

Fire Marshal

(NFPA Fire Marshal)

Certification Task Book (2016)



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

Overview

Authority

This certification task book includes the certification training standards set forth in the Fire Marshal Certification Training Standards Guide (2016) which is based on NFPA 1037: Standard on Fire Marshal Professional Qualifications (2016).

Revised: January 2020

Published by: State Fire Training, PO Box 944246, Sacramento, CA 94244-2460.

Cover photo courtesy of Office of the State Fire Marshal.

Purpose

The State Fire Training certification task book is a performance-based document that identifies the minimum requirements necessary to perform the duties of that certification. Completion of a certification task book verifies that the candidate has the required experience, holds the required position, and has demonstrated the job performance requirements to obtain that certification.

Assumptions

With the exception of the Fire Fighter 1 and 2 certifications, a candidate may begin the task book initiation process upon completion of all required education components (courses).

Each job performance requirement (JPR) shall be evaluated after the candidate's fire chief initiates the task book.

An evaluator may verify satisfactory execution of a job performance requirement (JPR) through the following methods:

- First-hand observation
- Review of documentation that verifies prior satisfactory execution

State Fire Training task books do not count towards the NWCG task book limit. There is no limit to the number of State Fire Training task books a candidate may pursue at one time if the candidate meets the initiation requirements of each.

It is the candidate's responsibility to routinely check the State Fire Training website for updates to an initiated task book. Any State Fire Training issued update or addendum is required for task book completion.

A candidate must complete a task book within five years its initiation date. Otherwise, a candidate must initiate a new task books using the certification's current published version.

Roles and Responsibilities

Candidate

The candidate is the individual pursuing certification.

Initiation

The candidate shall:

1. Complete all **Initiation Requirements**.
 - Please print or type.
2. Obtain their fire chief's signature as approval to open the task book.
 - A candidate may not obtain evaluation signatures prior to the fire chief's initiation approval date.

Completion

The candidate shall:

1. Complete all **Job Performance Requirements**.
 - Ensure that an evaluator initials, signs, and dates each task to verify completion.
2. Complete all **Completion Requirements**.
3. Sign and date the candidate verification statement under **Review and Approval** with a handwritten signature.
4. Obtain their fire chief's handwritten (not stamped) signature on the fire chief verification section.
5. Create and retain a physical or high-resolution digital copy of the completed task book

Submission

The candidate shall:

1. Submit a copy (physical or digital) of the completed task book and any supporting documentation to State Fire Training.
 - See Submission and Review below.

A candidate should not submit a task book until he or she has completed all requirements and obtained all signatures. State Fire Training will reject and return an incomplete task book.

Evaluator

An evaluator is any individual who verifies that the candidate can satisfactorily execute a job performance requirement (JPR).

An evaluator may verify satisfactory execution through the following methods:

- First-hand observation
- Review of documentation that verifies prior satisfactory execution

A qualified evaluator is designated by the candidate's fire chief and holds an equivalent or higher-level certification. If no such evaluator is present, the fire chief shall designate an individual with more experience than the candidate and a demonstrated ability to execute the job performance requirements.

A task book evaluator may be, but is not required to be, a registered skills evaluator who oversees a State Fire Training certification exam.

A certification task book may have more than one evaluator.

All evaluators shall:

1. Complete a block on the **Signature Verification** page with a handwritten signature.
2. Review and understand the candidate's certification task book requirements and responsibilities.
3. Verify the candidate's successful completion of one or more job performance requirements through observation or review.
 - Do not evaluate any job performance requirement (JPR) until after the candidate's fire chief initiates the task book.
 - Sign all appropriate lines in the certification task book with a handwritten signature or approved digital signature (e.g. Docusign or Adobe Sign) to record demonstrated performance of tasks.

Fire Chief

The fire chief is the individual who initiates and then reviews and confirms the completion of a candidate's certification task book.

A fire chief may identify an authorized designee already on file with State Fire Training to fulfill any task book responsibilities assigned to the fire chief. (See *State Fire Training Procedures Manual*, 4.2.2: Authorized Signatories.)

Initiation

The fire chief shall:

1. Review and understand the candidate's certification task book requirements and responsibilities.
2. Verify that the candidate has met all **Initiation Requirements** prior to initiating the candidate's task book.

3. Open the candidate's task book by signing the **Fire Chief Approval** verification statement with a handwritten (not stamped) signature.
4. Designate qualified evaluators.

Completion

The fire chief shall:

1. Confirm that the candidate has obtained the appropriate signatures to verify successful completion of each job performance requirement.
 - Ensure that all **Job Performance Requirements** were evaluated after the initiation date.
2. Confirm that the candidate meets the **Completion Requirements**.
3. Sign and date the Fire Chief verification statement under **Review and Approval** with a handwritten signature.
 - If signing as an authorized designee, verify that your signature is on file with State Fire Training.

