

NORTH AMERICAN FIRE TRAINING DIRECTORS
 SERVING STATE, PROVINCIAL, AND TERRITORIAL, FIRE TRAINING AND EDUCATION SYSTEMS
ANNUAL FALL MEETING
October 8 – 11, 2003

SALT LAKE CITY, UTAH: Venues: SLC Hilton Hotel and Utah Fire and Rescue Academy, Provo, UT.
 NAFTD President Adam Piskura was unable to attend due to illness in the family. See list of attendees at end of minutes.

THURSDAY OCTOBER 9, 2003			
TOPIC	INITIATOR	DISCUSSION	ACTION
Opening of Meeting. Welcome and Self-Introductions	Timothy Dunkle, NAFTD Vice Pres. (Pennsylvania)	Mr. Dunkle announced that NAFTD President Adam Piskura could not attend due to illness in the family.	VP Dunkle stood in for Pres. Piskura
		Mr. Dunkle noted that there would be several changes to the agenda.	
		UFRA Director, Steve Lutz welcomed everyone to Utah and to the NAFTD Conference.	Note: in the NAFTD binder that was distributed by UFRA, there is a new Fire Code Inspector's Guide book. In the back there is a website for ordering from ICBO. That website is incorrect. Instead of www.icbo.org it should now be www.iccsafe.org
		Mr. Lutz introduced Steve Johnson , Training Program Manager and chief coordinator of this conference; Lance Wollebaek Assistant Director of Training; and Terry Spoor , Associate Director of UFRA; and Melinda Hill , Administrative Assistant to Steve Lutz.	
(cont. on pp. 2)			

TOPIC	INITIATOR	DISCUSSION	ACTION
Round Table Introductions cont. from pp. 1)	Tim Dunkle Pennsylvania	Mr. Dunkle asked for a round-table of introductions from all present.	A list was passed around for everyone to correct or update their information.
Introduction of Guest Speaker, Denis Onieal, Superintendent, NFA	Tim Dunkle	Mr. Onieal (NFA) addressed training issues, Department of Homeland Security, and budget cuts.	
Strategic Issues Handouts: NAFTD Responding to Questions and Programs for Our Firefighter Customers Request for Proposal 1.b	Denis Onieal NFA Superintendent	Where does terrorism training belong? Centralized Federal training delivery? Decentralized training delivery with centralized development?	
		DHS is spending \$5 billion to set up WMD terrorist academies.	
		ODP is not only funding training, they're funding for back-fill over-time. Agencies are sending their people to New Mexico for training.	
Standards	Denis Onieal	It looks like the process for NIMS and NRP will require participation. You will not be eligible for disaster funds unless you comply.	
		You, as State training systems, need to identify your strategy.	
		1. Develop and distribute courses to deal with WMD's.	
(cont. on pp. 3)			

TOPIC	INITIATOR	DISCUSSION	ACTION
Standards (cont. from pp. 2)	Denis Onieal NFA Supt.	2. Federal terrorism training is a business operation.	
		Dick Jahne (IL): The Illinois fire service is seeking to get the “biggest bang for the buck” by including certification, college credit, and OSHA requirements.	
		You should think about keeping the inclusion of accrediting agencies as cooperative efforts.	
		Ralph Brown (OK): ODP in Oklahoma is being forced to use programs that don’t meet NFPA standards.	
ODP Is Taking Control.		Jeff Gleason (LA): In 10 years it is predicted fire departments will be run by local ODP’S. We need to bust butt right now to keep ODP or State Police from taking control.	
Where Does NFA Fall? How Do We Get Money Back?		National Fire Academy Lobby	
		There is a duplication of efforts.	
		We can set the standard.	
	Dick Jaehne Illinois	There are members of the consortium—our CFR 920, etc. We don’t coordinate and get certifications and take the tests for State and Federal training.	
From Response To Prevention. (cont. on pp. 4)	Denis Onieal NFA Supt.	The government has moved beyond RESPONSE (their PDD39). Their shift has gone to PREVENTION.	

TOPIC	INITIATOR	DISCUSSION	ACTION
From Response To Prevention (cont. from pp. 3)		We need a goal to collectively work together so FF's have to take courses only <i>once</i> .	
What Are Consortium Courses?	Dick Jaehne Illinois	University-based courses. A recent Illinois newsletter describes more than \$5 million in overtime and backfills.	
ERTBC Is Going Online		ERTBC is going online. How do we get it to every state?	
		Art Cota (CA) - Challenge: People are following the money. We do what we is collectively the best.	
Collaborate With Other Groups		IOC: We should reach out to others. We need collaboration with other groups.	
		Gary Wilson (MO) : Where is NFA in all of it?	
Credentialing	Denis Onieal	DHS Presidential Directive 5	
GI BILL Analogy		Denis Onieal (NFA) related the analogy of the GI Bill for war vets. Those who went to school on the GI Bill went to accredited institutions, but the schools weren't established or accredited by the Federal government	
		Those who were among the wounded were told they must go to Veteran hospitals run by the federal government and that they must use the federally run medical system.	
(cont. on pp. 5)			

TOPIC	INITIATOR	DISCUSSION	ACTION
GI BILL Analogy (cont. from pp. 4)	Denis Onieal NFA Supt.	The point is that we already have various states with well established educational academies and other institutions. There is no need for the federal government to spend billions of taxpayer dollars to create a whole new system.	
Federal Disaster Funds Used For Credentialing		Federal disaster funds will be used to influence credentialing. We need to get a system designed, up and running.	
Record Keeping Systems		We need record keeping systems.	In October we'll begin. Bob is going to manage that task force
		SYSTEMS OF ACCREDITATION: NBFSPQ, IFSAC, IAAC	
		Local people need to decide that by keeping local records.	USFA will have three meetings and a final report by February on Credentialing for the Fire Service
		Art Cota (CA): acquisition; utilization; information; evaluation; source are key elements.	
		To my knowledge, there is no national credentialing for law enforcement and construction trades; their union card is all that is needed for credentialing.	
Compliance		Dick Jahne (IL): There is a difference between credentialing and accreditation.	
		There is a difference between regulatory standards and volunteer standards.	
		Compliance will be related to funding.	
(cont. on pp. 6)			

