



# Utah Fire Service Certification Council

## Minutes of May 17, 2023

The Utah Fire Service Certification Council met May 17, 2023, at 10:00 AM  
Utah Fire & Rescue Academy, 3131 Mike Jense Parkway, Provo, UT, 84601

- 1) **Certification Council meeting called to order by Council Chair - Scott Spencer**
- 2) **Welcome council members and visitors - Scott Spencer**

Members Attending: Scott Spencer, Ted Black, TJ Brewer, Ron Harris, Krista Horting, Jeremy Raymond, Wade Snyder, Chris Trevino, Chris Whetton, Dave Youngberg.  
Member joined online: John Evans, Rod “Hoss” Tomkinson.  
Guests: Brad Wardle, Jolene Chamberlain, Jo-Anne Riley – Indianola Valley Fire, Steve Chaffin – South Salt Lake Fire, Joseph Mittelman.
- 3) **Declaration of quorum - Scott Spencer**

Scott Spencer declared a quorum.
- 4) **Approval of minutes from Certification Council held on March 15, 2023 - Scott Spencer**

Ron Harris motioned to approve the minutes of March 15, 2023. Merlin Spendlove seconded the motion. The motion passed.
- 5) **Approval of agenda for the May 17, 2023, meeting - Scott Spencer**

Merlin Spendlove motioned to approve the agenda for May 17, 2023. Chris Trevino seconded the motion. The motion passed.
- 6) **Report from Forestry Fire & State Lands – Wade Snyder**

Wade Snyder reported the fire danger is low, but will increase. They hired Samuel Jamie Rogers from Enterprise as a safety and training lead. He may attend future meetings in the future.  
Wade asked the council to advertise they are hiring two permanent engine bosses for the Wasatch Front working out of the Salt Lake Valley, in addition to our workforce here in the valley (type 6 and type 3 engine crew).

He announced there is a big change coming to WLF incident management (combining type 1 & 2 incident command and general staff). They’re moving toward a complex incident management strategy (anything above type 3 is going to be called Complex). Full implementation will be next summer. NWCG qualifications may affect this group in the future.
- 7) **Report on testing, certification, failed skills, and upcoming exams (3 months) - Jennifer Lindley**

Jennifer presented the certification report: Last year was an unusually large surge, our numbers this year are average, slightly lower than last year. We are seeing an increase in technical rescue testing and certifications scheduled.

Failed skills report: Officer I, 2<sup>nd</sup> and 3<sup>rd</sup> attempts - fire flow. Inspector I had a large class that several candidates failed, throwing off the percentage.

The report goes through February 2023 and also includes all testing done through UFRA.  
Our upcoming test site document is included. We are averaging six exam requests per day right now, we’ll be busy these next couple months.

8) **Report on Fire Prevention Board meeting - Scott Spencer**

Scott Spencer reported the adoption of the International Fire Code, 2021 edition will take effect July 1<sup>st</sup> throughout the state of Utah. The board approved continuing the meeting virtually. He mentioned proposed changes to I1 & I2 Healthcare Facilities and that Malcom Campbell talked about resident rights. Ted Black added comments regarding care facilities, and resident rights to leave the facility. If one is medically declared, they need to remain on lockdown, whereas another sharing the room does not. They are recommending a verbiage change to the building code to be the same. The meeting is scheduled for July 11<sup>th</sup>.

**Inserted item 23-a. to allow Director Wardle the chance to present the following award:**

Brad Wardle mentioned the university gives annual awards for years of service. Scott Spencer received a 25 year award for working with the university and service to UFRA, Testing, Training and on the Certification Council. He gave a formal thank you to Scott Spencer.

9) **Moab is receiving a department recognition award.**

July 19<sup>th</sup> at 6:30 PM - Scott Spencer, Ron Harris, Jeremy Raymond, or Wade Snyder volunteered to attend.

10) **Discussion and motion to approve Officer II Portfolio (Kyle Nance) – Chris Trevino**

Chris Trevino reviewed the portfolio for Kyle Nance. He mentioned it was good, but was missing a #4 requirement before approving. Once the press release is submitted it is approved.

Jeremy Raymond motioned to approve the portfolio once the press release is provided and approved by Chris Trevino. Ron Harris seconded. Approved.

11) **Portfolio requests for review – Scott Spencer**

The following portfolios were presented for review:

- a. Steve Chaffin (Fire Inspector II) - Scott Spencer will review
- b. Aaron Byington (Fire Officer III) - Krista Horting will review

12) **Update and motion to approve certification/recertification requests – Joan Aaron**

- a. Salt Lake City Fire department requested approval for certification/recertification for Instructor I for Matthew Wilson and Houston Sim – due to extenuating circumstances.

This was approved during the emergency council meeting April 3. An email with attached records and documentation was sent to Certification Council members on April 3, 2023, asking for a vote. Ten Certification Council members replied, which all agreed with votes of approval.

Ron Harris motioned to approve and TJ Brewer seconded the motion. Approved.

- b. Scipio Volunteer Fire Department, requesting certification for Chief Casey Draper.

