



The Utah Fire Service Certification Council Minutes of March 16, 2022

The Utah Fire Service Certification Council met on March 16, 2022 at 10:00 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, Krista Horting, Jeremy Raymond, Ron Harris, Rod “Hoss” Tomkinson, Merlin Spendlove, Rod Hammer, Wade Snyder.

Joined online: Dave Youngberg, TJ Brewer, Ted Black.

Excused: Jason Earl & Chris Trevino

Guests: Jolene Chamberlain, Chief Kenny Johnson

3. **Declaration of quorum - Scott Spencer**

Scott Spencer declared a quorum.

4. **Approval of minutes from Certification Council held on January 11, 2022- Scott Spencer**

Krista Horting motioned to approve the minutes of January 11, 2021. Ron Harris seconded the motion. Motion passed.

5. **Approval of agenda for the March 16, 2022 meeting - Scott Spencer**

Jeremy Raymond motioned to approve the agenda. Rod Hammer seconded the motion. Motion passed.

6. **Re-appointments to the Certification Council – Joan Aaron/ Scott Spencer**

Wade Snyder and Rod “Hoss” Tomkinson have been approved by the Fire Prevention Board for another three years on the Certification Council.

7. **Report from Forestry, Fire & State Lands – Wade Snyder**

Wade Snyder reported the following managers: Bear River - Tracy Swenson, Wasatch Front - Dax Reid, Lone Peak Conservation - Jesse Trembly, and the Washington County acting warden is Heber Heyder. Legislative item: Warden agreement verbiage changed based on 50/50 cost share (now a fixed rate and will only move with the consumer price index). This allows for raises and the county doesn't need to match the other 50 percent.

UWCAC meeting in Layton on April 6, 2022, at 1300. Chief Ward and FMO Ostler are co-chairs of this council.

Slow on the wildfire front, nothing to report.

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

Jennifer Lindley reported on two sets of reports for January and March. The certification report shows an increase in certifications and testing for Firefighter I, Firefighter II, Hazardous Materials Awareness, and Hazardous Materials Operations. Failed skills report (August to October and October to December) show Inspector I (Washington City) & Officer I (Sandy City).

9. **Report of Fire Prevention Board (FPB) Meeting – Scott Spencer**

Scott Spencer reported to the FPB on certification. The FPB covered open meeting training. Jon Ritchie was introduced as the Deputy State Fire Marshal. The FPB gave a legislative report on the process of bills and how it affects Certification Council.



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Ted Black stated the Certification Council needs to have open meeting training every year. State Fire Marshal legal counsel can do that training in the future as needed.

10. Report on certification levels currently being updated – Joan Aaron

Joan Aaron reported:

a. Inspector I, Trench Rescue, Water Rescue levels: Ice, Swiftwater, Surface Water

Now updating Inspector I written exam to the 8th edition. The Inspector standard will be ready for approval during the next Certification Council meeting. Water Rescue levels review committee will begin in March. "Water Rescue, 3rd edition test banks" from Jones and Bartlett will be used.

- Saratoga Chief Johnson commented on Water Rescue – technical rescue.

Chief Johnson mentioned last summer was the last time they did a surface water exam. It was new for the testers and the candidates. There were some issues with that test, a safety issue when candidates were asked to remove PFD, etc. He mentioned water rescue testing is not tested in a controlled environment. Chief Johnson recommends due to the high risk, a higher level of training may be needed for water testers like those who test Live Fire. He gave a list of recommendations that included:

- Train-the-Tester program
- Water skills/evolutions testing objectives and standards
- Current conditions hydrology assessment
- Safe test site selection
- Test site hazard mitigation
- Tester roles and responsibilities
- Medical emergency planning
- Safety officer designation
- Pre-test safety briefings

Saratoga Springs Fire and Rescue has qualified water instructors working for national organizations. They have offered assistance with a "Train-the-Tester" program with the water rescue disciplines (5-day classes) for training. They are willing to be on the committee to help prepare the standards testing. Recommends the committee use the information and terminology that will match what is being taught and used locally.

He mentioned Swiftwater testing is still active, but Surface Water has been suspended. Both are tied together. Chief Johnson recommends no water testing is done until both Swiftwater and Surface Water are updated.

Chief Johnson mentioned other issues with the written test and books. Suggesting selecting instructors more familiar with training in these levels to help with the test banks.

A book has been chosen for the NFPA standard to use for the written exams. Need to make sure those who are training are using the same reference material used to create the test banks.

Jones & Bartlett has a test bank that can be used as a base and updated to match the correct terminology and what is being tested.

Joan Aaron will head up the committees to update the Water Rescue levels using the Jones & Bartlett "Water Rescue 3rd Edition" books and test banks.

