



Utah Fire Service Certification Council Meeting Minutes

May 20, 2026, at 10:00 am

Located at UFRA
3131 Mike Jense Pkwy
Provo, UT 84601

1. Certification Council meeting called to order and election of chair pro tem - Marc McElreath
Krista Horting was elected chair pro tem for this meeting by the Council in attendance.

Council Members in Attendance: Ted Black, Rod Kearl, Krista Horting, Wade Snyder, John Evans, Michael Slater, Jeremy Raymond

Council Members Joining Online: Ron Harris, Dave Youngberg, TJ Brewer

Excused: Scott Spencer, Chris Trevino, Matt Evans

UFRA Staff in Attendance: Brad Wardle, Marc McElreath, Sarah Head, Jennifer Lindley, Trudy Meister, Sharon Stokes, Emma Scott

2. Welcome Council members and visitors - Krista Horting
Krista Horting welcomed members and guests.
3. Declaration of quorum - Krista Horting
Krista Horting declared a quorum.
4. Approval of Certification Council meeting minutes held on April 15, 2026 - Krista Horting
Ted Black motioned to approve the April 15, 2026, meeting minutes and John Evans seconded the motion. Motion carried.

5. Approval of May 20, 2026, Certification Council agenda - Krista Horting
Ted Black motioned to approve the agenda and it was seconded by Rod Kearl. Motion carried.

6. Recognition and presentation of an accreditation certificate for Dixie Tech - Marc McElreath
Dixie Technical College accreditation was presented by Marc McElreath to Tim Andrus, Lead Instructor and Geran Mead, Lead Administrator for Recruiting.

Dixie Technical College was visited by Marc McElreath, Jolene Chamerlain, Chief Matt Evans, and Sarah Head.

Tim Andrus presented challenge coins to the Council. He stated "We tell our students, You do one honorable thing. That is accepting the badge. After that, living up to the badge. The challenge coin tells you where you come from."

7. Report on Fire Prevention Board meeting - Ted Black

The Utah State Fire Marshal's Office is approved to control the CO2 levels for commercial applications of carbon dioxide under house bill 240. This applies to any system over 100 lbs. An upcoming item to address is the lock boxes used for elevators. They are getting harder to acquire so they are requesting additional information from various elevator companies. Supra has been purchased by another company. Does there need to be a universal key for the entire state? Knox could be a good option with a key fob.

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

This year all of the DOI Wildland firefighters have been consolidated. Idaho, Nevada, part of Arizona and Wyoming will be under the direction of Chief Chris Delaney. Deputy Chief Jeff Wallen has been assigned specifically to Utah. They will both work under the direction of Chief Fennessy.

June 1 is when wildland fire season officially starts. If things dry out as June begins, we could see a rapid increase in the number and severity of fires this year. There have already been some pretty significant fires spark up.

Dan Walton is the new Wasatch Front Fire Management Officer. He was the old Tooele County Warden.

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

Jennifer Lindley shared the certification report for January to March 2026. There were 1096 certifications and 149 Instructor I certifications for this report period. There was a big jump in Ropes Awareness and Ops - 43 certifications on each of those levels. With the 1096 certifications and 3226 recertifications, there was a total of 4322 certifications processed for this reporting period. Departments have received their bi-annual reports and have been submitting certification & recertification requests.

As requested, the Failed Skills Report now includes a percentage failure rate for each level and attempt number for Officer I.

Upcoming exams are listed on the Certification website. This is updated the 1st & 15th of each month.

10. Policy proposals / discussion - Sarah Head

a. 4th Attempt / Void Attempt

Sarah Head presented the changed verbiage to the Council for approval of policy 12.56. She removed the 4th attempt verbiage and changed it to additional attempt.

It was recommended to change "additional attempt" to "repeated attempt", so it does not sound like extra attempts are allowed. Retaking an attempt rather than adding an attempt. We do not want to send the message that we are giving anyone an additional attempt; the candidate is going to get to repeat/ retake an attempt.

b. Policy 18.4 ID cards & patches

Sarah Head is proposing to remove the verbiage about patches.

c. Accommodation

Sarah Head presented updated accommodation verbiage for policy 12.27 to include information about a documented disability or qualifying condition under ADA. This makes the information more specific. Requests must be made at the time of an exam request. All tests are in English. Readers are not allowed for candidates based on a second language.

