



Utah Fire Service Certification Council Meeting Minutes

July 15, 2026, at 10:00 am

Located at UFRA
3131 Mike Jense Pkwy
Provo, UT 84601

Council Members in Attendance: Scott Spencer, Rod Kearn, Krista Horting, John Evans, Jeremy Raymond, Matt Evans, TJ Brewer, Chris Trevino, Dave Youngberg, Jon Ritchie (as proxy for Ted Black)

Council Members Joining Online: Wade Snyder, Ron Harris

Excused: Michael Slater

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

Guests in Attendance: Chief Corey Cluff from Orem Fire Department

1) Certification Council meeting called to order - Scott Spencer

Chief Spencer called the meeting to order at 10:00 am.

2) Welcome council members and visitors - Scott Spencer

Chief Spencer welcomed Chief Cluff.

3) Declaration of quorum - Scott Spencer

Chief Spencer declared a quorum.

4) Approval of Certification Council meeting minutes held on May 20, 2026 - Scott Spencer

John Evans motioned to approve the minutes from the May meeting. It was seconded by Rod Kearn. The motion carried.

5) Approval of July 15, 2026, Certification Council agenda - Scott Spencer

Jeremy Raymond motioned to approve the July meeting agenda. It was seconded by Dave Youngberg. The motion carried.

6) Report on Fire Prevention Board Meeting - Scott Spencer & Jon Ritchie

Scott Spencer reported on the last Certification Council meeting held in May 2026 at the Fire Prevention Board meeting yesterday. Marc McElreath gave a presentation on the UFRA training program. Jon Ritchie shared that there was a discussion on carbon dioxide and extinguishers. Instead of stacking tags, it was suggested that the old tag be removed and replaced with a new tag. The fireworks discussion was very lengthy and was tabled until the next meeting. There was discussion

about Knox boxes for elevators. Fire Departments will determine what the rule will be. The current keys don't fit what is installed. This was tabled to get more information. This will be presented to the Chief's Association and added to a future agenda. There was a presentation by Peter Thorpe on FireAvert which is a plug in kitchen safety device that automatically shuts off power or gas to a stove when it detects the sound of a smoke alarm. These types of devices may be added to the next cycle of codes.

7) Report from Forestry Fire & State Lands - Wade Snyder

Wade reported that the Utah fire season has been extremely busy. Since June 8th there have been 11 different task forces in cooperation with fire departments throughout the state. They have received wildland training for many years from UFRA and Forestry, Fire and State Lands. We are setting an example for other states for what could be done. Only 1 task force has come from out of state (North Dakota). We continue learning through experience and previous assignments. Two of those task forces were more of strike teams. Received a mixture of resources from the state.

Three (3) fire management assistance grants from FEMA have come through to help with costs of fires (Iron, Cherry, and Cottonwood). These grants will help offset the cost. Ongoing fires are Babylon and Cottonwood where heavy rains have caused debris flows. There will be continued impact from large fires. The Stucki fire in Tooele has been a problem, but they are receiving moisture that may assist with that.

Forestry, Fire and State Lands has implemented an operational priority training program. If anyone is interested, they can reach out to fire management officers or local wardens. There was a first-time effort through an executive order that allowed a statewide fireworks ban. Municipalities made that decision for their own area. With the 24th of July only a week away, we will watch that very closely. We are expecting monsoon moisture, but also higher than normal heat. The mix of dry and wet thunderstorms could ignite dry growth. We do expect fire season to continue with a bit of a split season.

8) Report on testing, certification, failed skills, and upcoming exams (3 months) - Jennifer Lindley

Jennifer Lindley reported and Sarah Head shared the report online as well as on the screen.

Certifications: Numbers are higher than this time last year.

Total Certifications - 923

Total Recertifications – 2,116

Grand Total - 3,039

Total Tested:

March 2026 - 700

April 2026 - 938

May 2026 - 1,250

Failed Skills: All failed skills are from Officer I for the months of March through May 2026.

Officer I 1st attempt - 75% Failure

Officer II 2nd attempt - 45% Failure

Officer I 3rd attempt - 83% Failure

Upcoming exams are listed on our website and are updated on the 1st and 15th of each month. Council members are encouraged to attend and evaluate an exam.

9) Report on Free Friday Testing - Trudy Meister

Trudy Meister shared the attendance for each of the months. This remains a good option for candidates who want to take written exams.

In May, we had 18 candidates for Free Friday.

In June, we had 16 candidates for Free Friday.

In July, we had 14 candidates for Free Friday.

10) Policy proposals / discussion - Sarah Head

a) Deployment Policy

At the last meeting, we had a petition from someone who had been deployed. Sarah Head was asked to come up with a policy on Active Duty and Deployment. The policy was presented to the council. Requests from Chief should be submitted prior to deployment or within 90 days of return.

Ron Harris motioned to approve the deployment policy. TJ Brewer seconded the motion. The motion passed.

b) Policy Edits

11.5 - Elaborate on current government ID

Need to add a clause in policy listing acceptable forms of identification as valid driver's license or passport.

8.4 - Clarify that Certification Council is a 13-member council with 12 members appointed.

