



Fire Chief Certification/PACE 4 (2025)

State Fire Training

Current Fire Chief Certification Application Options

Option 1 - Original Application Process

- ▶ Established in 1998
- ▶ 25 Fire Chiefs Certified (last 2013)
- ▶ Advocate Assigned, portfolio created, 5 letters of reference required
- ▶ 6 copies of portfolio and other documentation submitted prior to interview
- ▶ 90 Days for PACE 4 Review of portfolio
- ▶ 4 + hour interview

Office of State Fire Marshal
Application for
FIRE CHIEF CERTIFICATION

The application form for Fire Chief certification has been designed to solicit specific information related to critical job performance factors for the position of Fire Chief. The first part of the certification process for Fire Chief will consist of an evaluation of your training and experience as detailed in this application. To provide for uniform presentation of data, it is necessary that you submit a completed application form, as well as your resume.

INSTRUCTIONS:

- This application must be completed in type written form. Please feel free to add additional sheets if necessary.
- Answer all questions as completely as possible. Failure to do so may result in rejection of the application. **DO NOT STATE "SEE RESUME" IN LIEU OF ANSWERING QUESTIONS ON THE APPLICATION.**
- False statements are cause for rejection, removal from the process, or denial or revocation of certification.
- This application and all attachments become part of the file for fire chief certification and will not be returned to the applicant.

Name: _____ Phone (home): _____
Phone (work): _____

Department: _____

Address: _____

Phone(s): _____
Work Home Cell

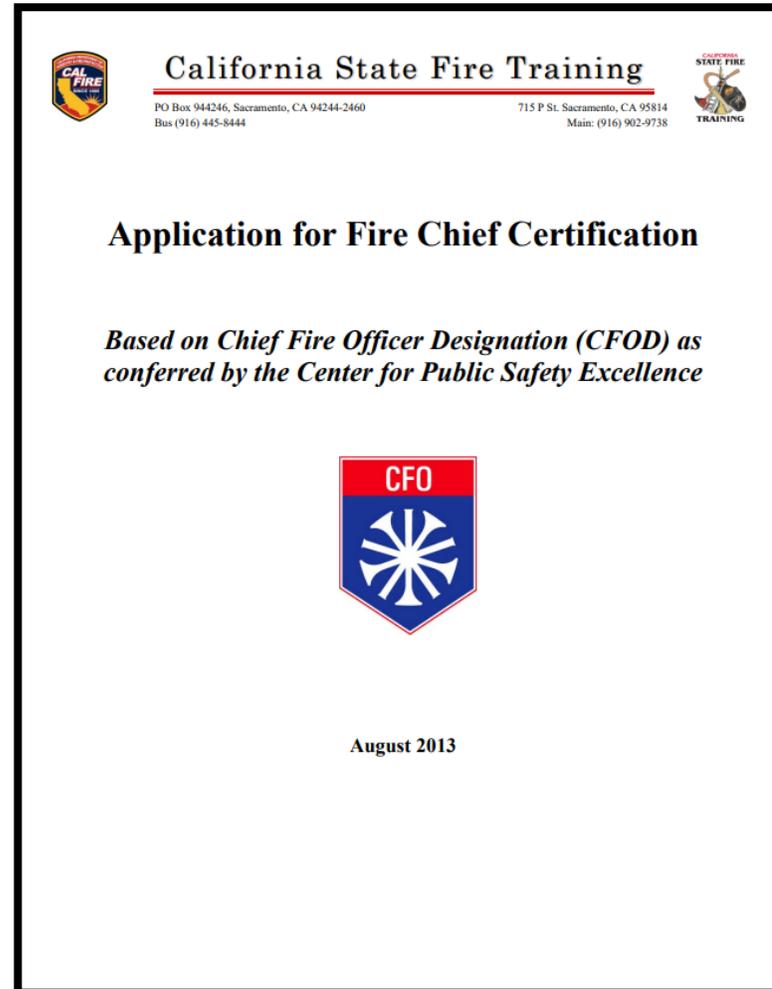
Email: _____
Work Home



Current Fire Chief Certification Application Options

Option 2 - Center for Public Safety Excellence (CPSE) Process

- ▶ Established in 2011
- ▶ 17 Fire Chiefs Certified (1st in 2014)
- ▶ Advocate Assigned
- ▶ Complete Advocate Evaluation
 - ▶ Applicant and Evaluator Rated
- ▶ PACE 4 Interview Held
 - ▶ 38-question interview
 - ▶ 3 hours in length



