



Utah Fire Service Certification Council Meeting Agenda

April 15, 2026, at 10:30 am

Located at UFRA
3131 Mike Jense Pkwy
Provo, UT 84601

1. Certification Council Meeting called to order by Council Chair - Scott Spencer

Council Members in Attendance: Scott Spencer, Ted Black, Chris Trevino, Rod Kearl, Matt Evans, TJ Brewer, Dave Youngberg, Krista Horting, Wade Snyder, John Evans, Michael Slater

Excused: Jeremy Raymond, Ron Harris

UFRA Staff in Attendance: Brad Wardle, Marc McElreath, Sarah Head, Trudy Meister, Sharon Stokes, Jennifer Lindley, Emma Scott

Guests in Attendance: Reed Thompson

2. Welcome council members and visitors - Scott Spencer

3. Declaration of quorum - Scott Spencer

4. Approval of Certification Council Meeting minutes held on January 14, 2026 - Scott Spencer

Krista Horting motioned to approve the January meeting minutes and Chris Trevion seconded. The motion carried.

5. Approval of April 15, 2026, Certification Council agenda - Scott Spencer

Ted Black motioned to approve the Certification Council agenda and Mike Slater seconded. The motion carried.

6. Report on Fire Prevention Board Meeting - Scott Spencer

Scott Spencer asked Ted Black to report. Ted reported House Bill 214 regulates large vessels that hold CO2 for carbonated drinks. If they leak, they produce poisonous gas. This bill goes into effect Jan 1, 2027. The rules still need to be worked out and they are in progress. The new fire code and wildland urban interface codes were adopted.

7. Report from Forestry, Fire & State Lands - Wade Snyder

Wade Snyder reported they are getting ramped up for fire season. Larger than expected fires have cropped up so far. The summer outlook is still difficult to predict with regards to a strong El Nino and monsoonal moisture or not. Soil moisture indicates that it could be a busy fire season. They have added multiple mission aircraft detection to provide aerial supervision during large fires like air traffic control. Added 2 water dropping helicopters to the fleet. The Wasatch Front Fire Management Officer should be selected soon. The Salt Lake County Warden position is still open and closes next week.

8. Reed Thompson - Springville Fire & Rescue - Fire Certifications

An error was discovered in the Certification Office regarding processing Reed's certifications. The Fire Marshal's Office sent in a certification request for Reed after completing the

Investigator exam last fall and all certs were updated to new expiration dates. The State Fire Marshal's Office is only allowed to certify and recertify in the following levels: Hazardous Materials Awareness, Operations, and Technician, Fire Inspector, and Fire Investigator. All of Reed's Fire Certifications were updated when the Certification Office received a request to certify Reed in Fire Inspector (March 2024) and Fire Investigator (September 2025). Reed's Fire Certification expiration dates were put back to the original expiration date of June 30, 2024, which included the following levels: Firefighter I, Firefighter II, Instructor I, Officer I, and Wildland Firefighter I. Sarah sent the chiefs at Springville a letter notifying them of this error on February 5th, 2026. She outlined requirements to reinstate his certifications which included a letter addressed to the Certification Council requesting that they fill out a Certification / Recertification request and provide training records from 2021 to current. Reed works part time at Springville and that department did not have enough training hours in their LMS system to bring his fire certifications current. They had a total of 20.5 hours from 2024-2025 in their online program. Sarah received paper records from Springville from 2022 and those hours totaled 160.75. Neither Reed nor Springville could provide records from 2021. Reed provided records from 2023 totaling 126.5 hours, 2024 totaling 62.5 hours, and 2025 totaling 73.5 hours. Reed's total hours received from Springville and his personal records from 2022 to 2025 are 443.75 hours.

Matt Evans motioned to approve reinstating the certifications based on the hours presented. Reinstate all certifications. TJ Brewer seconded and the motion carried.

9. Report on testing, certification, failed skills, and upcoming exams (3 months) – Jennifer Lindley

Jennifer Lindley reported on failed skills - 3 ADO - Aerial, 1 ADO - Pumper, 2 Firefighter I, 2 UT Fire Inspector, and the majority for Officer I.