TOPIC	INITIATOR	DISCUSSION	ACTION
Funding Is Tied To Federal Disaster Money.			
Programs Review	Denis Onieal NFA Supt.	The NFA Programs Office is doing a complete review of courses. Some may be dropped, some may be added.	Denis Onieal will send an e-mail with the list of classes.
NFA Security Changes	Art Cota California	There are some new, more stringent security changes on the NFA campus because it is only two miles from Camp David.	
Credentialing: Board of Visitors Firefighter Credentialing Meeting	Robert Bennett TRADE Program Manager – NFA	Bob handed out an agenda for the Firefighter Credentialing Meeting Agenda for first meeting. See handout, or contact Bob for a copy.	Presentation of Agenda Oct 28 – 31 with the 28 th and 31 st being travel days. Nov 18 – 21 with the 18 th and 21 st being travel days. Dec 9 – 12 with the 9 th and 12 th being travel days
		First Meeting review Mandate: a National Credentialing system. Denis Onieal Background Info: six presentations	
		Developing the Framework for a National Credentialing System. What do we know at this point?	
		Second meeting will be to work it all out and send in a submission.	
		Third meeting will be for tweaking	
(cont. on pp. 7)		Bob Bennett (NFA) has a list of invitees.	Bob Bennett (NFA) has a list of invitees.

TOPIC	INITIATOR	DISCUSSION	ACTION
Credentialing: Board of Visitors Firefighter Credentialing Meeting Cont. from pp. 6)	Robert Bennett NFA TRADE	Travel will be by reimbursement.	Invitational letters went out by e-mail today, October 9, 2003, and will go out by hard copy soon.
		Dick Jaehne (IL): What are we asking IFSAC AND Pro Board to present?	
		Baseline drives the effort.	
		Perhaps there needs to be a 5 th presentation: Credentialing and Reciprocity	
		Bob Bennett (NFA): There will be assignments after the first meeting.	Jeff Gleason (LA) and Gary Wilson (MO) will need to have info before the first meeting regarding what the credentialing meeting will be about.
Regional Delivery Training	Robert Bennett NFA TRADE	Need a list of your facilities and budgets, regional delivery statistics.	Need a list of your facilities and budgets, regional delivery statistics.
		6101 students trained	
		There were lost opportunities for classes.	
		Regional program needs to be supported.	Regional program needs to be supported
		Bob Bennett (NFA) has a final management plan.	
Jones and Bartlett Publishers (cont. on pp. 8)	Katrin Beacon	Hand-outs: Field Guide Weapons of Mass Destruction and Terrorism Response 2003 Public Safety Catalog	

TOPIC	INITIATOR	DISCUSSION	ACTION
Prentice Hall Publishing: (cont. from pp. 7)	Katrin Beacom	Hydraulics; interactive CD; bank of formulas	
IFSTA – Fire Protection Publications	Janet Maker	IFSTA and FPI operate as non-profit organizations, but do profit from the sale of books	
		Tech Rescue; Industrial; Video clips that complement SCBA customized for Essentials; Clip Art for Driver Operator and Aerial Safety Officer; Alabama Study Guide; Test Prep	VP Tim Dunkle (PA): Asked Janet Maker to make sure everyone at IFSTA knows NAFTD appreciate their willingness to host the NAFTD website.
IFSAC (handout) See handout, or contact Rich Hall for a copy.	Rich Hall	Hand Out: Update to the IFSAC Accreditation Congress: Update to the North American Fire Training Directors	
		The IFSAC 2004 Annual Conference will be held in Oklahoma City, OK Wed. April 21 through Sat. April 24, 2004	Renaissance OKC Convention Center Hotel 10 N Broadway Oklahoma City, OK 73102 PH (405) 228-8000 Reservations: 1.800.468.3571
			Tim Bradley will be Chair.
			Transportation will be provided.
			Room Rates: King, Single and Double: \$99.00 + 10.375% tax.
IFSAC (handout) Degree Assembly		Degree Assembly (31 members)	
		University of New Haven is newest member	
		458K+ in registry	
(cont. on pp. 9)			

TOPIC	INITIATOR	DISCUSSION	ACTION
IFSAC Degree Assembly (cont. from pp.8)		For every level a person is accredited to, they receive another seal (?)	
NAFTD Financial Report: Oct 2002 – Oct 2003 (Handout)	Randy Novak Iowa	Randy Novak (IA) handed out the Financial Report and explained the account information.	
		Royalties from FPP @ OSU:	Royalties will be sent to NAFTA every year!
Motion To Accept Financial Report			Rick Mason (NH) made motion to accept the 2002-2003 NAFTA Financial Report Ivan Nevil (IN) seconded the motion Motion was passed unanimously
Elections Committee Report	VP Tim Dunkle Pennsylvania	The elections committee consists of Adam Thiel (VA); Ken Brasco (NC); Randy Novak (IA)	They will count the ballots and report the information on Saturday.
Audit Report	VP Tim Dunkle Pennsylvania	Art Cota (CA) and Ed Roper (SC) will perform the audit.	They will do the audit and report on Saturday.
Membership Record Report	Ed Roper South Carolina	Current NAFTA membership stands at 39 US states and 8 Canadian provinces.	
Website Report	Dick Jaehne Illinois	IFSTA is the new host for NAFTA's website. The ListServe website is going great.	If you want something on ListServe, or need to update info, send and/or e-mail to Dick Jaehne (IL) .
Canadian Perspective	John Vokes British Columbia	June 18-20 th there was a committee meeting in New Brunswick. No funding problems due to no money!!!	
		They have No federal funding	
(cont. on pp. 10)			

