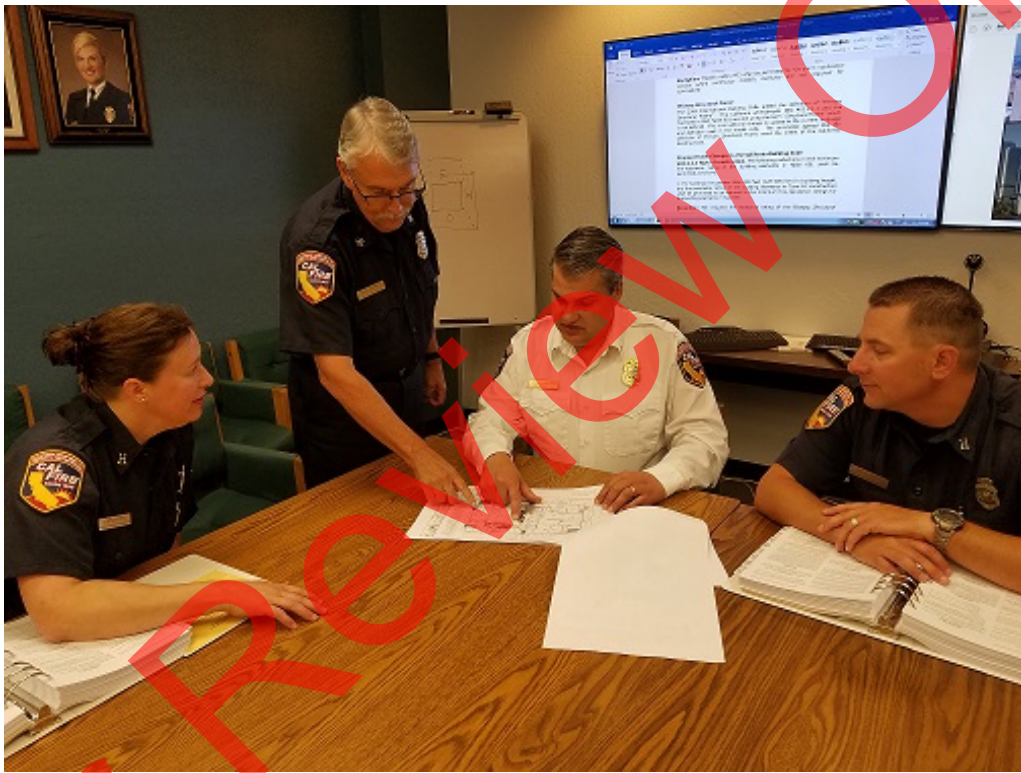


# Fire Marshal

## Certification Task Book March 2018



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

# 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.](#)

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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).

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Published by:  
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(916) 445-8200

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For Review Only

## 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.
  - 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.
  - 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.

<b>Name:</b> _____	<b>Name:</b> _____
<b>Job Title:</b> _____	<b>Job Title:</b> _____
<b>Organization:</b> _____	<b>Organization:</b> _____
<b>Signature:</b> _____	<b>Signature:</b> _____

<b>Name:</b> _____	<b>Name:</b> _____
<b>Job Title:</b> _____	<b>Job Title:</b> _____
<b>Organization:</b> _____	<b>Organization:</b> _____
<b>Signature:</b> _____	<b>Signature:</b> _____

<b>Name:</b> _____	<b>Name:</b> _____
<b>Job Title:</b> _____	<b>Job Title:</b> _____
<b>Organization:</b> _____	<b>Organization:</b> _____
<b>Signature:</b> _____	<b>Signature:</b> _____

<b>Name:</b> _____	<b>Name:</b> _____
<b>Job Title:</b> _____	<b>Job Title:</b> _____
<b>Organization:</b> _____	<b>Organization:</b> _____
<b>Signature:</b> _____	<b>Signature:</b> _____

# 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

- 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
----------------	------------------------

- 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
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- 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
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- 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
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- 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
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- 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
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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)

\_\_\_\_\_   
 Date Completed

\_\_\_\_\_   
 Evaluator Verification

### 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)

\_\_\_\_\_   
 Date Completed

\_\_\_\_\_   
 Evaluator Verification

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)

\_\_\_\_\_   
 Date Completed

\_\_\_\_\_   
 Evaluator Verification

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)

\_\_\_\_\_   
 Date Completed

\_\_\_\_\_   
 Evaluator Verification

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)

\_\_\_\_\_   
 Date Completed

\_\_\_\_\_   
 Evaluator Verification

## 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
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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
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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
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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
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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
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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
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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
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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
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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
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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
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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
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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
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## 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
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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
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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
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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
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## 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

For Review Only

**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.

Certification	Certifying Agency	Certification Number	Completion Date
Fire Inspector II	International Code Council (ICC)		

**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.

Position	Agency	Appointment Date
Fire Marshal		

**Supporting Documentation**

Training/Degree	Granting Agency/Institution	Completion Date (listed on the certificate)
Associate's degree (any major) or higher from an accredited post-secondary institution		

**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