Krista Horting asked about the percentage of passing rates for 1st, 2nd, and 3rd attempts. Jenn said that could be added. Krista stated that instructors want to give people hope if they don't pass on the 1st attempt. Track the trend and share it with the instructors.

Sarah said that since training and certification have been working together, it has gotten better. Sarah explained that the candidates don't read and answer all questions being asked in the Officer exam.

Ted asked if anyone uses memos anymore and if we must test for it. Matt Evans said that the memo and letter are still listed in the standard.

Matt Evans said that Officer is shifting. He thinks that there are so many numbers because they were not graded consistently before and now there is a standard for grading. Training is catching up.

Ted Black expressed frustration over the memo being in the JPR. JPRs are included in the NFPA standard. A question was asked how to make changes to NFPA. To make a change, you need to contact the NFPA. Ted Black stated we are teaching a skill they will never be used.

Certification Report shows from Nov. 2025 – Jan. 2026 - 966 certifications, 1034 recertifications, which is above average for the past 3 years for our new certifications.

Jenn asked the council if they would like her to continue doing the graph and the charts.

It was determined that graphs and charts are not needed in the report to Certification Council.

10. Policy proposals / discussion - Sarah Head

- a. Marc McElreath would like the council to consider allowing administration to make decisions for the candidate petitions that come into UFRA and give the option for them to accept or push to the Certification Council. Updated policy will be brought to review at the next council meeting. Matt Evans suggested a fee to petition the council.

- b. Requesting a reader for a written test. The training officer and the cert specialist determined no reader was allowed for persons where English is a 2nd language. We need to review ADA and how to incorporate it. This will be brought to the attention of the council at the next meeting. ADA doesn't support English as a 2nd language. UFRA will send information prior to the meeting, so council members have time to review.

c. Issuing Certifications

Sarah Head presented a Policy for issuing certifications.

Section 18 – Issuing Certification.

Certifications shall not be issued if more than three years have elapsed from the date the candidate successfully completed both the written and skills examinations and if a new edition has been adopted. If a new edition has been adopted prior to certification issuance and the three years have not expired, then the certification will be issued.

Exceptions to the three-year limitation may be granted only if it is a documented administrative error by the Certification Office or under a formally adopted transition policy during standard revision implementation. All exceptions must be documented in writing and approved by the certification council.

TJ motioned to approve and Krista Horting seconded. The motion carried.

d. Exam request accountability

Departments are responsible for monitoring exam progress and submitting for retakes correctly. Attempt numbers must be accurate for the testing process. If an attempt number is requested in error by the department and it is a 4th attempt that is taken, that attempt will be invalid and/or made to be a first attempt in the testing process according to policies 12.2.5 and 12.5.2.

TJ motioned to approve and Krista Horting seconded. The motion carried.

e. 4th attempt – 12.56

Sarah suggested that, with all the petitions that the Certification Division has received lately, the fourth attempt policy needs to be expanded upon. Current policy states that the council may approve a 4th attempt of a written or skills examination. Sarah would like to clarify the reasoning behind the additional attempt. It was suggested that the purpose of the additional or 4th attempt is to address errors or omissions by the Certification Office, not to expand testing opportunities for the candidate.

The Council suggested adding additional wording to allow the Certification Office to review and approve voiding an attempt and allowing a new attempt. Example: voiding a 3rd attempt and allowing for a new 3rd attempt. The Certification Office could take the responsibility of reviewing the reason for error.

Ted Black mentioned he doesn't like the wording of 4th attempts. Maybe change it to re-take or alternative for previous attempt. It waters down the certification program. Ted suggested getting rid of any language referencing a 4th attempt.

Marc suggested that requests for a new attempt should come from the department chief only.

Policy wording will be updated and presented to the council at a future meeting

11. Discussion and motion to approve/review the following submitted portfolios – Scott Spencer

a. Zack Summer - West Jordan Fire Department - Officer II - Reviewed by Mike Slater

Mike stated that Zack's portfolio was well done and very thorough. He did ask for a couple of missing items to be submitted, and he has received them and reviewed them. Mike is recommending that Zack's portfolio be approved.

