



The Utah Fire Service Certification Council

Minutes of March 17, 2021

The Utah Fire Service Certification Council met electronically on March 17, 2021 at 10:00 AM

1. Welcome Council members and visitors - Scott Spencer

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

Excused: Ron Harris – TJ Brewer as proxy.

Guests: Marc Rowley-Eureka FD, Jonathan Jastram-Wasatch County Fire District representing Chief Giles, Brad Wardle, Jolene Chamberlain.

2. Declaration of quorum - Scott Spencer

Scott Spencer declared a quorum.

3. Approval of minutes from the meeting of January 13, 2021 - Scott Spencer

Jason Earl motioned to approve the minutes. Jeremy Raymond seconded the motion. Motion passed.

4. Approval of agenda for the March 17, 2021, meeting- Scott Spencer

Chris Trevino motioned to approve the agenda. Wade Snyder seconded the motion. Motion passed.

5. Executive Session, as needed - Scott Spencer

No executive session needed.

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

Wade Snyder – Legislative session just ended. Cleaning up IQS records and sending training missing reports to depts. FFSL.utah.gov, Fire Department Resources. Preparing readiness reviews for a few areas. Getting ready for the Wildfire season.

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

Certification Report: Busy with Pumper, ACT & RCA certs, Confined Space & Officer I. Usual FFI & FFII and HazMat Ops & Awareness. Numbers are above average from previous years.

Failed Skills Report: Many Inspector I and Officer I tests during this period. Several missed skill #16.

Jason Earl – Fire Flow calculation has been resolved and should look better on the exam. Encouraged candidates to show their work to have backup for their answer.

Lori Howes stated that she checks answers only, not their work.

8. Report on the Fire Prevention Board Meeting- Scott Spencer

Scott Spencer: Was traveling during the meeting so Lori Howes shared his report. Should have more information by next meeting.

Jolene Chamberlain participated in the Board Meeting and reported that Coy Porter presented, and Brad Wardle spoke about UFRA announcements.

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

Lori Howes reported:

- Approved one petition from Kaysville for re-entry into the testing process for ADO Aerial.
- Approved one petition from Sandy for re-entry into the testing process for ADO Pumper.
- Approved one petition from Dammeron Valley Fire and Rescue for re-entry into the testing process for HazMat Awareness. In that request the candidate requested to test 60 days from his last dated instead of the 120 days. The request was denied, and the candidate was notified he could petition the Certification Council, but he did not respond before this meeting. His training officer was contacted who stated they had no intent to appeal.

10. Discussion and motion on submitted petition from M. Rowley to waive the 3-year requirement on his Firefighter I/Firefighter II scores – Lori Howes

Lori reported: Marc Rowley requested for his FFI & FFII scores to remain valid. A letter was also received from his chief. Exams were taken and passed on March 2, 2013. At the time of taking the exams he did not have HMA & HMO, so he was not able to certify. The standard versions have been updated twice with the current standard being the 2019 edition.

Marc Rowley was in attendance. Marc Rowley stated appreciation for certification board. Has spoken to several board members and understands that he may need to retest. Looking for best way to re-test without the need to take the 3-month course. Would like to have his FFI & FFII accepted if possible.

Jeremy Raymond motioned to deny Marc Rowley's request and help expedite his testing process for his structural Fire 1 & 2. Krista Horting seconded the motion. The motion passed.

Marc will work on in-house testing of skills and get them passed off with the chief. The chief will then reach out to the certification department to request both written and skills testing.

Lori Howes clarified that Marc does not need to petition again. Chief or Training Officer need to submit an Examination Request.

11. Discussion and motion on submitted petition from Chief Giles, Wasatch Fire District, to waive 1-year completion of testing requirement for T. Graham on Officer I – Lori Howes

Lori Howes received the request to waive the 1-year completion of testing requirement for Toby Graham. The letter states that results were not received from the Certification Office. The request was denied. Testing needs to be completed within 1 year of the first date of testing. Lori included copies of the test results that were sent. A certification request was sent in January 2020. No information is in the records stating what happened after that.

Jonathan Jastram attended for Chief Giles representing Wasatch Fire District. Toby said he did not receive the information about not passing. Previous certification office may have overlooked his need to re-test.

TJ Brewer motioned to allow Mr. Graham to either take his 3rd attempt, with exam being completed by May 1, 2021, or to re-enter the testing process giving him 3 attempts on both written and skills exams for Officer 1. Jeremy Raymond seconded the motion. The motion passed.

12. Report on Firefighter I & II implementation - Lori Howes

Lori Howes reported the implementation of FFI & FFII on February 1, 2021. First test given 2-13-2021 in Mapleton. Speaking with the chief and trainers, commented on how much easier the evolutions were and it ran smoothly.

The tester ratio was discussed at a previous meeting requesting 2 testers for each evolution. It has been determined 2 testers are needed for groups up to 10. More than 10 candidates will add a 3rd tester. Specialists will reach out to departments to confirm the number of apparatus available for testing.

