currently are not in the budget. These were the North American Fire Training Directors (NAFTD) which had requested Rich Hall's attendance at their next meeting in October. The Committee on Site Teams also wanted to hold a meeting in Oklahoma City in January. Discussion was held on the importance of IFSAC representation at the NAFTD meeting. The consensus of the Board is that it is critical that Rich attend the NAFTD meeting in October. The Finance Committee will be meeting tomorrow and will discuss Rich's travel expenses.

The International Standards Committee had met in the morning and discussed the IFSAC satellite proposal. The Committee members were all in favor of the proposal; however, they did not think it necessary for an entity seeking to represent IFSAC in another region to be accredited to both the certificate side and the degree side. No entity is accredited to both sides; therefore none of the international entities could actually serve as an IFSAC satellite. The Committee felt the producers of the proposal should look at that and make changes. The Committee needed some direction from the Board. An option presented yesterday by the Committee was to continue to use NFPA as the benchmark standard; however, entities that do not wish to use NFPA standards could still become members of IFSAC with an alternative method of recognizing their standard. The Committee believed that maintaining the rules of empowerment are critical. The current accreditation process is to be untouched. It was the Board's decision for the Committee to proceed with developing language, rules, and procedures for adoption this process. Basically, the Committee was seeking authority to uncouple NFPA and other international standards. This would allow other entities to participate in the IFSAC that can demonstrate equivalency with NFPA standards.

Pat Hughes gave an update on Finance Committee action. Pat Hughes commended Rich and Eldonna for the information provided to the Committee. There were some issues with the budget that the Committee needed to address such as adding extra travel for the Manager, Rich Hall. The Committee was concerned with actual certificate sales versus projected income for certificates. Sales are far below projection. Chairman Tim Bradley welcomed Douglas Forsman who introduced Dennis Compton, Fire Chief of Mesa, Arizona.

Pat Hughes gave an update on the Committee on Site Teams. They had put together site teams for upcoming site visits. Pat Hughes recognized the hard work of the Committee: Doug Popowich, Mike Brackin, Sherry Hoelscher, Ben Warren, and John McPhee. He also thanked everyone who has served as site team leaders and site team members for completed site visits. Pat announced the Accreditation Procedures Manual was being reviewed and revised. At one point in time it was deemed that staff of IFSAC Administration would not be allowed to participate on site teams. The Committee was under the impression that this was an Oklahoma State University policy and not necessarily an IFSAC policy. Rich Hall explained that Nancy Trench had spoken to an ASPA representative as to whether or not staff participating as a site team member is a conflict of interest. ASPA did not see this as a conflict of interest. Rich Hall had been an excellent site team member prior to becoming Manager. The Committee on Site Teams asked direction from the Board as to whether they should include Rich in future site visits. There was consensus by the Board to allow Rich Hall to participate as a site team member. The Committee discussed re-accreditation site visits and options to avoid full blown site visits for re-accreditation.

Pat Hughes led a discussion on Administrative Reviews. IFSAC did not want to limit the number of Administrative Reviews, but some entities may do one level for its site visit and a number of others for Administrative Review, which puts a lot of work on the site team that did the initial visit. It was decided that the Administrative office could select experienced reviewers.

Chairman Tim Bradley commended the Committee on Site Teams for their work in the selection of site teams.

Sherry Hoelscher gave an update on Marketing Committee activities. At that point the Committee was working on things that could be done for the 2000 Annual Conference. The Committee had discussed purchasing shirts, hats, etc. Woody Will had offered to run the cost of some of those items through an organization in Kentucky to have available at the Annual Conference. The Committee was going to concentrate on marketing the 2000 Annual Conference as our tenth anniversary. The Committee discussed marketing the IFSAC certificate. The Committee also discussed possibly providing for purchase by members, membership or accreditation certificates for display in locations throughout their state or provincial

offices in addition to the complimentary certificate given to an entity. The Committee had also discussed the production of a new video.

The issue of how we track an entity updating levels to new editions of standards was discussed. Chairman Tim Bradley suggested rather than drafting another administrative policy, that updating to the new edition of the standard will be taken care of at an entity's re-accreditation site visit. Previous practice by some entities has been to simply send a letter to IFSAC Administration stating they have updated to a new edition. This will continue to be policy. The updated version of the accredited levels table will reflect the new levels identified in the letter.

Mike Brackin gave a report on the Arizona State Fire Marshal site visit for accreditation. Site team members were John Standefer, Alan Joos, and Mike Brackin as site team leader. The team recommended accreditation for Firefighter I and II, 1992 Edition. In addition, Arizona wanted to add Hazmat Awareness and Operations as separate levels. The State of Arizona had requested that the state and Phoenix operate independently of one another. Phoenix can continue to certify to and issues seals for levels that the State of Arizona is not accredited for. Phoenix is already a non-voting member; therefore their membership status remains the same with the accreditation of the State Fire Marshal's Office.

Tim Bradley gave the report for the Manitoba site visit. The site team recommended unconditional re-accreditation for Firefighter I and II, Driver Operator, Fire Service Instructor I and II, Fire Investigator, Fire Inspector I and II, Hazmat Awareness and Operations, and Fire Officer I. The team also recommended unconditional accreditation for the new levels of Hazmat Technician, Fire Officer II, and Hazmat Incident Commander.

Woody Will gave the report for the British Columbia site visit. Site team members were Dick Arwood, Joe Fratantaro, and Woody Will as site team leader. Some levels submitted for accreditation were for standards other than NFPA and were not eligible for accreditation since those standards have not gone through the Committee on International Standards Acceptance. The site team recommended accreditation for Firefighter I and II, Driver/Operator Pumper, Fire Officer I, II, III, and IV, Fire Inspector I, Fire Service Instructor I and II, and Hazmat Awareness and Operations.

Ben Warren gave the report for the Connecticut Site Visit. The site team recommended accreditation for Firefighter I and II, Driver/Operator Pumper and Aerial, Fire Officer I, Fire Service Instructor I, Hazmat Technician, and Public Fire and Life Safety Educator I. There was an issue with the levels of Firefighter I and II, since the State of Connecticut uses a sign off process for live fire burn requirements. Discussion was held on the issue. The site team would have to make a recommendation based on their evaluation of the process before the Board can approve accreditation for Firefighter I and II. The site team did not see an evaluation instrument to set the criteria for the live burn sign off process. There was a motion to approve accreditation for Fire Service Instructor I and Public Fire and Life Safety Educator I; these levels do not require Firefighter as a prerequisite, and table all other levels. The site team needed to clarify issues discussed concerning live burn and make a firm recommendation to the Board at the Annual Meeting in April.

Doug Popowich gave the site visit report for the Ontario Fire Marshal's Office. Members of the site team were Rick McCullough, Bill Zieres, and Doug Popowich as site team leader. Ontario requested a site visit based on a standard other than NFPA. Ontario uses their own standards-making body. The site team recommended in their report to conditionally accredit based on five conditions. Four out of the five conditions had been met. Ontario maintained its position with the fifth condition that they would not make the Hazmat compulsory in their program. Hazmat Operations is optional within their program. The team recommended 1) conditional accreditation based on the Operations component being made compulsory; or 2) the program may be accredited for any firefighter that takes the Operations program on a voluntary basis. Discussion ensued on the issue. There was a motion by Hugh Pike to accredit to Firefighter II provided that the Hazmat Operations portion is taken and included in the program which passed.

A recipient of the Martin Grimes award had finally been selected by the Board after several years of waiting on criteria. The award would be presented at the 10th Annual Meeting for the first time.

Discussion was held on whether prerequisites should be tested in the standard or as a separate level. The prerequisite must be tested to the standard before a firefighter can be certified at a higher level. It was decided this issue was addressed in site team training.

There was a motion by Woody Will to support the proposal on satellite centers and for Bob Fenner and David Osgood to move forward with developments with discussion held. Chairman Tim Bradley encouraged Mr. Fenner and Mr. Osgood to

specifically detail in their next report and in any By-law proposals, the relationships between the Assemblies, Boards, and the satellite center.

Degree Assembly Board of Governors

Members present from the Board included: Bob Fenner, Gary Walton, Gary Kistner, Doug Wood, Brian Bay, and Bill Benjamin, Members absent were Wimpie Kruger, John Lee, and Chairman Steve Lutz. Bob Fenner announced that Wimpie Kruger, John Lee, and Steve Lutz sent their apologies for being unable to attend the Fall Meeting.

Bob Fenner presented a document of procedures to which the Degree Assembly should adhere. It had been established that the IFSAC Manager had the capability to store documents at a central location. Questions regarding reliability of storing documents on a network or floppy disk were reviewed.

Bob Fenner introduced the Criteria for the Accreditation of Fire Related Degree Granting Programs document into discussion. Those who had used the document agreed that it supported the Self Study.

Bill Benjamin discussed that the DABOG needs to take over the responsibility of the site team selection as the CABOG has done. This is to include tracking of who has training and who has been on what teams. Brian Bay has already made a database on Excel. Once Administration has their software updated it will be sent to them to be held at a central location. Bob Fenner stated that the system must not be rushed, but that the system must be streamlined to make the process marketable to new entities. Brian Bay noted that the Committee Chair can handle the database for now. As the Degree Assembly grows Administration will need to take over database. Discussion was held that the CA has more experience in this since they are larger and have accredited more entities. The two assemblies should use the same procedures in order to simplify. Sherry Hoelscher handled the database for the CA Site Team Selection Committee and someone from the DA Site Team Selection Committee should get with her and see how selection is handled by the CA.

Bob Fenner introduced the subject Criteria for Accreditation. Bob handed out two documents, a) Possible developments in, and improvements to, the DA Criteria and Basis for Judgment Statements, b) List of Correspondence related to DA Criteria. Bob asked for suggestions on the Criteria to be submitted by Board members in the near future.

CHAPTER 12 – IFSAC CELEBRATES 10, GETS READY FOR SECOND DECADE

"you are a dream fulfilled". (Harold Mace, 2000)

Founded in 1990, the year 2000 brought about a combination of celebration and anticipation. IFSAC had survived 10 years, and was beginning to be recognized in many aspects of the fire service field. Advertisements for jobs in North America began to require an IFSAC accredited certification, IFSAC was requested to send representation to various national meetings, and the number of entries in the international registry increased at a rapid rate. IFSAC had become self-supporting financially, and was actually carrying a surplus. The Degree Assembly had several accreditations of colleges under its belt, and was gradually bringing the process to an efficient formula. The Certificate Assembly had accredited over half the States in the US, almost all of the Canadian Provinces, and had accredited two entities across the Atlantic. This year would show more accreditations than any in the history of IFSAC. In ten years IFSAC had become a major player in fire service education and training, exceeding the speculation of many, and the expectations of almost everyone. Finance continued to be an issue, particularly with the Degree entities who began to see a decline in interest, and even the loss of some colleges. On the Certificate side, with few exceptions, the lead entities had maintained membership.

During the Annual Conference it was decided to drop ASPA membership due to costs. This had been a major item during the early years of IFSAC, but the cost/benefit ratio no longer seemed appealing to the IFSAC membership.

During 2000, IFSAC would present its first Martin Grimes Award, and to the surprise of many, avoided the Y2K disaster with her computer systems. Entering a new decade, IFSAC looked solid and strong.

During the Fall of 1999 a Strategic Planning Session was hosted in North Carolina, and for the first time, IFSAC would have presented and approved a Long Range Strategic Plan. The Strategic Plan included the following:

IFSAC STRATEGIC PLAN DRAFT

Vision Statement

The vision of IFSAC is to be recognized as the premier accreditation entity within the international fire service community creating value to members and customers through the use of state-of-the-art technology while enhancing customer service and adapting to changing roles, responsibilities, and climate within the fire service community.

Plan Purpose/Objectives

To produce a document that conveys the International Fire Service Accreditation Congress' (IFSAC's) goals for the next five to ten years by:

Defining IFSAC's strategic initiatives.

Identifying emerging technologies that could be used to enhance IFSAC's mission.

Plan Mission Statement

A guide to accomplish IFSAC's stated goals and objectives, providing high quality customer service while continuing to grow as the internationally recognized leader in the accreditation of fire-related programs.

Plan Guidelines

While this plan considers IFSAC's direction and initiatives for the future, it is intended to be compatible with IFSAC's stated purpose and vision.

IFSAC Purpose Statement

“To deliver high quality accreditation for fire service related education and certification programs so that lives may be saved and property protected.”

IFSAC Vision

“We provide responsive and dynamic systems and services which allow high quality accreditation for our constituents. We do this with open minds, recognizing the autonomy and differences among systems, states, and nations.”

Introduction

The International Fire Service Accreditation Congress (IFSAC) was established in 1990 as a peer-driven, self-governing system that accredits both fire service certification programs and higher education fire-related degree programs. IFSAC is a nonprofit organization authorized by the Board of Regents of Oklahoma State University as a part of the fire service programs mission of the College of Engineering, Architecture and Technology.

IFSAC has three standing committees responsible for researching and making recommendations to its members.

- 1. The Finance Committee establishes the criteria and procedures for budget development, management, and reporting. This committee must approve the budget submitted by the IFSAC Manager.*
- 2. The Committee on Rules reviews proposed amendments to the Constitution and by-laws, ensuring that changes to the Constitution or By-laws do not conflict or compromise IFSAC’s mission in any way.*
- 3. The Marketing and Promotion Committee is responsible for designing new-member materials, such as brochures and presentation materials used to recruit new members, retain current members, and promote IFSAC’s mission in other arenas.*

It is anticipated that the Finance Committee and the Committee on Marketing and Promotions would have a significant role in planning for future initiatives to expand and promote IFSAC’s goals.

One of IFSAC’s central principles is to “measure outputs with little regard for inputs.” Thus, until now IFSAC has tried to encourage a forum for broad participation within the fire service community, particularly through an accreditation process geared specifically and primarily to National Fire Protection Association (NFPA) Standards. Other fundamental principles include recognizing the importance of local jurisdictions and the concept of reciprocity between authorities having jurisdiction. Jurisdictions may be extremely diverse and could include towns, cities, regions, states, provinces and nations each of that may accept various approaches and standards.

Historically, IFSAC accredits entities that follow NFPA standards. In North America, NFPA standards are recognized and accepted as viable and thorough standards for the fire service. However, in 1994, IFSAC evaluated reaching out to its international constituents and therefore began considering accrediting standards other than NFPA. Branching beyond NFPA standards allows IFSAC to truly be considered an international organization since not all the world’s fire services work to NFPA Standards

Clearly, the future holds many changes for the fire service. Technology will play a greater role in terms of the equipment available for fire service personnel to perform their job functions, as well as providing new methods for obtaining training and certification. In addition, it is likely that many fire departments will take on expanded responsibilities, such as emergency medical technician (EMS) and domestic rescue operations (from natural disasters) while having to cope with leaner departments and in some cases outsourced staffing.

With all of the changes taking place in the fire service, the certification and degree goals of fire service personnel must continually change to reflect the current trends in the industry. It is a time of downsizing for most fire departments and outsourcing, fiscal and budget constraints, economic and political considerations, and growing customer demands and expectations. Therefore, evaluating IFSAC's goals in light of these trends and new and existing technology opportunities is a key element towards supporting premier fire departments as IFSAC moves into the 21st century.

Partnerships

IFSAC recognizes the value of forming partnerships with organizations of similar or complementary missions. IFSAC already has some partnerships in place, and hopes to forge new partnerships to further its goals. IFSAC's current partnerships are an integral part of IFSAC's way of doing business. They keep IFSAC in touch with other entities within the fire service, while helping IFSAC promoting its own mission.

Oklahoma State University

One of IFSAC's most important partnerships is with Oklahoma State University (OSU). IFSAC's administrative offices are housed at Oklahoma State University, Department of Fire Programs. Even though housed at OSU, IFSAC maintains clear control of its direction and administration. With a governing Board over each assembly, and a Council of Governors that creates a tie between the two assemblies, IFSAC clearly sets its own direction. Being peer driven, the primary decision making power within the organization lies within the membership of each assembly. Without OSU's initial financial contributions, IFSAC would never have grown into such a strong organization. While still operating on a limited budget, IFSAC has become financially self-sufficient, operating solely off of revenues from membership and sales.

Professional Organizations

As in any industry, positive relationships with professional organizations can help an organization further its mission and promote its goals. To that end, IFSAC has had a long-standing relationship with the Association of Specialized and Professional Accreditors (ASPA). Since one of IFSAC's core goals is to accreditation, association with ASPA helps IFSAC stay current with general accreditation issues and practices. Recently, however, members of IFSAC's Board have indicated that it is time to re-evaluate this relationship to be sure that it is still beneficial to IFSAC.

IFSAC is currently exploring the possibility of developing a closer relationship with other accrediting and quality organizations such as the International Standards Organization (ISO). Finally, IFSAC is continually looking for other professional organizations with which to forge partnerships where there would be a mutually beneficial outcome for both IFSAC and the organization.

National Fire Academy (NFA)

The National Fire Academy (NFA) was the first organization to introduce the concept of accreditation within the fire service. Since NFA clearly understands and supports the concept of accreditation, maintaining a strong tie with NFA is beneficial so that NFA can continue to promote the importance of accreditation within the fire service industry.

In addition, since the courses taught by NFA meet Professional Qualification Standards, it seems logical that NFA and IFSAC work together to promote a curriculum with shared goals of standardization. For example, courses taught by NFA could be evaluated to meet degree requirements of accredited institutions, and therefore, students completing NFA courses could be meeting goals of degree programs, which could accept the NFA credits. Another possibility is that NFA courses could be used to pre-qualify candidates for certification by IFSAC's Certificate Assembly.

National Board on Fire Service Professional Qualifications (NBFSPQ)/Pro Board

The National Board on Fire Service Professional Qualifications is a nonprofit corporation which includes representatives from five of the major fire service organizations (International Association of Fire Chiefs (IAFC), International Association of Arson Investigators (IAAI), National Fire Protection Association (NFPA), National Association of State Fire Marshals (NASFM), and North American Fire Training Directors, NAFTD).

Since the basic objectives of the NBFSPQ and IFSAC are similar; each sets out to accredit fire service certification programs, it makes sense that these organizations could pursue joint professional development efforts for their members.

International Association of Fire Chiefs (IAFC)

The International Association of Fire Chief has developed a system of Accreditation for fire departments which evaluates the overall operational aspects of the organization. IFSAC should at some point seek to encourage the requirement of accredited certification and education programs within the IAFC's accreditation format.

Strategic Initiatives

IFSAC's future challenge will be to maintain or exceed its current membership level by adding value for its members. This document explores numerous initiatives that should be considered for implementation in order for IFSAC to continually strive towards this goal.

Enhancing the value of the organization will enable IFSAC to retain current members and become attractive to new members. In addition, as the climate within the fire service changes and new programs can be made available using improved technology; IFSAC must continually evaluate its position and offerings in light of its future strategic initiatives. The remainder of this section looks at five strategic initiatives for IFSAC to pursue to remain a competitive and viable organization in the future. The five strategic initiatives are:

- *Enhance customer service*
- *Seek private and public sector accreditation*
- *Explore grant opportunities*
- *Address international issues*
- *Use current technology to the organization's advantage*
- *Pre-qualify the education examination process*

Enhance Customer Service

Any organization benefits from good customer service. For IFSAC, customer service extends beyond its members to its customers as well. Customer service may include offering new services or improving existing benefits. In an era of tightening budget constraints and downsizing, people have less time to focus on job-related activities. Improving customer service is crucial so that people recognize value in their association with an organization like IFSAC. Some potential customer service initiatives that should be enhanced or added to IFSAC's roster might include:

- *Producing an informational video that describes the accreditation process*
- *Producing a promotional video describing membership benefits*
- *Distributing promotional or informational videos to prospective members*
- *Developing/improving training for potential members, including evaluating:*
 - *new and existing training methods*
 - *distribution and availability of training*
 - *providing job aids and templates as training tools*
 - *making training tools available at FDIC (Fire Department Instructor's Conference)*
- *Encouraging entities to develop Web site links to the IFSAC Web site (thus bringing more people in contact with IFSAC's goals and mission)*
- *Developing an information database for accreditation information*
- *Creating a national registry including web search capabilities on certification*
- *Searching for specific courses from accredited degree programs to be included in IFSAC's catalog of accredited courses*

Each item above would add value to the membership and should be considered for implementation.

Seek Industrial and Private Sector Accreditation (non-public training)

IFSAC should spend time evaluating new accreditation areas, focusing on both industrial and private sector training. For example, it may be feasible to develop programs and criteria to accredit industrial and private sector programs related to emergency services and safety such as shipboard firefighter, chemical safety officer, hazardous waste operator, hazardous materials planner, hazardous materials clean-up technicians, and hazardous materials branch officer.

Such programs would greatly expand IFSAC's appeal and be an attractive addition to new and existing members. However, many of these topic areas lack a national (or international) standard to follow or measure against. Therefore, research and care would need to be taken to pursue such initiatives and still make the accreditation process and outcome meaningful to members.

Explore Grant Opportunities

Funding is a primary consideration when evaluating the benefit of new and existing initiatives. Today IFSAC's main funding source is its membership dollars. However, in an economy of increasing budget constraints, IFSAC will need to become more creative and aggressive by exploring alternative funding sources. Competing for grants to expand and support IFSAC's mission could prove to be an excellent additional funding source.

It should be clearly noted however, that finding grant sources and then competing would not be easy or cost-free. Before taking on this strategic initiative, IFSAC would need to expand resources to evaluate:

- What relevant grants are available*
- How to apply for grants*
- The type/amount of training needed to effectively research and compete for*
- The level of effort needed to put grant packages together*

Should IFSAC be serious about pursuing grant opportunities, it will be imperative that IFSAC evaluate the importance and priority of grant research and grant writing. Grant writing can be so specialized and competitive that in some organizations it is a full-time position. Thus, at a minimum, staff and Board members would need to be properly trained to compete for grants, and additionally, IFSAC would need to evaluate the resources necessary to truly compete for this type of funding.

Address International Issues

For a number of years IFSAC has struggled with ways to increase international participation within the organization. While IFSAC considers itself an international organization, there are various reasons why its membership does not truly mirror this vision.

- IFSAC has not marketed itself effectively beyond its North American borders. The international community is not really aware of IFSAC's mission or purpose.*
- English, as the predominant (and sole) language of the organization, is limiting to the international community.*
- IFSAC's accreditation and degree missions are based on standards recognized within the U.S., but with little value or appeal to the international community.*
- The costs of being an active member and taking advantage of the membership are prohibitive to those outside of North America (i.e. membership fees, travel and accommodation for conferences and meetings accreditation fees).*

Two issues that have been circulating within the IFSAC community bear further research and definitive action in the immediate future.

- 1. The feasibility of satellite centers*
- 2. The acceptance of standards in addition to NFPA*

First, let's consider the establishment of Satellite Centers, which would most likely be located outside of North America. Satellite Centers, as they are currently conceived, would develop relationships with entities providing fire-related education and/or training within a stated region. They would have full voting representation on both the IFSAC's Certificate and Degree Assemblies and would be given the power to act with the authority of the IFSAC Congress and/or Certificate Assembly and/or Degree Assembly. In addition, to promote the core mission of IFSAC, a Satellite Center would need to be set up as a peer-driven, self-governing certificate and degree accreditation organization. Thus, while Satellite Centers would follow their own constitution, by-laws and accreditation procedures, they would need to reflect the core values and principles inherent in IFSAC's mission.

Another international initiative under consideration by IFSAC, is whether to accept alternatives to the NFPA standards. Within North America the NFPA standards are widely recognized and accepted as comprehensive and thorough guidelines to adhere to for training, certification, and accreditation. They give IFSAC and its customers a consistent baseline to meet. If IFSAC agrees to accept other standards, alternatives will need to be identified and evaluated.

It is important to recognize that anything IFSAC does to reach out to the international fire service community must consider language issues. IFSAC will need to develop a translation plan that evaluates what materials should be translated (i.e. promotional materials, training materials, conference documents, etc), and the language(s) into which the materials should be translated. Obviously, the decision of which languages to consider will drive the geographic areas that IFSAC will target for its international membership expansion. In addition, translating such technical, content-specific materials may be costly and will need to be handled by translators who have a command of both English and the "new" language, as well as a grasp of the technical content.

Clearly, in the near future IFSAC will need to make some difficult decisions and then proceed on the decided course. Many of the items raised in this section are not new to the organization, yet to be successful they will require a shift in attitude by the current membership. In addition, to be implemented effectively, detailed consideration and planning will be essential so that IFSAC's core mission and values do not become diluted.

Use Current Technology to the Organization's Advantage

The sheer volume of knowledge that must be imparted to the average street-level responder has mushroomed. Consequently, for people entering the fire and emergency services, as well as existing veterans, new technologies and methods are continually being employed and expanded. Many fire departments now have local area networks, web sites, home pages, e-mail capability, and the ability to retrieve information from the Internet. Continuing to take advantage of technology must be the wave of the future. Technology has become so accessible and easy enough to use that businesses and organizations should constantly evaluate ways of becoming more efficient by capitalizing on the use of technology. In short, using technology has become a routine way of doing business. Thus, for IFSAC, a logical initiative is to enhance existing ways of doing business and improve customer service initiatives using existing and new technology options.

In Appendix A, a number of available and emerging technologies and how to best use technology-based methods for providing education, training, and performance support and evaluation within the fire and emergency services environment is detailed. Here, however we will note a number of initiatives that could be pursued or enhanced using technology.

- The Internet is clearly today's buzz-word, an extremely powerful tool providing access to up-to-date information and links to related organization's Web sites, or a way to share updated information; all of which could enhance current customer service.
- Databases are a powerful tool for tracking information, especially if it may need to be recalled in a variety of formats at a later date. Databases could maintain information and allow for easy retrieval later. Such initiatives would greatly enhance customer service.
- Video conferencing is an excellent way to communicate. It can be used to conduct meetings, to keep the Board or members in closer contact, and to conduct committee meetings. Using video conferencing could cut down on travel expenses and time and is often as effective as meeting face-to-face

- Promotional materials can be produced in a variety of formats. IFSAC could look into developing compatible materials in more than one format. For example, a brochure might be printed, but there could be a companion marketing video to go along with it, or even an electronic slide show (i.e. PowerPoint presentations) with attributes of a multimedia program but easy to update, duplicate, and distribute.
- New member training could be developed using numerous technology options. The decision of what technology to use (i.e. videotape, multimedia, computer-based training, etc.) depends on a variety of factors and should be determined once the specific goals of the training are decided.

Electronic testing for membership. IFSAC should encourage the sharing of technology within its membership so that entity after entity would not have to research and evaluate the issue. Allowing students to take cognitive tests in an electronic format may very well be the wave of the future, and manipulative skills will also be an electronic challenge members face in the future as well.

- Standardized training for certification evaluators can be accomplished using technology options such as video, computer-based training, Web-based training, or job aids. Depending on the nature and complexity of the training, the likely number of people to be trained in a year, and how static the content is, various technology options can be implemented.
- Technology-based programs are becoming more common. Because using technology helps to standardize output, IFSAC should consider accreditation of such programs so that two entities using the same program would know the impact of using that program. One option would be to use training evaluators (site team members) to evaluate technology-based programs.

See Appendix A for more information about specific technology options.

Pre-qualify the Education Examination Process

Although IFSAC accredits programs or entities and not courses, clearly there is often a duplication of effort. For example, if one entity uses particular NFA or NFPA materials and receives accreditation and a second entity then seeks its accreditation using the same materials, it is a wasted effort to re-evaluate the same materials twice. One example of this would be NFPA's Inspector Program. Therefore, IFSAC should develop a clear process for pre-qualification of specific educational or training materials to avoid this situation. One consideration would be to set up a database or have a central point of contact to track the components of accredited training programs to avoid this duplicated effort.

That having been said, it would also be important to document when components of an approved program are acceptable only in conjunction with other materials (i.e. what shortfalls one component might have and how that deficiency was handled). With such information readily available, if a second entity planned to use some of the same components, IFSAC would not only be aware that an accredited program was already using those materials, but also that supplemental materials covering specific content or objectives were required to meet the accreditation standards.

As is evident from the strategic initiatives discussed in this plan, IFSAC has a chance to pursue many new ideas in an effort to remain a prominent fire service organization in the future. However, implementing new initiatives is not easy. IFSAC members will have to be open-minded and willing to take calculated risks to strengthen the future of the organization.

Benefits

This document presents a comprehensive overview for addressing future strategic initiatives of IFSAC. It evaluates strategic initiatives recommended to maintain IFSAC's role in the fire service community as well as potential uses of technology in an effort to present a road map to keep IFSAC a viable organization for current and perspective members. Since numerous strategies are laid out in this document, if used as a working document, it will have the benefit of requiring accountability of the IFSAC Manager. In addition, providing a future roadmap is the first step in ensuring that IFSAC maintains its place in the fire protection community, and continues to serve its customers well into the future.

Such a plan should also help IFSAC maintain financial stability by seeking out new ways to attract and maintain members and to pursue other avenues, such as grants, to promote its mission and maintain financial stability.

As IFSAC grows, it naturally hopes to increase services to its members while improving the professional capabilities of emergency responders. This in turn will help to boost community safety and service capabilities.

Challenges

Providing a document that attempts to look into the future and consider so many perspectives has many challenges, some which are specific to IFSAC and others which are indicative of the general fire service climate. The lists below indicate many of the potential obstacles that may be encountered as IFSAC continues to change and introduce new ideas.

IFSAC Challenges in Planning for New Strategic Initiatives

- *Administrative staff levels*
- *Volunteer organization, difficult to get commitment to research, plan, or implement new initiatives*
- *Perception of relationship with OSU (will need to promote independent relationship)*
- *Different assemblies have different needs and concerns*
- *Existing rules and regulations*
- *Resistance to change*
- *Political climate at any given time*
- *Need to meet entity-specific requirements*
- *International needs differ from North American needs (different customs / standards)*

General Fire Service Challenges in Planning for New Strategic Initiatives

- *Rapidly changing industry*
- *Resistance to change*
- *Political climate at any given time*
- *Obtaining management and labor organization buy-in*
- *Decreased funding and manpower for most fire service organizations*
- *Access to technology*

Funding Issues

Since the intent of this plan is to lay out a broad roadmap of strategic initiatives for IFSAC, it is not practical to present specific costs or funding strategies at this time. However, it is important to recognize that using innovative and state-of-the-art technology can be expensive and obtaining buy-in to change can be costly. Therefore, it should be noted that:

- *Increased service requires increased funding levels*
- *Cost of technology and development of programs that use technology must be planned for*
- *IFSAC, as an organization, needs to work with the Finance Committee to develop and pursue strategies to accomplish goals*

In addition, while recognizing that implementing change, especially when technology solutions are concerned is often costly, any initiatives pursued should be evaluated further for their cost-effectiveness. Finally, to meet the challenges laid out in this plan, it is imperative that IFSAC continue to keep its mission current while providing increased services to its members by supporting initiatives that are new and innovative, while still remaining sensitive to a declining budget environment.

Conclusion

No matter what road IFSAC takes, it must ultimately provide value to its members and continue to recruit new members. Thus, the ultimate goal this Plan is to account for the current and future needs of IFSAC's members in order to address potential obstacles and explore new and available tools to meet the mission of the organization.

Appendix A – Types of Technology

In this Appendix you will find information about a variety of technologies used today. It includes each technology's current status, look at future trends, and offers recommendations as to the feasibility of using a particular technology to meet specific training objectives.

Classroom Training

Current status

Fire service training in years past has relied heavily on classroom training. In this mode, firefighters must travel to a specified site to attend classes taught by an instructor. Typically, the instructor uses media such as electronic presentations, slides, manuals, and lesson plans to linearly teach a specific subject. Students may work together to complete assigned tasks, thus learning from each others' past experiences. Additionally, hands-on experience with relatively uncomplicated equipment may be gained.

The chief benefit of classroom training is that it allows for active interaction, whereby the instructor and students can both ask and answer questions. Any questions and/or issues can quickly be addressed. A skilled instructor may easily monitor the clarity of information he/she is presenting, and modify teaching tactics if students appear overly confused. Similarly, the instructor can evaluate students' levels of interest and engagement with the subject matter, or lack thereof, and adjust the class accordingly.

Future Trends

The effectiveness of classroom training is limited both by the high costs of firefighters needing to travel to the classroom facility, and the small number of firefighters who can be taught at the same pace at a given time. Furthermore, because of the costs of travel, instructors may try to limit the amount of days a given firefighter needs to be away from his/her post by teaching intensively, covering as much information as possible in a given day. Unfortunately, the limited attention span of many students and/or the possibility of information overload precludes them from retaining as much information as they could if the information spread out over a longer stretch of time.

It is likely that the standard model of one instructor with many students classroom training will continue to diminish. Where still used, instructors will employ new technologies such as video, simulations, and slide shows to convey information and better hold firefighters' interest. In addition, future classroom courses may be designed so that the student can stay at their home station to complete the training.

Two possible models are:

- Video teleconferencing, so that the instructor is still leading a class at a given time (discussed later in this section).
- Live correspondence courses where much of the material is provided to the student and then there are times when the instructor is available to interact with student in Internet chat rooms. In this role, the instructor becomes a mentor more than the teacher at the head of the classroom.

Considerations

Use classroom training when:

- Face-to-face instructor/student interaction is preferred.
- Group activities are useful.
- Limited hands-on experience can be gained.
- Travel and per diem costs are not prohibitive.

When classroom training is determined to be the best delivery method, focus on emerging lecture tools such as pre-developed course outlines and multimedia instructional aides to increase students' interest levels and retention of crucial information.

Training/Promotional Videos

Current status

Videos remain one of the most cost-effective ways of disseminating information. The drawback to a videotape is that it is linear and not interactive. However, videotapes are relatively inexpensive to produce and most individuals and organizations have VCRs. For training purposes, they are an excellent way to demonstrate material that should be observed but cannot necessarily be recreated in a training environment. As promotional or marketing material, videos can convey a feeling with the message, when sometimes words may fall flat.

Future Trends

Although it is widely accepted students retain more information if the learning experience is interactive, the low cost and easy accessibility of videotape training makes it a viable training alternative for the future. Videos will continue to be a primary source of marketing and promotional materials

Considerations

Use videotaped training or materials when:

- The objectives are straightforward and a linear presentation is desired.
- The content is extremely visual and cannot be recreated.
- Group activity or interaction is important.

Distance Learning

Current status

At its most basic level, distance learning is a method of training whereby an instructor and student(s) are separated by a physical distance. This distance is bridged by some form of technology, such as video, telephone, e-mail, or the Internet.

With travel costs increasing and budgets decreasing, distance learning is an effective training method that reaches a wide audience, while reducing or eliminating much of the time and costs associated with the traditional classroom approach. Two main types of distance learning, teleconferencing and web-based training are relevant to this initiative and will be discussed below. The future trends and considerations for these specific technologies will be included with each type.

Teleconferencing

Current status

Teleconferencing allows people who are geographically distant from each other to get together, by means of an audio/video signal of the facilitator broadcast via satellite to remote facilities. Participants travel to the remote facility closest to their usual place of employment, where they receive instruction via the satellite transmission. The transmission is composed of at least one-way audio and video, usually with some option for participant feedback. The facilitator may additionally use media such as videotape and slides to convey information across the broadcast. In some locations two-way audio and video are available.

The strength of teleconferencing lies in its cost-effective ability to provide real-time voice-to-voice or face-to-face interactions, albeit over a speaker or TV. Guest speakers and content experts can easily disseminate their information to a wide audience. Participants from varying backgrounds and distant locations can share experiences and lessons-learned with one another. However, because participants are separated by space, the risk of student un-involvement is high. This is not inherent in teleconferencing and can be avoided by using well-designed training materials and instructors adept at keeping students involved in the training. Care must be taken to provide time for interaction and room for everyone to have their comments heard.

