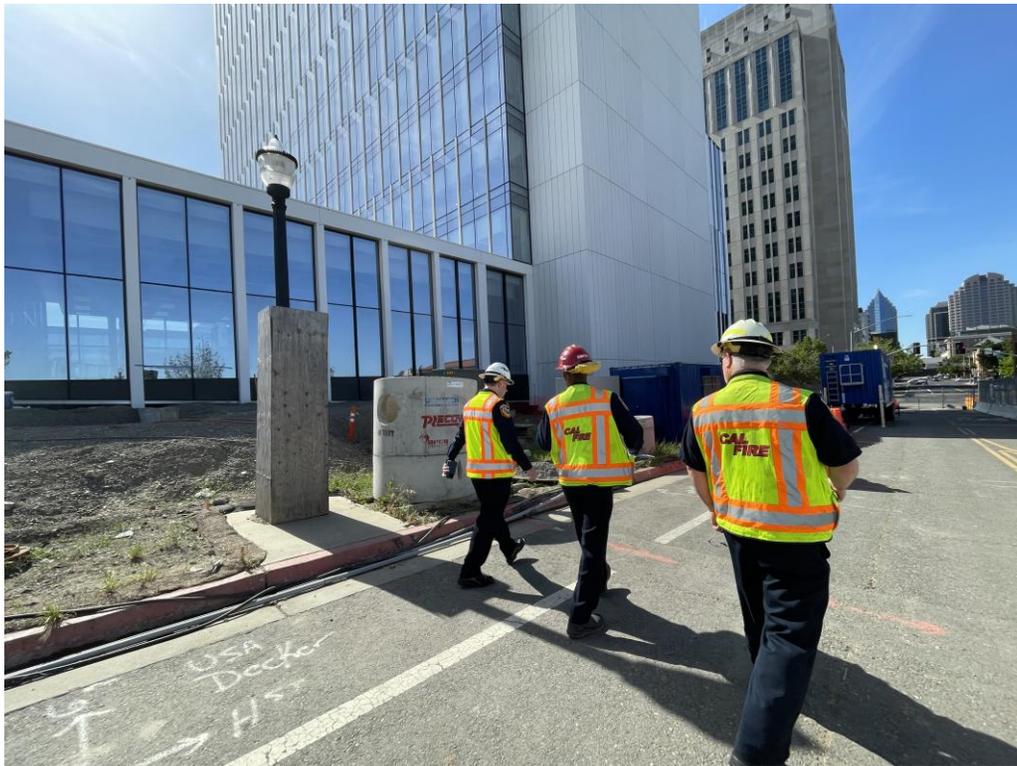


# Fire Marshal

(NFPA 1030: Fire Marshal – Core & Mission-Specific)

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## Certification Training Standards Guide (2024)



California Department of Forestry and Fire Protection  
Office of the State Fire Marshal  
State Fire Training

# Fire Marshal

## Certification Training Standards Guide (2024)

**Publication Date:** February 2026

This CTS guide utilizes the following NFPA standards to provide the qualifications for State Fire Training's Fire Marshal (2024) curriculum:

- NFPA 1030: Standard for Professional Qualifications for Fire Prevention Program Positions (2024)

State Fire Training coordinated the development of this CTS guide. Before its publication, the Statewide Training and Education Advisory Committee (STEAC) and the State Board of Fire Services (SBFS) recommended this CTS guide for adoption by the Office of the State Fire Marshal (OSFM).

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## Table of Contents

Acknowledgements.....	1
How to Read a CTS Guide .....	2
Fire Marshal.....	4
Section 1: Definition of Duties.....	4
1-1: Definition of Duties .....	4
Section 2: Administrative Duties .....	6
2-1: Administering Jurisdictional Requirements .....	6
2-2: Establishing Personnel Assignments .....	8
2-3: Developing a Strategic and Operational Plan.....	9
2-4: Establishing a Budget .....	11
2-5: Monitoring a Budget .....	12
2-6: Guiding a Departmental Record and Management System.....	13
Section 3: Community Risk Reduction .....	15
3-1: Evaluating Target Risks and Emergency Incident Data .....	15
3-2: Managing a Data and Information Management Program .....	16
3-3: Interpreting Data and Information to Conduct Risk Analysis .....	17
3-4: Conducting Risk Analysis .....	18
3-5: Evaluating Risk Management Solutions.....	19
3-6: Integrating Risk Management Solutions with Related Governmental Organizations .....	20
3-7: Integrating Risk Management Solution(s) with Community Stakeholders.....	22
3-8: Evaluating a Risk Management Program .....	23
3-9: Designing and Implementing a Plan .....	24
Section 4: Community Relations.....	26
4-1: Developing Relationships with Community Groups .....	26
4-2: Presenting Safety Proposals.....	27
4-3: Creating Media Communication Strategies and Policies .....	29
4-4: Participating in Media Interviews.....	30
Section 5: Professional Development .....	31
5-1: Identifying and Prioritizing Professional Development Needs .....	31
5-2: Prescribing Professional Development Programs .....	33
5-3: Implementing Professional Development Programs .....	34
5-4: Evaluating Organizational Professional Development Programs .....	35
5-5: Forecasting Organizational Professional Development Needs.....	36
Section 6: Regulatory Programs .....	37
6-1: Managing a Process for Adopting, Modifying, and Maintaining Codes, Standards, and Jurisdictional Requirements.....	37
6-2: Managing a Process for Conducting Compliance Inspections .....	38
6-3: Managing a Design Review Process.....	39
6-4: Managing a Plan Review Process .....	40

## Table of Contents

---

6-5: Managing an Appeals Process.....	41
6-6: Managing a Record-keeping Process.....	42
6-7: Managing a Permit Process .....	43
6-8: Managing a Compliance Interpretation Process .....	44
6-9: Managing an Alternative Means/Methods/Materials Measures Program .....	45
6-10: Managing a Complaint Reconciliation Process.....	47
6-11: Generating Jurisdictional Requirements.....	48
6-12: Managing an Interagency Coordination Program .....	49
6-13: Utilizing the Concepts of Fire Department Emergency Operations and Firefighter Safety .....	50
Section 7: Fire and Life Safety Education .....	51
7-1: Managing a Comprehensive Fire and Life Safety Education Strategy.....	51
7-2: Creating a Collaborative Fire and Life Safety Education Partnership.....	52
7-3: Managing an Organizational Awareness Campaign .....	53
7-4: Managing Fire and Life Safety Education Reports .....	54
7-5: Evaluating Fire and Life Safety Programs.....	55
7-6: Implementing a Comprehensive Fire and Life Safety Program .....	56
Section 8: Investigation.....	57
8-1: Administering Investigation Requirements.....	57
8-2: Reviewing Documentation Intended for Litigation or Resolution .....	58
8-3: Conducting Investigative Analysis .....	59
8-4: Managing Technical Resources Needed to Perform Investigations.....	60
8-5: Developing and Managing a Comprehensive Investigation Program .....	61
8-6: Constructing a Resource Plan for Investigations with Allied Groups .....	62
8-7: Adapting Technology to Incident Needs.....	63

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## How to Read a CTS Guide

### Overview

A curriculum training standard (CTS) guide lists the requisite knowledge, skills, and job performance requirements an individual must complete to become certified in a specific job function.

It also documents and justifies the OSFM-approved revisions to the curriculum's NFPA standard and identifies where each curriculum training standard is taught (course plan), tested (skill sheets), and validated (task book).

Individuals aspiring to meet State Fire Training's curriculum training standards must do so in accordance with the codes, standards, regulations, policies, and standard operating procedures applicable within their own agency or jurisdiction.

### Format

Each curriculum training standard is comprised of eight sections.

#### Section Heading

Training standards are grouped by section headings that describe a general category. For example, the Fire Fighter 1 CTS guide includes the following section headings: NFPA Requirements, Fire Department Communications, Fireground Operations, and Preparedness and Maintenance.

#### Training Standard Title

The training standard title provides a general description of the performance requirement contained within the individual standard.

#### Authority

The CTS guide references each individual standard with one or more paragraphs of the corresponding National Fire Protection Association (NFPA) Professional Qualifications. This ensures that each fire service function within California's certification system meets or exceeds NFPA standards.

When California requirements exceed the NFPA standard, the CTS guide cites the Office of the State Fire Marshal as the authority and prints the corresponding information shaded in gray.

#### Job Performance Requirements

This segment includes a written statement that describes a specific job-related task, the items an individual needs to complete the task, and measurable or observable outcomes.

**Requisite Knowledge**

This segment lists the knowledge that an individual must acquire to accomplish the job performance requirement.

**Requisite Skills**

This segment lists the skills that an individual must acquire to accomplish the job performance requirement.

**Content Modification**

This table documents and justifies any revisions to the NFPA standard that the development or validation cadres make during the development of a CTS guide.

**Cross Reference**

This table documents where each training standard is taught (course plan), tested (skill sheets), and validated (task book).

## Fire Marshal

### Section 1: Definition of Duties

#### 1-1: Definition of Duties

##### Authority

1. NFPA 1030: Standard for Professional Qualifications for Fire Prevention Program Positions (2024)
  - Paragraph 4.3, 4.4, 4.4.1, 4.5, 4.6, 4.6.1, 5.2, 5.2.1, 5.3, 5.3.1, 5.4, 5.4.1

##### Job Performance Requirement

There is no job performance requirement identified for this training standard.

