

**Department of Homeland Security / FEMA
U.S. Fire Administration
National Fire Academy Board of Visitors
Meeting Agenda
April 5-6, 2005
Building H, Room 300**

Attendees:

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

Dr. Robert S. Fleming (Chairperson)
Professor, Rowan University
1406 Heather Lane
West Chester, Pennsylvania 19380

Chief Donald R. Oliver (Vice Chairperson)
Wilson Fire/Rescue Services
307 West Hines Street
Wilson, North Carolina 27893

Ms. Helen Johnson
Executive Director
State Firemen's and Fire Marshals'
Association of Texas
4450 Frontier Trail
Austin, Texas 78756

Captain Jack Reall
President, Columbus Firefighters Union,
IAFF 67
1380 Dublin Road, Suite 103
Columbus, Ohio 43215

Mr. Gary Tokle
National Fire Protection Association
1 Batterymarch Park
Quincy, Massachusetts 02169-7471

The following members were not present for the meeting:

Dr. Sandy Bogucki
Associate Professor
Section of Emergency Medicine
Yale University School of Medicine
464 Congress Avenue
New Haven, Connecticut 06519-1315

Mr. Art Cota, Division Chief
State Fire Training
P.O. Box 944246
Sacramento, California 94244-2460

Chief Warren McDaniels (Retired)
7097 W. Tamaron Boulevard
New Orleans, Louisiana 70128

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

Mr. Charlie Dickinson, Deputy Administrator, USFA
Dr. Denis Onieal, Superintendent, NFA
Dr. Kirby Kiefer, Deputy Superintendent, NFA
Mr. Ron Face, Director, NETC Management, Operations and Support
Ms. Cindy Wivell, Secretary, NFA
Dr. Cortez Lawrence, Director, National Fire Programs (NFP) Division
Mr. Wayne Yoder, Training Specialist, NFP
Mr. Doug Williams, Training Specialist, NFP
Ms. Beth Brueck, Intern, NFP
Mr. Gordon Sachs, Training Specialist, NFP
Mr. Rob Neale, Training Specialist, NFP
Mr. Gerry Bassett, Training Specialist, NFP
Mr. Bob Bennett, Field Training Specialist, NFA
Ms. Trina Clever, Instructional Systems Specialist, NFA
Mr. Ed Kaplan, Education Program Specialist, NFA

MEETING CONVENES

On April 5 Mr. Charlie Dickinson, Deputy Administrator, opened the meeting by discussing what a long journey it has been for the USFA and the Department of Homeland Security (DHS). A major restructure of DHS is anticipated late May, early June.

The FY 2005 spending plan was approved for \$52.4 million dollars, and the accounts loaded. We need to look at the big picture. What is it that needs to be done to strengthen our position within DHS? What are the major fire service organizations going to do? The fire service organizations are the voice for the fire service. Eight billion dollars has been allotted for first responder grants. There is a need to look at both sides of the equation and to engage the prevention side of the fire service along with the first responder side. Regarding the budget, the USFA will continue to focus on the fundamental issues and change.

The USFA is looking at the possibility of shortening the 2-week courses down to 1-week. The preparation for the courses would be done via other modes of technology. Mr. Gary Tokle asked where the concept of shortening classes had come from.

Mr. Dickinson said he has heard feedback from several people that a 1-week course is more doable. We are not seeing leadership attending the program here. Distance learning is popular now at colleges. Our distance learning objectives are to reach people who otherwise would not be able to come to Emmitsburg and not deliver courses that could be delivered at the local level. Some courses have applicant waiting lists.

A budget analysis of the impact on stipend and instructors costs was done if courses were changed to 1 week. By increasing stipends by \$2M, attendance capacity could increase by one third. The plan is to have a phase-in of the courses to one week—not a wholesale approach. The college credit recommendations for the courses should be able to be sustained through the contact hours and pre- and post-course work.

Dr. Denis Onieal, Superintendent, added that better use of the campus is needed. State Weekend Programs are 50 percent of the campus enrollment.