Future Trends

As long as facilitator/participant interactivity is held to be of paramount importance, teleconferencing will remain an effective method for delivering immediate training to multiple, disparate locations. One key component is accessibility to video teleconference centers. The ideal set up is two-way audio/two-way video.

Considerations

Use teleconferencing when:

- Participants are located at geographically dispersed locations.
- Facilitator feedback and participant interaction is important to the learning process.
- Less than sixty participants need to be reached in one broadcast.
- Course/presentation length is 16 hours or less.
- Materials to be used in the course are simple enough to display on a video screen.

Stand-alone Multimedia/Computer-Based Training (CBT)

Current Status

Multimedia training or computer-based training (CBT) uses the computer to deliver self-paced, interactive training courses, where the computer serves as the instructor. Courses consist of a mix of text, graphics, video, audio, and animation. Scenario-based, interactive instruction allows users active engagement with their training. CBT is often non-linear, such that students can control their training path based on personal decisions or mastery of content. Such learner control creates greater interaction with the material. Knowledge checks and end-of-course tests provide instant feedback on areas of information that have (or have not) been mastered. Computer-based training typically has built-in tracking and record-keeping functions, making it an ideal tool for managers who need to monitor student progress.

This portable training, delivered on CD-ROM or DVD, has revolutionized many areas of training. Not only is this training engaging, but concepts can be visually presented and explained and students need not take their training at specific locations and/or at preset times. Time needed to travel to and attend classes is eliminated or reduced. Trainers are no longer required to be present for training to take place, and each student can work at his/her own pace, following his/her own path through the training. The training material distributed to each student is identical, and can be returned to and reviewed at any time. Study after study has been conducted on the effectiveness of computer-based training, and it is now well-accepted that a well-designed course can improve a student's performance over teaching the same material in a traditional classroom environment. In addition, training time decreases by about 1/3, and instructors and supervisors can be confident that all students received the same quality of instruction.

Future Trends

The use of stand-alone media such as CD-ROMs or DVDs provides a great deal of storage space, which allows for good playback of complicated or extensive video. Multimedia and CBT will continue to be valuable training tools, since they provide an interactive learning environment that does not require the firefighter to travel to a training site. In fact, a firefighter can engage in training anywhere, and at any time, so long as he/she has access to a computer.

CBT does, however pose a problem for information updates. Initial development costs are high and, once distributed, any modifications or changes to existing information require a new CD-ROM or DVD to be created and mass distributed.

Considerations

Use multimedia or computer-based training when:

- Students would benefit from interactive, action-oriented scenarios.
- A self-paced, media-rich learning environment is desired.
- Large numbers of firefighters need to be trained.
- Instructor/student interaction is not required.
- Costs for travel and time away from work should be minimized.
- Computer access is sufficient to support video and audio.
- Information is unlikely to change rapidly.

Current Status

Virtual Reality (VR) is an emerging technology used to create three-dimensional simulated environments. Typically incorporated into computer-based or Web-based training, VR is interactive and immersive, allowing the student to acquire skills and practice procedures.

Future Trends

Virtual Reality may reduce the need for expensive field skills training, giving Fire and Emergency Service Personnel (F&ES) personnel the opportunity to practice dangerous, complicated scenarios safely and easily, without risk to themselves or the environment. Although nothing can or will replace the benefits of actual hands-on training, VR may provide startlingly realistic practice on expensive and/or unavailable equipment, and in hazardous environments. Currently, the cost to develop realistic high-end VR simulations and distribute the necessary equipment is high. PC-based VR appears to be the most promising avenue for future development.

Considerations

Use virtual reality when:

- A training environment should be simulated, possibly due to safety, environmental, or cost factors.*
- A scenario cannot be created on the fire ground, but should be practiced in a realistic environment.*
- Future technology and applications can be developed cost effectively on PC platforms.*

Dedicated Web-Based Training

Current status

The use of the Worldwide Web to deliver training without the use of CD-ROM or DVD is going to grow rapidly in the near future. However, current speeds at which students are typically able to access Web-based multimedia make this technology unavailable to deliver the type of high quality, interactive training being used by the DoD at the present time.

Web-based training functions much like traditional computer-based training, with scenario-based, interactive instruction delivered in a self-paced, self-directed, feedback-filled environment. However, unlike CBT, where the course resides on a mass-distributed CD-ROM or DVD, Web-based training places the course on a server, or main computer, connected either to the Internet or an Intranet. Students may access the course from most computers, by way of their Internet or Intranet connection, at any time, from any location. Each student uses a unique user ID that allows the student to log in and training managers to track student progress and to control which students are permitted to access which courses.

The greatest advantage of Web-based training is the ease with which course material content can be changed and updated to meet ever-changing specifications. In addition, no CD-ROMs or DVDs are required. Once a change is made to the master course, all students who access the course over the Internet will see the modification. Record-keeping is also an advantage of Web-based training since students can take the training anywhere and their record will be updated accordingly.

Web-based training is still an emerging technology and there are a number of disadvantages that need to be addressed. Due to the current slow speed of the Internet for the average person, it is still impractical to deliver video, audio, or complex graphics or animation over the Web. Complex media such as audio, video, and interactive exercises presently overwhelm bandwidth requirements on all but the highest speed Internet connections. Another disadvantage of Web-Based training at this time is that dial-up access is not available at all locations. Thus, for example, a user on a remote deployment might have trouble accessing his or her record. Finally, security issues are also a concern.

However, the arrival of high speed Internet connectivity and more sophisticated security measures, it is anticipated that dedicated Web-based training will eventually be the preferred medium of delivery.

Future Trends

The future potential and power of dedicated Web-based training, with its Internet-only delivery format, will prove to be both cost-efficient and useful. A broad spectrum of new tools will become available to further allow students and trainers to utilize the Internet for expanded training and certification. These will include:

- Universal cataloging of existing courseware, media assets, and all training materials, thereby allowing students to access information on a more needs-based, on-demand, subject-directed approach.
- Interactive engagement between students worldwide, for simultaneous training and information sharing. Examples include video phone communication with wide spread conferencing, chat room forums, posting and sharing of training curriculum such as PowerPoint type presentations, multimedia white paper exchanges, etc.
- Ability to interface, share, and train simultaneously with other agencies and allies.
- On-line training tools yet to emerge for new Internet training delivery.

As time passes and network technology improvements materialize, such limitations as bandwidth and accessibility will disappear. It is anticipated that a dedicated Web-based training system, with high-speed data transfer and universal connectivity, will become a reality well before 2015. Therefore planning and strategic integration of this technology must continue to be pursued to take full advantage of the coming cost efficiencies and benefits.

Considerations

Use dedicated Web-based training when:

- When bandwidth and technology makes it widely accessible
- Course content needs frequent adjustments or updates.
- Training large numbers of geographically dispersed students.
- Fire protection personnel reside in locations with the appropriate equipment and access to use the Internet.
- New Internet training tools become available to warrant their use.
- Tracking student progress via the Internet is desirable.

Hybrid Internet and CD-ROM/DVD System

Current Status

Dedicated Web-based training, although highly promising, remains technologically impractical. To overcome bandwidth limitations of dedicated Web-based training, courses containing multimedia can be distributed in a "hybrid" format. As with the dedicated Internet training, a hybrid system allows for interactive engagement between students and instructors worldwide, for simultaneous training and information sharing. But this method combines a stand-alone CD-ROM or DVD, capable of handling video and complex graphics, with the Internet or an Intranet to enhance delivery capability and allow for limited updates via downloading during student logon.

With a hybrid Internet medium, students have the option to train using either the Internet or stand-alone version using the same CD-ROM/DVD. They can complete a course from a variety of locations, including their home, installation, TDY location, or deployed site, while training officers/administrators can log onto the system at any time, from any location, to check student performances.

Future Trends

The features and benefits of the hybrid model will continue to expand the use of this technology. The hybrid model fills an interim void while the pursuit for a true, dedicated Web-based multimedia delivery continues. In addition, the hybrid system offers flexibility when a dedicated Web-based delivery is not practical.

Considerations

Use hybrid Internet and CD-ROM/DVD training when:

- Course content needs frequent adjustments or updates.
- Training large numbers of geographically dispersed students.
- New Internet training tools become available to warrant their use.
- Tracking student progress via the Internet is desirable.

Evaluation – Knowledge

Current Status

Any course, taught using any training medium, must be evaluated for its effectiveness. It does no good to spend time and money presenting information if students do not learn and retain the knowledge. In some courses, evaluation may take place at intervals during the course (i.e. knowledge checks within multimedia programs or block tests during an instructor-led course). Typically, however there will also be some form of evaluation at the end of a course. This may be accomplished using a paper-based test or a computer-based testing program.

In addition, there are a number of course certifications that firefighters must obtain throughout their career. Certification is typically obtained by completing the mandatory coursework (either attending a training class or completing a self-study course) and then passing an exam at the end. More information about this can be found in the Certification and Accreditation section of this document.

Future Trends

As long as we continue to train firefighters, we will continue to test them. It is possible that advances in training due to new trends in delivery methods will be reflected in changing methods of evaluation. Computer-based testing has many advantages over paper tests, such as immediate scores for students, the ability to use a variety of question types to evaluate a student's knowledge. Electronic testing programs that allow managers to download and transfer student records are available. Once security concerns are addressed it may be viable to deliver tests over the Web in the future. For such delivery methods to be effective, however, increased security will be imperative. Methods of protecting privacy, insuring accuracy in student identification, and eliminating test compromise must be addressed for this to become a realistic option.

Considerations

Use knowledge evaluation tools when:

- Students must be able to recall information, patterns, sequences, or conditions.
- Students must be able to understand or know why a procedure should be performed, or why equipment works the way it does.
- The type of information being tested requires students to (for example) define, identify, list, locate, state, repeat, compare, describe, or explain.

Evaluation-Skills

Current Status

Evaluating fire service personnel's level of skill demonstrates the competency they gain through training. Traditionally, such evaluation has involved hands-on testing in the field, primarily done at the installation level by local evaluators. Such evaluation is of paramount importance in measuring the effectiveness and preparedness of essential firefighter skills.

Evaluation performed with outside personnel and agencies, such as large scale multi-agency disaster drills, is invaluable, but carries with it the high costs of travel, time away from work, and the expense of creating sophisticated scenarios.

Future Trends

Evaluating fire service personnel's skills will remain a significant responsibility of any training program. Skills testing requirements should continue to be integrated and supported within future training resources. Better methods and processes to measure skill competency, especially at the installation level, should be explored and expanded.

Some hands-on training for specific tasks may be able to be replaced by Virtual Reality simulations, which allow the student to interact with a strikingly real environment, without the costs of field skills training, and minus the risks of injury and instrument damage.

Considerations

Use skills evaluation tools when:

- Students must be able to perform a skill or task.
- The type of information being tested requires students to (for example) illustrate, demonstrate, inspect, assemble, perform, or monitor.

ANNUAL CONGRESS HAPPENINGS

The Annual Conference for IFSAC was held at the Holiday Inn in Lexington, Kentucky April 13th through the 16th, with Board meetings occurring on the 14th and 15th.

During the Council of Governors Meeting prior to the conference opening Rich Hall asked Tim Bradley to give highlights of the meeting that took place. Tim explained that a planner, contracted by DOD at the courtesy of Hugh Pike went through the process with the planning committee attending, of putting minutes, notes, and charts from previous planning meetings into a recognizable format. A document was drafted that required minor changes from the members that attended. Tim clarified to the COG that the strategic planning document would be a dynamic document, ever changing and it would continue to be updated as IFSAC grows.

It was decided the Fall, 2000, Board meetings would take place in Alberta, Canada, September 29, 30, and October 1, 2000, and the Spring, 2001, meeting would be in Minneapolis/St. Paul Airport Hilton April 4 - 8, 2001.

Also during the COG meeting, Rich Hall asked Dr. David Osgood for a report on Satellite Centers. Dr. Osgood and Bob Fenner presented an idea the previous year with regard to satellite centers throughout the world. A proposal was taken to the Fall, 1999, meeting resulting in discussion there to draft proposed by-laws and procedures for the 2000 annual meeting. That did not occur for various reasons. Other discussion has taken place that had led Dr. Osgood and Bob Fenner to think that they should not go to the by-law stage at that point. Dr. Osgood asked that members of the Congress review the proposal for satellite centers from October, 1999. In addition, Rich Hall asked Rick McCullough to speak on ISO 9000. A couple of years ago IFSAC had talked about moving toward outside recognition of IFSAC. Preliminary research indicated a couple of avenues that IFSAC could consider. Rick found in Canada that there are a number of certification bodies certified in accordance with the ISO 9000 standard. Rick found with his research that an individual approach would have to be taken for each entity. Rick sent the information he had gathered to IFSAC Administration. The Council of Governors members had background information of ISO in their agenda packets. The cost for IFSAC to participate in ISO at that point would have been somewhere in the neighborhood of \$9,000 (US). Rich Hall and Eldonna Creager attended an introductory seminar for ISO standards. Rich Hall stated that information from that seminar had been sent, as well, to the membership in each agenda packet.

Rich clarified that IFSAC Administration would be the ISO registered organization; each member entity would also have to go through the ISO certification process to be certified. At that point the expense is a major detractor. Rick stated that the cost for each entity would be upwards of \$2,000 (US). There is a re-certification process that will bear additional cost. No action was taken.

CONGRESS MEETING

IFSAC Manager Rich Hall, serving as Facilitator, called the annual meeting of the Congress to order at 9:00 am, Saturday, April 15, 2000. Woody Will of the Kentucky Fire Commission welcomed everyone on behalf of the Kentucky State Fire Rescue Training. Woody introduced Gerald Stewart, of the Kentucky Fire Commission. He has served with the Commission since 1978 and has served as Chair since 1980. He also served as President of the Kentucky Firefighters Association, was a member of the Executive Board, is past President of the Professional Firefighters Association, served on the Legislative Committee, and was a retired Fire Chief. Gerald Stewart welcomed everyone on behalf of the Kentucky Fire Commission and the Governor of Kentucky. Gerald expressed thanks to Woody Will for his part in leading Kentucky toward IFSAC accreditation. Gerald recognized members of Kentucky State Fire Rescue Training, along with Sylvan Smith, and Commission Administrator, Bob Burch. Gerald also spoke on the history and the progress of the Kentucky Fire Commission. Gerald then introduced the Chancellor of the Kentucky Community Technical College System, Dr. Keith Bird. Dr. Bird spoke to the audience on how he came to the Kentucky Community Technical College System. Dr. Bird gave an overview of the KCTCS and events of the past week.

Rich Hall introduced Randy Novak, Director of Oklahoma State Fire Service Training and Acting Director of Fire Service Programs at Oklahoma State University. Randy greeted everyone on behalf of the staff of Fire Service Programs. Randy introduced Dr. David Thompson, Associate Dean of the College of Engineering, Architecture, and Technology at OSU. Dr. Thompson thanked Woody Will and the Kentucky Fire Commission for hosting the IFSAC Annual Meeting. Dr. Thompson complimented everyone who has had a part in the progress of IFSAC. Dr. Thompson also thanked IFSAC staff members, Rich Hall, Eldonna Creager, Sarah O'Connor, and Jenny Bayles. Rich Hall introduced and thanked IFSAC staff members Eldonna Creager and Sarah O'Connor. Rich also introduced and thanked Jenny Bayles from Fire Service Programs for her work in coordinating the meeting and conference arrangements with the hotel. Rich Hall presented a Certificate of Appreciation to the Arizona State Fire Marshal's Office for hosting the 1999 Fall Meeting in Mesa, Arizona and a Certificate of Appreciation to Woody Will and the Kentucky Fire Commission for hosting the 2000 Annual Meeting.

Bill Westhoff, IFSAC's first Manager, presented the first Martin E. Grimes Award to Harold Mace. Mr. Mace had been Director of Fire Programs at OSU, and had led the initial concepts of developing IFSAC and paved the way for OSU to host the newly created organization. He had also pledged and offered financial support. Harold Mace stated that Martin Grimes was a close friend, a mentor, and a man he tremendously admired, and being associated with Martin Grimes in any way is one of the highest honors paid. He then gave a brief history of the Joint Council, its technical committees, and the movement of education and training in the fire service. Harold commended everyone for the wonderful work done with IFSAC. Harold stated to the members of the Congress "**you are a dream fulfilled**".

Bill Westhoff made a presentation on the history of IFSAC. Bill began with the formation of IFSAC in St. Louis in 1990. Bill's presentation focused on the progression of training, certification, education, and accreditation. He had served as the first IFSAC Manager, appointed by Harold Mace in 1990.

Tim Bradley, Certificate Assembly Board of Governors Chair, presented certificates of accreditation to the following entities:

- Office of the Arizona State Fire Marshal
- Arkansas Fire Academy
- Justice Institute of British Columbia
- Bucks County Community College Emergency Services Training Center
- Connecticut Commission on Fire Prevention and Control
- Iowa Fire Service Institute
- University of Kansas Fire Service Training
- Manitoba Emergency Services College-Office of the Fire Commissioner
- New Mexico Firefighter Training Academy
- Office of the Fire Marshal, Province of Ontario
- Washington State Patrol, Fire Protection Bureau

Rich Hall recognized the following entities for accreditation of levels through administrative review:

- District of Columbia Fire and EMS
- United States Department of Defense Firefighter Certification
- Louisiana State University Fire and Emergency Training Institute

- *South Carolina Fire Academy*
- *Manitoba Emergency Services College*
- *Minnesota Fire Service Certification Board*
- *Mississippi State Fire Academy*
- *Missouri Division of Fire Safety*
- *Oklahoma State University Fire Service Training*
- *Saskatchewan Office of the Fire Commissioner*
- *Washington State Patrol, Fire Protection Bureau*

Steve Lutz, Degree Assembly Board of Governors Chair, presented certificates of accreditation for the following degree programs:

- *Lake Superior State University*
- *University of Akron Fire Protection Technology*
- *Chemeketa Community College Emergency Services*

Tim Bradley spoke on the progress of formulating a strategic plan. Members had received a copy of the Strategic Plan of which Tim encourages everyone to read.

Steve Lutz and Pat Hughes attended the meeting of the Association of Specialized and Professional Accreditors (ASPA) in early April, 2000. ASPA is a professional organization where information is shared, specifically on accreditation. ASPA was not an organization that recognizes accrediting bodies. Steve shared information on recognition of accrediting bodies by the United States Department of Education and the Council on Higher Education Accreditation (CHEA). Steve stated that the most valuable thing they received from the meeting was the level of information. From a Degree Assembly perspective, Steve said that is probably a valuable thing for IFSAC to participate and that some sort of official recognition for IFSAC is essential.

Pat Hughes had concerns from a financial standpoint that with the costs involved with membership and attending ASPA meetings, his preference and focus was that money be spent in other areas in IFSAC until we are in more of a financial position to participate. Rich Hall clarified that we are currently a member of ASPA. Our membership expires July 1st. The sustaining membership fee is \$2,945.00 (US). Then annual fee is \$225.00 (US) based on the number of accredited entities. The cost for meeting attendance twice a year along with the membership fees for ASPA totals around \$5,945.00 (US) annually.

Tim Bradley stated that the recommendation of the Certificate Assembly Board of Governors is to maintain contact, but not to continue membership until a time when ASPA membership and travel can be budgeted. A motion was made to continue to be a member of ASPA which failed, and was immediately followed by a motion to drop ASPA membership, which passed.

Rick McCullough spoke on ISO 9000. In the past the issue was raised whether or not ASPA would serve entities outside the United States. Rick was asked to pursue information on possible participation in ISO. Rick suggested that there is merit to having an external body take a look at quality control measurements within our organization and to have our processes reviewed. The costs involved for IFSAC to be ISO certified would be around \$9500.00 (US). The Certificate Assembly Board of Governors was not in favor of engaging in ISO at that time. The Degree Assembly Board of Governors has not prepared a recommendation. There was a motion by Tim Bradley not to pursue membership, but that IFSAC continue to follow ISO until such time IFSAC has the funds to seek membership and certification. The motion passed.

Rich Hall asked Dr. David Osgood of the Fire Service College in the United Kingdom to speak on satellite centers. At the last annual meeting Dr. David Osgood and Bob Fenner, also of the Fire Service College, presented the idea of IFSAC satellite centers to expand IFSAC throughout the world. In conjunction with the International Standards Committee, they put their ideas into a more concrete form and presented the document at the 1999 Fall meeting to the Boards and the committees. They were asked to proceed with producing procedures and by-laws to present at this annual meeting. For various reasons Bob and David decided not to produce the procedures and by-laws, but to bring forward the original document to the Congress and the Assemblies for acceptance and proposals for procedure and process to put together by-laws. The proposed by-laws will be put forth to the Boards and committees at the Fall, 2000, meeting for discussion. The amended by-laws will be presented to the Congress at the 2001 annual meeting.

Rich Hall asked Tim Bradley to speak on merger discussions with the National Board on Fire Service Professional Qualifications. It was the opinion of members of the Certificate Assembly Board of Governors that at the time the governance of the two organizations were too far apart to warrant continuing efforts to merge. It was recommended that IFSAC should continue to maintain contact, exchange ideas, and perhaps continue with joint training sessions. There was a motion by Tim Bradley that IFSAC respond to the NBFSPQ with a reply that we have received their proposal, that we would like to continue a relationship through joint training sessions and sharing ideas, but at this time a merger does not seem possible. The motion passed.

After several committee reports, Rich Hall asked Doug Wood to report for the Finance Committee. After giving his report it was noticed that projected revenue was \$141,100.00 (US) and projected expenses were \$139,655.00 (US), making IFSAC an "in the black" organization.

A sample brochure, developed by the Promotions Committee, was provided to Board members. The sample is a proposal by the Committee as an effort to promote IFSAC. The Committee asks that the Congress consider whether this should be pursued and to make any comments or suggestions to the Committee.

CERTIFICATE ASSEMBLY HAPPENINGS

Chair Tim Bradley called the annual meeting of the Certificate Assembly to order April 15, 2000, at 1:00 pm. Mike Brackin recognized those who had delivered training for the Certificate Assembly: Barbara Gagner, Bill Zieres, Glenn Pribbenow, and Doug Popowich. Mike reported that 12 had attended the Site Team Leader training, 32 attended Orientation and Self-Study, and 38 attended Site Team Member training. Training had become an active component of the annual conference.

A new policy was discussed that finally laid to rest an old discussion. The purpose of the new policy was to ensure compliance with the IFSAC requirement that accredited entities which have continued to certify to previous editions of NFPA standards for a period of three (3) years from the official date of adoption of a particular NFPA standard, have updated their programs to the most current standard. This finally passed making clear the understanding regarding the three-year window.

There were several new membership applications approved by the Assembly:

- Maine Fire Academy had applied for corresponding membership.
- The Honolulu Fire Department had applied for voting membership.
- Saudi Aramco Fire Department had applied for voting membership.

Each of them were approved by the Assembly.

Pat Hughes reported for the Committee on Site Teams. The Committee would meet again and include the recently trained site team members for upcoming site visits they will be scheduling. The Committee has also been restructuring the Accreditation Procedures Manual. Glenn Pribbenow gave an overview of the work done by the Committee. The Committee has created a single document identifying all accreditation criteria and requirements. The Committee used Articles 13 and 14 of the By-laws as a base. The new accreditation criteria document would need to be adopted by the Assembly. The following individuals were approved by the Certificate Assembly Board of Governors to serve as site team leaders based on requirements met: Wayne Bailey, Matt Bailey, David Fultz, Jim Heim, John Standefer, Bill Zieres, John McPhee, Ken Briscoe, and Mike Edwards.

John Wolf reported for the Committee on Rules and facilitated By-law ratification.

The Committee on Site Teams proposed to remove Articles from the By-laws since the Assembly has approved the new accreditation criteria and procedures document. The Assembly also ratified bylaw changes approved by the Congress that required ratification by both Assemblies.

Rick McCullough reported on behalf of the Committee on Alternative Standards. The Committee had been looking at expanding markets and opportunities for review of standards other than NFPA standards. Don Gnatiuk gave an overview of the options the Committee had developed regarding recognition of standards. These options were demonstrated in the

discussion paper prepared by the Committee titled '**Toward an Alternative Fire Service Standards Philosophy for the Next Millennium**'. Henry Morse spun off from Don's overview with a presentation on ideas and recommendations for review and acceptance of alternative standards.

Chairman Tim Bradley appointed Pat Hughes, John Wolf, and Sarah O'Connor to the Election Committee. Tim then turned over the position of Chair to John Wolf for the nomination process. John announced expired terms for Sherry Hoelscher, Don Gnatiuk, and Glenn Pribbenow. John opened the floor for nominations. Bob French nominated Don Gnatiuk. Rick McCullough nominated Barbara Gagner, Mike Brackin nominated Sherry Hoelscher. John opened the floor for nominations for one seat on the Council of Governors. Mike Brackin nominated Rick McCullough. John asked if there are any further nominations and there were no further nominations at that time.

Najeeb Al-Qatifi made a presentation on the structure and organization of the Saudi Aramco Oil Company.

The FAA Regional Training Center in Pennsylvania had requested voting membership; however empowerment was not included with their application. The absence of empowerment or letters of support causes them to be ineligible for consideration at that time. The Iceland Fire Authority had applied for non-voting membership. The Certificate Assembly Board of Governors voted to recommend the Iceland Fire Authority for non-voting membership.

Members heard an overview of the Strategic Plan at the Congress meeting. Tim asked that everyone review the Plan closely. The Strategic Plan will be reviewed annually and Tim asks that comments or suggestions be submitted to any Board member.

Discussion was held on the National Board on Fire Service Professional Qualifications counter proposal for a merger. The Certificate Assembly believed that a merger was not realistic at the time due to the difference in philosophy on governance. The motion passed at the Congress meeting was to respond that we believe a merger is not realistic at this time, but that the two organizations should continue to work together through training and respect each other's position as an accrediting body.

IFSAC had received a request from John Daley for a definition of 'Emergency Services Personnel' to be applied to our By-laws. The Certificate Assembly Board of Governors recommended that this be referred to the Rules Committee. The Rules Committee has been asked to meet with John Daley for specifics and to bring back a recommendation.

Tim Bradley again turned over the position of Chair to John Wolf to facilitate the election process. John Wolf asked for further nominations for the Certificate Assembly Board of Governors and the Council of Governors. With no further nominations, John declared nominations closed. After voting delegates voted, John Wolf declared Don Gnatiuk, Barbara Gagner, and Sherry Hoelscher elected to the Certificate Assembly Board of Governors and Rick McCullough elected to the Council of Governors.

DEGREE ASSEMBLY HAPPENINGS

Fourteen members were present as Steve Lutz opened the meeting. The agenda and minutes were approved, as were by-laws from the Congress requiring confirmation. Bill Benjamin and Bob Aldconr were asked to do some work on the Evaluator Checklist of Criteria for the Accreditation of Fire Related Degree Granting Programs.

Steve Lutz announced that the Degree Assembly ad hoc membership committee and the promotions committee had been combined. Serving on the promotions committee for the Degree Assembly was Gene Fisher. Steve wants the goal to be to have a marketing plan for the Assembly.

Several committee appointments were made and by-law changes were voted on and approved. Elections were conducted for the Degree Assembly Board and the results were:

- Steve Lutz 3-year term
- Terry Heyns 1-year term
- Dave Hoover 3-year term
- Gene Fisher 3-year term

Council of Governor results were;

- *Doug Wood* *3-year term*

ASPA membership was discussed with communication from administration with regrets that financially we cannot continue to attend. This was discussed at length during the Congress meeting. The Assembly, with concurrence from the Chairman, also agreed ISO 9000 membership wasn't needed right now.

John Lee made a resolution, which was passed, to allow Degree Certificates to be distributed to the accredited institutions to sell to the students.

Steve Lutz entertained a motion to direct to the Board to further explore the training system for accreditation and address it at next year's meeting which passed.

FALL BOARD MEETINGS

The Fall Board meetings were held in Edmonton, Alberta, September 30 and 31st, 2000. At the Council of Governors meeting, Rich Hall called the meeting of the Council of Governors to order at 9:00 am, Saturday. Members present were: Tim Bradley, Doug Popowich, Rick McCullough, Doug Wood, Bill Benjamin, and Bob Fenner.

Rich introduced Don Gnatiuk of the Alberta Fire Training School. Don welcomed everyone and introduced Alberta Fire Commissioner, Tom Makey. Don also introduced Alberta Fire Training School staff: Shauna Zack, Melanie Gibson, Gerry Myshaniuk, and Chris Senaratne.

A proposal had been received from the North Carolina Fire and Rescue Commission to host the Fall, 2002, meeting in Ashville, North Carolina, and a proposal had also been received from the Kentucky Fire Commission to host either the 2002 Fall meeting or the 2002 Annual meeting. Tim Bradley stated that if additional proposals for the 2002 Fall meeting are sent in, then North Carolina will be satisfied if tentative plans are made to schedule the meeting in Asheville. It was decided the Annual conference would be held in Lexington, Kentucky, and the Fall Board meeting in Asheville, North Carolina.

Bob Fenner spoke on the proposal for IFSAC satellite centers. A formal proposal was presented at the Fall 1999 Board meeting. The idea then was that Bob Fenner and David Osgood would put together a formal proposal for the Congress at the 2000 Annual meeting. The proposed course of action would have led to the drafting of by-laws and operational documents to set up the satellite centers. Development of documents had not taken place for a variety of reasons, so they have lost a great deal of momentum. Development will probably be confounded due to the fact that Bob will not be at the Fire Service College after May of next year and David Osgood is no longer at the Fire Service College. Bob believes we should progress since there is general approval by the Congress.

Discussion was generated about whether the Council of Governors should continue to meet. Rich Hall was asked to research the by-laws for necessary changes and what the impact might be if the Council of Governors is to dissolve.

Certificate Assembly Board of Governors

Chairman Bradley called to order the meeting of the Certificate Assembly Board of Governors at 9:45 am, Saturday, September 30, 2000. Chairman Bradley announced that, due to a resignation, he had appointed Alan Joos to fill the Board position previously held by Pat Hughes. Alan's appointment would be in effect until the Annual meeting. Members present were: Tim Bradley, Rick McCullough, Robin Willis-Lee, Don Gnatiuk, Woodrow Will, Sherry Hoelscher, Doug Popowich, Barbara Gagner, Mike Brackin, and Alan Joos. Board member Hugh Pike was absent.

Chairman Bradley asked if anyone had any agenda items to add prior to new business. Rick McCullough asked for an update on Doug Forsman's situation and what had transpired. Chairman Bradley stated that the only official fact is that Doug Forsman resigned from OSU.

IFSAC Manager Rich Hall distributed and reviewed the Manager's report. The report included total number of members for the Certificate Assembly and the Degree Assembly, and new membership applications. There had been no

entities withdrawn since the last report. The report also included: total number of accredited entities, total levels accredited, site visits since April, 2000, scheduled site visits, total number of participating countries.

The Ministry of Defense was the only organization in arrears. Rich Hall had sent them emails and letters with no response. As of August 31st, they were 296 days past due on membership fees. Rich has received a request from them to have a site visit done immediately. To date the Ministry of Defense had not sent a self-study. Rich sent them a letter explaining the process, including the payment of fees prior to scheduling a site visit. Rich had not received a response. Another person from the Ministry of Defense sent a similar letter requesting to schedule a site visit. Rich also explained the process to him and still had not received a response.

The Alabama Fire College and Personnel Standards Commission had submitted an application for membership. The Central Florida Community College had also submitted an application for membership. The Central Florida Community College would be seeking accreditation for Airport Firefighter. Rich Hall reviewed the compliance policy for updating certification levels to new editions of NFPA standards within three years of adoption. Discussion was held on how to ensure that entities comply with the three-year rule of updating levels of certification. There was a motion by Sherry Hoelscher for the IFSAC Administration to notify each entity that they have not complied, request the entity to submit prior to the annual meeting what their plans are to update, and forward each response to the Board for consideration. The motion carried.

John Wolf reported for the Committee on Rules. The Committee met Friday, September 29th. There is one recommendation for a change in the By-laws. The Committee was given the task to provide a definition for 'emergency services personnel'. The consensus of the Committee was that this is a matter for local jurisdictions. John would write a letter for Rich Hall to pass on to the individual who had made the request to define the term. By-law language that allows entities to delegate certifying authority was not very clear. Tim Bradley had drafted language to provide some clarity. The Committee reviewed the drafted language, made minor changes, and would recommend the changes for approval at the annual meeting in April, 2001. John Wolf noted for the record that in the Criteria for Certificate Accreditation, the language addressing standards other than NFPA standards conflicts with language in the new edition of NFPA 1000.

John thanked all of those who took the time to send cards and messages during his recent convalescence.

Barbara Gagner reported on the Finance Committee meeting of September 29th. The Committee discussed inflationary costs and the possibility of charging fees for administrative reviews. Discussion held. The Board recommended that the Finance Committee draft language for the fee table to charge fees for administrative reviews. The Board will review the drafted language for approval.

Sherry Hoelscher reported for the Committee on Site Teams. The Committee met September 29th. At that time IFSAC had ninety-seven people eligible to conduct site visits. Included were several people that have retired or are no longer affiliated with a member entity. The Committee sought the Boards approval to send a letter to each entity representative. A list of eligible people currently and previously affiliated with the entity will accompany the letter. The entity representative will be asked to approve which of those from his or her entity they wish to continue as site visitors. The Committee also discussed currency of site team training and the possibility that they have lost some trained members because surveys were not completed and returned. The Committee was asked to draft a letter to notify site team members about currency of training and to make those who haven't completed training in the past few years aware they will need to attend again to remain eligible. The Committee discussed scheduling a motivational speaker and possibly raising the registration fees to accommodate the costs. Rich Hall raised awareness that there could be issues involving procedures and non-profit laws regarding advertising and paying the speaker.

Sherry Hoelscher reported for the Committee on Promotions. The Committee met September 29th. The Committee would work with IFSAC Administration and Oklahoma State University to determine whether IFSAC can make money on promotional items. The Committee wanted to have promotional items available for members to purchase at cost. The Committee also wanted to promote items in the conference brochure and on the web site. Rich Hall again raised the issue of advertising and selling promotional items under non-profit status. Rich was to check with OSU's attorney about what is or is not allowed. Two thousand new brochures were printed and are available. The Committee wanted to put together an informational PowerPoint presentation on compact disc to be available and distributed to anyone who wanted to make a presentation on IFSAC. In addition, the Committee discussed putting together an IFSAC folder that may contain an IFSAC brochure, a compact disc, and an entity's own information. The Committee also wanted to make available to entities the IFSAC booth to display at state/provincial conferences or trade shows.

Robin Willis-Lee reported for the Alternative Standards Acceptance Committee. The Committee did not achieve their core objective at the annual meeting in Kentucky. Since then, members of the Committee have spent time reviewing possible reasons. Robin brought the Board up to date on the Committee's activities since the Fall 1999 meeting. David Osgood has left the Fire Service College and the Committee is in need of a replacement. Chairman Bradley has asked Rich Hall to fill the position previously held by David. The Committee brought forth a new proposal to the Board for consideration. The proposal stated that IFSAC will accredit entities to any bona fide recognized standard. The Committee outlined the implications and the process in the document distributed to the Board. The Alternative Standards Acceptance Committee recommends proceeding with this opportunity, which provides IFSAC with the broadest range of recognition without compromising the central philosophy of reaching a common standard on a broad basis. Chairman Bradley asked that the Committee have procedures and by-laws ready for the Committee on Rules in due time for the 2001 Annual meeting. Motion carried.