Ron Harris asked about running this through UVU. Marc answered the question stating that if we had a question, we would reach out to UVU for clarification.

d. Auto Issuing Certifications

Sarah Head presented a policy for automatically issuing certifications for the council to approve that coincides with current policy for exam scores and prerequisites. This will not go into effect until we move to Acadis.

e. Admin Review Petition Policy

Sarah Head presented a policy for Admin to review petitions per the Council's request at the April meeting. This allows the Certification Office to review petitions without bringing every petition to the Certification Council.

Marc stated that after discussion, it was determined to not add a fee for submitting to the Council for approval.

TJ Brewer motioned to approve all updated policies and procedures as presented. Rod Kearn seconded and the motion passed unanimously.

11. Discussion and motion to approve/review the following submitted portfolios – Krista Horting

- a. One portfolio was received by Sarah Head from Austin Shelley from West Jordan Fire Department. Sarah sent out an email and Chief Evans said that he would review it and it was mailed out for review to Chief Matt Evans.

12. Discussion and motion on submitted petitions - Sarah Head

a. Lane Harris - Lapoint-Tridell Fire Department- Recertification

- Lane worked for Lapoint-Tridell until the end of 2023 and was rehired at the beginning of 2026. Lane's certification expired in June 2024. During this period of separation from Lapoint- Tridell, Lane was not affiliated with another fire department because he was on call as a county maintenance worker. Hours have been provided for 2020, 2021, 2022, 2023, and 2026. The total hours documented are 303.5.

Mike Slater motioned to deny the petition. TJ Brewer seconded the motion. The motion carried due to insufficient hours.

b. Austin Pato - Aurora Fire Department - Certification Exam Scores

- Austin joined the Aurora Fire Department in September 2023. He attended a Fire I and II class in January 2024 and passed both the exams. The HazMat class was scheduled for November 2024. In September 2024, Austin was

notified about being deployed by the National Guard for 12 months beginning in October 2024. Austin was placed on a leave of absence with Aurora Fire Department. Austin returned home in November 2025 and rejoined the Aurora Fire Department. Austin has not had the opportunity to join a HazMat class to complete his training and testing. Austin's Fire I and II scores will expire in April 2027. Aurora has a hazmat class scheduled in September and October 2027. Aurora is asking if we can extend his exam score validity to allow him to take the HazMat classes and tests to certify.

Mike Slater motioned to approve the extension through June 1, 2028, to complete the HazMat Awareness and HazMat Operations testing. It was seconded by Ted Black. The motion passed unanimously.

Council members suggested making a policy to freeze certification time for military deployment based on the time the person is deployed. Marc asked for clarification on the policy that is being suggested. Ted responded with specific to Military. Marc followed up with saying we should leave the policy vague on time and let the Certification Council decide. Mike Slater likes the idea of being vague on the time. Sarah will work on a policy and bring it back to the next Council meeting.

c. Brian Majors - North Davis Fire Department - Expired Certifications

- Brian has been employed with North Davis Fire Department since May 2023 and has remained in good standing. Brian's certification expired in January 2023. Brian's certifications were renewed in December 2019. We have training records from 2021 to current totaling 193.25 hours. Brian would need hours to account for two recertification periods totaling 216 hours.

Sarah will reach out to Brigham City to verify employment. She will also reach out to North View to verify the loss of hours and why he was not renewed. Sarah will then present the information to the Council at a future date or it will be approved by the program manager. North Davis is aware that Brian was short on hours. Ted would like the previous departments to verify employment, and that Brian left the departments in good standing.