Mr. Dickinson acknowledged that the experience of peer networking here can never be replaced. The campus is currently running at 60 percent capacity. The amount of time it takes to change things is a stumbling block. We are competing for people's time. The future is critical for us.

The Board members agreed that 1-week courses are a good idea and a good direction to move in. This would better serve the customer; it is important to meet their needs. There are a lot of folks already wanting to come here for class; by reducing the on-campus time to 1 week would increase that opportunity.

Dr. Onieal said if we go to a 6-day curriculum, volunteers would be eligible to come to the NFA 46 weeks a year instead of just four.

Moving on with the meeting, Dr. Fleming announced that the purpose of this meeting was for the BOV members to be briefed and brought up to speed on campus activities. A deliverable will not be required.

LEARNING RESOURCE CENTER

The group moved to the Learning Resource Center (LRC) for a presentation by the staff. Dr. Fleming asked the Board members to focus on the distance learning portion of the LRC instead of the traditional library aspects. There was discussion on the importance of including the LRC and its available resources as courses are being developed and revised.

NATIONAL FIRE PROGRAMS DIVISION: Dr. Cortez Lawrence

Dr. Lawrence reviewed for the group some of the current course development activities, course revisions, and budget issues for FY 2005. Seventy percent of the projects don't make the budget funding cut. A handout was distributed that outlined the current projects and the training specialist who is handling each. The handout included estimates showing how the funding will be distributed for course development.

Staff members are performing development activities due to lack of funds. Some projects can be outsourced using small contracts. Staff are being creative—thinking outside the box—to accomplish the work. IT assistance has been requested, and a new simulation for fire prevention is being developed.

The Strategic Review of Curriculum is on hold until issues surrounding the Federal Advisory Committee Act (FACA) are resolved.

The USFA has received \$4 million from the National Incident Management System (NIMS) Integration Center (NIC).

One of the "big activities" currently planned is the NIMS Train-the-Trainer being held next month, and also two sessions in June.

The importance of keeping the LRC up to date with resources and materials for courses was discussed. It was suggested that the Training Specialist should be responsible for notifying the LRC of the resources and materials needed for each course. Currently there is not a formal process to include the LRC in the early stages of course development, but could be added to the Curriculum Management System.

Dr. Lawrence informed the group that the EFOP did not receive full funding. A determination was made that the Applied Research Papers should be graded and, therefore, this part of the program was funded. The Graduate Symposium received a limited amount of funds, thus utilizing resources that are free or of minimal cost. No stipends will be paid to the attendees. Through a partnership this year, the fee for the keynote speaker will be paid by another organization; in the past, this was one of the most expensive expenses. A model has been created, and the Symposium now is operating on less than \$10,000 for this year (in previous years, there was a \$25,000 budget). In the future, the Symposium may be held every 2 years instead of every year. Instrumentations were partially funded.

Haz Mat Refresher/Distance Learning Project: Mr. Wayne Yoder

Mr. Yoder reviewed for the Board a new blended, computer-based and coaching, refresher training program for first responders at the operations level for hazardous materials and weapons of mass destruction (Haz Mat/WMD) incidents. The fire department will need to appoint trained personnel from their station to be the expert coach. The project came in with no funding and is currently on hold, waiting funding for completion. There are 16 CD-ROMs currently in the project, and five more are planned and in the writing process now. This program is being geared towards volunteer fire departments because it is much harder to get proper training for volunteers. This program will be evaluated in both New York and California—two very different settings—by the National Institute for Occupational Safety and Health (NIOSH). The Occupational Safety and Health Administration has agreed to accept NIOSH's recommendation.

For the group, Mr. Yoder demonstrated the muriatic acid spill (CD #4). Outdated material on the CDs can be changed and updated very easily so that the information is current. One helpful feature built into the program is "Quick Facts".

The BOV members were impressed by the portability of this program.

Mr. Bill Lewis of NFP is looking at developing low-end training materials in addition to the high end. This will enable us to reach people who are not comfortable with utilizing a computer. An example is a comic book style text currently being designed; copies of the draft were distributed. Funding is being sought through the Department of Transportation's National Response Team Training Committee.