##### Requisite Knowledge

2. Describe the Fire Marshal's role as it pertains to administrative duties
3. Describe the Fire Marshal's role as it pertains to community risk reduction, including the recommendation, creation, and evaluation of jurisdictional requirements that reduce risks in and to the community; appropriate codes and standards; federal, state, and local requirements; incident response; demographic, behavioral, and target hazard data for the appropriate design; development and implementation of specific community risk reduction programs, including guidance provided by NFPA 1300
4. Describe the Fire Marshal's role as it pertains to community relations, including the development and maintenance of effective relationships within the community
5. Describe the Fire Marshal's role as it pertains to professional development, including the recommendation, creation, and evaluation requirements for professional development; and training and professional development principles, guides, and standards
6. Describe the Fire Marshal's mission-specific role as it pertains to regulatory programs, including the development, management, and application of regulatory programs; and codes, standards, and jurisdictional requirements applicable to the management of the regulatory environment, including, but not limited to, fire, building, and life safety codes
7. Describe the Fire Marshal's mission-specific role as it pertains to fire and life safety education, including managing fire and life safety educational programs; fire and life safety education planning and evaluation processes; management of educational programs; and professional development requirements
8. Describe the Fire Marshal's mission-specific role as it pertains to investigation, including the management of a variety of investigations; and codes, standards, and jurisdictional requirements, as they relate to the investigative process

##### Requisite Skills

1. None

**Content Modification**

Block	Modification	Justification

**Cross Reference**

Course Plan	Skill Sheet	Task Book
Fire Marshal 1A (2024) <ul style="list-style-type: none"><li data-bbox="251 485 422 520">• Topic 1-2</li></ul>	N/A	N/A

## Section 2: Administrative Duties

### 2-1: Administering Jurisdictional Requirements

#### Authority

1. NFPA 1030: Standard for Professional Qualifications for Fire Prevention Program Positions (2024)
  - Paragraph 4.3.1

#### Job Performance Requirement

Administer jurisdictional requirements related to the roles and responsibilities of the fire marshal, given regulations and organizational goals and objectives pertaining to personnel and labor management, so that the fire marshal functions in a manner consistent with the organizational mission and complies with applicable personnel management laws and regulations.

#### Requisite Knowledge

1. Describe the organizational structure of a fire prevention bureau within a fire agency
2. Describe the organizational mission of a fire prevention bureau
3. Describe fundamental strategic planning processes of a fire prevention bureau
4. Describe staffing positions, roles, and responsibilities within a fire prevention bureau
5. Describe intra- and inter-organizational relationships

#### Requisite Skills

1. Use verbal and written communication skills
2. Consolidate information and data from a variety of sources for short- and long-term planning purposes
3. Forecast staffing, capital, and budgetary needs to support the roles and responsibilities of fire marshal
4. Establish an organizational structure, to include both existing and future staffing positions, to implement the roles and responsibilities of fire marshal consistent with the overall organizational structure
5. Integrate relationships, functions, and needs of stakeholders

#### Content Modification

Block	Modification	Justification
RK1	Added “of a fire prevention bureau within a fire agency”.	Added to narrow the scope of the knowledge item. (2014)
RK2	Added “of a fire prevention bureau”.	Added to narrow the scope of the knowledge item. (2014)
RK3	Added “of a fire prevention bureau”.	Added to narrow the scope of the knowledge item. (2014)

Fire Marshal

Section 2: Administrative Duties

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RK4	Added “within a fire prevention bureau”.	Added to narrow the scope of the knowledge item. (2014)
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**Cross Reference**

Course Plan	Skill Sheet	Task Book
Fire Marshal 1A (2024) <ul style="list-style-type: none"><li>• Topic 2-1 (RK5)</li><li>• Topic 3-1 (RK1, RK4, RS1, RS2, RS3, RS4, RS5)</li><li>• Topic 3-3 (RK2, RK3)</li></ul>	N/A	Fire Marshal (2024) Certification Task Book <ul style="list-style-type: none"><li>• JPR 1</li></ul>

## 2-2: Establishing Personnel Assignments

### Authority

1. NFPA 1030: Standard for Professional Qualifications for Fire Prevention Program Positions (2024)
  - Paragraph 4.3.2
2. Office of the State Fire Marshal

### Job Performance Requirement

Establish personnel assignments to maximize efficiency, given the knowledge, training, and experience of the members available and federal, state, and local equal opportunity employment requirements, so that the organizational roles and responsibilities and legal requirements are met with the allocated resources and in accordance with jurisdictional requirements.

### Requisite Knowledge

1. Identify minimum staffing requirements
2. Identify available human resources
3. Identify jurisdictional requirements
4. Describe considerations used to include individuals of diverse backgrounds in establishing work assignments

### Requisite Skills

1. Use interpersonal skills
2. Use verbal and written communication skills

### Content Modification

Block	Modification	Justification
JPR	Added “and federal, state, and local equal opportunity employment requirements”.	California has specific requirements for hiring public and private employees (California Fair Employment and Housing Act (1959) and Unruh Civil Rights Act (1959)). (2014)
RK4	Added “Describe considerations used to include individuals of diverse backgrounds in establishing work assignments”.	California has specific requirements for hiring public and private employees (California Fair Employment and Housing Act (1959) and Unruh Civil Rights Act (1959)). (2014)

### Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Marshal 1A (2024) <ul style="list-style-type: none"> <li>• Topic 3-2</li> </ul>	N/A	Fire Marshal (2024) Certification Task Book <ul style="list-style-type: none"> <li>• JPR 2</li> </ul>

## 2-3: Developing a Strategic and Operational Plan

### Authority

1. NFPA 1030: Standard for Professional Qualifications for Fire Prevention Program Positions (2024)
  - Paragraph 4.3.3
2. Office of the State Fire Marshal

### Job Performance Requirement

Develop a strategic and operational plan, given organizational goals and objectives, legal resources, and available resources, so that organizational roles and responsibilities and legal requirements are met with the allocated resources.

### Requisite Knowledge

1. Describe the organizational structure of a prevention bureau
2. Describe the legal requirements of a prevention bureau
3. Describe the organizational mission of a prevention bureau
4. Describe fundamental strategic planning processes
5. Describe operational planning processes
6. Identify organizational staffing roles and responsibilities
7. Identify stakeholder relationships

### Requisite Skills

1. Use verbal and written communication skills
2. Consolidate information and data from a variety of sources for short- and long-term planning purposes
3. Forecast staffing, capital, and budgetary needs to support the roles and responsibilities of fire marshal
4. Establish an organizational structure, to include both existing and future staffing positions, to implement the roles and responsibilities of fire marshal consistent with the overall organizational structure
5. Integrate relationships, functions, and needs of stakeholders

### Content Modification

Block	Modification	Justification
JPR	Changed "Establish" to "Develop".	Cadre wants them to be able to create the plan. Establish feels more like implementing someone else's plan.
RK1	Added "of a prevention bureau".	Added to narrow the scope of the knowledge item. (2014)
RK2	Added "of a prevention bureau".	Added to narrow the scope of the knowledge item. (2014)

Fire Marshal

Section 2: Administrative Duties

RK3	Added “of a prevention bureau”.	Added to narrow the scope of the knowledge item. (2014)
RK5	Added knowledge component.	NFPA requests an operational plan in the JPR but doesn’t address it as a knowledge or skill component.

**Cross Reference**

<b>Course Plan</b>	<b>Skill Sheet</b>	<b>Task Book</b>
Fire Marshal 1A (2024) <ul style="list-style-type: none"><li>• Topic 3-1 (RK6, RS2, RS3, RS4, RS5)</li><li>• Topic 3-3 (RK1, RK2, RK3, RK4, RK5, RK7, RS1)</li></ul>	N/A	Fire Marshal (2024) Certification Task Book <ul style="list-style-type: none"><li>• JPR 3</li></ul>

## 2-4: Establishing a Budget

### Authority

1. NFPA 1030: Standard for Professional Qualifications for Fire Prevention Program Positions (2024)
  - Paragraph 4.3.4

### Job Performance Requirement

Establish a budget, given the available resources, so that the roles and responsibilities of the fire marshal can be implemented within organizational goals and objectives.

### Requisite Knowledge

1. Describe organizational budgeting process
2. Describe basic accounting requirements

### Requisite Skills

1. Carry out the organizational budgeting process (i.e., forms, orders, etc.) as related to the roles and responsibilities of fire marshal
2. Communicate the budgetary needs to support the roles and responsibilities of the fire marshal

### Content Modification

Block	Modification	Justification

### Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Marshal 1A (2024) <ul style="list-style-type: none"><li>• Topic 3-4</li></ul>	N/A	Fire Marshal (2024) Certification Task Book <ul style="list-style-type: none"><li>• JPR 4</li></ul>

## 2-5: Monitoring a Budget

### Authority

1. NFPA 1030: Standard for Professional Qualifications for Fire Prevention Program Positions (2024)
  - Paragraph 4.3.5

### Job Performance Requirement

Monitor the condition of the approved budget during the budgeting period, given the available resources and budgetary requirements, so that the roles and responsibilities of the fire marshal can be implemented within organizational goals and objectives.

