

The Utah Fire Service Certification Council Minutes of January 15, 2009

The Utah Fire Service Certification Council met on Thursday, January 15, 2009, at the St. George Hilton in St. George, UT.

Jim Bacon convened the meeting.
- A quorum was declared present.

In attendance: Jim Bacon, Ray Stokes, Shane Freeman, Jeff Peterson, Greg Chamberlain, Scott Spencer, Karl Steadman, Gary Bullock, and Jason Earl.

Excused absence:
Corky Brewer (late arrival) / Ray Stokes as proxy.
Andy Byrnes – no proxy.

Visitors: Shawn Hackett, Hugh Connor.

Approval of Minutes.

The minutes from September 16, 2008 was presented for approval. The motion was made by Greg Chamberlain to approve the minutes and seconded by Karl Steadman. The motion was approved.

Approval of today's agenda.

Ray Stokes motioned to approve the agenda with the addition of a 10 a.m. break to meet with the State Chiefs after which the Council meeting would continue. The motion was seconded by Scott Spencer. The motion was approved.

Resignation of Council member.

Jim Bacon announced that Chuck Tandy has taken another position and will no longer be a member of the Certification Council.

Lori Howes stated that another selection will be made by the next meeting to replace Chuck.

Activity Reports.

Lori Howes distributed handouts of the Testing/Certification reports and reviewed them with the Council.

Update on FF1 Committee.

Jeff Peterson reported that 10-15% of questions could not be referenced to IFSTA. The committee had the pain staking process of either re-writing or tossing the question. 500 of 1300 questions were reviewed so far and a few more meetings will be expected. Jeff was concerned that not all questions were being reviewed or referenced to IFSTA by the committee as a whole.

Update on Standards and Training.

Ray Stokes reported that Jolene's presentation, regarding the Non-Affiliate program, was presented to the Standards and Training at their last meeting in September. The committee was pleased with the direction of the program. There have been no other meetings to date.

Patch Design Contest Update.

The Patch Design contest has not been advertised long enough, so the contest has been extended to June 30, 2009. Lori will bring the submitted patch designs to the next Certification meeting in July for the Council to review.

Approval of updated Wildland Firefighter II Standard.

Shane Freeman reviewed the handouts of the standard with the council. Changes that were made include:

- the skills test now matches the task book.
- verbiage changes and basic clean up.
- S211-Portable Pumps and S212-Chain Saw Operation now required classes and skills.
- instructor qualifications were cleaned up to match NWCG guidelines.

After some discussion of various topics relating to the red card, some information was requested by Jim Bacon which Lori Howes will provide at the next meeting:

- Who is State? If you are a state employee or work through the state do you have to come through this certification office to be red carded?
- Do we have to follow the NFPA standards also, along with NWCG or can they be bypassed?

Jason Earl made the motion to approve the standard with the changes noted in red. The motion was seconded by Jeff Peterson. The motion was approved with one abstaining vote from Corky Brewer.

Department Audits.

Lori Howes reported that an email was received by the certification office from a member of a department who alleged that his chief was falsifying records and proof could be provided. Since the Policy and Procedures states that the Council has the right to audit departments for verification of records, the Council was asked to audit 4-6 departments per year; beginning with three within the month of February.

The Council began a lengthy discussion that revolved around the following concerns: whether the audit was based on a justifiable complaint, the department chiefs receiving

adequate notification, department members ineligible for recertification due to longevity/training record issues.

Hugh Connor addressed the Council's concerns. Hugh explained the review as a verification process. Some benefits of the review would be: it compels the departments to have their records on hand and in line, it helps departments find any deficiencies and work through the system so as to comply with policies, it increases firefighter safety by insuring records exist for said fire training and certification.

After some discussion, the Council agreed that they were not opposed to the quality assurance visits providing that the following would be considered:

- A member of the Council and a member of the certification office will run a 2 year pilot.
- A check off sheet will be created with the understanding that latitude will be given to evaluators on unique situations.
- Over the next 2 year period, the review will be refined for eventual hand off to the regional program managers.
- Before the review starts, a marketing campaign will be done so that chiefs will understand the review is coming, what it will entail, and encourage them to call with any questions regarding their training records for clarification before the review.
- This is to be considered an education process for the departments to get them in compliance with current policies.

The direction was given by the Council: to have a review form created, to have advertisement sent through the Straight Tip and the program managers notifying departments of a start date - within 6 months. At the next meeting the Council will determine how successful the notification process has been in educating the departments about the review.

Petition for 4th Attempt.

Lori handed copies of a letter written by an individual requesting a 4th attempt of the Inspector I skills to the Council, with along copies of the previous 3 attempts. After a brief discussion, Scott Spencer moved that the 4th attempt be denied but, that the individual be allowed to begin the whole testing process anew. The motion was seconded by Jason Earl. The motion was passed.

12th Annual Certification Tester Seminar.