Hazardous Materials Curriculum: Mr. Wayne Yoder

The newest course on campus is *Chemistry for Emergency Response* (CER), replacing *Chemistry for Hazardous Materials*. Two in-services were held. There are 50 instructors in line for that course. The demand for this course is high; to date, 22 deliveries were held through the HazMat Off-Campus Program. In Fiscal Year 2004, there were 31 deliveries, and 492 students attending. Through cooperative agreements, the International Association of Fire Chiefs and the International Association of Fire Fighters are assisting with enhancements/updates to the courses within the Hazardous Materials Curriculum. The *Advanced Life Support for Hazardous Materials Incident* course has been moved to the Hazardous Materials Curriculum and is available for off-campus delivery.

Arson/Fire Modeling/Courtroom Curriculum: Mr. Doug Williams

Mr. Williams reviewed for the group the current Arson/Fire Modeling/Courtroom curriculum; copies of his PowerPoint™ presentation were distributed. He introduced Ms. Beth Brueck, an undergraduate intern, who is currently working with him.

The Arson curriculum consists of the following courses:

- *Arson Detection for the First Responder;*
- *Courtroom Preparation and Testimony for First Responders;*
- *Fire Cause Determination for Company Officers;*
- *Juvenile Firesetter Intervention Specialist I and II*
- *Fire/Arson Investigation;*
- *Interview-Interrogation Techniques and Courtroom Testimony;*
- *Fire Dynamics-Fire Modeling;* and
- *Management for Arson Prevention and Control.*

Information on course description, student selection criteria, prerequisites, and American Council on Education credit recommendations for each course was provided.

Dr. Fleming noted that the firesetter program seems to be lining up to the standards.

Mr. Williams responded that all of the Arson courses have elements addressing the standards—not by design, but by the crosswalk.

A couple of the courses have had a student fail—less than three a year.

The U.S. Fire Administration has partnerships with a number of organizations including the International Association of Arson Investigators; the National Institute of Standards and Technology; the Bureau of Alcohol, Firearms and Explosives; the Federal Bureau of Investigation; NIOSH; the Consumer Product Safety Commission; the U.S. Army Criminal Investigation Division; the National Center for Forensic Science; the National Wildfire Coordinating Group, Wildland Arson Working Team; and the Cornell Abraxus Center – Firesetter Treatment Program

A model created by some of the *Fire Dynamics-Fire Modeling* students was shown. The model was 4-D and simulated all aspects of a fire scene from how the fire started to anticipated times of ignition. This tool can be utilized in a court of law. Construction of a fire model is required for this course.

Some future courses under consideration are *Forensic Evidence Collection/Preservation*, *Fire Dynamics--Fire Modeling II*, and *Expansion of Burn Buildings*.

National Response Program: Mr. Gordon Sachs

The National Response Program, formerly the Emergency Response to Terrorism (ERT) curriculum, has several current initiatives including the ERT courses, the All-Hazards Incident Management Team Technical Assistance Program, coordinating with the National Incident Management System (NIMS) Integration Center on NIMS and National Response Plan issues relevant to State/local stakeholders, the USFA/National Highway Transportation Safety Administration NIMS Train-the-Trainer Program, and updating NFA courses to be NIMS compliant. All of the ERT courses are NIMS compliant; 93 NFA courses affected. All of the courses should be updated by May 31; formatting may take a little longer.

Four NIMS Train-the-Trainer sessions are scheduled in the next few months. Staff members are looking for a hotel within a 25-mile radius to hold the sessions. They are currently looking at facilities in Hagerstown and Pennsylvania.

All of ERT courses may be candidates for Office of Domestic Preparedness (ODP) funding, as well as and courses with ICS and NIMS.

Incident Management Teams (IMTs)--Mr. Gordon Sachs

Mr. Sachs presented an overview on the USFA All-Hazards IMT Technical Assistance Program. This program provides a standardized all-hazards approach across response communities. It meets the mandates of HSPD-5, HSPD-8, and NIMS. It involves existing training networks (fire, emergency management, and forestry). It is an opportunity for USFA collaboration with other Federal and State agencies. ODP grant funds may be used to deliver IMT training.