Sherry Hoelscher reported on the site visit for the Colorado Division of Fire Safety. Sherry, Ken Briscoe, and Brenda Popko were the site team members. Colorado initially applied for re-accreditation of Firefighter I, Firefighter II, and Fire Officer I. The site team took the opportunity to review the levels of Hazardous Material Awareness and Operations even though Colorado was not able to offer those apart from Firefighter I and II at the time. Colorado can now offer those levels individually. Recommendations from the site team had been addressed. The site team recommends Firefighter I, Firefighter II, and Fire Officer I for re-accreditation. In addition, the site team recommended accreditation for Hazardous Materials Awareness and Hazardous Materials Operations, which was approved. Theresa Staples, on behalf of the State of Colorado, commented on the professionalism of the site team.

Alan Joos reported on the site visit for Louisiana. Alan, Matt Bailey and Jeff Fortney were site team members. The site team made recommendations regarding Hazardous Materials Awareness and Operations. Louisiana had addressed the site team's recommendations. The site team recommended accreditation/re-accreditation for thirteen levels: Airport Firefighter, Firefighter I, Firefighter II, Instructor I, Instructor II, Driver Operator Pumper, Driver Operator Aerial, Fire Officer I, Fire Officer II, Fire Investigator, Hazardous Materials Awareness, Hazardous Materials Operations, and Hazardous Materials Technician, which was approved.

Woody Will reported on the site visit for MSU Fire Services Training School. Members of the team also included Barbara Gagner and Theresa Staples. The site team recommends unconditional re-accreditation for Firefighter I, Firefighter II, Instructor I, Instructor II, and Instructor III, which was approved.

Mike Brackin reported on the site visit for the Phoenix Fire Department. Lisa Hackman and Steve Foster were also members of the site team. Phoenix Fire Department requested re-accreditation for Hazardous Materials Technician. The site team recommended re-accreditation for Hazardous Materials Technician upon conditional items being met. Mike pointed out that the Phoenix Fire Department accepts Hazardous Materials Awareness and Operations certifications from either the State Fire Marshal's Office or the state emergency management division. The recommendation was accepted. There was then a motion to amend main motion to notify the Phoenix Fire Department that they can only issue seals on certificates to students that are certified for Hazardous Materials Awareness and Operations through an accredited program.

Harold Mace wrote a letter to the members thanking them for selecting him as recipient of the Martin E. Grimes Award in April 2000, which was read by Chairman Bradley.

Robin Willis-Lee and Bob Fenner have exchanged email regarding the proposal for satellite centers. Robin has asked Bob if he sees a relationship between the Alternative Standards Acceptance Committee and Bob said that he does. David Osgood is no longer with the Fire Service College and Bob is scheduled to retire in June. Their discussion included who would be the chairman of the proposal and how to progress. Discussion held on encouraging the Fire Service College in the United Kingdom to stay active since David Osgood is no longer there and Bob Fenner will be retiring.

Doug Popowich brought to the table the idea to move beyond accreditation of certification testing and consider reviewing program and curriculum content. Discussion was held. Chairman Bradley suggested that anyone interested in pursuing this issue talk with Doug. Barbara Gagner offered to furnish the procedures that Washington follows when reviewing training and qualifications. Anyone interested can email or call Barbara.

Rich indicated he receives many calls from people who have four-year degrees and yet are unable to receive recognition for levels of certification. On the other side of that, there are some who can receive credit toward a degree for certification levels. Rich stated that somewhere along the line, IFSAC will need to consider the linkage between the Certificate Assembly and the Degree Assembly for such issues. Chairman Bradley stated that a paper was written on linkage eight years ago by him and Dr. Robin Willis Lee. People with such circumstances who contact IFSAC do not understand why a certification program and a degree program that are IFSAC accredited will not accept credentials from one to the other. Chairman Bradley pointed out that that idea was the founding principle for allowing degree programs to participate in the IFSAC.

Chairman Bradley stated that we have had expressed to us on a number of occasions, entities that want to certify to industrial training. Industrial certification does exist, but was not done to a professional qualifications standard. Chairman Bradley was interested in initial drafting to create a section for the by-laws to include industrial certification.

Sherry Hoelscher raised a question that came up in the Committee on Site Teams meeting. Last Fall, the Board approved Rich Hall to participate as a site team member. A concern was raised about conflicts that could occur if an entity has a problem with a site visit. Rich explained that when he receives a complaint letter, it automatically is forwarded to the Chair of the appropriate Board. The Chair will advise Rich about how to handle the complaint. If a complaint against Rich were to filter through Administration, but did not reach the Chair, then the question of what happened with the complaint would fall back to Rich. The Committee on Site Teams felt comfortable with Rich participating on site teams and only wanted to clear up the concern.

The Degree Assembly is moving their Board meeting to Wednesday for the Annual meeting. They are going to schedule their training on Thursday and Friday. This is an issue with the Committee on Site Teams because of their plans to schedule a motivational speaker. Sherry asked whether the Certificate Assembly Board of Governors should consider moving their meeting to Wednesday as well. Rich Hall pointed out the conflicts that can occur if the schedule were to change. Discussion held. The Council of Governors should reconvene to address any changes made to the structure of the annual meeting. The structure of the meeting had already been approved by the Council of Governors.

Degree Assembly Board of Governors

Steve Lutz called the meeting to order. Members present included: Bill Benjamin Steve Lutz, Bob Fenner, J.D. Richardson, Gene Fisher, Gary Walton, Terry Heyns, Doug Wood and David Hoover.

At the annual meeting, Bill Benjamin was appointed chair of the Criteria Committee that would review and make recommendations concerning the revision of the Criteria for Accreditation. Other appointed committee members from this meeting include Bob Fenner, Gene Fisher, and Steve Lutz. Bill Benjamin was to review the Criteria and assign tasks to the rest of the committee members.

Terry Heyns made the comment that the DABOG should put forth a good showing of DABOG members at the next meeting of the NFA Conference on Higher Education without being obtrusive or acting outside of the NFA protocol. Break-out sessions could be possible concerning areas such as curriculum development, program outcome generation, etc.

Bob Fenner discussed the basic ideas underpinning satellite centers. Satellite centers are to extend the influence of IFSAC throughout the world, and serve as an idea to generate a small, but significant amount of income.

J.D. Richardson proposed a change in the by-laws that allows individuals to be members of the non-voting membership of the Degree Assembly. They would pay a membership fee and be able to work on committees and site teams if they were properly trained. J.D. suggested that we develop criteria for these members. It was pointed out that this already exists in the corresponding membership category. Emeritus status was also discussed. Discussion was held concerning international work groups with input and by-law development with no action was taken.

Wayne Bailey gave a report on promotions for IFSAC. The Promotions Committee wanted to sell items at the meetings, but they cannot be sold for a profit. They also wanted to put IFSAC information on a CD in Power Point format to hand out at trade shows, etc. Other items discussed included the video and folders. Brochures are available for distribution. J.D. Richardson suggested that the next brochure should contain a picture of a classroom. Terry Heyns suggested that when sending pictures for the brochure, any person visible in the picture should sign a release stating that it is OK for us to use in promotional items.

Gene Fisher developed a memo discussing adding levels through administrative review once an entity is accredited. Discussion continued on what constitutes an addition that is beyond the scope of an administrative review. Gene Fisher was to draft language for the by-laws that defines "program" versus "degree" and what exactly we accredit and mail to DABOG who could get comments back to Gene by January 15, 2000, for submission to the Rules Committee.

Rich Hall gave the managers report. An application was received from Ivy Tech State College in Indiana. They have a Public Safety Technology Program, two full-time and twelve part-time instructors. Their accrediting body is the state. The contact is Larry E. Huskins. David Hoover made a motion to have Rich draft a bylaw change to 21.4.2, to allow the IFSAC manager to accept membership applications.

Sarah O'Connor announced she had sent out 268 packets to the program coordinators of different colleges. It included a brochure, Terry Heyns' article, Mission Statement, the principles of accreditation, Degree Assembly members and programs, and a membership application.

Rich presented the first two months of the Fiscal Year 2000/2001 budget report. Yavapai College would like to be accredited in February and we have already received their application fee.

At the annual meeting the following Teaching Workshops would be offered:

1. Developing World-Class Fire Educational Programs - Bob Fenner and Steve Lutz
2. Self-Study Made Easy - Gene Fisher and Terry Heyns
3. Site-Team Leader - Terry Heyns
4. Orientation - David Hoover and J.D. Richardson
5. Refresher Training - Gary Walton

The Board discussed a model of a discounted membership fee for new members for the first two years. No action taken.

Steve Lutz proposed that we have a "Board Member Emeritus" for Board members who retire from their IFSAC affiliated institutions but still have expertise to offer IFSAC, which was accepted.

Discussion was held concerning the need for "accredited training", which Assembly would be the appropriate accrediting body, and if there should be a third assembly. No action was taken, but some conflict existed between the CABOG and DABOG concerning who should accredit "training".

CHAPTER 13 – Moving Forward In a New Century

The year 2001 would see the completion of the 11th year of IFSAC operation, and continued growth by both Assemblies. The Certificate Assembly would finally lay to rest the issue of accrediting non-NFPA Standards, or International Standards. The International Standards Committee would produce a draft document, “**Accrediting to Standards Other Than NFPA – A Guide for Administrators and Site Teams**”.

For the first time, IFSAC accredited levels were placed on line and the new and improved IFSAC web-site was online. The document outlined the review procedures for approval of an alternate standard, and thus allowed the use and approval of standards other than NFPA. It should be noted that the approval was of the standard development process more so than the approval of a standard.

The 2001 Annual Conference was held at the Airport Hilton, Minneapolis/St. Paul. This was the second time the conference was held in the twin cities.

CONGRESS HAPPENINGS

IFSAC Manager, Rich Hall, called to order the annual meeting of the International Fire Service Accreditation Congress at 9:00 am, April 7, 2001. The Boards and the COG had met on the previous day, and both Assemblies had conducted training sessions. Rich Hall introduced Dan Brumm of the Minnesota Fire Service Certification Board and Mr. Brumm welcomed everyone to Minnesota. He expressed how impressed he is with the International Fire Service Accreditation Congress and how well issues are dealt with and conflicts are resolved. Dan introduced Don Beckering, State Director of Emergency Training of the Minnesota State College and University System, who welcomed everyone. Don thanked the Congress and the Minnesota delegation for inviting him. Don expressed regrets that the Governor of Minnesota, Jesse Ventura, would not be able to attend the meetings of the International Fire Service Accreditation Congress. Don spoke briefly on the Minnesota College and University System and Emergency Training.

A copy of the Manager's report was distributed with the following information:

- Total number of member entities
 - Certificate Assembly - 53
 - Degree Assembly - 28
- New member applications
 - Certificate Assembly - 7
 - Degree Assembly - 1
- Total number of accredited entities
 - Certificate Assembly - 39
 - Degree Assembly - 5
- Total number of accredited levels
 - Certificate Assembly - 351
- Total number of site visits since the last meeting
 - Certificate Assembly - 5
 - Degree Assembly - 1
- Accredited levels and programs since last meeting
 - Certificate Assembly - 45 by site visit, 14 by Administrative Review
 - Degree Assembly - 1
- Administrative reviews in progress
 - Certificate Assembly - 1
- Site visits scheduled from May 2001 to December 2002
 - Certificate Assembly - 13
 - Degree Assembly - None

- Number of countries participating in the IFSAC
 - Certificate Assembly - 8
 - Degree Assembly – 5

Rich Hall reviewed the proposed budget for Fiscal Year 2001/2002. The Finance Committee recommended approval to the Council of Governors. The Council of Governors approved the proposed budget at their last session.

Rich Hall presented to Don Gnatiuk the certificates of appreciation for the Alberta Fire Training School for hosting the 2000 Fall meeting and to Dan Brumm in appreciation for the Minnesota Fire Service Certification Board for hosting the 2001 Annual meeting. Rich also thanked Jim Heim and Dale Mashuga of the Minnesota Fire Service Certification Board for their help and assistance with the Annual meeting.

Rich Hall asked Tim Bradley, Chair of the Certificate Assembly Board of Governors to come forward to present certificates of appreciation to former CABOG members. Glenn Pribbenow, University of Kansas Fire Service Training, was presented a certificate of appreciation for his service as a CABOG member from November, 1997 through April 2000; and Pat Hughes, Texas Commission on Fire Protection, was presented a certificate of appreciation for his service as a CABOG member from April, 1996 through April, 2000.

Rich Hall asked Steve Lutz, Chair of the Degree Assembly Board of Governors to come forward to present certificates of appreciation to former DABOG members. Gary Kistner, San Antonio College was presented a certificate of appreciation for his service as a DABOG member from 1994 through 2000; and Wimpie Kruger, South African Emergency Services Institute, and Brian Bay, Chemeketa Community College, (not present) were also recognized for their service as DABOG members. Wimpie Kruger served 1998 through 2000 and Brian Bay served 1998 through 2000. Steve Lutz presented the certificate of accreditation to Yavapai College for accreditation of their Associate of Applied Science, Fire Science. Dave Marshal accepted the certificate on behalf of Yavapai College.

Rich Hall asked Tim Bradley to come forward to present certificates of accreditation.

Theresa Staples accepted on behalf of the Colorado Division of Fire Safety their certificate of accreditation for Firefighter I and II, Hazardous Materials Awareness and Operations, and Fire Officer I.

The Louisiana State University Fire and Emergency Training Institute was recognized with a certificate of accreditation for Hazardous Materials Awareness, Operations, and Technician, Firefighter I and II, Instructor I and II, Fire Officer I and II, Airport Firefighter, Fire Investigator, Fire Inspector, and Driver/Operator Pumper and Aerial.

The Montana Fire Training School was recognized with a certificate of accreditation for Firefighter I and II, and Fire Service Instructor I, II, and III.

Mark Barker accepted on behalf of Alaska Fire Service Training, their certificate of accreditation for Firefighter I and II and Fire Service Instructor I and II.

Sherry Hoelscher accepted on behalf of the Missouri Division of Fire Safety their certificate of accreditation for Firefighter I and II, Hazardous Materials Awareness and Operations, Fire Service Instructor I, Fire Officer I, Fire Investigator, and Fire Inspector I.

Rich Flanagan accepted on behalf of the Onondaga Community College, Public Safety Training Center, New York, their certificate of accreditation for Hazardous Materials Awareness and Operations, Firefighter I and II, Fire Officer I and II, and Fire Service Instructor I and II.

Alan Joos accepted on behalf of the Utah Fire and Rescue Academy their certificate of accreditation for Firefighter I and II, Driver/Operator Pumper, Fire Service Instructor I and II, Hazardous Materials Awareness, Operations, and Technician, Wildland Firefighter I, and Fire Inspector I and II.

Rich Hall recognized and presented to North Carolina Fire and Rescue Commission staff: Tim Bradley, Steve Sloan, Larry Hughes, Mike Edwards, Ken Briscoe, and Wayne Bailey, their certificate of accreditation for Firefighter I and II,

Hazardous Materials Awareness and Operations, Driver/Operator Pumper and Aerial, Airport Firefighter, Rescue Technician, Fire Officer I, Fire Service Instructor I and II, and Public Fire and Life Safety Educator I and II.

Rich Hall recognized the following entities for certification levels accredited through administrative review:

- *Alberta Fire Training School, Wildland Firefighter I*
- *Bucks County Public Safety Training Center, Fire Officer IV - Rescue Technician*
- *Louisiana State University Fire and Emergency Training Institute, Fire Inspector I, Driver/Operator Pumper*
- *Manitoba Emergency Services College, EMS Response to Hazardous Materials Incidents, Rescue Technician*
- *Minnesota Fire Service Certification Board, Fire Inspector II, Driver/Operator Pumper*
- *Oklahoma State Fire Service Training, Fire Inspector II, Public Fire and Life Safety Educator II*
- *Saskatchewan Office of the Fire Marshal, Driver/Operator Pumper*
- *Texas Commission on Fire Protection, Hazardous Materials Awareness, Operations, and Technician, Driver/Operator Pumper*
- *United States Department of Defense, Rescue Technician*
- *United States Department of Defense, Ramstein AFB, Germany, Rescue Technician*

Rich Hall thanked all who take the time and effort to do administrative reviews.

The Arizona State Fire Marshal's Office has submitted a proposal to host the 2001 Fall meeting in Mesa, Arizona, September 28 and 29, 2001.

The North Carolina Fire and Rescue Commission has submitted a proposal to host the 2002 Fall meeting in Asheville, North Carolina, September 27 through 29, 2002.

At the Fall 2000 meeting, the Degree Assembly Board of Governors discussed establishing Emeritus status. The idea was discussed by the Council of Governors. The COG decided to forward the idea to Rules Committee.

The Council of Governors discussed the need for the COG. The COG determined that it is not the length of meeting, but the quality and content of the meeting that establishes the need for the group. The decision was to keep the COG intact.

It was the policy for Administration to distribute meeting minutes to members within 30 days. Rich Hall advised everyone that meeting minutes will be e-mailed to members and will also be posted in a secure area on the IFSAC web site. Anyone who does not have email or who would rather not have minutes sent by email, was asked to call IFSAC Administration to have meeting minutes mailed. There also has been discussion on various formats for posting and printing By-laws and other documents on the web site.

CERTIFICATE ASSEMBLY HAPPENINGS

Tim Bradley called to order the Certificate Assembly of the International Fire Service Accreditation Congress at 10:00 am, Saturday, April 7, 2001. Tim recognized staff: Rich Hall, Jenny Bayles, Eldonna Creager, and Sarah O'Connor. Tim thanked John Wolf, University of Kansas, for his assistance as Parliamentarian and Chair of the Committee on Rules. John had been experiencing some sickness and his value to the Congress was evident in the work of rules and by-laws. Tim also recognized Associate Dean David Thompson, Oklahoma State University, for his support of the organization. Dr. Thompson addressed the Assembly. Dr. Thompson welcomed everyone on behalf of Oklahoma State University, complimented the organization, and thanked staff.

Tim Bradley appointed John Wolf to chair the Election Committee. Tim appointed Ken Briscoe from the Assembly and Rich Hall from Administration to assist. John Wolf opened nominations for five positions. The following nominations were made:

- *John McPhee nominated Alan Joos.*
- *Emory Johnson nominated John McPhee.*
- *John Daley nominated Hugh Pike.*
- *Mike Brackin nominated Rick McCullough.*

- Sherry Hoelscher nominated Doug Popowich.
- Doug Popowich nominated Theresa Staples.

John will hold open the floor to further nominations for the Certificate Assembly Board of Governors prior to proceeding with the election. John opened the floor for nominations for the COG. Mike Brackin nominated Tim Bradley. No further nominations at that time and John would hold open the floor to further nominations for the Council of Governors prior to proceeding with the election.

IFSAC had a policy that allowed entities to continue to certify to the previous edition of a NFPA Professional Qualifications standard up to three years from release of the current edition. Currently we have no accountability for the policy. Rich Hall brought forth proposed changes to the policy to reflect the consequences outlined in order to add credibility to the procedure and thus IFSAC requirements. Rich referred to Agenda Memo 1, **An entity not in compliance with the 3-year requirement will cease to issue IFSAC seals for any levels that do not meet the 3-year requirement until such time as the program is updated and Administration is sent a letter to this fact.** Discussion was held by the Assembly with a motion by Hugh Pike to accept the proposal which passed.

The Certificate Assembly approved the following for voting status.

- Central Florida Community College
- Georgia Tech Research Institute
- Tennessee Commission on Firefighting Personnel Standards and Education
- Quebec Ecole Nationale de Pompiers du Quebec
- Ohio Fire Academy

The Certificate Assembly Board of Governors recommends denial of membership based on empowerment procedures as well as their national scope for the Fire Department Safety Officers Association.

Sherry Hoelscher gave an update on activities of the Committee on Site Teams. Six entities are scheduled for re-accreditation. The Committee has met and assigned site teams for all of those entities. The Committee was able to establish confirmed lists of site team leaders and eligible site team members. Sherry announced that training is required every three years for members to maintain eligibility. Sherry recognized and thanked her fellow members of the Committee on Site Teams: Mike Brackin, Doug Popowich, Alan Joos, Bob French, Glenn Pribbenow, and John McPhee.

John Wolf reported for the Committee on Rules. John recognized Certificate Assembly representatives serving on the Committee on Rules: Mike Brackin, Ken Briscoe, and Randy Novak. The Committee met on April 4th to consider By-law proposals. The Committee met again on the evening of April 6th to explain to members what they had done and why they made the decisions that they did. John Wolf explained that anyone that wasn't at the meeting should have been because that is the time when the changes are reviewed and discussed. John stated that since all were given that opportunity, his proposal is for the members to consider the Certificate Assembly By-law proposals as a unit and vote on all proposals at once. There was a motion to accept the report of the Committee on Rules with respect to those rules pertaining to the Certificate Assembly and approve. The motion passed.

Robin Willis-Lee reported for the Committee on Alternative Standards. Robin gave a detailed background on the Committee's activities. The Committee recommends proposed changes to the Criteria to provide the Assembly the ability to accept standards other than NFPA standards. Robin referred the membership to Proposed Changes from the Alternative Standards Committee to the Criteria for Certificate Accreditation. The motion to accept recommendations of the Committee on Alternative Standards passed with one opposed.

The Certificate Assembly Board of Governors approved accreditation/ reaccreditation for:

- North Carolina Fire and Rescue Commission
- Missouri Department of Public Safety
- New York, Onondaga Public Safety Training Center
- Alaska Fire Service Training
- Utah Fire and Rescue Academy

Tim Bradley announced that accredited levels will be updated and available online within thirty days. Other documents, such as By-laws, are also available to download from the IFSAC web-site.

John Wolf proceeded with nominations for the Certificate Assembly Board of Governors:

- Jim Heim nominated Robin Willis Lee.

With no further nominations, John declared nominations for the Certificate Assembly Board of Governor closed and asked if there are any further nominations for the Certificate Assembly representative for the Council of Governors.

- Alan Joos nominated Mike Brackin.

John asked if there are any further nominations, twice. With no further nominations, Tim Bradley stated his desire to withdraw his name from nominations for the Council of Governors. John declared nominations for the Council of Governors closed. Ballots were distributed to voting representatives. John reminded everyone there are five positions open for the Certificate Assembly Board of Governors; the top four would get the regular term of three years and the fifth will get the unexpired term of one year. One position was open for the Certificate Assembly representative for the Council of Governors.

Tim Bradley proceeded with business as the Election Committee counted ballots. The previous year there had been a discussion about creating the ability to accredit industrial certification programs. The Certificate Assembly Board of Governors referred that to the Rules Committee and gave the Committee information for establishing draft of By-law changes. This would go forth to the Certificate Assembly at the 2002 annual meeting.

Tim Bradley informed the membership that the Board established a fee structure for administrative reviews. From this day forward there will be a \$100.00 (US) charge per level submitted for administrative review.

Hugh Pike addressed the Assembly on the need for an IFSAC representative for the NFPA Technical Correlating Committee. Hugh submitted an application to represent IFSAC on the Technical Correlating Committee. Hugh's application was rejected because he is a chair of a Professional Qualifications standard committee. Tim Bradley is also ineligible because he chairs a Pro-Qual committee. Therefore they were looking for someone who could afford to attend the Technical Correlating Committee meetings and represent IFSAC. Alan Joos agreed to attend. Alan will submit his application along with a letter from IFSAC Administration. Rich Hall and Tim Bradley will prepare a written request to NFPA for Alan.

Tim Bradley recognized Hugh Pike to address the Assembly. Hugh felt that it was time for the membership to begin thinking about some form of individual re-certification. The NFPA 1001 Committee is going to bring to the table at their next meeting the issue of re-certification. Comments were made from the floor. Discussion was held and no action taken.

John Wolf announced the results taken from ballots for the Certificate Assembly Board of Governors election:

Three-year terms

- Alan Joos
- Rick McCullough
- Doug Popowich
- Theresa Staples

One-year term, unexpired

- Robin Willis-Lee

John Wolf announced the results taken from the ballots for the Certificate Assembly representative for the Council of Governors.

DEGREE ASSEMBLY HAPPENINGS

Steve Lutz called the meeting to order. Members present included Bob Aldcorn, Bill Benjamin, Whitney Innes, Steve Lutz, Doug Wood, Gary Kistner, David Hoover, James Kater, Terry Heyns, and Gene Fisher. Others present included David Marshall, Sarah O'Connor, and David Thompson.

Doug Wood explained the Degree Program Evaluator Selection Procedure. David Hoover made a motion to amend the selection process and Gary Kistner made a motion to add a bullet that says, "After initial training a team member must have attended refresher training every three years." This policy passed. Bill Benjamin made a motion to add to the second bullet item under Team Leader Qualifications that says, "After initial training a team leader must have attended refresher training every three years." This passed as well.

Gary Kistner made a motion to accept Ivy Tech State College as a new member and this was accepted by the Assembly.

It was announced that Yavapai College was approved for accreditation. Steve Lutz gave the report for the Committee on Rules, which was discussed and bylaws passed. Steve Lutz expressed concern that we need people on committees that will be at the meetings. The following committee appointments were made:

Committee on Rules

- Bill Benjamin will replace J.D. Richardson.
- Bob Fenner will stay with three more years added.

Finance Committee

- David Marshall will replace John Lee.

Promotions Committee

- Gary Kistner will replace John Lee.
- Gene Fisher will replace Michelle Harkins.

Gary Kistner gave the report for the Promotions Committee. He announced brochures will be redone when we deplete the supply that we have. Anyone wanting them could get them from IFSAC Administration. The committee may start work on the video next year, and they are working on putting together a small display for members to use to promote IFSAC.

Bill Benjamin gave the report for the Training Committee. For the next Annual Meeting, they would continue the Orientation, World-Class Education, and Self-Study Made Easy. There was an indication of a need to offer the two day Site-Team training next year.

In the Assembly elections there were three, three-year terms open.

- Doug Wood nominated Bob Fenner.
- Gene Fisher nominated Terry Heyns.
- David Hoover nominated Gary Kistner.
 - Bob Fenner, Terry Heyns, and Gary Kistner were elected by acclamation.

There was one, three-year term open on the COG and

- Doug Wood nominated Gene Fisher.
- Gene Fisher nominated Gary Kistner.

Gene Fisher was elected to represent the DABOG on COG.

Doug Wood nominated Steve Lutz for Chair of the DABOG. Lutz declined the nomination due to his heavy workload leading up to the 2002 Winter Olympics to be held in Utah. Terry Heyns nominated Bill Benjamin. Bill Benjamin was elected.

FALL BOARD MEETINGS

The Fall Board meetings were held at the Arizona Golf Resort and Conference Center September 28th through the 30th. Again, the Americans overcame enormous odds in defeating the Canadians for the second time in the IFSAC Golf Open.

Council of Governors Meeting

Rich Hall, IFSAC Manager called to order the Fall 2001 meeting of the International Fire Service Accreditation Congress Council of Governors at 8:00 am, Saturday, September 29, 2001. Members present included Rich Hall, Rick McCullough, Mike Brackin, Bill Benjamin, Doug Wood, and Gene Fisher.

Rich Hall reviewed the 4th Quarter Fiscal Year 2000/2001 Budget Report Summary. The ending balance for Fiscal Year 2000/2001 was a negative of \$8,163.16.

Rich Hall also reported on the IFSAC Budget Report Interim Summary for Fiscal Year 2001/2002. The balance for accounts receivable was estimated at \$45,000.00. Total deposits to date are \$58,336.00.

Rich stated that the Degree Assembly Board of Governors wished to establish a presence at the National Fire Academy's Higher Education Conference of the IFSAC by making information materials available along with the possibility of setting up a booth. Rich stated that the new and improved IFSAC web-site is online and praised Sarah O'Connor for her efforts in setting up the web-site. The secured area on the site was not operational yet.

Rich distributed a proposed revision to the Budget Policy and asked for approval that semi-annual reports be distributed instead of quarterly reports. Summary reports would be distributed at the Fall and Annual meetings. The semi-annual reports would have the same content and format as the quarterly reports.

Theresa Staples with the Colorado Division of Fire Safety submitted two proposals to host the 2003 annual meeting in Denver, Colorado. Brian Bay of Oregon submitted one proposal to host the 2003 annual meeting in Portland, Oregon. Rich Hall expressed concerns for the costs for meeting space. The hotels in Denver would charge for meeting space whereas the hotel in Portland would not. Other significant differences were the distances from the airports to the hotels and costs for shuttle transportation. The decision was to meet in Portland, Oregon. Discussion was held on scheduling committee meetings and training simultaneously or for separate dates and times. Mike Brackin wanted to have the meetings and training scheduled apart. Rich stated he is not looking for any decisions to be made right now, but will send out an email for input.

A few years earlier the Board's Chairs, Hugh Pike, and Rich Hall met in North Carolina to discuss and document the IFSAC strategic plan. Last year input was requested for ways to measure objectives. Mike Finney of Fire Protection Publications had submitted to Rich tactical considerations to do this. Mike Brackin stated that he appreciated the efforts of Mike Finney, but sees nothing different than what has already been done in the past. Mike Brackin felt more comfortable with IFSAC taking care of the task. The Council of Governors reviewed the tactical considerations submitted by Mike Finney for changes and eliminations. Discussion was held and further work will need to be done.

Woody Will stated that duffle bags with IFSAC on them could be ordered for \$40.00. A brochure that will include the duffle bags, as well as shirts, would be included with the annual meeting notification that January.

Rich Hall sought approval for a draft policy for IFSAC representation on NFPA committees. The policy would outline the type of committees on which IFSAC should be represented, the procedure for appointing IFSAC representatives to NFPA Technical Committees, and the responsibilities of those representatives. Discussion held. Rich would survey members to find out which NFPA committees each may serve on.

Certificate Assembly Board of Governors

Tim Bradley called to order the Certificate Assembly Board of Governors at 9:00 am, Friday, April 6, 2001. Members present included: Tim Bradley, Rick McCullough, Robin Willis-Lee, Hugh Pike, Mike Brackin, Alan Joos, Woody Will, Don Gnatiuk, Sherry Hoelscher, and Doug Popowich. Barbara Gagner was unable to attend this meeting.

Jim Heim of the Minnesota Fire Service Certification Board gave the site visit report for the Onondaga Community College, Public Safety Training Center. Jim was the site team leader. Harold Richardson and John Donnelly were site team members. The site team reviewed Firefighter I and II, Fire Service Instructor I and II, Fire Officer I and II for re-accreditation; Hazardous Materials Awareness and Operations for initial accreditation. All problems and discrepancies identified by the site team had been addressed and corrected. Jim expressed appreciation to Richard Flanagan and the staff of the Public Safety Training Center for their help, cooperation, and facilities. The site team recommended unconditional accreditation and re-accreditation for all levels reviewed which passed the Board.

Rich Hall, IFSAC Manager reported on administrative activities. Rich reported that we have one entity to remove from membership due to non-payment of fees and he reviewed entities that are due for site visits. South Africa had been granted an extension from March 2000 to March 2001. Oklahoma Fire Service Training had been granted an extension for September 2000 to May 2001. Oklahoma FST is requesting another extension for September 2001. Nebraska had been granted an extension from March 2001 to December 2001. Nebraska is requesting to extend their schedule another month to January 2002. These requests were approved, but it gave an indication of the increasing complexity of administrating the Congress.

Rich reviewed the three-year compliance policy for upgrading previous editions of standards to current editions. The decision at the previous Board meeting was that this issue would be addressed at the entity's site visit. This item will be discussed during the Certificate Assembly meeting.

Sherry Hoelscher reported for the Committee on Site Teams. The Committee received approval from the Board at the 2000 Fall meeting to send a letter to each member entity to verify individuals still affiliated with the entity and participating in site visits. The Committee has verified twenty qualified site team leaders and seventy-five qualified site team members. Sherry reminded everyone that site team members needed to attend training at least once every three years. Sherry stated that [site visit related] training seminars participated in after initial completion of Site Team Member Training count towards the three-year requirement. Sherry thanked the other Committee members for their help and work. Chair Tim Bradley expressed his appreciation to the trainers and Committee as well.

Sherry Hoelscher reported for the Committee on Promotions also. The Committee had met April 4th. Shirts were advertised just prior to the Annual Meeting and the Committee had hoped for better shirt sales. An email was sent to members however some had not received the email. Woody Will would continue to take orders for shirts for those who would like to purchase a shirt. The Committee discussed with Rich Hall and Sarah O'Connor from Administration about putting a link on the web site for orders. The previous Fall the Committee had CD's burned with an IFSAC presentation. Anyone who wanted a copy could contact a committee member. A revised brochure was printed the previous April. Since then, Sherry had had feedback from Degree Assembly members. Copies of the current brochure can be obtained from IFSAC Administration. The Committee discussed design of a portable display booth for members to use. Sherry wanted clarification on who the Degree Assembly representatives are that had been appointed to serve on the Committee on Promotions. Rich indicated to the Degree Assembly Chair the percentage of meetings the Degree Assembly appointments have attended.

Robin Willis-Lee reported for the Committee on Alternative Standards. The Committee had been on the international standards issue for approximately seven years. Representatives from outside the United States or North America could now apply for accreditation as long as their standard (s) met or exceeded the current NFPA standard. Along the way, entities within and from outside the United States had come forward with alternative standards appropriate for their own jurisdiction or for standards that don't exist and are needed. At the Fall meeting, the Board voted for approval and asked the Committee to draft By-laws and procedures to present at this annual meeting. Accreditation of the state of Washington Marine standard is pending based on the approval of the recommended changes to the Criteria. There was a motion by Robin Willis-Lee to approve pending the changes to the Criteria. It was seconded and discussion held. Certificates issued under alternative standards should bear a "disclaimer" or statement to clarify that the level is for an alternative standard (not NFPA). The Proposal is to include in the Criteria, "Accredited entities may continue to certify to the previous standard for a period of 3 years of the particular NFPA standard or the alternative standard". Rich Hall was to write to Barbara, once Washington's Marine standard is approved, to notify her that a disclaimer will need to be included on their certificates. Discussion was held on the definition of "disclaimer". The Committee would need to include language in their procedures regarding what should be printed on certificates issued under alternative standards.

At the 2000 Fall meeting, the Board asked the Finance Committee to research assessing a fee for administrative reviews. The Committee determined that research was not necessary and that approval is needed from the Board to add the charge to the Table of Fees. Discussion was held on the issue and the Committee discussed various dollar amounts. A motion was made and approved to assess a \$100.00 (US) fee per level for administrative reviews. Doug Popowich raised the question of whether an administrative review adequately covers Technical Rescue. Tim Bradley suggested that someone should draft language to address limiting the caliber or types of administrative reviews before the issue can be debated.

The By-laws required the Board to make a recommendation to the Assembly for membership acceptance. The following were approved to be recommended to the assembly:

- Alabama Fire College
- Central Florida Community College
- Georgia Technical Research Institute
- Tennessee Commission on Firefighting and Personnel Standards
- Quebec Ecole Nationale des Pompiers du Quebec
- Ohio Fire Academy, Division of State Fire Marshal

The Fire Department Safety Officers Association was requesting voting membership. Their empowerment stemmed from a motion from a meeting held in 1991. Rich Hall had sent a letter to the FDSOA explaining empowerment and had not received anything from them as proof of empowerment. There was motion by Mike Brackin to recommend to the Assembly to deny voting status based on lack of empowerment, but to encourage the FDSOA to reapply for non-voting organizational membership which passed.

Glenn Pribbenow reported on the site visit for Alaska Fire Service Training. Site team members are Glenn Pribbenow, Rob Pike, and Don Gnatiuk. The site visit was held February 15 - 16, 2001. Deficiencies identified by the site team had been corrected. In Alaska's application, they identified that they delegate, however the team determined that it really was not a delegation issue. They use people that were potentially instructors to do evaluation. The site team guided them into the section of the Criteria that requires the training and written agreements for that process. Alaska has met requirements. The site team reviewed Firefighter I and II, and Fire Service Instructor I and II. The site team recommends unconditional accreditation of these programs to the current editions of the standards, which was approved.

