



# RECOGNIZED FIRE AGENCIES AND AUTHORIZED SIGNERS Interim Procedures

Updated: March 2023

## Procedure Changes

- Edition** May 2020 edition of the State Fire Training Procedures Manual
- Effective Date:** March 1, 2023
- Section Change:** Modify Sections 4.1 and 4.2
- Justification:** Based on guidance from the Statewide Training and Education Advisory Committee, State Fire Training is clarifying the procedures for recognized fire agencies and authorized signers.
- SFT Contact** Contact SFT Staff assigned to the specific certification.
- Note:** All new text appears in underline. All deleted text appears in ~~strikeout~~.

### 4.1: AUTHORIZED SIGNERS

#### 4.1.1 AUTHORIZED ORGANIZATIONS

- A. State Fire Training (SFT) requires authorized signers to initiate Certification Task Books, to review and approve the completed Certification Task Books, and to sign the Letter of Verification required for an instructor, Skills Evaluator, and Lead Evaluator registration.
- B. Authorized signers are approved from the following authorized organizations:
1. Fire Districts formed under the Fire Protection District Law of 1987 (Health and Safety Code 13800 – 13970)
  2. Fire Department's formed under the Government of Cities (Government Code 34000-45345)
  3. California Agencies with fire response duties (e.g., Department of Forestry and Fire Protection, Department of Corrections and Rehabilitation)
  4. Federal Agencies with fire response duties within California (e.g., U.S. Forest Service, Bureau of Indian Affairs, Bureau of Land Management)
    - a. Limited to Districts, or equivalent, within California.
  5. United States Military Fire Departments stationed within California
  6. Tribal Fire Departments formed under a federally recognized Tribe.
- C. The Program Dean or Director of an Accredited Regional Training Program (ARTP) is the authorized signer to initiate, review and approve Instructor 1 and Instructor 2 Certification Task Books, and the Letters of Verification required for instructor, Skills Evaluator, and Lead Evaluator registration.
1. The Program Dean or Director is only the authorized signer for employees or agents of the ARTP.



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- D. Organizations listed in 4.1.1(B) (1-5) may initiate Certification Task Books, reviews and approves completed Certification Task Books for employees of Industrial Fire Brigade located within their jurisdiction.
1. State Fire Training only recognizes Industrial Fire Brigades that are at a specific site that is owned by the employer. Examples of approved fire brigades would be for oil refinery, manufacture plant, industrial site.

## **4.1.2 AUTHORIZED ORGANIZATION VERIFICATION**

- A. All organizations listed in 4.1.1(B)(1) and 4.1.1(B)(2) must submit proof of their agencies or department authority to SFT by December 31, 2024.
1. Proof of authority can be municipal or district code that defines their creation and authority.
- B. SFT may request proof of authority prior to December 31, 2024 if an agency does not appear to meet the requirements of 4.1.1(B)(1) or 4.1.1(B)(2).
- C. SFT will not accept authorized signers from organizations listed in 4.1.1(B)(1) and 4.1.1(B)(2) who do not submit proof of their agencies or departments authority after January 1, 2025. Once an organization has submitted proof of their agencies or departments authority to SFT, and it has been approved, SFT will accept authorized signers.

## **4.12: LETTERS OF VERIFICATION**

### **4.12.1: LETTERS OF VERIFICATION**

- A. All letters of verification shall be written on agency letterhead and signed by the current Fire Chief or ~~his or her~~ their authorized designee.
- B. A Fire Chief or Unit Chief cannot self-certify. All supporting documentation submitted by a Fire Chief or Unit Chief (including CAL FIRE unit chiefs) must be signed off by ~~his or her~~ their supervisor or superior.
- C. All letters of verification shall have a current date.
1. The verification letter must be submitted to State Fire Training within 90 days of the date on the letter.
- D. State Fire Training (SFT) does not accept electronic or stamped signatures on verification letters.



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- E. SFT accepts electronic submission of original signed letters of verification.
- F. ~~Letters may contain verification of experience.~~

## 4.23: UPDATING AN AUTHORIZED SIGNATORY

### 4.23.1: FIRE CHIEF

- A. A fire agency shall notify State Fire Training (SFT) of a change of Fire Chief through written notification.
- B. The letter must be written on department letterhead and list the separation date of the former Fire Chief and the effective date of the new Fire Chief.
- C. ~~The letter must be signed by an individual holding an equivalent or higher rank than the Fire Chief (e.g. another Fire Chief, a City Planner, etc.).~~ The Fire Chief shall print or type his or her their name and hand-sign the letter so that SFT can accurately read and verify the signature when certification documents are submitted via email.
- D. SFT considers a CAL FIRE Unit Chief as a Fire Chief for all purposes within the Procedures Manual.
- E. Fire Chiefs on file with SFT are only valid for five years.

### 4.23.2: AUTHORIZED SIGNATORIES

- A. A fire agency shall update or remove its authorized signatories through written notification to SFT.
- B. A fire agency may update its Fire Chief and add or remove signatories in the same letter.
- C. The letter must be written on department letterhead and list the names and effective dates of all current signatories who have authority to sign on behalf of the Fire Chief.
- D. In order to remove an authorized signatory, submit a letter written on department letterhead listing all of the signatories that are to be removed.



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- E. The Fire Chief and all listed signatories must print or type their name and hand-sign the letter so that SFT can accurately read and verify the signatures when certification documents are submitted via email.
  
- F. Authorized signers on file with SFT are only valid for five years.