The *All-Hazards IMT* course would be delivered to the entire team based on the IMT type. It can be tailored for specific audiences. Each student fulfills the role he or she will assume at an incident. Upon completion, the team will be able to perform effectively at an incident.

A handout of the upcoming IMT deliveries was provided.

Strategic Plan for Training/Fire Prevention: Technical Curriculum: Mr. Rob Neale

Mr. Neale discussed the strategic transition plan for the Fire Prevention: Technical Curriculum. He reviewed a PowerPoint™ presentation. Each member was given a copy of the slide presentation. The goal is to develop and deliver a leading curriculum in the Fire Prevention: Technical area that bridges technical training available at State and local levels to higher education and research opportunities found at postsecondary universities.

Objectives of the transition plan include:

- establish a Fire Prevention: Technical Curriculum that is targeted to fire and building safety service leaders who are positioned to initiate long-term, measurable, and successful change in their local communities;
- establish a Fire Prevention: Technical Curriculum that is future-oriented, but based on sound past practice, empirical research and knowledge; and
- identify the most effective methods to deliver the fire prevention/technical training and education to the largest possible audience, so that it is not dependent upon residential courses offered predominantly at NFA; and
- establish partnerships with business, industry, government agencies, schools and trade associations to enhance coordinated training and education in methods convenient and affordable to State and local fire and building safety service leaders;

Mr. Neale reviewed strategies and tactics to accomplish each of the objectives. One tactic is for the Codes course to be offered/taken elsewhere. For NFA courses, the students would learn why/how the codes and standards were developed. There was discussion on how this plan fits with moving to 1-week deliveries versus 2-week.

The Board members were very impressed with the vision. Mr. Togle moved that the Board support this strategic direction for the Fire Prevention: Technical Curriculum. Ms. Helen Johnson seconded. The motion was accepted unanimously.

The meeting adjourned for the day at 4:50 p.m.

April 6, 2005

MEETING RECONVENES

Dr. Fleming reconvened the meeting at 8:30 a.m.

BOARD DISCUSSION

Dr. Onieal spoke to the group on the challenge of curriculum development and resistance to change. A way to address this is through a Strategic Review of the Curriculum. He asked the Board for their endorsement of a strategic review.

The strategic review would include deciding what we would and wouldn't teach and to decide what would be developed. What elements of courses can be delivered through electronic means with a view towards shortening the courses? What should be removed and what should be added?

Chief Don Oliver said the justification for this is the ability to increase student access. Mr. Gary Togle added that another justification is being able to maintain and/or lower the cost per student (cost-effective training).

Dr. Fleming outlined the following on the easel pad:

Elements of shortening classes:

- courses offered;
- delivery mechanism (use of technology, distance learning); and
- course length.

Interest/intent of shortening courses:

- better accessibility;
- cost-effective course delivery;
- better campus utilization;
- better meet stakeholder needs;
- reduce Emmitsburg time/out-of-jurisdiction time; and
- increase opportunities for NFA experience/time/use by fire service customers.

What are some of the things that are not mission critical to do on campus?

Dr. Onieal said by using distance learning, we can ensure people are coming here on the same level. This would become the prerequisite for a course. There was concern from the Board members that the shorter courses not be perceived as second class or watered down versions. Chief Oliver asked about the new course presented by Dr. Burt Clark, Training Specialist for the Management Science curriculum, and if that had gone any further. Dr. Onieal responded that there was no further progress because of a lack of support.

Ms. Johnson moved that the Board recommend and support, as funds become available, the general direction of the proposed strategic review, including but not limited to increased student access through multiple delivery methods, length and content of course, and a blended learning approach. The motion was seconded and approved by the Board.

Dr. Onieal asked the Board to include in its recommendation the utilization of LRC resources as part of curriculum development and strategic review.

