



Fire Officer 4 (2020) Interim Procedures

Noise Issued: November 2024

Procedure Changes

Edition: May 2020 edition of the State Fire Training Procedures Manual

Effective Date: January 1, 2025

Section Changes: Modify and update the following sections:

- 6.7.1: COMMAND INSTRUCTOR
- 6.7.14: MANAGEMENT INSTRUCTOR
- 7.10.3: EXECUTIVE CHIEF FIRE OFFICER
- 9.1.2: APPROVED COURSES

Justification: Following approval by the State Board of Fire Services (SBFS), the new Fire Officer 4 (2020) curriculum will go into effect on January 1, 2025. The new curriculum provides directive for instructor qualifications, OSFM certification, and course equivalency.

SFT Contact: SFT Staff assigned to instructor registration, certification, and course equivalency.

Note: All new text appears in underline. All deleted text appears in ~~strikeout~~.

6.7.1: COMMAND INSTRUCTOR

6.7.1.1: Eligible Courses

Table 6.7.1.1: Command Instructor Eligible Course

CFSTES Courses	FSTEP Courses
<ul style="list-style-type: none"> • Company Officer 2D: All-Risk Command Operations • Company Officer 2E: Wildland Incident Operations • Chief Fire Officer 3D: Emergency Services Delivery Responsibilities • Executive Chief Fire Officer 4D: Emergency Services Delivery 	<ul style="list-style-type: none"> • None

6.7.1.2: General Qualifications

A. A Registered ~~Primary~~ Instructor for a California Fire Service Training and Education System (CFSTES) Command course shall meet the qualifications required of all State Fire Training (SFT) Registered Primary Instructors.

1. See **6.2.1: Qualifications**.

~~B. A Registered Primary Instructor authorized to teach one of the courses in Retired Courses column is authorized to deliver the corresponding course in the Corresponding Courses column.~~

Table 6.7.1.2: Command Instructor Legacy Matrix

Retired Courses	Corresponding Courses
Command 1A: Structure Fire Command Operations for the Company Officer	Company Officer 2D: All-Risk Command Operations
Command 1C: WUI Command Operations for the Company Officer	Company Officer 2E: Wildland Incident Operations
Fire Command 2A: Command Tactics at Major Fires	Chief Fire Officer 3D: Emergency Service Delivery Responsibilities
Fire Command 2B: Management of Major Hazmat Incidents	Chief Fire Officer 3D: Emergency Service Delivery Responsibilities
Fire Command 2C: High-Rise Fire Fighting Tactics	Chief Fire Officer 3D: Emergency Service Delivery Responsibilities
Fire Command 2D: Planning for Large Scale Disasters	Chief Fire Officer 3D: Emergency Service Delivery Responsibilities
Fire Command 2E: Wildland Fire Fighting Tactics	Chief Fire Officer 3D: Emergency Service Delivery Responsibilities

6.7.1.3: Professional Experience

- A. A Registered ~~Primary~~ Instructor for a CFSTES Command course shall meet the professional experience qualifications listed below.
1. Performing in an “acting” capacity does not qualify.

Table 6.7.1.3: Command Instructor Professional Experience

CFSTES Course	Experience
Company Officer 2D	Held the rank of Company Officer or higher within a recognized fire agency in California for a minimum of three years
Company Officer 2E	Performed in the Incident Command System (ICS) position of Division/Group Supervisor on a minimum of two incidents that extended 24 hours beyond the initial burning phase (24 hours)
Chief Fire Officer 3D	Held the rank of Chief Officer or higher within a recognized fire agency in California for a minimum of three years Specific expertise in emergency services delivery responsibilities
Executive Chief Fire Officer 4D	Held the rank of Executive Chief Fire Officer* or higher within a recognized fire agency in California for a minimum of three years Specific expertise in emergency services delivery responsibilities

~~* An Executive Chief Fire Officer is defined as a Division Chief, Assistant Chief, or Deputy Chief assigned to a staff position within an organization, or any Chief Officer with staff position responsibilities.~~

6.7.14: MANAGEMENT INSTRUCTOR

6.7.14.1: Eligible Courses

Table 6.7.14.1(A): Management Instructor Eligible CFSTES Courses

<u>CFSTES Courses</u>
<ul style="list-style-type: none"> • Company Officer 2A: Human Resource Management • Company Officer 2B: General Administrative Functions • Chief Fire Officer 3A: Human Resource Management • Chief Fire Officer 3B: Budget & Fiscal Responsibilities • Chief Fire Officer 3C: General Administrative Functions • Executive Chief Fire Officer 4A: Human Resource Management (2020) • Executive Chief Fire Officer 4B: Community <u>Leadership</u> and <u>Government Relations Strategic Planning</u> (2020) • Executive Chief Fire Officer 4C: <u>Administration</u> <u>Emergency Services Management</u> (2020) • Executive Chief Fire Officer 4E: <u>Health and Safety</u>

Table 6.7.14.1(B): Management Instructor Eligible FSTEP Courses

<u>FSTEP Courses</u>
<ul style="list-style-type: none"> • Fire Service Supervision: Increasing Personal Effectiveness • Fire Service Supervision: Increasing Team Effectiveness • Volunteer Fire Service Management

6.7.9.2: General Qualifications

A. A Registered ~~Primary~~ Instructor for a California Fire Service Training and Education System (CFSTES) Management course shall meet the qualifications required of all State Fire Training (SFT) Registered ~~Primary~~ Instructors.