### Requisite Knowledge

1. Describe organizational budgetary monitoring process
2. Describe basic accounting requirements

### Requisite Skills

1. Track and analyze trends of financial data pertinent to the roles and responsibilities of the fire marshal

### Content Modification

Block	Modification	Justification
RK1	Added "monitoring".	NFPA requires monitoring the budgetary process in the JPR but doesn't address it as a knowledge or skill component. (2014)

### Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Marshal 1A (2024) <ul style="list-style-type: none"><li>• Topic 3-4</li></ul>	N/A	Fire Marshal (2024) Certification Task Book <ul style="list-style-type: none"><li>• JPR 5</li></ul>

## 2-6: Guiding a Departmental Record and Management System

### Authority

1. NFPA 1030: Standard for Professional Qualifications for Fire Prevention Program Positions (2024)
  - Paragraph 4.3.6
2. Office of the State Fire Marshal

### Job Performance Requirement

Guide the development, maintenance, and evaluation of a department record and management system, given policies and procedures, so that competencies and accuracies are achieved.

### Requisite Knowledge

1. Identify record-management systems associated with prevention activities
2. Recognize principles involved in the acquisition, entry and extraction, implementation, and retrieval of information by data processing as it applies to the record-keeping and budgetary processes
3. Identify the capabilities, limitations, and maintenance of information management systems

### Requisite Skills

1. Describe the Public Records Act Request process
2. Identify archival requirements for different types of records
3. Apply evaluative methods
4. Use verbal and written communication skills
5. Organize data

### Content Modification

Block	Modification	Justification
RK1	Added knowledge component.	Fire marshals need to be aware of multiple systems used by the different entities (fire suppression, EMS, Building Department, city, etc.) engaged in prevention activities. (2014)
RK2	Added “entry and extraction”.	All RMS systems require data entry and extraction to be useable. (2014)
RK3	Added “and maintenance”.	All RMS systems require maintenance over time or the data sets become unusable. (2014)
RS1	Added skills component.	Public records requests are one of the primary reasons that Fire Marshal’s extract data from their RMS. (2014)
RS2	Added skills component.	Cadre requested additional information to enhance topic. (2014)

**Cross Reference**

<b>Course Plan</b>	<b>Skill Sheet</b>	<b>Task Book</b>
Fire Marshal 1A (2024) <ul style="list-style-type: none"><li>• Topic 3-5</li></ul>	N/A	Fire Marshal (2024) Certification Task Book <ul style="list-style-type: none"><li>• JPR 6</li></ul>

## Section 3: Community Risk Reduction

### 3-1: Evaluating Target Risks and Emergency Incident Data

#### Authority

1. NFPA 1030: Standard for Professional Qualifications for Fire Prevention Program Positions (2024)
  - Paragraph 4.4.2

#### Job Performance Requirement

Evaluate target risks and emergency incident data, given community profile levels of protection, occupancy types, percent of responses by occupancy type, perspectives of risk, and available data and information, including loss, so that a community risk profile can be developed based on an acceptable level of risk.

#### Requisite Knowledge

1. Describe risks associated with occupancy types and uses
2. Describe levels of protection
3. Describe emergency response capability
4. Evaluate loss history
5. Identify potential impact of unique hazards associated with the community

#### Requisite Skills

1. Compare hazards, probability of occurrence, and consequence to established risk
2. Rank risks based on the effect to and in the community

#### Content Modification

Block	Modification	Justification
RK1	Added “risks associated with” and “and uses”.	Risks associated with different uses are important to understand based upon occupancy types. Each type requires a different potential solution. A change in use within the same occupancy class can still be an issue. (2014)
RK5	Added “potential impact of”.	Addresses the need to use a risk matrix to identify risks to a community. Low frequency, high impact events may not ever happen, but there still needs to be a plan to address the issues. (2014)

#### Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Marshal 1B (2024) <ul style="list-style-type: none"><li>• Topic 4-2</li></ul>	N/A	Fire Marshal (2024) Certification Task Book <ul style="list-style-type: none"><li>• JPR 7</li></ul>

## 3-2: Managing a Data and Information Management Program

### Authority

1. NFPA 1030: Standard for Professional Qualifications for Fire Prevention Program Positions (2024)
  - Paragraph 4.4.3

### Job Performance Requirement

Manage a data and information management program, given identified inputs and outputs, data collection system, and personnel, so that data and information are collected, processed, stored, and maintained.

### Requisite Knowledge

1. Describe target risks
2. Describe available input and output
3. Describe strengths and weaknesses of available data management systems
4. Identify available personnel
5. Identify organizational policies related to data and information management

### Requisite Skills

1. Establish the parameters for data and information collection
2. Maintain data management and storage systems

### Content Modification

Block	Modification	Justification
RK3	Added “strengths and weaknesses of”.	Not all data systems are equal. It is important to be able to identify those items to purchase or modify data management systems. (2014)
RK5	Added “to data and information management”.	There are many concerns an organization may have related to data and information security, use, and retention. (2014)

### Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Marshal 1B (2024) <ul style="list-style-type: none"><li>• Topic 4-2 (RK1)</li><li>• Topic 4-3 (RK2, RK3, RK4, RK5, RS1, RS2)</li></ul>	N/A	Fire Marshal (2024) Certification Task Book <ul style="list-style-type: none"><li>• JPR 8</li></ul>

### 3-3: Interpreting Data and Information to Conduct Risk Analysis

#### Authority

1. NFPA 1030: Standard for Professional Qualifications for Fire Prevention Program Positions (2024)
  - Paragraph 4.4.4

#### Job Performance Requirement

Interpret data and information, given output from a data/information management system, so that the data and information provide an adequate basis of knowledge to conduct risk analysis.

#### Requisite Knowledge

1. Identify facts, trends, and high-risk areas

#### Requisite Skills

1. Analyze and interpret data and information
2. Identify trends

#### Content Modification

Block	Modification	Justification

#### Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Marshal 1B (2024) <ul style="list-style-type: none"><li>• Topic 4-4</li></ul>	N/	Fire Marshal (2024) Certification Task Book <ul style="list-style-type: none"><li>• JPR 9</li></ul>

### 3-4: Conducting Risk Analysis

#### Authority

1. NFPA 1030: Standard for Professional Qualifications for Fire Prevention Program Positions (2024)
  - Paragraph 4.4.5

#### Job Performance Requirement

Conduct risk analysis, given data and information trends, target risks, community input, and available resources, so that a risk profile and management solutions are developed.

#### Requisite Knowledge

1. Evaluate data and information trends
2. Identify community perceptions of risk
3. Identify available resources
4. Describe how to analyze potential solutions and constraints

#### Requisite Skills

1. Evaluate risk
2. Compare risk to an established or perceived level of risk
3. Identify potential solutions

#### Content Modification

Block	Modification	Justification

#### Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Marshal 1B (2024) <ul style="list-style-type: none"><li>• Topic 5-1</li></ul>	N/A	Fire Marshal (2024) Certification Task Book <ul style="list-style-type: none"><li>• JPR 10</li></ul>

### 3-5: Evaluating Risk Management Solutions

#### Authority

1. NFPA 1030: Standard for Professional Qualifications for Fire Prevention Program Positions (2024)
  - Paragraph 4.4.6

#### Job Performance Requirement

Evaluate risk management solutions, given the risk analysis, organizational and community constraints, regulatory requirements, available resources, and financial impacts, so that the most beneficial and cost-effective solution(s) can be established.

#### Requisite Knowledge

1. Describe effects of external and internal influences upon the risk management solutions, available resources, and costs

#### Requisite Skills

1. Identify and evaluate the effects of internal and external influences on the risk management solutions

#### Content Modification

Block	Modification	Justification

#### Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Marshal 1B (2024) <ul style="list-style-type: none"><li>• Topic 5-2</li></ul>	N/A	Fire Marshal (2024) Certification Task Book <ul style="list-style-type: none"><li>• JPR 11</li></ul>

### 3-6: Integrating Risk Management Solutions with Related Governmental Organizations

#### Authority

1. NFPA 1030: Standard for Professional Qualifications for Fire Prevention Program Positions (2024)
  - Paragraph 4.4.7
2. Office of the State Fire Marshal

#### Job Performance Requirement

Integrate the risk management solutions with related governmental organizations, given organizational structure and constraints, so that the analysis and solution(s) can be used for organizational planning, development, and implementation.