The State Fire Marshal is an unappointed council member and not part of the 12 who are appointed. Wording updated to say, "shall appoint 12 members to make up a 13-member council".

8.5 - Clarify that the council includes the State Fire Marshal or Designee.

Jeremy motioned to approve the policy edits as presented. Chris Trevino seconded the motion. The motion passed.

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

a) Austin Shelley - West Jordan Fire Department - Officer II Portfolio - Matt Evans

Matt Evans reviewed the portfolio and recommends approval by the council.

Matt Evans motioned to approve. Rod Kearl seconded the motion. The motion passed.

- b) Wesley Lefevre - Layton Fire Department - Officer II Portfolio - Matt Evans

Matt Evans started through the Officer II portfolio, found it incomplete, and returned it to the candidate. This will be tabled until the portfolio is returned and completed for review.

The Council determined that the Certification Program Manager may review portfolios for completion prior to sending them to a council member for review to avoid sending out an incomplete portfolio to be returned to the candidate.

12) Discussion and motion on submitted petitions - Scott Spencer

- a) Brian Majors - North Davis Fire Department - Expired Certifications

Brian was brought up at the last council meeting and was tabled. Brian has been employed with North Davis Fire Department since May 2023 and has remained in good standing. Brian's certifications expired in January 2023. Brian's certifications were renewed in December 2019, and we have training records from 2021 to current totaling 193.25 hours. Brian would need hours to account for two recertification periods totaling 216 hours. I have reached out to Brigham City and verified that Brian was employed with this department from January 2014 to May 2021. Brigham was unable to produce training records because they switched record keeping software in late 2021 and are only able to pull records from Oct. 2021 to current.

At the last council meeting, Sarah Head was asked to verify dates with Brigham City. Brian is short hours based on what can be produced due to Brigham City missing training records prior to 2021. Dustin Yates from Brigham City Fire Department had Sarah Head talk to Angie at HR in Brigham City to give employment dates. Dave Youngberg said that Brian is very active and is being used as an FTO in their department. Chris Trevino indicated that when they moved to a new training system, they kept one computer that housed the older training records to prevent things like this from happening. Chris states that we need a standard regarding things that come up like this.

The candidate emailed a personal record of the training he did during 2020 & 2021 at Brigham totaling 64 hours. Matt Evans said if the Chief wants to sign that excel sheet, that is ok.

If the Brigham City Fire Chief is willing to sign a letter saying that Brian has training hours, but we do not have supporting documentation to prove the hours, the council will accept this proof without returning the petition to the council again for approval.

Dave Youngberg is refraining from voting as this is an employee from his department. Chris Trevino motioned to approve if the chief signs the firefighter's record or writes a letter verifying Brian had enough hours. Krista Horting seconded the motion. The motion was approved once signed information is received from the chief.

- b) Matthew Jameison - South Weber City Fire - Expired Certifications

Matthew was hired at South Weber Fire in November 2021. Matthew's certifications expired in 2023. Chief Tolman has submitted training records for the years Matthew has been employed at South Weber. Matthew has 102 hours from 2021-2025 and 27 hours in 2026. Matthew was able to get training records from South Salt Lake Fire that includes the years 2019-2021. To recertify, there needs to be 36 hours a year and 108 hours every three years. Matthew would need a total of 216 hours to bring his certifications current, and he has a total of 186 hours. Here is the

breakdown of his hours by year: 2020 - 48 hours, 2021 - 13 hours, 2022 - 56 hours, 2023 - 21 hours, 2024 - 15 hours, 2025 - 6 hours, 2026 - 27 hours.

Krista said if he comes up with the remaining hours, then we can approve them. Matt mentioned that we know there are issues with documentation from it coming to the last Certification Council meeting.

Matt Evans motioned to deny the request to recertify due to lack of hours. John Evans seconded the motion. The motion was denied.

c) Kristin Rolfe - West Jordan Fire - Expired Certifications

Captain Todd was made aware that Kristin's certifications were no longer active when he received the bi-annual report in April 2026. When he looked into this further, he found out that Kristin was not affiliated with West Jordan until early 2026 so she would not appear on the bi-annual reports. Kristen was hired by West Jordan in August 2022 and has remained in good standing with the department with no breaks in service. Sarah Head has training records from 2020 to current from both South Davis and West Jordan Fire. She has more than enough hours to bring her certifications current. South Davis: 2020 - 103.75 hours, 2021 - 150.3 hours, 2022 - 105.5. West Jordan: 2022 - 37.3 hours, 2023 - 83.82 hours, 2024 - 47.5 hours, 2025 - 25.5 hours, 2026 - 14 hours. This brings her total to 527.17 hours.