TOPIC	INITIATOR	DISCUSSION	ACTION
Canadian Perspective (cont. from pp. 9)	John Vokes British Columbia	<p>Issues:</p> <ul style="list-style-type: none"> • Employment • British Columbia transferring funding to those who have certificates. • No shortage of students. • Brochures from other schools that are only \$400+, so they must be subsidized • Lots of interest in Fire Officer Training. High turn over for the next three to five years. • Driven by pension formulas. • Saskatchewan sees no value • Accreditation: confusion about value and about competing bodies. 	
Manitoba Forest Fires: Credentialing	John Vokes	Manitoba: One complete village burned; 300+ homes. A lot of people showed up with no training experience	
		ICS must be taught, adopted and developed in British Columbia.	
		Engines deployed for combat, chemical biological, radiological, microbiological	
		CBRM trailers are being parked, but there is no training, so no one will use them.	
		2,600 military forces brought in to help fight fires.	
(cont. on pp. 11)			

TOPIC	INITIATOR	DISCUSSION	ACTION
<p>NAFTD Constitution See handout or contact Dick Jaehne (IL) for a copy.</p> <p>(cont. on pp. 11)</p>	<p>VP Tim Dunkle Pennsylvania</p>	<p>Article II MISSION STATEMENT: Proposal to change Article II <i>“Focus the combined, diverse talents and resources of our members to achieve a safe environment through enhancing and supporting the role of training and education for the fire and rescue services.”</i> to 4 bullet items.</p> <ul style="list-style-type: none"> • To be recognized as the primary point of state, provincial & territorial fire training contact for the federal government. • To help state, provincial & territorial fire training organizations improve/establish best practices, and advocate for fire training, education, information & research. • To be a representative at the national level for federal homeland security policies, programs, & resources related to fire & emergency services training & education. • To provide the strategic planning base to plan, communicate, and advocate the value of state, provincial & territorial fire training systems. 	
<p>(cont. on pp. 13)</p>			

TOPIC	INITIATOR	DISCUSSION	ACTION
<p>NAFTD Constitution See handout or contact Dick Jaehne for a copy. (cont. from pp. 12)</p>	<p>VP Tim Dunkle Pennsylvania</p>	<p>There was discussion about whether this should remain as four bulleted items. Art Cota (CA) noted that the 1st mission point and the 3rd seemed to be the same. Dick Jahne (IL) explained the difference between being a point of contact and actually being a representative with a seat at the DHS.</p>	<p>Art Cota (CA) proposed a motion to accept the change to include the four bullet points. Rick Mason (NH) seconded it. The motion passed unanimously.</p>
		<p>Dick Jaehne (IL) pointed out that the Fire Act Grant is no longer called that any more; it is called Homeland Security.</p>	
		<p>Article IV: Add the word “Organizational” to the beginning of the paragraph and change the second word Membership from capitalized to non-capitalized membership.</p>	<p>Ivan Nevil (IN) presented a motion to accept the change in article IV. Art Cota (CA) seconded the motion. The motion passed unanimously</p>
		<p>Article V: Officers Combine paragraph three with paragraph 2 and change “The President shall preside in the absence of the President.” to “The Vice President shall preside in the absence of the President.” Add a new para. 3 to read, “In the event that the office of Vice-President is vacated for any reason, the President shall appoint an interim Vice-President to serve until the next Annual Meeting.”</p>	<p>Art Cota (CA) presented a motion to make the change. Lois Hartman (ND) seconded the motion. The motion passed unanimously.</p>
<p>(cont. on pp. 14)</p>		<p>Article VI: Elections and Voting Paragraph three “The constitution may be amended <i>by at</i> any meeting . . .” Remove the word <i>by</i> from the sentence.</p>	<p>Rick Mason (NH) presented a motion to make the change. Art Cota (CA) seconded the motion. The motion passed unanimously.</p>

TOPIC	INITIATOR	DISCUSSION	ACTION
NAFTD BY-LAWS Article 1. Membership (cont. from pp. 13)	VP Tim Dunkle Pennsylvania	NAFTD BY-LAWS Article 1. Membership 1.1 Add the word “Organizational” to the beginning of the paragraph and change “Membership” to “membership 1.5 “Voting privileges are limited to members who are paid in full as of the annual meeting for the current fiscal year as defined by July through the following June.”	Motion to approve changes to Article IV of the NAFTD Constitution makes this change automatic and necessary.
		1.5 Delete the words “as of the annual meeting”. Now reads, “Voting privileges are limited to members who are paid in full for the current fiscal year as defined by July through the following June.”	Art Cota (CA) presented a motion to make the change. Rick Mason (NH) seconded the motion. The motion passed unanimously.
Article 3. Meetings		Article 3. Meetings 3.5 Shall now read, “A quorum shall consist of 30% of the current dues paid members.	Steve Lutz (UT) presented a motion to accept the change. John Vokes (BC) seconded the motion. The motion passed unanimously
Article 5. Elections		Article 5. Elections 5.10 “In the event that the office of Vice-President is vacated for any reason, the President shall appoint an interim Vice-President to serve until the next Annual Meeting.”	NAFTD Constitution provides this however it was felt that it needed to be included in the By-Laws. Steve Lutz (UT) presented a motion to make the addition to Article 5. John Vokes (BC) seconded the motion. The motion passed unanimously.
(cont. on pp. 15)			

