



The Utah Fire Service Certification Council

Minutes of November 17, 2021

The Utah Fire Service Certification Council met in person on November 17, 2021 at 10:00 AM

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

2. Welcome Council members and visitors - Scott Spencer

Members in attendance: Scott Spencer, Chris Trevino, Krista Horting, Dave Youngberg, Jeremy Raymond, Ron Harris, TJ Brewer, Rod Tomkinson, Jason Earl, Merlin Spendlove, Rod Hammer, Wade Snyder joined via Microsoft Teams.

Excused: Ted Black

Guests: Brad Wardle, Jolene Chamberlain, Andy Byrnes, Jared Sholly.

Matt Evans joined via Microsoft Teams

3. Declaration of quorum - Scott Spencer

Scott Spencer declared a quorum.

4. Approval of minutes from the meeting of September 15, 2021 - Scott Spencer

Jeremy Raymond motioned to approve the minutes of September 15, 2021. TJ Brewer seconded the motion. Motion passed.

5. Approval of agenda for the November 17, 2021, meeting - Scott Spencer

Krista Horting motioned to approve the agenda. Merlin Spendlove seconded the motion. Motion passed.

6. Announce new UFRA Coordinator, Heidi Scott – Joan Aaron

Brad Wardle introduced Heidi as the new UFRA coordinator replacing Joan Aaron.

7. Recertification Request from Chief Matt Evans (Joshua Proctor) – Joan Aaron

A request for recertification from Chief Matt Evans for Joshua Proctor. Josh was a Utah Fire fighter. He moved to Washington State and was employed with a fire department the time he was out of state. Josh returned to Utah and is now employed full-time with Washington City. He is affiliated with a fire department and has submitted training that exceeds the 108-hour minimum. (358.75 hours). Since his expirations in 2015, he is requesting recertification, for all his certifications. Attached was the letter from both Camas-Washougal Fire Dept and from Chief Matt Evans.

Should Josh be allowed to recertify with Utah? He has kept up his training while out of state.

Rod Hammer motions to allow the recertification. Merlin Spendlove seconded. The motion passed.

8. Executive Session, as needed - Scott Spencer

Scott Spencer conducted an Executive Session with the members of the Certification Council. A committee has been created to follow up and report at the next Certification Council meeting.

9. Report of Fire Prevention Board Meeting – Scott Spencer

Scott Spencer reported the Fire Prevention Board held a discussion on the antifreeze requirements for the future. Brad Wardle presented a report of UFRA, budgeting, strategic plan, annual report, training, and certification.



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

Wade Snyder reported the end of statutory fire season on October 31, 2021. They are beginning to plan for next year, budgets and task forces. They are continuing to pursue a slight increase in capacity to meet growing needs. Wildland cooperators held a committee to create a model for MOU resources - calculating true costs. Chiefs are looking at this over the next few months. They'll reach out to state chiefs association for more information. Chief Riley Pilgrim or Chief Smith at FFSL. Some responders can only afford to go on EMAC assignments. They are trying to create more traditional wildland assignments. They can provide more information on UCAC if needed.

Nationally, there is a spotlight on changing to 23-person hot shot crews. There are about 110 hot shot crews and about 50 percent are in California. They are all built off the seasonal model. They are pursuing the initiative to have more full time and permanent basis. They rotate people in and out to maintain quality of life.

The state is currently monitoring these crews that are staffing up to 25 people per crew.

11. Report on IFSAC Fall Meeting held in Tulsa, Oklahoma – Joan Aaron

Joan Aaron and Jolene Chamberlain attended IFSAC in Oklahoma and accepted the reaccreditation of 39 levels and two new additional levels for Officer III & IV.

12. Report on NFPA 1006 Technical Rescue Standard, due 2023 – Joan Aaron

The 2021 edition of NFPA 1006 will need to be in place by August 31, 2023, which gives us an additional year (given due to Covid). Currently, we are working with curriculum. If any member of Certification Council would like to participate as an SME, please contact Joan Aaron.

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

Jennifer Lindley shared her reports. Surface water and Swiftwater 1 & 2 added as we finally certified people at those levels. Typical FFI & II quantities for the academies.

Failed skills report shows a few from ADO Pumper and ADO Aerial on 2nd attempts and the typical skills for Inspector and Officer.

14. Report on Non-Affiliate costs -vs- Affiliate costs. Should we lower fees, per RCA? – Scott Spencer

The current fee for Non-Affiliated departments is \$90 per level. Affiliated describes someone currently working with a Utah Fire Department. Non-Affiliated is someone not associated with a fire department.

Andy Byrnes stated that RCA is on the list of the departments. They sign the certification and have instructors. The student pays the fees.

