



The Utah Fire Service Certification Council

Minutes of May 18, 2022

The Utah Fire Service Certification Council met on May 18, 2022 at 10:00 AM

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

Scott Spencer called the meeting to order.

2. **Welcome Council members and visitors - Scott Spencer**

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

Excused:

Guests: Jolene Chamberlain, Brad Wardle

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

Scott Spencer declared a quorum.

4. **Approval of minutes from Certification Council held on March 16, 2022- Scott Spencer**

Ron Harris motioned to approve the minutes of March 16, 2021. TJ Brewer seconded the motion. Motion passed.

5. **Approval of agenda for the May 18, 2022 meeting - Scott Spencer**

Krista Horting motioned to approve the agenda with the added discussion at the end. Chris Trevino seconded the motion. Motion passed.

6. **Request to change Certification Council meeting from July 20th to July 13th (holiday) – Joan Aaron**

Proposed date change for July Certification Council meeting. No changes necessary.

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

Wade Snyder reported burning conditions. Staffed and will be ready by June 1st. Looking into possible early restrictions.

Three stations have teams currently out of state. Twin Peaks in CO. Looking to give those returning from assignments a 3rd day off to recover.

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

Jennifer Lindley reported Certification Activity Report numbers. Non Affiliated from the academies. ADO-Pumper and Aerial had several exams. Weber Fire Department did Vehicle I & II class. Those numbers are up.

Failed skills report doesn't show any of the regular structural exam failures on this report (i.e., FF I, HM, etc.). Officer I skill #17 is missed often. Some skipped over the questions.

May want to change the order of when the calculation is taught to help them focus more on that. (Jason Earl)

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

Scott Spencer - no meeting due to no agenda items. Ted Black stated that is a good sign that things are running smoothly.

10. **Request to review and approve portfolios – Officer and Fire Inspector – Joan Aaron**

Joan Aaron reported:



The Utah Fire Service Certification Council Minutes of May 18, 2022

Oliver Cummings - Officer II portfolio was reviewed and approved.

Russell Presley - Officer III portfolio was returned by Krista Horting with suggested updates.

Brandon Parr – Fire Inspector II will be reviewed by Scott Spencer.

11. Discussion on Officer I candidate requesting approval to retest 120 days (Russell Farnsworth) – Joan Aaron

Joan Aaron stated Russell Farnsworth would like to retest prior to a promotional exam. Hoss mention time passed to get the certification completed before the promotional exam.

Merlin Spendlove motioned the request be denied and he should retake the class. Chris Trevino seconded the motion. The motion passed

12. Discussion and motion to approve Officer I certifications (Jason Coble, Sean Garrett) – Joan Aaron

Joan Aaron reported: Jason Coble and Sean Garrett took the Officer I test, but the certification was not requested by the department. They have updated all other certifications over the years. Can they receive this certification due to the lack of request by the department?

Krista Horting asked: Why does the department need to request the certification rather than having it issued upon completion of the exam? Jolene stated that it keeps it clean and helps with billing and which department they are attached to.

Jeremy Raymond asked for the Fire Chief to send an official letter with the certification request.

Krista Horting motioned to give them their certification with letter, Hoss Tomkinson 2nd, the motion passed.

13. Discussion and motion for Accreditation status for West Valley Fire Academy Non-Affiliate Training Facility. Brian Christensen – WVFA Program Administrator, may answer questions – Jolene Chamberlain

Jolene Chamberlain stated that the West Valley Fire Academy no longer has a location for training and testing due to their contract not being renewed with the West Valley City Fire Department. Since they no longer have a contract with a Fire Department. Jolene is asking for a motion to revoke their accreditation until a new location has been secured. No outstanding candidates need testing.

West Valley Fire Academy no longer meets the requirements for accreditation as a non-affiliated organization.

Hoss Tomkinson motioned the status of West Valley Fire Academy be revoked until new location is secured. Wade Snyder seconded. Motion passed.

14. Discussion and motion to ask departments to provide a representative/engineer to assist with monitoring apparatus operations when state ADO skill exams utilize their shared apparatus. – Jolene Chamberlain

Test Security, safe operations. Dennis Goudy brought the issue to our attention about ladder distance to roof.

15. Discussion and motion to create an addendum to the ADO standard. – Jolene Chamberlain

- a. Recommendation to increase the range from 4-6 inches to 6-12 inches above the objective where the ladder comes to the roof.



The Utah Fire Service Certification Council Minutes of May 18, 2022

Jolene Chamberlain presented that on Skill 7A, 7B that the distance of the ladder to the roof should be changed from 4-6 inches to 6-12 inches. If you are sharing your apparatus, recommending departments send a representative on site to watch the use of the apparatus. This adds a layer of safety.

Current standard will be updated.

Jason Earl motioned to change the range from current 4-6 inches to 6-12 inches and following the AHJ policies & procedures. Also, the opportunity for departments to have a representative on site for any shared apparatus being used. TJ Brewer seconded the motion. The motion passed.

