



# Utah Fire Service Certification Council Meeting Minutes

January 24, 2024, at 10 am

Located at the Utah Fire and Rescue Academy  
Conference room 147

- Certification Council meeting called to order by Council Chair – Scott Spencer**
- Welcome council members and visitors – Scott Spencer**  
Members attending: Scott Spencer, Rod “Hoss” Tomkinson, Krista Horting, Merlin Spendlove, Chris Trevino, TJ Brewer. Ron Harris, Dave Youngberg, Ted Black  
Attended online via Teams. John Evans, Jeremy Raymond  
  
Not in attendance: Wade Snyder
- Declaration of quorum – Scott Spencer**
- Approval of Certification Council meeting minutes held on November 15, 2023 – Scott Spencer**  
Merline Spendlove motioned to approve the minutes, seconded by Ron Harris. Motion passed.
- Approval of the January 24, 2024, Certification Council agenda – Scott Spencer**  
Krista Horting motioned to approve the agenda, seconded by Chris Trevino. Motion passed.
- Reappointment of council members; Battalion Chief Dave Youngberg and Deputy Chief Chris Trevino - Director Brad Wardle presented Dave Youngberg and Chris Trevino**  
Director Brad Wardle thanked both for their continued service and expertise on the council.  
A motion to reappoint council members; Battalion Chief Dave Youngberg and Deputy Chief Chris Trevino, seconded unanimously by the Council.
- Welcome new Certification Council member, appointed by Director Brad Wardle**  
Director Brad Wardle presented Chief David Olsen as a new council member. He thanked Chris Whetton for his service to the Certification Council.  
A motion to appoint Clinton Fire Chief David Olsen as a new Certification Council member, seconded unanimously by the Council.
- Report from Forestry Fire & State Lands – Wade Snyder**  
Wade is unable to attend and had nothing to report.
- Report on testing, certification, failed skills, and upcoming exams (3 months) – Jennifer Lindley**  
Certification Activity Report

	<i>September</i>	<i>October</i>	<i>November</i>	<b>TOTALS</b>	<b>9-11/2022</b>	<b>9-11/2021</b>
<i>Tested</i>	240	796	871	<b>1907</b>	<b>1630</b>	<b>2036</b>
<i>Certified</i>	272	98	138	<b>508</b>	<b>550</b>	<b>573</b>

  
Started testing the new Technical Rescue levels. Certifications are average compared to previous years. The number of people testing is high.  
  
Failed skills reports include both November and January reports; Officer I and Inspector I.
- Report on Fire Prevention Board meeting – Scott Spencer**  
Scott reported on the Certification Council Meeting. Brad presented David Youngberg and Chris Trevino to be reappointed and new member, David Olsen to be appointed to the Certification Council.

**11. Discussion and motion to approve/review the following submitted portfolios:**

- a. Steve Chaffin (Inspector II) – Scott Spencer  
Mr. Chaffin is still working on his portfolio. Scott Spencer is working with him.
- b. Becky Steeneck (Fire & Life Safety Educator) – TJ Brewer  
Chief Brewer has reviewed the portfolio, and she has exceeded every chapter.  
Ron Harris motioned to approve, seconded by Chris Trevino. Motion passed.
- c. Brandon Parr (Fire & Life Safety Educator) – Needs to be assigned for review.  
Chris Trevino offered to review and report back to the council.

