



Utah Fire Service Certification Council

Meeting Minutes

November 19, 2025, at 10 am

Located at UFRA, 3131 Mike Jense Pkwy, Provo, UT 84601

1. Certification Council meeting was called to order by Council Co-Chair- Ron Harris

In Attendance: Ron Harris, David Youngberg, Chris Trevino, Jeremy Raymond, John Evans, Rodney Kearn, Michael Slater, Matthew Evans

Online: TJ Brewer, Krista Horting,

Excused: Scott Spencer, Ted Black, Wade Snyder

2. Welcome council members and visitors- Ron Harris

Meeting called to order at 10:00 by Ron Harris

3. Declaration of quorum- Ron Harris

4. Approval of Certification Council meeting minutes held on September 17, 2025- Ron Harris

Jeremy Raymond motioned to approve the Certification Council meeting minutes from September 17, 2025. Seconded by Chris Trevino. Minutes were Approved.

5. Approval of November 19, 2025, Certification Council agenda- Ron Harris

Dave Youngberg motioned to approve the Certification Council agenda for November 19, 2025. Seconded by Matt Evans. Agenda was approved.

6. Report on Fire Prevention Board meeting- Brad Wardle

Matt Evans was voted unanimously by the Fire Prevention Board to be appointed to the Certification Council. The annual report was presented and reviewed by Director Brad Wardle.

7. Report from Forestry Fire & State Lands- Wade Snyder

Wade was not in attendance and had nothing to report.

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

Jennifer Lindley presented the failed skills report for July – September 2025.

Total certifications were 822. Total recertifications were 1456. Total of both is 2278 processed.

Failed skills report lists what is being missed. Mostly Officer I and Fire Inspector.

New section is Utah Fire Inspector. During the interim of the Fire Inspector approval, we offered candidates to receive the Utah Fire Inspector certificate without seals. Once our accreditation is approved, this level will be discontinued.

The upcoming exams report will be mailed out monthly to cert council members. This report will also be posted on our website so individuals can request to test with other departments. Council members are encouraged to attend an exam and evaluate the test and tester(s).

9. Updates of online testing- Trudy Meister

Free Friday Testing at UFRA has been getting busier and busier:

October- 11 candidates taking exams, 14 exams taken

November- 11 Candidates taking exams, 12 exams taken

We are moving away from scheduling tests for only one candidate. Working toward keeping costs down. Researching the use of a secured browser to allow candidates to use a personal computer or tablet.

Ron Harris has visited Bryce Valley High School to make arrangements to use 26 computers in their computer lab for firefighter testing. Marc McElreath is reviewing the MOU to have that location approved for testing.

10. Discussion and motion to approve/review the following submitted portfolios- Ron Harris

- a. Ryan D'Ambrosio- Dammeron Valley Fire & Rescue- Officer II
Chris Trevino offered to review the Officer II portfolio for Ryan D'Ambrosio.

11. Discussion and motion on submitted petitions- Sarah Head

- a. Waylon Murray- Lapoint-Tridell Fire Department- Haz Mat

A letter was received to request issuing the Hazardous Materials Awareness certification.

The department failed to request certification upon passing Hazardous Materials Awareness.

At the time of testing there was no Hazardous Materials Awareness skill. Sarah was provided with training records showing current training from the time of testing to current. Chris Trevino motioned to approve the certification be issued.

Mike Slater seconded the motion. The motion was approved.

- b. Tyson Norman- Ogden Fire Department- Fire I/II & Haz Mat Awareness & Operations

Tyson's certification request was never submitted upon completion of the testing process.

Tyson passed his exams in 2021. Training records were submitted from 2022 to present. TJ Brewer motioned to approve issuing the certification.

John Evans seconded the motion. The motion was approved.

