

The Utah Fire Service Certification Council

Minutes of September 16, 2020

The Utah Fire Service Certification Council met electronically on September 16, 2020 at 10:00 AM

1. Welcome Council Members and Visitors – Scott Spencer

The meeting was called to order at 10:00 AM

In attendance: Scott Spencer, Rod Hammer, Krista Horting, Jeremy Raymond, Merlin Spendlove, Rodney Tomkinson, Chris Trevino, Dave Youngberg, Ron Harris, TJ Brewer.

Excused: Wade Snyder, Jason Earl-Scott Spencer as proxy.

Visitors: Brad Wardle, Ted Black

2. Welcome Council Members and Visitors –Lori Howes

Introduction of new certification specialists: Sharon Stokes & Trudy Meister. Introduction of all council members. Sharon to cover Southern Region and Salt Lake County. Trudy to cover Central Region.

3. Declaration of quorum – Scott Spencer

Scott Spencer declared a quorum.

4. Approval of minutes from the meeting of August 4, 2020 – Scott Spencer

Rod Hammer motioned to approve the minutes. Krista Horting seconded. The motion was approved. The meeting on August 4, 2020 happened via Microsoft Teams.

5. Approval of agenda for the September 16, 2020 meeting – Scott Spencer

Merlin Spendlove motioned to approve the agenda for the September 16, 2020 council meeting. Krista Horting seconded. The motion was approved.

6. Executive Session – Scott Spencer

Nothing to discuss.

7. Report from Forestry, Fire and State Lands - Wade Snyder

Nothing to discuss.

8. Report on testing/certification & failed skills – Jennifer Lindley

Jennifer Lindley reported that certification results are lower than previous years due to the office being shut down. Only 3 people certified in May, 13 people certified in June, and numbers increased in July.

Failed Skills Report: Rod Hammer questioned 53B on skills. Lori Howes stated that the 3 people in question had already been granted a re-test.

9. Report on Standards and Training Council – Chris Trevino

Chris Trevino reported that the Standards and Training Council organization was disbanded due to House Senate Bill 209.

Brad Wardle added that Senate Bill 209 was designed to provide more consistent funding. UVU and UFRA now have a stable funding source through the higher education line. It is a separate line from the University funding.

Ted Black clarified the rule that creates the Certification Council is still in place. The board no longer has the authority to create the Certification Council until the rule is appealed. If you need to make a policy change or certification change, you need to go to the board for clarification. Certification Council has full authority to keep functioning and have the board back the council. Hazardous Materials Advisory Council only functions to recommend standards for hazardous materials training.

Certification Council remains as an ad hoc committee. and will to report directly to the Fire Prevention Board. The functions need to be written into the Memorandum of Understanding (MoU) between UVU and State Fire Marshal's Office.

The Memorandum of Understanding is still being worked on. Ted Black is working on that. He hopes to have a draft in a few weeks. MoU needs to be approved by all bodies.

10. Report on the Fire Prevention Board Meeting – Scott Spencer, Lori Howes

Lori Howes reported on the action the Fire Prevention Board has taken as listed above.

11. Report and approval on submitted petitions – Lori Howes

Lori Howes reported that Aaron Davis with Myton Fire Department has petitioned for re-entry into the testing process. His letter indicates the charges were dropped, he is back on the Myton Fire Dept and he would like to get back to fire service and certification. Today we need to decide if you will allow him back into the testing process and certification. Also, will the HazMat Awareness scores from 2019 be allowed to stand allowing him to certify at that level.

Chris Trevino motioned to reinstate Mr. Davis back into the testing process to get new certifications through taking classes. The motion was seconded by Ron Harris. The motion passed and none opposed.

Rod Hammer motioned to not accept his old testing. He is reinstated as of today. He needs to test to the current standard. TJ Brewer seconded. All approved. The motion passed.

12. Report on certification levels preparing for NFPA update - Lori Howes

Lori Howes reported that Fire Instructor I & II need to be updated as well as Airport Firefighter. Both disciplines should be ready for approval by January 2021. Lori requested a council member to be a committee rep for ARFF and Fire Instructor.

Jeremy Raymond volunteered to be the committee rep for ARFF.

Rod Hammer volunteered to be the committee rep for Fire Instructor I.

The next standard update will be Wildland for fall of 2021.

Technical Rescue is coming out with a new standards textbook for 2021 in October 2020.

13. Report and update on 60-day window for certification processes – Lori Howes

Lori Howes reported on the 60-day process time for grading and certifications while the office was asked to work from home. Brad Wardle also extending the testing process time to 60 days. However, Certification is sticking firm to the 30-day request time. Certification is using 60 days for grading and sending results while training. They are meeting certifications within 30 days. The certification department should be back to regular processing periods by end of October.

14. Update on Certification Look-Up System – Jolene Chamberlain

Lori Howes reported for Jolene Chamberlain. Jolene is continuing the process. Candidates will be able to look up certifications online, print certificates and wallet cards, and download as a pdf. The procedures changed while preparing for this process. As a council, we decided certificates would no longer be mailed but available online to print. An original copy may be requested to be mailed out for a fee. Policy states the council chooses the fee that is charged for an original certificate.