Mike Slater motioned to approve the portfolio and Rod Kearn seconded the motion. The motion carried.

b. Robert Stephens - Layton City Fire Department - Officer II - Reviewed by Matt Evans

Matt Evans reviewed the portfolio and stated it was well done and all pieces were included.

Matt Evans motioned to approve the portfolio for Robert Stephens and Chris Trevino seconded the motion. The motion carried.

Matt Evans asked if Sarah Head could assign portfolios as they arrive in the office. Portfolios could be sent directly to the Certification Council members for review prior to Certification Council meeting so they can be approved at the next meeting.

Could portfolios be created, and submitted electronically? Electronic portfolios could be reviewed and approval reported to the Certification Manager via email prior to the meeting so candidates can take the written exam without waiting for the next Council meeting.

Marc said that we will talk with Dennis regarding this. Chris Trevino spoke to this since he is on the Designated Officer Committee. He stated that their portfolios are submitted electronically and reviewed electronically.

12. Discussion and motion on submitted petitions - Sarah Head

a. Nick Christensen - North View Fire Department - Officer I

Nick took the Officer I exam on March 18, 2017, and passed both the written and skills exams. In 2021, an ID card was printed and sent to him listing that he had the Officer I certification. This was printed in error and not proof of having certification. The ID cards that we print are not an official document that attests to an individual's certification. Departments have three years to request certification after passing both the written and skills portion of the exams. Training records have been obtained for 2023 to 2025. Chief Maples explains in his letter that he cannot provide training records from 2017 to 2023 due to inadequate record keeping practices.

TJ Brewer motioned to issue Officer I certification for Nick Christensen and Mike Slater seconded. The motion carried.

b. Thomas Bessette - Massport Fire/Rescue - ARFF

Thomas was part of the Salt Lake City Airport ARFF training in 2012. He tested on March 2nd, 2012, and passed both the written and skills exam for ARFF. No certification was requested or issued at that time. Lori Howes put a note in FileMaker from April 2019

saying it is ok to certify Thomas in ARFF with a request from his department and proof of Firefighter II certifications. They were never received. Thomas emailed this year inquiring how he can obtain his ARFF certification. I asked him to email me his Firefighter I and II certifications and have received them from 2008.

Mike Slater motioned to approve issuing the ARFF certification if UFRA was accredited in the ARFF level in 2012. (UFRA was accredited for the ARFF level in 2002.) Matt Evans seconded the motion. The motion carried.

c. Josh Balls - Cache County Fire District - Officer I

A letter was received from Jason Winn on behalf of Josh Balls. He started taking the Officer I exam in July 2025. He passed the written test and failed the skills exam. His second attempt was on September 3rd, 2025, and he failed. His third attempt was on December 1, 2025, and he failed. Jason is asking for corrected references for that skill. He is saying the test is incorrect by referencing NFPA 4.5.1 and extending Josh another attempt. Both IFSAC and Pro Board went through the officer levels and approved their references in May and June of last year. I have double checked the references and believe they are correct because the question accurately assesses the following competencies:

4.5 - Inspection and Investigation

This duty involves conducting inspections to identify hazards and address violation, conducting pre-incident plans, performing a fire investigation to determine area of origin and preliminary cause, securing the incident scene, and preserving evidence, according to the following job performance requirements.

4.5.1 -

Describe the procedures of the AHJ for conducting fire inspections, given any of the following occupancies, so that all hazards, including hazardous materials, are identified, approved forms are completed, and approved action is initiated: assembly, educational, health care, detention and correctional, residential, mercantile, business, industrial, storage, unusual structures, mixed occupancies. Under requisite skills it says the ability to communicate and the ability to apply the appropriate codes and standards.

4.5.3 -

Direct unit level personnel to secure an incident scene, given rope or barrier tape, so that unauthorized persons can recognize the perimeters of the scene and are kept from restricted areas, and all evidence or potential evidence is protected from damage or destruction. Under requisite skills it says the ability to issue instruction for securing an incident scene.

Jason made a reference to NFPA section 5.5.1 which is Officer II and cannot be referenced in the officer I exam.