- c. Malcolm Campbell- Fire Inspector

Malcolm took a class through the Fire Marshal's office and has taken the Fire inspector skills test three times and has failed skills: 7B & 16 (1st Attempt), 7B (2nd Attempt), and 7B & 8 (3rd Attempt). I explained to him the skills are 100% pass on the phone. Malcolm is asking the council to consider a 4th attempt as he feels he should have passed his exams because he has extensive background with the I-codes and has been a licensed architect for

30 years. Malcolm would be taking the Utah Fire Inspector tests as we are not currently accredited for Fire Inspector.

TJ Brewer motioned to deny the request.

John Evans seconded the motion. The motion was denied.

d. John Higgins- Mapleton Fire Department

No documentation has been received so this will need to be tabled again until the department submits the documentation that has been asked of them.

e. Matt Briggs- Provo Fire and Rescue- Officer I Certification

Matt took his Officer I exam with Orem Fire in April 2019 and passed both the written and skills exams. He was not eligible at the time for certification because Instructor I was a prerequisite for Officer I. He completed Instructor I in February 2023. Exam scores are good for three years to issue certification. He completed Instructor I after the three-year deadline.

Marc looked up to see how many Instructor I classes were offered from 2020 to present and there was ample opportunity to take the class as almost 100 classes were offered in that time frame.

Rod Kearn mentioned that it says Instructor I is a pre-requisite so the candidate should have thought about taking Instructor I prior to Officer I.

Mike Slater motioned to deny the request.

Rod Kearn seconded the motion. The motion was denied.

f. Marcus Garcia- Riverdale Fire Department- Fire Inspector 4th attempt

Marcus is requesting a fourth attempt for the Utah Fire Inspector test. Marcus took his first attempt on March 23, 2024, and his second attempt on December 18, 2024. His third attempt, which should have been a new first attempt, was taken September 2025 because of the one-year period to pass the written and skills portion of the test. Per policy he would have to take both the written and skills exams again.

Matt Evans motioned to deny the request

Rod Kearn seconded the motion. The motion was denied

g. Nick Christensen- North View Fire Department- Officer I

Nick took the officer I test in March 2017 and passed both the written and skills test. In 2021 an ID card was printed and sent to him listing that he had the officer I certification, which was printed in error and not proof of having certification. The ID cards that we print are not an official document that attests to an individual's certification. Departments have three years to request certification after passing both the written and skills portion of the

exams. Sarah asked for training records bringing him current and only received his initial Officer I training record.

It was determined that a decision cannot be made without requested documentation of training records.

Chris Trevino motioned to table the request pending requested documentation.

Mike Slater seconded the motion. The motion tabled.

h. Katie Gordon & Javier Munoz- Tremonton City Fire Department- Officer I

Jeff Jarrow is requesting a fourth attempt on Officer I for Katie and Javier because the candidates told him they did not receive feedback from the lead instructor. I followed up with Training and looked at the roll sheets and asked who the lead was and was told he was an excellent lead and does give very thoughtful feedback for the classes he teaches. These two candidates have failed the memo two of the three times and both failed skill 13 on the 3rd attempt as their extra skill.

Jeremy Raymond motioned to deny the request

John Evans seconded the motion. The motion was denied.

i. Scott Hofler, Corey Wiley, & Chase Anderson- Northrop Grumman- Officer I

Jim Hess is requesting a fourth attempt for his firefighters due to the lack of testing preparedness by a UFRA sponsored class. According to the attendance record not all of them attended every class. Those that failed the memo for their 2nd attempt did get the memo and letter for their third attempt. Policy says on a third attempt that they get one additional skill in the area they failed. Two of the three still failed the memo one passed the memo. They all failed the letter.

John Evans motioned to deny the request.

Chris Trevino seconded the motion. The motion was denied.