New Fire Chief Certification Requirements - Step #1

Competency Review

- ▶ Application reviewed by SFT to determine eligibility for Competency Profile Review
- ▶ Fee: \$250

Education:

Applicant must possess, at minimum, a bachelor's degree (any major) or higher from an accredited, post-secondary institution

Experience:

Appointment to the rank of Battalion Chief, Division Chief, Assistant Chief, Deputy Chief, or Fire Chief in a recognized California Fire Agency. The applicant must have held this position for a minimum of 2 years. Performing in an "acting" or interim capacity does not fulfill this requirement.

Certification:

Applicant must have one of the following:

- OSFM Chief Officer or Chief Fire Officer certification or Fire Officer 3 certification **OR** Executive Chief Fire Officer or Fire Officer 4 certification **OR**
- National Fire Academy - Executive Fire Officer (EFO) Program Graduate certification



New Fire Chief Certification Requirements - Step #1

Competency Profile

- ▶ 38 Questions
- ▶ Submitted in paragraph form as a PDF
- ▶ Reviewed by 2-person committee
 - ▶ Local Elected Official
 - ▶ Certificated CA Fire Chief
- ▶ Passing score: 80% on each section and 80% total score



FIRE CHIEF CERTIFICATION - PACE 4 Competency Profile Questions

Directions

Please complete all the Competency Profile Questions below. Make sure to address all parts of the questions and use specific examples to support your answers. All questions should be answered in complete sentences and in paragraph format, utilizing 12-point, Arial font. The completed questionnaire should be turned in as a PDF document and must be no longer than 1 page per question, with a maximum of 38 pages. Resumes, letters, and other materials will not be considered as responses to this questionnaire. Please submit your Demographic Information Sheet along with your Competency Profile.

Please provide answers that are specific to your career and your accomplishments as a Chief Officer. You will later be asked to provide documentation and work product to support your responses. Responses that are untruthful or found to be plagiarized will not be accepted and the applicant will not be allowed to proceed with certification process.

To successfully pass the Competency Profile, candidates must earn a minimum score of 80% for each topic. The candidate must also receive a minimum score of 80% for their complete Competency Profile.

Governance and Administration (2 Questions)

1. Describe, in detail, the legal establishment of a fire service organization with general policies to guide the agency, approve programs and services, and appropriate financial resources.
2. Describe the process to establish an administrative structure and environment in order to achieve a fire service agency's mission, purposes, goals, strategies, and objectives.

Assessment and Planning (4 Questions)

3. Describe the documentation process of a community's characteristics and historical data relative to its risks, as well as the establishment of the community's organizational goals and objectives.
4. Describe the assessment of an agency's nature and the magnitude of the hazards relative to fire risk.
5. Describe the assessment of an agency's nature and the magnitude of the hazards relative to non-fire risk.
6. Describe a time when you were involved in a "strategic" or other form of long-term (i.e., three to five years in the future) planning process.

Goals and Objectives (4 Questions)

7. Describe a time when you were involved in the process of creating a stated/written philosophy or general goals, and the specific objectives that were consistent with the historical and legal mission of the agency, as well as appropriate for the community.
8. Describe a time when you were involved in a management process to implement goals and objectives.
9. Describe your involvement in creating a mission statement that defined an agency's distinctive nature relative to the community.



