The Utah Fire Service Certification Council
Minutes of November 18, 2015

The Utah Fire Service Certification Council met on November 18, 2015 at UFRA.

Welcome Council Members and Visitors - Scott Spencer
The meeting was called to order at 10:00 a.m. – Scott Spencer
In attendance: Don Adams, Brett Ostler, Paul Bedont, Jason Earl, David Youngberg, Scott Spencer, Chris Trevino, Shane Freeman, Ray Stokes, Merlin Spendlove, Craig Stanley

Excused: Rod Hammer
- Paul Bedont is Proxy for Rod Hammer

Visitors: Brad Wardle, Deputy State Fire Marshal Ted Black and Ethan Whitney

Declaration of Quorum – Scott Spencer
Scott Spencer declared the presence of a quorum.

Approval of Minutes from the meeting of September 23, 2015 – Scott Spencer
Ray Stokes motioned to approve the minutes. Don Adams seconded. The motion was approved.

Approval of Agenda for the November 18, 2015 Meeting – Scott Spencer
Merlin Spendlove motioned to approve the agenda. Chris Trevino seconded. The motion was approved.

Introduction of new UFRA Assistant Director – Scott Spencer
Scott introduced Brad Wardle as the new Assistant Director at UFRA.
**Testing/Certification & Failed Skills Report – Jennifer Lindley**

Jennifer reviewed each of the reports with Council members. She stated that certifications and testing are on track and we are staying busy. Paul asked why some of the numbers were down and Lori explained that it was due to the three years rotations in certifications from the National Guard.

**Report on Standard and Training Council – Ray Stokes**

Standards and Training Council was impressed that Certification Council would be discussing the Fire and Life Safety Educator certification at the current Council meeting. They are very pleased with the work that the Certification Council is doing.

**Wildland Issues and Updates – Shane Freeman**

Shane reported that currently there are prescription burns taking place around the state and winter training is going on.

**Executive Session – Scott Spencer**

None

**Discussion of requiring technical writing for Inspector, Investigator and Officer.**

Chief Black, under the direction from the Standards and Training Council, presented to the board reasons for a need to require a technical writing course for Inspector, Investigator and Officer certification levels. The course would help to improve the ability of writing a complete report. Chief Black plans on approaching the department chiefs to ask them to require a writing class for their firefighters. He also asked for the Council to support his efforts as he moved forward to present it to the chiefs.

Ray Stokes felt like it was a good idea but also pointed out the Certification Council did not feel that the Council was in a position to vote on the issue to make the writing class a requirement. Paul Bedont commented that it was a good idea and that it was important that reports were complete and accurate in the event that they were used in a legal setting.
Brad Wardle commented that writing would definitely be a good solution especially for Officers and Investigators. He and Ted proposed to present to the chiefs the need for the class and that UFRA was very supportive of the idea although they could not require it. Brad stated that because UVU is an institution of education that UFRA would be willing to sponsor an off budget English/Writing class once or twice a year that the chiefs would have to approve. The class would be for credit. UVU has the English classes available and UFRA would partner with them to facilitate it.

Paul Bedont felt strongly that it would have to be up to the chiefs to decide the importance of having the class.

Ted stated that the Standards and Training Council and the Fire Prevention Board have both voted to support the proposal and now the Standards and Training Council was looking for support from the Certification Council as well.

Lori Howes stated that it was not necessary for the Council to vote for approval of the proposal only to individually show support.

The individual Council members supported the proposal to present to the fire chiefs the requirement for a technical writing class for higher ranking certifications.

**Discussion and motion on Fire & Life Safety Educator I and II Standard – Scott Spencer**

Scott Spencer presented the new Fire and Life Safety Educator Standard. There was discussion for verification and some minor changes were made.

Ray Stokes motioned to approve the Standard with the new changes. Paul Bedont seconded. The motion was approved.

**Discussion and motion on proposed Officer II Standard – Jason Earl**

This item was tabled until next Council meeting.

**Discussion and motion on updated Policies & Procedures – Lori Howes**

Lori presented a proposed change to the policies referencing electronic devices and wearing brimmed hats during testing as they related to increased cheating on tests.
The original policy reads:
“All cell phones, pagers, radios, or any electronic device must be turned off and put away during the exam. Place the items away from you, preferably across the room.”

“TESTER- Do not proceed until all electronic devices are turned off and put away.”

The proposed policy will read:
“All electronic devices must be turned off and placed out of reach until you have completed the exam. This includes, but is not limited to: Cell phones, smartphones, hand-held computers/tablets, PDAs, digital watches, smart watches and other electronic, recording, listening or photographic devices.”

“TESTER- Do not proceed until all electronic devices are turned off and put away.”

“Candidate(s) wearing hats (a hat) with a bill or brim will need to be removed or worn with the bill to the back unless it is worn for religious reasons.”

“TESTER- Do not proceed until candidates remove/move hats.”

Paul Bedont expressed a concern about how the policy would be presented to testers and departments.
Lori stated that implementation would be effective upon approval and that the new policy would be added to the Tester Instruction Sheet. She said it would be strongly emphasized in March during Tester training.
Don Adams motioned to adopt the policy changes as reviewed with the slight verbiage change. Craig Stanley seconded. The motion was approved.

Discussion and motion on submitted petitions – Lori Howes
There were none to discuss.
**Discussion and motion on 2016 meeting schedule – Lori Howes**

Lori presented the proposed Certification Council meeting schedule for 2016 as follows:

All meetings will be held on the 3rd Wednesday of every other month at 10:00 a.m. unless otherwise noted.

- January 6, 450 N 3400 W, Hurricane, UT, 2:00 p.m.
- March 16, UFRA
- May 18, UFRA
- July 20, UFRA
- September 21, UFRA
- November 16, UFRA

Ray Stokes made a motion to approve the proposed meeting schedule for 2016. Brett Ostler seconded. The motion was approved.

**New Business – Scott Spencer**

Lori presented as an FYI:

- Kevin Bowman has been hired as a new Program Manager for Training at UFRA. His area is the northern region.
- IFSTA has updated their ADO-Pumper/Aerial book. It is now a combined book. They have also created a new test bank. Lori is planning to update the ADO- Pumper/Aerial test bank on December 8. The previous edition for ADO- Pumper is no longer available. The new UFRA test bank will be approved in January.
- We currently do not have a TR- Machinery test bank. Lori plans on taking questions from the previous Vehicle and Machinery test bank. Lori asked for volunteers for the Written test bank committee, Chris Trevino volunteered.
- Still waiting on test banks for TR- ICE, Swift Water, Surface and AARF. IFSTA has a new book for AARF and it will take PTS up to six months to create a test bank. Lori asked if the Council wanted to wait on PTS or create their own test bank. It was suggested that we use the old test bank until the new one was ready. No clear decision
was made. Lori asked what books were used by the different departments for ICE, Surface and Swift Water with the idea of creating test banks. Chris Trevino will provide training information that he has about these levels. Lori said she would look into other options for test bank questions as well.

Old Business – Scott Spencer
There was no old business.
Lori briefly updated the status of each of the Rescue/ Certification levels and correlation sheets in preparation for the site visit in July. She requested help in updating a few of the levels in the coming months.

Next Council Meeting is Wednesday, January 6, 2016 at 2:00 p.m. in Hurricane, UT
Craig Stanley motioned to adjourn. Ray Stokes seconded. The motion was approved. The meeting was adjourned at 11:23 a.m.