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

- a. Discussion and motion to approve implementation of evolution testing for the new 2021 Edition, Technical Rescue Operations and Technician levels (optional evolutions for Awareness). Request to combine skills into team evolution exams for Technical Rescue Operations and Technician. Krista Horting motioned the implementation of evolution testing for the new 2021 Edition. Chris Trevino seconded. The motion passed.
- b. Discussion to approve FEMA Technical Rescue training for the UFRA Technical Rescue training records, as if they meet our training record requirements. SUSAR.
 - Ron Harris says it comes up in the All Hazard Committee in 5 county committee meetings.
 - Jolene sits on SUSAR committee and could confirm that it meets or exceeds our requirements.
 - Seems that it exceeds our current requirements.
- c. Discussion and motion to implement a “Train-the-Tester” for Technical Rescue skills exams (specifically Water Rescue).
 - Technical Rescue as well as Live Fire testers. Add this discussion to the agenda for the next meeting to discuss what is required to keep the tester and candidates safe.
 - Must meet NFPA 1403.
 - Talk to Director Wardle and look at the task booklets departments utilize.
 - Adding Officer I to the requirements, you may lose more testers. (Ron Harris)
 - TJ Brewer suggested a Tester 1 or Tester 2 option based on if the prop belongs to UFRA or the department being tested.
 - Does earning the certification qualify them to be a tester?

It was determined this topic will be discussed at a future meeting.
- d. Discussion and motion to suspend all Water Rescue testing until the new updates are implemented. Recommended by Chief Johnson at the last Certification Council meeting.
 - Hoss Tomkinson said there is a Swiftwater test being taught currently in Weber County.
 - Need to keep the current test until the next meeting and this class has finished.
 - This discussion tabled until next meeting.
- e. Discussion and motion to update new 2021 Edition, Technical Rescue Standard to a new format.
 - Separate the Technical Rescue standards to individual standards with the new three (3) levels; Awareness, Operations, Technician. (i.e., Swiftwater, Ice, and Surface Water will each have their own standard)



The Utah Fire Service Certification Council Minutes of May 18, 2022

Jeremy Raymond motioned to approve to change the format of the Technical Rescue standards. Krista Horting seconded. Motion passed.

- f. Trench Rescue: Discussion and motion to approve new Trench Standard.
- Committee Reviewed the updated standard as presented by Joan Aaron.
 - Offer Awareness, Operations and Technical written exams until a combined Awareness/Operations version can be worked out.
 - Changed the number of students to an 8-12 member team.
 - Chris Trevino suggested always having two testers for Awareness and Operations skills and three for Technician, one in the trench focused on safety, and one outside the trench focused on the testing and observing. Larger groups of students would need to be split into two tests.
 - An "L" Trench is part of Trench Technician and needs a third tester.

Chris Trevino motioned to approve the new Trench Rescue Standard with the presented changes and suggested number of testers: Minimum of two for Awareness and Operations; Three for Technician. Jason Earl seconded the motion. The motion passed.

- g. Inspector I & II: Discussion and motion to approve new Inspector I & II test bank to the new 8th edition. Also, to approve updated Inspector standard. The NFPA 1031 Standard has not been updated yet.

Ron Harris motioned to approve the updated Inspector I standard as presented. Merlin Spendlove seconded the motion. The motion passed.

- h. Water Rescue levels: Surface Water, Swiftwater, Ice – Joan explained the levels are in progress.
- i. Vehicle Extrication, Fire Investigator, and Wildland - Summer 2022
Joan mentioned the groups will be meeting in June.

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

Joan Aaron suggested

- a. Removal of “court records” to “public records”
- b. Removal of “special committee” to “investigative committee of two or more council members”
- c. Update/change verbiage of section 12.13 and 12.41 – Test Banks (after 6 months used/issued to candidates)

Jeremy Raymond motioned to approve these updates to the Policies & Procedures Manual. Ron Harris seconded. Motion passed.

18. Discussion on tester ratios – Instructor I, Hazardous Materials: Aware, Ops, Tech, ADO – Joan Aaron

Joan Aaron presented the following ratio information.

- Ratios – follow-up. There were comments during tester seminar that the numbers of testers suggested is not quite right. Below are suggested ratio updates:



The Utah Fire Service Certification Council Minutes of May 18, 2022

- HazMat Awareness – 1:10
- HazMat Operations – 1:8
- HazMat Technician – 1:8
- ADO Pumper – 1:6
- ADO Aerial – 1:6
- Fire Instructor I - 1:9
- Fire Instructor II – 1:8
- Technical Rescue – All TBD
- Trench Awareness – 1:7, 2:8-12 (two testers plus one safety officer)
- Trench Operations & Technician – 3-4:8-12 (three testers plus one safety officer)

TJ Brewer motioned to approve the updated tester ratios. Krista Horting seconded. The motion passed.

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

- a. New investigation guideline discussed.

Ron Harris motioned to approve the new guidelines for exam investigations. Jeremy Raymond seconded the motion. The motion passed

20. New Business – Scott Spencer

- a. WLFFI I exams missing on March 10th, tests pulled, and new test packets created.
- b. “Preburn/Postburn completed by instructor” checkbox, created for Live Fire lead testers. – Joan Aaron
- c. Spoke with UFRA Training to update the preburn/postburn forms to include a fixed facility section in the document.

21. Old Business – Scott Spencer

- a. Textbook tracking – Check-in books w/ QR code system, how is it working? Issues?

Scott Spencer shared the difficulty checking books in using the QR code. The tester didn't check the books back in. Need process to check in/out swapped out manuals (with missing pages)

- b. New Department Chief/Training Officer (basic guide for certification) is scheduled to be posted on the website.
- b. Executive Session: follow up on investigation, exam results

Ron Harris motioned for an Executive Session. Merlin Spendlove seconded the motion. Motion passed.

EXECUTIVE SESSION

- d. Live Fire Testers –Train-the-Testers, explore options for hiring, Officer I, etc.,
To be discussed further in future meeting.

22. Next Certification Council Meeting, Wednesday, July 20, 2022 at 10:00 AM, UFRA

Ron Harris motioned to adjourn. Seconded by Krista Horting. Meeting adjourned.