



# The Utah Fire Service Certification Council

## Minutes of July 21, 2021

The Utah Fire Service Certification Council met in person on July 21, 2021 at 10:00 AM

### **1. Welcome Council members and visitors - Scott Spencer**

Members in attendance: Scott Spencer, Chris Trevino, Dave Youngberg, Jeremy Raymond, Krista Horting, Merlin Spendlove, Ron Harris, TJ Brewer, Wade Snyder, Hoss Tomkinson, Jason Earl.

Excused: Rod Hammer, Merlin Spendlove as proxy.

Guests: Brad Wardle, Jolene Chamberlain, Joan Aaron, Ted Black

### **2. Declaration of quorum - Scott Spencer**

Scott Spencer declared a quorum.

### **3. Approval of minutes from the meeting of May 19, 2021 - Scott Spencer**

Merlin Spendlove motioned to approve the minutes of May 19, 2021. Dave Youngberg seconded the motion. Motion passed.

### **4. Approval of agenda for the July 21, 2021, meeting- Scott Spencer**

Krista Horting motioned to approve the agenda with the strike of items 5 & 6. Chris Trevino seconded the motion. Motion passed.

Brad Wardle thanked Lori Howes for her work for UFRA and the Certification Council on her last day at UFRA. Welcomed all the council members to UFRA for a meeting in person.

### **5. Welcome new Certification Council Member - Lori Howes**

Agenda item removed.

### **6. Executive Session, as needed - Scott Spencer**

Agenda item removed.

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

Wade Snyder – Southern Utah is seeing flooding. Fire in Oregon is largest in the nation. We are seeing smoke from the Oregon fire. About 11 of our national incident management teams are in Nevada, Oregon, Montana, and Idaho. Utah resources are low as we serve other locations. Five Hot Shot crews have been asked to assist in Utah. Task forces are in Oregon now. Preparing task forces to send to Montana. Over the next week we hope to continue to see relief. Biggest chance of growth is in Ogden Canyon area.

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

Jennifer Lindley shared her reports.

Certification Council Activity Report: the first page lists non-affiliated for FFI & II, HMA & HMO. South Jordan Police Dept did certify in Investigator. Certification totals are about average. May we had 3 people certify last year at this time. On the students tested portion, 1224 tested in April, the 2<sup>nd</sup> highest amount in one month. May tested 999. Certifications are on the average mark.

Failed skills report: Fairly typical month, with the exception of a HazMat Awareness Skills 2<sup>nd</sup> attempt failure. Several Inspector and Officer testing, 2<sup>nd</sup> & 3<sup>rd</sup> attempts. Mostly skill 16 retesting for Officer. Varied skills on Inspector exams.

**9. Report on the Fire Prevention Board Meeting- Scott Spencer**

Lori Howes: At the Fire Prevention Board Lori reported on the Certification Council.

Brad Wardle: Rules Committee is discussing having a member of the Fire Marshall's office sit on the Certification Council.

**10. Report and approval on submitted petitions, if needed - Lori Howes**

Lori Howes reported: Washington City candidate was approved to re-enter the certification process for FFII. Another candidate from Tooele City was approved to re-enter the testing process for FFII.

**11. Report on IFSAC Re-accreditation Site Visit for 2020/2021 – Lori Howes**

Lori reported: We have completed our IFSAC site visit June 8-10, 2021. The team met over Microsoft Teams virtually to review all the UFRA Certification documents, forms, and information. Site visit team members; Christy Rodger - Site Team Lead from Kentucky, Jason Decremer – ST Member from Connecticut, Donna Saine – ST Member from Indiana, Andrela Riley – ST Member from South Carolina.

Some correlation sheets needed fixing. Overall, the site visit went extremely well. All levels were reviewed including the new Officer 2, 3 & 4. Will be recommending initial accreditation for those three levels at the next IFSAC meeting.

The site team leader, Christy Rogers, visited UFRA in person for a tour of the Academy, a test site and interviews with team members. Minimal changes were made to the test banks. We are receiving our accreditation. Looking forward to receiving our certificate later this year.