TOPIC	INITIATOR	DISCUSSION	ACTION
Article 7. Standing Committees (cont. from pp. 15)	VP Tim Dunkle Pennsylvania	Article 7. Standing Committees 7.1. The Chair shall at a minimum appoint the following standing committees: 7.1.1. Nominations and Election Committees 7.1.2 Finance Committee 7.1.3 Membership Committee	
		Discussion was to add three more committees. 7.1.4. Communications Committee: Function: 7.1.5 Legislative Committee 7.1.6 Conference Committee	Art Cota (CA) presented a motion to accept the additions. Gary Wilson (MO) seconded the motion. The motion passed unanimously.
		A discussion followed on the function of the Communication Committee. Its function will be; <ul style="list-style-type: none"> • strategic planning; • How do we publish to constituencies? • How do we advertise internally, but mostly externally to attract more members Address legislative issues	
Selection of President and Vice President.	Gary Wilson Missouri	Steve Edwards (MD) sent out a message on ListServe regarding a way of selecting the President and Vice President. Dick Jaehne (IL) read this e-mail aloud.	
(cont. on pp. 16)			

TOPIC	INITIATOR	DISCUSSION	ACTION
Selection of President and Vice-President (cont. from pp. 15)		There was a recommendation to not modify the process for voting.	
	Gary Wilson Missouri	There was a proposal to table this question for two years.	Adam Thiel (VA) presented a motion to table the question of modifying the process of voting. Dick Jaehne (IL) seconded the motion.
		Art Cota (CA) proposed an additional modification in language that would say, "two consecutive full terms, and to have that in place thirty days prior to the next NAFTD MEETING.	
		After some discussion about the motion already on the floor and some other complications with making changes to the language, Art Cota selected to take his amendment back, and moved to table the motion on the proposal to create an additional modification.	Vice President Tim Dunkle (PA) declared the motion tabled and said the issue would be handed over to the Bylaws Committee.
Thanks To Bylaw Committee	Richard Mason (NH) & Adam Thiel (VA)	Richard Mason (NH) and Adam Thiel (VA) recognized the hard work of the by-laws committee	
NAFTD Strategic Planning System (cont. on pp. 17)	Dick Jaehne Illinois	Handout from NAFTD STRATEGIC PLANNING SYSTEM 7 June 03 Kansas City	

TOPIC	INITIATOR	DISCUSSION	ACTION
NAFTD Strategic Planning System (cont. from pp. 16)	Dick Jahne Illinois	Dick Jahne (IL) read a list of NAFTD weaknesses.	
		Art Cota (CA) commented that, as an organization, NAFTD does not have a clear sense of goals and objectives. The group is reactive rather than proactive. The group should decide what it wants to accomplish within the next year.	
		Dick Jahne (IL) read a list of NAFTD strengths. (I did not see this list on the handout)	
		Under the list of Threats the question was posed regarding who each organization answers to. For instance, if an organization has to answer to a university, DPS, or other entity, are they automatically under DHS already?	
Strategic Initiative #1 To develop and implement a program to enhance the stature and trust of state, provincial & territorial fire training agencies in the eyes of external constituent groups. (cont. on pp. 18)		The wording was changed (Dick Jahne (IL) has this changed on his computer)	See revised Strategic Plan.

TOPIC	INITIATOR	DISCUSSION	ACTION
Strategic Initiative #1 (cont. from pp. 17)	Dick Jahne Illinois	Constituent groups such as ODP, governors, IAFF who interface with us, but may be for or against us.	
		Dick Jahne (IL) did a database last year.	
		Art Cota (CA) has info on a capability survey: what are the budgets, classrooms, props, etc.	
		We're only shy about six members to complete the survey 100%.	Get your info in. Survey is on NAFTD website.
Strategic Initiative 1.b		Adam Thiel (VA) has a document—a request for proposal—marketing plan.	
		Where do we get the money? We have \$25K in the bank.	
		If happy with this, where to go next? Since all states don't participate, the dues could go up. We must develop a marketing plan.	
		Who is the marketing audience?	
		Marketing within each state is already happening; there is a need to market to federal entities.	
		Idea of GREAT BRIGADE: All past NAFTD Presidents could help mentor new presidents and fire directors and ask governors to appoint. Then the newly appointed NAFTD President would report to the governor.	
		Art Cota (CA): Focus on people within the state who have national authority	
(cont. on pp. 19)			

TOPIC	INITIATOR	DISCUSSION	ACTION
Initiative 1.a and 1.c (cont. from pp. 18)	VP Tim Dunkle Pennsylvania	Concept of business plan links Initiative 1.a and 1.c. Put in an option of hiring a contractor. Change to Marketing and Business plan Make brochure 3-fold.	Group mutually agreed that a business plan was necessary. Referred this to the Communication Committee for implementation.
Strategic Initiatives #2 To create a strong, trusted, nationally recognized voice in the formulation of homeland security training plans, policies & priorities. (cont. from pp. 18)		Discussion followed; <ol style="list-style-type: none"> 1. New and compelling need for our dialog with federal level 2. Need for NAFTD to share info. 3. Create a model and share with each other. 4. NAFTD needs a chair at the table. 5. How do you get a seat at the table? 6. Where would the target area be in each state separately? 7. Who's going to manage all the people running around? 8. Where is the foundation? 	Group mutually agreed to this Initiative. Referred this to the Legislative and Communication Committees for implementation.
Strategic Initiatives #3 Develop sustained funding sources to deliver training and develop infrastructure for each state fire training organization.		Change wording to read; "Develop sustained funding sources to deliver training and develop infrastructure for state, provincial, and territorial fir training organizations.	Wording change to Strategic Initiative #3 was mutually agreed upon. Referred to the Legislative Committee for implementation.
(cont. on pp. 20)			