**12. Discussion and motion on submitted petitions – Joan Aaron/Scott Spencer**

- a. Shaun Smith from Farmington has requested Patrick Murphy receive another ADOP written attempt, due to lack of knowledge of testing accommodations on his 1<sup>st</sup> attempt (reader). Asking for an additional 3<sup>rd</sup> attempt.  
In their documents was a letter from Patrick Murphy requesting an ADO-Pumper 4<sup>th</sup> attempt written exam, for reasons that he was unaware of our learning disability accommodations on his 1<sup>st</sup> and 2<sup>nd</sup> attempt (reader).
  - A discussion regarding accommodations was made.
  - Each examination request notes “accommodations” are given as requested.
  - It was recommended to include information for accommodations on the failed 1<sup>st</sup> attempt letter. Also, instructors share the information and remind candidates during training that accommodations are available for testing and need to be requested at the time the test is scheduled.
  - This will also be added to the Straight-Tip and review this in the Instructor & Tester Seminar in March.
  - It is the department and/or individuals’ responsibility to request accommodation.
  - Recommended to research UVU’s policy regarding accommodations. What is the policy regarding time allowed and readers.

Ted Black motioned to table this until we get legal advice. TJ Brewer seconded the motion the motion passed.

- b. Makensie McManigal is requesting a Firefighter I 4<sup>th</sup> attempt due to a bubble sheet error. In their documents was a letter from Makensie McManigal, requesting an additional 3<sup>rd</sup> attempt because a bubble sheet and scratch paper were not in her test packet. On that day, the tester reached out to the specialist, giving permission to copy another candidate’s bubble sheet and scratch paper and had her fill it out on that copy. She failed her 3<sup>rd</sup> attempt and is requesting an additional attempt, stating it “added unnecessary stress.”  
There were about 10 packets that were missing the bubble sheets with other exams. The candidates wrote their answers on the test packet. They were transferred to a bubble sheet by the specialists for grading. No others had issues with passing the exam.  
A discussion was given.

Jeremy Raymond motioned to deny the request. Seconded by Dave Youngberg, motion passed.

- c. Richfield Fire Department – Chief Dustin Anderson requesting recertification/certification for Chris Jensen and Jedediah Yearsley. Joan Aaron  
In their documents were two letters from Chief Dustin Anderson. Going through their records a request for certification for both Chris Jensen and Jedediah Yearsley was never submitted.  
Trudy Meister has verified their training records and hours are current and up to date.  
A motion to approve certification/recertification for Hazardous Materials Awareness, Operations, Firefighter I and II (at the edition/level they tested), seconded by the Council, motion passed.

- d. State Fire Marshal's office recertification/certification – Scott Spencer  
A letter from Fire Marshal Ted Black was presented, regarding Nyle Bennett, Wade Francis, Ryan Jakeman, and Rohn Carl Peterson's recertification.
- The Fire Marshal's office is currently listed as a non-affiliated participating agency and only approved to certify at 4 levels (Hazardous Materials Awareness, Inspector I and II, and Fire Investigator). Nyle Bennett and Ryan Jakeman Awareness and Inspector expired in 2022 or 2023.
  - Wade Francis (only state Fire Marshal's office) and Rohn Peterson's (Gunnison FD) Hazardous Materials Technician expired in June of 2020 and 2021.
  - According to UFSCC policy standards, to recertify to the Hazardous Materials Technician level, a training record must be submitted signed by the chief or training officer that an in-house examination was conducted every three years.
  - A policy change must be amended to meet the "Non-Affiliated" requirements.
  - Brad Wardle stated that the Fire Marshal's office is more involved as a Fire Department and may need to change their accreditation levels.

TJ Brewer motioned to table this request for Rohn Peterson & Wade Francis until the training records and policy can be updated.

TJ Brewer motioned to approve Nyle Bennett & Ryan Jakeman recertification for Hazardous Materials Awareness and Inspector I. Seconded by Christ Trevino. Motion passed.

