

7.4: FIRE CHIEF

7.4.1: FIRE CHIEF

7.4.1.1: Overview

- A. Fire Chief Certification utilizes a performance assessment process built on the candidate's education and experiential exposure. State Fire Training (SFT) awards Fire Chief Certification only after determining the existence of specific competencies in management, leadership, and technical knowledge.
- B. A Fire Chief performs a variety of technical, administrative, and supervisory work in planning, organizing, directing, and implementing fire prevention, suppression, and emergency medical services to prevent or minimize the loss of life and property by fire and emergency medical conditions.

7.4.1.2: History

- A. Established
 - 1998 SBFS adopted the Fire Chief Career Development Guide
- B. Revised
 - July 1, 2006
 - If the successful candidate holds a chief officer rank, he or she will receive a Fire Chief designation only. After serving as a fire chief for one year, the candidate will receive a Fire Chief certification.
- C. Retired
 - Not Applicable

7.4.1.3: Qualifications

- A. SFT shall consider the following criteria when evaluating candidates for Fire Chief certification:
 - Chief officer experience
 - Education
 - Professional organization affiliations
 - Professional development
 - Community
 - Competency in the following categories:
 - Governance and administration
 - Assessment and planning
 - Goals and objectives
 - Financial resources
 - Programs

- Physical resources
 - Human resources
 - Training and competency
 - Essential resources
 - External system relations
- B. SFT shall only grant Fire Chief certification to successful candidates who have been appointed to the rank for fire chief in a legally organized California fire service agency and served in that role for one year.
1. Performing in an “acting” capacity does not qualify.
 2. If the successful candidate holds a chief officer rank, the candidate will only receive a Fire Chief designation. After service as a fire chief for one year, the candidate may notify SFT and receive a Fire Chief certification for no additional fee.

7.4.2: FIRE CHIEF APPLICATION – PACE IV PROCESS

7.4.2.1: Enrollment

- A. The applicant shall submit a SFT Fee Schedule with the required nonrefundable application fee to SFT.
- B. SFT shall record receipt and acknowledgement of the candidate’s enrollment fee in the Peer Assessment for Fire Chief (PACE IV) log and open a file for the candidate.
- C. SFT shall appoint an advocate to the candidate from the list of SFT-certified fire chiefs.
- D. SFT shall send the advocate a candidate assignment letter and an Advocate Evaluation Sign-Off Sheet.
- E. SFT shall send an application and a copy of the Fire Chief Career Development Guide to the candidate, informing the candidate of his/her assigned advocate.

7.4.2.2: Application

- A. The candidate shall submit a completed Application for Fire Chief Certification to his/her advocate.
- B. The candidate shall submit a SFT Fee Schedule and a nonrefundable interview fee to SFT.

- C. The candidate and the advocate shall review the completed Application for Fire Chief Certification for completeness and point value by completing the PACE IV Evaluation Sign-Off Sheet.
1. A candidate must obtain a minimum of 1,000 points prior to notifying SFT of readiness.
- D. The advocate shall notify the PACE IV coordinator in writing that that the candidate is prepared for the review process.
- E. The PACE IV coordinator shall schedule a PACE IV committee meeting and notify the candidate and the advocate.
- F. The candidate shall submit up to three copies of his/her application and portfolio to the PACE IV coordinator at least two weeks prior to the PACE IV committee review.
- G. The candidate's portfolio shall include:
- A detailed professional experience analysis (positions held in the fire service, personal achievements, performance reviews, certificates, resume, correspondence, etc.)
 - A detailed career education analysis (course work taken through educational institutions and other outside training organizations) as it relates to the Fire Chief job function certification
 - Five letters of reference:
 - Two from fire chiefs, written on agency letterhead
 - Three from non-fire service personnel, written on agency-specific letterhead (city council member, mayor, city manager, etc.)
- H. The PACE IV coordinator shall compile review packets for the committee.

7.4.2.3: PACE IV Review

- A. The advocate shall accompany the candidate to the PACE IV review, introduce the candidate to the committee, and remain in the room during the interview.
- B. The candidate shall give a verbal presentation outlining his/her qualifications and responds to any questions from the committee.
- C. After the interview, the advocate and the PACE IV committee shall review their findings using the Fire Chief Certification Evaluation Form and make a final determination.
1. If the successful candidate holds a chief officer rank, the candidate will only receive a Fire Chief designation. After service as a fire chief for one year, the candidate may notify SFT and receive a Fire Chief certification for no additional fee.
 2. If the successful candidate holds a fire chief rank, he or she will receive Fire Chief certification.

7.4.2.4: Maintenance

- A. SFT-certified fire chiefs agree to serve as advocates for a minimum of two Fire Chief Certification Committee candidate reviews.

DRAFT