Ken Briscoe reported on the site visit of Missouri. Site team members were Ken Briscoe, Liz Atchley, and Marc Watt. The site visit was held December 7 - 10, 2000. Ken recognized Sherry Hoelscher and Bill Zieres of Missouri. The site team made recommendations regarding testing and certificates. Ken thanked Sherry and her staff and members of the site team. The site team reviewed Firefighter I and II, Hazardous Materials Awareness and Operations, Fire Officer I, Fire Inspector I, Fire Investigator, and Fire Service Instructor I. The site team recommends unconditional re-accreditation for Firefighter I and II, 1997 edition, Fire Investigator, 1998 edition, Instructor I, 1996 edition, Hazardous Materials Awareness, 1997 edition, Hazardous Materials Operations, 1997 edition. The site team also recommends initial accreditation for Fire Inspector I, 1998 edition, and Fire Officer I, 1997 edition. The recommendations were accepted.

Woodrow Will reported on the site visit of the North Carolina Fire and Rescue Commission. Site team members are Woodrow Will, Kelli Scarlett, and Brenda Popko. The site visit was held November 30 - December 3, 2000. The site team reviewed Firefighter I and II, Airport Firefighter, Hazardous Materials Awareness and Operations, Driver/Operator Pumper and Aerial, Rescue Technician, Fire Service Instructor I and II, Fire Officer I, and Fire and Life Safety Educator I and II. The site team recommends unconditional re-accreditation for NFPA 1041, Instructor I and II, NFPA 1001, Firefighter I and II, NFPA 472, Hazardous Materials Awareness and Operations, NFPA 1002, Driver/Operator Pumper and Aerial. The site team also recommends unconditional initial accreditation for NFPA 1003, Airport Firefighter, NFPA 1006, Rescue Technician Vehicle, NFPA 1021, Fire Officer I, NFPA 1035, Fire and Life Safety Educator I and II. The recommendations were accepted.

Rich Hall reported on the site visit of the Utah Fire and Rescue Academy. The site visit was conducted March 12 - 14, 2001. Site team members were Rich Hall, Greg Russell, and Tom Lindell. Rich thanked Steve Lutz, Director of the Utah Fire and Rescue Academy, and Alan Joos, Assistant Director of Certification, and their staff for their hospitality. The site team found a few minor action items. All items have been taken care of. The site team recommended unconditional re-accreditation for Firefighter I, NFPA 1001, 1997, Firefighter II, NFPA 1001, 1997, First Responder Awareness, NFPA 472, 1997, First Responder Operations, NFPA 472, 1997, First Responder Technician, NFPA 472, 1997, Apparatus Driver/Operator

Pumper, NFPA 1002, 1998, Instructor I, NFPA 1041, 1996, Instructor II, NFPA 1041, 1996, Inspector I, NFPA 1031, 1998, Inspector II, NFPA 1031, 1998, Wildland Firefighter, NFPA 1051, 1995. This was approved.

Tim Bradley offered congratulations to the entities and a special thanks to all of those who participated in the site visits.

The previous year there had been informal discussion concerning accrediting entities for industrial certification. Tim Bradley had drafted By-law and Criteria changes. These will not be considered this year, but if an entity is interested, Tim suggested that the proposed changes be referred to the Committee on Rules. The basis of the draft is that the entities that currently represent states, provinces, or countries, will have the ability to perform industrial certification and be accredited for it. If there is not an entity, for an area, another entity could apply to do industrial certification and be accredited until such time the empowered authority within the state, province, or country decided to offer industrial certification. It was agreed that Tim refer the proposed By-law and Criteria changes to the Committee on Rules to review for consideration at the 2002 annual meeting.

At the Fall 2000 meeting, Phoenix Fire Department was conditionally accredited for Hazardous Materials Technician. Mike Brackin, site team leader, had tried to obtain documentation from Phoenix to complete the process and grant accreditation. Rich Hall had also contacted Phoenix for the documentation. Contacts at the Phoenix Fire Department said they had sent the documentation, but the information had not been received by Rich or Mike. It has been six months since conditional accreditation. Discussion was held on conditional accreditation or reaccreditation. Tim clarified that conditional accreditation means that an entity is not accredited until they have met the conditions, but the accreditation does not have to wait until the Board meets again. For a reaccreditation, an entity should stop issuing seals until conditions have been met. Discussion held. There was a motion by Alan Joos for IFSAC Administration to send a letter to Phoenix Fire Department clarifying conditional accreditation, to stop issuing seals immediately, and provide a deadline for Phoenix to comply with requirements. If conditions were not met by the Fall meeting, the Board would re-address this issue to determine if additional time would be allowed or if another site visit will be necessary. The motion passed with the amendment to offer a specific date for deadline.

Hugh Pike explained that the Technical Correlating Committee is made up the chairs of the Professional Qualifications Standards and four voting members. IFSAC does not have a vote on the Technical Correlating Committee. Hugh Pike believed that IFSAC needed to be represented on that committee. IFSAC Administration needed to submit a letter of recommendation to appoint a representative from IFSAC along with an application from the individual. Neither Hugh Pike nor Tim Bradley could represent IFSAC, because they were both chairs of Pro-Qual committees. Tim Bradley recommended that the individual appointed not be a member of a Pro-Qual committee. Alan Joos expressed his interest to serve as the IFSAC representative on the Committee. Tim Bradley asked if anyone would have a problem with Alan Joos submitting an application with a letter of recommendation from Rich Hall. Tim also asked if anyone would have a problem with Rich soliciting interest in the case that Alan could not. No concerns were raised. The representative will have to cover their expenses to attend the Committee meetings.

The Council of Governors discussed Emeritus status and referred it to the Committee on Rules to review the language. The recommendation came from the Degree Assembly. They wanted to recognize members of committees, members of Boards, and delegates, who have attended meetings for years and give them Emeritus Status.

Discussion was held on IFSAC's strategic plan. Rich Hall volunteered to put together some measurable objectives from the strategic plan for the next Council of Governors meeting. The COG should also have the monitoring of the strategic plan added as one of their responsibilities.

Don Gnatiuk felt there were times when issues are discussed at the Board level that should be handled in a different forum. Don recommends that the Committee on Rules draft language that allows the Board discretion to go into executive committee. John Wolf stated that the current rules do not allow the Board to go "in camera" or into executive session. Several discussions between John and Don have been held over the last year about this particular issue. Normally speaking, public entities can go into executive session for specific kinds of discussions. John gave examples of discussion that can be held in executive session. It was the Board's desire for John Wolf to research, draft language, and put together information regarding this issue.

Doug Popowich addressed the Board about the need to consider another level in the Certificate Assembly for some kind of approval or accreditation of training programs or curriculum. Doug would like to see support from the Board members and if approved, he will work on some language to submit to the Committee on Rules for recommendation to the Assembly.

Tim Bradley asked John Wolf to chair the election process. John opened the floor to nominations for CABOG Chair. Doug Popowich nominated Tim Bradley. John asked if there were any further nominations. John asked twice more if there were further nominations. John closed nominations. A vote by ballot was taken. John announced that Tim Bradley is reelected to Chair of the Certificate Assembly Board of Governors.

Degree Assembly Board of Governors

Bill Benjamin called the Fall, 2001, meeting of the Degree Assembly Board of Governors to order. Board members present included Bill Benjamin, Gary Kistner, Gene Fisher, Steve Lutz, Gary Walton, and Doug Wood. Absent were David Hoover, Terry Heyns, and Bob Fenner. Others present were Gail Ownby-Hughes, David Thompson, David Marshall, and Sarah O'Connor.

CALL TO ORDER

Bill Benjamin called the Fall, 2001, meeting of the Degree Assembly Board of Governors to order. Gary Kistner gave the report on the FIRE & EMERGENCY SERVICES HIGHER EDUCATION CONFERENCE (HEC). The attendance was doubled that year. The attendees of the HEC adopted the six core curriculum courses for fire science lower division levels. Tom Sturtevant outlined approximately 220 two-year programs and 28 four-year programs throughout the United States in his Doctorial thesis. Steve Lutz raised concern about IFSAC not being on the agenda at this conference. Gene Fisher suggested putting together a proposal about what IFSAC would like to do there. Steve Lutz made a motion for Gene Fisher to get IFSAC time at the Higher Ed Conference to do a presentation on the IFSAC Degree Assembly and accreditation. This motion passed

Bill Benjamin took a break in the agenda to thank Doug Wood for all of his hard work in the organization. Doug is passing the duty of IFSAC on to Dave Marshall. The DABOG wanted the IFSAC Administration to send Doug a letter thanking him and a certificate of appreciation. Upon receipt of the letter of resignation from Doug Wood, Bill Benjamin appointed Dave Marshall to replace Doug on the DABOG and COG until a member could be voted in at the next meeting.

Gene Fisher gave the following explanation of DEFINITIONS OF PROGRAMS OF STUDY VS. PROGRAMS –

"Program of study" shall be defined as a series of courses, the completion of which is recognized by the award of an educational certificate, diploma, degree, and/or other such documents issued by the degree granting institution and includes discrete "options" when more than one option is available under an educational certificate, diploma, and/or degree.

"Program" is an organizational unit of a degree granting institution that offers a program or programs of study leading to awards of educational certificates, diplomas, degrees, and/or other such documents in fire-related subjects.

Gene Fisher made a motion to add a by-law to reflect that definitions found in the criteria are applicable to both the by-laws and the criteria. This was passed. Steve Lutz made a motion to change the definition of program in the by-laws and add a new definition for program of study, as defined by Gene Fisher. Steve Lutz made an additional motion for the Chairman to review all by-laws for the appropriate use of the terms "program" and "program of study" and prepare the by-law change as necessary, which passed.

Discussion concerning whether changes to the Criteria for Degree Accreditation had to go before the Assembly were brought forth. Gary Kistner made a motion to change both of the words "shall" in the by-laws to "should" in regards to review by the assembly. This passed as well. If in the event something comes up that there is not time to take it before the Assembly, this would allow the Board to move forward with the necessary changes.

Dave Marshall gave the report on the DEGREE PROGRAM EVALUATOR SELECTION PROCEDURE. He suggested that an alternate member be assigned to each site team in case there is a last minute emergency. That way there is an alternate

who has read the material and is prepared to participate as a substitute. Steve Lutz reminded the Board that the reader was to be used as the alternate since they are already familiar with the information. Steve also suggested that there be two qualified site team leaders on each site visit in case the original leader cannot make it, then there would be another leader already on the team. Dave Marshall suggested that the following be proposed:

Readers will be designated as alternate members of the site team. The committee chair will identify two qualified site team leaders as part of the evaluation team. One shall be designated as the primary team leader and the other as the alternate. If a site team member/leader must cancel because of an emergency, administration will notify the appropriate alternate as soon as possible. The entity will make travel arrangements for the alternate.

Steve Lutz made a motion to strike the first bullet of the Degree Program Evaluator Selection Procedure, and rewrite it to say "to be a member of IFSAC." The motion passed with these changes.

Steve Lutz gave the report for the Finance Committee. The Committee concurred to change from a quarterly reporting structure to semi-annual reporting as requested by Administration.

Gary Walton reported on behalf of the Rules Committee to indicate they had discussed the requirements of obtaining an Emeritus Membership and this was progressing.

Gene Fisher gave the report for the Promotions Committee. The Committee discussed conference giveaways. The cost for the items would come from the Promotions budget. He also mentioned that the Promotions Committee realized that there needs to be work done to promote the Degree side of the Assembly. The CD will help this when they put together more degree information to put on it. The Committee discussed updating the brochure, but has decided to continue to use the existing brochure until the supply has been depleted.

Rich Hall, IFSAC Manager, gave an updated report on activities of the organization. The total number of accredited entities was six. One accreditation took place at the April, 2001, meeting (Yavapai College). Scheduled and potential site visits from May 2001 to December 2001 are currently zero. There are currently five countries participating in the Degree Assembly. Members present at the meeting explained that they are planning site visits as follows:

- Kentucky - before September 2002
- Tennessee - October 2002
- Utah - Within the next year

The Board offered Gary Kistner and Terry Heyns as DA representatives to serve on the committee to review the procedure for IFSAC Representation on NFPA Committees.

Bob Fenner sent Bill Benjamin a letter explaining that he has retired from the Fire Service College, and has no further affiliation with the College, but would like to continue to work with IFSAC in some capacity. Administration will send a letter to the College requesting the name of their representative. Bill will send Bob a letter to let him know that the Emeritus Status proposal is going through the process and once the proposal is approved, they fully intend to award him this status. Bill decided not to appoint anyone to the Board until the beginning of the April, 2001, meeting.

The Board indicated a desire to have Evaluator Training, and How to Conduct a Site Visit, at the Annual Meeting. There was a need to eliminate redundancy between seminars. Discussion was held on what the topics should be. These included orientation for new/potential members, evaluator training on how to conduct a site visit, ethics, dress code, what to check, interviewing, and criteria. Steve Lutz would be responsible for New Member Orientation and Introduction followed by Bill Benjamin who would be responsible for the section on criteria. Gene Fisher would then be responsible for the evaluator training "nuts and bolts of the site visit". The afternoon would be used for the Distance Learning presentation.

Gene Fisher wanted to see DABOG require as part of their criteria that degree-granting institutions list which NFPA standards are met by their programs. There is not a lot of understanding as to what a student will get from each college's program. This would be a way for individuals to interpret what a particular degree would emphasize. Bill Benjamin

recommended that the Board hold a degree criteria revision and update work session on Wednesday of the Annual Conference.

Gene Fisher would take Bill Benjamin's place on the Rules Committee and Gail Ownby-Hughes would take Gene Fisher's place on the Promotions Committee.

CHAPTER 14 – IFSAC PUTS MONEY IN THE BANK

During 2002, IFSAC would see the creation of Emeritus Status, and the formation of a new group called the “Parking Lot Boys”. With a stabilization of entities in both Assemblies, IFSAC members worked to balance and tweak the by-laws for both Assemblies and the Congress. IFSAC saw a \$40,000.00 surplus, and for the first time had some real operating capital. However, fees were increased on the Degree side to try and balance the income from the two assemblies. IFSAC approved its first alternative standard other than NFPA, but lost a long standing member from the United Kingdom.

During 2002, IFSAC again faced the loss of a Manager and the prospects of interviewing and hiring another to replace Rich Hall.

As with all organizations within the fire service, members were still reeling from the attacks on the World Trade Center on September 11th, 2001.

The Annual Conference was held, for the second time, at the Holiday Inn in Lexington, Kentucky.

CONGRESS HAPPENINGS

The Annual Conference was held at the Holiday Inn in Lexington, Kentucky for the second time. Conference dates were April 18th through the 21st. Rich Hall, IFSAC Manager, called to order the annual meeting of the International Fire Service Accreditation Congress at 9:00 am, Saturday, April 20, 2002, which included both Assemblies. Rich welcomed everyone and thanked the Kentucky Fire Commission for hosting the Annual Conference. Rich called on Woody Will of the Kentucky Fire Commission for the opening ceremony.

Woody Will asked everyone to observe a moment of silence to honor the victims of the September 11th attacks on the World Trade Center in New York. Woody introduced the Honor Guard and bagpipers consisting of members from various fire departments in Kentucky.

Woody recognized Charlie Lott, Ed Smith, Dwayne Suttles, and Mike Wallingford for their assistance with hosting the meetings. Woody introduced the Director of the Kentucky Fire Commission, Larry Collier. Mr. Collier introduced Kentucky Fire Commission personnel, Wayne Mullannix and Ronnie Day. Mr. Collier welcomed all who were present and thanked everyone for coming to Kentucky. Rich Hall introduced Dr. David Thompson of the College of Engineering, Architecture, and Technology at Oklahoma State University. Dr. Thompson expressed his appreciation to Woody Will and the Kentucky Fire Commission for hosting the IFSAC Conference. In addition, Dr. Thompson expressed his appreciation for IFSAC.

Rich Hall recognized IFSAC administrative staff, Eldonna Creager and Sarah O'Connor and also introduced Jenny Bayles, who is primarily responsible for hotel arrangements for the IFSAC Conference, as well as Janet Maker and Chris Neal of Fire Protection Publications.

Rich Hall distributed and reviewed the financial report for Fiscal Year 2001/2002. The report covered July 1, 2001 through March 31, of 2002. Deposits were \$145,154.60 (US) and revenue over expense was \$37,298.71 (US).

Rich Hall presented a certificate of appreciation to the Arizona State Fire Marshal's Office for hosting the 2001 Fall Board Meeting in Mesa, Arizona. John Rowlinson accepted on their behalf. Rich also presented a certificate of appreciation to the Kentucky Fire Commission for hosting the 2002 Annual Conference in Lexington, Kentucky. Woody Will accepted on their behalf.

Rich Hall asked Certificate Assembly Chair, Tim Bradley, to come forward and present plaques for approved accreditations and reaccreditations. Entities receiving plaques for accreditation and re-accreditation were:

- Southern African Emergency Services Institute - C. P. Van Der Merwe accepting
- Nova Scotia Professional Qualifications Board - Harold Richardson accepting
- Saskatchewan Office of the Fire Commissioner - No representation
- District of Columbia Fire and Emergency Services - Robert Pearson accepting
- Oklahoma Fire Service Training - Ralph Brown accepting
- Alberta Fire Training School - Chris Senaratne accepting
- Nebraska State Fire Marshal's Office - No representation

Parliamentarian John Wolf stepped forward to present the Committee on Rules report on the By-law change stating, "A meeting of the Congress and its Assemblies shall be held annually". There was no discussion and John called for a vote of approval. The proposed change was approved. The By-law change was referred to the Assemblies for concurrence. In addition "The authority of the Congress shall be limited to: a) setting meeting dates for the annual conference;" was brought forward with no discussion. John called for a vote of approval and the proposed change was approved, which was also referred to the Assemblies for concurrence. A new by-law was introduced adding Emeritus Status worded as:

IFSAC Emeritus Status

Purpose: To recognize and honor IFSAC participants by a majority vote of the respective Board, upon successful participation within IFSAC for a five consecutive-year period and who are no longer active in his or her fire service or related career. Those individuals granted emeritus status shall:

- a) be invited, at his or her own expense, to IFSAC Conferences and meetings;*
- b) be allowed to speak at attended meetings with chair approval;*
- c) maintain a non-voting status; and*
- d) be listed in the IFSAC member directory of each respective Assembly as Emeritus Status.*

The Emeritus Status option was passed without discussion.

Rich Hall announced the following accreditations approved through administrative review:

- Utah Fire and Rescue Academy
 - Driver Operator Aerial
 - Public Fire and Life Safety Educator
 - Fire Officer I
- United States Department of Defense
 - Fire Officer III
 - Fire Officer IV
 - Fire Inspector III
- Washington State Patrol
 - Marine Firefighter for Land-Based Fire Fighting
- Kansas Fire Service Training
 - Hazardous Materials Technician
- Manitoba Office of the Fire Commissioner
 - Public Fire and Life Safety Educator
- Justice Institute of British Columbia
 - Hazardous Materials Technician
 - Plan Examiner I
- Oklahoma Fire Service Training
 - Fire Inspector II
- Colorado
 - Fire Officer II
 - Instructor I
 - Driver Operator
 - Driver Operator Pumper

Woody Will gave the report for the Committee on Promotions. Changes to the brochure had been approved and a CD-Rom with an IFSAC presentation had been produced courtesy of the North Carolina Fire and Rescue Commission. The Committee discussed the budget and had been approved to order a tabletop display. The display will be available for member entities to use at future conferences.

Theresa Staples gave a report on the Martin E. Grimes Award. An ad hoc committee was tasked with drafting criteria to select candidates for the award. Members of the ad hoc committee were Theresa Staples, Mollie Clakley, and Wayne Bailey. The Committee put together a selection process, but had not changed any of the criteria the nominees must meet for selection. The ad hoc committee recommended that a standing committee be established to review Martin E. Grimes applications. The CABOG Chair, Tim Bradley, recommended that an ad hoc committee of existing standing committee chairs be responsible for reviewing applicants. The third recommendation made by the Committee was that the Board relax the limitation of one award being given if more than one candidate meets the criteria for selection. The last recommendation made by the Committee was to open up the award to "emergency services personnel" rather than "fire service". In addition the Committee recommended that individuals submit nominations to a member of IFSAC as a "sponsor", who will then send the nomination to IFSAC Administration to go through the selection process. This new process was approved.

Rich Hall presented and explained new procedures for selecting hotels for meetings. The new process would serve to eliminate the meeting host proposal form, however, it did not eliminate entities wanting to host from the process. It was announced the 2002 Fall Board meetings would be held in Asheville, North Carolina, September 27 - 29, 2002. The 2003 annual meeting was proposed to be held at the Marriott in Portland, Oregon. The 2003 Annual Meeting was scheduled for April 8 - 12. The 2004 annual meeting was proposed to be scheduled for April 20 - 25, 2004. Bill Benjamin pointed out that the Council of Governors had approved to schedule Fall meetings for the weekend of the third full week of September and proposed to include the 2004 Fall meeting with establishing meeting dates for the 2005 through 2008 annual and Fall meetings. It has been determined that September 24 - 26, 2004 is the weekend of the third full week in September for that year. The originally proposed dates for Fall meetings have been changed and are proposed as follows:

Year	Fall Meetings
2005	September 23 - 25
2006	September 22 - 24
2007	September 21 - 23
2008	September 26 - 28

The following schedule is proposed for the Annual Conference:

Year	Annual Conference
2005	April 19 - 23
2006	April 18 - 22
2007	April 17 - 21
2008	April 22 - 26

Mike Brackin spoke on the NFPA Committee Participation Policy. Mike began with background information. At the last few meetings there had been discussion regarding IFSAC participation on NFPA committees. As a result, an ad hoc committee was formed to produce draft language for the Congress to consider. Mike referred to the Policy for IFSAC Representation on NFPA and Other Organization's Committees, "With approval of the COG, all other NFPA committees the IFSAC Manager should be the representative whenever possible". This was accepted.

Doug Popowich made a motion to form a joint committee of both Assemblies to work out the details concerning curriculum accreditation. This was in regards to a desire from the Certificate Assembly to consider accrediting training instead of just certification. The Degree Assembly had seen a concern that this was encroaching on their territory, so the suggestion of a joint committee was agreed to before the group broke into separate Assemblies.

CERTIFICATE ASSEMBLY HAPPENINGS

Chairman Tim Bradley called the annual meeting of the Certificate Assembly to order Saturday, April 20, 2002 at 10:12 am. Tim Bradley asked IFSAC Parliamentarian, John Wolf, to come forward and take nominations for the Certificate Assembly Board of Governors and the Council of Governors. Nominations would stay open for the duration of the meeting. John asked Rich Hall and Ken Briscoe to serve as officials of the election committee. John opened the floor to nominations for the Certificate Assembly Board of Governors. There are four positions open.

- Doug Popowich nominated Mike Brackin*
- Mike Brackin nominated Tim Bradley*
- Tim Bradley nominated Hugh Pike*
- Jerry Robinson nominated Woody Will*

John opened the floor to nominations for the Council of Governors. There is one position open.

- Doug Popowich nominated Harold Richardson*

There were no further nominations at that time but as was tradition, the nominations stayed opened during the remainder of the meeting.

Tim Bradley called on Rich Hall to give the manager's report. At that time Rich indicated there were 58 Certificate Assembly members, 27 Degree Assembly members, and that a new member application has been received from Chemeketa Community College. The total number of accredited entities in the Certificate Assembly in 2002 was 41. The total number of levels accredited was 380. In 2002, the total number of countries participating in the Certificate Assembly was 6 and the number of entries on the International Registry were 312,377. The number of International Registry entries since September 2001 had increased 19,887. Looking at the numbers, it was hard to recognize the IFSAC that existed just 10 years earlier struggling to survive.

Tim Bradley pointed out that financing had been one of the critical issues of IFSAC to ensure that we could operate as a self-sufficient organization, and that one of the ways we accomplish this is through keeping accurate records. The changes to the seal ordering policy suggested by Rich Hall to improve records would for one give entities a one-year grace period to have all seal reporting up to date. After the one-year grace period, entities would be billed for registry entries that exceed the amount an entity is allotted under their selected payment plan. This was agreed to by the Assembly. Chemeketa Community College had submitted an application for voting membership and Administration had found that Chemeketa Community College met the requirements for voting membership. They were accepted as a member.

Tim Bradley announced that the Chair of the Committee on Site Teams, Sherry Hoelscher, was unable to attend this meeting due to budget meetings in her state. Mike Brackin gave the report for the Committee on Site Teams. Mike reported attendance of the training sessions held previously in the week to be: Site Team Refresher - 16, Self-Study and Orientation - 29, Test Item Construction Seminar - 16, Alternative Standards Seminar - 11, Site Visit Current Issues - 60, Cyber Certification - 15. Mike asked that anyone who attended training write an evaluation about their training and make suggestions for topics that could be covered in future sessions.

During discussion on By-law changes, Barbara Gagner suggested adding the following language concerning General Administration of Written & Skills Testing:

This requirement can be fulfilled by one of the following means:

- 1. Test requisite knowledge and skills as a pre-test prior to testing the job performance requirements for the level being tested.*
- 2. Test the requisite knowledge and skills within the job performance requirement.*
- 3. Test the job performance requirements provided there is reasonable assurance that a lack of requisite knowledge and skills would cause a failure by the candidate.*

IFSAC Parliamentarian, John Wolf, gave the report for the Committee on Rules. Other members of the Committee on Rules were Mike Brackin, Ken Briscoe, and Randy Novak. The Congress dealt with the amendments and it was the responsibility of the Assemblies to concur with the Congress. John called for a vote for concurrence. The amendments passed with none opposed. John called attention to the issue regarding Industrial Accreditation, and with few amendments that passed as well. Regarding curriculum accreditation, John reminded everyone that in the Congress meeting earlier, a

joint committee of the Certificate Assembly and Degree Assembly was approved to consider this particular issue. The recommendation of the Committee on Rules was that the Curriculum Accreditation By-law proposals not be adopted in the form presented, and that the Assembly wait for the developments of the joint committee. There was no discussion and the By-law proposals for curriculum accreditation do not pass with no one in favor of approval.

Committee Chair Robin Willis-Lee was not present to discuss Alternative Standards. Tim Bradley stated that there was a policy and procedure (guide) for approving alternative standards. The Alternative Standards Guide came to the Assembly in the form of a motion from the Committee on Alternative Standards for approval. The Guide passed with no one opposed, establishing a guide to getting standards other than NFPA approved.

It was announced The Certificate Assembly Board of Governors took action on Friday, April 19th, and approved accreditation of levels recommended by the site teams of the Alberta Fire Training School and the Nebraska State Fire Marshal.

With the bulk of the business finished, John Wolf asked for further nominations for positions on the Certificate Assembly Board of Governors.

- Alan Joos nominated John Standefer.

There were no other nominations for COG. Since there is only one nomination for the Council of Governors, John called for a motion to elect Harold Richardson by acclamation which was approved. The election committee distributed ballots for election for the Certificate Assembly Board of Governors. Candidates briefly introduced themselves. Business proceeded as ballots were counted by the election committee.

Tim Bradley announced that CD-ROM's of the IFSAC presentation were available and anyone who desired to have one could pick one up from Administrative staff.

John Wolf returned with the election committee and announced the results of the election: Mike Brackin, Tim Bradley, John Standefer, and Woody Will were elected to the Board of Governors.

DEGREE ASSEMBLY HAPPENINGS

Chair Bill Benjamin called the annual meeting of the Degree Assembly to order Saturday, April 20, 2002 at 1:00 pm. The University of Alaska-Fairbanks was added as a new member.

Gene Fisher held the nominations for Board of Governors. Steve Lutz nominated Bill Benjamin but Bill declined. Bill Benjamin nominated Dave Marshall, Gary Kistner nominated Gail Ownby-Hughes, and Gary Kistner nominated Randy Souther. Randy declined the nomination. Dave Marshall nominated Larry Perez. After elections, it was announced Gail Ownby-Hughes, Larry Perez, and Dave Marshall would serve on the Degree Assembly Board of Governors for the next three years. For the Council of Governors, Steve Lutz nominated Bill Benjamin. Bill was elected by acclamation. Bill Benjamin would serve on the Council of Governors for the next three years.

Gary Kistner gave the report on Promotions. The Brochure changes had been submitted to Rich Hall. One change was on the front where it says Oklahoma State University. That would be changed to say, "Administrative Offices located at Oklahoma State University." There will be 2,000 more printed soon and it will cost about \$700.00.

The Promotions Committee gave Rich the authority to order a tabletop display for the entities to use. IFSAC will pay shipping costs to the entity, but the entity had to pay to get it back to Administration. Entities would need to submit to Rich any digital pictures the assembly wanted on the tabletop display. The budget for next year will include a new booth for trade-shows, mouse pads, CDs, video, and key chains.

Several by-law amendments were made including: "The criteria for Degree Accreditation may be revised or amended upon a two-thirds majority vote of the Degree Assembly delegates," and, "Proposals to amend or revise the accreditation criteria may be offered and discussed fully at any regular or special meeting of the Degree Assembly." These passed.

It was announced by the Finance Committee that IFSAC was increasing the Annual Meeting fee to a \$150.00 flat rate to attend all meetings, and the Administrative Review fee will be raised from \$100.00 to \$200.00. In addition, there would be an increase in the Degree Assembly Membership fee from \$1,000.00 to \$1,250.00 annually, beginning July 2003.

Steve Lutz presented certificates of appreciation to Brian Bay, Bill Benjamin, and Gary Walton for their service on the Board of Governors.

Rich Hall gave the Manager's Report and also thanked Bill Benjamin for all his hard work as Chair.

It was announced the FESHE (Fire and Emergency Service Higher Education) Conference was coming up in June. Around six Degree Assembly members and Rich Hall would be attending. Gene Fisher and Steve Lutz would make a presentation about IFSAC.

Gene Fisher made a motion to add two definitions to the criteria to distinguish the difference between "programs" and "programs of study." This was discussed by the Board at the Fall Board meeting. Motion passed.

Gene Fisher nominated Brian Bay for Emeritus status and the Assembly accepted.

Steve Lutz made a motion to establish a Site Team Committee which passed just before adjournment.

FALL BOARD MEETINGS

The Board meetings for IFSAC were held in Asheville, North Carolina, September 28th and 29th, 2002. It was the height of the Fall leaf color, and the members were the guests of the Holiday Inn Sunspree location. The day before the meeting the Canadians made one more pass at trying to whip the Americans at golf, but with the home course advantage, the challenge proved too great. Guests were offered a tour of the Biltmore House, and the traditional Friday night social included games and drinks.

Council of Governors

Rich Hall called the meeting of the Council of Governors to order Saturday, September 28, 2002, at 9:00 A.M. Members present included Gene Fisher, Harold Richardson, Mike Brackin, Rick McCullough, and Dave Marshall. Bill Benjamin was unable to attend. Others present included: Eldonna Creager, Sarah O'Connor, John Wolf, Steve Sloan, David Thompson, Johnny Mack, Whitney Innes, Mollie Clakley, Wayne Mullannix, Steven Bardwell, Steve Lutz, Tim Bradley, Doug Popowich, Barbara Gagner, Theresa Staples, John McPhee, Robin Willis-Lee, Don Gnatiuk, Bob French, Andy Teeter, Randy Novak, Blake Lacewell, Gail Ownby-Hughes, Gary Kistner, Walter Thieme, Ken Briscoe, Mike Edwards, and Wayne Bailey who coordinated the meetings.

Rich Hall thanked the North Carolina Fire and Rescue Commission for hosting the Fall, 2002, Board of Governors meeting. Wayne Bailey of the North Carolina Fire and Rescue Commission recognized those who had sponsored the hospitality room and lunch for Friday and Saturday.

Dr. David Thompson announced that the Manager's position was now being advertised. Announcements had been made by email, State Director list served, and Fire Engineering magazine. Applications as well as nominations were being accepted and applicant screening should begin after October 15th. Applications received prior to the deadline would receive full consideration. Any applications received after the deadline would be considered up to some point. The board chairs would select two individuals from each committee to serve on the search and screening committee. Dr. Thompson hoped to have the position filled by January 1, 2003.

Dave Marshall reported for the Finance Committee. Unexpected revenues from IFSAC seal sales of approximately \$59,000.00 had been carried over from the last fiscal year. A portion had been earmarked and approved by the Finance Committee for the IFSAC manager to finance five items: computer, trade show booth, prospective member meeting,

standing committee meeting, and giveaway items. Additionally, the Finance Committee moved to establish a capital reserve account. The Finance Committee also moved to officially recognize IFSAC Administration for the work they have done.

Rich Hall announced that the 2003 Annual meeting would be held in Portland, Oregon at the Portland Marriott Downtown and would be hosted by Chemeketa Community College. The 2003 Fall meeting would be held at the Holiday Inn North, Little Rock, Arkansas, and hosted by the Arkansas Fire Academy. Proposals had been received for the 2005 Annual meeting and the 2004 Fall meeting. Rich Hall asked for approval from the Council of Governors to go ahead and schedule the 2005 Annual meeting at the Adam's Mark Hotel, Indianapolis, Indiana. This was approved.

Doug Popowich gave the Curriculum Accreditation Committee update. The committee wanted to know the purpose for pursuing this issue, whether it was to improve and meet the needs of the fire service and if this was an opportunity to generate money. The committee discussed the issue of IFSAC expanding into the private sector and industry. The goal of the committee for the Fall meeting was to put together a work plan to let the assembly know the purpose, length of time, and an idea of costs that would be associated with this activity. The committee came up with two concepts:

Produce a template that the local entity could use for approving or endorsing training programs. This would keep approval at the local level, but would be extra work for the entity; and, that IFSAC as an organization do it all. Training programs could apply through the local entity with IFSAC.

Degree Assembly Certificate Program Accreditation had been discussed in the Rules Committee meeting. John Wolf gave an update on Degree Assembly certificate program accreditation. John explained the different approaches taken between the Certificate Assembly and the Degree Assembly. The committee suggested that members of the Certificate Assembly and the Degree Assembly get together and figure out exactly what they want to do, and submit a proposal to the Committee on Rules. This will help the Committee on Rules to determine whether or not it is permissible under the existing rules or if the rules needed to be changed. There were three proposed options proposed to address this issue:

- 1) Ask the Degree Assembly to write clarifying language.
- 2) Set up an ad-hoc committee of the Council of Governors.
- 3) Include this as part of the Committee on Curriculum Accreditation's responsibilities.

Gene Fisher suggested deferring the issue to the Degree Assembly Board of Governors asking them to provide information at the next meeting. John Wolf suggested that whatever mechanism the Degree Assembly uses to address the issue, that they share information with the Curriculum Accreditation Committee and vice versa.

Tim Bradley and Steve Lutz recognized Rich Hall for his service as IFSAC Manager. Rich was presented with an IFSAC plaque and certificate from the organization as well as a firemen statue from the Boards of Governors. Rich's leadership in administration had greatly enhanced IFSAC's record keeping, and as a result, their financial standing.

Certificate Assembly Board of Governors

Tim Bradley called the Fall, 2002, meeting of the Certificate Assembly Board of Governors to order Saturday, September 28, 2002, at 10:00 A.M. Tim asked everyone attending to take a moment to introduce themselves. The CABOG Members present included: Tim Bradley, Chair, Doug Popowich, Mike Brackin, Rick McCullough, Alan Joos, Barbara Gagner, Theresa Staples, Don Gnatiuk, and John Standefer. Tim noted that Sherry Hoelscher was absent and Woody Will was here, but not attending this meeting because his wife broke her ankle the night before and is in a local hospital awaiting surgery.