CREDENTIALING

Dr. Onieal explained the process of credentialing, which would be used to qualify people to respond to national emergencies. The intent of credentialing is to make sure the standards are being met. According to Mr. Bob Bennett, an Academy staff member, the credentialing template incorporated a lot of existing aspects already in place. Dr. Fleming said Pennsylvania is ready from their standpoint; meetings have been held addressing compliance with the NFPA 1582. Is this an individual qualification or a standard which would be applied nationally? A vote was taken at one of the meetings on credentialing, and it was determined that NFPA 1582 should be a qualification like Fire Instructor I, II, etc. The credentialing project is also on hold until issues surrounding FACA are resolved. A USFA Program and Policy Advisory Committee is being put into place to monitor activities/projects within USFA. The Credentialing Committee would be considered a subcommittee. A member of the Program and Policy Advisory Committee would need to be present at any subcommittee meeting.

MANAGEMENT OPERATIONS AND SUPPORT SERVICES DIVISION: Mr. Ron Face

National Emergency Training Center (NETC) Facility Update

The Agency has provided the funding for the rest of the year for the campus operations.

USFA is struggling with deferred maintenance on the facility, but has received \$500,000 to help accomplish it. Some of the maintenance issues include the roof and windows in N building, some broken sidewalks, painting the elevator in A building, the sewage lift system, and the heating and cooling systems in M building. A list of deferred maintenance projects and estimated costs was available for the Board members to review. Only those projects considered critical were included on the list. There is still another \$500,000 in estimated costs for non-critical projects.

The perimeter security is not complete. An additional \$3 to 4 million dollars is needed for guardhouses and to widen the roads and parking lots.

Security continues to be controversial. NETC used to be an open facility. FEMA will complete an analysis of the campus security. The extent of security and cost continues to be an issue. The Agency does not have the funding. Money for security will not come out of program dollars.

Will the parking areas be increased? The area outside of G building has temporary parking which will be turned into permanent paved parking.

The new classrooms and buildings have been put on hold. DHS needs to complete an inventory of its facilities. If the U.S. Fire Administration can demonstrate the need for the increased capacity, the drawings and specs will be addressed again. It is anticipated that the inventory and analysis will be completed in 2 to 4 years.

Courses previously held at Mt. Weather are now being held at the Noble Training Center (NTC). Funds (\$3 million) in support of those courses transferred to NTC, in addition to funding of \$4 million. Mr. Face and Mr. Stephen Sharro, Superintendent of the Emergency Management Institute, jointly oversee the operations at NTC.

The Fallen Firefighter Foundation's move to the chapel will be complete by this summer. The campus is running out of space, and a space utilization group will be formed.

Support Services

The new admissions system is making progress. It should be fully operational within 6 months. New requirements for 508 compliancy, as imposed by Congress, must be met. This adds time to the completion date.

More hardware is needed to implement distance learning, etc. The Virtual Campus was hacked into and was down for a week. Options are being explored to make these programs less vulnerable.

A Board member asked if the number of employees has increased or decreased over the last couple of years. Mr. Face said it has increased and probably will again. The Alcohol, Tobacco & Firearms employees, grant staff, contract staff, and IT staff (now about 30) have increased. The NFIRS staff (in Olney) may need to be moved back here, too.

Mr. Face informed the Board about the property theft case on campus and the revamping of the inventory process and procedures. There is a need to continue the emphasis on property accountability.

NATIONAL FIRE ACADEMY: PROGRAM BRIEFINGS

Training, Resources and Data Exchange (TRADE), Regional Delivery, and Endorsement: Mr. Bob Bennett

Mr. Bennett reviewed the concept of TRADE, regional deliveries, and endorsement of nominated courses.

TRADE is comprised of the State Directors of Fire Training and the Directors of Metropolitan Fire Department Training Programs. He distributed a handout on the TRADE organization that included the project's background and objectives. Grant money (currently \$93,000) is distributed among the Regions for use in holding meetings, etc. A national conference is held every other year.