1. See **6.2.1: Qualifications**.

~~B. An Instructor registered to teach one of the courses in Retired Courses column is authorized to deliver the corresponding course in the Corresponding Courses column.~~

~~Table 6.7.14.2: Management Instructor Legacy Matrix~~

<u>Retired Courses</u>	<u>Corresponding Courses</u>
• Fire Management 1	<ul style="list-style-type: none"> • Company Officer 2A • Company Officer 2b
• Fire Management 2A or 2C	• Chief Fire Officer 3A
• Fire Management 2B	• Chief Fire Officer 3B
• Fire Management 2A or 2D	• Chief Fire Officer 3C

6.7.9.3: Professional Experience

A. A Registered ~~Primary~~ Instructor for a CFSTES or FSTEP Management course shall meet the professional experience qualifications listed below.

1. Performing in an “acting” capacity does not qualify.

Table 6.7.9.3(A): Management Instructor Professional Experience CFSTES Courses

CFSTES Courses	Experience
<ul style="list-style-type: none"> • Company Officer 2A • Company Officer 2B 	<ul style="list-style-type: none"> • Held the rank of Company Officer within a recognized fire agency in California for a minimum of three years
<ul style="list-style-type: none"> • Company Officer 3A 	Both required: <ul style="list-style-type: none"> • Held the rank of Chief Officer or higher within a recognized fire agency in California for a minimum of three years • Specific expertise in human resource management
<ul style="list-style-type: none"> • Company Officer 3B 	Both required: <ul style="list-style-type: none"> • Held the rank of Chief Officer or higher within a recognized fire agency in California for a minimum of three years • Specific expertise in budgets and fiscal responsibilities
<ul style="list-style-type: none"> • Chief Fire Officer 3D 	Both required: <ul style="list-style-type: none"> • Held the rank of Chief Officer or higher within a recognized fire agency in California for a minimum of three years • Specific expertise in general administrative functions
<ul style="list-style-type: none"> • Executive Chief Fire Officer 4A <u>(2020)</u> 	Both required: <ul style="list-style-type: none"> • Held the rank of Executive Chief Fire Officer* or higher within a recognized fire agency in California for a minimum of three years • <u>A minimum of three years’ full-time paid or six years’ volunteer or part-time paid experience working as a Fire Officer 4* in a recognized California fire agency</u> • Specific expertise in human resource management <u>and health and safety</u>
<ul style="list-style-type: none"> • Executive Chief Fire Officer 4B <u>(2020)</u> 	Both required: <ul style="list-style-type: none"> • Held the rank of Executive Chief Fire Officer* or higher within a recognized fire agency in California for a minimum of three years • <u>A minimum of three years’ full-time paid or six years’ volunteer or part-time paid experience working as a Fire Officer 4* in a recognized California fire agency</u> • Specific expertise in community and government relations <u>and administration</u>

<ul style="list-style-type: none"> • Executive Chief Fire Officer 4C (2020) 	<p>Both required:</p> <ul style="list-style-type: none"> • Held the rank of Executive Chief Fire Officer* or higher within a recognized fire agency in California for a minimum of three years • <u>A minimum of three years' full-time paid or six years' volunteer or part-time paid experience working as a Fire Officer 4* in a recognized California fire agency</u> • Specific expertise in administration <u>emergency services management</u>
<ul style="list-style-type: none"> • Executive Chief Fire Officer 4E 	<p>Both required:</p> <ul style="list-style-type: none"> • Held the rank of Executive Chief Fire Officer* or higher within a recognized fire agency in California for a minimum of three years • Specific expertise in health and safety

* ~~An Executive Chief Officer is defined as~~ SFT defines a Fire Officer 4 as a Division Chief, Assistant Chief, or Deputy Chief, or Fire Chief assigned to a staff position within an organization or any Chief Officer with staff position responsibilities.

Table 6.7.9.3(B): Management Instructor Professional Experience ~~CFSTES~~ FSTEP Courses

FSTEP Courses	Experience
<ul style="list-style-type: none"> • Fire Service Supervision: Increasing Personal Effectiveness • Fire Service Supervision: Increasing Team Effectiveness • Volunteer Fire Service Management 	<ul style="list-style-type: none"> • Held the rank of Company Officer within a recognized fire agency in California for a minimum of two years

7.10.3: EXECUTIVE CHIEF FIRE OFFICER 4

7.10.3.1: Overview

- A. The ~~Executive Chief~~ Fire Officer 4 certification provides the knowledge and skills needed to organize and direct one or more fire agencies under the general direction of the Fire Chief. ~~An Executive Chief~~ Fire Officer 4 performs administrative, technical, and managerial duties; serves as a key member of the agency's administrative/executive management team; and acts on behalf of the Fire Chief, as required, in support of the overall goals and objectives of the agency. Skills include human resource management, community and government relations, administrative activities, long-range planning and fiscal projections, fire prevention activities, emergency services delivery, planning for major disasters, and health and safety regulations including comprehensive risk management.
- B. As of ~~October 1, 2015~~, January 1, 2025, candidates pursuing ~~Executive Chief~~ Fire Officer 4 certification should utilize the requirements listed below.