- e. Chief Chris Whetten requesting recertification for Jamie Austen, due to an administrative error. Training records are current, and he is active in the department.  
TJ Brewer motioned to approve, seconded by Ron Harris. Motion passed.
- f. Non-Accredited Recruit Academies – Follow-up on Technical Rescue levels (Tom Maples) (*Rope Rescue Awareness and Operations, and Common Passenger Vehicle Rescue Awareness and Operations*).
- Tom Maples from Bridgerland joined online. The college teaches these levels and requests certification to allow their students to be recognized for their efforts.
  - Jeremy Raymond asked about what curriculum and instructor qualifications they use. Tom Maples stated they follow the standards and use instructors that are certified in these Technical Rescue levels from local departments (i.e., SLC, Ogden, Logan, Brigham, etc.).
  - Bridgerland is a "non-affiliated, accredited recruit academy" so this will open this up to all other non-affiliated agencies. However, each academy would need to request these additional levels from the council.
  - Bridgerland's 5-year accreditation site visit renewal is coming due this year in November. They are only asking for adding those additional four levels.

Ron Harris made a motion to approve those additional four levels, Jeremy Raymond seconded the motion. The motion passed.

### **13. Discussion and motion to increase the Non-Affiliated, "Accredited Recruit Academies" annual fee, for site visits – Joan Aaron**

In their documents was a site visit cost analysis for Non-Affiliated, "Accredited Recruit Academies". The cost since the beginning has been \$1,000. We recommend increasing the cost to \$2,500 beginning next January 2025.

- All agencies other than Southwest Tech are being reaccredited this year.
- This increase would not be in effect until 5 years from now.
- It was recommended that notification be sent to all agencies that there will be a price increase and another assessment will be conducted in another 4 years prior to the increase.

Ted Black motioned to approve the increased annual fee beginning January 2025, noting agencies will be notified of the increase and the cost will be reviewed in another four years. Motion seconded by Chris Trevino. Motion passed.

**14. Discussion regarding assignments for site team visits for Non-Affiliated, “Accredited Recruit Academies” – Joan Aaron**

Site visits are due in November this year. We can coordinate dates after we coordinate who can attend each area. We need at least two council members for each. Southwest Tech is not due for 4 more years.

- a. Davis Technical College – Kaysville
- b. UVU – Emergency Services, Recruit Candidate Academy (RCA) – Provo
- c. Bridgerland Technical College – Logan

Volunteers: Chris Trevino, David Youngberg, Ted Black, Jeremy Raymond, TJ Brewer, Krista Horting, and Scott Spencer.

**15. Review, discussion, and motion regarding Utah Administrative Code 710-16-6 (Non-Affiliated Fire Service Training) – Scott Spencer**

A document received by Andy Byrnes was given to each council member showing the current Utah Administrative Code 710-16-6 (in yellow), with his recommendations (in green). Andy is asking that the course coordinator and the instructor not be required to be certified to coordinate or instruct the course (if they have expertise).

- He requests the verbiage be changed from shall “be currently certified” to include “or” prior to “3(b) if the course coordinator is not certified, qualification can be satisfied by special knowledge, experience, or establishment of expertise”.
- Also, include “or” prior to 4(b) to include that a similar phrase for instructor.
- Ron Harris asked – What are the qualifications to fulfill the responsibilities?
- Ted Black asked - Who makes the determination that the coordinator or instructor has the qualifications and professional knowledge to fulfill these responsibilities?
- A discussion was held regarding qualifications to fulfill these responsibilities.
- All changes to the code need to be approved by the State Fire Prevention Board and the Legislature.
- Retired subject matter experts retire with knowledge, as their certifications lapse due to the non-affiliation with a fire department. How do we determine if they are still qualified.
- Scott Spencer – Recommended they table the discussion and decision, gather information, have a committee to look at the entire code section, look at our UFSCC Policies and Procedures and verify they match (i.e., definitions, etc.). Then send the updated codes to the Fire Prevention Board.

Merlin Spendlove motioned to table this discussion and establish a committee; the motion was seconded the motion passed.