Lori announced the Tester Seminar for Thursday, March 19, 2009 at the Utah Fire & Rescue Academy. The format has changed; there will be no opening guest speaker. The seminar will begin at 9:00 a.m. The subjects to be addressed will be: Standard Updates – Lori Howes, “Do’s and Don’ts II – Lori Marshall and Kelly Berendson, and the third topic is currently undecided. Lori encouraged suggestions from the Council for the third topic. Lunch will be served at 12:00 p.m. The Tester of the Year Award will be presented at noon. The seminar will end at 1:00 p.m.

New Business.

Lori will be attending a Pro-Board meeting January 23-24, 2009 in Texas.

Copies of the 2009 Cert Council schedule were given to the Council.

HazMat Technician will need to be reviewed by end of this year. A committee will be formed for this review. Jason Earl volunteered to be the representative from the Council.

Old Business.

HazMat Certificate has been formatted. A sample was passed to the Council to view. This form will be available shortly.

Next Council meeting.

The next Certification Council meeting will be at the Utah Fire & Rescue Academy, 1:30 p.m., March 19th, 2009 in Provo at the Utah Fire & Rescue Academy.

The Utah Fire Service Certification Council Minutes of March 19, 2009

The Utah Fire Service Certification Council met on Thursday, March 19, 2009, at the Utah Fire & Rescue Academy. Provo, UT.

Jim Bacon convened the meeting at 12:45 p.m.

- A quorum was declared present.

In attendance: Jim Bacon, Ray Stokes, Shane Freeman, Jeff Peterson, Andy Byrnes, Corky Brewer, Scott Spencer, Karl Steadman, Gary Bullock, Jason Earl and Paul Bedont.

Excused absence:

Greg Chamberlain / Ray Stokes as proxy.

Visitors: Guido Smith-Clinton, Jennifer Smith, Ashley Fiorilli, Jolene Nuttall.

Approval of Minutes.

The minutes from January 15, 2009 was presented for approval. The motion was made by Karl Steadman to approve the minutes and seconded by Scott Spencer. The motion was approved.

Approval of today's agenda.

Ray Stokes motioned to approve today's agenda. The motion was seconded by Jason Earl. The motion was approved.

Introduction of new Council member.

Chief Paul Bedont of Price was introduced by Jim Bacon as the new Council Member and welcomed by the Council.

Activity Reports.

Kelly Berendson distributed handouts of the Testing/Certification reports and reviewed them with the Council.

Request for 4th attempt.

After some discussion and background information from Guido Smith – Clinton Assistant Fire Chief, surrounding the request for a fourth attempt; the primary concern addressed was a violation of policy. It was found the tester changed the test location without prior approval from the Certification Office. Corky Brewer motioned to allow a 4th attempt for an ADO Pumper written examination based on the violation of the policy and procedures manual concerning moving the test site. The motion was seconded by

Jason Earl. The motion passed. The stipulation for completion of the 4th attempt is one year from the original test date of Sept. 13, 2008.

Update on Standards and Training Council.

Ray Stokes reported that there was no meeting held.

Tester Evaluations.

Andy Byrnes findings regarding a HazMat evaluation:

- No test security for written test.
- Incorrect times given for skills.
- Improper set-up of equipment for skills.
- Verbalized de-con.
- No evolution based testing was done.
- Training records were not checked prior to testing.
- 8 training records for 9 people tested.
- Tester arrived 10 min. prior to testing.
- Test was 20 min. late starting.
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Based on the findings, the Council discussed the concern of testers not being adequately trained to perform the tests they are assigned to. Lori requested that the Council perform a few more evaluations and bring the results to the May Cert Council meeting for further discussion. A new list of test locations will be provided to the Council members.

Approval of Firefighter I Standard.

Jeff Peterson reported a brief synopsis:

- 300 questions removed included: nonsense, repeats, not referenced, convoluted.
- Some questions corrected: punctuation, grammar, inaccurate.
- Skills updated to meet current practices.

Lori Howes presented copies of the Firefighter I Standard for the Council's review and approval. Changes discussed and agreed upon were:

- Delmar references taken out.
- Add "gloves are not required" on the knot skills.
- "Bow line around waist", "becket or sheet bend", and "butterfly" were removed.
- "Relay Emergency Traffic over the air" removed
- Blanket statement regarding "appropriate" eye protection added.
- Removal of "eye protection" from Hoses, Nozzles Appliances section.
- "Full protective clothing" was changed to "structural firefighter protective clothing" for consistency.
- "Heeled by second firefighter" retained.
- "Correctly" reflected on 34 A and B.
- "And" replaces "or" on 34 A and B.
- Other minor changes or additions as needed.

Lori explained that the Live Fire testing was briefly discussed by the Firefighter I Standard Committee. The committee will meet again to discuss and have a

recommendation for the Council at the May meeting. The Council agreed to table any further discussion of the Live Fire testing and wait for the committee's recommendation. The Council requested the RCA sheets be removed from the standard. The Council agreed to table the Firefighter I Standard approval for the May meeting.