Mike Slater motioned to table the request until information from Brigham City is confirmed and returned to the Council for approval. Jeremy Raymond would like the hours presented again to the Council before approving the request. Ted Black seconded the motion. Request was tabled.

d. Kyle Stephens - Provo Fire Department- Haz Mat Tech Expired Certification

- Kyle's HazMat Tech certification expired in January 2024. Per Provo's letter, they submitted a recertification request for Kyle in June 2025. That is an accurate statement, but what they failed to do was attach the required training record to recertify the Hazmat Technician level and our office was unable to process that request without the training record. We have a new request for Kyle, an updated training record, and all training hours that involve HazMat from 2020 to current totaling 70 hours.

Training records prior to 2024 are listed in the training hours. 50 hours were accrued March 2020 to Jan 1, 2024. 20 more hours are listed from 2024 to

2026 on a new skill sheet. The HazMat records were not completed until November of 2025. The Training Officer didn't renew at the time of expiration. Wade asked if this was a clerical error. Sarah explained that she pulled the initial request with his name on it. His recertification was not completed because there was no training record attached. All other candidates who were on the request had a training record attached and it was processed. Trudy explained, from her understanding, there was some movement with the training officer within the department. TJ mentioned that we have historically passed these with proof of hours.

Jeremy Raymond motioned to approve the renewal of the HazMat Tech certification. Ted Black seconded the motion. The motion passed.

e. Matthew Jamieson - South Weber Fire - Expired Certifications

- This was not on the agenda, and it is up to the Council if they would like to discuss this petition.

Chief Derek Tolman contacted the Certification Program Manager upset that the petition for Matt Jameson was tabled. Matt's certifications expired in 2023. He was hired by South Weber in November 2021. Received certification report with UFRA certifications listed and a skill sheet without documentation of hours. South Salt Lake, Aug. 2019 to June 2021 submitted training hours this morning.

Ted asked about his training hours for the last two years. There are not any documented hours. Ted mentioned that we are not supposed to vote on anything that is not on the agenda.

Marc asked for a motion to deny hearing this agenda item for the record.

Mike Slater stated that the simple solution is to add the hours to the skill sheets. Ted Black motioned that the Council will not consider this because it was not on agenda for today. It will be added to the agenda for the next Council meeting if training hours are provided. Seconded by Jeremy Raymond. The motion carried.

13. New Business -

- a. Marc addressed the Canvas security breach. Our HazMat Online class was in Canvas and was affected by the breach. The fix for us, with preliminary research, is we will be able to allow the FEMA 8-hour online class, submit the class completion certificate as a training record to test for HazMat Awareness. Marc stated that there is no cost for the FEMA class.
- b. Marc stated that we (UFRA) have received funding to switch to Acadis as our records management system. UFRA is planning to sign the contract on July 1, 2026. Implementation of Acadis will begin after the contract is signed with the intention of having it fully operational by January 2027. This will allow better communication with departments.
- c. Marc addressed that in 2022, the Utah State Legislature clarified that the State Fire Marshal is a voting member of the Certification Council. That policy will be updated and presented at the next Council meeting for approval. Ted mentioned that when it is in law,

it does not have to be in policies. Ted mentioned that this was put into legislation because of funding.

- d. Jeremy asked about feedback about online written testing. When we schedule a secure browser, it is not Android compatible. Also, if Teams or Skype are running on a laptop, it needs to be closed before the secure browser will launch. The secure browser can be downloaded from the UFRA website if they want to download it prior to the test time. Some departments do not have enough bandwidth for larger groups. Those are the most consistent calls.

Ron Harris suggested that the information for downloading the secure browser be given to the lead instructor for the candidates to download the software prior to the test date. List the limitations. Or give the information to the certification tester or training officer.

Marc mentioned the Officer I skills exam and we have been researching it. Marc thinks more information can be included in the coaching report when a candidate fails the skills exam. Currently the coaching report is being sent to the training officer and that training officer may not be sharing that information with the candidates.

14. Old Business -

- a. Test site visits - Sarah Head

Please go to a test site and evaluate the exam process and the testers.
Sarah Head will put the link and QR code for an evaluation in the shared Certification Council folder. The form is housed in Smartsheet.

- b. Anything that needs to be discussed.

- 15. The next Certification Council meeting is on Wednesday, July 15, 2026, at 10:00am at UFRA. Motion to dismiss by Ted Black. Seconded by John Evans. The meeting was adjourned.