Jolene stated it really comes down to the funds being used for affiliated departments.

Jared Sholly – Davis Tech representative. There was a non-affiliated fee increase years ago from \$45 to \$90. Now they are training students from sponsored fire agencies.

Andy mentioned he has students that are sent to RCA to be trained by volunteer departments. He explained there is not currently a way to segregate affiliated or non-affiliated students through the university. Students who are affiliated with a fire department don't pay fees for the first attempt.

Ted Black is reworking the R71010 which would be a legislation change.

Jeremy stated he would like to see if there is a way to decrease fees for students.



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Jared mentioned the increased costs of running Davis Tech fire academy is passed on to the students. He asked if there is a way to provide an incentive for students to pass before the 3rd attempt?

Brad explained the history of the restricted account, and non-appropriated and appropriated funds now that we are part of the University.

Brad would like a formal analysis done before a fee change is made. UFRA is not trying to make a profit. We are simply trying to cover costs. If the council comes up with what is determined as fair fees, UFRA would like to review and update the current fees.

Hoss recommended it be based on the ATC and National Guard actual fees specifically.

Volunteers to help do an analysis of the fees: Chris Trevino, Jeremy Raymond.

15. Report on Officer II Portfolio – Krista Horting

Krista Horting reported on the portfolio for Austin Knight. Krista recommends he add more detail to the report and resubmit. Krista signed all the skills, but one. Certification will reach out to Austin to have him update the portfolio.

16. Discussion on LIVE FIRE Testers to relieve testing expense – Joan Aaron and Cert. Specialists

- a. Lead Tester for LIVE FIRE exams: Not associated with the instruction of the class. Assistant Instructors assigned as assistant LIVE FIRE testers.
- b. Certification Council Member requirements to be a LIVE FIRE Lead Tester.

A discussion was held regarding the shortage of Live Fire testers and instructors and the requirements to be a Live Fire tester. Lead testers do not need to be instructors to test. Rod Tomkinson, Dave Youngberg and others commented on the need of SCBA, ignition, and safety, as well as the rotation of roles in the structure, the lead, and the person running the prop. The lead instructor cannot be associated with the testing and the lead tester cannot be associated with instruction. It was recommended to keep at least two instructors to run the prop. Coordination with Program Managers are needed to make sure a few instructors are scheduled to stay through the testing process.

UFRA will create a guideline for instructors and testers that follows the IFSTA requirements to present at the next council meeting for the council to vote on.

17. Discuss the schedule for 2022 Council Meetings – Meetings are held every other month on the third Wednesday of the month – Joan Aaron

Joan presented the dates for each month in 2022. It was decided due to Winter Fire School to change the next certification council meeting to Tuesday, January 11 from 11:00-1:00 PM.

- January - 11
- March - 16
- May - 18
- July - 20
- September - 21
- November - 16

Motion to approve the dates for Certification Council Meetings for 2022.

TJ Brewer motioned to approve the dates. Chris Trevino seconded the motion. The motion passed.



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18. New Business – Scott Spencer

- a. UFRA is implementing a new textbook tracking process to maintain control of textbook inventory that will involve UFRA Testers. The intent is to hold students accountable for the textbook they check-out. Instructors and/or testers will be responsible to check-in books thru a QR code system, then they will place returned books in a secured location. - Joan

Testers request students to scan the QR code on their book. Students show the tester that the book has been scanned back in. Once books are checked in, the tester puts the books in the provided bin. The Program Manager is responsible to pick up the books following the exam.

This process will not be implemented until 2022. Instructors and Testers will need some training on how to manage this process. More detail to come. Need a list of who has checked out/ in books to the instructor or tester at the time it is scanned. Certification specialists need to send a list with the exam box of those who have checked out textbooks.

19. Old Business – Scott Spencer

- a. Timecards / Travel forms (new developer at UVU) – Joan Aaron
- b. Written Exam Instruction Sheet will be updated – Joan Aaron
- c. Is there a way to move to online testing in the future for quicker test results?
- d. Cert specialists can now email pass/fail letters to training officers before mailing individual results.
- e. Winter Fire School – New Vendor Mixer Thursday night at 6:30 in the Exhibit Hall.
- f. Krista Horting asked about Tester Ratios. Are there more testers than needed? Make it worth a testers time for travel. UFRA will re-evaluate the tester ratio.
 - We'll research information to help determine how long it takes to complete skill tests onsite
 - Krista Horting & Dave Youngberg to help talk through the testing length process.

20. Next Certification Council Meeting, Wednesday, January 11, 2022 at 11:00 AM, UFRA Dave Youngberg motioned to adjourn. Seconded by Rod Hammer. Meeting adjourned.