Thanks to Krista Horting and Dave Youngberg for being interviewed during this process. Thanks to all the council and committee members who helped in this approval process.

**12. Report on Certification Look-up System – Jolene Chamberlain**

Jolene Chamberlain reported the Look-up System is live and working. The wallet card, transcript, and pdf of department lists are coming soon. Jolene demonstrated how to look up training information of a student, what the certificates will look like for training completion, department look-up, certification look-up, and printing certificates online. Once wallet cards are available online, there will be a fee for a physical certificate or wallet card requested to be printed from the Certification department. Pro Board certification request form is available for submission online. IFSAC Form is also available online.

Lori Howes recognized the hard work of Jolene to make sure the details are in place and current, and the program is working.

**13. Report on levels submitted to Pro Board for approval – Lori Howes**

Lori Howes received notice that Process methodology has been approved for FFI, FFII & ARFF for accreditation. Still waiting on Officer 2, 3 & 4. Some updates to review and approve today on Instructor I & II and Officer I & II for the Product methodology. We will discuss more on agenda item #16.

**14. Discussion and motion on petition from American Fork Fire & Rescue - Lori Howes**

Lori Howes reported there is a letter from Justin Whatcott, Battalion Chief at American Fork Fire & Rescue on behalf of Chase Perry for Fire Instructor I. Asking to allow for the 2<sup>nd</sup> attempt of his Fire Instructor I written to be valid because there is a 1 year delay between exams. No exam requests were submitted during the 12 month period; prior, during or post Covid 19 in 2020. The department thought they had a full 12 months for testing.

If the 2<sup>nd</sup> attempt is accepted as Mr. Perry's first attempt, he would not need to retake the skills exam. If not accepted, Mr. Perry's written exam will be considered his first attempt and he will need to retake the skills exam for Instructor I.

Jason Earl motioned to deny the request to waive the 1 year waiting period. TJ Brewer seconded the motion. The motion passed.

**15. Discussion and motion on putting a hold on Surface Water Rescue - Lori Howes**

Lori Howes is requesting to put the Surface Water on hold. UFRA currently does not have qualified testers for this level. There were some issues with a recent Swift Water skills exam that were able to be corrected for the next two skills exams. The written exam is based on an older book that is no longer in print. The candidates who took the exam said what they were taught was not on the exam or in the old book. There have been advances in Water Technical Rescue that is not reflected in the standard.

Lori request the committee motion to not allow Surface Water Rescue testing until the standard is updated. Standard is scheduled to be updated by 2023. This allows for using a current book for training. Suggested putting all interested testers through a water “train the trainer” course. This will be a benefit and keep us safe.

Surface Water Rescue is a prerequisite for Swift Water Rescue on the old standard. The new edition from 2020 is available to begin updating the Technical Rescue standard. NFPA has split the standard into 3 levels and changed the names.

Lori would recommend waiving the 3 year re-certification requirement of Swift Water while the Surface Water standard is suspended and being updated.

Krista Horting motioned to suspend Surface Water 1&2 until standard is updated, waiving the 3 year re-certification requirement while the standard is suspended. Seconded by Rod Hammer. The motion passed.

**16. Discussion and motion on updated Policies & Procedures for Pro Board - Lori Howes**

Lori Howes presented that to update to the new Product methodologies, some changes were needed to update the Policies & Procedures Manual. The current changes are to meet all new methodologies. We are not changing the way we do business or changing the policies.

Lori recommends removing the word “Manipulative” from our vocabulary to make it more indicative of what we do. Call it a skills examination and it will encompass all our testing.

Added the word “requisite” for knowledge & skills.

SKILLS EXAMINATION defined with the changed verbiage

12.24 Recommends adding new verbiage to add explanation of the one year examination process to the Policies & Procedures Manual as indicated in presented documents.

Replacing “Process” with “Skill” to encompass all examinations.

12.49 One year process again explained.

All documents & forms will need to be updated with the new verbiage.

Rod Hammer motioned to approve the Policies & Procedures Manual as presented as well as updating all forms & documents with the same changes. Seconded by Ron Harris. Motion passed.

