



Utah Fire Service Certification Council

Minutes of September 20, 2023

The Utah Fire Service Certification Council met September 20, 2023
at UFRA, 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, John Evans, Ron Harris, Jeremy Raymond, Merlin Spendlove, Chris Trevino, Chris Whetton, Dave Youngberg.
Ted Black attended online via Teams.

Not in attendance: Rod “Hoss” Tomkinson – Chris Trevino as proxy, TJ Brewer – Chris Whetton as proxy, Krista Horting – Chris Whetton as proxy, Wade Snyder,
Guests: Jolene Chamberlain
- 3) **Declaration of quorum – Scott Spencer**
Scott Spencer declared a quorum.
- 4) **Approval of minutes from Certification Council held on July 19, 2023 – Scott Spencer**
Merlin Spendlove motioned to approve the minutes of July 19, 2023, with the addition of Merlin Spendlove in attendance online. Jeremy Raymond seconded the motion. The motion passed.
- 5) **Approval of agenda for the September 20, 2023, meeting - Scott Spencer**
Ron Harris motioned to approve the agenda for September 20, 2023. Jeremy Raymond seconded the motion. The motion passed.
- 6) **Report from Forestry Fire & State Lands – Wade Snyder**
Wade Snyder was unable to attend.
- 7) **Report on testing, certification, failed skills, and upcoming exams (3 months) – Jennifer Lindley**
Jennifer Lindley presented the certification report as follows:
Activity Report: May through July had 544 certifications. Less than previous years. Our new software database was implemented in July, so no certifications were issued in July, but they were issued in August.
Failed skills report: Live Fire had a 2nd attempt failure, FFI had a 2nd attempt failure, Officer I showed 1st, 2nd, and 3rd attempt failures. Inspector I had 1st attempt failure.
The upcoming test site list will be emailed after this meeting for council members to visit.
- 8) **Report on the UFRA Annual Report – Jolene Chamberlain**
Jolene Chamberlain shared the certification activity annual report showing four years of data. The report divided into Accredited Recruit Academy, Career, Volunteer and Other agencies. The number of certifications issued by level and affiliation for 2022-2023; Volunteer 298, Career 1883, Accredited Recruit Academies 257, UT National Guard 21. These numbers will be shown in the UFRA Annual Report in October 2023.
- 9) **Report on Fire Prevention Board meeting – Scott Spencer**
Scott Spencer reported the meeting held last Tuesday welcomed four new board members: Russell Young, Coy Porter, Larry Owens, and Coty Chadburn. Scott thanked those who had served, Chair Dave Olsen, Vice Chair Michael Phillips, Craig Humphries and Frank Parker. The new Chairperson, Coy Porter, was appointed unanimously. Next Fire Prevention Board meeting will be November 8, 2023.

10) Discussion and motion to approve the following submitted portfolios:

- a. Steve Chaffin (Inspector II) – Scott Spencer
This is still being reviewed as Scott is waiting for additional documentation. It will be approved once the correct documents are received.
- b. Aaron Byington (Fire Officer III) – Krista Horting
Waiting for additional information to be submitted, and is approved once they are received.
- c. Fire Officer II Portfolio – Chris Trevino
All necessary documentation was included. Chris recommends approval.

Jeremy Raymond motioned to approve all three portfolios once requested documents have been submitted. Chris Trevino seconded the motion. The motion passed.

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

- a. Mendon Fire Department - Joseph Orduno, Chief Ray Olsen – Joan Aaron
Chief Olsen is requesting that certifications for Firefighter II for Joseph Orduno be issued based on an oversight on requesting them previously. Current training records were submitted verifying he has maintained the required hours of training. He passed both exams previously.

Christ Trevino motioned to approve issuing the certifications. Chris Whetton seconded the motion. The motion passed.

12) Executive Session – Scott Spencer/Joan Aaron

The Council held a thorough executive session for exam issue. John Evans motioned to hold an executive session. Chris Trevino seconded the motion. A discussion was communicated, interviews were led, and a final motion passed. Ron Harris motioned the agreed decision, and Jeremy Raymond seconded the motion. The motion passed.

13) Discussion and motion on submitted petitions and/or appeals – Joan Aaron

- An Intent to Participate form from the Utah Air National Guard, Chief Jack Snyder was submitted. They are an active civilian fire department.
Merlin Spendlove motioned to approve the Intent to Participate for the Utah Air National Guard. Jeremy Raymond seconded the motion. The motion passed.
- An Intent to Participate form from the Canyonlands Regional Airport Fire & Rescue is asking to participate in the certification process as a department. The Chief is Tammy Howland, and the Training Officer is Brent Smith. They do not have an active FDID (Fire Department ID) number from the Utah State Fire Marshal's office. They are the only the two employees on their roster. Ted Black recommends Canyonlands Regional be referred to the Utah State Fire Marshal's office to become approved as a registered fire department.
Jeremy Raymond motioned to deny the request as discussed by the Council. The department needs to reach out to the Utah Fire Marshal's Office to become registered and receive an FDID. Then apply again to the Certification Council. Chris Trevino seconded the motion. The motion passed.
- Spanish Fork Fire & EMS, Chief Hales is requesting to waive the 120 day waiting period for Matthew Chynoweth for the HazMat Awareness exam. He has taken the online course and they're requesting he test sooner than the 120 days. Matthew has passed the other three levels.

