

**UNITED STATES DEPARTMENT OF HOMELAND SECURITY**  
**FEDERAL EMERGENCY MANAGEMENT AGENCY**  
**BOARD OF VISITORS FOR THE NATIONAL FIRE ACADEMY**  
**ADVISORY COMMITTEE CHARTER**

**1. Advisory Committee's Official Designation:**

Board of Visitors for the National Fire Academy

**2. Authority:**

Pursuant to the *Federal Fire Prevention and Control Act of 1974*, 15 U.S.C. § 2206(j), the Federal Emergency Management Agency (FEMA) established the Board of Visitors for the National Fire Academy (Board). The Board constitutes an advisory committee subject to the requirements of the *Federal Advisory Committee Act* (FACA), 5 U.S.C. Ch. 10, including the requirement a Charter for the committee be filed every two years with Congress.

**3. Objectives and Scope of Activities:**

The Board will review annually the programs of the National Fire Academy (Academy) and make recommendations to the FEMA Administrator, through the United States Fire Administrator, regarding the operation of the Academy and any improvements therein that the Board deems appropriate. The Board may make interim advisories to the FEMA Administrator, through the United States Fire Administrator.

In carrying out its responsibilities, the Board will include in its review: (1) an examination of Academy programs to determine whether these programs further the basic missions which are approved by the FEMA Administrator; (2) an examination of the physical plant of the Academy to determine the adequacy of the Academy facilities; and, (3) an examination of the funding levels for the Academy programs.

The Board will submit its written annual report through the United States Fire Administrator to the FEMA Administrator. This report will provide detailed comments and recommendations regarding the operation of the Academy. The Board will submit interim reports through the United States Fire Administrator to the FEMA Administrator whenever there is an indicated need to do so in the fulfillment of its duties.

**4. Description of Duties:**

The duties of the Board are solely advisory in nature to review annually the program of the Academy and make comments and recommendations to the FEMA Administrator regarding the operation of the Academy and any improvements therein, as required by 15 U.S.C. § 2206(j).

**5. Official to Whom the Committee Reports:**

The Board reports to the FEMA Administrator, through the United States Fire Administrator.

**6. Agency Responsible for Providing Necessary Support:**

FEMA is responsible for providing financial and administrative support to the Board. Within FEMA, the Office of the Superintendent, National Fire Academy (NFA), provides this support.

**7. Estimated Annual Operating Costs and Staff Years:**

The estimated annual operating costs associated with supporting the Board's functions is \$160,793 per year, including all direct and indirect expenses, which includes 1.5 years of FTE support.

**8. Designated Federal Officer:**

The FEMA Administrator will appoint an employee of the United States Fire Administration, on a full or part-time basis, as the Board's Designated Federal Officer (DFO). The DFO, or an Alternate DFO (ADFO) appointed by the FEMA Administrator, will approve or call Board meetings, approve meeting agendas, attend all committee and subcommittee meetings, adjourn any meeting when the DFO or ADFO determines adjournment to be in the public interest, and chair meetings when directed to do so by the FEMA Administrator.

**9. Estimated Number and Frequency of Meetings:**

Subject to funding availability and scheduling considerations, the Board will meet as often as needed to fulfill its mission, but not less than twice each fiscal year to address its objectives and duties. In accordance with the authorizing statute, the members of the Board will be reimbursed (including travel and per diem) for appropriate and permitted expenses actually incurred in the performance of their duties as members of the Board.

The Board will meet at the National Emergency Training Center in Emmitsburg, Maryland, unless permission to meet at an alternate location or via electronic conferencing is granted by the United States Fire Administrator.

**10. Duration:**

Continuing.

**11. Termination:**

This Charter will be in effect for two years from the date it is filed with Congress unless sooner terminated. The Charter must be renewed at the end of this two-year period in accordance with section 14(b) of FACA (5 U.S.C. Ch. 10).

**12. Member Composition:**

As required by 15 U.S.C. § 2206(j), the Board will be composed of eight members who are appointed by and serve at the pleasure of the FEMA Administrator. The FEMA Administrator will appoint each member based on their regional and/or national expertise, knowledge, and experience in the fields of fire safety, fire prevention (such as community risk reduction to include wildland urban interface), fire control, research and development in fire protection, treatment and rehabilitation of fire victims, or local government services management to include emergency medical services. The FEMA Administrator will appoint members as Special Government Employees (SGE) as defined in 18 U.S.C. § 202(a). Members are required to submit a New Entrant Confidential Financial Disclosure Report (OGE-450) every year and receive yearly ethic training from the DHS Ethics Office. Members are expected to participate in all meetings of the Board.

In order for FEMA to fully leverage broad-ranging experience and education, the NFA Board of Visitors must be diverse with regard to professional and technical expertise. The Board is committed to pursuing opportunities, consistent with applicable law, to compose a committee that reflects the diversity of the Nation.

Members of the Board will be appointed for terms of up to three years, and members may be reappointed to one subsequent three-year term. In order to provide for continuity of member participation, terms are staggered. Unless there are vacancies for reasons other than term expiration, no more than half of the members will be replaced (or reappointed) in any given year. A member appointed to fill an unexpired term will serve the remainder of that term. In the event the Board terminates, all appointments to the committee will terminate.

**13. Officers:**

The Board, at its first organizational meeting of each Federal fiscal year, will select from among its members a Chairperson and a Vice-Chairperson. These officers will serve for the ensuing year and may serve successive terms.

In the absence of both the Chairperson and the Vice-Chairperson, the DFO is responsible for chairing the meeting with the first order of business to select a Chairperson pro-tem from the Board members present to chair the remainder of the meeting.

**14. Subcommittees:**

The DFO may establish subcommittees for any purpose consistent with this charter. To the extent practical, subcommittees of this Board will be composed of members of the Board. If that is not feasible, at least one member, including the Chairperson of the subcommittee, must be members of the Board. Such subcommittees may not work independently of the chartered committee and must present their work to the Board for full deliberation and discussion. Subcommittees have no authority to make decisions on behalf of the Board and may not report directly to a Federal officer or agency.

**15. Recordkeeping:**

The records of the Board and any of its subcommittees, will be handled in accordance with National Archives General Records Schedule 6.2, and all other applicable agency records management directives, and records disposition schedules. These records will be available for public inspection and copying, in accordance with the *Freedom of Information Act*, 5 U.S.C. § 552.

**16. Filing Date:**

10/31/2024

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Department Approval Date

10/31/2024

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CMS Consultation Date

11/8/2024

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Date Filed with Congress