7.10.3.2: History

- A. Established
- November 20, 2014
- B. Revised
- July 1, 2015
 - Education requirements updated
 - January 1, 2025
 - Updated to align with NFPA 1021 (2020)
 - Restructured application activities to align with task book job performance requirements enabling participants to begin working on task book assignments during their education (rather than after)

7.10.3.3: Prerequisites

- A. ~~Office of the State Fire Marshal (OSFM) certified Chief Fire Officer or OSFM certified Chief Officer~~
- The candidate has completed one of the following prerequisites.
- OSFM Fire Officer 3 certification
 - OSFM Chief Fire Officer certification
 - OSFM Chief Officer certification
 - Appointed to the rank of Division Chief, Assistant Chief, Deputy Chief, or Fire Chief ~~waives this prerequisite.~~
 1. Performing in an "acting" capacity does not ~~qualify for this waiver~~ fulfill this requirement.

7.10.3.4: Education

- A. ~~Executive Chief~~ Fire Officer 4A: Human Resource Management (2020)
- B. ~~Executive Chief~~ Fire Officer 4B: Community Leadership and Government Relations Strategic Planning (2020)
- C. ~~Executive Chief~~ Fire Officer 4C: Administration Emergency Services Management (2020)
- D. ~~Executive Chief~~ Fire Officer 4D: Emergency Services Delivery I-400: Advanced Incident Command System for Command and General Staff-Complex Incidents (SFT or FEMA)
- E. ~~Executive Chief~~ Fire Officer 4E: Health and Safety Fire Service Labor/Management Relations (SFT)

7.10.3.5: Certification Exam

- A. Not applicable

7.10.3.6: Certification Task Book

- A. ~~Executive Chief~~ Fire Officer 4 Certification Task Book (2020)

7.10.3.7: Experience

- A. Fire Service (one of the following)
 - 1. Have a minimum of one year full-time paid experience working at the Fire Officer 3 level in a recognized fire agency in California* ~~working at the Executive Chief Fire Officer level~~
 - 2. Have a minimum of two years' full-time paid experience working at the Fire Officer 3 level in a recognized fire agency in California* ~~working at the Executive Chief Fire Officer level~~
 - 3. Have a combination of full-time paid and part-time paid or volunteer experience equal to one year's full-time paid experience working at the Fire Officer 3 level in a recognized fire agency in California* ~~working at the Executive Chief Fire Officer level~~
 - i. Part-time paid or volunteer to full-time paid ratio is 2:1 (for example, two months' part-time paid or volunteer = one month full-time paid)

* Time spent in an "acting" or "interim" role does not count towards meeting the Experience requirement.

7.10.3.8: Position

- A. ~~Appointed to the rank of Executive Chief Fire Officer~~
 - 1. ~~An Executive Chief Fire Officer is defined as a Division Chief, Assistant Chief, or Deputy Chief assigned to a staff position within an organization, or any Chief Officer with staff position responsibilities.~~

The position requirement is met when the applicant fulfills the role of the specific duties as defined by the Fire Chief.

1. If the candidate is already the fire chief, any task book role or responsibility assigned to a fire chief should be fulfilled by a higher authority – i.e., city manager, board chair, etc.

7.10.3.9: Application

A. See **7.2.4: Application Process – With a Certification Task Book.**

~~B. Supporting Documentation~~

- ~~1. A copy of OSFM Fire Officer or Company Officer certificate
 - ~~i. If waiving this requirement, submit a verification letter signed by the Fire Chief, or his or her authorized designee, verifying the candidate's Chief Officer Rank. (See **4.1.1: Letters of Verification.**)~~~~
- ~~2. Copies of course completion certificates from State Fire Training (SFT) for each educational requirement~~
- ~~3. A copy of diploma verifying degree completion~~

7.10.3.10: Maintenance

A. Not applicable

9.1.2: APPROVED COURSES

- A. In Table 9.1.2: SFT Approved Courses (following), SFT has identified the following SFT courses as either equivalent (E) or reciprocal (R).
- B. See **Acronym Glossary** for a complete list of provider acronyms.

Table 9.1.2: SFT Approved Courses

SFT Course	E/R	Approved Equivalent	Provider	Effective Dates
Executive Chief Fire Officer 4D	E	Executive Analysis of Fire Service Operations in Emergency Management (R0306); or Command and Control of Fire Department Operations at Natural and Manmade Disasters (R0308)	NFA (10-day course)	