



Oregon

Tina Kotek, Governor

Department of Public Safety Standards and Training

4190 Aumsville Hwy SE

Salem, OR 97317-8983

503-378-2100

<https://www.oregon.gov/dpsst>

November 15, 2024

Fire Chief William Ewing
Seal Rock RFPD
10349 NW Rand St
Seal Rock, OR 97376

Dear Chief Ewing,

Thank you for taking the time to meet with DPSST Fire Program Manager Kayla Ballrot and Fire Certification Coordinator Brooke Bell-Urbe on August 20th, 2024, at Seal Rock Rural Fire Protection District (RFPD).

The reason for our requested file review was due to a report received that there may be some documentation falsification related to DPSST Fire Certification. Chief Ewing and Training Officer Munger were cooperative and helpful in this review and were able to produce documentation demonstrating that training and record keeping is taking place at Seal Rock RFPD and ultimately the claim of intentional falsification was unsubstantiated.

During our review we did note an area for improvement which is the ability to easily access and locate training records related to training and certifications for individuals with your agency. When reviewing applications for certification and the related training that was submitted to DPSST as completed "In House", not all documentation was readily available. In our discussion related to the missing training documentation it was clear that this was unintentional and due to a need for more organization of training files.

The following are recommendations to assist in organization and building training files that are well documented and easy to navigate to ensure compliance with DPSST.

- Review your accreditation agreement regularly and prior to processing applications for certification that you intend to submit with "In House" training.
- When filling out an application for certification using "In House" training, double check that required training has been completed. Further, possibly put a copy of the drill rosters or other training records with the application in the individual training file to ensure that the required training is easily documented and verifiable.
- If you determine to keep drill rosters or in house training separate from the individual files, come up with one system so that all training is documented the same way and you can easily cross reference that the individual has completed their training when you apply for certification.
- For Wildland Operations levels of certification, use the application as a guide for all the documents needed. Each line on the training completed grid and check boxes refer to a requirement that needs to be documented. You should be able to go through it like a check list to confirm that all requirements have been met and are properly accounted for in training files.

- Be sure that instructors are qualified to instruct the levels they are instructing. For structural classes, DPSST generally requires that the individual be certified as an NFPA Fire Instructor I or NFPA Fire & Emergency Services Instructor I and the individual is certified or has at least taken the training for the level that they are instructing. Wildland Operations levels have their own requirements which can be found on the NWCG website at nwcg.gov.

We look forward to working with Seal Rock RFPD in the future and are always here to help with any fire certification or documentation questions you may have in the future.

If you have any questions feel free to contact Brooke Bell-Urbe at (503)-569-8260 or brooke.bell-uribe@dpsst.oregon.gov

Thank you,

Brooke Bell-Urbe

Brooke Bell-Urbe

Fire Certification Coordinator

brooke.bell-uribe@dpsst.oregon.gov

Phone: 503-569-8260

Oregon Department of Public Safety Standards and Training