Submission and Review

A candidate should not submit a task book until he or she has completed all requirements and obtained all signatures. State Fire Training will reject and return an incomplete task book.

To submit a completed task book, please send the following to the address below:

- A copy of the completed task book (candidate may retain the original)
- All supporting documentation
- A completed SFT Fee Schedule
- Payment

State Fire Training

Attn: Cashier

PO Box 997446

Sacramento, CA 95899-7446

State Fire Training reviews all submitted task books.

- If the task book is complete, State Fire Training will authorize the task book and retain a digital copy of the authorized task book in the candidate's State Fire Training file.
- If the task book is incomplete, State Fire Training will return the task book with a notification indicating what needs to be completed prior to resubmission.

Completion of this certification task book is one step in the certification process. Please refer to the *State Fire Training Procedures Manual* for the complete list of qualifications required for certification.

Initiation Requirements

The following requirements must be completed prior to initiating this task book.

Candidate Information

Name: _____

SFT ID Number: _____

Fire Agency: _____

Prerequisites

State Fire Training confirms that there are no prerequisites for initiating this certification task book.

Education

The candidate has completed the following course(s).

- Fire Marshal 1A: Administration and Professional Development
- Fire Marshal 1B: Community Relations & Fire and Life Safety Education
- Fire Marshal 1C: Fire Investigation Program Management
- Fire Marshal 1D: Community Risk Reduction Program Management
- Fire Marshal 1E: Regulatory Programs Management
- Chief Fire Officer 3A: Human Resource Management
- Instructor 1: Instructional Methodology
- Statutes and Regulations (SFT course)

Only include copies of any non-SFT course completion certificates to validate education requirements when you submit your task book.

Fire Chief Approval

Candidate's Fire Chief (please print): _____

I, the undersigned, am the person authorized to verify the candidate's task book initiation requirements and to initiate State Fire Training task books. I hereby certify under penalty of perjury under the laws of the State of California, that the completion of all requirements to open the task book documented herein are true in every respect. I understand that misstatements, omissions of material facts, or falsification of information or documents may be cause for rejection.

Signature: _____ Date: _____

Signature Verification

The following individuals have the authority to verify portions of this certification task book using the signature recorded below.

Please print except for the Signature line where a handwritten signature is required. Please add additional signature pages as needed.

| | |
|---------------------|---------------------|
| Name: _____ | Name: _____ |
| Job Title: _____ | Job Title: _____ |
| Organization: _____ | Organization: _____ |
| Signature: _____ | Signature: _____ |
| Name: _____ | Name: _____ |
| Job Title: _____ | Job Title: _____ |
| Organization: _____ | Organization: _____ |
| Signature: _____ | Signature: _____ |
| Name: _____ | Name: _____ |
| Job Title: _____ | Job Title: _____ |
| Organization: _____ | Organization: _____ |
| Signature: _____ | Signature: _____ |
| Name: _____ | Name: _____ |
| Job Title: _____ | Job Title: _____ |
| Organization: _____ | Organization: _____ |
| Signature: _____ | Signature: _____ |
| Name: _____ | Name: _____ |
| Job Title: _____ | Job Title: _____ |
| Organization: _____ | Organization: _____ |
| Signature: _____ | Signature: _____ |

Job Performance Requirements

The candidate must complete each job performance requirement (JPR) in accordance with the standards of the authority having jurisdiction (AHJ) or the National Fire Protection Association (NFPA), whichever is more restrictive.

All JPRs must be completed within a California fire agency or Accredited Regional Training Program (ARTP).

For JPRs that are not part of a candidate's regular work assignment or are a rare event, the evaluator may develop a scenario or interview that supports the required task and evaluate the candidate to the stated standard.

Each JPR shall be evaluated after the candidate's fire chief initiates the task book.

Administration

1. 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. (NFPA 4.2.1) (CTS 2-1)

Evaluator Signature: _____ Date Verified: _____

2. Establish personnel assignments to maximize efficiency, given the knowledge, training, and experience of the members available, so that the organizational roles and responsibilities and legal requirements are met with the allocated resources and in accordance with jurisdictional requirements. (NFPA 4.2.2 / OSFM) (CTS 2-2)

Evaluator Signature: _____ Date Verified: _____

3. Establish a strategic and operational plan, given organizational goals and objectives, legal requirements, and available resources, so that the organizational roles and responsibilities and legal requirements are met with the allocated resources. (NFPA 4.2.3 / OSFM) (CTS 2-3)

Evaluator Signature: _____ Date Verified: _____

4. 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. (NFPA 4.2.4) (CTS 2-4)

Evaluator Signature: _____ Date Verified: _____

5. 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. (NFPA 4.2.5 / OSFM) (CTS 2-5)