#### Requisite Knowledge

1. Identify governmental agencies with risk management roles and responsibilities
2. Describe the roles, responsibilities, and authority of governmental organizations
3. Describe how the proposed risk management solution(s) affect those other units

#### Requisite Skills

1. Recognize the applicability of risk management solution(s) to the roles and responsibilities of the governmental organizations

#### Content Modification

Block	Modification	Justification
JPR	Changed “organizational groups” to “governmental organizations”.	Cadre wanted a more targeted focus on government organizations to distinguish from CTS 3-7, which focuses on other community stakeholders. (2014)
RK1	Added knowledge component.	Cadre wanted a more targeted focus on government organizations to distinguish from CTS 3-7, which focuses on other community stakeholders. (2014)
RK2	Changed “roles and responsibilities of other organizational groups” to “roles, responsibilities, and authority of governmental organizations”.	Cadre wanted a more targeted focus on government organizations to distinguish from CTS 3-7, which focuses on other community stakeholders. Governments have authority as well as roles and responsibilities. (2014)
RS1	Changed “the other organizational groups” to “the governmental organizations”.	Cadre wanted a more targeted focus on government organizations to distinguish from CTS 3-7, which focuses on other community stakeholders. (2014)

**Cross Reference**

<b>Course Plan</b>	<b>Skill Sheet</b>	<b>Task Book</b>
Fire Marshal 1B (2024) <ul style="list-style-type: none"><li>• Topic 6-5</li></ul>	N/A	Fire Marshal (2024) Certification Task Book <ul style="list-style-type: none"><li>• JPR 12</li></ul>

### 3-7: Integrating Risk Management Solution(s) with Community Stakeholders

#### Authority

1. NFPA 1030: Standard for Professional Qualifications for Fire Prevention Program Positions (2024)
  - Paragraph 4.4.8
2. Office of the State Fire Marshal

#### Job Performance Requirement

Integrate the risk management solution(s) with community stakeholders, given interface with community individuals and organizations, so that the risk management analysis and solution(s) can be used for community planning, development, and implementation.

#### Requisite Knowledge

1. Identify community stakeholders (non-governmental organizations) with risk management roles and responsibilities
2. Describe the roles and responsibilities of community stakeholders
3. Describe how the proposed risk management solution(s) affect those stakeholders

#### Requisite Skills

1. Recognize the applicability of risk managements solution(s) to the roles and responsibilities of the other community stakeholders

#### Content Modification

Block	Modification	Justification
JPR	Added “analysis and”.	You cannot identify any solution without first analyzing the data. (2014)
RK1	Added knowledge component.	Cadre wanted a more targeted focus on community stakeholders to distinguish from CTS 3-6, which now focuses on governmental organizations. (2014)
RK3	Added “proposed”.	Fire marshals propose solutions and may have to justify them to senior leaders and/or elected officials. (2014)

#### Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Marshal 1B (2024) <ul style="list-style-type: none"><li>• Topic 6-5</li></ul>	N/A	Fire Marshal (2024) Certification Task Book <ul style="list-style-type: none"><li>• JPR 13</li></ul>

### 3-8: Evaluating a Risk Management Program

#### Authority

1. NFPA 1030: Standard for Professional Qualifications for Fire Prevention Program Positions (2024)
  - Paragraph 4.4.9

#### Job Performance Requirement

Evaluate the risk management program, given the existing risk analysis, implemented solution(s), and data and information applications, so that continued improvement of the program goals and objectives can be monitored and achieved.

#### Requisite Knowledge

1. Describe risk management program goals and objectives
2. Identify available information
3. Identify established level of risk
4. Describe evaluation methodologies

#### Requisite Skills

1. Interpret and analyze the data on the impact of the risk management program

#### Content Modification

Block	Modification	Justification
RK1	Added “risk management program”.	Added to narrow the scope of the knowledge item (2014).

#### Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Marshal 1B (2024) <ul style="list-style-type: none"><li>• Topic 7-1</li></ul>	N/A	Fire Marshal (2024) Certification Task Book <ul style="list-style-type: none"><li>• JPR 14</li></ul>

### 3-9: Designing and Implementing a Plan

#### Authority

1. NFPA 1030: Standard for Professional Qualifications for Fire Prevention Program Positions (2024)
  - Paragraph 4.4.10
2. Office of the State Fire Marshal

#### Job Performance Requirement

Design and implement a plan, given an identified fire safety problem, so that a new program, piece of legislation, or fire safety code is facilitated.

#### Requisite Knowledge

1. Identify applicable codes, standards, and jurisdictional requirements and their development process
2. Describe how to develop an implementation plan
3. Describe consensus-building techniques

#### Requisite Skills

1. Use evaluative methods
2. Use consensus-building techniques
3. Use verbal and written communication skills
4. Organize plans
5. Develop an implementation plan

#### Content Modification

Block	Modification	Justification
RK2	Added knowledge component.	NFPA requests that participants design and implement a plan in the JPR but doesn't address it as a knowledge or skill component. (2014)
RK3	Added knowledge component.	Cadre requested additional information to enhance topic and correspond with RS2. (2014)
RS5	Added skills component.	NFPA requests that participants design and implement a plan in the JPR but doesn't address it as a knowledge or skill component.

#### Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Marshal 1B (2024) <ul style="list-style-type: none"><li>• Topic 6-1</li></ul>	N/A	Fire Marshal (2024) Certification Task Book <ul style="list-style-type: none"><li>• JPR 15</li></ul>

### 3-10: Implementing a Community Risk Reduction Plan

#### Authority

1. Office of the State Fire Marshal

#### Job Performance Requirement

Create and implement a risk management solution(s) or program, given community risk data and organizational goals and objectives, so that the solution(s) or program is beneficial and cost-effective.

#### Requisite Knowledge

1. Describe how to analyze data from a community risk assessment
2. Describe how to evaluate the effectiveness of existing solutions
3. Describe potential solutions
4. Identify factors that influence solution selection
5. Describe how to establish SMART performance objectives
6. Describe how to implement solutions using the “5 E’s”

#### Requisite Skills

1. Classify identified risks (probability vs. consequence)
2. Prioritize identified risks
3. Establish SMART performance objectives
4. Implement solutions

#### Content Modification

Block	Modification	Justification
CTS	Added a new standard.	Implementing the plan is the primary goal but NFPA doesn't cover it.(2024)

#### Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Marshal 1B (2024) <ul style="list-style-type: none"><li>• Topic 6-2</li></ul>	N/A	Fire Marshal (2024) Certification Task Book <ul style="list-style-type: none"><li>• JPR 16</li></ul>

## Section 4: Community Relations

### 4-1: Developing Relationships with Community Groups

#### Authority

1. NFPA 1030: Standard for Professional Qualifications for Fire Prevention Program Positions (2024)
  - Paragraph 4.5.1

#### Job Performance Requirement

Develop relationships with community groups, given a description of local groups and organizational policies for relationships with community groups, attendance at community meetings, and participation at community events, so that a schedule is established for ongoing contacts.

#### Requisite Knowledge

1. Identify community demographics
2. Identify formal and informal community leaders
3. Identify community groups
4. Describe community and civic issues
5. Describe effective customer service methods
6. Describe organizational policies for community relations

#### Requisite Skills

1. Use verbal and written communication skills

#### Content Modification

Block	Modification	Justification

#### Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Marshal 1B (2024) <ul style="list-style-type: none"><li>• Topic 2-2</li></ul>	N/A	Fire Marshal (2024) Certification Task Book <ul style="list-style-type: none"><li>• JPR 17</li></ul>

## 4-2: Presenting Safety Proposals

### Authority

1. NFPA 1030: Standard for Professional Qualifications for Fire Prevention Program Positions (2024)
  - Paragraph 4.5.2
2. Office of the State Fire Marshal

### Job Performance Requirement

Present safety proposals to community groups, given a list of groups with shared concerns, an understanding of relevant safety measures, and effective presentation tips and techniques, so that the justification for the safety proposal is provided, issues are explained, and solutions, impacts, and benefits are stated.

### Requisite Knowledge

1. Identify community demographics
2. Identify formal and informal community leaders
3. Identify community groups
4. Describe community and civic issues
5. Describe effective customer service methods
6. Describe organizational policies for community relations
7. Describe how to develop and present effective presentations

### Requisite Skills

1. Use verbal and written communication skills
2. Develop and present effective safety proposal presentations

### Content Modification

Block	Modification	Justification
JPR	Added “and effective presentation tips and techniques”.	NFPA requests that participants present safety proposals in the JPR but doesn’t address it as a knowledge or skill component. (2014)
RK7	Added knowledge component.	NFPA requests that participants present safety proposals in the JPR but doesn’t address how to develop one as a knowledge or skill component. (2014)
RS2	Added skills component.	NFPA requests that participants present safety proposals in the JPR but doesn’t address it as a knowledge or skill component. (2014)

**Cross Reference**

<b>Course Plan</b>	<b>Skill Sheet</b>	<b>Task Book</b>
Fire Marshal 1B (2024) <ul style="list-style-type: none"><li>• Topic 2-2 (RK1, RK2, RK3, RK4, RK5, RK6)</li><li>• Topic 6-4 (RK7, RS1, RS2)</li></ul>	N/A	Fire Marshal (2024) Certification Task Book <ul style="list-style-type: none"><li>• JPR 18</li></ul>

### 4-3: Creating Media Communication Strategies and Policies

#### Authority

1. NFPA 1030: Standard for Professional Qualifications for Fire Prevention Program Positions (2024)
  - Paragraph 4.5.3

#### Job Performance Requirement

Create media communication strategies and policies, given a list of media outlets such as newspaper, radio, web pages, television, and social media platforms; characteristics of local media including deadlines; and the resources to provide media with accurate information, so that consistent and accurate prevention information is disseminated in an understandable manner.

