



Utah Fire Service Certification Council Meeting Agenda

September 17, 2025 at 2 p.m.

Held at UFRA
3131 Mike Jense Pkwy.
Provo, UT 84601

1. **Certification Council meeting called to order, by Council Chair Scott Spencer**
2. **Welcome council members and visitors, by Scott Spencer**
Council members attending: Scott Spencer, Ron Harris, Matt Evans, Wade Snyder, Chris Trevino, Krista Horting, John Evans, Rodney Kearn

UFRA staff attending: Marc McElreath, Sarah Head, Jennifer, Trudy, Sharon, Emma

Attending online: TJ Brewer, Michael Slater, Ted Black, Dave Youngberg, Jeremy Raymond
3. **Declaration of quorum, by Scott Spencer**
4. **Approval of Certification Council meeting minutes from July 16, 2025, by Scott Spencer**
Ron Harris motioned to approve the meeting minutes from July 16, 2025. Krista Horting seconded the motion. The motion passed.
5. **Approval of September 17, 2025 Certification Council agenda, by Scott Spencer**
John Evans motioned to approve the agenda for September 17, 2025. Chris Trevino seconded the motion. The motion passed.
6. **Introduction and welcome of new Certification Council member Chief Matthew W. Evans from Washington City, by Marc McElreath**
Matt was previously with West Jordan. He was trained by John Evans. Matt has been with Washington City Fire Department for 12 years. His appointment is set to be approved by the Fire Prevention Board at the next meeting.
7. **Report on Fire Prevention Board meeting, by Scott Spencer**
Ted Black reported that the Fire Prevention Board heard a presentation given by groups involved in building the new prison. The presentation was regarding an addendum to R710-8 for buildings under the jurisdiction of the Fire Prevention Board, to aid in building future buildings like the prison. Mike Young is in the process of writing that rule for the next meeting.

The board was scheduled to hear an appeal on the actions of one of our inspectors that took on a fueling operation at Bear Lake where a fuel line is pulled out into the lake to fuel jet skis and small boats. The owner did not make it to the board meeting but visited with them after. He removed his request from the appeal after reviewing the code with the board members and agreed to make the corrections through an engineering review.

8. Report from Forestry, Fire & State Lands, by Wade Snyder

Things are slowing down. A task force is still in Oregon. Utah fires are currently under control. Fall has closeout meetings, one of which is the Utah Wildland training committee meeting on October 23, 2025. Members of that training committee have been selected by the State Chiefs, which has expanded membership to include new non-FFSL members. Your local warden is the training specialist we have in all areas and should be one of the first contacts. Full-time and combination chiefs have the following representatives: Cory Carter representing Sandy, Dave Marcella representing North Fork, and Clark Maughan representing Moab. On the volunteer side, we have Jed Hansen representing Gunnison, Tyler McKee representing Lapoint-Tridell, and Jonathan Ray representing South Davis Metro. They would be a second avenue of contact for the training committee, to get your task books and things moved through. You could also reach out to SJ Rogers or Wade Rigby with training questions beyond your normal path.

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

The Certification Report was reviewed. During May, June, and July, there were 1,080 new certifications from affiliated departments and 163 from unaffiliated agencies, for a total of 1,246 new certifications.

Recertifications for this quarter totaled 2,252, almost 1,000 more than this time last year.

Certification exams for the quarter totaled 2,313. There are several new certification levels being tested in the Technical Rescue levels. Several are testing Rope Rescue.

The Failed Skills Report was reviewed. There were a few 2nd-attempt failures for ADO Pumper and Firefighter I. The rest were from Inspector and Officer. A lot of people missed the same questions.

10. Updates of online testing, by Trudy Meister

In August there was one candidate scheduled to take two exams on Free Friday, and they did not show. We are charging \$10 to no-shows for free Friday testing. In September there were six candidates scheduled to take one exam each on Free Friday.

Certification specialists are all scheduling online testing when possible. Jennifer is using online testing the most and sending UFRA iPads to departments in her area.

There was some discussion on solutions for locking down a personal device to use during testing. Most candidates have a personal computer or iPad that they could use for testing if permitted. UFRA will continue to work on a solution and a policy to present to the council.

11. Discussion and motion to approve/review submitted portfolios, by Scott Spencer

a. Blair Marshall, Fire Officer II portfolio, by Krista Horting

Krista Horting motioned to approve Blair Marshall's portfolio. Rod Kearl seconded the motion. The motion passed.