Evaluator Signature: _____ Date Verified: _____

6. Guide the development, maintenance, and evaluation of a department record and management system, given policies and procedures, so that completeness and accuracy are achieved. (NFPA 4.2.6 / OSFM) (CTS 2-6)

Evaluator Signature: _____ Date Verified: _____

Community Risk Reduction

7. 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. (NFPA 4.3.2) (CTS 3-1)

Evaluator Signature: _____ Date Verified: _____

8. Manage a data and information management program, given identified inputs and outputs, data collection system, and personnel, so that data and information are collected. (NFPA 4.3.3) (CTS 3-2)

Evaluator Signature: _____ Date Verified: _____

9. 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. (NFPA 4.3.4) (CTS 3-3)

Evaluator Signature: _____ Date Verified: _____

10. 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. (NFPA 4.3.5) (CTS 3-4)

Evaluator Signature: _____ Date Verified: _____

11. 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. (NFPA 4.3.6) (CTS 3-5)

Evaluator Signature: _____ Date Verified: _____

12. Integrate the risk management solutions with related organizational groups, given organizational structure and constraints, so that the analysis and solution(s) can be used for organizational planning, development, and implementation. (NFPA 4.3.7 / OSFM) (CTS 3-6)

Evaluator Signature: _____ Date Verified: _____

13. Integrate the risk management solution(s) with community stakeholders, given interface with community individuals and organizations, so that the risk management solution(s) can be used for community planning, development, and implementation. (NFPA 4.3.8 / OSFM) (CTS 3-7)

Evaluator Signature: _____ Date Verified: _____

14. 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. (NFPA 4.3.9 / OSFM) (CTS 3-9)

Evaluator Signature: _____ Date Verified: _____

15. 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. (NFPA 4.3.10 / OSFM) (CTS 3-8)

Evaluator Signature: _____ Date Verified: _____

Community Relations

16. 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. (NFPA 4.4.1) (CTS 4-1)

Evaluator Signature: _____ Date Verified: _____

17. Present safety proposals to community groups, given a list of groups with shared concerns, and an understanding of relevant safety measures, so that the justification for the safety proposal is provided, issues are explained, and solutions, impacts, and benefits are stated. (NFPA 4.4.2 / OSFM) (CTS 4-2)

Evaluator Signature: _____ Date Verified: _____

18. Create media communication strategies and policies, given a list of media outlets such as newspaper, radio, web pages, and television; 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. (NFPA 4.4.3) (CTS 4-3)

Evaluator Signature: _____ Date Verified: _____

19. 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. (NFPA 4.4.4) (CTS 4-4)

Evaluator Signature: _____ Date Verified: _____

Professional Development

20. Identify and prioritize professional development needs, within the department given jurisdictional requirements, so that professional development requirements are established. (NFPA 4.5.2) (CTS 5-1)

Evaluator Signature: _____ Date Verified: _____

21. 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. (NFPA 4.5.3) (CTS 5-2)

Evaluator Signature: _____ Date Verified: _____

22. Implement professional development programs, given selected options and available resources, so that professional development programs meet organizational goals and objectives. (NFPA 4.5.4) (CTS 5-3)

Evaluator Signature: _____ Date Verified: _____

23. Evaluate organizational professional development programs, given organizational goals and objectives, so that professional development meets organizational goals and objectives. (NFPA 4.5.5) (CTS 4.5.5)

Evaluator Signature: _____ Date Verified: _____

24. 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. (NFPA 4.5.6) (CTS 5-5)

Evaluator Signature: _____ Date Verified: _____

Regulatory Programs

25. 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. (NFPA 5.2.2 / OSFM) (CTS 6-1)

Evaluator Signature: _____ Date Verified: _____

26. 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 is determined. (NFPA 5.2.3 / OSFM) (CTS 6-2)

Evaluator Signature: _____ Date Verified: _____

27. Manage a process for project design reviews in order to complete project design review requirements in accordance with the policies of the jurisdiction. (OSFM) (CTS 6-3)

Evaluator Signature: _____ Date Verified: _____

28. Manage a process for plan reviews, 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. (NFPA 5.2.4) (CTS 6-4)

Evaluator Signature: _____ Date Verified: _____

29. 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. (NFPA 5.2.5) (CTS 6-5)

Evaluator Signature: _____ Date Verified: _____

30. 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. (NFPA 5.2.6) (CTS 6-6)

Evaluator Signature: _____ Date Verified: _____

31. 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. (NFPA 5.2.7) (CTS 6-7)

Evaluator Signature: _____ Date Verified: _____

32. 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. (NFPA 5.2.8 / OSFM) (CTS 6-8)

Evaluator Signature: _____ Date Verified: _____

33. Manage a program for alternative compliance 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. (NFPA 5.2.9) (CTS 6-9)