Volunteer committee includes Jolene Chamberlain, John Evans, Scott Spencer, Krista Horting, TJ Brewer, and Joan Aaron

**16. Discussion regarding training requirements for Non-Affiliated, Accredited Recruit Academies.**

- a. Issues with candidates not prepared to test – Dave Youngberg  
Dave shared an experience he had with an Accredited Recruit Academy. Candidates mentioned they cancelled 10 classes, and they felt all they did was prepare them for the exam. Red flag.
  - Do academies have a certain number of credit hours they must be in the classroom. Are we verifying they are doing what they say?
  - Jolene - We don't track their training classes. It's the training record that must be completed.
  - Site visits used to happen every 3 years, but the Council decided to push it out to 5 years.
  - The Council has the right to visit a non-affiliated agency to check on the program. (Jolene)

**17. Review, discussion, and motion to approve Hazardous Materials Standard edits – Joan Aaron**

- a. Andy Byrnes request to add “Wipe/Spray/Wipe” stations to Operations skills 5 and 6. In their documents was a new standard and old standard comparisons. The council discussed the number of team members for a single line decon corridor, and the wipe/spray/wipe that was removed. After discussion it was recommended to clarify the conditions to read as stated below.

New Standard Operations Skill 5 – The condition was updated to read the following.

**Condition:** Given equipment and diagram as determined by the incident, department SOGs or a qualified Hazardous Materials Technician, and a 2-member team for a single line decon corridor.

“Dry” or “Wet” as recommended by the AHJ.

New Standard Operations Skill 6 – The condition was updated to read the following.

Condition: Given a decon corridor, a water supply as necessary (can be simulated), hose/nozzles (pump sprayer, etc.), a 2 or 4 member team, a responder dressed in appropriate level of protection to be decontaminated, and a minimum of a splash suit and SCBA for the person conducting the decontamination

2-member team for a single line decon corridor or 4-member team for a double line decon corridor.

“Dry” or “Wet” as recommended by the AHJ.

Joan will update the skills test sheet to match the updates to the standard.

It was anonymously motioned to approve the corrections as listed. Motion passed.

- b. Awareness skill was edited, we removed incorrect scenario typo/copy paste. There is no scenario.  
Ron Harris motioned to approve the edit. It was seconded. Motion passed.
- c. Operations skill, we added verbiage to include “following department SOPs and/or under the direction of a HazMat Technician.”  
Ron Harris motioned to approve, seconded by Krista Horting. Motion passed.
- d. PPE & Product Control – 9.2 & 9.6. IFSAC’s separate examination requirements for certification. Written: 92 question bank for PPE, and 99 question bank for product control.  
Joan recommended 9.2 and 9.6 be a 30 question exam.  
In their documents was a memo from IFSAC explaining an amendment that PPE and Product Control are required to be scored separately if individuals want to be issued an IFSAC seal as separate certifications. We now have separate written tests for each of those. The test bank for those levels was taken from the bank of HazMat Ops – selecting questions that correlated with those sections. Joan asked for approval for a 30 question exam if candidates choose to take it?  
Krista Horting motioned to approve, seconded by Merlin Spendlove. Motion passed.

**18. Review, demonstration, discussion, and approval of online testing and procedures – Joan Aaron**

- a. Secure Online Testing Environment – Checklist  
Joan mentioned they received questions regarding policies of a secure testing environment. In their documents was a rough draft “Secure Online Testing Environment Checklist” (ideas from other testing centers) with photos of spacing and dividers.  
The document was read, and a discussion and edits were made regarding a proper testing environment and spacing. The council recommended spreading the word in the Straight-Tip, tester seminar, and to department chiefs regarding the expectations for a testing environment. Joan shared a checklist for an examination room for online exams. Edits were made to the wording.  
Scott suggested bringing in a group of firefighters and having them try to cheat and see how secure it is. Joan stated there are still issues with the secure version.  
TJ Brewer motioned to approve the secure online testing environment document; it was seconded. Motion approved.