Rod Hammer stated the cost needs to cover the cost of time, supplies and postage. Lori Howes suggested \$7-\$10 to recover cost of time, supplies and postage.

Ron Harris suggested an online ordering process be set up so departments can pay online for less money handling on the certification side. Jolene Chamberlain is working with the UVU IT dept. on this.

Jeremy Raymond recommended \$7 to keep cost low and make the process as simple as possible.

15. Update on Firefighter I & II – Lori Howes

Lori Howes reported that Dave Youngberg is the council rep on the Firefighter I/II committee. The committee met September 8, 2020 and the completed draft evolutions tests are included in today's packet. These will replace individual skills testing. There will now only be evolutions tests. Committee recommends that each candidate test two evolutions to give them a broader scope.

Dave Youngberg stated the committee tried to make the tests as functional as possible as a true evolution. Four tests were created with about 8-15 individual skills per evolution. It would be a random draw and candidates would do two evolutions.

Lori Howes confirmed this would be in addition to the live fire test. Live fire will remain its own evolution.

Dave Youngberg stated that candidates still need all training records and in-house testing before testing evolutions. The training officer still signs off on their in-house training

Lori Howes stated these evolutions tests are proposed to be approved in November 2020. Skills are being reviewed and updated to the 2019 standard. Individual skills will be trained and tested in-house as well as the evolutions. On test days it will just be the evolutions.

Dave Youngberg is doing beta testing with his department as well as with some cadets to come up with an average test time.

Lori Howes stated these tests will be proposed for approval in the November council meeting. They are proposed to be in effect January 1, 2021. Council members are welcome to print the provided evolutions tests and use them to beta test in their departments and provide feedback. Tests are still being updated. Lori will email all changes and updates to committee members.

16. Update on Officer I/II, III/IV – Lori Howes

Lori has a meeting set for September 30, 2020 with the Officer I/II Committee to complete the written test banks for validation as well as reviewing the skills for Officer I and portfolio processes. This will be brought to the committee in November for approval. The Officer Committee requires just one meeting to finish it up. Lori received the Officer III/IV this week and will be printing them and contacting the committee to verify a meeting date around mid to end of October. The committee will do the validation for the test banks for Officer III & IV and verify they are happy with the portfolio processes they have already created. This will also be brought to the council in November for approval.

17. Discussion and motion on proposed 2021 Council schedule – Lori Howes

Lori Howes presented the proposed schedule for 2021. Most meetings are held the third Wednesday of every other month at 10:00 AM. The hope is to hold all meetings moving forward in person at UFRA in Provo. January's meeting is scheduled for January 13, 2021, the second Wednesday, to not conflict with Winter Fire School. We received word that Winter Fire School is going forward with modifications. We will keep council meetings separate.

Merlin Spendlove motioned to approve the 2021 Council schedule as outlined. Chris Trevino seconded the motion. The motion passed.

18. Discussion and motion on updated Policies & Procedures, as needed – Lori Howes

There are no changes. Until the Memorandum of Understanding is completed, we are not able to make changes to policies and procedures.

19. New business – Scott Spencer

Lori Howes stated that November is going to be a big meeting. The committee will be reviewing the standards for Officer I, II, III & IV. We need everyone in attendance and prepared for a longer meeting. Lori will send information prior to the meeting.

Lori Howes presented a concern that the Ice Rescue & Surface Water Rescue book is now out of print. We have received no information at this time from the publisher. A new standard is coming out Oct 2021. It was concluded that we reach out to several departments to see if there are books not being used that could be loaned to other agencies until the new books become available.

Book Title: *Technical Rescue Water Levels I & II*. The Publisher is Delmar

Winter Fire School will be moving forward with modifications. Let people know.

Lori Howes would like to create an application process for people to serve on validation committees. It is proposed that applications be created as needed. Applicants would need to identify how they meet the requirements and submit a letter of recommendation. Rod Hammer and Scott Spencer this is a good way to find additional qualified committee members.

Krista Horting volunteered to help Lori Howes create the application process. Jolene Chamberlain will need to present it to Brad Wardle for review.

Lori Howes recognized Jennifer Lindley for her hard work during the past months. Jenn has kept the certification department afloat during this time period. Sharon & Trudy have learned quickly. Jenn knows all the processes and keeps up with all day to day work as well as training new employees.

20. Old Business – Scott Spencer

Lori Howes reported at the last meeting a simulation policy was put in place. The policy still needs parameters and guidelines. We are not able to approve policies right now, but Lori is still working on it.

Jeremy Raymond mentioned since being on this committee he has seen huge benefit and value in what this council does for the state of Utah and the firefighters. Jeremy asked if there is anything fire chiefs, council members and fire board members can do as council members to help it continue.

Ted stated the current proposal is for no language change from the rule to be included in the contract between the Fire Prevention Board and UVU. The goal is for this council to function seamlessly without change. As Brad Wardle mentioned earlier, it would be to enhance the abilities of this council

21. Next Certification Council Meeting, November 18, 2020 at 10:00 AM in person at UFRA.

Scott Spencer stated the committee will plan to meet in person at UFRA in Provo on November 18, 2020 at 10:00 AM. Dave Youngberg motioned to adjourn. The motion was seconded by TJ Brewer and approved.