Rich Hall reviewed the manager's report and indicated The Delaware State Fire School had applied for voting membership. The Certificate Assembly had one new member application and the Degree Assembly had new member applications from St. Petersburg College and Ozarks Tech Community College. Two members had dropped from Degree Assembly membership due to financial constraints. They were Chattahoochee Community College and Lake Superior College. The total number of names in the International Registry in the Fall of 2002 was 386,686, an increase from the previous report of 312,377. An announcement had been made at the April meeting that we were giving everyone a one-year grace period to catch up on seal reports. Reports had been coming in more often since then.

Bob Fenner, representing the Fire Service College, had sent Administration an email stating that the Fire Service College had decided that they are going to drop IFSAC membership. An official letter was not yet received. The site visit for the Fire Service College probably would not take place. Most were sad that with the involvement and contributions of such a long standing member, that they were leaving.

John Wolf expressed his appreciation for Rich Hall's time, effort, and energy that he has brought in as Manager. Tim Bradley explained the search and screening process for the IFSAC Manager's position. Tim asked if there were any Board members interested in serving on the search and screening committee. Rick McCullough served on the last search committee and offered to do it again unless someone else wanted to. Mike Brackin expressed his interest as well. Alan Joos moved to allow Mike Brackin and Rick McCullough to represent the Certificate Assembly as members of the search and screening committee. The motion was seconded and passed. Tim was to notify Dr. Thompson that Rick and Mike would serve on the search and screening committee for the IFSAC Manager's position.

Johnny Mack of Chemeketa Community College gave the report for the Committee on Promotions. The committee would produce 300 additional copies of the presentation CD that was distributed at the annual meeting. The CD would have three PowerPoint presentations; a presentation for each IFSAC Assembly and an overview of IFSAC. Johnny would burn copies that will be available for the FESHE conference and the TRADE meeting. The committee also decided to order mouse pads to hand out at the annual meeting or to send to potential members as part of information packets. The committee would also have lanyards made to giveaway at the annual meeting. The committee had set aside \$1800.00 left over in their budget in case the cost for trade show booth exceeds the budgeted amount of \$3500.00. Gary Kistner and Gail Ownby-Hughes would be attending the TRADE meeting and will have copies of the CD's to distribute.

A tabletop display was available for members to use as well. Administration would ship the display to any entity requesting it. The entity was responsible for shipping the display back to Administration when they are done with it.

Theresa Staples of the Colorado Division on Fire Safety reported for the Committee on Site Teams. The Committee discussed the eligibility list that was first discussed at the Fall, 2001, meeting. The purpose of the eligibility list was to determine who were qualified site team leaders and individuals. A letter went out to entity representatives asking them to approve qualified site team participants from their entity. A member of the Committee suggested that this letter be mailed out annually. This process will help keep the Committee's site team eligibility list accurate. There were currently only eighteen individuals qualified as site team leaders. A site team leader seminar would be offered at the 2003 annual meeting to gain more site team leaders. The Committee had chosen to deliver four training sessions for the 2003 annual meeting. They were Site Team Refresher Training, Site Team Leader Training, Current Issues, and Orientation and Self-study.

Robin Willis-Lee, who had moved from the UK to the Fire Safety Engineering College, Sultanate of Oman, reported for the Committee on Alternative Standards. Since the 2002 annual meeting, the Committee was asked to review two alternative standards. The committee found that both standards met the criteria for alternative standards. One was the Firefighter Standard developed by the professional standards setting body in Ontario. The second was Fire Safety Codes Officer Standard of the Alberta Fire Technical Council, Fire Safety Codes Council. The Committee on Alternative Standards recommended that the Certificate Assembly Board of Governors accept those two alternative standards. These would be forwarded to the Assembly with Board recommendation. Robin stated that the Committee on Alternative Standards would like to compliment Ontario on the quality of their documentation. The Committee was working on a checklist or sign-off sheet for moving an application for alternative standards through Administration. Robin did not know if this was a document that required approval by the Board of Governors, but it could be circulated at the next meeting. Everyone that has submitted an alternative standard has had a considerable wait. Some were not typical cases. Tim Bradley suggested that the Committee on Alternative Standards work with the Committee on Rules to draft and submit proposed By-law amendments for the 2003 Annual meeting. Two issues that had been on the shelf are addressing Industrial Fire Brigade and the concept of establishing satellite centers.

The Committee on Alternative Standards wanted the Board of Governors to consider whether any more should be done to promote IFSAC internationally. Tim suggested that recommendations on international promotions be passed on to the Committee on Promotions. In addition, Tim commented on the possibility that the Committee on Promotions should promote awareness of accreditation among hierarchies outside of the peer level. Tim asked members of the Committee on

Promotions to pass these ideas on to Woody Will for consideration. Robin Willis-Lee concluded his report by thanking members of the Committee as well as Rich Hall for his performance as IFSAC Manager.

Rich Hall gave the Ohio Fire Academy site visit report. The site visit team recommended, without condition, accreditation for Hazardous Materials Awareness, NFPA 472, 2002 edition, Hazardous Materials Operations, NFPA 472, 2002 edition, Firefighter I, NFPA 1001, 1997 edition, Firefighter II, NFPA 1001, 1997 edition, Inspector I, NFPA 1031, 1998 edition, Instructor I, NFPA 1041, 2002 edition, and Instructor II, NFPA 1041, 2002 edition. Fire Officer I, NFPA 1021, 1997 edition had been withdrawn from accreditation at that time. The Ohio Fire Academy anticipates submitting this level for administrative review. Rich thanked Gerry Robinson and his staff of the Ohio Fire Academy. These were approved by the Board.

There was a significant amount of discussion in the Committee on Rules meeting on the issue of Certificate Program Accreditation by the Degree Assembly. The issue was discussed in the Council of Governors meeting as well. Some were concerned about the overlap, or possibility, of authority.

The Certificate Assembly Board of Governors voted and accepted the recommendations of the Martin E. Grimes Committee on a nominee.

Degree Assembly Board of Governors

Steve Lutz called the Fall, 2002, meeting of the Degree Assembly Board of Governors to order Saturday, September 28, 2002, at 11:40 A.M. Board Members Present included Gary Kistner, Whitney Innes, Dave Marshall, Gail Ownby-Hughes, Steve Lutz, and Gene Fisher.

Steve Lutz, David Hoover, and Gene Fisher went on the site visit this month to Dona Ana Community College. Larry Perez hosted the site visit. The site team members composed a list of five requirements they felt should be met. The most important requirement was that Larry Perez was leaving and they wanted to get someone in there that could maintain the program. All the requirements were satisfied and the Board accredited them.

It was announced that Bob Fenner had resigned from the Fire Service College in the United Kingdom, and that the college would no longer be a member of IFSAC. Steve Lutz appointed Whitney Innes to take Bob's place on the Board of Governors.

Rich Hall and six other board members were in attendance at the Fire & Emergency Services Higher Education (FESHE) Conference back in June. Dave Marshall had given an overview presentation about IFSAC to approximately 40 people at the conference.

Gene Fisher discussed the conflict about Degree Program Accreditation. The committee looked at the definitions that were added to the Criteria for Degree Accreditation and said that it would be helpful if the Degree Assembly would agree to change the definitions somewhat to avoid conflict with the Certificate Assembly. The first suggestion was to strike the words "a program or." The second suggestion was to insert "credit in the first sentence so that it reads "Program of study' shall be defined as a series of credit courses" and so on.

There were two new members to the Degree Assembly. The first one was St. Petersburg College in Florida. The representative was David Adams. The second one was Ozarks Technical Community College in Missouri and the representative would be Rita Jackson. There were also three potential members by the Annual Meeting consisting of:

- Bill Pline from Brevard Community College in Florida.
- Bob Massicotte from the University of New Haven in Connecticut.
- Walter Thieme, III from Del Mar College in Texas.

It was announced Rich Hall would be the Interim Manager until a new Manager is hired. Also, Gail Ownby-Hughes and Gene Fisher would research and develop any changes needed to provide fair and equitable practices for programs, degrees, and certificates for the Annual 2003 Meeting.

There was discussion on the number of site visitors on Degree Assembly Site Visits. Terry Heyns had sent Rich Hall an email on this issue. The Board decided to keep it at three people.

A motion was made by Gary Kistner to nominate Bob Fenner for Emeritis Status. This was seconded by Dave Marshall and passed.

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“that if we were going to invest the time and effort necessary to start up an organization such as this, we might as well do it correctly;” John Wolfe, Parliamentarian of IFSAC

The year 2003 brought some new initiatives, new members, and opportunity to advance IFSAC on a National scale. IFSAC awarded its second Martin Grimes award to Hugh Pike and Emeritus Status to John Wolfe and Hugh Pike.

In 2002, Tim Bradley has attended a conference where then United States Fire Administrator David Paulison had spoken. The Administrator had mentioned the concept of “credentialing” emergency responders for better accountability during disasters, and the ability for on-site commanders to know capabilities and uses for responding personnel from outside their jurisdictions. Recognizing that this afforded the opportunity to involve certification systems, and also the potential disaster of recreating them again in another format within the newly created Department of Homeland Security, Tim Bradley had written Administrator Paulison about the opportunity to utilize existing certification systems in this effort. As a result, The United States Fire Administration had discussed implementing a nationwide credentialing system that would include production of an ID or badge. Tim had provided the USFA with his comments including components already in a place, such as the IFSAC and National Board on Fire Service Professional Qualifications systems. Tim encouraged members to establish relationships with organizations in their areas, such as the volunteer fire service, as advocates for training and funding. As a result, later in the year, the National Fire Academy was to host a credentialing committee meeting inviting both IFSAC and NBFSPQ, and certification systems were recognized as the lead role in the credentialing system based on the committee report. Rich Hall, who had submitted plans to leave as Manager of IFSAC was convinced to stay.

CONGRESS HAPPENINGS

In April, the Annual Meeting was held in Portland, Oregon, at the Downtown Marriott. Within walking distance of the inland waterway, it provided an excellent meeting atmosphere. Rich Hall called the Annual Meeting of the Congress to order at 9:00 am, Saturday, April 12, 2003. The Boards had met the previous two days, along with Site Team member training for both Assemblies. Rich welcomed everyone to the Marriott Portland downtown and thanked everyone for attending. Rich called forward, Johnny Mack, Director of the Fire Science program at Chemeketa Community College. Johnny thanked everyone for coming to Portland, Oregon, and participating. Johnny introduced Gene Fisher. Gene was the Program Chair for Chemeketa Community College and was also a board member of the IFSAC Degree Assembly Board of Governors. Johnny thanked Jane Fisher for organizing the hospitality room as well as Gene for all he had done in hosting the IFSAC conference. Rich Hall called forward Dr. David Thompson, Associate Dean of Oklahoma State University, College of Engineering, Architecture, and Technology, and Dr. Thompson thanked Johnny Mack, Gene Fisher, and Jane Fisher for an excellent meeting. Dr. Thompson thanked the IFSAC Manager search and screening committee for their decision in maintaining Rich Hall, and he also thanked Eldonna Creager and Sarah O’Connor for their performance as staff members. Dr. Thompson welcomed everyone on behalf of Oklahoma State University and stated they feel privileged to be the administrative headquarters for IFSAC.

Rich thanked exhibitors attending the conference. Fire Protection Publications from OSU, a vendor, sponsored all morning and afternoon breaks. Training Towers Inc. had a booth as well as Ben Hirst of Performance Training Systems. Finally, Rich thanked Sarah O’Connor and Eldonna Creager for their work as administrative staff.

The Financial Report for Fiscal Year 2002/2003 as of March 15, 2003, showed a total revenue of \$111,662.88 (US). Total expenses were \$68,088.66 (US). Revenue over expenses was \$43,574.22 (US). The ending balance as of March 15th was \$57,797.55 (US). There was now approximately \$80,000.00 in IFSAC’s reserve fund and the report indicated we were trying to reach an operational level of \$150,000 (US).

Rich presented a certificate of appreciation to the North Carolina Fire and Rescue Commission for hosting the IFSAC 2002 Fall meeting and a certificate of appreciation to Chemeketa Community College for hosting the IFSAC 2003 Conference.

Certificate Assembly Board of Governors Chair, Tim Bradley presented certificates for accreditation and reaccreditation for the Certificate Assembly as follows:

- *Texas Commission on Fire Protection – Mollie Clakley accepting
Firefighter I and II; Airport Firefighter; Driver/Operator Pumper; Hazardous Materials Awareness, Operations and Technician; Fire Officer I and II; Investigator*
- *Minnesota Fire Service Certification Board – Dan Brumm accepting
Hazardous Materials Awareness and Operations; Firefighter I and II; Fire Inspector I and II; Fire Service Instructor I and II; Airport Firefighter; Driver/Operator Pumper; Fire Officer I and II*
- *Idaho Emergency Services Training – Jerry Schroeder accepting
Firefighter I and II*
- *Mississippi State Fire Academy – Steve Bardwell accepting
Firefighter I and II; Driver/Operator Pumper; Fire Officer I and II; Fire Service Instructor I and II; Hazardous Materials Awareness and Operations; Fire Inspector I; Airport Firefighter; Public Fire and Life Safety Educator I, II, and III*
- *Ecole Nationale de pompiers du Quebec – Yves Desjardins accepting
Firefighter I*
- *Ohio Fire Academy – Gerry Robinson accepting
Firefighter I and II; Hazardous Materials Operations and Awareness; Fire Inspector I; Fire Service Instructor I and II*

Administrative reviews had been completed for the following since April 2002 and these were presented by the Chair as well:

- *May 1, 2002 - Kansas Fire Service Training - Rick McCullough
Driver Operator Aerial
Driver Operator ARFF*
- *May 10, 2002 - Minnesota - Jeff Fortney/Rich Hall
Fire Officer I*
- *June 11, 2002 - DOD - Doug Popowich
Public Safety Telecommunicator I
Public Safety Telecommunicator II*
- *June 17, 2002 - Washington - Mike Brackin
Fire Officer I*
- *June 28, 2002 - Oklahoma Fire Service Training - Pat Hughes
Public Information Officer*
- *July 8, 2002 - Louisiana - Alan Joos
Hazardous Materials Incident Commander*
- *July 30, 2002 - Washington - Don Gnatiuk
Fire Officer II*
- *August 7, 2002 - Justice Institute of British Columbia - Alan Joos
Fire Inspector II*
- *August 7, 2002 - DOD Fire Academy - Pat Hughes, Marc Watt
Rescue Technician
Fire Service Instructor III*
- *August 17, 2002 - Saskatchewan Office of the Fire Commissioner - Bill Zieres
Fire Inspector I*
- *September 4, 2002 - Justice Institute of British Columbia - Woody Will
Industrial Fire Brigade
Incipient
Advanced Exterior
Interior Structural
Leader*
- *September 13, 2002 – Utah Fire & Rescue Academy – Rich Hall
Airport Firefighter*

- *September 16, 2002 – Justice Institute of British Columbia – Harold Richardson
Fire & Life Safety Educator*
- *October 14, 2002 - Kansas Fire and Rescue Training – George Gray
Fire Officer II*
- *November 27, 2002 – Ontario Office of the Fire Marshal – Doug Popowich
Fire Investigator*
- *January 28, 2003 – Iowa Fire Service Training Bureau – Rich Hall
Fire Service Instructor II*
- *March 3, 2003 – Justice Institute BC – Woody Will
Rope Rescue*
- *March 11, 2003 – Oklahoma FST – Ed Pearson
Juvenile Firesetter Intervention Specialist I*
- *March 31, 2003 - South Carolina Fire Academy – John Standefer
Hazardous Materials Operations*

Last year the Congress passed a By-law change to allow the establishment of Emeritus membership application. It was developed for the purpose of recognizing individuals who have had key roles for a significant time in IFSAC. Two individuals were awarded Emeritus status; John Wolf, University of Kansas, and Hugh Pike, Department of Defense retired.

Degree Assembly Board of Governors Chair, Steve Lutz, presented certificates for accreditation for the Degree Assembly:

- *Dona Ana Branch Community College, New Mexico – no representation present; Steve acknowledged Larry Perez, former administrator of the program at Dona Ana Branch Community College who was present during the site visit.*
- *Chattanooga State Technical Community College – accepted by Gail Ownby-Hughes
Associate of Applied Science, Emergency Services Technology*

Steve acknowledged five individuals who have been awarded Emeritus Status for the Degree Assembly who were all involved during the early years of the Degree Assembly: Brian Bay, Gary Walton, Dud Brown, George Munkenbeck, and Bob Fenner.

Tim Bradley presented the Martin E. Grimes award to Hugh Pike. Tim began with acknowledging both Hugh's professional and IFSAC accomplishments. Hugh had been Chairman of the NFPA 1001 committee on Firefighter Professional Qualifications, and was instrumental in getting an NFPA Rescue Standard implemented (NFPA 1006). He was also a Charter Member of the CABOG. Hugh concluded the presentation with a speech expressing his appreciation.

Parliamentarian John Wolf took the floor to administer the voting process for voting on By-law changes. There is one proposed amendment that affects the By-laws for the Congress. The proposal is to amend article 5.10.1 as follows:

- *Members of IFSAC may serve on more than one committee as defined by Article 5.10.1.*
- *However, no one person may serve as committee chairman for more than one of those committees.*

The justification for the above amendment was twofold. First, the rationale for this change is not to overload any one individual's responsibility at work. Second, to provide more individuals the opportunity to help lead the organization. The Committee on Rules concurred that people should not be overloaded in their work, and that participation be as diverse as possible. However, the Committee felt that this does not belong in the By-laws. The Committee on Rules recommends that the amendment for John asked for vote from the Congress. John ruled that the nays have it and the amendment was lost. On a personal note, John read a moving speech he prepared for the Congress. John's speech acknowledged the history and accomplishments of IFSAC and its members as well as his own participation. John thanked everyone for the plaque and statue presented to him on IFSAC's behalf by Tim Bradley at his formal retirement reception for the University of Kansas on March 28th. Here are the contents of John's Speech.

Remarks to IFSAC 2003 Annual Conference from John Wolfe:

It scarcely seems possible that it has been twelve and two-thirds years since some of us first gathered in St. Louis in August of 1990 for a meeting, sponsored by NASDFST, out of which, with the enormous assistance and support provided by Oklahoma State University, IFSAC was the result.

That meeting in St. Louis was held because it was thought that the only other accrediting body for certifying entities might go away due to the politics then operating at the national level in the fire service. So it was decided in St. Louis, after considerable discussion, and again, with the tremendous support of Oklahoma State University, [I cannot emphasize their role too strongly] that a new accrediting body would be created.

It was further decided that if we were going to invest the time and effort necessary to start up an organization such as this, we might as well do it correctly; that is, we should attempt to structure the new organization in such a way as to remove as many as possible of the things which frustrated those of us who were members of the other accrediting body. This was accomplished by making IFSAC a representative democracy, i.e., by letting the members of the organization control their own destinies by controlling how IFSAC would be structured and how its operations would be conducted. Another major factor which contributed to the success of IFSAC was the early decision to make it international in scope. The hard work of our non-US colleagues and the differing perspectives which they have brought to this project have done much to make IFSAC the successful and viable organization which we find it to be today.

Another outgrowth of the St. Louis meeting was the NFPA 1000 standard which sets out the guidelines which IFSAC and the other accrediting body [which did survive] must now follow or violate at some risk to their organization's credibility. Many members of IFSAC were instrumental in putting that standard together. I hate to mention names for fear of leaving someone out but you should know that Mike Brackin, Ken Briscoe, Randy Novak, Fred Piechota and Steve Lutz currently are members of that committee; Mike Hill was a charter member of the 1000 committee. This NFPA standard, like all the standards in the Professional Qualification series, has done a great deal to make the nation's fire service better

None of those of us who were there that day, at IFSAC's inception, not in our wildest dreams, could have imagined what a spectacular success this organization would be. From the onset, IFSAC has been fortunate to have been populated with thoughtful, caring individuals who have been willing to place the good of the organization and its mission ahead of those parochial concerns with which we all must deal. After all, organizations are nothing more than the people who comprise them.

The people, the members, rose to the challenges faced by any organization in start-up mode in spectacular fashion, got through the start-up phase and made the successful transition to mature operations, and in so doing reinvented the organization by expanding its scope to include the accreditation of post-secondary degree-granting institutions offering degrees in fire-related areas.

But there's another set of people who were equally instrumental in making IFSAC a success; the staff members provided by Oklahoma State University [there I go saying nice things about them again]. They seemed to provide - whether by design or by accident - it doesn't really matter - the right person for the job that needed doing at the right time that it needed to be done. The dedication and effort which the staff has contributed and continues to contribute to the IFSAC project has made success much easier to achieve.

For my part, I count the time I have spent working with IFSAC and the many close friendships which I have made over these past thirteen years as among the pleasant things that I have done during my working career. Why is that, you might wonder. Well, a good part of it is that we are all kindred spirits in that we are all educators. As educators, we start from the premise that a society whose members are educated is a much better society than one whose members are not. Thus we are all working to bring about a better educated, i.e., more professional fire service. Now we may differ slightly as to methodology but we are all focused toward a common goal.

As one who comes from an academic background and who - even after almost 18 years of working with the fire service - knows next to nothing about firefighting, [most of what I do know I have learned from listening to you talk at these meetings] I feel honored to have been permitted to work so closely with you and have a small role in bringing this organization to fruition.

As some, if not indeed most, of you know my health problems have worsened since I last saw you. The cancer has metastasized; my doctors have told me that that it is not curable. We are now engaged in staving off the inevitable for as long as possible. My doctors and Phyllis have told me to reduce my stress levels as much as possible. Consequently, on Feb. 7, 2003, I had my last day at work at the University of Kansas - after 35 years of employment. At present, I'm on an extended medical leave, at the end of which I will either retire or go on permanent disability - whichever is most advantageous to me financially.

This may be the last IFSAC meeting which I am able to attend; I don't know. I hope not.

None of us knows with certainty the number of days that have been allotted to us. Consequently, the best we can do is attempt to use each day wisely and productively. I can best illustrate what I mean here by telling you a story. I have a good friend who is now in the later stages of coping with ALS [Lou Gehrig's disease] but before he was diagnosed he was one of the most energetic and active people I have ever met. As we were leaving a meeting one day, I said to him something like, "That was a good meeting." His reply was, "Yes, we did good work and we had fun doing it." That's the way I feel about the time I spend with IFSAC. Thank you all for permitting me to be a part of it.

Following a round of applause and standing ovation for John, the discussion turned to the Committee on Promotions. The Committee decided to create and purchase the mouse pads that were given to participants at the meeting. The Committee continued to choose things they could use to promote IFSAC. Items would be provided at the FESHE Conference. They also discussed getting into public information and promoting the IFSAC process. The idea was to spend time talking to state training directors and higher education institutions.

It was announced the 2003 Fall meeting was scheduled for September 26 – 28, 2003, in Little Rock, Arkansas; hosted by Mike Brackin and the Arkansas Fire Academy and the 2004 annual meeting was scheduled for April 20 – 24, 2004 in Oklahoma City, Oklahoma; hosted by Ralph Brown and Oklahoma State Fire Service Training. The 2004 Fall meeting was scheduled for September 24 – 26, 2004. The location had not yet been determined.

The scope developed by the Committee on Curriculum Accreditation was discussed: "to provide mechanisms, processes, and documents that will allow IFSAC accredited entities to additionally accredit training programs in fire and emergency service services related areas of study". It was agreed this is going to be a big task. The Committee was going to be looking to individuals in addition to those already serving on the committee.

Degree Assembly Board of Governors Chair, Steve Lutz, introduced Ed Kaplan from the National Fire Academy. Ed did a presentation for the Congress on the initiative to unify higher education in fire and emergency services, state training organizations, and others. Ed's presentation focused on a fire service professional development model. He announced the Fire and Emergency Services Higher Education Conference would be held at the National Fire Academy May 31 – June 2, 2003.

ATTENDEES

Jess Andrews	Kansas Fire and Rescue Institute
Wayne Bailey	North Carolina Office of State Fire Marshal
Steven Bardwell	Mississippi State Fire Academy
Bill Benjamin	Johnson County Community College
Mike Brackin	Arkansas Fire Academy
Tim Bradley	North Carolina Office of State Fire Marshal
Ken Briscoe	North Carolina Office of State Fire Marshal
Petrus Brits	Southern African Emergency Services Institute
Bill Bruen	Minnesota Fire Service Certification Board
Dan Brumm	Minnesota Fire Service Certification Board
Geoff Burston	Justice Institute of British Columbia
Mollie Clakley	Texas Commission on Fire Protection
Larry Collins	Eastern Kentucky University
Paul Covington	Indiana Board of Firefighting Personnel Standards and Education
Eldonna Creager	IFSAC Administration

Yves Desjardins
Mike Edwards
Gene Fisher
Steve Foster
Bob French
Barbara Gagner
Don Gnatiuk
Charles Grizzell
Robert Grunmeier
Rich Hall
David Hoover
Whitney Innes
Alan Joos
Ed Kaplan
Rick Karasaki
Gary Kistner
Steve Lutz
Johnny Mack
Rick McCullough
Laurent (Larry) McDonald
John McPhee
Patrick McVicker
Renier Meyer
Charlie Myers
Wayne Mullannix
Jim Nicholas
Jerry Nulliner
Sarah O'Connor
Gail Ownby-Hughes
Edward Pearson
Hugh Pike
Robert Pike
Brenda Popko
Doug Popowich
Lawrence Preston
Harold Richardson
Gerald F. Robinson
David Rodenkirch
Greg Russell
James L. Schneider
Jerry Schroeder
Chris Senaratne
Lee Silvi
Steve Sloan
Randy Souther
Bruce D. Spear
John Standefer

Theresa Staples
Andy Teeter
David Thompson

Marc Watt
John Wolf
Douglas Wood

Ecole Nationale des Pompiers du Quebec
North Carolina Office of State Fire Marshal
Chemeketa Community College
Department of Defense Fire Academy
Ontario Office of the Fire Marshal
Washington State Patrol
Fire, etc Alberta
Utah Fire and Rescue Academy
Bucks County Community College
IFSAC Administration
The University of Akron
Kentucky Community Technical College System – Anderson Campus
Utah Fire and Rescue Academy
United States Fire Administration/National Fire Academy
Honolulu Fire Department
San Antonio College
Utah Fire and Rescue Academy/Utah Valley State College
Chemeketa Community College
Saskatchewan Office of the Fire Commissioner
Department of Defense Firefighter Certification
Iowa Fire Service Training Bureau
Skagit Valley College
Southern African Emergency Services Institute
Wisconsin Technical College System
Kentucky Fire Commission
Southern Illinois University – Carbondale
Indiana Public Safety Training Institute
IFSAC Administration
Chattanooga State Technical Community College
District of Columbia Fire and EMS
Retired
Manitoba Office of the Fire Commissioner
Manitoba Office of the Fire Commissioner
Manitoba Office of the Fire Commissioner
Maryland Fire And Rescue Institute
Nova Scotia Fire Service Professional Qualifications Board
Ohio Fire Academy/State Fire Marshal
Pima Community College
Department of Defense Firefighter Certification
Indiana Public Safety Training Institute
Idaho Emergency Services Training
Fire, etc Alberta
Lakeland Community College
North Carolina Office of State Fire Marshal
Aims Community College
Honolulu Fire Department
New Mexico State Fire Marshal's Office/NM Firefighting Training Academy
Colorado Division of Fire Safety
Oklahoma State Fire Service Training
Oklahoma State University, College of Engineering, Architecture, and Technology
Manitoba Office of the Fire Commissioner
University of Kansas
Yavapai College

Gary Woodson
Edward Wurster
Mark Wynn

Missouri Division of Fire Safety
Bucks County Community College
District of Columbia Fire and EMS

CERTIFICATE ASSEMBLY HAPPENINGS

Tim Bradley called the annual meeting of the Certificate Assembly to order April 12, 2003. Tim Bradley appointed an election committee consisting of Parliamentarian John Wolf, Ken Briscoe, and Rich Hall. Tim turned the floor over to John Wolf to proceed with nominations. Rick McCullough's term as a Certificate Assembly representative to the Council of Governors had expired. John opened the floor to nominations. Mike Brackin nominated Rick McCullough. John called for further nominations for the Council of Governors position. Three members' terms have expired for the Certificate Assembly Board of Governors: Don Gnatiuk, Sherry Hoelscher, and Barbara Gagner. John opened the floor to nominations for the Certificate Assembly Board of Governors. Rick McCullough nominated Don Gnatiuk. Alan Joos nominated John McPhee. Theresa Staples nominated Jerry Schroeder. Barbara Gagner nominated Paul Covington. Mike Brackin nominated Barbara Gagner. The floor remained open for the duration of the Assembly meeting.

Acceptance for membership is the responsibility of the Certificate Assembly. The issue of empowerment has been resolved for both Delaware State Fire School and New Brunswick and both were accepted as members.

Delaware State Fire School (AM-E)
New Brunswick

Theresa Staples reported on attendance for training during the week:

- Orientation and Self Study – 14 attendees;
- Site Team Member Refresher Training – 11 attendees;
- Site Team Leader Training – 22 attendees;
- Site Visit Current Issues – 31 attendees.

The Board was approached for approval for three individuals who meet the qualifications for site team leader: Jess Andrews, Kansas; Greg Russell, DOD; Charlie Grizzell, Utah. The Board had approved these three individuals and they would be added to the site team leader eligibility list. Twenty-seven individuals were now eligible to serve as site team leaders. Ninety-three people were eligible to participate as site team members. The Committee on Site Teams had tentatively set site teams for seven site visits. The Board had assigned the Committee on Site Teams to create a position paper regarding tests and how the Hazardous Materials prerequisite affects other certification levels.

John announced that By-law changes would be treated as Committee motions. This was language the Committee on Rules was asked to draft that dealt with the ability of the Board of Governors to go into Executive Session. There had been some modifications to the original submission. Tim Bradley made a motion to amend the modified language; adding:

...consideration of nominations for awards to be made, **allegations or complaints of wrongdoing** in office of elected officers, member organizations, agents, and employees.

The amended motion was passed allowing executive sessions of the Board for certain reasons.

A primary report was made yesterday in the Certificate Assembly Board of Governors meeting on the Alternative Standards Approval Guide. The Committee on Alternative Standards had put the guide in place. The CABOG had approved two new standards at the 2002 Fall meeting. The CABOG approved the initiative to streamline the process in their meeting the previous day. The Committee anticipated promoting more participation in alternate standards from entities that have such standards. The Committee on Alternative Standards is recommending to the Certificate Assembly adoption of the Ontario Firefighter Standard, which it did. The Committee on Alternative Standards was also recommending to the Certificate Assembly adoption of the Alberta Safety Codes Officers Standard, which it did as well.

The CABOG had taken action on site visit reports in their meeting the previous day. Certificates of accreditation and re-accreditation were awarded to the following entities during the Congress meeting:

- Texas Commission on Fire Protection
- Minnesota Fire Service Certification Board
- Idaho Emergency Services Training
- Mississippi State Fire Academy
- Quebec – Ecole Nationale des Pompiers du Quebec

The Ohio Fire School was also presented with their certificate for accreditation which was approved by the CABOG at the 2002 Fall meeting.

A report from the Curriculum Accreditation Committee was presented in the Congress meeting. Tim Bradley stated that members needed to become involved in this area because as it developed into fruition it would be best to have the development as correct as possible.

A letter from Tim addressed to the United States Fire Administration regarding national firefighter credentialing was reviewed. The letter indicates there is a system in place for credentialing. The intent was to encourage the federal government to use existing systems such as IFSAC and the NBFSPQ rather than create a non-traditional system.

The issue of Degree Assembly certificate program accreditation arose at the 2002 Council of Governors and Congress meetings. An ad hoc committee was formed and discussion had resulted in Degree Assembly entities only be allowed to place IFSAC seals on certificates that are issued for completion of degree programs.

Tim Bradley turned the floor over to Parliamentarian John Wolf to complete elections for the Council of Governors and the Certificate Assembly Board of Governors. John called for further nominations and there were no further nominations. As it stood there was one nominee for the Council of Governors position. There was a motion by Harold Richardson to elect Rick McCullough by acclamation to serve as the Certificate Assembly representative to the Council of Governors which carried. Rick McCullough will serve as a Council of Governors member for the Certificate Assembly. There were five nominees for the Certificate Assembly Board of Governors: Paul Covington, Barbara Gagner, Don Gnatiuk, John McPhee, and Jerry Schroeder. There are three positions for three-year terms that need to be filled. Ballots were collected and counted by the election officials. The results for the CABOG election were Paul Covington, Barbara Gagner, and Don Gnatiuk. Chair Tim Bradley ordered the ballots to be destroyed and offered a word of congratulations to the elected CABOG members and nominees.

DEGREE ASSEMBLY HAPPENINGS

Steve Lutz called the meeting of the Degree Assembly to order at 11:25 am, Saturday, April 12, 2003. Members present included:

Bill Benjamin
Petrus Brits
Larry Collins
Gene Fisher
Gary Kistner

Steve Lutz
Jim Nicholas
Gail Ownby-Hughes
Lee Silvi
Randy Souther

Other present included:

Charlie Grizzell
Patrick McVicker
David Thompson
Doug Wood

DABOG elections were held and for the two-year term:

- Bill Benjamin nominated Lee Silvi
- Gail Ownby-Hughes nominated Petrus Brits.

After counting ballots, Petrus Brits was elected for the two-year term. For the three-year terms:

- Gary Kistner nominated Larry Collins.
- Gene Fisher nominated Steve Lutz.
- Doug Wood nominated Gene Fisher.
- Lee Silvi nominated Dave Hoover.
- Bill Benjamin nominated Lee Silvi.

After review of the ballots, Steve Lutz, Gene Fisher, and Larry Collins were elected for the three three-year terms. For the Council of Governors Doug Wood nominated Dave Marshall who was elected by acclamation. Elections for the Chair came next, and Gene Fisher nominated Steve Lutz. With no other nomination, Steve Lutz was elected Chair.

By-law changes were presented next by the Rules Committee, which were discussed. Several changes were made to tweak wording in the by-laws. The following committee appointments were made;

- Committee on Rules – Larry Collins will replace Larry Perez.
- Committee on Promotions – Petrus Brits will replace Whitney Innes.
- Finance Committee – Dave Marshall will stay.

Larry Perez and David Hoover were presented certificates for their participation on the DABOG.

The Board voted to support the wording of the scope of the project yesterday on Curriculum Accreditation. Gene Fisher made a motion to adopt the reorganization of the criteria as submitted, to be effective October 1, 2003, contingent upon the availability of “basis of judgment” and evaluation documents. This passed as well. Gary Kistner and Bill Benjamin were given the task to develop the by-laws for conditional accreditation and submit it to administration.

FALL MEETING

The Fall Board meeting was held September 27 through the 28th, 2003, at the Wyndham Riverfront Hotel in North Little Rock, Arkansas. With multiple restaurants nearby, and a beer festival just across the bridge, there was ample entertainment for members who were attending.

Council of Governors Meeting

Rich Hall called the 2003 Fall meeting of the Council of Governors to order Saturday, September 27, 2003, at 9:00 A.M. Members present included Mike Brackin, Rich Hall, (Facilitator), Rick McCullough, Harold Richardson, Bill Benjamin, and David Marshall. Others present at the meeting and opening session were Wayne Bailey, Doug Baker, Tim Bradley, Ken Briscoe, Mollie Clakley, Paul Covington, Eldonna Creager, Bob Edwards, Mike Edwards, Gary Fox, Barbara Gagner, Don Gnatiuk, Robert Grunmeier, Gail Hughes, Whitney Innes, Steve Lutz, Johnny Mack, Janet Maker, John McPhee, Rachel Nix, Randy Novak, Sarah O’Connor, Robert Pike, Laurence Preston, Steve Sloan, John Standefer, Theresa Staples, Duane Suttles, Andy Teeter, Jim Terry, David Thompson, Don Warren, Bill Westhoff, Woodrow Will, Robin Willis-Lee, and Ed Wurster.