He passed the exams, received his red card, but not his certification. This was an oversight by the department. A letter was submitted to request the certification to be issued.

Exams were passed 03/03/2018 and Casey updated his red card each year. Red card is current as verified by Wade Snyder. If approved, he must request certification and certify Casey Draper at the 2018 version and then recertified currently.

Ted Black motioned to approve. Ron Harris seconded. Motion passed

13) **Executive Session – Joan Aaron**

- a. Discussion and motion regarding two in-house written exams, administered by department testers. Jeremy Raymond & Chris Whetton to follow up with one and Chris Whetton and Krista Horting will follow up with the second investigation.
- b. Update regarding skills examination issues – outside filming during a skills exam. At that location another incident with a certification tester not following policies and procedures during a skills examination.

Krista Horting motioned to hold test results until after the investigations for 13a. Jeremy Raymond seconded. Motion passed. An internal administration hold was put on that tester.

- 14) **Discussion and motion on submitted petitions and/or appeals – Joan Aaron**  
a. Murray City Fire requesting certification for Instructor I for Richard Carver – due to extenuating circumstances.  
Chief Joseph Mittelman presented to the council that Rich Carver thought he had received the Instructor I certification due to the fact that his ID Card had the certification listed. Chief asked that his Instructor I be accepted, and certification be issued.  
Ted Black motioned that Richard Carver be certified to the level that he was tested, Ron Harris seconded. Motion passed.
- b. Jo-Anne Riley – Indianola Valley Wildland Fire Department (Training Officer). She spoke to the Certification Council regarding the concerns they have in Indianola and difficulty with resources, training, and certification. The area Program Manager will reach out to them.
- 15) **Review, discussion and motion regarding Technical Rescue Awareness, Operations and Technician skills testing on the same day/weekend.**  
a. Update – regarding Technician level recertification for clarification. New verbiage was presented for approval.  
Krista Horting motioned to change verbiage as presented. Chris Trevino seconded. Motion passed.
- 16) **Review, discussion, and motion to approve the new Structural Collapse Awareness, Operations and Technician standard – Joan Aaron**  
Structural Collapse does not have a book. The review committee decided to accept the online TEEK course, that costs \$10 for students. The written test bank will be based on this course.  
NFPA does not require pre-requisites for Structural Collapse. The committee felt it best to include pre-requisites as indicated in the standard. The skills examination will be a team evolution.  
TJ Brewer motioned to approve the Structural Collapse standard as presented. Merlin Spendlove seconded. Motion passed.
- 17) **Review, discussion, and motion to approve the new Confined Space standard – Joan Aaron**  
No new additions were available for confined space. They will be using the current book, the committee also added pre-requisites for this level. One difference from the other technical rescue exams, is awareness is also a team skills evolution, not individual.  
TJ Brewer motioned to approve the Confined Space standard as presented. Jeremy Raymond seconded. Motion passed.
- 18) **Review, discussion, and motion to approve the new Machinery standard – Joan Aaron**  
Machinery does not have a new book available yet. We will use the current book until IFSTA issues the new one. Then we'll review the written again at a later time.  
We are working on finding props that could be used for training and testing.  
Krista Horting motioned to approve the Machinery standard as presented. Jeremy Raymond seconded. Motion passed.
- 19) **Review, discussion, and motion to approve the new Hazardous Materials Awareness and Operations standard for implementation January 1, 2024 – Joan Aaron**  
The new standard lists all level requirements at the beginning of the standard. Many skills are the same, but we modified many of them. HazMat Technician will be presented in July for approval.  
Merlin Spendlove motioned to approve the new Hazardous Materials Awareness and Operations standard as presented. Dave Youngberg seconded. Motion passed.
- 20) **Review, discussion, and motion to update Policies and Procedures – Joan Aaron**  
a. Officer I-IV – discussion and new policy to test candidates out of state for a cost.  
Firefighters out of state want to take the Officer I-IV exams in Utah for certification. It was proposed to offer this for a cost. After discussion it was recommended to charge \$350 for each attempt (1, 2, and 3<sup>rd</sup>).  
A motion to approve offering Officer I-IV (only) examinations to out-of-state firefighters at a cost of \$350 per attempt. Krista Horting motioned to approve. Chris Whetton seconded. Motion passed.

b. Policy for online testing – Question Mark.

- Joan Aaron presented updating the policies and procedures to include online written examination policies. ProBoard will need to review and approve our new policies as we move forward to online testing. Information and benefits to online testing were given:
  - Testing may take place in an approved testing facility (i.e., college, high school computer lab, testing center, or a department with UFRA provided tablets or computer lab).
  - All tests are randomly created for each student from the bank.
  - Students will be given a provided username and password at the time of the test.
  - UFRA tablets will have a secure lockdown during the exam.
  - The tester will need to monitor students (walk around) to be sure they are not clicking off the test site during the exam (at computer labs).
  - Candidates receive results immediately. It will show what question was missed and the NFPA number to reference. They won't be able to write down any of the missed questions.
  - If candidates feel the need to challenge questions, we need to create a policy to cover that. Such as, sending an email to UFRA.
  - Eliminate challenge questions for online testing, but include a comments area.
  - Accommodation for those needing a reader would still be allowed.
    - Students could request a paper exam for special needs or learning disability.
    - Students could be allowed to test in a separate room with a reader.
  - UFRA certification office would have control of the online test banks.
  - More information may be added as we learn more.