Evaluator Signature: _____ Date Verified: _____

34. Manage the process for reconciling complaints, given the report of a situation or condition, so that complaints are resolved and appropriate action is taken. (NFPA 5.2.10) (CTS 6-10)

Evaluator Signature: _____ Date Verified: _____

35. Generate jurisdictional requirements for administering the regulatory management program, given management objectives, so that the requirements are defined, concise, and in accordance with the legal obligations of the jurisdiction. (NFPA 5.2.11 / OSFM) (CTS 6-11)

Evaluator Signature: _____ Date Verified: _____

36. 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. (NFPA 5.2.12) (CTS 6-12)

Evaluator Signature: _____ Date Verified: _____

Fire and Life Safety Education

37. 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. (NFPA 5.3.2) (CTS 7-1)

Evaluator Signature: _____ Date Verified: _____

38. 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. (NFPA 5.3.3) (CTS 7-2)

Evaluator Signature: _____ Date Verified: _____

39. 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. (NFPA 5.3.4) (CTS 7-3)

Evaluator Signature: _____ Date Verified: _____

40. 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. (NFPA 5.3.5) (CTS 7-4)

Evaluator Signature: _____ Date Verified: _____

41. 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. (NFPA 5.3.6) (CTS 7-5)

Evaluator Signature: _____ Date Verified: _____

42. 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. (NFPA 5.3.7) (CTS 7-6)

Evaluator Signature: _____ Date Verified: _____

Fire Investigation

43. 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 the organizational policies. (NFPA 5.4.2) (CTS 8-1)

Evaluator Signature: _____ Date Verified: _____

44. 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. (NFPA 5.4.3) (CTS 8-2)

Evaluator Signature: _____ Date Verified: _____

45. Conduct investigative analysis, given reports compiled from investigation data, to recommend action, so that fire prevention and other programs can be enhanced. (NFPA 5.4.4) (CTS 8-3)

Evaluator Signature: _____ Date Verified: _____

46. 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. (NFPA 5.4.5) (CTS 8-4)

Evaluator Signature: _____ Date Verified: _____

47. 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. (NFPA 5.4.6) (CTS 8-5)

Evaluator Signature: _____ Date Verified: _____

48. 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. (NFPA 5.4.7 / OSFM) (CTS 8-6)

Evaluator Signature: _____ Date Verified: _____

Completion Requirements

The following requirements must be completed prior to submitting this task book.

Corequisites

The candidate meets the following corequisites.

- Fire Inspector 2 certification issued by the International Code Council

| Certification | Certifying Agency | Completion Date |
|------------------|----------------------------------|-----------------|
| Fire Inspector 2 | International Code Council (ICC) | |

Experience

The candidate meets the following experience requirements.

- Have a minimum of five years' full-time paid experience (or 10 years' part-time paid or volunteer experience) in a recognized fire agency in California with at least one year (full time) or two years (part time or volunteer) serving as a Fire Marshal

| Agency | Experience | Start Date | End Date |
|--------|------------|------------|----------|
| | | | |
| | | | |
| | | | |

Position

The candidate meets the qualifications for this level of certification. The position requirement is met when the applicant fulfills the role of the specific duties as defined by the Fire Chief.

Supporting Documentation

The candidate meets the following supporting documentation requirements.

- G290 Basic Public Information Officer Course **OR** S-203: Introduction to Incident Information (SFT shall accept ICS certificates from CalEMA/CalOES, CSTI, CDF/CAL FIRE, FEMA, FIREScope, NFA, NWCG, and SFT) **OR** E/L0105 – Public Information Basics (EMI or CSTI)
- Associate's degree (any major) or higher from an accredited post-secondary institution

| Agency/Institution | Completion Date |
|--------------------|-----------------|
| | |
| | |

Include a copy of any supporting documents to validate supporting documentation requirements when you submit your task book.

Updates

The candidate has completed and enclosed all updates to this certification task book released by State Fire Training since its initial publication.

Number of enclosed updates: _____

Completion Timeframe

The candidate has completed all requirements documented in this certification task book within five years of its initiation date.

Initiation Date (see Fire Chief signature under **Initiation Requirements**): _____

Review and Approval

Candidate

Candidate (please print): _____

I, the undersigned, am the person applying for Fire Marshal certification. I hereby certify under penalty of perjury under the laws of the State of California, that the completion of all requirements documented herein is true in every respect. I understand that misstatements, omissions of material facts, or falsification of information or documents may be cause for rejection or revocation.

Signature: _____ Date: _____

Fire Chief

Candidate's Fire Chief (please print): _____

I, the undersigned, am the person authorized to verify the candidate's qualifications for Fire Marshal certification. I hereby certify under penalty of perjury under the laws of the State of California, that the completion of all requirements documented herein are true in every respect. I understand that misstatements, omissions of material facts, or falsification of information or documents may be cause for rejection.

Signature: _____ Date: _____