Barbara Gagner gave the Finance Committee report. Barbara reviewed the Fiscal Year 2002/2003 Budget Report. Revenue over expenses was \$44,279.65. An amount of \$21,239.64 was to be carried into Fiscal Year 2003/2004. The remaining \$20,000.00 would added to IFSAC’s Contingency Fund. Barbara reported that following review of budgeted expenses, the Finance Committee discussed the inclusion of a professional development category. Barbara also reviewed Agenda Memo E, Fiscal Year 2003/2004 Income and Expense report. The report includes expenses and revenue from July 1, 2003 through September 10, 2003.

It was announced the 2004 annual conference would be in Oklahoma City at the Renaissance Oklahoma City Convention Center Hotel, April 20 – 24. The 2004 Fall meeting would be held in Halifax/Dartmouth, Nova Scotia at the

Holiday Inn Harbourview, September 24 – 25. The 2005 Annual Conference would be held in Indianapolis, Indiana at the Adam's Mark Hotel, April 19 – 23. The 2005 Fall meeting would be held in Ames, Iowa, September 23 – 24.

Rob Pike from Manitoba spoke on behalf of the Curriculum Accreditation Committee that Doug Popowich had been assigned. The committee reviewed the issues and decided they have nothing to report due to lack of drafted language from Doug Popowich.

Tim Bradley, Certificate Assembly Board of Governors Chair and Steve Lutz, Degree Assembly Board of Governors Chair recognized IFSAC Student Tech Sarah O'Connor for her service to the organization and presented her with a plaque and certificate and an engraved statue. Sarah had been employed by IFSAC as a part-time student technician and was to graduate from Oklahoma State University December, 2003. She had been a routine participant and student worker with IFSAC and had developed many friendships. After the Council of Governors adjourned its meeting, each of the Assembly Boards met the remainder of the day,

Certificate Assembly Board of Governors

Tim Bradley, Certificate Assembly Board of Governors Chair, called the 2003 Fall Board meeting to order at 9:25 AM. Board members present for the meeting included Mike Brackin, Tim Bradley, Paul E. Covington, Barbara Gagner, Don Gnatiuk, Alan Joos, Rick McCullough, John Standefer, Theresa Staples, and Woody Will. Doug Popowich was unable to attend.

Mike Brackin gave the report for the Maryland site visit. Pat Hughes (Leader), Mike Brackin, and Harold Richardson had visited the Maryland Fire Service Institute in July to review levels for initial accreditation. The site team recommended initial accreditation for Firefighter I and II, 1997 Edition, Fire Officer I and II, 1997 Edition, Inspector I and II, 1998 Edition, and Hazardous Materials Awareness, Operations, and Technician, 1997 Edition. This was approved by the Board.

It was announced applications for voting membership had been received from the Virginia Department of Fire Programs and West Virginia University Fire Service Extension. These would be voted on at Annual Conference.

The Manager's report was given by Rich Hall and provided information as of September, 2003. There were currently 58 Certificate Assembly members and 29 Degree Assembly members. The Certificate Assembly had 42 accredited entities and the Degree Assembly had 8. The total number of degree programs accredited was 10 and the total number of accredited levels for the Certificate Assembly was 429. The total number of site visits since April 2003 was 4 for the Certificate Assembly and 3 site visits for the Degree Assembly. The number of participating countries was 5 in the Certificate Assembly and 3 in the Degree Assembly. The total number of names in the International Registry was 458,016 which was up 38,050 since the last report of April, 2003.

The Committee on Rules had met September 26th. There was no pending business to come before the Committee. There was, however, one issue brought forth by Rich Hall regarding the acceptance of new members. John Wolf gave an explanation of the current process and criteria for accepting new members. The main criterion for determining whether an entity can be a voting member of the Certificate Assembly is the empowerment issue. The issue was with those that provide specific statutory authority. The question arose when two recent applicants questioned why they must wait until the annual meeting to become members. The Committee on Rules discussed the issue and appointed a sub-committee to look at drafting language for a By-law amendment that would give the CABOG the ability to review statutory authority and approve membership so the accreditation process may be timelier for new members. Barbara Gagner asked why or how it was determined that this issue would only consider specific empowerment and that empowerment by consensus or interpretation would not apply to authority by the CABOG for approval. John explained that where we have specific statutory authority, the law sets it and there is no room for judgment calls. The other two cases of eligible voting membership are different in which certifying authority calls for interpretation of non-specific statute or consensus. Rick McCullough commented on concerns regarding the point that the ultimate authority on membership decisions rests with the Certificate Assembly. There was still a risk of having the Assembly overturn a decision made by the Board. John stated that the Committee had considered the number of times the Certificate Assembly had overturned action of the Board. Since they realized that action by the Board had never been overturned by the Assembly in IFSAC history that the probability of such a thing happening would be slim to none. Rick was also concerned that more and more decision-making is being removed from the Certificate Assembly. He agreed that we do not want to keep a customer waiting; however we do need to keep the

Certificate Assembly involved in the decision-making. John stated there was some concern with the Committee about that point as well. At that time the focus is on drafting language. The decision ultimately rests with the Certificate Assembly when they would vote on the amended By-law proposal. Rick McCullough wanted the Committee on Rules to consider his comments when drafting language for the By-law proposal.

Wayne Bailey reported for the Committee on Promotions. The Committee discussed the interest and well being of our clients. The Committee had decided to do some one-on-one contact with members that have not been attending meetings. The Degree Assembly still wanted to pursue national recognition through CHEA. The Administration had sent out over 700 packets promoting IFSAC to colleges and governing boards and had not received any replies. The Committee discussed following up with phone calls and visitations. There were hundreds of people on the Degree side who could be contacted. The Committee was going to start with colleges in Texas by bringing the college representatives together for a one-day presentation. The Committee also discussed pursuing non-member states to become IFSAC members. Rick McCullough pointed out that this sounded as though promotional efforts were focused on North America; specifically the United States. There were a number of Canadian provinces that are not involved and only five countries involved. He was curious about whether we were doing anything beyond the borders of the United States. Woody Will asked about the status of establishing satellite members. Robin Willis-Lee stated that a few years ago the Committee on Alternative Standards did request guidance from the Board about addressing satellites but direction has not been given. Tim Bradley stated that satellites can be revisited and that there needs to be specific recommendations for the process of establishment. Anyone was welcome to put the proposal together, but just suggesting someone look at it never actually got anything done, since the "someone" had to volunteer, and that had never happened. Discussion was held on other ways to promote IFSAC such as presentations, fire conferences, and trade shows.

Theresa Staples gave the report for the Committee on Site Teams. The Committee discussed new delivery and certification methods through technology. The Committee discussed the potential growth of computer-based testing and is anticipating what IFSAC needs to do to be prepared. The Committee discussed mentoring by site team leaders with the other site team members. The Committee wanted to address mentoring in training. Barbara provided some suggestions on team evaluations. Woody Will said currently there was no form for entities to give feedback other than verbally. Rich Hall said that we have tried feedback forms for site visits before and they were not being utilized. That was why we established the Current Issues seminar.

Robin Willis-Lee gave a report for the Committee on Alternative Standards. The Committee had been asked to evaluate two alternative standards. The first was for the Ontario Fire Marshal's Fire Investigator standard. The standard met the criteria for alternative standards and the Committee recommended to the Board that it be approved. This was approved. The second alternative standard submitted to the Committee came from Oklahoma State Fire Service Training. The standard was a set of JPRs for a weapons of mass destruction dealing with chemical and biological response. It was not at the point that it was ready for approval by the Board. There were issues that needed to be addressed and the Committee's recommendations for Oklahoma State Fire Service Training had been made via Andy Teeter.

Bob Grunmeier gave the report for the Newfoundland Office of the Fire Commissioner site visit. Site team members were Bob French (leader), Bob Grunmeier, and Brenda Popko. The site team found discrepancies that were fixed on site. The site team found some testing issues with Hazmat. They have received documentation and were currently reviewing it. The site team recommends accreditation for Firefighter I and II, NFPA 1001 2002 edition and Driver/Operator Pumper, NFPA 1002 1998 edition. Bob French would send a report to Rich Hall as soon as the site team completed their review of Hazmat. It was decided the Hazardous Materials issue must be resolved before the requirements for Firefighter I and II could be met and those levels accredited. The recommendation changed to conditional accreditation for Firefighter I and II based on resolution involving Hazardous Materials testing and unconditional accreditation for Driver/Operator Pumper. Discussion held on prerequisite requirements for Driver/Operator. The Board recommended and approved conditional accreditation of Firefighter I, Fighter II, and Driver/Operator Pumper based on the Hazardous Materials testing requirements being met.

Rich Hall gave the report for the Wisconsin Technical College System site visit. Site team members were Rich Hall (leader), John Rowlinson, and Johnny Mack. The site team evaluated Firefighter I, Firefighter II, and Driver/Operator Pumper. The site team recommended accreditation for all levels which was approved.

Rachel Nix gave the report for the Kentucky Fire Commission site visit. Site team members were Charlie Grizzell (leader), Ed Pearson, and Rachel Nix. The site team reviewed Firefighter I and II, NFPA 1001 2002 edition, Driver/Operator

Pumper, NFPA 1002 1998 edition, Driver/Operator Mobile Water Supply, NFPA 1002 1998 edition, Airport Firefighter, NFPA 1003 2002 edition, Instructor I, NFPA 1041 2002 edition, and Hazardous Materials Awareness and Operations, NFPA 472 2002 edition. The site team recommended accreditation for all levels which was approved.

Tim Bradley spoke on reciprocity. He had asked Rich Hall to send out a survey and provide the results to members for information. There were a high percentage of entities that allowed reciprocity to a certain extent. Tim reminded everyone that the end recipients of the benefits of accreditation are those who receive the certifications. One of the benefits of IFSAC was mobility for certified individuals through reciprocity. While IFSAC does not require entities to accept reciprocity we should encourage entities to readdress their reciprocity policy. Tim wanted, with the Board's permission, to send a letter to all entities regarding his comments and ask that if they do not already consider reciprocity to review the process. One point was made that there could be legal and liability issues that some entities have to consider that fall within regulations of statewide systems.

Discussion was held regarding concerns that purchased test banks used by certifying entities are also being sold to fire departments. There are no recommendations for addressing this issue.

Rich Hall discussed the fact that we currently report the total number of entries in the International Registry, however we do not report the number of certifications per entity per year. Rich stated a number of reasons this information was not included in reporting and asked if this was information the Board thinks should be released. Public information laws may require that it be released if requested, however the Board expressed no particular desire to have the information included as part of a formal report. A question was raised on whether a process exists for purchasing additional IFSAC wooden plaques and accreditation certificates. A process or procedure has not been established yet.

Degree Assembly Board of Governors

Steve Lutz called the meeting of the Degree Assembly Board of Governors to order concurrent with the CABOG. Board members present included Petrus Brits, Whitney Innes, Steve Lutz, Johnny Mack, Dave Marshall, and Gail Ownby-Hughes. Board members not present were Larry Collins, Terry Heyns, and David Hoover.

Whitney Innes gave the Committee on Rules report. It was announced that the Committee on Rules had been tasked to develop language to allow CA entities with statutory certification authority to be allowed to join IFSAC prior to a vote of the Certificate Assembly. This was discussed.

Gail Ownby-Hughes gave the report for the Committee on Promotions. She gave information to the Board as follows:

- Administration sent out over 700 packets of information to each state's Board of Regents.*
- Wayne Bailey and Gail Ownby-Hughes would contact members that are not accredited and non-members and see if there is anything they could do to help.*
- Committee was going to start meeting with colleges about accreditation, and make a presentations about criteria. This would start with the state of Texas. Gary Fox was to check the possibilities of arranging a meeting with the colleges in Texas.*

San Antonio College was granted conditional accreditation in April and Gene Fisher conducted a follow-up visit to San Antonio College. He reported that the conditions have been met and recommends re-accreditation. Dave Marshall made a motion to grant full re-accreditation to San Antonio College which passed.

The Johnson County Community College (JCCC) site visit was discussed by site team members Gail Ownby-Hughes, Dave Marshall, and Gene Fisher. JCCC had met all requirements and there were no recommendations. The site team recommended full re-accreditation which was approved.

The Lake Superior State University site team members were David Thompson, Steve Lutz, and Larry Collins. LSSU had requested re-accreditation of their Bachelor of Science in Fire Science and initial accreditation of their Associate Degree in Fire Science. The site team identified (5) five requirements and (6) six recommendations for their programs. The site team

recommended granting LSSU until April 2004 to complete the requirements. Whitney Innes made a motion to grant Lake Superior State University conditional accreditation until April 2004. This motion passed.

Steve Lutz gave a report on FESHE. A number of IFSAC Degree Assembly members attended the Conference in May. Steve encouraged further participation by IFSAC members, and continued official presence by IFSAC Administration. Steve stressed the importance of outcomes assessment at FESHE.

The following committee assignments were made:

DABOG: Johnny Mack to replace Gene Fisher.

David Hoover will replace Gary Kistner.

- Council of Governors: Johnny Mack to replace Gene Fisher.
- Committee on Rules: Steve Lutz to replace Gene Fisher.
- Finance Committee: Johnny Mack to replace Gary Kistner.
- Committee on Promotions: Gary Fox to replace Gary Kistner.
- Curriculum Accreditation Committee: Whitney Innes to replace Gene Fisher.

Whitney Innes made a motion for the Board not recommend to the Degree Assembly the by-law proposal from Terry Heyns reducing the number of site team members for re-accreditation site visits. This passed.

Bill Benjamin posed the question what happens when conditional accreditation expires? Brief discussion was held and it was decided Bill Benjamin would get the ABET documents from David Thompson and develop language for conditional accreditation which he would e-mail to Administration and the Board to review.

Independent recognition of IFSAC by CHEA was discussed next. Gail Ownby-Hughes gave the report. Rich Hall stated that instead of paying the current CHEA fees, we should research and see where we stand concerning the CHEA recognition requirements. Once we were sure we were ready to pursue recognition, we could finance the CHEA fees. Dave Marshall made a motion to evaluate the possibility of independent recognition and to establish an ad hoc committee to gather information and report back to the Board. This passed.

Grandfathering for Accredited Degree Programs discussion was led by Rich Hall. Rich was asked to look at ABET and other accredited bodies and see what their language was for grandfathering. This would also be an agenda item for the 2004 Annual Meeting

It was discussed and announced that the training for the April 2004 Conference would include:

- A. New Site Team Member Training
 - 12 Step – Gail Ownby-Hughes
 - Ethics – Dave Marshall
 - Criteria – Bill Benjamin
 - Interview – Steve Lutz
 - Exit Interview – David Thompson
 - Forms/Paperwork – Gail Ownby-Hughes
- B. New Leader Training
 - Steve Lutz and David Thompson
- C. Practical - Bill Benjamin
- D. Self Study/Orientation - Dave Marshall

Bill Benjamin was presented the re-accreditation certificate for Johnson County Community College.

Discussion was held concerning the confusion between a “certification certificate” and a degree granting institution’s “certificate program”. Steve Lutz stated that although we are not drawing any conclusions at this meeting, it is something that we need to continue thinking about and discussing. No motions were made no action items assigned.

CHAPTER 16 – New faces bring new challenges to IFSAC

During 2004, IFSAC maintained a steady growth of membership and an increase in accredited entities and levels. Interest began to become apparent from the Middle East with the application of a new entity and the accreditation of the Fire Service College from Oman. The annual meeting was held in Oklahoma City. IFSAC had converted its handbook to CD, saving an enormous amount of paper and printing costs. It also allowed users to have all IFSAC documents, committee listings, etc., at their fingertips.

CONGRESS HAPPENINGS - Annual Meeting

The Annual meeting of the International Fire Service Accreditation Congress was held at the Renaissance Hotel and Cox Convention Center, Oklahoma City, Oklahoma April 20th through the 25th. Site Team training was conducted the 21st and 22nd for both the Certificate and Degree Assemblies. The Congress began its meeting on the 24th, with the Boards and COG meeting on the 23rd.

Congress

Rich Hall, facilitator, called the annual meeting of the Congress to order at 9:00 AM, Saturday, April 24, 2004. Rich confirmed with meeting secretary, Eldonna Creager, the Congress had a quorum, and Rich welcomed everyone on behalf of Dr. David Thompson (who could not attend the morning). Rich introduced Ralph Brown, Director of Oklahoma State Fire Service Training. Ralph welcomed the Congress on behalf of Oklahoma State University and Fire Service Training. He described his own experience with Fire Service Training's re-accreditation site visit. Ralph introduced Fire Service Training Staff members Caroline Reed, Administrative Manager, and Andy Teeter, Certification Coordinator. Ralph expressed his appreciation and regards to IFSAC. Ralph introduced Brian Heirston, Oklahoma City Fire Department. Brian is Division Chief responsible for Fire Prevention Services, is involved in weapons of mass destruction efforts in Oklahoma City, and handles grants and the fire department's health and wellness program. Brian welcomed everyone to the 2004 International Fire Service Accreditation Congress meeting and expressed his thanks for choosing Oklahoma City as well as his appreciation for what IFSAC does.

Rich presented a certificate of appreciation to the Arkansas Fire Academy for hosting the IFSAC 2003 Fall meeting. Mike Brackin came forward to accept the certificate. Rich presented a certificate of appreciation to Oklahoma State Fire Service Training for hosting the IFSAC 2004 Annual Conference. Rich asked Ralph Brown to come forward. Rich recognized Caroline Reed, also of Oklahoma State Fire Service Training, for her assistance with the conference. Rich also presented a certificate of appreciation to the International Fire Service Training Association (IFSTA) for hosting the IFSAC 2004 Annual Conference. IFSTA provided the reception, break refreshments, and airport shuttles. Rich thanked Director Chris Neal for the provisions. Rich also thanked Glenda Bentley, IFSTA/FPP, and asked her to accept the certificate on their behalf.

Certificate Assembly Board of Governors Chair, Tim Bradley presented certificates for accreditation and re-accreditation for the Certificate Assembly for the following:

- *Maryland Fire Service Professional Qualifications Board (initial accreditation)
Firefighter I and II; Hazardous Materials Awareness, Operations and Technician; Fire Officer I and II; Fire Inspector I and II*
- *Office of the Fire Commissioner, Newfoundland and Labrador
Hazardous Materials Awareness and Operations; Firefighter I and II; Driver/Operator Pumping Apparatus*
- *Wisconsin Technical College System (initial accreditation)
Firefighter I and II; Driver/Operator Pumping Apparatus*
- *Kentucky Commission on Fire Protection Personnel Standards and Education
Firefighter I and II; Airport Firefighter; Hazardous Materials Awareness and Operations; Fire Service Instructor I; Driver/Operator Pumping Apparatus and Mobile Water Supply*
- *South Carolina Fire Academy
Firefighter I and II; Hazardous Materials Operations; Airport Firefighter; Drive/Operator Pumper; Fire Officer I; Fire Service Instructor I; Fire Inspector I; Public Fire and Life Safety Educator*
- *Fire Safety Engineering College, Oman (initial accreditation)
Firefighter I and II; Airport Firefighter; Fire Service Instructor I*
- *United States Department of Defense*
 - *Goodfellow Air Force – Hazardous Material Awareness, Operations, Technician, and Incident Commander; Firefighter I and II; Fire Service Instructor III; Fire Inspector I, II, and III; Fire Officer II, III, and IV; Rescue Technician Rope Rescue, Vehicle and Machinery Rescue, Confined Space Rescue, Structural Collapse Rescue and Trench Rescue*
 - *Career Development Course – Firefighter I and II; Airport Firefighter, Fire Service Instructor I, II, and III; Hazardous Materials Awareness, Operations, Technician, and Incident Commander; Fire Officer I, II, III, and IV; Fire Inspector I, II, and III; Driver Operator Pumper, Aerial, ARFF, Tiller, and Mobile Water Supply; Telecommunicator I and II (Note: Hazardous Materials Branch Officer should have been included.)*
 - *CERTTEST – Hazardous Materials Awareness, Operations, Technician, and Incident Commander*
- *Honolulu Fire Department (initial accreditation)
Hazardous Materials Awareness; Firefighter I*
- *Delaware State Fire School (initial accreditation)
Hazardous Materials Technician*
- *Office of the Fire Marshal, Province of Ontario
Ontario Fire Services Firefighter Standards; Ontario Fire Services Company Officer Standards; Office of the Fire Marshal Fire Investigator Standards; Hazardous Materials Operations; Fire Investigator; Public Fire and Life Safety Educator*

Administrative reviews have been completed for the following since April 2003:

- *Bucks County, Pennsylvania – Fire Inspector I*
- *Ecole Nationale de Pompiers du Quebec – Hazardous Materials Awareness*
- *Indiana Board of Firefighter Personnel Standards and Education – Driver/Operator Pumper and Aerial*
- *Louisiana State University – Industrial Fire Brigade Incipient*
- *Minnesota Fire Service Certification Board – Public Fire and Life Safety Educator I and II*
- *Mississippi State Fire Academy – Fire Officer III and IV*
- *North Carolina Fire and Rescue Commission – Fire Officer II*
- *Oklahoma Fire Service Training – Hazardous Materials Technician*
- *Ontario Office of the Fire Marshal – Public Fire and Life Safety Educator I and II*
- *South Carolina Fire Academy – Fire Inspector I*
- *Southern African Emergency Services Institute – Fire Officer I*
- *Utah Fire and Rescue Academy – Public Information Officer; Public Fire and Life Safety Educator II; Wildland Firefighter II*

Degree Assembly Board of Governors Chair, Steve Lutz presented certificates for accreditation/re-accreditation for the Degree Assembly to the following:

- *San Antonio College
Associate's Degree of Fire Science; Associate's Degree of Fire Investigation*
- *Johnson County Community College
Associate of Arts, Fire Administration*
- *Lake Superior State University
Associate of Science, Fire Science; Bachelor of Science, Fire Science*
- *Montgomery County Community College
Associate of Science, Fire Science*
- *Kentucky Community and Technical College System
Associate of Applied Science, Fire/Rescue Science Technology*
- *Utah Valley State College
Associate of Applied Science, Fire Science with options for Fire Officer and Firefighter Paramedic; Associate of Science/Associate of Arts, Fire Science; Bachelor of Science, Fire Services Administration; Bachelor of Science, Technology Management, Fire Science*

Gail Ownby-Hughes presented the Committee on Promotions report. Gail thanked the members of the Committee for their participation. The Committee identified some additional international markets they are going to target. They also identified some additional markets within national boundaries. The Committee intended to print brochures in three additional languages. They were going to update the promotional CD's as well. The Committee wanted to create captive digital movies of activities such as site visits. The Committee wanted to create a link on the IFSAC website for photos. The Committee's next plan was to review the survey administered by IFSAC and discuss the responses, using them as marketing tools. Marketing was becoming a major issue with IFSAC as interest internationally became apparent.

The 2004 Fall meeting was scheduled for September 24 – 25, 2003, in Halifax/Dartmouth, Nova Scotia. The 2005 annual meeting was scheduled for April 19 - 23, 2005, at the Adams Mark Hotel, Indianapolis, Indiana, following FDIC. Rich asked that everyone watch announcements for changes in dates. The IFSAC Conference would be held the week following the Fire Department Instructors Conference. In addition, the IFSAC Conference had been reduced to four days. The 2005 Fall meeting was scheduled for September 23 - 24, 2005 in Ames, Iowa.

Tim Bradley, Certificate Assembly Chair, provided an overview of the Martin E. Grimes Award and the attributes of recipients of the award. The recipient of this year's Martin E. Grimes Award was John P. Wolf. Tim presented John with the Martin E. Grimes Award following an oral presentation by Tim on John's accomplishments. Previous recipients, Harold Mace and Hugh Pike, as well as John's wife, Phyllis, and the Certificate Assembly Board of Governors accompanied Tim in presentation of the Martin E. Grimes Award to John Wolf. John's contribution to IFSAC had been phenomenal, not only serving as Parliamentarian, but as an advisor on organization and rules. Countless discussions had been resolved as a result of John's work on by-laws and rules. This was the third time the award had been granted in the history of IFSAC.

Attendees at the Congress Annual Meeting were as follows:

<i>Andrews, Jess</i>	<i>University of Kansas Fire and Rescue Training Institute</i>
<i>Barker, Mark</i>	<i>Alaska Fire Service Training</i>
<i>Becker, Kim</i>	<i>State of Missouri, Division of Fire Safety</i>
<i>Brackin, Mike</i>	<i>Arkansas Fire Academy</i>
<i>Bradley, Tim</i>	<i>North Carolina Office of the State Fire Marshal</i>
<i>Briscoe, Ken</i>	<i>North Carolina Office of the State Fire Marshal</i>
<i>Brits, Petrus</i>	<i>Southern African Emergency Services Institute</i>
<i>Brown, Ralph</i>	<i>Oklahoma State Fire Service Training</i>
<i>Brumm, Daniel</i>	<i>Minnesota Fire Service Certification Board</i>

<i>Burston, Geoffrey</i>	<i>Justice Institute of British Columbia</i>
<i>Caravasos, Mike</i>	<i>West Virginia University Fire Service Extension</i>
<i>Clakley, Mollie</i>	<i>Texas Commission on Fire Protection</i>
<i>Creager, Eldonna</i>	<i>IFSAC Administration</i>
<i>Desjardins, Yves</i>	<i>Ecole Nationale des Pompiers du Quebec</i>
<i>Esposito, A. J.</i>	<i>South Carolina Fire Academy</i>
<i>Foster, Steven</i>	<i>United States Air Force/United States DoD Firefighter Certification</i>
<i>Fox, Gary</i>	<i>San Antonio College</i>
<i>Fox, Randy</i>	<i>Tennessee Commission on Firefighting Personnel Standards and Education</i>
<i>French, Bob</i>	<i>Office of the Fire Marshal, Ontario</i>
<i>Gnatiuk, Don</i>	
<i>Haller, Martin</i>	<i>Canadian Forces Fire Academy</i>
<i>Hanchar, Greg</i>	<i>Wisconsin Technical College System Board</i>
<i>Hanson, Joe</i>	<i>Nebraska State Fire Marshal Training Division</i>
<i>Hawke, James</i>	<i>Nevada Fire and Hazmat Training Center</i>
<i>Heidal, Rich</i>	<i>Bates Technical College</i>
<i>Heim, James</i>	<i>Minnesota Fire Service Certification Board</i>
<i>Hill, Mike</i>	<i>North Carolina Office of the State Fire Marshal</i>
<i>Hughes, Larry</i>	<i>North Carolina Office of the State Fire Marshal</i>
<i>Innes, Whitney</i>	<i>Kentucky Fire Commission</i>
<i>James, Mike</i>	<i>Atlantic Police Academy</i>
<i>Joos, Alan</i>	<i>Utah Fire and Rescue Academy</i>
<i>Karasaki, Rick</i>	<i>Honolulu Fire Department, Hawaii</i>
<i>Loyd, Jason</i>	<i>Weatherford College</i>
<i>Lutz, Steve</i>	<i>Utah Valley State College/Fire and Rescue Training</i>
<i>Marshall, David</i>	<i>Yavapai College</i>
<i>Martin, Steven</i>	<i>Delaware State Fire School</i>
<i>McPhee, John</i>	<i>Iowa Fire Service Training Bureau</i>
<i>Mele, Phillip</i>	<i>Arizona State Fire Marshal's Office</i>
<i>Nevil, Ivan</i>	<i>Indiana Public Safety Training Institute</i>
<i>Nix, Rachel</i>	<i>Arkansas Fire Academy</i>
<i>Novak, Randal</i>	<i>Iowa Fire Service Training Bureau</i>
<i>O'Hurley, Edward</i>	<i>State of Connecticut Commission on Fire Prevention and Control</i>
<i>Ochitwa, Ken</i>	<i>Canadian Forces Fire Academy</i>
<i>Ownby-Hughes, Gail</i>	<i>Chattanooga State Technical Community College</i>
<i>Piechota, Fred</i>	<i>State of Connecticut Commission on Fire Prevention and Control</i>
<i>Pike, Robert</i>	<i>Manitoba Emergency Services College</i>

<i>Popko, Brenda</i>	<i>Manitoba Emergency Services College</i>
<i>Popowich, Doug</i>	<i>Manitoba Fire Commissioner/Emergency Services College</i>
<i>Preston, Lawrence</i>	<i>Maryland Fire and Rescue Institute</i>
<i>Prybutok, Benn</i>	
<i>Reed, Caroline</i>	<i>Oklahoma State Fire Service Training</i>
<i>Richardson, Harold</i>	<i>Nova Scotia Fire Service Professional Qualifications Board</i>
<i>Robertson, Mike</i>	<i>United States DoD Fire Academy</i>
<i>Robinson, Gerald F.</i>	<i>Ohio Fire Academy</i>
<i>Sadler, Melisa</i>	<i>IFSAC Administration</i>
<i>Senaratne, Chris</i>	
<i>Shelton, Heather</i>	<i>IFSAC Administration</i>
<i>Silva, Ken</i>	<i>Honolulu Fire Department, Hawaii</i>
<i>Silvi, Lee</i>	<i>Lakeland Community College</i>
<i>Sloan, Steve</i>	<i>North Carolina Office of State Fire Marshal</i>
<i>Standefer, John</i>	<i>New Mexico Fire Marshal's Office/NM Fire Academy</i>
<i>Staples, Theresa</i>	<i>Colorado Division of Fire Safety</i>
<i>Suttles, Duane</i>	<i>Kentucky Fire Commission</i>
<i>Teeter, Andy</i>	<i>Oklahoma State Fire Service Training</i>
<i>Thivierge, Al</i>	<i>Canadian Forces Fire Marshal's Office</i>
<i>Walker, Scott</i>	<i>Ohio Fire Academy</i>
<i>Warren, Don</i>	<i>Mississippi Fire Academy</i>
<i>Will, Woodrow</i>	<i>Kentucky Fire Commission</i>
<i>Willis-Lee, Robin</i>	<i>Fire Safety Engineering College, Oman</i>
<i>Wolf, John</i>	<i>University of Kansas</i>
<i>Wood, Randy</i>	<i>Indiana Public Safety Training Institute</i>
<i>Woody, Terry</i>	<i>Tennessee Commission on Firefighting Personnel Standards and Education</i>
<i>Wurster, Edward</i>	<i>Bucks County Public Safety Training Center</i>
<i>Zieres, Bill</i>	<i>State of Missouri, Division of Fire Safety</i>

CERTIFICATE ASSEMBLY HAPPENINGS

Tim Bradley called the Certificate Assembly annual meeting to order at 10:45 AM, Saturday, April 24, 2004. Tim explained nomination and election procedures for Board positions to the Assembly. Tim appointed John Wolf, Rachel Nix, and Rich Hall to the election committee. Certificate Assembly Board of Governors members terms expiring that year were: Alan Joos, Rick McCullough, Doug Popowich, and Theresa Staples. Mike Brackin's term for the Council of Governors expires

that year as well. Immediately following the Certificate Assembly meeting, the Certificate Assembly Board of Governors would meet to elect a chairperson.

Rich Hall gave the Manager's report April 23rd in the Certificate Assembly Board of Governors meeting and opened up the floor for any questions or comments. There were none. He provided results for the drawing of meeting participants and recipients received training materials provided by Fire Protection Publications.

Tim turned the floor over to John Wolf to proceed with nominations. John opened the floor to nominations for the Certificate Assembly representative for the Council of Governors. Steven Foster nominated Mike Brackin. Mike Brackin respectfully declined. Mike Brackin nominated Ken Briscoe from North Carolina. There were no further nominations for the Council of Governors representative. John opened the floor to nominations for four positions on the Certificate Assembly Board of Governors. John Standefer nominated Alan Joos, Barbara Gagner nominated Theresa Staples, Doug Popowich nominated Steve Foster, Harold Richardson nominated Doug Popowich, Andy Teeter nominated John McPhee, and Mike Brackin nominated Rick McCullough. John Wolf turned the floor back over to Tim Bradley.

The Virginia Department of Fire Programs had applied for membership and had been found to meet empowerment requirements. The Certificate Assembly Board of Governors recommended that voting membership for Virginia Department of Fire Programs is referred to the Certificate Assembly for approval. There was a motion to approve the Virginia Department of Fire Programs as a voting member of the Certificate Assembly which passed. Larry McAndrews from the Virginia Department of Fire Programs introduced himself to the Assembly.

West Virginia University had applied as well, and Fire Service Extension had been found to meet empowerment requirements. The Certificate Assembly Board of Governors recommended that voting membership be referred to the Certificate Assembly for approval. This was approved as well and Mike Caravazos from West Virginia University, Fire Service Extension introduced himself to the Assembly.

In another membership application, The National Academy for Professional Training, Doha Qatar had been found to meet empowerment requirements and the Certificate Assembly Board of Governors recommended approval of voting membership. This was approved.

The Nevada State Fire Marshal's Office applied and had been found to meet empowerment requirements. The Certificate Assembly Board of Governors recommended voting membership which the Assembly approved. Jim Hawke of the Nevada State Fire Marshal's Office introduced himself to the Certificate Assembly.

The Atlantic Police Academy, Prince Edward Island had been found to meet empowerment requirements by letter of support for membership. The Certificate Assembly Board of Governors recommended voting membership and after approval, Michael James of the Atlantic Police Academy introduced himself to the Certificate Assembly.

Theresa Staples gave an update on the Committee on Site Teams. The Committee discussed several issues in their meeting. One issue was how many test questions are needed for each JPR in a standard. The Committee was pleased with procedures, but will add,

"If an entity is using a written test bank to test requisite knowledge, the entity shall have no less than one test question to support each component within the requisite knowledge. It is recommended that more than one question per component be used to increase the size of the test bank, however, more than one is not required".

The addition would go out in a newsletter to all entities as well as all site team members. HazMat combination testing came up again. The Committee had formed a subcommittee of volunteers to get together to develop a white paper. This paper was to go out to each entity for review before the next annual meeting. The Committee had discussed local validation of test banks as well as test bank availability to site teams. The Committee decided to stay with the current policy. The Committee had met following the Certificate Assembly Board Meeting earlier in the week to setup site teams. Site teams had been tentatively set for twelve site visits in 2004 and 2005.

The next item discussed was not included in the Agenda Memo packet. At the Certificate Assembly Board of Governors meeting the Board ran into a situation that related to alternative standards. Some remembered that the

Certificate Assembly took action at a previous meeting that would require a By-law change. The language would not change; it will only be moved in order to transfer approval authority of alternative standards from the Certificate Assembly to the Board of Governors. The language read:

“apply, where no acceptable alternative standard exists, National Fire Protection Association Professional Qualifications Standards as benchmark standards against which to evaluate and accept or reject other standards”

The Committee on Rules recommends that the proposal pass, which was agreed by the Assembly.

Robin Willis-Lee gave the report for the Committee on Alternative Standards. Member of the Committee were Robin, Steve Sloan, Rick McCullough, and Don Gnatiuk. The Committee looked at three new alternative standard submissions for a total of eight alternative standards submissions for entities. The three new submissions were the Ontario Fire Protection Advisor Standard, Mississippi Safety Officer Standard, and Oklahoma Weapons of Mass Destruction, Chemical and Biological Response Operations Level for law enforcement. The Certificate Assembly Board of Governors accepted all three submissions. The Committee was pleased to see the arrival of the National Fire Academy, Doha Qatar. The Fire Safety Engineering College in Oman had been accredited. The Committee now saw an opportunity, in the Middle East particularly, to take IFSAC to the world. There were several vacancies on committees and Chairman Tim Bradley asked that anyone interested in serving on a committee or any other capacity, notify either himself or Rich Hall.