Records Review Process.

Ray Stokes addressed the Records Review Process with all three classes at the Tester Seminar. The general consensus was in agreement for the audit however they did want to be notified in advance.

After some discussion and review of suggestions concerning required training hours, it was agreed that the 36 hours per year/108 hours over 3 years remain in place. A notification should be sent to the departments to provide them with information on the review process and give them a process to work with. Jeff Peterson will research other areas regarding required hours for recertification.

12th Annual Cert Tester Seminar.

Lori reported a great turnout at 114 testers in attendance. The next step will be the removal of non-attendees, from the past two seminars, from the tester list. A Tester class for fall is possible.

New Business.

FYI Online Course –HazMat Awareness

HazMat Awareness will be placed online. DOD will be the curriculum. Greg Chamberlain reviewed the current HazMat Awareness to the DOD curriculum. It was discovered two modules were missing from DOD disk. The modules may have to be merged to complete the whole program for utilization. It is still undecided. The concern is whether or not the training will be sufficient for the student to pass testing for certification.

Firefighter II Committee

Firefighter II Committee is in place and will begin meeting in April. The Firefighter II standard will go to the Council in May.

Officer I will be tabled till May – Andy Byrnes early departure.

Old Business.

Wildland Questions

Question asked “If you are a state employee or work through state, do you have to come through Certification to be redcarded.”

Jolene reported that the Division of Forestry, Fire and State Lands provides redcards to their employees only. Everyone else in need of a redcard must filter through UFRA.

Next Council meeting.

The next Certification Council meeting will be in Logan at 10:00 a.m., May 19th, 2009.

Ray Stokes motioned to adjourn the meeting. Karl Steadman seconded motion and the motion was approved.

The Utah Fire Service Certification Council

Minutes of May 19, 2009

The Utah Fire Service Certification Council met on Tuesday, May 19, 2009, at the Logan Fire Department. Logan, UT.

Jim Bacon convened the meeting at 10:10 a.m.

- A quorum was not present.

In attendance: Jim Bacon, Ray Stokes, Shane Freeman, Jeff Peterson, Karl Steadman, Jason Earl and Paul Bedont.

Absent members:

Andy Byrnes / Ray Stokes as proxy

Greg Chamberlain / Jeff Peterson as proxy

Gary Bullock / Jim Bacon

Wesley Brewer – no proxy

Scott Spencer – no proxy

Visitors: Mark Weekes, Chief Meeker

Approval of Minutes.

A quorum was not present to approve minutes. The minutes will be up for approval at the next meeting in July.

Approval of today's agenda.

A quorum was not present to vote and approve today's agenda. The agenda was noted as 'discussion items'.

Activity Reports.

Kelly Berendson distributed handouts of the Testing/Certification reports and reviewed them with the Council.

Report on Standards and Training Council.

Ray Stokes reported that no meeting was held. A meeting is scheduled for the end of the month. Three ATC's will be seeking accreditation at this meeting.

Department Recognition.

Logan Fire received recognition May 5th of Gold – FFI, FFII, HA, HO and Silver – WLFFI, ADO-P, OFFI.

Discussion of Firefighter I Standard.

Lori distributed copies of the Firefighter I standard and reviewed it with the Council members. Lori indicated the changes, additions and removals discussed at the last meeting, were implemented. After some discussion, regarding eye protection, it was agreed that the following be noted:

- parenthesis removed from skills 1 & 2 and disclaimer “according to NFPA the visor is not appropriate eye protection” added to the safety section.

Lori reported that the Firefighter II committee had no clear ideas as to how to address Live Fire. Some suggestions offered were:

- Jeff Peterson suggested that during Live Fire training, fresh testers administer the test with the instructors on hand. The request for testing should indicate if the individuals testing are only training or seeking certification. Questions will need to be asked to determine, on a case by case basis, whether certification testers will be needed at the Live Fire training. Suggestions for testing Live Fire were:
 - Have a Live Fire instructor/tester act as a safety officer and do testing at the end of the class.
 - Hold a regional testing wherein the Live Fire prop would be available at a central location for testing.
 - Provide the props at the Regional fireschools.
 - Do the testing at UFRA.

After some discussion surrounding Live Fire instructors/testers, the conversation was tabled until the next meeting. Lori will bring numbers to the next meeting of how many Live Fire instructors are also testers and if training has any Live Fire classes scheduled.

Discussion of Firefighter II Standard.

A copy of the Firefighter II standard was provided to the Council. Jeff reported that all ambiguous questions were thrown out and all others were hard referenced to the IFSTA manual. Along with the committee’s revision, the following changes were discussed and agreed upon:

- A specific URL address to the CTC will be provided.
- “If applicable” added to the first two bulleted items of skill 3 - Competence.
- Skill 7. “Appropriate eye protection” will be noted in safety section.
- Skill 8. A sample form will be provided. Verbiage “can use department form” will be added.
- Skill 9. 30 minutes to be changed to “20 minutes”.
- Skill 11. Change gate valve to “appropriate test valve”.