Rod Kearn abstained from voting because this is from his department.

Matt Evans moved to deny the request to correct references and extend an additional attempt. John Evans seconded the motion. The request was denied.

d. Mathew Jamieson - South Weber City Fire - Expired Certifications from 2023

I received an email from Chief Tolman with regards to Mathew Jamieson's certifications expiring in 2023. He informed me that he was hired by their department in November 2021 and that he failed to manage his certifications. He is in good standing with the department. I requested records from 2020 to current as that would be the recertification cycle of records needed. I was sent records from December 2022-2025. I explained in

emails to him that they were needed for Certification Council and he called and asked why I was punishing the candidate for his mistake. I tried to explain to him that there are certain things needed to help facilitate the discussion at Certification Council. Nothing else has been received to date.

Matt Evans moved to deny the request until all records were received. Krista Horting seconded the motion. The request was denied.

e. Trenton Andrus - Provo Fire & Rescue - Officer I

Trenton took the Officer I written and skills exam on 10/04/2025. He passed the written and failed the skills exam. He took his second attempt skills exam on 11/24/2025 and failed. He took his third attempt on 01/21/2026 and failed. Trent is asking that his third attempt be marked as a pass because of the instruction received by UFRA. He sent me screen shots of some of his assignments that he passed that he clearly should have failed and had to fix. He wrote a memo with no subject and there was a signature spot provided at the end of the memo template for both individuals to sign. He was told by his lead instructor that he did a good job on his assignments. I know this has been rectified with training moving forward but we need to keep in mind that we test based off of our Certification Standard. We have not deviated from that.

Matt Evans moved to deny the request and Rod Kearn seconded the motion. The request was denied.

f. Cheepong Ivan Bostrom - Provo Fire & Rescue - Officer I

Cheepong started the Officer I testing process in October 2025. On his first attempt he failed both the written and skills portions of the exam. He took his second attempt for both the written and skills exams on November 24, 2025. He passed the written and failed the skills exam. His third attempt was on January 21, 2026. He is saying that certification does not give feedback on the failure points. We do tell them what skill they failed and direct the chief or training officer to the standard and have them study that for the next test. He did not specifically ask for a fourth attempt. He is asking that the skills examination process be reviewed. Towards the end of last year, training and certification came together regarding the Officer I level to see what was being trained and how it was being tested and graded. There have been some fixes on the training side to mimic how certification tests. Certification and Training continue to work together.

Wade Snyder motioned to acknowledge the request and Dave Youngberg seconded the acknowledgement.

g. Bradley Winterrose - Wasatch Fire District - Certifications

Bradley's certifications expired in 2020. Bradley left Utah and went to Idaho in February 2018. He completed intensive training in Idaho and stayed in Idaho until March 2023 accruing ongoing training hours while with the department. We have those training records in our possession and have found out that certifications in Idaho do not expire. There was a break in service upon returning to Utah due to family care and a medical injury. He began working for Wasatch Fire on February 17, 2025. He attended their 8-week bootcamp totaling 256 hours of updated training. Trudy received additional Training records from Wasatch. Bradley's expired levels are Firefighter I & II, Hazmat Awareness and Ops, and Wildland Firefighter I. Bradley received Idaho certs through reciprocity. He is requesting to reinstate the Utah certifications.

Krista Horting motioned to approve the reinstatement of Bradley's Utah certifications and TJ Brewer seconded the motion. The motion passed.

h. Kristina Reid - Spanish Fork Fire & EMS - Officer I

Kristina began testing for Officer I in November 2023. She failed both the written and skills exams. She took her second attempt in January 2024. She failed the written exam and passed the skills exam. Kristina took her third written attempt in May of 2024 and failed. Kristina decided to wait a year to try testing again, according to policy, rather than taking another class. She started with a new first attempt for both the written and skills exams in June 2025. She passed the written and failed the skills. Her second attempt was in October 2025 and she failed. She took her third attempt in January 2026 and failed. Per policy, she either must wait a year to re-enter the testing process or take another class, have a new training record filled out, and can test 120 days after the last failed attempt. Krista is asking for consideration of the 4th attempt for the skills portion or that she be permitted to re-enter the testing process immediately without having to take the class and sign a new training record.