New Fire Chief Certification Requirements - Step #1

Outcome of Competency Profile Review

<p>Applicant passes Competency Profile Review & has one year of Fire Chief Experience:</p>	<p>Applicant passes Competency Profile Review but does <u>NOT</u> have one year of Fire Chief Experience:</p>
<ul style="list-style-type: none">• Applies for the Committee Interview• SFT verifies interview eligibility• Committee Interview is scheduled	<ul style="list-style-type: none">• SFT issues applicant the Fire Chief <u>Designee</u> Certification• Has five years to complete one year of Fire Chief Experience• Applies for the Committee Interview once the required Fire Chief Experience is complete



New Fire Chief Certification Requirements - Step #2

Interview

- ▶ In-person interview
 - ▶ State Fire Marshal
 - ▶ Local Elected Official
 - ▶ Certified CA Fire Chief
- ▶ Applicant required to bring work examples
- ▶ Applicant must have one year of experience as Fire Chief
- ▶ Passing Score: 80%
- ▶ Fee: \$500

Application Requirements

Experience

The Fire Chief candidate must have a minimum one year of experience working as a Fire Chief at California Fire Agency. Acting or interim Fire Chief experience does not qualify. Applicant must provide an experience letter on department letterhead describing their experience and accomplishments as Fire Chief. *A Fire Chief cannot self-certify. All supporting documentation submitted by a Fire Chief must be signed off by their supervisor or superior.*



New Fire Chief Certification Requirements - Step #2

Outcome of Interview



Committee Approval

- ▶ State Fire Marshal presents collar brass & certification at a meeting of their choice.

Committee Denial

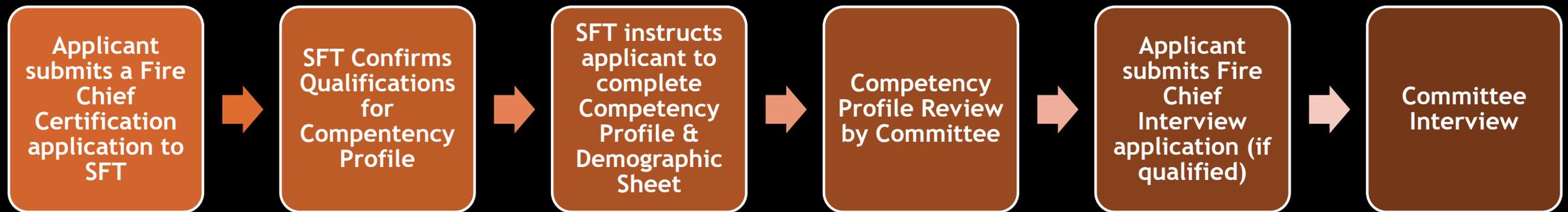
- ▶ Applicant receives a Fire Chief Designee Certification
- ▶ Can reapply after 1 year
- ▶ Committee can require additional training, documentation, etc.

Key Changes:

- ▶ CPSE removed as a pathway to SFT Fire Chief Certification
- ▶ Advocate no longer assigned
- ▶ Eligibility Requirements
- ▶ Two-step application process
- ▶ Committee Format
 - ▶ Competency Committee - Certified California Fire Chief & Local Elected Official
 - ▶ Interview Committee - State Fire Marshal, Certified California Fire Chief, & Local Elected Official



New Fire Chief Certification Process Overview



Discussion Topic

- The Cadre is seeking input on whether the NFA's Executive Fire Officer (EFO) Program Graduate certification should fulfill the certification prerequisite requirement for SFT Fire Chief Certification.
 - SFT analyzed the 17 SFT Fire Chiefs certified through the CPSE (CFOD) process (Issued between 2014 - 2024)
 - 13 out of the 17 met the Chief Officer experience requirement and would qualify under the proposed Fire Chief SFT certification prerequisite requirement
 - Of the remaining 4, two held SFT Fire Officer Certifications and the other two could not be verified.

Based on this analysis, SFT does not anticipate that requiring only the SFT (CFO/ECFO) certification as meeting the certification prerequisite requirement will create a barrier to obtaining SFT Fire Chief Certification.



Questions?



Next Steps

- SFT has a qualified applicant ready to participate in the new process
 - Pending approval from STEAC, SFT intends to proceed with this applicant
- Feedback from the applicant, PACE 4 Committee and SFT staff will be presented along with a motion for approval at the July STEAC