TOPIC	INITIATOR	DISCUSSION	ACTION
Strategic Initiative #3 (cont. from pp. 19)	VP Tim Dunkle Pennsylvania	How do we do this work? How much do we contract out?	
		<ol style="list-style-type: none"> 1. Have a program so people know who we are. 2. Have a seat at the table. 3. Get the necessary funding. 	
Strategic Initiatives #4 To attain federal government recognition that state fire training organizations are the primary source for fire service training and related training & education as they apply to other emergency responders.		<p>Change wording of Initiative #4 to read as follows.</p> <p>Strategic Initiatives #4 To attain federal government recognition that state fire training organizations are the primary source of fire service training and related training & education for emergency responders.</p>	<p>Wording change was mutually agreed upon by the group.</p> <p>Referred to Legislative Committee for implementation.</p>
		<ol style="list-style-type: none"> 1. Keep contacts with federal links. 2. Have regular communications means. <p>Where do we get this; who will be the contact?</p>	
(cont. on pp. 21)			

TOPIC	INITIATOR	DISCUSSION	ACTION
<p>Strategic Initiatives #5 Develop and foster strong, trusted professional relationships with emergency responders and other fire service organizations.</p> <p>(cont. from pp. 20)</p>	<p>VP Tim Dunkle Pennsylvania</p>	<p>Discussion Points</p> <ol style="list-style-type: none"> 1. Have a contact list. 3. Do we have a permanent presence at the Chiefs convention? 4. Do we have a permanent presence at IAFF? 5. Do we have a booth or invitations to come? 6. We must continue endorsement program 7. We must be on an interagency table. 	<p>Group mutually agreed to this initiative.</p> <p>Referred to Communication Committee for Implementation.</p>
<p>Strategic Initiatives #6 To achieve 80% active and engaged participation by all organizations eligible for NAFTD membership in the implementation of NAFTD strategic initiatives.</p>		<p>Strategic Initiative #6 To have an active, representative membership that participates in the implementation of NAFTD strategic initiatives.</p>	<p>The wording for Strategic Initiative #6 was changed by mutual consent.</p> <p>Referred to the Membership Committee for Implementation</p>
		We have 60% right now.	
		We need people to work on committees and respond to NAFTD's needs.	
		Go out and reach as many people one on one as possible.	
(cont. on pp. 22)			

TOPIC	INITIATOR	DISCUSSION	ACTION
<p>Strategic Initiatives #7 To serve as a professional development resource for NAFTD members. (cont. from pp. 21)</p>	<p>VP Tim Dunkle Pennsylvania</p>	<p>Discussion points on this Strategic Initiatives. We need to maintain ways we help one another. ListServe: We all could share curriculum We could mentor new directors. We need to provide training opportunities for our members.</p>	<p>Strategic Initiatives #7 Accepted as is by the group. Referred to the Membership and Communication Committees for implementation.</p>
<p>Strategic Initiatives #8 To develop a sustained funding mechanism for NAFTD leading to a permanent NAFTD presence in Washington, DC.</p>		<p>Strategic Initiatives #8 To develop a sustained funding mechanism for NAFTD leading to a permanent NAFTD representation in Washington, DC.</p>	<p>The wording for Strategic Initiative #8 was changed by mutual consent. This was referred to the Legislative and Finance Committees for Implementation.</p>
		<p>Currently NAFTD has only a P.O. Box with a Washington, D.C. address.</p>	
		<p>Someone contacts Adam; either Adam goes, or contacts someone else to go.</p>	
		<p>NAFTD is looking for active staff person as a presence in Washington DC to further their cause. Who should man the office?</p>	
<p>Should The Strategic Initiatives Be Re-Prioritized? (cont. on pp. 23)</p>		<p>There was discussion that the Strategic Initiatives should be accomplished within a three to four year period, but did not need to be re-prioritized.</p>	<p>Gary Wilson (MO) proposed a motion to accept the eight initiatives as verbally edited, but in the current order. Randy Novak (IA) seconded the motion. The motion passed unanimously</p>

TOPIC	INITIATOR	DISCUSSION	ACTION
Reconvene Strategic Planning In Kansas City (cont. from pp. 22)	VP Tim Dunkle Pennsylvania	More details will be issued regarding reconvening the strategic planning meeting in Kansas City.	
Formulation Of Committees	VP Tim Dunkle Pennsylvania	Tim has a list started. On Saturday there will be more discussion about who will be participating on the various committees.	
Credentialing	VP Tim Dunkle (PA), Art Cota (CA), Randy Novak (IA)	Look at current systems; do what is necessary to match up.	
		NIMS says FEDS will credential people.	
		NAFTD credentials at state level for internal response; then accredit at federal level.	
		David Hedrick (TN): Volunteers are being weeded out of the potential resource. They have to jump through hoops to become part of the responsive corp.	
		Bob Bennett (NFA): Self-dispatching is a problem.	
		Dick Jaehne (IL): What are the tasks, conditions and standards?	
		Art Cota (CA): What needs to be fixed? We must focus on the development of a credentialing system.	
(cont. on pp. 24)		Dick Jahne (IL): “ Qualification ” should be used not certification or accreditation.	

TOPIC	INITIATOR	DISCUSSION	ACTION
Credentialing (cont. from pp. 23)	VP Tim Dunkle (PA), Art Cota (CA), Randy Novak (IA)	Ed Roper (SC): We have to follow NFPA standards at a minimum and go through the program to be a firefighter. Police are pushing the standard up. They get paid for good training, so do EMS. OSHA EMS NFPA WILDLAND Validate people that work in specific environments. Where you function and what level of skills you have should be part of the certification.	
		Terry Spoor (UT): Use caution. If the intent of this effort is to control self-dispatching (SHUN system) the first response is a local response to a local disaster. The feds role should be to assist the locals.	
		NFIRS started out as a volunteer standard. It is no longer a voluntary standard; there is no funding for it.	
		Butch Weedon (MT): Red card system is not applied consistently state to state. It is a competitive system.	
		We're not calling individuals; we're calling whole companies (battalions) to respond.	
		Just because somebody carries a Pro Board or IFSAC certification doesn't mean they are still qualified, because perhaps they've not used their skills for a long time.	
(cont. on pp. 25)			