12. Discussion and motion on submitted petitions, by Sarah Head

a. Blair Marshall, Inspector I, West Jordan Fire Department

Blair took a Fire Inspector I class at UVU in the spring of 1999 and passed the course with a B. He took the written and skills certification test on May 1, 1999. He passed the written exam and failed the skills exam.

He wrote a letter explaining he didn't realize he had failed the skills exam. He is asking to retake the skills test. Exams taken in 1999 do not show a score.

The policy is that candidates have 1 year to pass both written and skills exams. The current exam version is no longer the same as when he originally tested.

Matt Evans mentioned that when Blair became affiliated with a department, his certs should have been requested. He should have noticed before now.

Chris Trevino mentioned that this was brought to light as part of the promotional process. All others who took the test the same day and passed the test had certifications issued.

Ron Harris motioned to deny the request. Krista Horting seconded the motion. The motion passed.

b. John Higgins, Mapleton Fire Department

John is a volunteer firefighter for Mapleton Fire Department and served a church mission from February 2022 to August 2023.

John's certifications expired in January 2024 in the following levels: Hazardous Materials Awareness and Operations, Firefighter I and II, and ADO Pumper.

The Certification Office has asked for training records in all those areas, and we currently only have training records for Firefighter I and II.

Wade Snyder motioned to table this request until training records are produced to prove the training hours. Chris Trevino seconded the motion. The motion passed.

13. Discussion on Certification Fees

We received a letter from the Davis County Fire Chiefs Association.

Marc McElreath explained that the new fee schedule was implemented in January 2025. After doing more investigation, there are some proposed items to adjust.

Currently: For levels other than the 4 core levels (Hazmat Awareness, Hazmat Operations, Firefighter I, and Firefighter II), written exams are \$75, and skills exams are \$75. The fee schedule was to recover tester and testing fees and to help cover training. Reciprocity is currently \$200 per request. It is proposed that this be changed to \$75 per request.

We are currently waiving the skills exam fee on 1st and 2nd attempts if they are taken on the same day as the written exam. It is proposed to remove that waiver of skills testing fees. Fees would be charged for both exams.

It is proposed to change the reciprocity fee to \$75 per request. The proposal is to change the fee for written tests, when using a department tester, to \$10 for all but the 4 core levels (Hazmat Awareness, Hazmat Operations, Firefighter I, and Firefighter II). The core levels are already \$10.

It is proposed to remove that waiver of skills testing fees. Fees would be charged for both exams.

This discussion was tabled until the next meeting.

14. Discussion on Fire Officer I test, by Sarah Head

Sarah Head presented another written form as an option for the Fire Officer I exam. We are currently testing candidates' memo writing and there is a high failure rate on that because of formatting. It is proposed to have a second option for candidates to write a letter. There was discussion of the idea of testing the other parts of the test like we do other skills tests (verbally, with a checklist).

Scott Spencer suggests a 5a memo and a 5b letter and they get one or the other.

Matt Evans says there is not a skill listed in the standard or training record for a letter or memo.

John Evans motioned to change the Officer exam to include a 5a memo and a 5b letter and they get one or the other. It was seconded by Rod Kearl. The motion passed.

15. New Business, by Scott Spencer

a. Update on accreditation, by Sarah Head

IFSAC: we have been accredited in 52 of the 53 levels.

Pro Board information was submitted last Tuesday, September 9, 2025. We are waiting to hear back from Pro Board.

b. Anything else that needs to be discussed

16. Old Business, by Scott Spencer

a. Test site visits, by Sarah Head

Please be sure to go out and evaluate a test and the certification testers so that we are following our policies and making sure our certification testers are following our policies.

Council members received a list of upcoming test sites. Pro Board calls it "interrater reliability."

Krista asked how long they need to stay at the exam. Sarah suggested going long enough to answer the questions. You may make a note on the evaluation mentioning how much of the exam you observed.

Jeremy asked if the test list shows when it is a department or UFRA tester. Can we mark the list this way?

b. Anything else that needs to be discussed

17. The next Certification Council meeting is on Wednesday, November 19, 2025

The meeting will be in person at UFRA.

Ron Harris motioned to dismiss. Ted Black seconded the motion. The meeting was adjourned.