Records Review Process.

Ray Stokes reported that the Records Review Process will be conducted randomly by the Certification Office. Hours required to renew certifications will be kept at the 36 hours per year over the three year period.

- A concern was addressed regarding newly hired non-affiliates who did not meet training hour requirements for recertification. The suggestion was made that these individuals

receive a grace period, wherein, they can obtain the necessary hours for recertification. Non-affiliates who have lapsed on their certifications before becoming affiliated with a department would be required to retest. The ATCs will be submitting a proposal to the Cert Council addressing the recertification issue of the non-affiliates.

- A form that will outline the Records Review Process for the departments will be created by the July Council Meeting.

Officer I Skills.

Lori covered this section in behalf of Andy Byrnes. A copy of the Officer I skills for fire flow and calculations was distributed to the Council members. Andy suggested that the 'length x width ÷ 3' calculation be removed and only require them to express the formula without a calculation. After some discussion about the importance of formula, exposures, and calculations, it was decided that all verbiage for this section be changed to allow for 100% involvement.

Tester Evaluations.

There were no tester evaluations conducted since the last Cert Council meeting. Lori encouraged the Council members to conduct a test site evaluation by the next Council meeting -July 21.

New Business.

- HazMat Technician Standard will go up for review June 29 & 30 and will be presented to the Council for discussion and approval at the next meeting in July.

There was a concern voiced that the instruction manuals may not match the tested material. Lori will address the issue with the UFRA director.

- BATC has requested WMD also be allowed certification along with entry level F1, F2, HA, HO. Jolene has requested the Cert Council's input via email regarding this issue.

- In order to meet the NFPA standard, computers will be purchased at a future date to test Officer I. These computers will be portable enough to ship and will be equipped with a thumb drive containing the test.

Old Business.

Shane Freeman reported that two Wildland Engine trainings for the fire departments have been successfully completed and one more training is scheduled. Bluff and Leverkin reported two success stories resulting from the training.

Next Council meeting.

The next Certification Council meeting will be in Provo, July 21 at UFRA 10:00 a.m.

The meeting was adjourned at 12:30 p.m.

The Utah Fire Service Certification Council Minutes of July 21, 2009

The Utah Fire Service Certification Council met on Tuesday, July 21, 2009, at the Utah Fire & Rescue Academy, Provo, UT.

Ray Stokes convened the meeting at 10:15 a.m.
- A quorum was declared present.

In attendance: Ray Stokes, Shane Freeman, Jeff Peterson, Gary Bullock, Andy Byrnes, Corky Brewer, Scott Spencer, Greg Chamberlain, and Paul Bedont.

Absent members:

Jim Bacon – no proxy

Jason Earl – Andy Byrnes proxy

Karl Steadman – Ray Stokes proxy

Visitors: Jennifer Brown, Jolene Nuttall, Coy Porter

Approval of Minutes.

A quorum was not present to approve minutes at the last meeting for the March and May meetings so, both minutes were brought before the Council for approval. The motion was approved to approve the March 19, 2009 minutes by Gary Bullock and seconded by Jeff Peterson. The motion was approved. Jeff Peterson made the motion to approve the May 19, 2009 minutes by Jeff Peterson and seconded by Corky Brewer. The motion was approved.

Approval of today's agenda.

The agenda was brought before the Council for approval. Paul Bedont motioned to approve today's agenda. The motion was seconded by Scott Spencer and the motion was approved.

Terms Expiring, Thank You and Plaque Recognition, Reappointments.

Jim Bacon's and Scott Spencer's term expires in July and Gary Bullock's will expire in September. Scott Spencer has accepted another three year term appointment. Jim Bacon was not present to receive an appreciation plaque however; he will be invited to the next Council meeting in Salt Lake City.

Nominations for Chairperson.

Nominations were opened by Ray Stokes for Chairperson to replace Jim Bacon. Scott Spencer made the motion to nominate Greg Chamberlain as the next Chairperson. The nomination was seconded by Jeff Peterson. At Greg's acceptance, the motion was approved by the Council.

Activity Reports.

Kelly Berendson and Lori Marshall distributed handouts of the Testing/Certification reports and reviewed them with the Council.

Report on Standards and Training Council.

Ray Stokes reported that no meeting was held. The next scheduled meeting will be when it is required. Nothing has been scheduled at this time.

Petitions.