**17. Discussion and motion on new and updated forms for certification– Lori Howes**

Lori Howes discussed the updates to the Intent to Participate form. Lori recommends approval of the updated Intent to Participate form. \$90 fee for non-fire entities is listed on the form. The form will be made available to complete electronically.

Chris Trevino motioned to approve the updated Intent to Participate form for non-fire entities as presented. Seconded by Jason Earl. Motion passed.

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

Lori Howes presented the current policy with changes made to the pay rate. The 2<sup>nd</sup> page of the proposed policy with the new numbering system. Rearranged to make it easier to read and understand.

New verbiage in 24.2 explains the pay time. 24.7 explains mileage. 24.8 adds travel stipend verbiage.

24.9 adding receipt must have a 0 balance. 24.2 strike UFRA vehicles.

Rod Hammer suggested adding the verbiage that the pay rate is subject to change as per UFRA/UVU policy.

Rod Hammer motioned to approve based on changes discussed. Jeremy Raymond seconded. Motion passed

### **19. New Business – Scott Spencer**

Jolene Chamberlain discussed new travel and testing timecards going to an electronic version. Sign electronically through Adobe Sign. It will be electronically submitted for approval and then forwarded for payment. Planned to be implemented in August 2021. The timecards will go to the tester's UVU email addresses. Hotel receipts and travel info can be uploaded. Mileage can be manipulated by the program manager when it doesn't coincide with MapQuest. Information will be imported into our database.

Lori Howes shared that certificates will be printed only from the online Look-up system beginning August 1, 2020. If an original with the physical seal is desired, there will be a \$10 fee per certificate. An online form needs to be created for requesting printed certificates and collecting payment.

Patches and Wallet Cards will still be mailed until the wallet card is available online to be placed in an electronic wallet. Hard printed wallet cards will be \$10. Only a patch will be mailed with the certification letter.

Portfolio received for Fire and Life Safety Educator I from Scott Nagle, South Summit Fire District. A certification council member needs to review and make sure it meets the standard and then present for approval at the next council meeting. Krista Horting offered to do this before the next council meeting.

Department Recognition request was received from Hildale Fire. Merlin Spendlove offered to present the Certificate. Merlin will work with Sharon Stokes and Lily Barlow to arrange the date of presentation. Date options are Aug 4, Sept 1 or Oct 6.

Lori Howes recommends discontinuing the Department Recognition program. If program continues, consider removing WLFFI from the list of certificates. Typically receive only one request each year. Firefighters are getting a Red Card but not testing and certifying in Wildland much anymore.

HazMat Ops skill for wet decon skill -vs- wipe/spray/wipe skill of decon. Many departments are moving to this new process of wipe/spray/wipe decon. Lori is concerned that testers unfamiliar with the new process may not know that it meets the standard. Lori has found that this process does meet the standard. Please share that this process does meet the standard and get the word out.

Today is Lori Howes' last day after 23 years. In the interim until a replacement is hired, Jolene Chamberlain will step in and take care of the Program Manager responsibilities. The Certification Specialists will also be available and will communicate with Jolene as needed.

Jolene Chamberlain mentioned the position of UFRA Certification Manager is open for any who would like to apply.

### **20. Old Business – Scott Spencer**

No old business

### **21. Next Certification Council Meeting, Wednesday, September 15, 2021, 10:00 AM, Provo, UT**

Ron Harris motioned to adjourn. Seconded by Dave Youngberg. Meeting adjourned.

# **The Utah Fire Service Certification Council Emergency Council Meeting Minutes of April 6, 2021**

**The Utah Fire Service Certification Council met electronically on April 6, 2021 at 10:00 AM**

**1. Review and Approve Policy changes**

Lori Howes presented a document listing policy changes pertaining to Processes. (Document included with these minutes.)

Lori Howes proposed submitting UFRA's application only for Processes at this time so we can move ahead with FFI & FFII exams. Lori will continue to update the products and projects policies for approval at the May Certification Council meeting.

Wade Snyder motioned to approve the document with the updated wording changes for processes. Dave Youngberg seconded the motion. The motion passed.

