

**Department of Homeland Security/FEMA
U.S. Fire Administration
National Fire Academy Board of Visitors
Teleconference
August 1, 2007
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
Wilson Fire/Rescue Services
307 West Hines Street
Wilson, North Carolina 27893

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

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

Mr. Chris Neal
Executive Director
International Fire Service Training Association
930 North Willis
Stillwater, Oklahoma 74078

Chief Kelvin Cochran
Shreveport Fire Department
263 North Common
Shreveport, Louisiana 71101

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

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

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

Mr. Greg Cade, U.S. Fire Administrator
Mr. Charles Dickinson, Deputy U.S. Fire Administrator
Ms. Terry Gladhill, Program Analyst, NFA
Ms. Teressa Kaas, Secretary, NFA
Dr. Kirby Kiefer, Deputy Superintendent, NFA
Ms. Vicki O'Keefe, FEMA Ethics Council

Convene BOV Meeting/Welcome and Introduction of New Board Members
Dr. Kirby Kiefer, Deputy Superintendent, NFA
Dr. Robert Fleming, Chair, Board of Visitors

Dr. Robert Fleming welcomed the Board of Visitors to the meeting and thanked everyone who could make the conference call. He asked that Dr. Kirby Kiefer give the opening remarks to the group. Dr. Kiefer welcomed all the members on the call and began by reviewing the biographies of all the new members to familiarize the group with their accomplishments, and then touched on the biographies of the former members as well. Dr. Kiefer also was pleased to introduce Chief Greg Cade, the new U.S. Fire Administrator. Chief Cade addressed the group and expressed his enthusiasm to be working with the Board of Visitors in the future. Chief Cade also thanked everyone for their support during his hearings with the Senate and also the continued support as the new U.S. Fire Administrator.

Ethics Briefing

Ms. Vicki O'Keefe, FEMA Ethics Council

Ms. Vicki O'Keefe gave a brief overview from the FEMA Ethics Council. Prior to the meeting she had sent an email to all the board members with a PowerPoint® presentation of the topics she discussed. Ms. O'Keefe reviewed a brief history of the Federal Advisory Committee Act (FACA) which began in 1972 and was most recently published in 2001. The main purpose of the FACA was to establish public accountability for committees as well as public access, reduce wasteful expenditures, and eliminate unnecessary committees. Ms. O'Keefe explained that a FACA committee can be established or used by a Federal agency and at least one person who is not a Federal employee. She stated that the steps to creating a FACA committee are located on the PowerPoint® presentation she had provided to all the members via email. Ms. O'Keefe provided the group with FACA resources where the members can obtain information regarding these committees. Included are the following Web sites <http://www.gsa.gov/faca>, and cms@gsa.gov, as well as a FACA training class that is being offered August 22 and 23 and again on November 7 and 8. The site of this class is still undetermined.

Ms. O'Keefe briefed the board on the issues and regulations involved within a FACA committee. Issues that may evolve in a FACA committee include bribery and statute, representation of other private entities, post employment restrictions, and conflict-of-interest pertaining to another employment opportunity. Regulations include gifts from prohibited sources, use of Government property and time for nonofficial purpose, fundraising under committee title, political activities while a committee member, and providing expert testimony for another entity.

Learning Management System (LMS) Update
Ms. Terry Gladhill, Program Analyst, NFA

Ms. Terry Gladhill briefed the group on the current status and updates from the Learning Management System. On June 8 the NFA Online, in conjunction with Plateau, was launched with great success. There are over 5,000 enrollments with 120 to 125 new enrollments each day. There have been eight courses migrated onto the system, and currently there are three blended learning courses being worked on to migrate onto the system. Phase II of the LMS is set to launch on August 24. Currently they are working on renewing the contract with Plateau. There will be a data feed test in the next week to try and hook together the LMS system with the Admissions System.

Academy Update
Dr. Kirby Kiefer, Deputy Superintendent, NFA

Dr. Kirby Kiefer gave a brief update on the academy. The FY08 courses have all been finalized. Six-day pilot courses were moved to the spring of 2008 to try to recruit more students to apply to take the courses. The pilot for *Fire/Arson Investigation* (FAI) is being run for the second time with great success. The updates are almost completed for the instructor selection process criteria. Dr. Kiefer is hopeful to have those criteria published within the next week. Dr. Kiefer also reported that there is a procurement set in place in lieu of any leftover money in the budget. This way we are prepared to fund other projects if the funding becomes available. Dr. Kiefer also reported that there have been many personnel changes recently: Mr. Bob Bennett is now the Training Specialist for the ICS program; Ms. Terri Little will be the new secretary for Dr. Kiefer; Ms. Trina Clever has left and moved on to work with Transportation Security; Ms. Cindy Wivell has now moved to take over the procurement position, along with help from Ms. Tonya Long; and Ms. Teresa Kaas will now be the Superintendent's secretary.

The board asked that there be status update on the conversion of the 10 day to 6-day courses. Dr. Kiefer stated that there are currently 10 courses being revised. Each of these courses has been posted on the schedule for next semester. These courses also have been cancelled from the October-December schedule and placed in the January-March schedule hoping to have a higher number of applying students. Dr. Kiefer stated that all the courses being revised to shorten from 2 week to 1 week will go through the American Council of Education (ACE) accreditation for review. This is the same process that is used to review courses, instructor criteria, and evaluation processes at colleges and universities. Dr. Kiefer also reported to the group that many of the 6-day classes will most likely have pre course and post course materials to ensure that the students are receiving the same amount of knowledge and information out of the 6-day as they would the 10-day courses.

Board Discussion**Dr. Robert Fleming, Chair, BOV****Approval of March Meeting Minutes**

Dr. Fleming asked the members if there were any discrepancies or remarks regarding the March 2007 meeting minutes. Nothing was stated. Dr. Fleming moved to approve the March meeting minutes. Chief Don Oliver approved the motion. There was a second from Ms. Helen Johnson. All members were in favor.

October Meeting Dates

Dr. Fleming announced that the next BOV meeting will be held October 4 to 6, with travel days being the third and the seventh. This will be in conjunction with the National Fallen Firefighters Memorial Service held at the National Fire Academy.

Dr. Fleming moved that the meeting be adjourned. Chief Don Oliver approved the motion. There was a second from Ms. Helen Johnson. All members were in favor.