Lori presented the Council with copies of three petitions for their discussion and approval:

1. S. Roylance petitioned for an extension to complete his Wildland FF2 taskbook, due to an accident. Corky Brewer motioned to grant the extension for one year. The motion was seconded by Greg Chamberlain. The motion was approved.
2. M. Deets petitioned to have the allotted time for his SCBA skill extended, so as to reflect a pass due to a shoulder injury. Ray Stokes motioned that the extension be granted for a third attempt on the skill, based on his injury, to be completed by Oct. 1, 2009. The motion was seconded by Scott Spencer. The motion was approved.
3. L. Quintana petitioned to enter a new class before one year is over. Jeff Peterson moved to grant the request to enter a new FI/FII class at the conclusion of which, when he has a new training record and final in-house completed, he will be allowed to start the testing process over. Scott Spencer seconded the motion. The motion was approved.

Department Recognition.

Garden City Fire Department will be receiving the Silver – WLFFI and Bronze – FF1, HazMat Awareness. Ray Stokes will be dropping the recognition off to the department by request of the Chief.

Policy Changes – Discussion and Approval.

Lori presented copies, of the sections of policy, for the Council to review:

1. Payment and Travel Reimbursement section of the Policy and Procedures – 23.1... UVU has requested that the policy for reimbursement change from 'over' 20 to 50 miles. The verbiage 'round trip' will be added for clarification.
2. Certification Tester -14.2. Verbiage changed to read: To be a certification tester a person must be currently affiliated with an agency approved by administration.
3. Training records. Currently there is no reference in Policy and Procedures regarding training records so Lori recommends it be added. The suggestion to remove the second to the last line and change the verbiage to read: Training

records must include the dates and instructor's original signature and, or initials for each line of training.

The motion was made, by Andy Byrnes, that these three sections in the Policy be changed as per the changes discussed in the Council. Ray Stokes seconded the motion. After some discussion pertaining to copied training records and signatures, the motion called for the approval of the three items with inclusion of all the discussion points. The motion was approved.

Lori will make sure these are included in Firefighter I, Firefighter II and HazMat Technician.

To notify the departments about the changes; a straight tip article will be submitted by Kelly, notification will be included in the confirmation letters to those requesting testing and will be sent in the test results packets to the departments.

Approval of Firefighter I Standard.

Lori provided copies of the Firefighter I skills for the Council members to review. The following key items of changes involved:

- Reviewing the changes that were implemented from the last meeting's discussion to ensure proper placement. The Council also requested the following changes be made:
 - Skill 15 – “per NFPA...” statement will be removed.
 - Skill 34 - verbiage changed ‘and’ back to ‘or’.
 - Skill 38B - add to second bullet ‘or integrated drag strap’.
- What date would be most conducive to departments to allow adequate time for them to be informed and to allow them to request testing and certification before the changes came into effect. It was decided that: Any test and certification requests submitted prior to August 15, 2009 will not be subject to the new pre-requisite requirements. Anything on or after said date will have to meet the required changes for Firefighter I certification. To inform the departments; letters will be sent out by the Certification Office and Program Managers will highlight this topic at the Chiefs meetings. Any fall outs will be handled by the Certification Office.

Corky Brewer motioned to approve Firefighter I, with testing or certifications requested between now and August 15, 2009 be grandfathered in; but, other than that, Firefighter I takes effect today. Ray Stokes seconded the motion.

Further discussion regarding Live Fire testing and Fire Evolutions ensued. It was agreed that Live Fire instructors will also be allowed to be Live Fire testers.

The final key item of change discussed was fire evolutions and resulted in:

- Adding the verbiage ‘All live fire evolutions must be compliant with NFPA 1403 adopted version’ to the Fire Evolutions section.

The original motion made by Corky Brewer, amended with the three items of change noted, was voted on by the Council. The motion passed.

Approval of Firefighter II Standard.

Lori distributed copies of the Firefighter II standard to the Council. Lori reviewed the changes made from the last meeting’s discussion with the Council. The following was also noted:

- Skill #1 - The link was added for the Command Training Center.
- Skill #2 – A current copy of the UFIRS Incident Report Form and Scenario was added to the back. A copy of the codes need to fill out the form will be included in the skills packets and a link to the codes will be added to the UFRA website.
- Skill 3 - ‘ According to the NFPA 1500’ added to the Fire Ground Operations section.
- ‘1403’ statement to be added to skill 3.
- Skill 8 – Private dwelling Fire Safety form created by Lori added to Appendix C. Verbiage ‘used by AHJ or department’ to be added.
- To indicate which skills are live fire, the following verbiage will be added: ‘the following skills will be trained and tested live fire. Skills 3, 4, and 5.’

Andy Byrnes motioned to accept the Firefighter II standard with the afore-mentioned changes. Corky Brewer seconded the motion. The motioned passed.

Live Fire testing will begin as of this date.

Discussion and Approval of HazMat Technician Standard.

After some discussion surrounding the HazMat Technician Standard, the Council agreed:

- To put Skill 3 back in.
- Elements of command concern are not clearly covered and will be left for future work.
- To develop scenarios for testing and add scenarios to appendices for practicing purposes.

