

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

1. Committee's Official Designation:

Board of Visitors for the National Fire Academy.

2. Authority:

This Charter establishes the Board of Visitors for the National Fire Academy (Board) pursuant to the *Federal Fire Prevention and Control Act of 1974*, 15 U.S.C. § 2206(j). This statutory committee is established in accordance with and operates under the provisions of the *Federal Advisory Committee Act* (FACA) 5 U.S.C. Appendix.

3. Objectives and Scope of Activities:

The Board shall review annually the programs of the National Fire Academy (Academy) and make recommendations to the Federal Emergency Management Agency (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 shall 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 shall submit its written annual report through the United States Fire Administrator to the FEMA Administrator. This report shall provide detailed comments and recommendations regarding the operation of the Academy. The Board shall 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.

5. Official to Whom the Committee Reports:

The Board reports to the FEMA Administrator, Department of Homeland Security (DHS), 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, 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 staff years of support.

8. Designated Federal Officer:

A full-time or permanent part-time employee of the United States Fire Administration shall be appointed by the FEMA Administrator as the Board's Designated Federal Officer (DFO). The DFO, or an Alternate DFO (ADFO) that is appointed by the FEMA Administrator, shall 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 shall 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 shall 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 shall 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 shall 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 FACA §14.

12. Member Composition:

The Board shall be composed of eight members who are appointed by and serve at the pleasure of the FEMA Administrator. Each member shall be appointed 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. Members will be appointed as Special Government Employees (SGE) as defined in 18 U.S.C. § 202(a). Members are expected to participate in all meetings of the Board.

Members of the Board shall 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 shall be replaced (or reappointed) in any given year. A member appointed to fill an unexpired term shall serve the remainder of that term. In the event the Board terminates, all appointments to the committee shall terminate.

13. Officers:

The Board, at its first organizational meeting of each Federal fiscal year, shall select from among its members a Chairperson and a Vice-Chairperson. These officers shall 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.

14. Subcommittees:

The DFO may establish subcommittees for any purpose consistent with this charter. To the extent practical, subcommittees of this Board shall 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, formally and informally established subcommittees or other subgroups of the committee, shall be handled in accordance with General Records Schedule 6.2 or other approved agency records disposition schedule. These records shall be available for public inspection and copying, in accordance with the *Freedom of Information Act* [5 U.S.C. § 552].

16. Filing Date:

August 28, 2020

Department Approval Date

October 8, 2020

CMS Consultation Date

October 15, 2020

Date Filed with Congress