The Certificate Assembly Board of Governors voted that there was not an interest at that time to continue the Committee on Curriculum Accreditation. Tim Bradley asked if there were any questions. Harold Richardson commented that he would like to see the CABOG reconsider that position in the future. He thought we were missing the boat by only looking at outputs rather than looking at inputs as well. He stated that people do not understand that when they get a seal that it only represents output; they have also had the proper training. He believes that if we do not do it, somebody will. Tim Bradley explained that the CABOG voted not to pursue it because the CABOG felt that accrediting the inputs was a deviation from what they agreed IFSAC was. Tim added that if the Certificate Assembly wanted the CABOG to continue to work with the Committee and pursue it, then it was the option of the Assembly.

Tim announced that he attended four sessions along with representatives from the Pro-Board, the IAFC, the IAFF, and several other organizations at the National Fire Academy. They had developed a policy dealing with the credentialing of emergency service personnel for the purpose of national disaster occurrence. One thing the document reflected was accreditation by the Pro-Board or IFSAC or a third-party review. The credentialing responsibility was left primarily with those who have certification authority in each state. Since that time, the Department of Homeland Security determined the selection of the committee members for credentialing was not done according to policies for committee selection. Barbara Gagner asked if it would be appropriate to distribute the document that was produced. Tim explained that since it was a USFA committee, he assumes they had control of the document and copying the document for mass distribution would be inappropriate.

Tim Bradley turned the floor back over to Parliamentarian John Wolf to complete elections for the Council of Governors and the Certificate Assembly Board of Governors. John called for further nominations for the Certificate Assembly representative to the Council of Governors. There were no further nominations. John called for further nominations for the Certificate Assembly Board of Governors. There were no further nominations. John asked once more if there any further nominations for the Certificate Assembly representative to the Council of Governors. Being none, John entertained a motion directed at the Chair casting a unanimous ballot. Ken Briscoe would serve a term of three years as the Certificate Assembly representative to the Council of Governors. The election committee distributed ballots for four positions for the Certificate Assembly Board of Governors.

While waiting for results of the balloting, Tim Bradley asked anyone currently serving on a committee, the Council of Governors, or the Certificate Assembly Board of Governors, to stand and introduce themselves:

- *Woody Will* *Certificate Assembly Board of Governors*
- *Mike Brackin* *Certificate Assembly Board of Governors*
Committee on Site Teams
- *Theresa Staples* *Certificate Assembly Board of Governors*
Committee on Site Teams Chairperson
- *Mollie Clakley* *Committee on Promotions*
- *Harold Richardson* *Council of Governors*
- *Doug Popowich* *Certificate Assembly Board of Governors*
Served on a number of committees over the years
- *Steve Foster* *Committee on Site Teams*
- *Robin Willis-Lee* *Committee on Alternative Standards*
- *Randy Novak* *Committee on Rules*
- *Alan Joos* *Certificate Assembly Board of Governors*
Committee on Site Teams
- *John Standefer* *Certificate Assembly Board of Governors*
- *John McPhee* *Committee on Site Teams*
- *Bob French* *Committee on Site Teams*
- *Wayne Bailey* *Committee on Promotions*
- *Barbara Gagner* *Certificate Assembly Board of Governors*
Finance Committee
- *Steve Sloan* *Committee on Alternative Standards*
- *Ken Briscoe* *Committee on Rules*
- *Rick McCullough* *Council of Governors*
Certificate Assembly Board of Governors
Committee on Alternative Standards and former
member of several other committees
- *Don Gnatiuk* *Certificate Assembly Board of Governors*
Committee on Alternative Standards
Former member of Committee on Promotions
- *Tim Bradley* *Certificate Assembly Board of Governors*
Chairperson of CABOG and Certificate Assembly

John Wolf returned and announced the ballot results for three positions on the Certificate Assembly Board of Governors: Theresa Staples, Rick McCollough, and Steve Foster. Doug Popowich and John McPhee both received more than 50 percent of the votes cast, but received the same number of votes. The election committee distributed runoff ballots. John Wolf announced the runoff ballot results. Doug Popowich has been elected to the fourth vacancy on the Certificate Assembly Board of Governors.

Tim Bradley recognized Mike Brackin with a certificate of appreciation for his service to the Council of Governors, April 2000 through April 2004. Tim Bradley also recognized Alan Joos with a certificate of appreciation for his service to the Certificate Assembly Board of Governors, July 2000 through April 2004.

DEGREE ASSEMBLY HAPPENINGS

Steve Lutz called the meeting of the Degree Assembly to order concurrent with the Certificate Assembly. He announced the new application and members approved at the Board meeting. They were:

- Weatherford College of Texas had applied for Voting Membership.
- University of New Haven in Connecticut had applied for Corresponding Membership.
- Kilgore College Fire Academy in Texas had applied for Corresponding Membership.
- Lamar Institute of Technology in Texas had applied for Corresponding Membership.
- Rio Hondo College in California had applied for Corresponding Membership.

All applications were approved as members.

Johnny Mack was nominated by Dave Marshall to keep his position on the Board of Governors for the remaining two (2) years. There were no other nominations for this position. Gail Ownby-Hughes nominated Whitney Innes for a three (3) year term on the Board of Governors. Gail Ownby-Hughes nominated Rich Heidal for a three (3) year term on the Board of Governors. Dave Marshall nominated Jason Loyd for a three (3) year term on the Board of Governors. Johnny Mack made a motion to suspend the rules and elect these Board members by acclamation, which passed.

Steve Lutz turned the Chair elections over to Johnny Mack.

Gary Fox nominated Steve Lutz to keep his position as Chair. Steve Lutz nominated Gail Ownby-Hughes to take chair position. Gary Fox made a motion to cease nominations. Steve Lutz was re-elected to serve as Chair. In the Council of Governors Election, Gail Ownby-Hughes nominated Johnny Mack and the nominations were closed. Steve Lutz made a motion to accept Johnny by acclamation, which passed.

A report was given by Gail Ownby-Hughes on the training committee. Gary Fox, Rich Heidal, Petrus Brits, and Gail Ownby-Hughes were members of the training committee. It was requested Administration send out an e-mail to Degree Assembly Members to ask if they have a grant writer familiar with higher education Fire Service Programs. There was a presentation of Certificates of Appreciation to Terry Heyns, Roger Land, and Dave Hoover. After some discussion on renumbering criteria and preparations for the FESHE conference, the Assembly adjourned.

FALL BOARD MEETINGS

The Fall Board meetings were held at the Holiday Inn in beautiful Harbourview, Dartmouth, Nova Scotia, across from Halifax. Many attendees enjoyed the ferry ride over to Halifax and the waterfront restaurants. An extra special event was the visit to the harbor by the Queen Mary II cruise ship, the largest cruise ship ever built.

Council of Governors

Rich Hall called the Fall, 2004 Council of Governors meeting to order at 9:00 AM, on Saturday, September 25, 2004. Members present included: Harold Richardson, Rick McCullough, Steve Sloan (replacing Ken Briscoe), and Johnny Mack. Members absent were Bill Benjamin and Dave Marshall. Harold Richardson informed everyone that the Queen Mary II cruise ship would be showing up in the harbor at 10:30 AM that day. There was a reminder that the 2005 Annual Conference would be held in Indianapolis, Indiana. The Fire Department Instructors Conference, which is held in Indianapolis, would end on a Sunday and the IFSAC Annual Conference would begin the following Tuesday. The 2005 Fall Board meeting would be held in Aims, Iowa.

Rich asked the Council of Governors to consider the issue of holding meetings out of the Continental United States. He acknowledges that because we are an international organization we should be able to hold meetings in other countries out of fairness to our international members. However, people who should be at this meeting could not attend because they cannot travel out of country. Rich proposed having the annual meetings in Oklahoma City because it was a central location. In addition, it was difficult making the necessary arrangements for vendors traveling to remote locations. Holding meetings in Oklahoma City would keep Rich and Eldonna from having to travel 12 to 14 days at a time as well as save on travel costs for approximately 6 people. Rick McCullough asked if the savings have been figured. Rich stated it would be the cost of travel for six people, which varies according to location. Discussion was held and a consensus was reached to survey the membership regarding meeting travel and establishing a central location.

Tim Bradley was introduced to bring IFSAC's strategic plan to the table. Giving some history, he stated that in 1999, with help from the Department of Defense Firefighter Certification Program, IFSAC arranged to have a facilitator help develop a strategic business plan for IFSAC. It was a good document that laid out some strategies for IFSAC to pursue including international standards, which had since been handled effectively. Tim had reviewed the strategic plan a week prior to the meeting and found that we were on target with some issues; some we have accomplished; some we have stepped aside from and the Congress may not be interested in pursuing. Tim asked the Council of Governors to assign a member for each Assembly to head a task force to develop a survey of the membership and bring the results back to a planning session. After discussion, Rick McCullough volunteered for the Certificate Assembly and Johnny Mack volunteered for the Degree Assembly.

Certificate Assembly Board of Governors

Tim Bradley called the 2004 Fall meeting of the Certificate Assembly Board of Governors to order at 9:30 AM, September 25, 2004. Members present included: Tim Bradley, Paul Covington, John Standefer, Woody Will, Theresa Staples, Don Gnatiuk, Steve Foster, and Rick McCullough. Members absent were Mike Brackin, Barbara Gagner, and Doug Popowich.

Rich Hall, Manager, distributed a list of completed administrative reviews which were 10, and administrative reviews in progress which were 4. Rich presented current IFSAC statistics.

- Certificate Assembly member entities – 62
- Degree Assembly member entities – 33
- Certificate Assembly accredited entities – 47

- Degree Assembly accredited entities – 11
- Certificate Assembly accredited levels – 474
- Degree Assembly accredited programs – 17
- Certificate Assembly site visits since last report – 1
- Degree Assembly site visits since last report – 1
- Certificate Assembly potential site visits –10
- Degree Assembly potential site visits – 1
- Participating countries – 6 (CA), 3 (DA)

The Committee on Promotions made a presentation and went back through items discussed at the annual meeting. A handbook on CD was available and all members should have received one. Anyone who had suggestions for additions or improvements could contact either Rich or the committee. Tim stated that the CD installed very easily. Rich asked everyone to keep in mind that the CD replaced hardcopies for the handbook. Individuals could print copies of the documents from the CD. The brochure has been updated and the committee was working on translations in Japanese, Portuguese, Spanish, French, and German. Wayne Bailey, Chairman from North Carolina, added that the committee is in the process of putting together packets for new entities. Promotional links for entities, such as pictures, testimonials, etc., could be put on the website.

Theresa Staples, Chair of the Site Team Committee, thanked everyone who had attended the committee meetings and provided input. The committee discussed inconsistencies in the way site teams were doing audits. The committee would add components to the training sessions in April to address inconsistencies. The committee talked in great length about how to handle requisites on JPR's. The committee had proposed adding language to the criteria under general administration of written and skills testing. Also, language needed to be added for a definition of competencies. These did not require a by-law change, but the proposals would go before the assembly.

Robin Willis-Lee provided an update on activity in the Middle East. The academy in Doha Qatar had approached Robin's college for help with Firefighter I. Kuwait Fire Department had expressed interest in IFSAC accreditation. At the last meeting of the Gulf Cooperation Council—states, civil defense, chiefs—they had committed themselves to a policy statement that civil defense forces in the Gulf are going to work to the same standard. Robin believed they still do not understand what a standard is. Nonetheless, it was the beginning of a dialogue that was heading in the right direction. Robin stated that Janet Maker is going to give a nonexclusive agreement to translate essentials into Arabic. Robin stated that although it may not happen in his time, someone down the road was going to submit a gulf firefighter standard to the Alternative Standards Committee for approval.

Theresa thanked the Manitoba site team for their work in Manitoba. Barbara Gagner had served as the site team leader. Theresa was on the site team along with Chris Senaratne. Theresa gave a brief on the site visit in Barbara's absence. Manitoba had made all corrections recommended by the site team. Theresa, along with the rest of site team, suggested that re-accreditation be approved for the 21 levels as well as initial accreditation of 2 levels. This was approved. Tim Bradley presented Rob Pike, Manitoba Emergency Services College, with a certificate of accreditation. Rob thanked everyone involved and made some brief comments about IFSAC and the accreditation process.

Woody Will raised the question about whether we should have someone to act as a historian when John Wolf is no longer with the organization; do we have a mechanism to keep up with IFSAC's history and past documentation? Tim Bradley suggested that a section for historical documents could be included in the Handbook on CD. Woody also suggested a list of past members. Eldonna Creager was to make a note of the suggestions and Tim would speak with Rich Hall.

Robin Willis-Lee pointed out that there have been meetings where the Parliamentarian has gotten us out of some sort of procedural mess and is wondering where we are with regards to considering a new appointment in John Wolf's absence. Tim Bradley stated that he has ignored the appointment of a new Parliamentarian until we know the direction of John Wolf's health. Tim Bradley gave an update on John's health condition and announced that the Kansas Masonic Order established a research fellowship at the University of Kansas medical center in John's name. As many already knew, John

was awarded the Martin Grimes Award the previous year. John had expressed that those two awards were the greatest of his career.

Harold Richardson raised the question and there was general discussion about whether it would be possible for the CABOG to hold conference calls and approve site visit reports to make it more timely for entities requesting accreditation, as well as shorten the length of or reduce the number of meetings to one per year.

Tim Bradley spoke about IFSAC's strategic plan. The plan had been presented to Congress in the past and approved. Some things had been accomplished while others were continued to be worked on or had been set aside. He gave a general update on the status and update of the strategic plan.

In the morning COG meeting there had been discussion about establishing a central meeting location. Rick McCullough was appointed to represent the Certificate Assembly on the strategic plan and he was going to ask for a group of volunteers to compose a survey. Rick briefly outlined a plan and a timeline for addressing the strategic plan. Tim indicated he hoped that the strategic plan would help prevent issues from just popping up on short notice. Rick Karasaki asked if a nonprofit organization like IFSAC could qualify for grant money. Janet Maker stated that since IFSAC is affiliated with OSU that we could apply through the University and provided a few ideas on the types of grants that may be considered. Discussion was held and Tim asked that Rich Hall and the Promotions Committee take a look at some of these grants and see if anything could be written up. Tim thanked Harold Richardson for his hospitality, the dinner, facilities, and airport transportation for the meeting.

Degree Assembly Board of Governors Meeting

Steve Lutz called the DABOG meeting to order at 9:30 am on September 25, 2004, concurrent with the Certificate Board. Members present included: Petrus Brits, Steve Lutz, William Carver, Johnny Mack, and Gail Ownby-Hughes. Also in the meeting were David Thompson, Rich Hall, Heather Shelton, and Jason Loyd.

Johnny Mack made a motion for Rich Hall to prepare a by-law change for the Finance Committee so that in the future COG could handle budget information instead of having a Finance Committee. This motion passed.

The Board heard reports from the Promotions Committee consistent with the presentation to the Certificate Board.

The Site Visit Reports were presented and Chemeketa Community College was re-accredited.

Steve Lutz briefed the Board on the activities of the FESHE conference. No action items or motions were taken.

Steve Lutz reviewed old business and the complaints procedure was reviewed. Rich Hall was asked to read through the complaints procedure and bring back to April, 2005, meeting more information on revising the language. It was announced that Chattanooga State Technical Community College had changed their Emergency Services Technology to the new name of Fire Science Technology and Utah Valley State College had changed their Fire Services Administration to the new name of Public Emergency Services Management.

CHAPTER 17 – IFSAC TURNS FIFTEEN AND LOSES A LONG TIME CHAMPION

During 2005, many would begin to feel that IFSAC had come of age. There was almost a sense that survival was no longer an issue, and maturity existed in maintaining our heritage as a user-governed organization. The year would see a decision to write our history, and a recognition that we were actually publishing pamphlets in five different languages. The Congress would suffer the loss of one of its founding members, champion, and long time Parliamentarian, John Wolf. Chairman Bradley would attend the memorial service representing IFSAC, and pass along to the family how much the work and support of John Wolf had meant to the Congress.

CONGRESS HAPPENINGS

The Annual Conference would be held at the Indianapolis Hilton, Indianapolis, Indiana, immediately following the Fire Department Instructors Conference, April 18th through the 23rd. Many participants would simply stay over from FDIC to attend IFSAC, yet others came to Indianapolis for the first time. FDIC held less appeal for the Degree Assembly folks and even many of the Certificate Assembly members felt nine days in one place was too much. All in all, the Conference was well-attended and continued to add to the recognition of IFSAC as a solid organization.

CONGRESS

Eldonna Creager, in the absence of Rich hall, called the Annual Meeting of the Congress to order at 9:00 am, Thursday, April 21, 2005. Eldonna confirmed with meeting secretary, Heather Shelton, that the Congress has a quorum. Eldonna made some general announcements regarding Rich's absence regarding the death of his sister. Attendees would later take up a collection for a memorial.

Dr. David Thompson welcomed everybody on behalf of Oklahoma State University. Dr. Thompson also thanked Indiana for providing an excellent facility as well as other arrangements they had made for the meetings. Dr. Thompson commented on growth and the impact of IFSAC as well as the contributions of members throughout the years.

Paul Covington of the Indiana Board on Firefighting Personnel Standards and Education welcomed everyone to Indiana and introduced the new Director of the Homeland Security Training Institute, Brad Thatcher. He also recognized some of the staff who were in attendance. Mr. Thatcher welcomed the Congress to Indiana on behalf of the Governor of Indiana, the Indiana Department of Homeland Security Executive Director, and the Mayor of Indianapolis. Mr. Thatcher explained the transition state government had been through in the last few months as a result last November's general elections. A new state agency, the Indiana Department of Homeland Security, was created. This new agency brought together five existing agencies under one umbrella to facilitate coordination and cooperation in the development of all activities related to Homeland Security and Public Safety within the State of Indiana. Mr. Thatcher understood that during their period of transition, Indiana had missed some deadlines regarding IFSAC responsibilities and he would like to take this opportunity to personally thank IFSAC for understanding their situation and giving them the opportunity to make corrections. Furthermore, Mr. Thatcher stated that accreditation and services that IFSAC provides are extremely important to the fire service professionals in Indiana and he extended assurances that they would do everything possible to represent IFSAC well in the state.

Eldonna Creager recognized staff who were present: Glenda Bentley—meeting and travel coordinator for IFSTA/Fire Protection Publications and IFSAC; Heather Shelton, IFSAC Student Technician; Dr. David Thompson of Oklahoma State University; and Janet Maker and Mike Moore of Fire Protection Publications. Eldonna also thanked Randall Wood, Jim Schnieder, and Paul Covington for providing AV equipment and ensuring IFSAC had everything it needed for the meeting. Eldonna reviewed the Manager’s Report as well as the IFSAC Income and Expense Report.

Manager’s Report	Certificate Assembly	Degree Assembly
Member Entities	62	36
New Member Applications	3	3
Entity Withdrawals	1	1
Accredited Entities	47	11
Accredited Levels/Programs	Levels 487	Degree Programs 17
Site visits since April, 2004	12	0
Administrative Reviews	Completed: 19 In progress: 4	N/A
Scheduled/Potential Site Visits (5/05 – 4/06)	8	3
Participating Countries	5	4
International Registry Entries	531,468 (30,941 since 9/04)	78

Eldonna recognized Harold Richardson and the Nova Scotia Fire Service Professional Qualifications Board for hosting the 2004 Fall Meeting, as well as Paul Covington and the Indiana Board on Firefighting Personnel Standards and Education for hosting the 2005 Annual Meeting. Meeting host certificates were printed with the intent they would be presented at this meeting, however cannot be located at this time. Eldonna apologized for not having those available, but stated those certificates would be sent to the host entities.

Certificate Assembly Board of Governors Chair, Tim Bradley presented certificates for accreditation and re-accreditation site visits approved by the Certificate Assembly Board of Governors as follows:

- Canadian Forces Fire Marshal had 22 levels reaccredited and 5 levels with initial accreditation.
- Arkansas Fire Academy had 4 levels reaccredited and 4 levels with initial accreditation.
- Connecticut Commission on Fire Prevention & Control had 8 levels reaccredited.
- Indiana Board of Firefighting Personnel Standards and Education had 17 levels reaccredited.
- Bucks County Public Safety Training Center had 22 levels reaccredited and 4 levels with initial accreditation.
- Justice Institute of British Columbia had 21 levels reaccredited and 2 levels with initial accreditation.
- New Mexico Firefighter Training School had 9 reaccredited levels.
- Kansas Fire Service Training-University of Kansas had 14 reaccredited levels.
- Iowa Fire Service Training Bureau had 7 reaccredited levels and 4 levels with initial accreditation.
- Washington State Patrol-Fire Protection Bureau had 12 reaccredited levels and 2 levels with initial accreditation.
- Arizona State Fire Marshal’s Office had 4 reaccredited levels.

Wayne Bailey gave the Committee on Promotions report. Brochures had been translated into Spanish, Japanese, German, and Korean. A French Canadian translation was in process. The committee had discussed promoting IFSAC through its history. The committee felt it was important to capture the history of IFSAC and offered some suggestions. The

promotional CD had been completed. There were now promotional links on the IFSAC website, and the committee was working on its hot list for potential members. Wayne thanked Gail Ownby-Hughes for leading the committee for the previous years. Wayne had been elected as the new chair of the Committee on Promotions.

Rick McCullough gave an update on strategic planning. An assignment was made at the last Fall meeting to revisit IFSAC's strategic planning document. Rick stated that some correspondence through email had not been working. As a result a suggestion was made to the Council of Governors at this conference that the chairs of each assembly put together a representative group that could be engaged in a face-to-face facilitated session to be held in conjunction with the Fall meeting.

Eldonna announced that a survey was conducted to determine which days of the week to schedule future annual meetings. The results of the survey concluded that the majority prefer to maintain a schedule of Wednesday through Saturday. The 2005 Fall meeting was scheduled for September 23 – 24, 2005, in Ames, Iowa, and would be hosted by the Iowa Fire Service Training Bureau. The 2006 Annual Meeting was scheduled for April 19 - 22, 2006, at the Marriott Columbus Northwest in Dublin, Ohio and would be hosted by the Ohio Fire Academy. The 2006 Fall meeting was scheduled for September 22 - 23, 2006.

Attendance Roster

**Congress Meeting
April 24, 2004**

Entity

Aims Community College
 Alberta, fire etc., Lakeland College
 Alberta, fire etc., Lakeland College
 Arizona State Fire Marshal's Office
 Arkansas Fire Academy
 Atlantic Police Academy, Prince Edward Island
 Bucks County Community College
 Bucks County Community College
 Bucks County Public Safety Training Center
 Canadian Forces Fire Marshal's Office
 Chemeketa Community College
 Chemeketa Community College
 Colorado Division of Fire Safety
 Delaware State Fire School
 District of Columbia Fire & Emergency Medical Services
 District of Columbia Fire & Emergency Medical Services
 District of Columbia Fire & Emergency Medical Services
 District of Columbia Fire and Emergency Medical Services
 Ecole Nationale des Pompiers du Quebec
 Honolulu Fire Department
 Honolulu Fire Department, Hawaii
 Houston Community College
 Idaho Professional-Technical Education/Emergency Services Training

Attendee

Souther, Randy
 Gnatiuk, Don
 Senaratne, Chris
 Mele, Phillip
 Nix, Rachel
 Curley, Ivan
 Freese, Earl
 Grunmeier, Robert
 Wurster, Edward
 Thivierge, Al
 Klein, William
 Mack, Johnny
 Staples, Theresa
 Martin, Steven
 Fenton, Brenda
 Green, Darryl
 Saunders, Maxim A.
 Pearson, Robert
 Desjardins, Yves
 Silva, Kenneth
 Karasaki, Rick
 Hughes, Pat
 Schroeder, Jerry

Entity

IFSAC Administration
IFSAC Administration
Indiana Board on Firefighting Personnel Standards and Education
Indiana Department of Homeland Security
Indiana Department of Homeland Security
Indiana Department of Homeland Security
Indiana Department of Homeland Security
Indiana Department of Homeland Security
Iowa Fire Service Training Bureau
Iowa Fire Service Training Bureau
Jefferson Community College
Justice Institute of British Columbia
Kansas Fire & Rescue Training Institute
Kentucky Fire Commission
Kentucky Fire Commission
Kentucky Fire Commission
Kentucky Fire Commission
Lakeland Community College
Louisiana State University Fire & Emergency Training Institute
Manitoba Emergency Services College
Manitoba Emergency Services College
Manitoba Fire Commissioner/Emergency Services College
Maryland Fire and Rescue Institute
Maryland Fire and Rescue Institute
Minnesota Fire Service Certification Board
Minnesota Fire Service Certification Board
Nebraska State Fire Marshal Training Division
Nevada Fire and Hazmat Training Center
New Mexico Fire Marshal's Office/NM Fire Academy
North Carolina Office of State Fire Marshal
North Carolina Office of the State Fire Marshal
North Carolina Office of the State Fire Marshal
North Carolina Office of the State Fire Marshal
North Carolina State Fire Marshal
Nova Scotia Fire Service Professional Qualifications Board
Office of the Ontario Fire Marshal

Attendee

Creager, Eldonna
Shelton, Heather
Covington, Paul
Goble, Barbara
Robison, Lori
Schneider, James L.
Thatcher, Bradley
Wood, Randy
McPhee, John
Novak, Randal
Rice, Allan
Burston, Geoffrey
Pribbenow, Glenn
Carver, William
Innes, Whitney
Suttles, Duane
Will, Woodrow
Silvi, Lee
Davis, Larry W.
Pike, Robert
Popko, Brenda
Popowich, Doug
Preston, Lawrence
Spicer, Becky
Brumm, Dan
Heim, James
Hanson, Joe D.
Hawke, James
Standefer, John
Sloan, Steve
Bradley, Tim
Hughes, Larry
Lail, Wes
Bailey, Wayne
Richardson, Harold
Kennedy, Leslie

Entity

Ohio Fire Academy
Ohio Fire Academy
Ohio Fire Academy
Oklahoma State University
OSU-Fire Protection Publications
OSU-Fire Protection Publications
Province of Saskatchewan Office of the Fire Commissioner
San Antonio College
Southern Illinois University
Standard Officer Canadian Forces Fire Academy
State of Connecticut Commission on Fire Prevention and Control
State of Missouri, Division of Fire Safety
State of Missouri, Division of Fire Safety
Texas Commission on Fire Protection
The University of Akron
United States Air Force/United States DoD Firefighter Certification
United States DoD Fire Academy
University of Alaska-Anchorage
Utah Fire and Rescue Academy
Utah Valley State College/Fire and Rescue Training
Washington State Patrol, Fire Protection Bureau
Weatherford College
West Virginia University Fire Service Extension

Attendee

Dalton, Frank
Robinson, Gerald F.
Walker, Scott
Thompson, David
Maker, Janet
Moore, Mike
McCullough, Rick
Fox, Gary
Kistner, Gary
Blackburn, Pierre
O'Hurley, Edward
Becker, Kim
Zieres, Bill
Clakley, Mollie
Hoover, David
Foster, Steven
Robertson, Mike
Hughes, Gail
Joos, Alan
Lutz, Steve
Gagner, Barbara
Loyd, Jason
Caravasos, Mike

CERTIFICATE ASSEMBLY HAPPENINGS

Chairman Tim Bradley called the annual meeting of the Certificate Assembly to order at 10:00 AM, Thursday, April 21, 2005. The Degree Assembly was running concurrently in another room.

There were four positions open for election to the Certificate Assembly Board of Governors. There was one Certificate Assembly member position open for election to the Council of Governors. Mike Brackin was a previous member of the Board and Mike's position on the Board had become vacant when he changed jobs and transferred to another entity. Tim Bradley, as Chair, had appointed John McPhee of the Iowa Fire Service Training Bureau to fill in as a Board member until elections were held. Chairman Bradley appointed two members from the assembly, Randy Novak and Theresa Staples, and one administrative member, Eldonna Creager, to serve on the election committee. Randy Novak announced vacancies and terms and explained the procedures for elections. The floor was opened for nominations for the Certificate Assembly Board of Governors:

- Alan Joos nominated John McPhee
- John Standefer nominated Alan Joos
- Rick McCullough nominated Tim Bradley
- Steve Foster nominated Mollie Clakley
- Bob Grunmeier nominated John Stander who declined the nomination due to changes in New Mexico and his position within the bureau.

No further nominations were made at that time, and the floor would be reopened later for further nominations. Randy opened the floor to nominations for the three-year COG term as well as the vacant position of which there are two years remaining.

- Steve Foster nominated Steve Sloan.
- Doug Popowich nominated Harold Richardson who declined due to his retirement.
- Barbara Gagner nominated Larry Preston.

No further nominations were made at that time for COG, and the floor would be reopened later for further nominations.

There were initially three new member applications; however, the United States Army Chemical School had withdrawn their application based on their decision to work within the Department of Defense Firefighter Certification. The Northeast Fire Training Center, Monroe Community College in New York had applied for non-voting membership. Proof of empowerment meeting appropriate criteria had been provided. Onondaga Community College in New York was also a member and currently held voting status. There was a motion to accept the Northeast Fire Training Center, Monroe Community College for non-voting membership and discussion held. Tim explained that there was not a statewide empowered entity participating in IFSAC. Tim Bradley and Eldonna Creager both clarified that Northeast Fire Training Center will be seeking accreditation for Aircraft Rescue and Firefighter certification. They were accepted as a member. EAI Corporation had applied for corresponding membership. Eldonna confirmed that action was not required by the Certificate Assembly for corresponding membership.

Theresa Staples thanked the committee members and those who joined them during their Site Team Committee meeting. The first item on the committee's agenda had been revised correlation sheets. They had gone through a process to break out the requisite skills and the requisite knowledge of a standard to make it easier for site teams when they go on site visits; questions and JPRs were referenced back to the correlation sheets. IFSAC had received written approval from NFPA to use that format in the application process for accreditation or re-accreditation site visits and administrative reviews.

A portfolio process was first brought up by Rich Hall during last year's meeting. John Wolf had suggested the committee wait until the NFPA 1000 Committee had completed their work on the standard. Rich's question to the Committee on Site Teams was how the IFSAC Certificate Assembly would incorporate a portfolio process into the Criteria for Accreditation. The Committee on Site Teams drafted verbiage to be voted on by the Certificate Assembly and discussion was held. There was a motion to accept the verbiage presented by the Committee on the Site Teams to include the portfolio process in the Criteria for Accreditation:

If any entity is using a written test bank to test requisite knowledge, the entity shall have no less than one test question to support each component within the requisite knowledge. It is recommended that more than one question per component be used to increase the size of the bank, however, more than one question is not required. Each component of the requisite skills and the intent of that JPR must be addressed.

Discussion was held on the language for clarification, and that it would be the entity's responsibility to demonstrate that their portfolio process meets the intent of the standard. Although the entity has an option to use portfolios, they must also test the requisite knowledge using written tests. This motion carried.

Jerry Schroeder from Idaho came to the committee because in his state, there were legal reasons he could not issue certification for Hazardous Materials. The committee had drafted some language to address this issue because most entities had separated, for example, Hazardous Materials Awareness and Operations from Firefighter I and II certification. Last year, the committee was charged to develop a white paper on this subject. In addition, Rich Hall, on behalf of the committee, had conducted a survey to find out how many entities this would affect. The committee had drafted verbiage to address the issue like that of Idaho's. Thus, the committee drafted the following option (option 1):

Entities seeking accreditation for any certification level with requisite certification levels shall:

- a. Seek accreditation for all requisite certification levels; or
- b. Demonstrate the ability to assess all requisite certification levels through testing in which a passing score must be required.

When a standard only requires a portion of a requisite certification level, the entity shall assess the competencies with a testing process.

After discussion with the Committee on Site Teams, Jerry Schroeder proposed the following (option 2):

Entities seeking accreditation for any certification level with requisite **JPRs or competencies referenced in another NFPA standard** shall:

- a. Seek accreditation for all requisite certification levels **by testing each level separately**; or
- b. **Do not seek accreditation of the levels but**, demonstrate the ability to assess all requisite certification levels through testing in which a passing score must be required. **Scoring for each level must be separated.**

When testing a professional qualification level (such as fire inspector or investigator), which requires a portion of a standard as a prerequisite, (such as hazardous materials awareness) the entity shall have a testing process to assess the JPRs of the professional qualification standard and the competencies. The JPRs and competencies may be tested within the same exam or separate exams.

Options 3 and 4 were to replace the last paragraph in option 1:

Option 3:

For standards that require only a portion of NFPA 472 as a prerequisite, the entity may either test such level in its entirety separately and certify each level.

Option 4:

An entity may test the portion of NFPA 472 that is required as prerequisite within the same exam. No certification will be issued for the hazardous materials portion.

Theresa explained the number of questions raised during their last few meetings regarding requisite levels, especially those which include Hazardous Materials. However, since this issue appears to be much broader than just that of Hazardous Materials, Tim suggested this be referred to the Committee on Rules. Tim asked that the Committee on Rules meet with the Committee on Site Teams regarding the proposals brought forward and then bring back recommended language. Rich Hall had reviewed the Application for Accreditation and Re-accreditation, the Criteria for Certificate Accreditation, and the accompanying worksheets for redundancy. The appropriate questions and information had been moved to the appropriate documents. Nothing had been deleted without moving it to another document. There was a motion to accept recommended changes to the Application for Accreditation which carried.

In addition to the amendments to eliminate redundancy, the committee proposed to amend the criteria as follows:

Where no other standard exists, the appropriate standard shall prevail.

page 7, item 1A:

Manipulative skills shall be examined through a process of objectively assessed skill testing.

This was accepted.

Tim announced that since long-time Parliamentarian John Wolf had passed away, the position of Parliamentarian and Rules Committee Chair had remained vacant. The facilitator of the Council of Governors would appoint a new Parliamentarian which Tim was sure Rich Hall would take care of in the near future. The Committee on Rules had elected

Randy Novak as their chair until such appointment is made. Randy would be handling the by-law changes for the 2005 meeting. Randy announced the Committee on Rules met on the morning of April 20th. Other members on the committee were Harold Richardson of Nova Scotia, Larry Collins of Kentucky, Whitney Innes of Kentucky, and Steve Lutz of Utah. There were four proposals for by-law amendments. Only one of those proposals concerned the Certificate Assembly. The previous year the Certificate Assembly made a change dealing with transfer of authority, dealing with alternative standards, and the work of the Committee on Alternative Standards from the Certificate Assembly to action by the Certificate Assembly Board of Governors. That change had created a situation within the current By-laws. The following changes were proposed:

The Committee on Alternative Standards has established procedures for the review and acceptance of standards (refer to "Accrediting to Standards Other than NFPA..." contained on the Handbook on CD.) The Committee shall use this document to review and recommend action on standards. The Committee on Alternative Standards shall report their recommendation to the Certificate Assembly Board of Governors for final approval of the alternative standard.

The Committee on Rules recommended passage of this particular by-law change which received approval from the assembly.

Theresa Staples explained the proposed revision to Accreditation Procedures initiated

by Rich Hall. The purpose of the proposed changes was due to the variation in work days between receipt of applications for accreditation; receipt of applications range from 7 to 55 work days. Theresa stressed the need for Administration to receive applications 60 days prior to a site visit. The following proposed language was submitted for approval as an addition to Accreditation Procedures:

IMPORTANT – IFSAC Administration will schedule the site visit no sooner than 60 workdays after receiving all documents (a-d listed above) required for the site visit. No site visits will be scheduled during the months of March, April, August, or September.