#### Requisite Knowledge

1. Describe methods of disseminating information to the media
2. Describe media needs
3. Describe organizational policies and practices for media relations

#### Requisite Skills

1. Maintain a constructive relationship with media groups
2. Provide written and verbal information

#### Content Modification

Block	Modification	Justification
JPR	Added “and social media platforms”.	A comprehensive media communication strategy and policy includes social media. (2014)
RK3	Added “and practices”.	Not everything an organization does related to media relations falls within a policy. A lot of what it does has evolved over the years creating a past practice. (2014)

#### Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Marshal 1B (2024) <ul style="list-style-type: none"><li>• Topic 3-1</li></ul>	N/A	Fire Marshal (2024) Certification Task Book <ul style="list-style-type: none"><li>• JPR 19</li></ul>

## 4-4: Participating in Media Interviews

### Authority

1. NFPA 1030: Standard for Professional Qualifications for Fire Prevention Program Positions (2024)
  - Paragraph 4.5.4

### Job Performance Requirement

Participate in media interviews, given information about organizational goals and prevention practices and strategies and knowledge of interview techniques, so that consistent and accurate information is disseminated in an understandable manner.

### Requisite Knowledge

1. Describe interview methodology and techniques
2. Describe organizational policies and practices for media relations

### Requisite Skills

1. Use verbal and written communication skills
2. Demonstrate proper interview techniques

### Content Modification

Block	Modification	Justification
RK2	Added “for media relations”.	Added to narrow the scope of the knowledge item. (2014)

### Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Marshal 1B (2024) <ul style="list-style-type: none"><li>• Topic 3-2</li></ul>	N/A	Fire Marshal (2024) Certification Task Book <ul style="list-style-type: none"><li>• JPR 20</li></ul>

## Section 5: Professional Development

### 5-1: Identifying and Prioritizing Professional Development Needs

#### Authority

1. NFPA 1030: Standard for Professional Qualifications for Fire Prevention Program Positions (2024)
  - Paragraph 4.6.2

#### Job Performance Requirement

Identify and prioritize professional development needs within the department, given jurisdictional requirements, so that professional development requirements are established.

#### Requisite Knowledge

1. Describe how to conduct a needs analysis
2. Describe how to conduct a task analysis
3. Describe jurisdictional requirements associated with professional development
4. Describe lesson planning methodologies
5. Describe different instructional methods
6. Describe characteristics of adult learners
7. Identify types of instructional media
8. Describe curriculum development processes
9. Describe how to develop evaluation instruments

#### Requisite Skills

1. Conduct research
2. Facilitate meetings
3. Facilitate needs and task analysis
4. Organize information into functional groupings
5. Interpret data

#### Content Modification

Block	Modification	Justification
RK1	Added “how to conduct a”.	Cadre wanted more focus on doing a needs analysis than just describing what it is and accomplishes. (2014)
RK2	Added “how to conduct a”.	Cadre wanted more focus on doing a task analysis than just describing what it is and accomplishes. (2014)
RK3	Added “associated with professional development”.	Added to narrow scope of “jurisdictional requirements”. (2014)
RK4	Added “methodologies”.	Added to narrow scope of “lesson planning”. (2014)

Fire Marshal

Section 5: Professional Development

RK5	Added “different”.	Added to make sure the course covers a broad variety of instructional methodologies. (2014)
RK7	Added “types of”.	Added to narrow scope of “instructional media”. (2014)
RK8	Added “processes”.	Added to narrow scope of “curriculum development”. (2014)

**Cross Reference**

<b>Course Plan</b>	<b>Skill Sheet</b>	<b>Task Book</b>
Fire Marshal 1A (2024) <ul style="list-style-type: none"><li>• Topic 4-1 (RK1, RK2, RK3)</li><li>• Topic 4-2 (RK6)</li><li>• Topic 4-3 (RK4, RK5, RK7, RK8)</li><li>• Topic 4-4 (RK9)</li></ul>	N/A	Fire Marshal (2024) Certification Task Book <ul style="list-style-type: none"><li>• JPR 21</li></ul>

## 5-2: Prescribing Professional Development Programs

### Authority

1. NFPA 1030: Standard for Professional Qualifications for Fire Prevention Program Positions (2024)
  - Paragraph 4.6.3

### Job Performance Requirement

Prescribe professional development programs, given the results of a professional development needs analysis, so that the knowledge and skills are job-related, training is performance-based, adult learning principles are used, and the program meets organizational goals and requirements.

### Requisite Knowledge

1. Describe organizational goals and requirements associated with professional development
2. Describe principles of instructional design
3. Describe adult learning principles
4. Describe performance-based education principles

### Requisite Skills

1. Conduct instructional planning
2. Evaluate training options

### Content Modification

Block	Modification	Justification
RK1	Added “associated with professional development”.	Added to narrow the scope of the knowledge item. (2014)
RK2	Added “principles of”.	Added to narrow the scope of the knowledge item. (2014)
RK4	Added “principles.”	Added to narrow the scope of the knowledge item. (2014)

### Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Marshal 1A (2024) <ul style="list-style-type: none"><li>• Topic 4-2</li></ul>	N/A	Fire Marshal (2024) Certification Task Book <ul style="list-style-type: none"><li>• JPR 22</li></ul>

### 5-3: Implementing Professional Development Programs

#### Authority

1. NFPA 1030: Standard for Professional Qualifications for Fire Prevention Program Positions (2024)
  - Paragraph 4.6.4

#### Job Performance Requirement

Implement professional development programs, given selected options and available resources, so that professional development programs meet organizational goals and objectives.

#### Requisite Knowledge

1. Describe organizational goals and objectives associated with professional development
2. Identify available resources
3. Describe instructional methods

#### Requisite Skills

1. Assign responsibility
2. Conduct research
3. Facilitate committee meetings
4. Organize information and data
5. Use verbal and written communication skills
6. Interpret data

#### Content Modification

Block	Modification	Justification
RK1	Added “associated with professional development”.	Added to narrow the scope of the knowledge item. (2014)
RS4	Added “and data”.	Most of the information being organized is data. This also corresponds with the “Interpret data” in RS6. (2014)

#### Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Marshal 1A (2024) <ul style="list-style-type: none"><li>• Topic 4-2 (RS2, RS4, RS6)</li><li>• Topic 4-3 (RK1, RK2, RK3, RS1, RS3, RS4)</li></ul>	N/A	Fire Marshal (2024) Certification Task Book <ul style="list-style-type: none"><li>• JPR 23</li></ul>

## 5-4: Evaluating Organizational Professional Development Programs

### Authority

1. NFPA 1030: Standard for Professional Qualifications for Fire Prevention Program Positions (2024)
  - Paragraph 4.6.5

### Job Performance Requirement

Evaluate organizational professional development programs, given organizational goals and objectives, so that professional development meets organizational goals and objectives.

### Requisite Knowledge

1. Describe organizational goals and objectives associated with professional development
2. Describe professional development record-keeping systems
3. Describe data acquisition techniques
4. Describe instructional methods

### Requisite Skills

1. Analyze and evaluate data

### Content Modification

Block	Modification	Justification
RK1	Added “associated with professional development”.	Added to narrow the scope of the knowledge item. (2014)
RK2	Added “professional development”.	Added to narrow the scope of the knowledge item. (2014)

### Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Marshal 1A (2024) <ul style="list-style-type: none"><li>• Topic 4-3 (RK1, RK4)</li><li>• Topic 4-4 (RK2, RK3, RS1)</li></ul>	N/A	Fire Marshal (2024) Certification Task Book <ul style="list-style-type: none"><li>• JPR 24</li></ul>

## 5-5: Forecasting Organizational Professional Development Needs

### Authority

1. NFPA 1030: Standard for Professional Qualifications for Fire Prevention Program Positions (2024)
  - Paragraph 4.6.6

### Job Performance Requirement

Forecast organizational professional development needs, given professional trends, emerging technologies, and future organizational goals and objectives, so that future organizational and individual professional development needs are planned.

### Requisite Knowledge

1. Identify professional development trends
2. Identify emerging technologies
3. Identify future organizational constraints
4. Identify future resources

### Requisite Skills

1. Conduct research
2. Evaluate trends
3. Forecast needs

### Content Modification

Block	Modification	Justification
RK1	Added "development".	Added to mirror topic title. (2014)

### Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Marshal 1A (2024) <ul style="list-style-type: none"><li>• Topic 4-5</li></ul>	N/A	Fire Marshal (2024) Certification Task Book <ul style="list-style-type: none"><li>• JPR 25</li></ul>

## Section 6: Regulatory Programs

### 6-1: Managing a Process for Adopting, Modifying, and Maintaining Codes, Standards, and Jurisdictional Requirements

#### Authority

1. NFPA 1030: Standard for Professional Qualifications for Fire Prevention Program Positions (2024)
  - Paragraph 5.2.2

#### Job Performance Requirement

Manage a process for the adoption, modification, and maintenance of codes, standards, and jurisdictional requirements, given fire loss data and/or a demonstrated need or deficiency, so that the code, standard, or jurisdictional requirement is written and addresses the identified need or deficiency.