- b. Review and approval of tester instructions for online testing.  
Joan gave each council member on site a “tester packet” that included a checklist which detailed all the documents needed for the online exam. She reviewed the tester procedures for an online exam. Explaining how the tester will give each candidate their username and password for that day, etc.
- c. Review and approval of Online Candidate Agreement and TAC sheet agreement.  
When a candidate has logged in, they are shown a Candidate Agreement Form, and the TAC sheet notice. It has them acknowledge they have read and understand it.  
It was discussed if the candidate unintentionally clicks off the website, their test is not invalid. They may complete their test by logging back in with acknowledgment of the tester.
- d. Demo of a simulated online exam (tablets) for each Certification Council member.  
Each council member was able to do a mock exam. Joan displayed the results report from the online exam, explaining what information we receive to import into our database.
- e. Questions and discussion regarding online policies:
  - Online tester ratios will remain the same as other written exams.
  - If someone is having problems with their device, we will provide another device or option.
  - Candidates may not use their own personal devices (phone, computer, or iPads) to test.
  - There was a discussion about using computer labs, bandwidth, and hot spots.
  - Online testing will allow scratch paper and pencils – or whiteboards.
  - We will not include a candidate survey at the end of the online exam.
  - Challenge questions for online exams will not be allowed. Tests have already been vetted by SME’s.
  - If candidates arrive late, they do not test.
  - The department will be held responsible for damage to the testing equipment (i.e., iPads and computers) if damage is caused by their candidates.
  - Include the “candidates’ limitations” from the secure online testing environment to the “TAC sheet”.

Ron Harris motioned to approve items b-e; it was seconded. The motion passed.

**19. Review, discussion, and motion to approve/update Policies and Procedures standard to include the following forms in Appendix A or C – Joan Aaron**

- a. Add “Online Examination Request” form
- b. Add “Electronic Exam: Tester Instructions”
- c. Add “Online Testing Check-Out/Check-In” form
- d. Add “Candidate Agreement form for Online Written Exams”
- e. Add “Secure online Testing Environment – Checklist”

Dave Youngberg motioned to add those documents to the Policies and Procedures Appendix, it was seconded. The motion passed.

**20. Review, discussion, and motion to approve “witnessed cheating” document for testers (easy access).** Krista Horting motioned to table this until we get more details.

**21. Old Business – Scott Spencer**

- a. Winter Fire School Stats 877 registered, which does not include all the candidates.
- b. Committees will continue meeting with Fire & Life Safety Ed, Fire Plans Examiner, and PIO in February/March.

**22. New Business – Scott Spencer**

- a. Instructor/Tester Seminar combined with Train-the-Tester on how to proctor an online test (March 26, 27, 28<sup>th</sup>)

**23. The next Certification Council meeting is on Wednesday, March 20, 2024, at UFRA.**

Motioned to adjourn the meeting, seconded, meeting adjourned.

**Save the date!**

## Utah Fire & Rescue Academy Instructor Training & Certification Tester Seminar

<b>Tuesday</b> <b>March 26th</b> <b>UFRA</b> <b>9:00 AM</b>	<b>Wednesday</b> <b>March 27th</b> <b>West Point</b> <b>9:00 AM</b>	<b>Thursday</b> <b>March 28th</b> <b>Salt Lake City</b> <b>9:00 AM</b>	<b>Thursday</b> <b>March 28th</b> <b>St. George</b> <b>7:00 PM</b>
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**UFRA:** 3131 Mike Jense Parkway, Provo, Conference Room 147

**West Point:** 381 N 3150 W, West Point, North Davis Fire District St. #41

**Salt Lake City:** 1040 W 700 S, Salt Lake City, Pioneer Precinct

**St. George:** 1096 Bluegrass Way, St. George, Utah, Station #8

Attention all testers,

- We will review a few changes to the new updated standards: (HazMat, Fire Investigator, Technical Rescue, etc.)
- We be training on how to do an online written exam.
- Testers will be given the opportunity to “try-out” a short pilot exam to become familiar with the process.

Registration information will be coming soon. Please register before March 1<sup>st</sup> in order to be scheduled for the pilot test.