**2. Review and Approve Changes to Firefighter I & II Skills Sheets**

Lori Howes provided a document of proposed updates to comply with Pro Board updated verbiage.

Merlin Spendlove motioned to approve the changes to Firefighter I & II skills and evolutions. Chris Trevino seconded the motion. The motion passed.

**3. Review and Approve Changes to ARFF Firefighter I & II Skills Sheets**

Lori Howes provided a document of proposed updates ARFF Firefighter I & II.

Rod Hammer motioned to approve the changes to ARFF Firefighter I & II Skills Sheets. TJ Brewer seconded the motion. The motion passed.

**4. Submit Accreditation Request for the 2019 Standard for Firefighter I & II**

Lori Howes will submit the accreditation request for the Firefighter I & II to Pro Board. If UFRA has not received accreditation to the 2019 standard by the time the RCA needs to certify their candidates, they will be certified to the 2013 standard.

**\*This policy change is to show that we correlate 100% of the requisite skills in the standard, allowing for the various types of “testing”**

12.37 Manipulative **psychomotor skills, processes, products, projects, and portfolios** ~~skills test bank~~, shall correlate 100% of the applicable requisite skills to support each component within the NFPA standard. All ~~skills~~ **manipulative test items** ~~in the test bank~~ shall be correlated **appropriately** on the correlation sheet/matrices.

**\*These policy changes are to show how we choose the type of “testing” and that it is validated by in state committee and approved by the Council.**

12.33 Manipulative **psychomotor skills, processes, products, projects, and portfolios** shall be developed, reviewed, and validated by a committee of subject matter experts comprised of state certified members of the Utah Fire Service Certification System and/or the State of Utah fire service and/or persons with extensive professional knowledge and credentials in the field of test validation or in the areas of knowledge covered by the test.

12.42 The Council may approve other forms of skill examinations for certain certification levels, including but not limited to **processes, products,** portfolios and projects.

**The change to the instructions is to show “process” testing instructions. They are the same as skill testing. All references on the instruction sheet will be changed to skill/process**

## INSTRUCTIONS FOR MANIPULATIVE SKILLS/**PROCESS** EXAMS

### LEAD TESTER INSTRUCTIONS

**From the instructions, Testers should test everyone the same, questions should NOT be asked unless they are predetermined questions and each candidates is asked.**

- You will be evaluated on an individual basis during team skills. You are encouraged to work together as a team, however each candidate should show knowledge and competence of the skill. You are strongly encouraged to verbalize competencies as you complete your tasks. Certification Testers may ask you to change position within the team during the skill to ensure all candidates are participating. ~~Certification Testers may ask you questions at the end of the skill to ensure knowledge.~~

**Policy change to reflect passing score of process based exams**

12.46 Candidates will be scored "Pass" or "Fail" according to Council approved manipulative skills/**processes** "Performance Competencies". 100% of spot-check skills/**processes** must be passed to achieve certification.

**Remove skill to include all manipulative exams**

12.59 During a written or manipulative ~~skill~~ examination, candidates will be held to the highest degree of conduct. Cheating of any kind during any examination will not be tolerated.

**Allow for Process**

12.47 Candidates performing a manipulative skill/**process** as a member of a team shall be evaluated individually.

12.34 Certification test and test item analysis will be reviewed as needed to maintain validity and reliability of manipulative skill/**process** examinations.

12.39 Manipulative skill/**process** "Spot Check" examinations shall consist of 10% of the total skills/**process** for the level being tested or not less than three (3) skills/**process**, whichever is greater, or one approved scenario skill/**process** that tests above and beyond the 10% or three skills/**process**.

**Policy change to reflect procedures for analyzing or evaluating processes**

12.35 A manipulative skill/**process** found to be unreliable shall be corrected and/or removed from the test bank and will be sent back to the test construction experts and/or Certification Council members for review. The manipulative skill/**process** will not be used until corrected. If the skill/**process** is being used on a current version of a test the skill/**process** may be replaced by the Certification Program Manager with a skill/**process** from the same objective of the NFPA standard.