#### Requisite Knowledge

1. Describe applicable jurisdictional requirements
2. Describe applicable legal and administrative processes in the jurisdiction for the adoption and modification of codes, standards, and jurisdictional requirements
3. Describe how to conduct statistical analysis
4. Describe the model codes and standards development process
5. Describe identified facts, trends, and high-risk areas

#### Requisite Skills

1. Apply the required knowledge to the organizational jurisdictional requirements
2. Apply the required knowledge to the codes, standards, and jurisdictional requirements development and modification process
3. Apply statistical analysis to a problem

#### Content Modification

Block	Modification	Justification

#### Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Marshal 1D (2024) <ul style="list-style-type: none"><li>• Topic 2-2</li></ul>	N/A	Fire Marshal (2024) Certification Task Book <ul style="list-style-type: none"><li>• JPR 26</li></ul>

## 6-2: Managing a Process for Conducting Compliance Inspections

### Authority

1. NFPA 1030: Standard for Professional Qualifications for Fire Prevention Program Positions (2024)
  - Paragraph 5.2.3
2. Office of the State Fire Marshal

### Job Performance Requirement

Manage a process for conducting compliance inspections, given applicable codes, standards, and jurisdictional requirements and/or an identified issue, so that the applicable codes, standards, and jurisdictional requirements are identified, deficiencies are identified and documented, and compliance determined.

### Requisite Knowledge

1. Identify applicable codes, standards, and jurisdictional requirements
2. Identify inspection functions and programs
3. Describe how to implement documents and methods
4. Describe technological tools to aid compliance inspections

### Requisite Skills

1. Develop jurisdictional requirements for the administration of the inspection functions and programs

### Content Modification

Block	Modification	Justification
RK2	Added a new knowledge component.	Cadre requested additional information to enhance topic. (2014)

### Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Marshal 1D (2024) <ul style="list-style-type: none"><li>• Topic 2-3</li></ul>	N/A	Fire Marshal (2024) Certification Task Book <ul style="list-style-type: none"><li>• JPR 27</li></ul>

### 6-3: Managing a Design Review Process

#### Authority

1. Office of the State Fire Marshal

#### Job Performance Requirement

Manage a process for project design reviews, given policies of the jurisdiction requiring design reviews, a General Plan, and a community risk analysis, so that project design review requirements are completed in accordance with the policies of the jurisdiction.

#### Requisite Knowledge

1. Identify design review stakeholders
2. Identify applicable statutes, codes, standards, and jurisdictional requirements
3. Describe workflow processes of the jurisdiction

#### Requisite Skills

1. Develop jurisdictional requirements for administering a design review process
2. Assign tasks

#### Content Modification

Block	Modification	Justification
CTS	Added a new standard.	Cadre requested an additional standard to distinguish between the “design review” process (CTS 6-3) and the “plan review” process (6-4). (2014)

#### Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Marshal 1D (2024) <ul style="list-style-type: none"><li>• Topic 2-5</li></ul>	N/A	Fire Marshal (2024) Certification Task Book <ul style="list-style-type: none"><li>• JPR 28</li></ul>

## 6-4: Managing a Plan Review Process

### Authority

1. NFPA 1030: Standard for Professional Qualifications for Fire Prevention Program Positions (2024)
  - Paragraph 5.2.4
2. Office of the State Fire Marshal

### Job Performance Requirement

Manage a process for enforcing the provisions of the codes, including plan reviews, rendering interpretations, and making code-compliant or organization-specific recommendations, given the policies of the jurisdiction requiring plan reviews, so that requirements for plan reviews are completed in accordance with the policies of the jurisdiction.

### Requisite Knowledge

1. Identify applicable codes, standards, and jurisdictional requirements
2. Identify conditions of project approval
3. Describe workflow processes of the jurisdiction
4. Describe technological tools for the plan review process

### Requisite Skills

1. Develop jurisdictional requirements for the administration of the plan review functions and program
2. Assign tasks

### Content Modification

Block	Modification	Justification
RK2	Added a knowledge component.	Zoning, CEQA, and local requirements are found in conditions of approval and need to be incorporated into project processes. (2014)

### Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Marshal 1D (2024) <ul style="list-style-type: none"><li>• Topic 2-4</li></ul>	N/A	Fire Marshal (2024) Certification Task Book <ul style="list-style-type: none"><li>• JPR 29</li></ul>

## 6-5: Managing an Appeals Process

### Authority

1. NFPA 1030: Standard for Professional Qualifications for Fire Prevention Program Positions (2024)
  - Paragraph 5.2.5

### Job Performance Requirement

Manage an appeals process, given the codes, standards, and jurisdictional requirements, so that appeals can be resolved in compliance with the intent of the applicable codes, standards, and jurisdictional requirements.

### Requisite Knowledge

1. Describe administrative and legal processes for managing appeals

### Requisite Skills

1. Manage appeals in conformance with the applicable codes, standards, and jurisdictional requirements

### Content Modification

Block	Modification	Justification

### Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Marshal 1D (2024) <ul style="list-style-type: none"><li>• Topic 2-6</li></ul>	N/A	Fire Marshal (2024) Certification Task Book <ul style="list-style-type: none"><li>• JPR 30</li></ul>

## 6-6: Managing a Record-keeping Process

### Authority

1. NFPA 1030: Standard for Professional Qualifications for Fire Prevention Program Positions (2024)
  - Paragraph 5.2.6
2. Office of the State Fire Marshal

### Job Performance Requirement

Manage a process for record keeping, given the need to document the processes of the regulatory program, so that there is a record of the regulatory actions.

### Requisite Knowledge

1. Describe the regulatory record-keeping requirements of the jurisdiction
2. Identify archival requirements for different regulatory records

### Requisite Skills

1. Manage regulatory records according to the applicable requirements

### Content Modification

Block	Modification	Justification
RK1	Added “regulatory”.	Added to narrow the scope of the knowledge item. (2014)
RK2	Add a new knowledge component.	This is directly tied to the requirements of the California Public Records Act. (2014)
RS1	Added “regulatory”.	Added to narrow the scope of the skills item. (2014)

### Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Marshal 1D (2024) <ul style="list-style-type: none"><li>• Topic 2-7</li></ul>	N/A	Fire Marshal (2024) Certification Task Book <ul style="list-style-type: none"><li>• JPR 31</li></ul>

## 6-7: Managing a Permit Process

### Authority

1. NFPA 1030: Standard for Professional Qualifications for Fire Prevention Program Positions (2024)
  - Paragraph 5.2.7

### Job Performance Requirement

Manage a process for administering, evaluating, and issuing permits, licenses, and/or certificates of fitness, given the applicable jurisdictional requirements, so that applicable codes, standards, and jurisdictional requirements are met.

### Requisite Knowledge

1. Describe legal processes for managing permits, licenses, and/or certificates of fitness

### Requisite Skills

1. Manage permit applications in conformance with the applicable codes, standards, and jurisdictional requirements

### Content Modification

Block	Modification	Justification

### Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Marshal 1D (2024) <ul style="list-style-type: none"><li>• Topic 2-6</li></ul>	N/A	Fire Marshal (2024) Certification Task Book <ul style="list-style-type: none"><li>• JPR 32</li></ul>

## 6-8: Managing a Compliance Interpretation Process

### Authority

1. NFPA 1030: Standard for Professional Qualifications for Fire Prevention Program Positions (2024)
  - Paragraph 5.2.8
2. Office of the State Fire Marshal

### Job Performance Requirement

Manage the compliance interpretation process for prescriptive codes, standards, and jurisdictional requirements, given complex issues related to codes, standards, and jurisdictional requirements, so that a resolution of the issue meets the intent of the prescriptive codes, standards, and jurisdictional requirements.

### Requisite Knowledge

1. Identify applicable codes, standards, and jurisdictional requirements
2. Identify code interpretation resources
3. Describe administrative and legal considerations of compliance interpretations

### Requisite Skills

1. Evaluate prescriptive codes, standards, and jurisdictional requirements
2. Use verbal and written communication skills

### Content Modification

Block	Modification	Justification
RK2	Added a new knowledge component.	Cadre requested additional information to enhance topic. (2014)

### Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Marshal 1D (2024) <ul style="list-style-type: none"><li>• Topic 2-9</li></ul>	N/A	Fire Marshal (2024) Certification Task Book <ul style="list-style-type: none"><li>• JPR 33</li></ul>

## 6-9: Managing an Alternative Means/Methods/Materials Measures Program

### Authority

1. NFPA 1030: Standard for Professional Qualifications for Fire Prevention Program Positions (2024)
  - Paragraph 5.2.9
2. Office of the State Fire Marshal

### Job Performance Requirement

Manage a program for alternative means/methods/materials measures, given the submittal of equivalencies, alternative methods, and performance-based design, so that the final design meets the intent of the codes, standards, and jurisdictional requirements.