Krista Horting abstained from voting since this is her department.

Matt Evans motioned to have the candidate follow policy by either taking another class or waiting for one year to retest. TJ Brewer seconded the motion. The motion carried.

i. Russell Farnsworth - Logan City Fire Department - Instructor I

Russell passed the written and skills exams for Instructor I in 2021. Policy states that the department has three years to request certification upon passing both exams. The three year time frame expired in 2024. I do have training records from 2021 to current on Russell. Logan City Fire Department is requesting that the Instructor I certification be issued.

Matt Evans motioned to approve issuing the certification and Dave Youngberg seconded the motion. The motion carried.

j. Robert Stephens - Logan City Fire Department - Instructor II

Robert Stephens started testing Instructor II on January 28th, 2025. He took both the written and skills exams. He passed the skills exam and failed the written. He took a second attempt for the written on March 10, 2025, and failed the exam. He took a third attempt for the written on May 1, 2025. An exam request was received on December 11, 2025, requesting a 3rd attempt for the candidate and it was processed as a third attempt and scheduled as such. It was actually the candidate's fourth attempt that was scheduled and taken on January 21, 2026, and he passed. This is within the year's timeframe to pass both the written and skills exams. Exam scores for this exam have not been officially imported and sent out to the department because it was the candidate's fourth attempt without approval. The letter that Director Wardle received is asking if we can honor this fourth attempt pass and issue certification. Battalion Chief Shock is taking responsibility for ordering the test when he should not have.

Mike Slater motioned to deny the 4th attempt exam score and TJ Brewer seconded the motion. The request was denied.

k. Brandon Bates - Murry City Fire Department - Officer I

Brandon first contacted UFRA through a UVU directory message about how to appeal his Officer I exam. He explained that he took the Officer I course with Provo Fire

Department in the summer. He passed the written exam on the first attempt and failed the skills exam. He took his second attempt in November 2025 and failed. He took his third attempt in January 2026 and failed. He states that a big portion of his class has also failed the skills multiple times. This is inaccurate information as Provo recently took their third attempt and six of the nine passed their third attempt and some of the class passed on their second attempt. He stated that the book has no clear format for the memo. The book addresses written communication on pages 105-110. Page 108 specifically addresses the memo. He also addresses how there was no critical fail point in the class. Our skills are 100% pass, or it is a failure per policy 12.46. Brandon criticized the prompt given for the letter saying that you do not write letters internally. The standard does indicate that one of the human resource skills will be tested via a memo or a letter and in appendix A there is an example. Brandon stated that there is contradiction between training and testing, but we test to the standard that is put out. I believe since training and certification are under one leader, this will rectify itself as time progresses. Brandon attached the feedback from the instructor which was all positive and he states he used the same format for the memo and letter. He states that he called the office and was told that the entire class failed, which is something we will not and cannot disclose. Brandon is disputing the exam and training after failing his 3rd skill exam attempt.

John Evans motioned to deny the request and Ted Black seconded the motion. The request was denied.

l. J.D. Weston - South Salt Lake Fire Department - Officer I

JD took his first attempt in September 2025. He passed the written exam and failed the skills. He took his second attempt in November 2025 and failed. He took his third attempt in January and failed. He is requesting to just re-test the skills portion because he did not understand where his performance fell short and he does not like our policy on the third attempt failure options of waiting a year to re-test or wait 120 days to enter the testing process upon completing a new class and training record and having to re-take both the written and skills exams. He says that seems academically disproportionate particularly if the deficiency relates to formatting or structure. J.D. is requesting to test the skill a 4th time.

Rod Kearl motioned to deny the request and Matt Evans seconded the motion. The request was denied.

m. Benjamin Nielson - Weber Fire District - Confined Space I & II

Benjamin tested for Confined Space I and II on April 30, 2021, and passed both the written and skills exams. Exam scores are good for three years, per policy, and technically expired in 2024. Colin is asking if we can issue Benjamin his Confined Space I and II as he successfully completed his structural collapse exams and it cannot be issued without the prerequisite of Confined Space. I requested training records for Confined Space from 2021 to current and have not yet received them.