Q: If you combine all the test bank questions, how do you make sure students get questions from all the areas that need to be covered?

- The bank covers all IFSAC/ProBoard requirements (NFPA). Questions are randomly generated for each student. Currently questions are randomly generated for each exam (A, B, C). The difference with online exams is the questions are randomly generated for each student.
- Joan presented “Electronic Exam - Tester Instructions” and a “Candidate Agreement Form for Written exams” (electronic). Joan read through the presented form.
  - Instructions that testers typically would read to the students will be included at the beginning of online tests and candidates are responsible to read and acknowledge each item.
  - Joan updated the document as recommendations were given, such as:
    - No review of test materials once the exam begins
    - Removing the option to challenge questions for electronic exams (comments area only)
  - Final forms will be presented to the Council for approval before online testing begins.
- Testing sites will need to have internet access. The following questions were asked by Council:
  - Q. What happens if the power is out, or internet goes down?
  - Q. Does it autosave somewhere so the student can start the test where they left off?
  - Joan will follow up with Question Mark.

Krista Horting motioned to update the policies as presented unless changes are needed in the future. Wade Snyder seconded. The motion passed.

c. Policy to add Wildland Firefighter accreditation for non-affiliated programs (i.e., technical colleges)

- Joan presented updating the verbiage “Non-Affiliated Firefighter Training Programs” to replace Technical Colleges, in Appendix B, Participating Agencies and Approved Levels, of the Policies and Procedures. Also, adding “Wildland Firefighter I and II (does not include a red-card)” under certifications approved, on that same line.

Ted Black motioned to move forward with this as written, Ron Harris seconded. Motion passed.

d. Update policy regarding unauthorized guests at skills test site, secure testing environment.

- This was tabled for the next meeting.

e. Update policy regarding unauthorized video/filming during skills testing.

- This was tabled for the next meeting.

**21) Review, discussion, and motion to update forms, certificates, etc. – Joan Aaron**

- a. Certificate – update by adding Pro Board logo (TBD) – Jolene Chamberlain  
Beginning July 1<sup>st</sup> the Pro Board seal will be added to the certificates. Certificates issued before this date will not have the Pro Board seal. Candidates will have to fill out the ProBoard form online and purchase from ProBoard if earned before July 1, 2023.
- b. Live Fire Exam Request – update verbiage, removing NFPA 1403 from the exam request, and inserting “The Utah Live Fire Training Standard”.
- c. T.A.C. form updates – remove verbiage “Standards and Training Council” add “they” to replace “he/she” under the cheating section.

Ron Harris motioned to approve 21a., 21b., and 21c. Chris Trevino seconded. Motion passed.

**22) Southwest Technical College, Accreditation recognition – Scott Spencer/ Brad Wardle**

- a. A site visit was held April 18, 2023 (attended by Merlin Spendlove, Scott Spencer, Jolene Chamberlain, and Joan Aaron)  
Jolene presented an Accreditation Certificate to members of Southwest Technical College representatives in attendance. Those attending were: Adam Scott, Brennan Wood, Gail Goodman and Neal Mason.
- b. April 19, 2023 – A discussion, review, and a vote for accreditation was approved by Certification Council. Hoss Tomkinson motioned to approve accreditation. TJ Brewer seconded the motion, all council members that were on TEAMS approved.
- c. Administrative Review – Wildland Firefighter I and II application was received by Southwest Technical College after their site visit. Wildland Firefighter certifications do not include red cards (since December 31, 2020).
- d. Review, discussion, and motion to approve Wildland Firefighter I and II for Southwest Technical College accreditation, which “does not include red cards” when earning certification.  
(This was discussed under 20 c.)

Ted Black motioned to move forward with this as written, Ron Harris seconded. Motion passed.

**23) New Business – Joan Aaron**

- a. New Recognition - Brad Wardle (See notes above.)
- b. Train the new Tester on June 7<sup>th</sup> - Joan Aaron
- c. Cancer initiative for firefighters - (was tabled until next meeting).
- d. Update Policies and Procedures - plans to review/update

**24) Old Business - Scott Spencer**

- a. Instructor/Tester Seminar
- b. Question Mark – being updated each month.
- c. HazMat committee meetings began in May.
- d. Fire Investigator update – The new Fire Investigator begins implementation on July 1, 2023. June 30<sup>th</sup> is the last day to test the Fire Investigator standard. The new exams are individual evolutions.

**25) Next Certification Council meeting at 10:00 am on Wednesday, July 19, 2023.**

TJ Brewer motioned to adjourn. Dave Youngberg seconded. The meeting is adjourned