To maintain accreditation, it was proposed that the motion for approval be made with the understanding that amended items may be brought back to the table for approval.

Jeff Peterson motioned to approve the HazMat Technician Standard with one condition; that skill # 3 be added back in. Gary Bullock seconded the motion. Ray Stokes requested that the scenarios be added to the standard. The motion was voted on and passed.

Records Review Process.

Ray Stokes presented the Council with copies of the Records Review Process form for the Council to review. After some discussion on compliancy issues it was recommended that Pass/Fail be removed from the form. The Review process discussion was tabled for a

later time. A couple of reviews will be done within the next few months and the findings will be reported to the Council.

Officer I Skills.

There were no tests conducted of the new Officer I test. No results to report.

Tester Evaluations.

The discussion was tabled for the next meeting in September.

Patch Design.

All the patches were displayed for the Council members to view and Lori Marshall reviewed the criteria that the patches had to meet to be eligible. The patch selected as the winning entry was submitted by Mike Leatham. Mike will be notified and featured in the Straight Tip.

New Business.

Inspector II Application.

An Inspector II application was submitted for the Council to review. Scott Spencer will review it for approval at the next meeting.

The Council Name Change.

The possible name change for the Council, "Utah Emergency Services Certification System", will be discussed at the next meeting.

Old Business.

None.

Next Council meeting.

The next Certification Council meeting will be in Salt Lake City at 10:00 a.m. Salt Lake City FD, Station #1, 211 S. 500 E. on September 15, 2009.

The motion to adjourn the meeting was made by Ray Stokes and seconded by Andy Byrnes. The meeting was adjourned.

The Utah Fire Service Certification Council Minutes of September 15, 2009

The Utah Fire Service Certification Council met on Tuesday, September 15, 2009, at the Salt Lake City Fire Station #1, Salt Lake City, UT.

Greg Chamberlain convened the meeting at 10:00 a.m.
- A quorum was declared present.

In attendance: Ray Stokes, Karl Steadman, Jason Earl, Kevin Bowman, Gary Bullock, Scott Spencer, Greg Chamberlain, and Paul Bedont.

Absent members:

Excused: Shane Freeman – Gary Bullock proxy.

Excused: Andy Byrnes – Ray Stokes proxy.

Excused: Jeff Peterson – proxy absent.

Unexcused: Corky Brewer – no proxy.

Visitors:

Jim Bacon, Jay Stubblefield

Approval of Minutes.

The meeting minutes of the July 21, 2009 was presented to the Council for approval. Paul Bedont motioned for acceptance of the minutes and it was seconded by Karl Steadman. The motion was approved.

Approval of today's agenda.

The agenda was brought before the Council and Ray Stokes motioned to accept today's agenda. The motion was seconded by Jason Earl and the motion was approved.

Welcome and Introduction of New Member.

Kevin Bowman, Deputy Chief – South Salt Lake Fire Department, was introduced as the newest member of the Certification Council.

Jim Bacon was presented with a 'Thank you' plaque in recognition of his service to the Certification Council. Jim also accepted the 'Thank you' plaque on behalf of Randy Willden who could not be in present.

Gary Bullock was also presented with a 'Thank you' plaque for recognition of service later in the meeting.

Activity Reports.

Kelly Berendson and Lori Marshall distributed handouts of the Testing/Certification reports and reviewed them with the Council.

Report on Standards and Training Council.

Ray Stokes reported that no meeting was held. The next scheduled meeting will be when it is needed. Nothing has been scheduled at this time.

Department Recognition.

Two departments received department recognitions.

Saratoga Springs: Gold – Firefighter I/II, HazMat Awareness and Operations, Officer I;
Silver – ADO-Pumper, Wildland FFI

Paradise: Gold – Firefighter I, HazMat Awareness
Silver – Firefighter II, HazMat Operations, Wildland FFI

Bronze – ADO-Pumper

Participant – Officer I

Petition.

Greg explained that, per policy, any discussion regarding personnel issues, appeals or reversal of action should be conducted in a closed session. Paul Bedont motioned that the meeting go into a closed session. The motion was seconded by Karl Steadman and the motion was approved.

Scott Spencer motioned to adjourn the closed session. The motion was seconded by Paul Bedont. The motion was passed and the remainder of the meeting resumed open session.

Discussion and approval of Inspector III Application.

Scott reviewed Karl Andreasen’s Inspector III packet and reported that Karl did a good job and has met all the requirements. Scott recommended and motioned that Karl Andreasen be approved for Inspector III. The motion was seconded by Ray Stokes and the motion passed.

HazMat Technician Standard.

Lori provided the Council with copies of the standard and reviewed the revisions from the last meeting:

- old skill 3 readmitted, as required by IFSAC, as skill 4.
- skill #7, a HazMat Operations skill that had to be added to Technician
- appendix c added back in to the flow chart

A motion to accept with changes was made by Jason Earl. The motion was seconded by Scott Spencer. The motion passed.