Rod Kearl denied the request because no documentation has been received and Matt Evans seconded the motion. The request was denied until documentation is received.

13. Discussion on Auto Issuing certifications - Sarah Head

Sarah wanted to see how the Council felt about the possibility of auto issuing certifications to help with those certifications that have been missed and have come to Council as a petition. It

was explained that since we are not charging for certifications now that auto issuing them could happen. What was holding up the auto issuing in the past is that the department had to pay for the certifications issued and the Certification Specialists needed to know who to bill for those certifications. Krista Horting, amongst other council members, liked the idea that certifications be automatically issued upon passing both written and skills exams and any required prerequisites. It was asked of the Certification Specialists how this would add to the workload after testing. The specialists said it would reduce certification request form processing and would change the way they do things. A policy change will be written and presented for approval in the next meeting

14. Dixie Tech RCA Visit 03/25/2026 - Matt Evans

Matt Evans reported about the site visit stating the Dixie Tech program is set up well. They have built their own towers and props. They have installed hydrants with running water and have apparatus to train on. He stated their facility and training grounds are impressive.

Matt Evans motioned to approve accreditation of the Dixie Tech RCA program and Krista Horting seconded the motion. The motion passed.

Dixie Tech will be invited to attend the next Certification Council meeting for the presentation of their certificate.

15. New Business - Scott Spencer

a. Phasing out Certifications patches

Certification will not be purchasing new patches. Patches will continue to be sent until they run out.

b. 1010 Firefighter I skill 57 for Air monitoring JPR 6.3.21

Presented new skill to FFI to cover the JPR for air monitoring. Some edits were made to the proposed skill by council members.

Krista Horting motioned to approve the new skill with added changes and John Evans seconded. The motion passed.

c. Anything that needs to be discussed

Marc McElreath shared information about an upcoming NFA Juvenile Fire Setter Class. The class is to be held May 7-8, 2026, at Wasatch Fire District. They need 5 more applicants. Sounds like the class will be funded.

Krista Horting wants to address the pdf versions of UFRA forms for exam requests and certification/recertification requests. They are difficult to fill out in the current pdf format. Can new forms be created that are easier to fill out? More ability to copy/paste. Something with dropdowns like Smartsheet has.

Question: Is it ok to reorder the test once the candidate gets the failed result or does the department need to wait for results to be sent from Certification?

Answer: The department needs to wait for the results before sending a new exam request.

Marc McElreath shared that UFRA will be moving to Acadis beginning July 1, 2026. UFRA is trying to get rid of paper and printing. This new program will require training with firefighters as well as staff and training officers.

Ted Black asked to address handling revocation of certifications differently. Springville's policy is they must hold certifications to work. We need to have a different process with due process. We are impacting people's livelihood. We need to allow someone to defend themselves before revoking a certification. It needs to reside with Certification Council not administratively. Marc explained that we never revoked his certifications but that we needed his training hours. Ted would like an emergency meeting policy.

In Ted's Springville example, the certifications were never revoked. The certifications were expired.

If there is a reason to revoke certification, the person should be allowed to defend themselves and be presented to the Certification Council before the certifications are revoked. There is policy in place for this in Section 20 of the policies and procedures.

Wade Snyder shared that the state Board of Education has approved the teaching of wildland classes in high schools. Forestry Fire and State Lands want to ensure that NWCG instructors are approved to teach this program. This will be addressed offline. Wade would like to make sure the correct certifications are in place, so students don't need to retake the classes later.

16. Old Business - Scott Spencer

a. Test site visits - Sarah Head

Please take time to do test site visits. Exam dates are posted online on the 1st & 15th of each month. Marc McElreath said that Council members may submit timecards for payment for completing evaluations.

b. Anything that needs to be discussed

If any council members would like an iPad or tablet to track and review online documentation, they can reach out to Marc McElreath.

17. The next Certification Council meeting is on Wednesday, May 20, 2026, at 10:00 am at UFRA.

Krista Horting motioned to adjourn, and Chris Trevino seconded. The meeting was adjourned at 1:15pm.