Fire Marshal

Certification Task Book
March 2018

Candidate: Click here to enter text.

SFT ID Number: Click here to enter text.

Fire Agency: Click here to enter text.

Issued By: Click here to enter text.

Issue Date: Click here to enter text.

This Certification Task Book includes the certification training standards included in the FIRE MARSHAL CTS Guide March 2018, which is based on NFPA 1037 Standard on Fire Marshal Professional Qualifications (2016).

Published by:
State Fire Training, 1131 S Street, Sacramento, CA 95811
(916) 445-8200

Cover photo courtesy of Office of the State Fire Marshal.
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Purpose and Process

The State Fire Training certification task book is a performance-based document. It lists the Experience, Rank or Position, and Job Performance requirements for certification.

Purpose

Each certification task book focuses on a single State Fire Training job function certification. A certification task book 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 rank or position, and has demonstrated the job performance requirements necessary to obtain that certification.

Responsibilities

Candidate Responsibilities

The candidate is the individual pursuing certification.

All candidates shall:

- Complete a block on the Signature Verification page with an original wet-ink signature.
  - No date shall be prior to the issuance date.
- Complete the Experience, Rank, and Job Performance Requirements.
- Accurately record and maintain the certification task book.
- Sign and date the Candidate verification statement under the Authority segment with an original wet-ink signature.
- Retain a copy of the completed certification task book.
- Submit the completed certification task book to State Fire Training.

Evaluator Responsibilities

An evaluator is any individual who verifies that the candidate can satisfactorily execute a job performance requirement. A qualified evaluator is designated by the candidate’s fire chief (or authorized designee) and shall possess the equivalent or higher-level certification. If no such evaluator is present within the organization, the fire chief (or authorized designee) shall designate an individual with more experience than the candidate and a demonstrated ability to execute the job performance requirements. A certification task book may have more than one evaluator.

All evaluators shall:

- Complete a block on the Signature Verification page with an original wet-ink signature.
• Review and understand the candidate's certification task book requirements and responsibilities.
• Verify the candidate’s successful completion of one or more job performance requirements through observation or review.
  o All Job Performance Requirements (JPR’s) shall be reviewed, validated, and dated after issuance of the certification task book.
• Sign all appropriate lines in the certification task book with an original wet-ink signature to record demonstrated performance of tasks.

Fire Chief Responsibilities
The fire chief (or authorized designee) is the individual who reviews and confirms the completion of a candidate’s certification task book.

The fire chief (or authorized designee) shall:
• Designate qualified evaluators.
• Complete a block on the Signature Verification page with an original wet-ink signature.
• Review the candidate’s certification task book requirements and responsibilities.
• Verify the candidate has obtained the appropriate signatures to verify successful completion of each job performance requirement.
  o Ensure that no signature or date is prior to the certification task book issuance date.
• Verify the experience segment is completed and sign the fire chief verification statement under the Authority segment with an original wet-ink signature. If signing as an authorized designee, verify that your signature is on file with State Fire Training.

Completion Process
When you receive your certification task book:

1. Thoroughly review the Experience, Rank/Position, and Job Performance Requirements segments to make sure that you understand them.
2. Confirm who will evaluate your job performance requirements with your fire agency.
3. Complete the Experience segment, if applicable.
4. Complete the Rank or Position segment.
5. Complete each requirement in the Job Performance Requirements segment and ensure that an evaluator signs and dates each one to verify completion. Also ensure that every evaluator is listed on the Signature Verification page.
6. Ask your fire chief (or authorized designee) to verify certification task book completion by signing the appropriate paragraph under the Authority segment.
7. Make a copy of the completed certification task book to retain with your personal records.

8. Mail the original certification task book to State Fire Training (see address below).

After receipt and successful review of your completed certification task book, State Fire Training will approve the certification task book and mail your certificate to you. State Fire Training retains the completed, authorized original certification task book in your career file.

If State Fire Training determines that your certification task book is incomplete State Fire Training will return insufficient components, replacement pages and a checklist indicating what needs to be completed.

**Do not submit this certification task book until you have:**
- Completed the Experience segment
- Fulfilled the Rank or Position segment
- Completed Job Performance Requirements
- Obtained all required signatures

**State Fire Training Mailing Address**

Office of the State Fire Marshal
State Fire Training
1131 S Street
Sacramento, CA 95811

**Completion Timeframe**

State Fire Training aims to update certification task books on a five-year cycle. A certification task book in process is valid until State Fire Training issues a new certification task book for the same job function certification.

If a candidate does not complete a certification task book before the release of a new version, State Fire Training will send the candidate a task book revision supplement identifying any revisions or new requirements. The candidate must fulfill all requirements included in the revision supplement and submit the revision supplement with the original task book.
Signature Verification

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

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Task Book Requirements

Job Performance Requirements

All job performance requirements must be performed in accordance with the standards of the authority having jurisdiction (AHJ) or the National Fire Protection Association (NFPA), whichever is more restrictive.