The TRADE Regions were provided a list of 19 NFA courses to allow them to select appropriate courses for their regional deliveries. Each Region is allowed three courses. Mr. Bennett noted that for FY2004, all of the scheduled 30 deliveries were completed (a 100 percent completion rate). TRADENET is a weekly newsletter which gets information back out to the fire service. The current distribution is approximately 6,500 people. The Louisiana State University (LSU) has been providing server space.

Mr. Bennett gave each Board member a list of the criteria for NFA endorsement of nominated courses. Each course is reviewed by a committee. For those courses not approved, feedback and clarifying information is given to the submitting organizations. Thirteen States have courses on the list. Any State can use that course instead of developing its own. Each course has to meet the objectives, but does not have to meet a standard--they do not equate. The States have 150 courses available to them.

NFA courses are given credit recommendation by the American Council on Education (ACE). The States have to acquire their own ACE accreditation. For the first time, a joint review of courses for the States will be held on campus. The review is scheduled for the last week of May, and so far eight States have signed up. If a course that is ACE accredited is submitted for endorsement, it is automatically approved by the committee.

Distance Education: Ms. Trina Clever

Ms. Clever discussed a project that was handled by members of the Distance Learning Strategic Planning Committee in which they participated in a formal strategic planning process from January 2004 to July 2004. The committee included representatives from the NFA, NFP, and the Emergency Management Institute (EMI). The goal of this committee was to draft a USFA Strategic Plan for Distance Learning. Ms. Clever distributed copies of the NFA Distance Learning Strategic Plan Report.

The committee members took a look at computer-based training strategically across NETC. They found that a lot of different things were happening on campus.

After reviewing data from a variety of sources, the group came up with three major recommendations:

- create a USFA Distance Learning Center, under the direction of the USFA office, specifically charged and organized to serve the development and delivery of distance education;
- mainstream distance learning to a position of strategic importance so that it becomes a regular and accepted part of the culture of USFA; and
- establish a dedicated budget for the USFA Distance Learning Center.

EMI decided to develop a separate plan. For USFA to move forward, the report from EMI is needed. Other issues include reorganization, budget, and centralization.

Dr. Onieal said we need to be developing courses at the base level and forwarding them on to those who can handle them technologically (IT). IT is an ongoing challenge.

He asked the Board members to review the Distance Learning Strategic Plan and consider making a recommendation as its implementation. The Board moved to recommend the continued development of the previously developed Distance Learning Strategic Plan. All were in favor of this motion.

Higher Education: Mr. Ed Kaplan

Mr. Kaplan presented an overview on the National Professional Development Model: A Template for States and Fire Departments. It is a holistic approach to training and education. The model was designed for training and certification agencies and academic fire programs to assist the emergency services personnel they serve in their professional development. Copies of the presentation, a small poster-size handout of the model, and a Fire and Emergency Services Higher Education (FESHE) program mark pin were distributed.

Mr. Kaplan also discussed the Degrees at a Distance Program (DPP) which now includes 13 print-based, self-study courses. They are offered through seven colleges. In the future, the program will hopefully move from a print- to Web-based format to be delivered completely online. A strategic review meeting is being held in April.

For 4 years, there has been no funding for course development. Course revision and design plans for the existing 13 courses are scheduled for this year. Target completion for DDP course

conversion is November 2005. Empire State College has agreed to do the design work. Dr. Fleming stated that a major challenge will be preparing the cadre of faculty to monitor these courses.

Mr. Kaplan distributed a copy of an example of Empire State College's Web-based constructivist learning, *Privacy, Security, Freedom: Social Concerns for the 21st Century*. Constructivist learning is a learning theory that equates learning with creating meaning from experience. He invited the group to go to the Web site using the guest password provided.

NATIONAL FIRE ACADEMY: Dr. Onieal and Dr. Kiefer

Measuring National Fire Academy Performance

Copies of a report on *Measuring National Fire Academy Performance* were handed out. The National Fire Academy measures the outcomes of student training through job performance surveys subsequent to NFA training. In general, the result of 6 years of data reveals a statistically significant improvement in student job performance as a result of NFA training.