Scott Spencer motioned to approve waiving the 120 day waiting period, allowing him to retake the online course and retest. Jeremy Raymond seconded the motion. The motion passed.

14) Review, discussion, and motion to update Policies and Procedures – Joan Aaron

- a. Update the Intent to Participate form – to include verbiage requiring attached documentation verifying status and FDID. Also adding “Agency Types” above.
Ron Harris motioned to approve the updated verbiage. Dave Youngberg seconded the motion. The motion passed.
- b. Replace “wallet card” verbiage to “ID card” for referencing to Pro Board and IFSAC.
- c. Update verbiage to include Pro Board logo with the IFSAC seal.

Jeremy Raymond motioned to approve the above changes. John Evans seconded the motion. The motion passed.

- d. Add evolution verbiage to the skill requirements. Also, exclude evolutions from needing to be exchanged every 6 months, evolutions will remain the same.
Jeremy Raymond motioned to exclude evolutions from needing to be exchanged every 6 months. Dave Youngberg seconded the motion. The motion passed.
- e. Update definitions; Affiliated, Non-Affiliated, Participating Agency
Ron Harris motioned to change the definitions of Participating Agencies, Affiliated, Non-Affiliated as presented adding verbiage to include local municipality, county, fire district, or state. Jeremy Raymond seconded the motion. The motion passed.
- f. Update “Who We Certify” with new titles for Participating Agencies; both Affiliated and a list of Non-Affiliated. Also, changing the title “Non-Affiliated Firefighter Training Programs” to “Accredited Recruit Academy”. This list of Participating Agencies is located in Appendix B of the Policies and Procedures Manual.

John Evans motioned to approve the updated changes on who we certify. Ron Harris seconded the motion. The motion passed.

- g. Update other recommendations from the Certification Council.
None to present.

15) Review, discussion and motion to approve an update to the new 470 Hazardous Materials standard – Joan Aaron. (One skill was updated, and a few minor edits).

Skill F5 was reviewed and updated by the SME Committee, also 5D - the number of team members was updated to a 2-4 member team.

Dave Youngberg motioned to approve the changes made by the committee. Chris Whetton seconded the motion. The motion passed.

16) Old Business – Scott Spencer

We held a Train-the-Tester training on July 27th for Fire Investigator, and a Team’s training on August 23rd. Training for new Technical Rescue testers was held on August 24th. Dave Youngberg & Chris Whetton participated.

17) New Business – Scott Spencer

- a. Confined Space and Machinery Rescue (Awareness, Operations, and Technician) were approved by Pro Board and can be tested as of September 1, 2023

- b. Structural Collapse and Hazardous Materials Awareness, Operations and Technician are under Pro Board review.
- c. Technical Rescue: We are extending Confined Space, Machinery, and Structural Collapse until December 31st to test on the old level I and II (if candidates prefer). Pro Board gave all agencies an extension.
- d. The new Hazardous Materials standard will be implemented on January 1, 2024. If departments want to test/retest the current/old HazMat they need to be done testing before December 31st (that includes 2nd attempts, etc.). With the holidays coming, we recommend departments submit an examination request long before November 16th.
- e. Committee began updating Fire Inspector I and II to the new NFPA 1030 standard.
- f. We will begin reviewing Fire and Life Safety in the next few months.
- g. UFRA has a new 4th Fast Prop that will be in service soon.
- h. One of two ventilation props has been delivered and will be put into service soon.
- i. Tester pay was increased to \$41.11 for adjuncts and \$16.86 for travel stipend, effective July 1, 2023.
- j. We received approval from Provo City to conduct a feasibility study for an Aircraft Rescue Firefighting (ARFF) fixed site at the Provo Airport. Our task force is assembled, and we have begun work on this project.
- k. The Firefighters Credit Union has pledged 25K toward the cancer initiative.
- l. December 1st at 0900 is Winter Fire School Registration. - Jolene Chamberlain
- m. Winter Fire School meetings have begun. This year the IC is Kevin Bowman. Dates are January 19-20, 2024. The Chiefs Mixer is Thursday, Jan. 18th, 6:00 – 8:00 pm.

18) **The next Certification Council meeting is at 10 am on Wednesday, November 15, 2023 at UFRA.**
Ron Harris motioned to adjourn. Chris Trevino seconded the motion. The motion passed.