11. Discussion and motion to update the Policies & Procedures Manual – Joan Aaron

Joan Aaron made a motion for:

- a. Removal of "Standards and Training Council" verbiage. Merlin Spendlove motioned to approve the removal of the Standards and Training Council verbiage in the Policies & Procedures Manual. Ron Harris seconded the motion. The motion passed.



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12. Discussion and motion to update the Officer II standard – regarding NFA series not available – Joan

Aaron

Joan Aaron reported: Officer II Standard, Page 2, Instructions to Candidate, mentions a prerequisite of the “NFA Incident Command Systems Simulation Series I” is no longer available. We will accept those who have already done it but need to update the verbiage to state: ‘NFA “Incident Command Systems Simulation, SERIES I” is no longer available as of December 2020.’

Rod Hammer motioned to add the verbiage. Krista Horting seconded the motion. The motion passed.

13. Discussion and motion on new guidelines for certification exam investigations – Joan Aaron

Joan Aaron stated: Rod Hammer, Merlin Spendlove, TJ Brewer, Scott Spencer, and Joan Aaron met to discuss the exam investigation process. They recommended an investigation reference or guide to be uniform for all investigations. The document presented is a draft with a checklist, an opening statement for interviews, and optional questions. Also, attached are steps for investigations (Candidate, Tester, UVU employee).

Looking at the guideline for investigation draft, the Council agreed we may need to clarify #7 from court record to public records. The information came from the Policies & Procedures Manual, which needs to be updated. Also, In-House Tester is now referred to as Department Tester. More review will happen before implementing this document for use.

Jeremy Raymond motioned to table this document until updates can be made, Ron Harris seconded. The motion passed.

14. Discussion and motion on updated new training forms (shading) for in-house testing for Live Fire –

Joan Aaron

Joan Aaron: Last Certification Council meeting, it was mentioned to update the Live Fire Training record shading. An updated version was presented. Krista Horting mentioned at one point it was not shaded to allow the instructors the opportunity to get the Live Fire testing done earlier in the process.

Jeremy Raymond motioned to update the shading as presented in the updated document. Rod Hammer seconded the motion. Motion passed.

Other Related Comments:

LIVE FIRE TESTS: TJ Brewer mentioned Live Fire tester cadre is still doing pre-burn and post-burn paperwork. He asked if there was a way the instructors can do the pre-burn and post-burn paperwork since they are already doing it for the class? Also, the forms don't always apply the same for fixed facility -vs- a F.A.S.T. trailer where different equipment is available. It was recommended that this be addressed for Live Fire exams.

TESTER HOURS: There was a discussion of testers being unwilling to do tests with fewer hours of pay especially when they include long drive times. Also, questions are arising regarding adjusting the travel rate based on increased fuel costs. It was recommended this be discussed before Instructor & Training Seminar March 21-25.

15. New Business – Scott Spencer

- a. New Fire Marshal signatures on certificates. Other letters and forms are in process of being updated. Other outdated information – we are not currently able to edit and working to fix the problem.
- b. We hired and trained 20 new certification testers in February, (trained February 1st)



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- c. Winter Fire School was a success!
- d. A “New Department Chief/Training Officer Basic Guide for Certification” for new chiefs and new training officers. Rod Hammer asked that it be included in the Volunteer Chiefs module. It also, could be emailed to all chiefs and training officer, added to website, and added to the Straight Tip.
- e. ITEM ADDED DURING THE MEETING: Russell Farnsworth would like to re-enter the testing process for Officer I. Hoss Tomkinson motioned to table this until the next council meeting since it was not on the agenda initially. Ron Harris seconded the motion. The motion passed
- f. ITEM ADDED DURING THE MEEING: A portfolio was submitted for review. Jeremy Raymond offered to take the portfolio.

16. Old Business – Scott Spencer

- a. UFRA Instructor & Tester Seminar is scheduled for March 21st – 25th
- b. Follow-up on executive session response from last meeting - Joan Aaron
The test has been scheduled. Dave Youngberg will be administering the exam.
- c. Textbook tracking – Check-in books w/ QR code system (transitioning)

The textbook tracking is now in process. If you receive the QR code form in your test box, the books need to be turned in before the exam begins. There may be challenges to see who has actually scanned their book.

- d. Krista Horting has reviewed the Officer III portfolio from the Air National Guard. Some of the skills were not completed and he explained why he didn't do them. He explained why the guard doesn't allow him to do the budget. Krista recommended that the candidate could do the skills in a fictitious way to show he knows how to do it even if not required by the Guard. Krista will type up a recommendation and send it.
- e. Online timesheets are currently on hold due to UVU involvement. Working on a Smartsheet version. UVU is giving us one year to figure out how to get Smartsheet to incorporate with T.I.M.S.

17. Next Certification Council Meeting, Wednesday, May 18, 2022 at 10:00 AM, UFRA

Ted Black motioned to adjourn. Seconded by Rod Hammer. Meeting adjourned.