### Requisite Knowledge

1. Identify codes, standards, and jurisdictional requirements
2. Identify alternative means/methods/materials measures evaluation resources
3. Describe administrative and legal considerations of equivalencies, alternative methods, and performance-based design
4. Describe evaluative programs for objective analysis of alternative means/methods/materials measures
5. Describe technological solutions for alternative means/methods/materials measures

### Requisite Skills

1. Evaluate and verify the validity of nonprescriptive design approaches
2. Develop jurisdictional requirements for the administration of alternative means/methods/materials programs

### Content Modification

Block	Modification	Justification
JPR	Changed “compliance” to “means/methods/materials”.	“Compliance” has a specific meaning. California’s adopted code uses this terminology, not the NFPA language. Changed to align with state code. (2024)
RK2	Added a new knowledge component.	Cadre requested additional information to enhance topic. (2014)
RK4	Changed “compliance” to “means/methods/materials”.	“Compliance” has a specific meaning. California’s adopted code uses this terminology, not the NFPA language. Changed to align with state code. (2024)

Fire Marshal

Section 6: Regulatory Programs

RK5	Changed “compliance” to “means/methods/materials”.	“Compliance” has a specific meaning. California’s adopted code uses this terminology, not the NFPA language. Changed to align with state code. (2024)
RS2	Changed “compliance” to “means/methods/materials”.	“Compliance” has a specific meaning. California’s adopted code uses this terminology, not the NFPA language. Changed to align with state code. (2024)

**Cross Reference**

<b>Course Plan</b>	<b>Skill Sheet</b>	<b>Task Book</b>
Fire Marshal 1D (2024) <ul style="list-style-type: none"><li>• Topic 2-10</li></ul>	N/A	Fire Marshal (2024) Certification Task Book <ul style="list-style-type: none"><li>• JPR 34</li></ul>

## 6-10: Managing a Complaint Reconciliation Process

### Authority

1. NFPA 1030: Standard for Professional Qualifications for Fire Prevention Program Positions (2024)
  - Paragraph 5.2.10

### Job Performance Requirement

Manage the process for reconciling complaints, given the report of a situation or condition, so that complaints are resolved and appropriate action is taken.

### Requisite Knowledge

1. Identify applicable codes, standards, and jurisdictional requirements
2. Describe administrative and legal considerations for management and resolving complaints

### Requisite Skills

1. Evaluate and resolve complaints through use of the appropriate legal and administrative requirements

### Content Modification

Block	Modification	Justification

### Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Marshal 1D (2024) <ul style="list-style-type: none"><li>• Topic 2-11</li></ul>	N/A	Fire Marshal (2024) Certification Task Book <ul style="list-style-type: none"><li>• JPR 35</li></ul>

## 6-11: Generating Jurisdictional Requirements

### Authority

1. NFPA 1030: Standard for Professional Qualifications for Fire Prevention Program Positions (2024)
  - Paragraph 5.2.11
2. Office of the State Fire Marshal

### Job Performance Requirement

Generate jurisdictional requirements for administering a regulatory management program, given management objectives, so that the requirements are defined, concise, and in accordance with the legal obligations of the jurisdiction.

### Requisite Knowledge

1. Describe jurisdictional requirements and management objectives for the regulatory management program
2. Identify resources used to generate jurisdictional requirements

### Requisite Skills

1. Interpret jurisdictional requirements
2. Write jurisdictional requirements in accordance with administrative and legal guidelines

### Content Modification

Block	Modification	Justification
RK2	Added a new knowledge component.	Cadre requested additional information to enhance topic. (2014)

### Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Marshal 1D (2024) <ul style="list-style-type: none"><li>• Topic 2-12</li></ul>	N/A	Fire Marshal (2024) Certification Task Book <ul style="list-style-type: none"><li>• JPR 36</li></ul>

## 6-12: Managing an Interagency Coordination Program

### Authority

1. NFPA 1030: Standard for Professional Qualifications for Fire Prevention Program Positions (2024)
  - Paragraph 5.2.12
2. Office of the State Fire Marshal

### Job Performance Requirement

Manage a program to coordinate with other agencies, given that other agencies' requirements can overlap the local jurisdictions, so that conflicts are eliminated and clear lines of responsibility are developed.

### Requisite Knowledge

1. Identify other regulatory agencies that affect the local jurisdiction
2. Identify administrative and legal authorities pertaining to the program
3. Describe record-keeping requirements of other agencies

### Requisite Skills

1. Evaluate other regulatory agencies' requirements
2. Negotiate and resolve conflicts

### Content Modification

Block	Modification	Justification
RK3	Added a new knowledge component.	Cadre requested because this impacts how the fire marshal does their paperwork to meet the other agencies' requirements. (2014)

### Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Marshal 1D (2024) <ul style="list-style-type: none"><li>• Topic 2-13</li></ul>	N/A	Fire Marshal (2024) Certification Task Book <ul style="list-style-type: none"><li>• JPR 37</li></ul>

## 6-13: Utilizing the Concepts of Fire Department Emergency Operations and Firefighter Safety

### Authority

1. NFPA 1030: Standard for Professional Qualifications for Fire Prevention Program Positions (2024)
  - Paragraph 5.2.13

### Job Performance Requirement

Utilize the concepts of fire department emergency operations and firefighter safety, given the discretionary authority granted to the jurisdiction in the codes, standards, and jurisdictional requirements, so that fire department emergency operations and firefighter safety are considered.

### Requisite Knowledge

1. Describe basics of fire department fireground operations
2. Describe strategy and tactics
3. Describe apparatus placement on a fireground
4. Describe water supply operations

### Requisite Skills

1. Apply the discretionary authority granted to the jurisdiction in the codes, standards, and jurisdictional requirements in a manner that incorporates considerations for fire department operations and firefighter safety

### Content Modification

Block	Modification	Justification

### Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Marshal 1D (2024) <ul style="list-style-type: none"><li>• Topic 2-14</li></ul>	N/A	Fire Marshal (2024) Certification Task Book <ul style="list-style-type: none"><li>• JPR 38</li></ul>

## Section 7: Fire and Life Safety Education

### 7-1: Managing a Comprehensive Fire and Life Safety Education Strategy

#### Authority

1. NFPA 1030: Standard for Professional Qualifications for Fire Prevention Program Positions (2024)
  - Paragraph 5.3.2

#### Job Performance Requirement

Manage a comprehensive fire and life safety education strategy, given a planning process and relevant information, so that program goals, design, resources, implementation, and evaluation methods are included.

#### Requisite Knowledge

1. Identify fire and life safety education issues
2. Describe program issues
3. Describe community risks
4. Identify community resources
5. Describe cost/benefit analysis methods

#### Requisite Skills

1. Design and apply program strategy
2. Select program components
3. Interact with community groups, partnerships, and collaborative efforts

#### Content Modification

Block	Modification	Justification

#### Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Marshal 1B (2024) <ul style="list-style-type: none"><li>• Topic 6-3</li></ul>	N/A	Fire Marshal (2024) Certification Task Book <ul style="list-style-type: none"><li>• JPR 39</li></ul>

## 7-2: Creating a Collaborative Fire and Life Safety Education Partnership

### Authority

1. NFPA 1030: Standard for Professional Qualifications for Fire Prevention Program Positions (2024)
  - Paragraph 5.3.3

### Job Performance Requirement

Create a collaborative fire and life safety education partnership, given a description of local community groups, a list of fire and injury priorities, and organizational policies for community partnerships, so that a specific fire or injury priority is mitigated by the partnership.

### Requisite Knowledge

1. Identify potential community partners with shared concerns and resources
2. Describe team development dynamics

### Requisite Skills

1. Facilitate meetings
2. Motivate partners to achieve goals
3. Manage and maintain teamwork

### Content Modification

Block	Modification	Justification

### Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Marshal 1B (2024) <ul style="list-style-type: none"><li>• Topic 2-1</li></ul>	N/A	Fire Marshal (2024) Certification Task Book <ul style="list-style-type: none"><li>• JPR 40</li></ul>

### 7-3: Managing an Organizational Awareness Campaign

#### Authority

1. NFPA 1030: Standard for Professional Qualifications for Fire Prevention Program Positions (2024)
  - Paragraph 5.3.4

#### Job Performance Requirement

Manage an awareness campaign within the organization, given fire and life safety education goals and policies, so that members are informed of their role within the organization’s fire and life safety education strategy.

#### Requisite Knowledge

1. Identify organizational mission statement, goals, policies, and education strategy

#### Requisite Skills

1. Develop an awareness campaign
2. Disseminate information within the organization
3. Implement market strategy

#### Content Modification

Block	Modification	Justification

#### Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Marshal 1B (2024) <ul style="list-style-type: none"><li>• Topic 4-5</li></ul>	N/A	Fire Marshal (2024) Certification Task Book <ul style="list-style-type: none"><li>• JPR 41</li></ul>

## 7-4: Managing Fire and Life Safety Education Reports

### Authority

1. NFPA 1030: Standard for Professional Qualifications for Fire Prevention Program Positions (2024)
  - Paragraph 5.3.5

### Job Performance Requirement

Manage the fire and life safety education report(s) for policy makers, given relevant information, so that educational strategies, goals, objectives, activities, impact, budgets, and outcomes are described.

