



The Utah Fire Service Certification Council

Minutes of January 11, 2022

The Utah Fire Service Certification Council met virtually on January 11, 2022 at 11:00 AM

1. Council meeting called to order by Council Chair, Chief Scott Spencer

Scott Spencer called the meeting to order. The meeting was recorded.

2. Welcome Council members and visitors - Scott Spencer

Members attending online via Teams: Scott Spencer, Chris Trevino, Krista Horting, Dave Youngberg, Jeremy Raymond, Ron Harris, Jason Earl, TJ Brewer, Rod “Hoss” Tomkinson, Merlin Spendlove, Rod Hammer.

Excused: Wade Snyder – Krista Horting as proxy,
Guests: Brad Wardle, Jolene Chamberlain
Ted Black joined online

3. Declaration of quorum - Scott Spencer

Scott Spencer declared a quorum.

4. Approval of minutes from the meeting of November 17, 2021 - Scott Spencer

Jason Earl motioned to approve the minutes of November 17, 2021. Chris Trevino seconded the motion. Motion passed.

5. Approval of agenda for the January 11, 2022 meeting - Scott Spencer

Krista Horting motioned to approve the agenda for January 11, 2022. Chris Trevino seconded the motion. Motion passed.

6. Report of Fire Prevention Board Meeting – Scott Spencer

Scott Spencer reported the retirement of Chief Coy Porter as State Fire Marshal. Fire Prevention Board has approved Edward “Ted” Black as the new State Fire Marshal. The board also talked about the new rule R710-16 that talks about fire service certification and non-affiliate training organization that did away with the Standards and Training and Fire Service Certification Council. Today the board voted unanimously to create the Fire Service Certification Council. The board approved of the 12 current serving members of the Certification Council and a member of the Fire Marshal’s office.

7. Report from Forestry, Fire & State Lands

Krista Horting reported for Wade Snyder who is unable to attend and has nothing to report.

8. Report on testing, certification, and failed skills - Jennifer Lindley

Jennifer Lindley is absent due to illness. Failed skills will be reported next meeting.

9. Report on certification costs – Joan Aaron

Joan Aaron reported that an analysis was done to show actual costs for testing and certification. The question arose in November about the fee charged to Non-Affiliated agencies -vs- Affiliated agencies. A document with the details of current labor and supply costs associated with certification exams was given. The total exceeds the certification costs charged to agencies. It is a base cost, not including travel stipend or mileage reimbursement. Logistics costs weren’t included in the total – they usually aren’t needed for RCA, Bridgerland, West Valley Fire Academy, or Davis Applied Tech.



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Brad Wardle shared that in Senate Bill 209 and in the agreement that UFRA and Utah Valley University signed with the Fire Prevention Board and the State Commissioner of Public Safety it specifically calls out for free training for affiliated members in departments. It does not call out for free training for non-affiliated members. Please keep in mind that you can't treat students in non-affiliated training groups the same as those affiliated with fire departments.

TJ Brewer motioned to keep the fee schedule as currently indicated. Ron Harris seconded the motion. The motion passed.

10. Report on Live Fire tester guidelines – Joan Aaron

Joan Aaron made a motion to amend Section 14: Certification Tester, to clarify the certification policy regarding Live Fire Certification testers. There has been confusion with the policy and lack of Live Fire testers available which has caused an issue in the past. A document was given with recommended verbiage to amend Section 14: Certification Tester, adding an additional 14.14.

Krista Horting motioned to approve the changes as made during the meeting. Hoss Tomkinson seconded the motion. The motion passed.

11. Report on tester ratios – Joan Aaron

Joan Aaron reported that a committee met to review the tester ratios, consisting of Krista Horting, Dave Youngberg, Jolene Chamberlain, Jennifer Lindley, and Joan Aaron. The committee reviewed the estimated hours needed to administer each exam and the number of testers needed. An effort was made to keep the testers time within that 2.5 – 3.5 hours. A document was given, comparing old ratios to new ratios.

It was mentioned that ADO classes take longer. An adjustment may be needed in the future.

Certification can move forward with this as a guideline for the office staff. No need for a motion.

12. Executive Session – follow up – Scott Spencer

Scott Spencer asked if any follow up is needed with the Executive Session.

Jeremy Raymond motioned to go into an Executive Session, seconded by Chris Trevino.

An executive session was held.

Jason Earl motioned to approve the recommendations from the Executive Session to have the candidates re-test with a member of the Certification Council. Ron Harris seconded. The motion passed.

Joan Aaron to follow up with the tester.

13. New Business – Scott Spencer

- a. Officer III - Portfolio Review requested for Russell Pressley
 - Krista Horting will review the Officer III portfolio.
 - Krista Horting reported on the Officer II portfolio. The candidate submitted the additional requested investigation. Recommended we approve the portfolio. Chris Trevino made a motion to approve the Officer II Portfolio (from Austin Knight) that Krista reviewed. Merlin Spendlove seconded. Motion passed.
- b. New Certification Tester interviews held January 5th. February 1st tester training was scheduled.
 - Joan Aaron reported that 18 new testers will be trained on February 1, 2022.



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- c. UFRA Instructor & Certification Tester Seminar is scheduled for March 21st – 25th
 - Joan Aaron shared there will be an online registration link sent out in January
- d. NFPA Updates – Joan Aaron – Several NFPA standards are consolidating to different numbers.
 - Fire Investigator NFPA 1033 was updated to 2022 edition
 - NFPA consolidated standards, for example, HazMat Awareness and HazMat Technician was 1072 and is now 470, Wildland FFI was 1051 and is now 1140,
 - Updates will continue for those new standards, as needed.
- e. Currently updating Inspector I to the new 8th edition manual, updating new test bank
- f. Technical Rescue Committees – in process

14. Old Business – Scott Spencer

- a. Textbook tracking process – Testers will assist with the book Check-in process with a QR code system – effective date TBD
 - Program Managers will pick up books from fire departments after they are collected.
 - Currently, we are waiting for all books to be labeled with the QR code.
- b. Electronic signature timecards/ Travel forms are on the front page of our website – Joan Aaron
 - uvu.edu/ufra - listed as “Adjunct Forms” - Adobe sign forms. Instructors and testers can use these if needed.
- c. Winter Fire School – January 21-22nd in St. George
 - UFRA is following all CDC guidelines and procedures. Nearly 700 students will be in attendance. First time vendor mixer in exhibit hall Thursday night.
- d. Follow up on spot checking tests, especially in-house testers.
 - Cert Specialists & Manager need to visit more test sites to check in on exams.
- e. Dave Youngberg mentioned updating new training forms for in-house testing for Live Fire.
- f. Rod Hammer asked for a committee to be put together for investigation processes with cheating. Rod Hammer, TJ Brewer, Merlin Spendlove, and Scott Spencer offered to be on the committee.
- g. Hurricane is looking for 30 EMS books for their training. They will be used to train employees. Hurricane Fire will contact Kevin Bowman, Program Manager.

15. Next Certification Council Meeting, Wednesday, March 16, 2022 at 10:00 AM, UFRA

Rod Hammer motioned to adjourn. Seconded by Ron Harris. Meeting adjourned.