TOPIC	INITIATOR	DISCUSSION	ACTION
Credentialing (cont. from pp. 24)	VP Tim Dunkle (PA), Art Cota (CA), Randy Novak (IA)	Art Cota (CA): How many people in your own state participate in certification? It's not all about certification; it's about getting resources trained to move from point A to point B . We need a system.	
		FEMA will call for a federal USAR team.	
		Dick Jahne (IL): Individuals with specific skills create a specific team.	
		How do we evaluate the people of those teams? They have to be "by name" trained.	
		How are the teams set for deployment by the Emergency Management Agency? Who has the list? Combined Agency Response State Team EMAC Deployment?	
		Dick Jahne (IL): May have 60 people on their list. Task sheets are filled out and faxed to location.	
		There is state authorized workman's compensation.	We need to have feedback immediately!
Emergency Preparedness and Response.		Use ListServe. Forewarn everyone who is not here today. Interagency newsletter, Law enforcement, ODP	
(cont. on pp. 26)			

TOPIC	INITIATOR	DISCUSSION	ACTION
Endorsement Peer Review (cont. from pp. 25)	Gary Wilson Missouri	Through e-mail and a conference call, Pres. Adam Piskura (CT) put together a list for endorsement review. Group of Directors: Jerry Schroeder (?) Randy Novak (IA) Mike Bracken (AR) Russell Strickland (MD)	
		FIELD TRAINING was not the kind of program we were looking for.	
		What do we want to do with NAFTD program?	
		Need to decide how to use NFA money (grant)	
		What is the endorsement for?	
		Dick Jahne (IL): disagrees with removing Terrorism Fire Act. What is your relationship as an organization?	
		Gary Wilson (MO): As long as we can put up any course we feel is necessary, we shouldn't be restricted.	Art Cota (CA) motioned to amend the current endorsement criteria to allow state training directors to submit any course for review and inclusion. (They have to meet certain criteria—curriculum) Ed Roper (SC) seconded the motion. The motion passed unanimously.
		There is concern that NFA is getting in to firefighter training. Do you teach NFA training in your own state?	
(cont. on pp. 27)			

TOPIC	INITIATOR	DISCUSSION	ACTION
Endorsement Peer Review (cont. from pp. 26)	Gary Wilson Missouri	Don't make it a paper chase. Make sure to include copyright releases.	The Endorsement C0mmittee will meet at the NFA Nov. 11 th & 12 th . Programs need to be submitted by Nov. 1 st . Provide all materials to Bob Bennett (NFA).
		A course form is needed for each curriculum. This is your check list. Turn in a completed form. Syllabus for instructor qualifications. ACE course. Course References. Well written objectives. Test: if it is a certification process. Manuals: use as reference materials. If using visuals, send them. If using copyrighted material, send the confirmation. You must purchase it. Send in care of Bob Bennett (NFA).	
		Art Cota (CA): Gary Wilson: Program NFA is doing reviews. They'll look at every course and evaluate against five-year objectives.	
			Management Science may not be supported any more.
(cont. on pp. 28)	VP Tim Dunkle Pennsylvania		Adjourned meeting until 8:30 AM Saturday, Oct. 11, 2003.

**Friday – October 10, 2003
UFR Academy**

TOPIC	INITIATOR	DISCUSSION	ACTION
Meeting Reconvened for Committee Reports (cont. from pp. 27)	VP Tim Dunkle Pennsylvania	VP reconvened meeting for reports from the Election Committee and the Audit Committee.	
Election Committee Report	Adam Thiel Virginia	44 ballots submitted; 40 Eligible Ballots, 4 ballots dues not paid/not eligible. Results President – 40 votes for Piskura (CT) V-Pres. – 39 votes for Dunkle (PA) Write-ins – 0 votes	Dick Jahne (IL): presented a motion to accept the Election Committee’s Report as presented. Rick Mason (NH): seconded Motion passed unanimously
			Dick Jahne (IL): presented a motion to destroy the ballots. Rick Mason (NH): seconded Motion passed unanimously.
Audit Report	Art Cota California	The finance records are all appropriate and accurate. Committee recommends the following to occur: <ol style="list-style-type: none"> 1. Iowa needs to bill for mailing and other incurred expenses. 2. Add President and Vice President to the Signature Card. (Allows for continuity if Treasurer unable to do) 	Gary Wilson (MO): presented a motion to accept the Audit Committee’s report as presented. John Vokes (BC): seconded. Motion passed unanimously
FESCHE (cont. on pp. 29)	Art Cota California Gary Wilson Missouri	An open discussion on FESCHE’s Professional Development Model occurred.	VP Dunkle (PA): appointed Cota (CA), Lutz (UT), Bracken (AR), Mason (NH), & Jahne (IL) to develop a point paper on Professional Development & CFOP.

TOPIC	INITIATOR	DISCUSSION	ACTION
(cont.from pp. 28)	VP Tim Dunkle Pennsylvania	VP Dunkle (PA) thanked the members of the Election and Audit Committees for their work and respective reports.	Adjourned meeting until 8:30 AM Saturday, Oct. 11, 2003.
(cont. on pp. 30)			

SATURDAY OCTOBER 11, 2003

TOPIC	INITIATOR	DISCUSSION	ACTION
Meeting Called to Order (cont. from pp. 29)	V.P. Tim Dunkle Pennsylvania	Steve Lutz (UT) thanked everyone for being there, and specifically Steve Johnson and Terry Spoor, his staff members.	
Homeland Security & Assistance to Firefighters Act	Art Cota California	Homeland Security has added public health to have opportunity to control CDS money with bio-terrorism money.	
		ODP will not change peer review process.	
		Changes to grant recommendations to NFA: <ol style="list-style-type: none"> 1. Must show where buying equipment has tie in to DHS and WMD. 2. There will be a series of questions to collect data. Does it conform to Homeland Security? If you do your grant presentation <i>everything</i> you now buy must tie in. 3. Categories eliminate EMS. Goes under FF OPS. 4. Takes over FF OPS and Vehicles. 5. Fire boats will now be pumpers. 6. Everything will be pumpers. 7. Aerials, Quints. 8. Strict rescue units. 9. Some communities have 1st suppressions land-locked. 10. Class-A fire boat 11. \$250 for apparatus 12. \$750 for Quints 	
(cont. on pp. 31)		December will be the opening date for non-competitive grants for Fire Prevention.	