Chris Trevino is abstaining from voting as this pertains to his department. Chris explained that their department rotates their training officers every so often like many other departments and sees how things like this can slip through the cracks. TJ Brewer motioned to approve the recertification. Dave Youngberg seconded the motion. The motion passed.

d) Rodger Hoffman - Lone Peak Fire District - Expired Certifications

Rodger's certifications expired in June 2024. Rodger retired from South Salt Lake Fire in January 2024 and remained out of active fire service for one year to satisfy the pension requirement. He was hired at Lone Peak in June 2025. In 2021 he had a total of 87.5 hours, 2022 a total of 8 hours, 2023 a total of 41 hours, 2024 zero hours, and 2025 a total of 45 hours. We have the requirement of 36 hours a year and 108 hours every three years. He would be in the middle of his recertification period had his certifications renewed in June 2024. He has 136 hours to count towards his certification period from 2021 to 2024. We would not have enough hours to bring him current. His certifications would be processed with the expiration date of June 2027 because he had zero hours for 2024, 45 hours for 2025 and nothing has been submitted for 2026.

Sarah Head suggested that the council makes it a condition, if this request passes, that Rodger Hoffman needs to make up the missing training hours to remain certified and produce the training records with the next recertification request.

Matt Evans moved to approve recertification with the above recommendation from Sarah Head. Krista Horting seconded the motion. The motion passed.

e) Jared Taylor - Sandy Fire Department - Expired Certifications

Jared's certifications expired in June 2024. Jared was hired by Sandy Fire in July 2025. At the time Jared was hired, he was working for Page, Arizona full time from July 2023 to July 2025. Jared was sent to the Salt Lake City Recruit Academy in August 2025. While at the academy, he was told that he did not need to take the UFRA certification exams. During a recent audit, they

found that Jared's certifications had expired. Jared certified in 2021. He worked for St. George from August 2022 to October 2023. He also worked for Dammeron Valley from January 2023 to September 2024. Training records were submitted from 2022 to current. No training records were submitted for 2021. In 2022 Jared had a total of 10 hours, in 2023 a total of 34.5 hours, in 2024 a total of 63.5 hours, in 2025 a total of 478.25 hours, and in 2026 a total of 93.75 hours. He has a total of 108 hours for the first period and more than enough hours to bring his certifications current.

TJ Brewer motioned to approve the recertification. Chris Trevino seconded the motion. The motion passed.

f) Nolan Chadwick- Orem Fire Department - Expired Certifications

Nolan started his fire career in Utah, earning his initial four certifications in January 2011 at West Valley Fire Academy. He then worked at Lone Peak and UFA and recertified in January 2014. He added ADO pumper and Wildland Fire certifications in 2014. Nolan moved to Idaho in 2015 and was employed at Idaho Falls for over 10 years. Certifications do not expire in Idaho, so recertification was not processed during his time there. When Nolan moved back to Utah in 2026, he joined Orem Fire and learned that his certification expired in 2017 for the state of Utah. He is seeking reciprocity from Idaho back to Utah to continue his fire service career.

UFA- 2014-2015- W2 in lieu of training hours

Lone Peak- 2014-2015- W2 in lieu of training hours but Chief Corey Cluff worked with Nolan at Lone Peak and confirms employment there

Idaho Falls- 2015-2026- 3886.01 training hours

Orem Fire- 2026-current- 164.87 training hours

Nolan would need hours for three recertification periods, which would be a total of 324 hours which he exceeds.

Chris Trevio motioned to approve the recertification, TJ Brewer seconded the motion and the motion passed.

13) Fire Instructor I & II Standard - Scott Spencer/ Matt Evans/ Sarah Head

Sarah Head submitted the Fire Instructor I & II Standard to Pro Board for approval and it is in technical review right now. The council was presented with the standard showing a few changes to verbiage and skill steps which were added to meet new NFPA requirements. No changes were made to the presentation document.

Ron Harris motioned to approve the new Fire Instructor I & II Standard as presented by the Program Manager and SMEs. Chris Trevino seconded the motion. The motion passed pending approval by Pro Board.

14) New Business -

a) Anything that needs to be discussed.

Tillers cannot be used to test and certify for ADO Aerial. This relates directly to the driving portion of the Aerial Certification exam. If a tiller is used for testing and a certification is issued for Aerial, the certification will need to be revoked. This is based on information received from IFSAC and Pro Board.

- b) TJ Brewer asked if the certification department would like continued input on expired certifications. Sarah Head stated she would have been comfortable determining those that were presented if Brian Major's petition was not asked to come back to the Council.

The Council is in agreement to allow the determination to be made by the Certification Program Manager.

- c) Marc McElreath proposed holding a class at Winter Fire School on the certification process for chiefs and training officers, especially at smaller departments. Sarah Head stated that the information is written and available on the UFRA website. It was suggested the information be sent out again to all the Chiefs and Training Officers. The Certification flow chart could be added on the website and in the Straight Tip magazine. Perhaps a video, class, or other information can be provided in the future to help smaller and volunteer departments, if needed, with the new software program update.

15) Old Business -

- a) Test site visits - Sarah Head

Please visit test sites and submit an evaluation.

- b) Anything that needs to be discussed.

The new Certification Council Travel Code is 2627CC.

16) The next Certification Council meeting will be held on Wednesday, September 16, 2026, at 10:00 am at UFRA.

John Evans motioned for the meeting to be adjourned. Chris Trevino seconded the motion. The meeting was adjourned at 11:45am.