The Academy is now moving to a Web-based evaluation system instead of paper-based. There is one element to work out before moving forward with the new system. The new system will allow for more long-term evaluation.

Dr. Onieal expressed his interest in a research journal for the fire service. He referenced the International Journal of Fire Service Leadership, which will be published. Dr. Onieal has taken this report and put it into an article on how do we measure student output after classes and assess job performance after training. Articles for publication are peer reviewed.

NFA FY2004 Program Participation Summary

Dr. Onieal distributed copies of the NFA FY2004 Program Participation Summary. Comparisons were given for FY1995 to FY2003. The summary shows that between 80 and 90 percent of those who apply, attend. The number of people who apply for protected classes is low.

When asked what the vacancy rate is, Dr. Onieal stated it is less than 10 percent. The cutoff for applications is 6 weeks before the class starts. In the last 6 weeks before a delivery, there are some drop-offs that are not replaced. Up to 3 weeks out, the wait list is used for filling in some of the vacancies. Overbooking by 10 percent is routinely done to help alleviate vacancies.

Partnerships with Other Organizations

The relationships with the State training systems continue to be good. Dr. Onieal gave each Board member a list of State training courses endorsed by NFA.

Other Updates

Dr. Onieal explained that one of Dr. Clark's recent projects, "May Day." Do firefighters know when to call May Day? They know how, but do they know when. Through Firehouse magazine, a 1-day broadcast on May Day was delivered to 5,000 students. Another broadcast is scheduled for July. FETN has also expressed interest and has agreed to distribute the CDs at no cost.

Dr. Onieal reviewed staff changes at the USFA:

- Trina Clever left and came back;
- Rob Neale left and came back;
- Emily McGlaughlin left; and
- Ken Kuntz moved to NFA.

The NFA Alumni Association is up to 17,000 members. The annual meeting is scheduled for next week.

Dr. Onieal and Dr. Kiefer recently attended the Women in the Fire Service Conference. They also will be attending the National Association of Hispanic Firefighters Conference this summer.

Q&A with the Superintendent

Captain Jack Reall noted that metro top staff seldom have a chance to attend NFA classes. Can anything be done to increase their attendance? Dr. Onieal said he has met with metro departments, and the reward system is not there to encourage attendance. He continues to meet with metros to recruit minorities for the Executive Fire Officer Program and to attend courses. Overtime and a 2-week commitment are obstacles as well.

OPEN DISCUSSION AND SUMMARY

Motions / Recommendations

- 1) Captain Reall moved to recommend the continued development and implementation of the previously developed Distance Learning Strategic Plan. Chief Oliver seconded. All were in favor of this motion/recommendations.
- 2) The Board members were very impressed with the vision for the Fire Prevention: Technical Curriculum as presented by Mr. Neale. Mr. Togle moved that the Board support this strategic direction for the Fire Prevention: Technical Curriculum and recommend implementation. Ms. Helen Johnson seconded. The motion/recommendation was accepted unanimously.
- 3) Ms. Johnson moved that the Board recommend and impose, as funds become available, the general direction of the proposed strategic review, including but not limited to increased student access through multiple delivery methods, length and content of course, and a blended learning approach. The motion/recommendation was seconded and approved by the Board.
- 4) Mr. Togle moved to commend USFA on the campus deferred maintenance and security enhancements (completed work) and recommend moving forward with the planned Deferred Maintenance and Security Enhancements. Captain Reall seconded. All were in favor of this motion/recommendation.
- 5) On an Oliver/Johnson motion, the Board agreed to commend the work that has been done thus far on FESHE / Professional Development Model / Higher Education and to recommend those efforts move forward.

The Board will prepare a letter of recommendations for Mr. David Paulison.

Next Meetings

The next meeting is planned for July 11-14, 2005, with travel days on the 11th and 14th. Meeting days will be on the 12th and 13th.

A second meeting was scheduled for October 5-8, 2005. Travel days will be on the 5th and 8th. Meeting days will be on the 6th and 7th.

Adjournment

The meeting adjourned at 1 p.m.