TOPIC	INITIATOR	DISCUSSION	ACTION
Training Section (cont. from pp. 30)	Art Cota California	FF equip and OPS not too many changes.	
		Greater score will be given to those who have training component coming from National or State training component.	
		Emphasis on STATE system.	
		EMS side	
		Grant will stay pretty much the same	
		May have a 45-60 day window	
		\$750 thousand is there	
		\$70 thousand for FF's never reached discussion.	
		1 st of March is when they expect to have grants issued.	
		Final grant criteria is to be released the 1 st of January.	
NAFTD Pamphlet	VP Tim Dunkle Pennsylvania	Passed out copies of a pamphlet that the President had had prepared for this meeting. A discussion followed on what to do with the pamphlet.	
	Randy Novak (IA)	The pamphlet should be on the website.	
		We have an offer from FPP to do layout of the pamphlet same as they did with our website. We should utilize the Communications Committee.	
		Anybody can be on ListServe	
(cont. on pp. 32)	Nancy Kubalanza Wyoming	We should put the federal areas/topics that we have a "part in" on the pamphlet back.	DO IT NOW!

TOPIC	INITIATOR	DISCUSSION	ACTION
Pamphlet (Website) (cont. from pp. 31)	Adam Thiel Virginia	There should be an emphasis on service. The strategic plan should be non-threatening. We have partnerships with other organizations that we should not to be in competition with.	
	Nancy Kubalanza (WY) Randy Novak (IA)	We need more statistics in the pamphlet and on the website.	
		The endorsement program is because of this group.	
Annual Meeting Plan Book	VP Tim Dunkle Pennsylvania	Acting upon a request from the President, Adam Piskura (CT), the need for an Annual Meeting Plan Book was discussed. Need to look at past hosts. Create a handbook to work from. How should activities go?	The following Committee was appointed to assemble an Annual Meeting Plan Book: Gary Wilson (MO), Randy Novak (IA), Lois Hartman (ND), and John Vokes (BC) . If you think of something to put in the Annual Chair book, email it to Gary Wilson.
		Randy Novak (IA) Show and tell the next day. Make the conference two days instead of three.	
		Gary Wilson (MO) Do the conference during the week instead of the weekend.	
		Can FPP subsidize scholarships for those whose budgets can't cover travel costs?	
		Jeff Gleason (LA) Focus on the importance of the group.	
(cont. on pp. 33)		Lois Hartman (ND) Leave time for committee work.	

TOPIC	INITIATOR	DISCUSSION	ACTION
Annual Meeting Plan Book (cont. from pp. 32)	VP Tim Dunkle Pennsylvania	Jeff Gleason (LA) make time to listen to what other agencies are doing.	
2004 Annual Meeting & Conference	John Vokes (BC) Cathy Lange (BC) Denis Onieal (NFA)	The dates for next year's NAFTD Fall Conference to be held in British Columbia conflict with US National Fire Prevention Week and the National Firefighter Memorial. The question was posed as to whether to move the date back to September 28 th through October 1 st .	John Vokes and Cathy Lange will look into this. Since they have already blocked the Inn at Westminster Quay for this event, and made plans well in advance, it may not be feasible to change the dates. If this is true, then perhaps the conference will have to be video taped for those who are unable to attend.
			John and Cathy will get back to Tim Dunkle next week. 2004 Annual Meeting & Conference will be September 28 – October 1, 2004.
NAFTD Pres. Adam Piskura	Gary Wilson Missouri	Adam was unable to attend due to illness in the family. His father is dying of cancer, and his mother is ill also. Please keep their family in your thoughts and prayers.	The group wrote personal notes to Adam and his family. These were collected by Melinda Hill (Administrative Assistant to Steve Lutz, taking minutes for this meeting). Melinda mailed them along with a card from UFRA staff members.
(cont. on pp. 34)			

TOPIC	INITIATOR	DISCUSSION	ACTION
Website Resource For Critical Stress (cont. from pp. 33)	VP Tim Dunkle Pennsylvania	www.firefighterministries.com is a website that helps provide local organizations with information regarding critical stress, spiritual and psychological resources.	
Best Practices Newsletters	Gary Wilson Missouri	There is an article about Forced Debriefing and how it can cause more harm than good. To find out more, contact: EMS Best Practices Inc. P.O. Box 927812 San Diego, CA 92192 Phone 858.456.8600 Phone 858.456.8625	
Committees members solicited	VP Tim Dunkle Pennsylvania	Legislative	Ed Roper (SC) Nancy Kubalanza (WY)
		Communications	Art Cota (CA)
		Conferences	
		Finance	Lois Hartman (SD) Ken Briscoe (NC)
		Nominations	James Litevich (VT) Butch Weedon (MT)
FPP Conferences	Janet Maker & Mike Moore IFSTA – FPP	FPP asking for representatives for IFSTA tests. Willing to publish about your organization.	FPP Conference July 11 th through 15 th 2004 Oklahoma
(cont. on pp. 35)			