Water Supply Skill 52 A & B: Forward hose lay and reverse hose lay. This was sent to the committee who discussed how the skill is written. This is written as a water supply skill, not making an attack. Changes to the wording of the answers were proposed. Lori Howes will include clarification in the *Straight Tip* magazine.

Hoss Tomkinson motioned to accept the changes to the Firefighter I Water Supply Skill 52 A & B as it was presented today. Rod Hammer seconded. The motion passed.

Lori Howes reported the FFI & FFII skills were not approved by Pro Board. Pro Board has changed their process for submitting updated levels. UFRA meets the standard, but Pro Board has changed some of their policies.

Lori Howes stated UFRA should continue testing. However, UFRA will not be able to certify people at this time until the Pro Board accreditation comes through. UFRA is currently approved with IFSAC.

The current entities who have tested are not ready with their HazMat certification at this time. Lori will make changes and resubmit for approval. Lori is requesting a short virtual meeting within the next 2 weeks to update the council on any changes and seek approval. This will affect FFI, FFII, Officer I, Instructor 1 & 2 and Inspector I.

13. Update on IFSAC Re-accreditation Site Visit for 2020/2021 - Lori Howes

Lori Howes reported that IFSAC is working to move site visits forward. A virtual visit could be scheduled soon if approved. An in-person visit may happen in July.

14. Update on Officer I/II/III/IV submittal for accreditation - Lori Howes

Lori Howes has all information uploaded in the Pro Board portal. Several JPRs in Officer I will need to be revisited for the action verbs.

15. Update on 2021 Tester Seminar - Lori Howes

Lori Howes reported the tester seminar will be held virtually. Certification and Training seminars will be held separately. Seminar will be one hour or less. The topics are set. Testers of the Year are selected. Testers cannot be required to attend but are highly encouraged to do so. If testers miss a year, they must attend the following year. 2020 was a wash so we will start fresh this year. If testers don't attend this year, they must attend in 2022.

Four dates in April have been chosen for Tester Seminar:

- Monday, April 19, 2021 at 1000 / 10:00AM
- Wednesday, April 21, 2021 at 1800 / 6:00 PM
- Monday, April 26, 2021 at 1300 / 1:00 PM
- Wednesday, April 27, 2021 at 1900 / 7:00 PM

The certification department is sending registration information and will hold the seminar over Microsoft Teams. FFI will be included in the agenda as well as discussion of the reverse and forward hose lay.

16. Discussion and motion on submitted Intent to Participate - Lori Howes

Lori Howes reported receiving an Intent to Participate form from Canyonlands Regional Airport in Grand County. They want to test and certify FFI, FFII, HMA, HMO and ARFF. This is the first airport certification request received.

The council suggests the airport fire group change their name to Canyonlands Fire & Rescue to start the process.

Rod Hammer motioned the airport fire group be approved if able to change their name to Canyonlands Fire & Rescue. Merlin Spendlove seconded the motion. The motion passed

17. Discussion and motion on petition to remove pre-requisites of HazMat Awareness and Fire Inspector I from Fire Investigator – Rod Hammer

Rod Hammer stated he has been working with law enforcement to get Fire Investigator certification. Rod asked Lori Howes to check the requirement. Lori stated the NFPA standard does not require the HazMat Awareness and Fire Inspector I pre-requisite.

Rod Hammer asked if there is a training track where law enforcement can attend a class and get Fire Investigator at the end of the class. Policies and Procedures would need to be updated to include Investigators. Sheriff and Police could be combined to Law Enforcement. As they are not a fire department, they will be charged the \$90 fee to certify.

Rod Hammer Motion to combine Sheriff & Police to Law Enforcement and remove the pre-requisite of HazMat Awareness and Fire Inspector I for Fire Investigator. Krista Horting seconded. Motion Passed.

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

Lori Howes requested that the Instructor I & II implementation date be changed from May 1, 2021 to Sept 1, 2021 after meeting the Pro Board requirements. November 5, 2021 would be the implementation deadline.

Merlin Spendlove motioned to change the implementation date for Instructor I & II to September 1, 2021. Rod Hammer seconded the motion. The motion passed.

19. New Business – Scott Spencer

Lori Howes shared from Brad Wardle that UFRA is now fully funded. Thanked the council for their support of UFRA and the programs.

Pro Board has extended standard edition updates for all levels. We now have until September 11, 2022 for Wildland. For 1006 we have until August 31, 2023 to meet the deadline.

In August of 2020 Wildland was moved from UFRA. Lori Howes has removed section 27 from the policies manual.

Council member 3-year terms are coming to an end: Jeremy Raymond, Scott Spencer, Merlin Spendlove.

Firefighter photo requirements for new certification database will be sent with all exam results.

20. Old Business – Scott Spencer

Merlin Spendlove requested to meet in-person in May.

21. Next Certification Council Meeting, Wednesday, May 19, 2021, 10:00 AM, Provo, UT

Rod Hammer motioned to adjourn. Seconded by TJ Brewer. Motion passed.

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.