



## INTERIM SFT PROCEDURES

<b>Procedure Title:</b>	<b>Fire Marshal (2018)</b>
<b>Edition:</b>	January 2015 edition of the State Fire Training Procedures Manual
<b>Effective Date:</b>	March 1, 2018
<b>Section Change:</b>	Added section <b>7.10.4 Fire Marshal (2018)</b> certification requirements. <i>All new text appears in <u>underline</u>. All deleted text appears in <del>strikeout</del></i>

### 7.10.4: FIRE MARSHAL

#### 7.10.4.1: Overview

A. Fire Marshal covers those subject areas and skills necessary for an in-depth understanding of program management, supervision of all fire prevention in a community, development and establishment of policy, ruling on alternate means of protection, management and operations of all facets of fire protection, and principles of fire protection engineering.

#### 7.10.4.2: History

##### A. Established

- July 1, 1997

##### B. Revised

- January 1, 1998
  - Fire Prevention Officers Association clarified the intent of the Fire Marshal track, resulting in the replacement of the series 500 seminar courses with International Fire Code Institute (IFCI) Uniform Fire Code Inspector certification
- January 1, 2002
  - Reference to IFCI removed
  - Requirement for current Fire Code Inspector certification from the Uniform Fire Code Association (UFCA) or the International Code Council (ICC) in the fire code adopted by the State of California added
- 2009
  - Fire Management 2E course revised
- March 19, 2014
  - References to UFCA changed to National Code Services Association Inc. (NCSA) to reflect organizational name change
- August, 2014
  - Reference to NCSA and ICC removed
- March 2018
  - New certification track was established and set a retirement for the exiting Fire Marshal track.

**7.10.4.3: Fire Marshal (1997)****7.10.4.3.1: Prerequisites**

- A. OSFM certified Plan Examiner
- B. Current Fire Code Inspector certification in the Fire Code adopted by the State of California
- C. Possess, at a minimum, an associate's degree (any major) or higher from an accredited post-secondary institution

**7.10.4.47.10.4.3.2: Education**

- A. Fire Instructor 2B: Group Discussion Techniques
- B. Fire Management 1: Management/Supervision for Company Officers
- C. Fire Management 2A: Organizational Development and Human Relations
- D. Fire Management 2B: Fire Service Financial Management
- E. Fire Management 2D: Disaster Planning
- F. Fire Management 2E: Contemporary Issues and Concepts OR Fire Management 2E: Ethics and the Challenge of Leadership (2009)

**7.10.4.57.10.4.3.3: Certification Exam**

- A. Not applicable

**7.10.4.67.10.4.3.4: Certification Task Book**

- A. Not applicable

**7.10.4.77.10.4.3.5: Experience (both of the following)**

- A. Fire Service
  - 1. 1. Have a minimum of four years' full-time paid experience in a Recognized Fire Agency in California as a fire prevention officer, fire inspector, or plans examiner
    - i. This experience must include enforcing the California Fire Code and California Building Code and completing follow-up inspections for compliance, and
  - 2. Have a minimum of two years' experience in a supervisory/management position.

**7.10.4.87.10.4.3.6: Rank or Position**

- A. Not applicable

**7.10.4.97.10.4.3.7: Application**

- A. See **7.2.3: Application Process – Without a Certification Task Book.**

- B. Supporting Documentation

- 1. 1. Copies of course completion certificates from SFT for each educational requirement
- 2. 2. A copy of an OSFM Plan Examiner certificate
- 3. 3. A copy of a current Fire Code Inspector certification in the Fire Code adopted by the State of California (Example: International Code Council (ICC) or National Code Services Association (NCSA))
  - i. i. SFT shall not accept expired certificates.
- 4. A copy of a diploma, verifying degree completion
- 5. A verification letter signed by the fire chief or his/her authorized designee, describing the candidate's specific background as it relates to the experience requirement (**See 4.1.1: Letters of Verification.**)

**7.10.4.107.10.4.3.8: Maintenance**

A. After receiving SFT Fire Marshal certification, the individual is responsible for maintaining his/her Fire Code Inspector certification.

**7.10.4.4: Fire Marshal (2018)****7.10.4.1: Overview**

- A. See 7.10.4.1: Overview
- B. The Fire Marshal (2018) certification replaces the Fire Marshal (2018) certifications which retires on December 31, 2019.

**7.10.4.2: History**

- A. Established
- March 1, 2018

**7.10.4.3: Completion of the Prerequisites:**

- A. Not applicable

**7.10.4.4: Education**

- A. Fire Marshal 1A: Administration and Professional Development (2018)
- B. Fire Marshal 1B: Community Relations & Fire and Life Safety Education (2018)
- C. Fire Marshal 1C: Fire Investigation Program Management (2018)
- D. Fire Marshal 1D: Community Risk Reduction Program Management (2018)
- E. Fire Marshal 1E: Regulatory Program Management (2018)
- F. Chief Fire Officer 3A: Human Resource Management (2014)
- G. Instructor I: Instructional Methodology (2014)
- H. Statutes and Regulations (2016)
- I. G290 Basic Public Information Officer Course

**7.10.4.5: Certification Exam**

- B. Not applicable

**7.10.4.6: Certification Task Book**

- A. Fire Marshal Certification Task Book

**7.10.4.7: Experience**

- A. Fire Service (one of the following two options):
1. Have a minimum of five year's full-time paid experience in a recognized fire agency in California with at least one year serving as a Fire Marshal.
  2. Have a minimum of ten year's part-time paid experience in a recognized fire agency in California with at least two year serving as a Fire Marshal.

**7.10.4.8: Position**

- A. Has met the position requirement of Fire Marshal as defined by the Fire Chief

**7.10.4.9: Application**

- A. See 7.2.4: Application Process – With a Certification Task Book.
- B. Supporting Documentation
1. Prerequisite
    - i. Not applicable
  2. Education
    - i. Copies of course completion certificates from SFT for each educational requirement

**7.10.4.10: Maintenance**

- A. Not applicable

**Justification:** The State Board of Fire Services (SBFS) has approved the Fire Marshal (2018) curriculum and certification training standards as a replacement for the Fire Marshal (1997) certification track. These changes are directed at meeting the specific Job Performance Requirements for Fire Marshal certification established in NFPA standard 1037 (2016 edition).

The current SFT Procedures Manual dated January 2015 does not include the updated curriculum and certification requirements. This creates confusion for candidates attempting to obtain Fire Investigator (2018) certification.

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