Patch.

Samples of the new Firefighter, HazMat, and Wildland patches were presented to the Council to preview.

The patch will be featured in the Straight Tip with a write up of the designer. Changes with regards to the patch will include: new tester shirts, Council shirts, letterhead, name plates, etc...

Officer I Skills.

Lori reported that one class has had the new skill. Out of 11 students testing, only 2 failed. The change seems to be working.

Live Fire.

As an FYI, Lori reported that she will evaluate the 1st Live Fire test on Oct. 3. DATC has volunteered to be evaluated.

- Lori has created an examination request primarily for Live Fire testing and will bring it to the next meeting for review.

- Two additional testers, one inside and the other outside, will be used in conjunction with the 4 Live Fire Instructors.

Those departments not using the UFRA props will be taken under consideration as how to test them. The process is being worked on.

Tester Evaluations.

Lori discussed the evaluations completed by Council member. She received positive feedback. Also discussed a report from Jennifer Brown concerning results of the evaluations. Lori encouraged Council members to continue to do evaluations.

Questionnaires for tester feedback is on the website to allow for anonymous comments.

Records Review.

Not completed. Calls to contact departments, Goshen and West Jordan, will be made by end of this week. A report will be given in Nov.

Rescue Technician.

Rescue Technician is up for review and completion in March.

Current levels include: Rope Rescue, Confined Space and Vehicle & Machinery. The Council is encouraged to contact Lori if they feel that any other disciplines should be added.

New Business.

Proposed schedule for Council meetings - 2010.

Jan. 14, 2010 – St. George, Dixie Center, 9 a.m. – In conjunction with Fire School. The Certification Council is eligible to attend free of charge.

Mar 18, 2010 – UFRA / Cert Tester Seminar. Tester Seminar in the morning with the Council meeting afterwards.

May 18, 2010 – TBA, 10 a.m.

July 20, 2010 – UFRA, 10 a.m.

Sept. 21, 2010 – Orem, 10 a.m.

Nov. 16, 2010 – UFRA, 10 a.m.

Council pictures will be taken at the November 17, 2009 meeting. Council members are to wear Council shirts.

Sept. 25, 26, 2009 – Regional Fire School in Ogden.

Sept. 25, 26, 2009 – Lori Howes will be attending IFSAC meeting in Niagra Falls.

Old Business.

Council Name Change – Per State Law, there will be no name change for the Council.

Next Council meeting.

The next Certification Council meeting will be Tuesday, Nov. 17, 2009, UFR, at 10:00 a.m.

The motion to adjourn was made by Scott Spencer. Karl Steadman seconded the motion and the motion was passed.

The Utah Fire Service Certification Council Minutes of November 17, 2009

The Utah Fire Service Certification Council met on Tuesday, November 17, 2009, at the Utah Fire & Rescue Academy, Provo, UT.

Greg Chamberlain convened the meeting at 10:03 a.m.
- A quorum was declared present.

In attendance: Merlin Spendlove, Ray Stokes, Andy Byrnes, Jason Earl, Kevin Bowman, Scott Spencer, Greg Chamberlain, Jeff Peterson, Corky Brewer and Paul Bedont.

Absent members:

Excused: Shane Freeman – no proxy named.

Excused: Karl Steadman – Ray Stokes proxy.

Visitors:

Coy Porter, Jennifer Brown

Approval of Minutes.

The meeting minutes of the September 15, 2009 meeting was presented to the Council for approval. A motion for approval of the minutes was made by Jason Earl and it was seconded by Ray Stokes. The motion was approved.

Approval of today's agenda.

The agenda was brought before the Council and Scott Spencer motioned to accept today's agenda. The motion was seconded by Paul Bedont and the motion was approved.

Welcome and Introduction of New Member.

Merlin Spendlove, Deputy Chief – Hurricane Fire & Rescue, was introduced as the newest member of the Certification Council.

Activity Reports.

Kelly Berendson and Lori Marshall distributed handouts of the Testing/Certification reports and reviewed them with the Council.

Report on Standards and Training Council.

Ray Stokes reported that no meeting was held. The next scheduled meeting will be when it is needed. Nothing has been scheduled at this time.

Council Schedule 2010.

(All meeting times are at 10:00 AM unless otherwise noted.)

January 14th, St. George (5:00 PM)

March 18th, UFRA (1:30 PM, in conjunction with Certification Tester Seminar)

May 21st, Moab

July 20th, UFRA

September 21st, Orem FD

November 16th, UFRA

A motion was made to approve the meeting schedule by Corky Brewer and seconded by Merlin Spendlove. The motion was approved.

Record Reviews.

Two departments were reviewed.

Lori Howes visited West Jordan on Oct. 7 with Karl Steadman. 5 member records were reviewed and the process went very well. The department had ample hours of recorded training for recertification.