All Job Performance Requirements (JPR’s) shall be reviewed, validated, and dated after issuance of the certification 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. (4.2.1)

   Date Completed ___________________________ Evaluator Verification ___________________________

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. (4.2.2)

   Date Completed ___________________________ Evaluator Verification ___________________________

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. (4.2.3)

   Date Completed ___________________________ Evaluator Verification ___________________________
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. (4.2.4)

_________________________  __________________________
Date Completed                    Evaluator Verification

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. (4.2.5)

_________________________  __________________________
Date Completed                    Evaluator Verification

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. (4.2.6)

_________________________  __________________________
Date Completed                    Evaluator Verification

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. (4.3.2)

_________________________  __________________________
Date Completed                    Evaluator Verification

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. (4.3.3)

_________________________  __________________________
Date Completed                    Evaluator Verification
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. (4.3.4)

Date Completed ___________________________  Evaluator Verification ___________________________

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. (4.3.5)

Date Completed ___________________________  Evaluator Verification ___________________________

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. (4.3.6)

Date Completed ___________________________  Evaluator Verification ___________________________

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. (4.3.7)

Date Completed ___________________________  Evaluator Verification ___________________________

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. (4.3.8)

Date Completed ___________________________  Evaluator Verification ___________________________

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. (4.3.9)

Date Completed ___________________________  Evaluator Verification ___________________________
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. (4.3.10)

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**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. (4.4.1)

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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. (4.4.2)

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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. (4.4.3)

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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. (4.4.4)

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Professional Development

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

   Date Completed ___________________________  Evaluator Verification ___________________________

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. (4.5.3)

   Date Completed ___________________________  Evaluator Verification ___________________________

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

   Date Completed ___________________________  Evaluator Verification ___________________________

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

   Date Completed ___________________________  Evaluator Verification ___________________________

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. (4.5.6)

   Date Completed ___________________________  Evaluator Verification ___________________________
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. (5.2.2)

Date Completed _______________________________ Evaluator Verification _______________________________

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. (5.2.3)

Date Completed _______________________________ Evaluator Verification _______________________________

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)

Date Completed _______________________________ Evaluator Verification _______________________________

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. (5.2.4)

Date Completed _______________________________ Evaluator Verification _______________________________

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. (5.2.5)

Date Completed _______________________________ Evaluator Verification _______________________________

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. (5.2.6)

Date Completed _______________________________ Evaluator Verification _______________________________
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. (5.2.7)

Date Completed ________________________________ Evaluator Verification ________________________________

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. (5.2.8)

Date Completed ________________________________ Evaluator Verification ________________________________

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. (5.2.9)

Date Completed ________________________________ Evaluator Verification ________________________________

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. (5.2.10)

Date Completed ________________________________ Evaluator Verification ________________________________

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. (5.2.11)

Date Completed ________________________________ Evaluator Verification ________________________________

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. (5.2.12)

Date Completed ________________________________ Evaluator Verification ________________________________
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. (5.3.2)

Date Completed ___________________________ Evaluator Verification ___________________________

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. (5.3.3)

Date Completed ___________________________ Evaluator Verification ___________________________

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. (5.3.4)

Date Completed ___________________________ Evaluator Verification ___________________________

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. (5.3.5)

Date Completed ___________________________ Evaluator Verification ___________________________

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. (5.3.6)

Date Completed ___________________________ Evaluator Verification ___________________________

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. (5.3.7)

Date Completed ___________________________ Evaluator Verification ___________________________
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. (5.4.2)

Date Completed ________________________________
Evaluator Verification ________________________________

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. (5.4.3)

Date Completed ________________________________
Evaluator Verification ________________________________

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

Date Completed ________________________________
Evaluator Verification ________________________________

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. (5.4.5)

Date Completed ________________________________
Evaluator Verification ________________________________

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. (5.4.6)

Date Completed ________________________________
Evaluator Verification ________________________________
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. (5.4.7)

Date Completed ___________________ Evaluator Verification ___________________
Corequisites

Certification
1. Document the certifying agency, certification number, and completion date for the corequisite.
2. Submit verification for any job function certification issued by an agency other than State Fire Training.

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<tr>
<td>Fire Inspector II</td>
<td>International Code Council (ICC)</td>
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Experience

The candidate meets the following requirements for experience.

☐ 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.

Position

The candidate meets the following qualifications for the position listed below. The position requirement is met when applicant fulfills the role of the specific duties as defined by the Fire Chief.

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<th>Position</th>
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Supporting Documentation

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<th>Granting Agency/Institution</th>
<th>Completion Date (listed on the certificate)</th>
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<td>Associate’s degree (any major) or higher from an accredited post-secondary institution</td>
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Authority

Candidate’s Fire Chief

*Candidate’s Fire Chief: ___________________________

Fire Chief’s (or Authorized Designee’s) Printed Name

I, the undersigned, am the person authorized to verify the candidate’s experience, position, and job performance requirements. I hereby certify under penalty of perjury under the laws of the State of California, that completion of all experience, rank, and job performance requirements made 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.

_________________________________________________

Fire Chief’s (or Authorized Representative’s) Signature

_________________________________________________

Date

For Review Only
Review and Approval

Candidate Review

Candidate: ___________________________________________________  
Candidate’s Printed Name

I, the undersigned, am the person applying for certification. I hereby certify under penalty of perjury under the laws of the State of California, that completion of all experience, rank, and job performance requirements made 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 or revocation.

_____________________________________________ _____________________  
Candidate’s Signature  Date

*******This section is for State Fire Training use only*******

State Fire Training Review

I have reviewed this certification task book and verify that the candidate has met all requirements for this job function certification.

___________________________________________________ ____________
State Fire Training Representative’s Signature  Date

Certification #: _____________________________________________________

For Review Only

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