### Requisite Knowledge

1. Recognize the policy process of the organization
2. Evaluate educational activities and outcomes

### Requisite Skills

1. Generate reports
2. Interpret data

### Content Modification

Block	Modification	Justification

### Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Marshal 1B (2024) <ul style="list-style-type: none"><li>• Topic 5-3</li></ul>	N/A	Fire Marshal (2024) Certification Task Book <ul style="list-style-type: none"><li>• JPR 42</li></ul>

## 7-5: Evaluating Fire and Life Safety Programs

### Authority

1. NFPA 1030: Standard for Professional Qualifications for Fire Prevention Program Positions (2024)
  - Paragraph 5.3.6

### Job Performance Requirement

Evaluate fire and life safety programs, given data to indicate risk reduction and loss reduction, so that measurable interpretation of educational efforts can be reported.

### Requisite Knowledge

1. Describe evaluation instruments
2. Describe learning objectives
3. Describe testing policies
4. Describe survey policies and procedures

### Requisite Skills

1. Apply evaluation practices and procedures

### Content Modification

Block	Modification	Justification

### Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Marshal 1B (2024) <ul style="list-style-type: none"><li>• Topic 7-1</li></ul>	N/A	Fire Marshal (2024) Certification Task Book <ul style="list-style-type: none"><li>• JPR 43</li></ul>

## 7-6: Implementing a Comprehensive Fire and Life Safety Program

### Authority

1. NFPA 1030: Standard for Professional Qualifications for Fire Prevention Program Positions (2024)
  - Paragraph 5.3.7

### Job Performance Requirement

Implement a comprehensive fire and life safety program, given a systematic development process, so that program goals, objectives, design, resources, and evaluation methods are included.

### Requisite Knowledge

1. Describe program administration issues
2. Describe community concerns
3. Identify available resources

### Requisite Skills

1. Select program components
2. Stimulate interest among community groups
3. Establish partnerships and collaborative efforts

### Content Modification

Block	Modification	Justification

### Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Marshal 1B (2024) <ul style="list-style-type: none"><li>• Topic 6-3</li></ul>	N/A	Fire Marshal (2024) Certification Task Book <ul style="list-style-type: none"><li>• JPR 44</li></ul>

## Section 8: Investigation

### 8-1: Administering Investigation Requirements

#### Authority

1. NFPA 1030: Standard for Professional Qualifications for Fire Prevention Program Positions (2024)
  - Paragraph 5.4.2

#### Job Performance Requirement

Administer applicable codes, standards, and jurisdictional requirements for investigations, given applicable codes, standards, and jurisdictional requirements for investigations, so that investigators are knowledgeable and operate within organizational policies.

#### Requisite Knowledge

1. Identify local, state, federal, tribal, and provincial laws
2. Describe investigation methodology
3. Describe applicable codes, standards, and jurisdictional requirements to conduct investigations

#### Requisite Skills

1. Manage the investigative process
2. Evaluate the results

#### Content Modification

Block	Modification	Justification

#### Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Marshal 1C (2024) <ul style="list-style-type: none"><li>• Topic 2-1</li></ul>	N/A	Fire Marshal (2024) Certification Task Book <ul style="list-style-type: none"><li>• JPR 45</li></ul>

## 8-2: Reviewing Documentation Intended for Litigation or Resolution

### Authority

1. NFPA 1030: Standard for Professional Qualifications for Fire Prevention Program Positions (2024)
  - Paragraph 5.4.3
2. Office of the State Fire Marshal

### Job Performance Requirement

Review and assess investigation reports and data to be submitted in anticipation of litigation or resolution, given details of an investigation including evidence collected, reports, scene sketches, photographs, other related information, and data relevant to the investigation, so that complete, accurate documents are submitted for possible legal action.

### Requisite Knowledge

1. Identify local, state, federal, tribal, and provincial laws related to investigation, codes, standards, and jurisdictional requirements
2. Identify other pertinent references

### Requisite Skills

1. Write technical reports
2. Review fire investigation reports
3. Compile and analyze investigative data

### Content Modification

Block	Modification	Justification
RS2	Added new skills component.	A significant portion of a Fire Marshal's job related to fire investigation is to review subordinates' reports. (2014)

### Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Marshal 1C (2024) <ul style="list-style-type: none"><li>• Topic 2-2</li></ul>	N/A	Fire Marshal (2024) Certification Task Book <ul style="list-style-type: none"><li>• JPR 46</li></ul>

### 8-3: Conducting Investigative Analysis

#### Authority

1. NFPA 1030: Standard for Professional Qualifications for Fire Prevention Program Positions (2024)
  - Paragraph 5.4.4
2. Office of the State Fire Marshal

#### Job Performance Requirement

Conduct investigative analysis, given reports compiled from investigation data, to recommend action, so that fire prevention and other programs can be enhanced.

#### Requisite Knowledge

1. Describe how to conduct statistical analysis
2. Identify data sources used for investigative analysis

#### Requisite Skills

1. Use verbal and written communication
2. Evaluate data
3. Write technical reports

#### Content Modification

Block	Modification	Justification
RK2	Added new knowledge item.	There are many different data sources that help an AHJ identify investigative problems and mitigations. (2024)

#### Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Marshal 1C (2024) <ul style="list-style-type: none"><li>• Topic 2-3</li></ul>	N/A	Fire Marshal (2024) Certification Task Book <ul style="list-style-type: none"><li>• JPR 47</li></ul>

## 8-4: Managing Technical Resources Needed to Perform Investigations

### Authority

1. NFPA 1030: Standard for Professional Qualifications for Fire Prevention Program Positions (2024)
  - Paragraph 5.4.5

### Job Performance Requirement

Manage technical resources needed to perform investigations, given personnel, protective equipment, jurisdictional requirements, and other necessary equipment, including investigation tools and resources for investigations, so that investigators are protected and equipped and investigations are conducted according to safety requirements.

### Requisite Knowledge

1. Identify local, state, federal, tribal, and provincial laws, regulations, and standards for the safety of employees
2. Describe how to use personal protective ensemble and tools needed to conduct investigations

### Requisite Skills

1. Demonstrate technical knowledge of equipment
2. Coordinate tasks and people
3. Write procedures
4. Communicate
5. Utilize resources

### Content Modification

Block	Modification	Justification

### Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Marshal 1C (2024) <ul style="list-style-type: none"><li>• Topic 2-4</li></ul>	N/A	Fire Marshal (2024) Certification Task Book <ul style="list-style-type: none"><li>• JPR 48</li></ul>

## 8-5: Developing and Managing a Comprehensive Investigation Program

### Authority

1. NFPA 1030: Standard for Professional Qualifications for Fire Prevention Program Positions (2024)
  - Paragraph 5.4.6
2. Office of the State Fire Marshal

### Job Performance Requirement

Develop and manage a comprehensive investigation program, given reference materials and laws related to investigations, including due process, so that legal mandates are met and jurisdictional requirements are formulated for required investigations that are consistent, complete, and safe.

### Requisite Knowledge

1. Identify technical writing and procedure/policy formatting requirements
2. Describe policy issues
3. Identify resources used for developing and managing and investigation program
4. Describe laws and legal aspects of investigations
5. Identify codes, standards, and jurisdictional requirements

### Requisite Skills

1. Use verbal and written communication skills

### Content Modification

Block	Modification	Justification
RK1	Added "requirements".	Added to narrow the scope of the knowledge item. (2014)
RK3	Added a new knowledge component.	There are federal, state, and local resources useful to a Fire Marshal when developing and managing an investigation program. (2014)

### Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Marshal 1C (2024) <ul style="list-style-type: none"><li>• Topic 2-1</li></ul>	N/A	Fire Marshal (2024) Certification Task Book <ul style="list-style-type: none"><li>• JPR 49</li></ul>

## 8-6: Constructing a Resource Plan for Investigations with Allied Groups

### Authority

1. NFPA 1030: Standard for Professional Qualifications for Fire Prevention Program Positions (2024)
  - Paragraph 5.4.7

### Job Performance Requirement

Construct a resource plan for investigations with allied groups to adapt to incident needs, given knowledge of the capabilities of available groups and resources, so that response to various types of incidents can be investigated.

### Requisite Knowledge

1. Identify local, state, federal, tribal, and provincial resources available for use

### Requisite Skills

1. Use verbal and written communication skills
2. Utilize resources

### Content Modification

Block	Modification	Justification

### Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Marshal 1C (2024) <ul style="list-style-type: none"><li>• Topic 2-5</li></ul>	N/A	Fire Marshal (2024) Certification Task Book <ul style="list-style-type: none"><li>• JPR 50</li></ul>

## 8-7: Adapting Technology to Incident Needs

### Authority

1. Office of the State Fire Marshal

### Job Performance Requirement

Adapt technology to incident needs, given knowledge of the capabilities of available technology and resources, so that response to various types of incidents can be investigated.

### Requisite Knowledge

1. Describe different technologies that can be used for fire investigations
2. Identify training issues related to technology use
3. Identify policy issues related to technology use

### Requisite Skills

1. Use verbal and written communication skills
2. Utilize technology tools and resources

### Content Modification

Block	Modification	Justification
CTS	Added a new training standard.	There are many technologies used for incident investigation. Several of them carry legal and/or ethical concerns and require a fair amount of training. A fire marshal needs to be aware of these things to do their job effectively. (2024)

### Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Marshal 1C (2024) <ul style="list-style-type: none"><li>• Topic 2-6</li></ul>	N/A	Fire Marshal (2024) Certification Task Book <ul style="list-style-type: none"><li>• JPR 51</li></ul>