Scott Spencer and Lori Howes reviewed Goshen. 5 member records were also reviewed. Their records were well organized and maintained. They also had ample training hours to meet recertification requirements.

It was suggested that an article be featured in the Straight Tip reporting on the records review. Lori Howes will submit the article.

Beginning in January, one review per quarter will be completed – four per year.

HazMat Operations.

Lori Howes reported that currently the HazMat Operations test bank is referenced to the Hazardous Materials First Responder 3rd Ed., which is causing some conflict between the current curriculum and the test. UFRA, in order to provide one source of reference and comprehensiveness to all aspects of HazMat Operations, will be developing curriculum to coincide with the Jones & Bartlett text. A significant rewrite of the test will be required. The question was posed ‘Would you like us to move forward and have this prepared and ready to go when the curriculum is developed or wait?’ After some discussion it was agreed upon that a committee be formed to write new test questions to correlate with the new curriculum. Lori will be putting a committee together and has asked the Council members to contact her if they would like to participate.

Further discussion involved the mission specifics of HazMat Operations. Lori reported that NFPA offers nine mission specifics for HazMat and we only offer five with only three of these as certified. At the last IFSAC meeting, IFSAC indicated that they will require the certificates to read ‘HasMat Operations certified at Chp. 5, and 6.2, and 6.6.’ which encompasses HazMat Operations. Mission specific break down would allow more flexibility to meet the police requirements. The question was posed as to whether or not we should continue as is or separate and offer mission specifics to satisfy police and fire. After some discussion, it was decided that the test bank committee review it and bring back a recommendation to the Council.

New Tester Class.

The New Tester Class is scheduled for Dec. 3, 4, 2009. A total of 50 new testers have been selected. Half of the selection will be able to handle the live fire evolution needs and the other selections were based on general locale and expertise in a specific level.

Certification Tester Seminar 2010.

Certification Tester Seminar will be held Thursday, March 18, 2009, at 9 a.m. The Seminar will follow the same format with some sessions and lunch provided. Some concern was expressed by Lori Howes that the veteran testers might not be benefiting from any remedial training. Lori opened the discussion to the Council by requesting ideas from formatting of the Seminar to possible subjects to cover. Lori will decide what ideas will work best and present them to the Council at the next meeting.

Live Fire.

Lori reported that the first pilot exam for Live Fire was done at DATC. 8 students participated. Training was done in the morning, testing began at 1 p.m. and was completed at 2:15 p.m. Students were well trained and testing was smooth with no problems.

The second pilot was in American Fork with 18 participants. Training was again scheduled in the morning with testing in the afternoon. Jason Earl was the Safety Officer and was able to function as a tester as well.

Jason reported to the Council that, based on his observations, training morning and testing later the same day for Live Fire is too difficult and exhausting for the students. The time needed for adequate training was minimal and rushed. The students were only able to complete a few evolutions per team before struggling through the testing. Jason suggested a training day and a separate testing day for the benefit of the students.

Lori voiced a concern regarding type of quality of instruction a larger group of students would have versus a smaller group in a one day training/testing scenario. A meeting was held with the Program Managers, Logistics, and the tester from the first pilot to discuss options for making the Live Fire testing process available. The following suggestions were made:

- have the prop regionally available for various departments in the state.
- have the prop available at UFRA for one day use each month.
- have various departments/locations qualify as an approved testing sight.
- have a building at UFRA specifically for housing the firefighters who come for training and testing.

A pilot class is scheduled for Dec. Lori will suggest this class be taught one week and the testing done the following week. She will have a report on the results of this class by the next Council meeting.

As an FYI:

- Lori distributed copies of a letter to the Council that will be given to the Program Managers to deliver to their counties containing information on Live Fire testing. The letter will also inform the departments that 'beginning Jan. 1, 2010 all departments will be required to test Live Fire.'

- Fire School will be offering three Live Fire classes – Fri. morning, Fri. afternoon and Sat. morning. Testing will be offered on Sat. afternoon.

Patch.

The new patches for FFI, FFII, HazMat Tech, and WFFI, WFFII have arrived. Other levels are still pending arrival.

The decals and FF pins have been ordered and will arrive before Fire School in Jan.

Levels up for Review 2010.

The levels up for review will be:

Inspector I

Investigator I

ADO

Officer

Council members are encouraged to get involved.

Tester Evaluations.

Council members were encouraged to contact Lori Marshall to inform her which evaluations they would like to be involved in. A list will be provided for the Council. One evaluation per year is requested for each Council member more, if they have time.

New Business.

The Fire School scheduled in January is free to Council Members. Angie Menlove is the contact person.

Old Business.

N/A

Next Council meeting.

The next Certification Council meeting will be Thursday, January 14, 2010, 5 p.m., St. George, UT – Hilton Garden Inn. Council members will be responsible to confirm their room reservation and will be reimbursed by UFRA.

The motion to adjourn was made by Andy Byrnes. Jeff Peterson seconded the motion and the motion was passed.