



Utah Fire Service Certification Council Meeting Minutes

ONLINE - July 17, 2024, at 10 am

TEAMS MEETING

The agenda for the Certification Council will be as follows:

1. Certification Council meeting called to order by Council Chair – Ron Harris
Meeting called to order at 10:00 am. The meeting was held online through Microsoft Teams.
2. Welcome council members and visitors – Vice Chair Ron Harris
Members Attending via TEAMS: Chris Trevino, TJ Brewer, John Evans, Jeremy Raymond, Ted Black, Rod Kearl, Ron Harris, Krista Horting, Merlin Spendlove, David Olsen, David Youngberg

Not in Attendance: Wade Snyder, Scott Spencer, Joan Aaron
Guests: Marc McElreath
3. Declaration of quorum – Ron Harris
A quorum was declared
4. Approval of Certification Council meeting minutes held on May 15, 2024 – Ron Harris
Merlin Spendlove motioned to approve the minutes from May 15, 2024, it was seconded by Krista Horting, and the motion carried.
5. Approval of the July 17, 2024, Certification Council agenda – Ron Harris
Krista Horting motioned to approve the agenda for July 17, 2024, it was seconded by Chris Trevino, and the motion carried.
6. Report from Forestry Fire & State Lands – Sharon Stokes spoke for Wade Snyder
The update was given by Sharon Stokes as Wade was not present because he needed to be on a fire.

We are in the heart of fire season and a great way to stay up to date with statistics is utahfireinfo.gov.

- Resources are drawn down particularly aircraft and incident management teams
- Currently, there are three complex incident management teams in Utah assigned to Graff Point, Speirs, and Silver King.
- With all the lightning and hot weather, we expect to find more holdover fires.
- Other large fires are being managed by local organizations.

7. Report on testing, certification, failed skills, and upcoming exams (3 months) – Jennifer Lindley
Failed Skills:
 - Office I, 2nd and 3rd attempt failures – fire flow calculations
Merlin said people are failing the same skills - the calculations
Krista suggested that these skills need to be addressed earlier on in the class so that they have more practice and more access to instructors for questions and practice rather than giving it to them the last two days of class.
 - Inspector I – code references
David Olsen mentioned there are some trends on the failure of questions, fire flow being one of them.
Jolene mentioned those that fail the skills is due to basically, taught not caught.
Jeremy said, If you have the majority of the class getting it wrong then you have a problem, but if it's a few from each class then there is no concern.

Jennifer gave the Certification Report: March - May **1,029 Certifications**

- The list is growing because of new technical rescue levels
- The last three months of candidates tested is near 5,000

Jennifer mentioned she'll send an upcoming test report either today or tomorrow so they can visit upcoming test sites.

8. Report on Fire Prevention Board meeting – Ted Black
 - The meeting went well, approved recertification of nonaffiliated organizations.
 - The FPB does not have authority to set fees, this could take months to get fees approved
 - Uptick in the size of firework shows, we are likely to see legislation to address this. Some shows are getting so big that they are hiring someone to come in and do the shows
9. Discussion and motion to approve/review the following submitted portfolios:
 - a. Jared Sholly - Fire Officer II portfolio – Chris Trevino
Chris reviewed the portfolio, there is no reason not to approve portfolio.
David Olsen motioned to approve Jared Sholly's Fire Officer II Portfolio, it was seconded by Krista Horting, and the motion carried.
 - b. Chris Whetton - Utah Live Fire Training portfolio (open for review)
Jolene mentioned it needs to be a Live Fire SME to review the portfolio
TJ Brewer volunteered to review it.
 - c. Other: TBD (NA)
10. Review, discussion and motion to approve updates to the Accreditation Self Study documents (for non-affiliated, accredited firefighter academies) – Jolene Chamberlain
Everyone should have received four documents to review via email:
 - Accredited Firefighter Academy Training Program Application,
 - Accreditation Site Team Procedures,
 - Accredited Fire Academy Training Program Accreditation Self- Study,
 - Firefighter I & II Hazmat Awareness & Operations Accreditation Emphasis Supplement

Accredited Firefighter Academy Training Program Application

- The red parts are what have changed. The main verbiage was changed to Accredited Firefighter Academy, replacing Accredited Recruit Academy.

Ted Black said it needs to exclude fees for now until that is situated.

Merlin Spendlove motioned to approve the changes and it was seconded by John Evans and the motion carried.

Accreditation Site Team Procedures

- Look at the table of contents as it gives great information, utilize all forms.
- Certification Council Site Team members need to read through all of this.
- Included are samples of what should be submitted.
- The Site Team lead contacts the entity and creates an agenda.

David Olsen- asked if anything was sent out to the site prior to visiting the site. Jolene responded about the entity completing the self-study prior to members going to the site for evaluation.

David Olsen asked if there was a document sent prior to visiting about expectations.

Jolene responded, "Yes", with the date confirmed, time, and who will be coming, etc.

The portfolio is prepared for the site visit.