TOPIC	INITIATOR	DISCUSSION	ACTION
Representative in D.C. (cont. from pp. 34)	Ed Roper South Carolina	We need representation in Wa., D.C. immediately	
		Lois Hartman (ND): How is NAFTD organized? Are we a 501 C3 or 501 C4?	
		Randy Novak (IA): Officially we are neither. We need to write new articles of incorporation. Or file as a non-profit organization.	
		We must keep records.	
Incorporation	Randy Novak Iowa	501 C3 is tax deductible 501 C4 is political arm Do we want to do both?	
		To incorporate requires three years of financial records, which NAFTD did not have until Randy collected the information.	
		We now have the capability to file for incorporation.	
Motion to pursue hiring an attorney to incorporate NAFTD.			Ed Roper (SC) motioned for the financial committee to hire an attorney to pursue NAFTD incorporation. Gary Wilson (MO) seconded the motion. The motion passed unanimously.
Lobbyist or Staff in DC	Ed Roper South Carolina	Should we have lobbyists in Wa., D.C.? What about a full-time staff member to man the office	
(cont. on pp. 36)			

TOPIC	INITIATOR	DISCUSSION	ACTION
Lobbyist or Staff in DC (cont. from pp. 35)	Ed Roper South Carolina	Randy Novak (IA): We need to straighten out state membership and get our incorporation settled first.	
		Are NAFTD members prepared to pay more for dues?	
		We have not yet used conferences as a source of income	
		Does NAFTD need to find corporate sponsorship?	
		The National State Fire Marshal's Association has sponsorships and they have a substantial bank account. They started out with only 50 people.	
		It is not fair to ask Canadians to foot the bill of this function when it is US based.	
		What does NAFTD want to be when it grows up?	
		Does NAFTD want to become a lobbying group?	
Incorporation	Randy Novak Iowa	There needs to be a mechanism of follow-up with the initiatives. We still haven't asked the tough questions.	
		How many of your bosses would approve of what you do? We're all under different governance. Are you under a state college, a state fire marshal, or some other entity?	
(cont. on pp. 37)			

TOPIC	INITIATOR	DISCUSSION	ACTION
Incorporation (cont. from pp. 36)		Adam Thiel (VA): We'd be more powerful as an information exchange and let the other powers that be take the weight on <i>the hill</i> . We're concerned about grabbing on to Homeland Security, but that could change in a day. This could make it difficult for other agencies to work with us. We all have to justify why we're here.	
		Ed Roper (SC): Denis Onieal looks to us. We have to represent TRAINING in its truest form to be the <i>voice on the hill</i> .	
		Randy Novak (IA) recommends that the Board work with the Legislative Committee.	There will be a Spring meeting at the FDIC ON FRIDAY FROM NOON TO FIVE . Free to your director or send someone as alternate. April 26 th through May 1 st , 2004 Meeting for NAFTA on April 30th.
			FDIC has dates for next 5 to 6 years. Ask Peter Hodge.
Instructor of the Year Award		Peter Hodge, FDIC will comp your instructor.	If you have Instructor of the Year awards, they will get free admission.
Future NAFTA Meetings	VP Tim Dunkle Pennsylvania		Plan on meeting at FDIC next Spring: Watch for location.
			2004 Annual Meeting – Vancouver British Columbia
			2005 Annual Meeting – New York
(cont. on pp. 38)			Annual Meetings in the future: MAYBE: New Hampshire, Illinois, Tennessee

TOPIC	INITIATOR	DISCUSSION	ACTION
Secretary Change (cont. from pp. 37)	VP Tim Dunkle Pennsylvania	Ivan Nevil (IN) announced that he was retiring in April 2004; and therefore, was resigning as NAFTD's secretary. VP Dunkle thanked Ivan for his service and asked if there were any volunteers to serve as NAFTD's Secretary. Rick Mason (NH) volunteered.	Rick Mason (NH) was appointed the new NAFTD secretary by VP Dunkle.
Annual Meeting Adjourned	VP Tim Dunkle Pennsylvania	VP Dunkle (PA): Asked if there were any further business to come before the organization. None being heard he called for a motion to adjourn the Annual NAFTD Meeting of 2003.	Rick Mason (NH) proposed a motion to adjourn this conference. John Vokes (BC) seconded the motion. The motion was passed unanimously.
(cont. on pp. 39)			Melinda Hill, Administrative Assistant to Steve Lutz, will type up the NAFTD 2003 ANNUAL FALL MEETING conference minutes and get them to Tim Dunkle within the next week.

**NAFTD ATTENDEES: ANNUAL FALL CONFERENCE
SALT LAKE CITY, UTAH
OCTOBER 8 – 11, 2003**

<u>State/Province</u>	<u>Who</u>	<u>State/Province</u>	<u>Who</u>
Arkansas	Mike Brackin	Oklahoma	Ralph Brown
California	Art Cota	Pennsylvania	Timothy Dunkle
Illinois	Richard Jaehne	South Carolina	Ed Roper
Indiana	Ivan Nevil	Tennessee	David Hedrick
Iowa	Randy Novak	Texas	Mike Wisby
Louisiana	Jeff Gleason	Utah	Steve Lutz
Maryland	Steve Edwards	Utah	Terry Spoor
Missouri	Gary Wilson	Utah	Lance Wollebaek
Montana	Butch Weedon	Vermont	James Litevich
Nevada	Jim Hawke	Virginia	Adam Thiel
New Hampshire	Richard Mason	Washington	Frank Garza
New Mexico	John Standefer	Wyoming	Nancy Kubalanza
North Carolina	Ken Briscoe	British Colombia	John Vokes
North Dakota	Lois Hartman	British Colombia	Cathy Lange

Guests	
<u>Organization</u>	<u>Who</u>
NFA	Denis Onieal
NFA	Robert (Bob) Bennett
FPP	Mike Moore
FPP	Janet Maker
IFSAC	Rich Hall
IFSAC	Eldonna Creager
Jones and Bartlett	Jane McCluskey