12. New 1010 Firefighter I/II Standard change- Sarah Head

a. Written test bubble sheets max out at 150 so proposal to change Firefighter I test bank to be 145 questions

UFRA Certification unexpectedly had to stop using our original paper testing methods with the scantrons because the university deemed it was time to update all computers to windows 11 by a certain date and it was time to upgrade the grading cubicle computer. With the update and upgrade we had to make the quick decision to no longer use that form of testing because we were unsure if it would operate under the new windows 11 as the last time Chris Cox had to update that computer to Windows 10 there were issues and with the new computer there was not a port to plug in the scantron reader. With the existing Firefighter I test bank we are having to hand grade questions 149 and 150 because the first two bubbles for Question Mark are the Candidate Agreement form and the Testing, Appeals and Cheating notice.

Our goal is to go completely to online testing soon with the allowance of personal computers and tablets and implementing the lock down browser.

Certification would like to change the number of questions on the firefighter I written exam to 145. This change would take effect once the new FFI level is implemented in 2026.

TJ Brewer motioned to change future FFI exams to 145 questions.

Rod Kearn seconded the motion. The motion was approved.

13. New 1010 ADO Pumper/Aerial Standard- Sarah Head/ Krista Horting & Chris Trevino

Minor tweaks were made to the skills between accreditation and the new NFPA standard.

Jeremy Raymond motioned to approve the updates to the ADO Pumper/Aerial Standard.

Matt Evans seconded the motion. The motion was approved

14. New 1010 ARFF Standard- Sarah Head/ Jeremy Raymond

Minor tweaks were made to the skills between accreditation and the new NFPA standard.

Chris Trevino motioned to approve the updates made to the ARFF Standard.

Dave Youngberg seconded the motion. The motion was approved.

15. Policy Updates- Sarah Head

12.33- Added further explanation of SMEs for Pro Board

12.5- Added a time frame needed for reviewing test items for Pro Board

12.43- Critical Component requirements added for Pro Board

12.47- Added subsection B for Pro Board

8.13- Reworded subsection D for Pro Board

12.35- Verbiage added for Pro Board

9.1- Subsection C Verbiage added for Pro Board

24.7- Clarification on mileage reimbursement

24.8- Clarification on mileage reimbursement

6.1- Switching from use of last four of social security number to PID

9.1- Switching verbiage from Assistant Director to Deputy Director in subsection H

12.8- Pro Board does not use correlation sheets they use matrices so clarification to align with both accrediting bodies

12.60- Grammar

12.62- Grammar

12.63- Clarification of verbiage subsection B

12.76- Clarification

13.1- Clarification of USFCS

14.3- Spelling, acronym correction USFCS, Clarification with slashes

15.4- Clarification of verbiage

16.5- Change of verbiage to mailed or emailed

21.2- Appendix reference was wrong

22.7- Title change and clarification with verbiage on the slash

26.3- Verbiage clarification with use of slash

Missing definition of Fire Marshal in policies and procedures

New Policy for Secure Web Browser

New Policy for AI use

Jeremy Raymond motioned to approve policy changes as presented.

Mike Slater seconded the motion. The motion was approved.

16. Forms Updates- Sarah Head

- a. Written Paper Exam Tester Instruction Sheet updates

Due to us having to make a switch to the types of paper exams we send with testing we needed to update our instructions.

Matt Evans motioned to approve the updates to the Written Paper Tester Instruction sheet.

Rod Kearn seconded the motion. The motion was approved.

- b. Online Exam Tester Instruction Sheet updates

There have been some minor tweaks to the online exam instructions as we have tested more and have received feedback from our testers, we realized we are missing some instructions for testers that could be helpful.

Dave Youngberg motioned to approve the updates to the Online Exam Instruction Sheet

Chris Trevino seconded the motion. The motion was approved.

17. Accreditation Skill updates- Sarah Head

- a. Hazardous Materials- Operations/ Technician

Operations-

Pro Board had me combine skills 2 and 3. IFSAC had me combine skills 4, 5, & 6.

IFSAC & Pro Board had us remove some JPR's listed with the skills, change verbiage by either adding it or removing it and added skill steps.

Council accepted HazMat Operations 4, 5 & 6 as a combined evolution with the option to test individual skills.

Technician-

Edited verbiage on some skill steps.