The reasoning for the last sentence in the proposal was that the annual and fall meetings occur near or during those months listed, therefore entities and site teams conducting site visits during those months are rushed or expected to handle items within a short time in order for action to be taken by the CABOG at the meeting directly follows the site visit. Tim Bradley pointed out the increased level of activity demonstrated in the presentations that occurred during the Congress meeting and that keeping up with site visits had become quite a task administratively. Tim asked the Assembly members to consider this as a necessary item that needed to be cleaned up. Larry Preston expressed his concern with excluding site visits during the months indicated because site visits are dependent upon conducting classes and witnessing practical and written tests. Larry moved to amend the wording to offer an alternative for any site visits conducted during those periods will be referred to the following CABOG meeting. Some discussion was held and the amended wording passed.

A report was given by Rick McCullough in an earlier meeting on Strategic Planning. There had not been an overwhelming response for changes to the strategic plan. Rather than have the Certificate Assembly and Degree Assembly meet together, the assembly chairs would appoint four or five members to meet for a strategic planning session to put together a revised document that could be presented to the assemblies for discussion at the annual meeting. Tim asked that anyone interested in serving on the Strategic Planning Committee contact him. That group would be put together within the next few weeks. There is a possibility that those on the committee would be required to travel to the Fall board meeting in Ames, Iowa or a separate meeting. Strategic Planning Committee leaders anticipated that a facilitator would assist. Steve Foster of the US Department of Defense was looking into hiring the same person that led the documentation of the first draft of the Strategic Plan. The meeting could either coincide with the Fall board meeting in Ames, Iowa, or be planned for another time and location. The following people have been recommended to serve on the committee from the Degree Assembly: Jason Loyd, David Hoover, Whitney Innes, Johnny Mack, Gary Kistner, and Steve Lutz. From the Certificate Assembly; Rick McCullough, Don Gnatiuk, Rick Karasaki, Steve Foster, Tim Bradley, and Mollie Clakley.

Randy Novak reopened the floor to additional nominations for the Certificate Assembly Board of Governors. Rick McCullough nominated Larry Preston who declined the nomination. Barbara Gagner nominated Rick Karasaki. The question was raised about whether a board member must be a voting representative. Randy Novak asked that someone verify this rule in the by-laws. Article 10.6.1(c) stated "the member's entity shall be a voting member of IFSAC before the member is eligible for elections". Rick's entity is a voting entity. There were no further nominations for the Certificate Assembly Board of Governors.

There are two positions open for the Council of Governor's. One is for a three-year term; the second position is open to complete a three-year term with two years remaining. Randy called for further nominations for the Council of Governors. No additional nominations. Randy explained the situation that could occur with voting on the two positions with only two candidates. Larry Preston volunteered to serve the two-year vacancy. Steve Sloan agreed to serve the full three-year term.

Randy Novak explained the ballot voting requirements and procedures for the Certificate

Assembly Board of Governors positions. Randy called upon election committee members, Theresa Staples and Eldonna Creager to distribute and collect ballots. The election committee tallied ballot votes and Randy Novak announced a total of 37 ballots. The following people were elected to the CABOG to serve three-year terms: Tim Bradley, John McPhee, Mollie Clakley, and Rick Karasaki.

Tim Bradley presented a Certificate of Appreciation to Harold Richardson for service as a member of the Council of Governors for the years of 2002 through 2005. Tim also presented a Certificate of Appreciation to Woodrow Will for service as a member of the Certificate Assembly Board of Governors for the years of 1995 through 2005. Tim then presented a Certificate of Appreciation to John Standefer for service as a Certificate Assembly Board Governors member for the years of 2002 through 2005. Mike Brackin also receives a Certificate of Appreciation for service as Certificate Assembly Board Member for the years of 1993 through 2005. However, Mike was unable to attend that meeting having changed employment. Tim recognized Mike for the great deal of work he has done on site team development and training.

DEGREE ASSEMBLY HAPPENINGS

Chairman Steve Lutz called the Degree Assembly meeting to order at 10:00 am on Thursday April 21, 2005, concurrent with the Certificate Assembly meeting. Members present included: Johnny Mack, David Hoover, Allan Rice, Gary Kistner, Gary Fox, David Thompson, Gail Hughes, Randy Souther, Whitney Innes, Lee Silvi, Jason Loyd, Heather Shelton, and Steve Lutz.

The new members included the Justice Institute of British Columbia, University of Alaska-Anchorage, El Paso Community College, and Jefferson Community College.

Elections were held for the Degree Assembly Board and COG. A nomination to replace the three-year term formerly held by Bill Benjamin on the Council of Governors was Gary Fox. With no further nominations, Steve Lutz closed the nominations. A motion to approve by acclamation was made by Gary Kistner, seconded by Lee Silvi and passed. Four Board member positions were open with 3 three-year terms, and one vacancy with two years remaining. Members whose terms expire at that meeting were Petrus Brits, Dave Marshall, and Gail Ownby-Hughes. The following nominations were made for three-year terms:

- Whitney Innes nominated Gail Ownby-Hughes.*
- Lee Silvi was nominated.*
- Gail Ownby-Hughes nominated Petrus Brits.*

A motion was made to close nominations and was passed. A second motion to accept by acclamation was made and passed as well. Steve Lutz opened the floor to nominations for the position formerly held by Rich Heidal. Gail Ownby-Hughes nominated Randy Souther to replace Rich Heidal. He was elected by acclamation as well.

The Committee on Rules proposed a new Article to the by-laws which passed stated;

22.5.8 A degree completion certificate may be offered to graduates of the program for the academic year prior to the site visit, if it is determined by the Degree Assembly Board of Governors upon a recommendation by the site team that the program followed by these graduates is essentially the same as the one reviewed.

Steve Lutz presented Certificates of Appreciation for Board member service for Bill Benjamin and Dave Marshall. Steve Lutz requested that Administration mail those certificates since neither were in attendance.

Dr. David Thompson had went to the ABET website for information on conflicts of interest, ABET vision, plans, etc., that the Site Team Committee and Board members could use concerning using site team members as consultants. All members of the Degree Assembly would receive the ABET packet provided by Dr. Thompson.

Johnny Mack announced committee term expirations and vacancies and Chairman Steve Lutz appointed the following people to committees.

Strategic Planning Committee -- 6 people were needed to meet with members from the Certificate Assembly at the Fall meeting to work on IFSAC's Strategic Plan. The following were appointed: Jason Loyd, David Hoover, Whitney Innes, Johnny Mack, Gary Kistner, and Steve Lutz.

Finance Committee --1 person to replace Johnny Mack which was Gary Kistner;

Promotions Committee -- 1 person to replace Gail Hughes which was Lee Silvi;

Rules Committee -- Steve Lutz kept this position.

Site Teams Committee - Gail Hughes as Chair and Johnny Mack would replace Bill Benjamin;

Training Committee members appointed were Larry Rogers, Gary Fox, and Dr. David Hoover (Chair).

There was a brief discussion about what the training committee needed to focus on. The following subjects were agreed upon:

- Tips and Tricks on Blackboard were to be done by Lee Silvi.*
- More of Johnny Mack's training class conducted this year at next year's meeting.*
- Grant writing.*
- Site Team Leader Training for the next year.*
- Innovative programs*
- Orientation and Self-Study*
- Emails to entire membership requesting input.*

Steve Lutz asked that all committees stay in contact with him as well as Rich throughout the year.

Steve Lutz turned the floor over to Johnny Mack for election of a chairperson. Johnny opened the floor to nominations. Whitney Innes nominated Steve Lutz for the position of chair and he was re-elected to serve as Chair.

FALL BOARD MEETING

The Fall Board meetings were held at the Hotel at Gateway Center in Ames, Iowa. Near the University of Iowa, the location served was an excellent location for meetings. In addition to some golf on off hours, the attendees were treated to a meal at the Iowa Fire Training Facility. The two days prior to the meeting, the Strategic Planning Committee from both assemblies met and hashed out updates to the plan. The original facilitator, Laura Wietherman, facilitated the meeting after an invitation from Steve Foster at DOD.

Council of Governors Meeting

Rich Hall called the 2005 Fall meeting of the Council of Governors to order at 9:00 a.m., Saturday, September 24, 2005. Rich recognized Randy Novak, who then announced the schedule for transportation to the airport. Rich then thanked Dr. David Thompson of Oklahoma State University College of Engineering, Architecture, and Technology for supporting IFSAC. Rich thanked Janet Maker and Fire Protection Publications for providing food and beverages for the meetings. Rich thanked Randy Novak and John McPhee for providing transportation, excellent conference facilities, and food. Rich also thanked the IFSAC staff for their assistance, as well as Glenda Bentley for coordinating hotel accommodations, meeting facilities, and breaks. Rich then introduced Mike Brackin and thanked him for assuming the responsibilities and roles as Parliamentarian for the organization.

Council members present included: Rick McCullough, Larry Preston, Steve Sloan, Rich Hall, Gary Fox, Dave Marshall, and Johnny Mack. Larry Preston wanted the minutes to reflect that he was in attendance at the 2005 annual COG meeting. Rich gave a summary of the FY 04/05 Budget Report. This had been sent out to Council of Governor members, Finance Committee, both board chairs, and Dr. Thompson prior to the meeting. Rich provided a summary of the 05/06 Quarterly Income/Expense Report to the Council of Governors. Rich asked Barbara Gagner, the Chair of the Finance Committee, for anything she would like to add. Barbara reported that the Finance Committee discussed the possibility of the revised Strategic Plan having an impact on the financial picture the next year. Barbara recognized those who attended the Finance Committee meeting: Mike Edwards, Gary Kistner, and David Marshall. Committee members absent were Larry Perez and Geoff Burston. Barbara noted a change in revenue that would be a result of Kentucky's decision to change their membership fee plan. Projected budget expenses appeared to be okay and the Finance Committee determined that amounts should not have to increase. Computer replacement cycles for IFSAC Administration staff were up-to-date and the goal was to have at least a year's worth of operating budget monies in the contingency fund. The 2006 Annual Conference will be April 19 – 22 and hosted by the Ohio Fire Academy. The conference will be held at the Marriot Columbus Northwest in Dublin, Ohio. The room rate for singles is \$114 (US) plus 16.75% tax.

There had been no finalized proposals for the Fall 2006 meeting, but there had been a few people who had expressed interest. The location would be determined later. The 2007 Annual Conference would overlap with FDIC. Rich wanted to hold this meeting in Oklahoma City. Two sets of dates (April 11 - 14 and April 25 - 28) were available for 2007. Rich wanted the Council of Governors permission to move the 2007 annual meeting one week forward to April 11 - 14. The annual conference would go back to the third full week of April for subsequent years. This was passed.

Steve Sloan asked to bring the discussion of a fixed site location –specifically Oklahoma City—for the annual meeting back to the table. Rich added that members of the strategic planning meeting talked about ways to cut cost. One

way this could be done was to hold the annual meetings in a centralized location, such as Oklahoma City, where there are great facilities for the meetings and many things to do within walking distance. The Fall meeting could continue to be held in different locations. Rich opened the floor for discussion and Tim Bradley suggested we try this on a three-year trial plan to see if everyone agreed with the decision. Rich noted Tim's proposal as an amendment to the main motion. Barbara Gagner commented on losing mobility. She stated the more we travel around the more we are marketing IFSAC. Larry Preston was concerned with the people who already think IFSAC is an Oklahoma State University program. He was concerned that holding the meeting every year in OKC might help reinforce the notion. Rick McCullough questioned the cost savings. Rich commented that it saves travel time and expense for 3 to 5 people, as well as the expense of shipping all the documents and equipment. Furthermore, it will save everyone else on hotel costs. Dave Marshall stated that the Finance Committee discussed cost benefits of negotiating with the hotels by contracting for multiple years, which may also help with finances. Gail commented on how Oklahoma City has a very low cost of living and how it is a centralized location. She also agreed we should try this for a three-year period. Theresa Staples pointed out that our annual meeting is our largest meeting allowing us an opportunity to move the meeting around and bring financial gain for the cities we travel to. It also provides exposure of IFSAC to locals. She suggested moving Fall meetings to Oklahoma City every year and move the annual meeting around to different areas. Rich Hall asked for a motion to add Tim's 3-year proposal as an amendment. Rick McCullough moved for the amendment and the amendment carried. The motion hold the annual conference in Oklahoma City with the amendment that we would revisit the location issue after three years to make sure that is what we want to continue to do was approved.

Rick McCullough discussed the work and results of the strategic planning meeting. Lauren Wertheim was hired as a consultant and had authored the first strategic plan. With the assistance of the Department of Defense and Steve Foster, we were able to re-engage Lauren to help with the revision. It became evident that we needed to develop an action plan with assignments. Lauren had taken the work of the committee back to New York to put into a format we could read. The plan would come back to the committee and then will be distributed to the membership at the next meeting. The meeting presented the need to have a renewal process for the Strategic Plan on an annual basis. The document would come back to the respective chairs who will in turn make assignments with their respective assemblies. Rich and the COG thanked Rick McCullough and the entire committee that put this process together as well as others who had participated.

One of the things that came out of the Strategic Planning meeting was the verification of seal numbers online for certificates with seals and the degree completion certificates with seals. For us to be able to put this entire system online IFSAC was going to have to come up with a standardized way to do it. Rich asked the COG to form an ad-hoc committee to review ID systems. Steve Sloan asked if there were any suggestions for models on how to do this. Rich added that there was a proposal to use the 3 letters of the last name and last 4 numbers of the SSN. However DoD uses a similar ID lookup system and has found that it poses some problems. Larry Preston expressed that several of the university systems are in the process of changing from Social Security Numbers to assigned ID numbers. Gary Fox stated that there were organizations in business of putting together ID systems by chips and tags. This might be something for IFSAC to consider. A committee was formed.

Steve Foster gave a presentation on the NFPA 471, 472 and 473 changes that were in the proposal process. Steve reviewed the process for members to get involved in NFPA's revision process of the standards. Members could visit the NFPA website to see what is going on. Rich asked Steve if it is possible to get a copy of his presentation or a summary of the changes he talked about. Steve had a word document as well as a copy of the presentation that he would send to Rich.

Attendance Roster
 Council of Governors
 September 24, 2005
 Hotel at Gateway Center, Ames, Iowa

Entity	Attendee Name
North Carolina Office of the State Fire Marshal	Bailey, Wayne
Missouri Division of Fire Safety	Becker, Kim
Alabama Fire College & Personnel Stds Comm	Brackin, Mike

Entity

North Carolina Office of the State Fire Marshal
KCTCS Fire/Rescue
Texas Commission on Fire Protection
Indiana Board of Firefighters
IFSAC Administration
Nova Scotia
Ecole Nationale des Pompiers du Quebec
North Carolina Office of the State Fire Marshal
US Air Force
San Antonio College
Public Safety Training Center
Washington State Patrol, Fire Protection Bureau
Fire etc.
IFSAC Administration
University of Alaska-Anchorage
KY Fire/Rescue Training
Honolulu Fire Department
Southern Illinois University
Chemeketa Community College
Fire Safety Engineering College in Oman
North Carolina Office of the State Fire Marshal
Utah Valley State College
Nova Scotia
Yabapai College
Saskatchewan Office of the Fire Commissioner
Iowa Fire Service Training Bureau
Iowa Fire Service Training Bureau
Maryland Fire & Rescue Inst.
IFSAC Administration
KY Fire Rescue Training Area 2

Attendee Name

Bradley, Tim
Carver, William
Clakley, Mollie
Covington, Paul
Creager Eldonna
Cunningham, John
Desjardines, Yves
Edwards, Michael
Foster, Steven
Fox, Gary
Freese, Earl
Gagner, Barbara
Gnatiuk, Don
Hall, Richard
Hughes, Gail
Innes, Whitney
Karasaki, Rick
Kistner, Gary
Klein, William
Kutty, Madhuan
Lail, Wes
Lutz, Steve
MacKinnon, John
Marshall, David
McCullough, Rick
McPhee, John
Novak, Randy
Preston, Larry
Sadler, Melisa
Schmidt, Ed

Entity	Attendee Name
<i>IFSAC Administration</i>	<i>Shelton, Heather</i>
<i>Lakeland Community College</i>	<i>Silvi, Lee</i>
<i>North Carolina Office of the State Fire Marshal</i>	<i>Sloan, Steve</i>
<i>Aims Community College</i>	<i>Souther, Randy</i>
<i>Colorado Division of Fire Safety</i>	<i>Staples, Theresa</i>
<i>State Fire Rescue Training</i>	<i>Suttles, Duane</i>
<i>Oklahoma State University</i>	<i>Thompson, David</i>
<i>Bucks County Public Safety Training Center</i>	<i>Wurster, Edward</i>
<i>Missouri Division of Fire Safety</i>	<i>Zieres, Bill</i>

Certificate Assembly Board of Governors

Chairman Tim Bradley called the Fall 2005 meeting of the Certificate Assembly Board of Governors to order at 10:00 am on Saturday, September 24, 2005. Members present included: Don Gnatiuk, Steven Foster, Mollie Clakley, Rick Karasaki, Rick McCullough, Theresa Staples, Barbara Gagner, John McPhee, Paul Covington, and Tim Bradley. Doug Popowich was absent. Minutes had been distributed to CABOG members prior to the meeting. Larry Preston asked that the minutes reflect that he and Steve Sloan were elected to the Council of Governors. Tim Bradley noted that the election for the Council of Governors took place in the Certificate Assembly meeting; therefore the correction should be made to Certificate Assembly minutes at the next meeting.

Next, Rich Hall reported that the site visit for the Montana State University Fire Services Training School was conducted May 17 – 18, 2005. An initial report was submitted to the CABOG prior to the meeting. A final report had been provided in the black folder distributed at the meeting. Montana State University Fire Services Training School is requesting re-accreditation to Hazardous Materials Awareness and Operations, NFPA 472, 2002 Edition, Firefighter I and II, NFPA 1001, 2002 Edition, and Instructor I, II, and III, NFPA 1041, 2002 Edition. The initial report addressed actions that needed to be taken by the school and those items had been completed. The site team recommended full re-accreditation for Montana State University Fire Services Training School. Rich thanked Ed Schmidt from Kentucky and Jerry Schroeder from Idaho for their participation as team members for the site visit. He also thanked Brian Crandell, Butch Weedon, and everyone in Montana for their hospitality. This was approved by the Board and Tim Bradley presented a certificate of accreditation to Brian Crandell for the Montana Fire Services Training School.

Steve Sloan reported that the site visit for the Colorado Division of Fire Safety was conducted June 1 – 5, 2005. Site team members were Steve Sloan, North Carolina Fire and Rescue Commission, Chris Senaratne, fire etc., Lakeland College, Alberta, and Bob Allen, Oklahoma State Fire Service Training. Steve thanked the site team for their assistance, as well as Theresa Staples and the rest of the Colorado Division of Fire Safety staff. The Colorado Division of Fire Safety was requesting initial accreditation for Fire Service Instructor II, Driver/Operator Aerial, and Public Fire and Life Safety Educator I. Reaccreditation had been requested for Firefighter I, Firefighter II, Fire Officer I, Fire Officer II, Driver/Operator, Driver/Operator Pumper, Instructor I, Hazardous Materials Awareness, and Hazardous Materials Operations. The site team recommended accreditation and reaccreditation respectively. This was approved and Tim Bradley presented a certificate of accreditation to Theresa Staples for the Colorado Division of Fire Safety. In addition to congratulating Theresa for Colorado's reaccreditation, Tim thanked Theresa for all of her work on IFSAC committees. Theresa thanked Steve Sloan, Chris

Senaratne, and Bob Allen for a great job and noted that the site team left them with a much better program. In addition, Theresa thanked IFSAC for sending them such a professional team to conduct their site visit.

Rich noted that new member applications are presented to the Certificate Assembly Board of Governors so that they can form a recommendation for the Certificate Assembly to vote upon. The Certificate Assembly will vote on approval of membership at its next meeting. The membership application presented to the Board was for the Arabian Safety and Industrial Security Center, Saudi Arabia. They were seeking voting membership status. The entity representative was Rashad Ahmed Saqr. Empowerment documentation is a certificate of license issued by the Ministry of Commerce. The Board would recommend approval for voting membership to the Assembly.

Rich recited the Manager's Report which included totals from each assembly for number of members, new member applications, entity withdrawals, accredited entities, accredited degree programs and certification levels, completed site visits, administrative reviews completed and in progress, potential site visits, countries participating in IFSAC, and International Registry entries.

Mike Brackin, IFSAC Parliamentarian, reported for the Committee on Rules. The Committee on Rules had met September 23, 2005. The committee addressed an item carried over from the last annual meeting. Mike believed this item was put forth by the Committee on Site Teams regarding the issue of testing as it relates to Hazardous Materials and Firefighter I and II. After reviewing what was submitted at the annual meeting, as well as the current accreditation criteria, the Committee on Rules felt that there is fairly clear language already in the criteria that allows the things that are being asked for. The Committee on Rules did not want to duplicate language by adding a section, however the existing language strictly related to requisite knowledge and skills. Hazardous Materials was considered to be more of a pre-requisite or co-requisite level within the standard itself. Therefore, the Committee on Rules requested that the developed language put before the Board be added under existing language under the Criteria for Certificate Accreditation, General Administration of Written and Skills Testing. The Committee on Rules would also like to add the following clarifier:

Entities choosing this option must ensure that the pre-requisite and/or co-requisite levels are successfully completed in conjunction with the level for recertification itself to demonstrate participant competency.

The Board agreed to accept the recommended changes to the Criteria for Certificate Accreditation.

The Committee on Alternative Standards developed a proposal that was submitted to the Committee on Rules to add language to the Accreditation Procedures regarding submission of alternative standards. The proposal to add language was the requirement that alternative standards be submitted at least 60 days prior to a CABOG meeting. The Committee on Rules voted in favor to go forward with the Committee on Alternative Standards proposal. This was passed.

The NFPA 1000 standard was revised and had then been published. Subtle changes were made such as including alternative evaluation methods for an accrediting body reviewing certificate programs. Mike believed that topic was discussed at the last annual meeting and approved to move forward. However, to do so, some minimal changes would need to be made in the IFSAC By-laws. The Committee on Rules has also spoken with the Committee on Site Teams to make them aware they should review documents prior to the next meeting for any necessary changes.

Wayne Bailey reported for the Committee on Promotions. The Committee on Promotions had met September 23, 2005. Other committee members present for the meeting were Gary Fox, Lee Silvi, and Kim Becker. Items discussed included Bucks County Community College's work with Korea, the Honolulu Fire Department's work with Japan, potential interest from New Jersey, a list of potential institutions that the Degree Assembly had put together, and the potential of our representatives from Oman to work with fire service entities in the Middle East. The Committee on Promotions had developed a list of action items to work on between then and the annual meeting. A number of potential translations for the brochure had been identified and assigned. Translated brochures would be posted to the IFSAC website. Some entities would be adding links, video clips, and testimonies to the IFSAC website as well. The Committee on Promotions discussed the need for bios from Board members. Kim Becker would be working on new member and press release packets that would be distributed at the annual meeting. Tim Bradley asked that those who have contact with international groups through invitations to speak, flyers, etc., to note addresses and names and provide those to the Committee on Promotions.

Theresa Staples reported for the Committee on Site Teams. The Committee on Site Teams had met September 23, 2005. The Committee discussed Hazardous Materials testing. The Committee on Rules had already addressed this issue.

Theresa reported that IFSAC Manager, Rich Hall had developed standardized correlation sheets to be used for administrative reviews and site visits. Rich had received permission from the NFPA to use the new format he developed for the correlation sheets. Theresa stated that some concerns had been voiced that entities have been mandated to use the correlation sheets without a vote by the Certificate Assembly for approval. As a result, a compromise was made between the Committee on Site Teams and others in attendance at their meeting, that the correlation sheets that had already been developed would be used for site visits between now and the April 2006 meeting. In the meantime, Rich Hall would contact NFPA for permission to make some modifications to the format of the correlation sheets to address the issues that were brought up by entities in the Committee on Site Teams meeting. Then, at the 2006 annual meeting, a vote could be taken on the policy and the new format for correlation sheets. Tim Bradley expressed concerns about whether the correlation sheets were being put together for voluntary use or as a requirement. Theresa responded that the correlation sheets that were being developed were the same as they have always been with the exception that the NFPA standards have now been broken down according to a vote that came from the Assembly to have a minimum of one test question per component of the JPR. Theresa also stated that some concerns, however, came from a couple of entities, particularly those within universities, who use skill sheets as a tool to record information in addition to test questions and skill sheets. Tim Bradley stated that his primary concern was allowing flexibility for entities to do things the way they need to as long as they meet the accreditation requirements. He did want to make sure when a report is made to the Certificate Assembly at the next annual meeting, that there is a clear understanding of the format that is required and items that can be added. Tim stressed that a delineation of what is acceptable needs to be made so that in the future, individuals on a site team cannot penalize an entity for information they believe should be completed, but is not actually required. Tim suggested that we wait to ask the NFPA for permission to modify the currently proposed format until after the Certificate Assembly has had a chance to vote on the approval of their use. Barbara Gagner pointed out that the accreditation criteria stated that each entity develops their own correlation sheets. She feels the correlation sheets should be in their final form and accepted by the Assembly before we began to mandate entities to use the new format. Tim Bradley responded by saying that he did not think, technically, that we can require an entity to fill out the new correlation sheets. However, we can let an entity know that a site visit would go much smoother using the new correlation sheets by saving the site team time and effort. Steve Foster voiced concerns of a standardized format and alternative standards. Theresa Staples clarified the reason for development of the new format for correlations sheets. She believed the new format came about because a lot of individuals on site teams wanted to know how many test questions an entity must have for a certain JPR. As a result, the Certificate Assembly voted and approved that there would be a minimum of one test question per component for each of the JPR's. In turn, the correlation sheets were redeveloped so that the components were broken down individually in order to make required information more accessible because of the number of levels site teams were looking at on a site visit. Theresa also reiterated Rich Hall's concerns regarding specific copyright permission from the NFPA for development and utilization of the new correlation sheets. Theresa clarified that the vote taken by the Assembly was with regard to the number of test questions per JPR component, but not for approval of the format. When this came up as part of the discussion in the Committee on Site Team's meeting, Rich Hall had said that as a compromise, to use the form until April, and then take it to the Assembly. Therefore, Theresa does not think the intent was to put this process into place in order to eliminate anyone from having flexibility nor the foundation that IFSAC was built upon. As far as alternative standards are concerned, the Committee on Site Teams had not moved that far with the correlation sheets. The purpose of the process was to address the issue of consistency regarding the number test questions. Tim Bradley reiterated that he wanted to ensure that when we go to the annual meeting that we are very clear with what we are asking the Assembly to address. In addition, make it clear at the meeting that the use of the new correlation format is recommended for simplicity, but not required.

Theresa reported on the subject of accepting outside agency certifications. A specific group that has red card certification wanted to know whether IFSAC would accept those certifications. The Committee on Site Teams concluded that handling such certifications is an entity decision.

Theresa reported that the Committee on Site Teams had discussed establishing an "Entity Code of Conduct" much like the code of ethics found in the accreditation criteria. Due to some experiences that had occurred at some site visits, a code of conduct for entities would be added to the criteria. The Committee on Site Teams had assigned site teams to upcoming site visits, and lastly, Theresa reported that the Committee on Site Teams reviewed the proposed training schedule for the 2006 annual meeting. Tim Bradley mentioned a recommendation that came out of the strategic planning meeting concerning the possibility for professional development opportunities and asked Rich Hall if he could look into some possible speakers. Rich Hall stated that we already have two speakers for the next year.

Don Gnatiuk reported for the Committee on Alternative Standards. At that point, the committee was working on some housekeeping items. Don acknowledged the work of Steve Sloan, Yves Desjardin, Rick McCullough, and Administration who over the previous six months had done much work online and through teleconferencing. Don also thanked the Committee on Rules for acting on work of the Committee on Alternative Standards. The Committee on Alternative Standards was working on a chronology of the Committee, which dealt with its history and how the committee has evolved. In addition, the Committee on Alternative Standards had developed a table that would serve as an official record; listing alternative standards that had been accepted as well as those that had been denied. Barbara Gagner pointed out that the Washington State Patrol's Marine Standard is currently missing from the table. In addition, Steve Foster commented that Ohio's WMD standard and the Safety Officer Standard for Bucks County and Mississippi had been excluded as well. Don Gnatiuk replied that they will make sure all of those standards are included.

Tim Bradley stated that a few days prior to this meeting, several members had the opportunity to attend a planning session to update the IFSAC Strategic Plan. He thanked Rick McCullough who was tasked with managing the revision of our strategic plan, as well as Steve Foster who made arrangements for the strategic planning facilitator. A report regarding the strategic planning session was provided during the Council of Governors meeting and Rick McCullough confirmed whether anyone present at this meeting had not had an opportunity to hear that report. Tim Bradley announced that the next step in the strategic planning process would be for Rick McCullough to review the revised strategic plan. The document would then be distributed to members who participated in the strategic planning session, and then all IFSAC members should receive a copy for discussion at the annual meeting.

Tim Bradley, who has been representing IFSAC in national credentialing discussions, provided an update on the process. The United States Department of Homeland Security, due to a problem with the committee selection process, tabled the process that began a few years earlier. The process has since then been brought off the table and the committee would meet the next week. Tim noted that great effort had been made to put a strong emphasis on the selection of individuals to be credentialed and that the levels at which they are credentialed will be tied to the accredited certification process three different ways; through IFSAC, the National Board on Professional Qualifications, or a self-accreditation by way of following a very specific process. Tim stated there were several members who tried to take the process in another direction. In addition, the committee members received an email from Charles Smeby (Florida), who wanted to tie the length of the course into credentialing. Tim wrote in response to Charles Smeby's email. At this point, Tim has no certain knowledge of where the process will end up. Tim would provide an update on the credentialing process when information is available.

Steve Foster commented on the need to document the history of IFSAC in a formal process before we lose some of our original contributors. Rick Karasaki shared in his agreement. Tim Bradley suggested asking the Council of Governors to formally appoint a historian or assign the task to the Committee on Promotions. This was agreed to request the Council of Governors to formally address the issue of maintaining historical documentation on the organization. Second.

There was a motion by Steve Foster to look into the ability of formally recognizing individuals for years of service (i.e., five, ten, fifteen years) by giving them something like a lapel pin, certificate, etc. Tim Bradley tasked the Committee on Promotions with looking into formally recognizing individuals who have served on committees for both the Certificate Assembly and the Degree Assembly. This passed.

Tim Bradley appointed Steve Foster, Mollie Clakley, and Barbara Gagner to serve on an ad hoc committee tasked with addressing the issue of collecting and reporting social security numbers.

Degree Assembly Board of Governors

Steve Lutz called the Degree Assembly Board of Governors Meeting to order at 10:00 am on Saturday September 24, 2005, concurrent with the CABOG. Board Members present included: Gail Hughes, Johnny Mack, Whitney Innes, Lee Silvi, Jason Loyd, Randy Souther, and Steve Lutz.

Steve Lutz gave a report on the Rules Committee. The only items that were brought up belonged to the Certificate Assembly. There were no proposed by-law changes.

Gary Kistner gave a report on the Finance Committee. Kentucky had begun making their own certificates and that would be the only significant change in the finances of IFSAC. It was discussed that affiliations and partnerships may increase in cost.

Wayne Bailey gave a report on the Promotions Committee. The Certificate Assembly was currently working on promoting IFSAC with Korea through Bucks County Community College and Gail explained California was having a meeting and a discussion of IFSAC would take place. Several members were working to mentor or draw interest from other entities into IFSAC. There was a search conducted for "IFSAC" on google.com and 41,800 hits were returned. When a search for "IFSAC Jobs" was conducted it had returned 1,580 hits.

Gail Hughes gave a report on the Site Team Committee. They were streamlining the process of site visits. The site teams had six site visits for the next year, and that number could change to eight. Gail was planning to email all members information about the upcoming site visits. There were only six months out of the year that were available for site visits; January through March and September through November.

Steve Lutz gave a report on the Training committee. A schedule for the April, 2006, training to take place at the 2006 annual meeting in Dublin, Ohio, was created. The site team training cadre of instructors would be Gail Hughes, Steve Lutz, Dave Marshall, David Thompson, and Larry Collins. Johnny Mack would be a role player. There would also be a pre-assignment for all attendees.

Steve Lutz gave a report on the Strategic Planning Committee. They had spent a day and a half reviewing the previous Strategic Plan and noted that it was absent of accountability. The task group had categorized 5-6 areas and developed mini-action plans and prioritized areas. The Strategic Plan would be circulated and voted for adoption at the April, 2006, conference. It was discussed that the plan needs to be reviewed every year.

Under new Member Applications, the Arabian Safety and Industrial Security Center (Saudi Arabia) had applied and was approved for Voting Membership. Also, Lansing Community College, Lansing, Michigan was approved for Voting Membership.

Steve Lutz gave a report on FESHE. He had an update that the Planning & Curriculum committees would not be meeting until November. A suggestion was made that FESHE change format as we have had the same discussions for three to four years.

Rich Hall gave the Manager's report and the Entity Status Update. He also asked for three people to help with the on-line seal verification committee, they were Gary Kistner, Jason Loyd, and Lee Silvi. It was discussed that the University of Akron's accreditation lapsed into October 2005. There was no action required or taken except that administration would send a letter to the University of Akron stating that their accreditation has lapsed. Yavapai College was the only one due for a re-accreditation site visit in February, 2006.

Steve Lutz discussed duties of Board Members. All new members would be appointed a mentor. Gary Kistner would mentor Saudi Arabia. Jason Loyd would mentor El Paso. Lee Silvi would be mentoring Lansing Community College. Starting at the next annual meeting, there would be a report given by the mentors on their progress with the new members. It was announced that Rich Hall would be doing a presentation at Owens Community College in October or November.

Board members were asked that every member send a biography and a picture to administration in two weeks for the web page. Each member was asked to welcome the two new members individually and administration was tasked to develop a by-law proposal to add the duties of Board Members to the by-laws. Gary Fox would develop a diversity statement that would be inserted into the criteria as well.

1. College System Membership (AM-L) – A definition on accreditation of system-wide state programs was developed. System accreditation may be granted if the following are met:
 - a. Single transcript
 - b. Standard curriculum (approved by central authority)
 - c. Standardized Policies and Procedures
 - d. A single administration
 - e. A unified budget
 - f. A single set of program outcomes and assessments.

A motion was made by Gary Kistner to forward by-law development to Administration. Seconded by Johnny Mack. Motion carries.

Action Item: Administration to research policies and procedures to see where this by-law would fit and develop a bylaw proposal for the April meeting.

1. Consultants as Site Team Leaders (AM-N) – Steve Lutz

It was decided that a Conflict of Interest statement should be added to the policy.

Action Item- Johnny Mack will re-write the selection criteria for the annual meeting and distribute before the meeting takes place.

New Business

Becoming members of ASPA and CHEA were discussed.

Action Item- Gail Hughes is going to write a paper about the details of becoming members and what the dues are and the cost breakdown and send a copy to all Degree members and Administration by December 31, 2005.

Adjourn

A motion was made by Whitney Innes to adjourn the meeting at 2:00 pm on Saturday, September 24, 2005. Second by Jason Loyd. Motion Carries.

International Fire Service Accreditation Congress
Degree Assembly Board of Governors
Meeting Minutes
September 24, 2005
Hotel at Gateway Center
Ames, Iowa

Attendees

*Wayne Bailey
Carver, William
Fox, Gary
Hughes, Gail
Innes, Whitney
Kistner, Gary
Loyd, Jason
Lutz, Steve
Mack, Johnny
Marshall, David
Shelton, Heather
Silvi, Lee
Souther, Randy
Thompson, David*

*North Carolina Fire & Rescue Commission
Kentucky Community & Technical College System
San Antonio College
University of Alaska-Anchorage
Kentucky Technical College System
Southern Illinois University
Weatherford College
Utah Valley State College
Chemeketa College
Yavapai College
IFSAC Administration
Lakeland Community College
Aims Community College
Oklahoma State University*