Merlin mentioned, They know what is expected when they get to the site.

Chris Trevino motioned to approve the document and it was seconded by Krista Horting, and the motion carried.

Accredited Fire Academy Training Program Accreditation Self- Study

- This document is very thorough. It explains what is going to happen. We've added new verbiage regarding university and technical college along with the verbiage of fire department that was already present.

Ron Harris asked if there were any changes. Jolene said that she removed duplicate questions.

Changes were highlighted in red.

This is the academies self-study.

John Evans motioned to approve the document and it was seconded by Ted Black, and the motion was carried.

Firefighter I and II Hazmat Awareness & Operations Accreditation Emphasis Supplement

- Jolene got a lot of support from Andy Burns and others from Davis and Bridgeland to build this document.
- This document is updated every time standards are updated for Firefighter I and II and HazMat Awareness and Operations.
- This document displays curriculum – books etc. that are needed
- A new emphasis supplement document that we'll be working on is Technical Rescue (in the near future).

Typos were addressed. Jolene said she'll email it.

Jeremy Raymond motioned to approve this document, it was seconded by Chris Trevino, and the motion carried.

11. Discussion and motion on submitted petitions (TBD) – Jolene Chamberlain

- a. Other – N/A

12. Review, discussion, and motion to approve Certification fee increases (proposal) – Jolene Chamberlain/ Brad Wardle

Brad said, "Thanks for doing such great work you all have done for cert council. It's time to revisit the fee structure." Brad mentioned a fee schedule that was adopted. Fire Marshall Ted Black and Brad will talk more about it on Monday, July 22nd.

Brad asked for five volunteers to work with Jolene as chair to evaluate fees charged for certification. Brad mentioned, "we have not evaluated this for a long while". It hasn't been done since he has been director.

Five Cert Council members are needed to evaluate and put together a new fee proposal.

The five that volunteered to be on the team were: John Evans, Dave Olsen, Chris Trevino, TJ Brewer, Krista Horting

Jeremy- As the committee meets, look at the smaller departments and volunteer departments. Fee increases may be hard for them. We need to keep that in mind - for them.

Jolene has started working on some documents already. She will get together with the team and hopefully bring something back to the next Certification Council meeting in September. She will reach out to the five who volunteered.

Brad also briefly discussed that he is going to get together with Marc McElreath to discuss training and when they would cancel a class due to department size vs. class size.

13. Review and discussion of our UFRA Portal website – Jolene Chamberlain

- a. Examination Requests, Certification Requests, and other on the Portal

- It was asked, "when departments submit exam requests and cert/recert requests, will it all go to your specialist?" Yes

Our goal is to automatically issue recertifications if you meet the requirements.

- Ron Harris asked if the exam requests will auto populate

Jolene said, "Requests will auto populate, it may not quite yet but we are headed in that direction."

Jolene shared that the UFRA Portal is not active right now, but we are getting close.

- Personal Functions - PID
- Organizational functions – A Chief or Training Officer will be given permission to enter this function only. They will be able to update information for their department.
- This data links to our FileMaker database, which will help us

David Olsen asked about combined departments that use part-time people. How they may show up on multiple departments.

Individuals can have multiple departments. We'll need both Org numbers.

The original FileMaker developer is no longer our developer. We are asking for a new developer to finish the project.

We are excited about this, we want to get this launched in the next few months. The look up system is working and accessible.

14. Old Business – Ron Harris

- a. Updates of online testing – All 2nd and 3rd attempts may be online if requested, equipment is available. Departments must complete the online request form on the website.
Jolene shared we are doing more and more online testing every day and it is working out. Southwest Tech and Bridgerland have agreed to be a testing site.
Online testing still requires a proctor.
- b. iPads, hotspots, and equipment – Jolene Chamberlain
Hot spots are working.
Given score immediately and there is a report emailed to the tester upon completion.
We want to get online testing 100% but there is still a bit of work.

15. New Business – Ron Harris

- a. We will begin SME meetings to review the NEW NFPA 1010 standard in the following months: FF I & II (September), ADO Pumper/Aerial (November), and ARFF (February). The deadline for those updates are in 2026.
Jolene mentioned, Joan has a full plate and if you are interested in being an SME give Joan a call or shoot her an email.

Jeremy Raymond has a lot of questions about doing a test and passed one level and failed another.

- How long is test good for and didn't see anything on website.
- Do we have a FAQ on the website for certification?

Jolene was not sure if we have any of that specifically on website but if we don't have it we can create one. Jolene will do some research and talk with Joan.

There is a document online if you are a new chief that walks you through certain things.

Ted - UFRA certification FAQ- needs to be updated

www.uvu.edu/ufra/certification/faqs/html

Ron Harris- wants to thank everyone- Director Wardle and everyone at UFRA.

16. The next Certification Council meeting is on Wednesday, September 18, 2024, located at UFRA.

Meeting adjourned at 11:09 am

Ted Black motioned to adjourn the meeting and Merlin Spendlove seconded, and the meeting was adjourned at 11:09 am.