- b. Firefighter I/II

Firefighter I-

Skill steps added to meet critical component of JPR, JPR's added to some skills.

Firefighter II-

Verbiage added to skills, Skill steps added, Combined Skill 7A, 7B, & 7C to be skill 7.
Skill 2 will need to reflect the new incident reporting software in January change to NERIS.

c. Investigator

Skills-

Skill steps added and verbiage changed in steps or in condition, time adjusted to meet critical component.

Evolutions-

Skill steps added to meet critical component of the JPR's.

d. Fire and Life Safety Educator I/II

Portfolio verbiage had to be changed to product documentation and information added to criteria to meet standard.

e. Wildland Firefighter I/II

Wildland Firefighter I-

Verbiage added (Skill 18).

Wildland Firefighter II-

Skill steps added (Skill 4, 6).

Verbiage added (Skill 11).

f. Officer I/II/III/IV

Officer I-

Skill steps added (Skills 7, 12).

Officer II/ III/ IV-

Portfolio verbiage changed to Product Documentation. Some minor adjustments to description of skill and/or knowledge & criteria to meet standard. Evaluator section added.

g. Public Information Officer

Portfolio Verbiage changed to Product Documentation & Criteria to meet standard added.

h. Rope Rescue- Awareness/Operations/ Technician

Awareness-

Skill steps added to skill 3.

Operations-

Skill steps added as well as pictures of specific knots.

Technician-

Skill steps or verbiage added.

i. Common Passenger Vehicle- Technician

Skill steps added or verbiage added.

j. Surface Water- Operations

Skill 4- had to add doff to skill as well as steps.

k. Swiftwater- Awareness/Operations

Awareness-

Skill steps added to both skills and evolution.

Operations-

Skill steps and verbiage added to evolution.

l. Structural Collapse- Awareness/ Operations/ Technician

Awareness-

Verbiage and skill steps added.

Operations-

Verbiage and skill steps added.

Technician-

Skill steps and verbiage added.

m. Trench- Awareness / Operations/ Technician

Awareness-

Skill steps and verbiage added.

Operations-

Skill steps and verbiage added.

Technician-

Skill steps and verbiage added.

n. Confined Space- Awareness/ Operations / Technician

Awareness-

Skill steps and verbiage added.

Operations-

Skill steps added (Skill 13).

Technician-

Skill steps added to Evolutions.

o. Heavy Vehicle- Awareness/ Operations/ Technician

Awareness-

Skill steps and verbiage added to meet critical component and JPR's changed.

Operations-

Skill steps and verbiage added. JPR's removed in red. Time changes on some skills.

Technician-

Skill steps and verbiage added. JPR's in red removed.

- p. Airport Firefighter
Skill 3- skill step and verbiage added.
Skill 8- Skill steps added.

- q. ADO- Pumper/ Aerial
Pumper-
Combined skill 1A & 1B.
Skill steps added to skill 9.

Aerial-

Skill 8- verbiage & time changes.

New skills won't be added until the standards are updated. Updates will be mailed in January 2026.

Jeremy Raymond motioned to approve accreditation updates.

Chris Trevino seconded the motion. The motion was approved.

18. New Business- Ron Harris

- a. UVU Closures for the Holidays are:
November 27th, 2025-November 28th, 2025
December 24th, 2025- January 1st, 2026
- b. Next Years Cert. council dates are:
January 14th, 2026 online July 15th, 2026
March 18th, 2026 September 16th, 2026
May 20th, 2026 November 18th, 2026
January 13th, 2027 online (WFS is the week of January 18th, 2027)

19. Old Business- Ron Harris

- a. Test site visits- Sarah Head
Please go out and visit test sites to help me monitor the integrity of the certification system.
- b. Anything that needs to be discussed

20. The next Certification Council meeting is on Wednesday, January 14, 2026, online.

Rod Kearn motioned to adjourn the meeting. Ron Harris seconded the motion.

The meeting was adjourned at 12:30 pm.