



DEPARTMENT OF FORESTRY AND FIRE PROTECTION
OFFICE OF THE STATE FIRE MARSHAL
Statewide Training and Education Advisory Committee
P.O. Box 944246
SACRAMENTO, CA 94244-2460
(916) 568-2911
Website: www.fire.ca.gov



Date: April 12, 2019

Attachment 4

To: Ronny J. Coleman, Chairman
Statewide Training and Education Advisory Committee
c/o State Fire Training

From: Chris Fowler, Deputy State Fire Marshal III (Supervisor)

SUBJECT/AGENDA ACTION ITEM:
2018 Executive Chief Fire Officer Certification Update

Recommended Actions:

Approve the request to Update the Executive Chief Fire Officer Certification to Include the Associates Degree Requirement

Background Information:

An oversight occurred during the update to the 2018 Executive Chief Fire Officer Certification.

The certification requirements do not reflect that an Associate's Degree or higher is required for the new Executive Chief Fire Officer certification.

State Fire Training has received Executive Chief Fire Officer applications with the *waiver* for the Chief Officer certification. These applicant(s) do not have a Chief Officer certificate and therefore, have not provided proof of a degree.

Certified Chief Fire Officer OR Certified Chief Officer OR Appointment to the rank of Division Chief, Assistant Chief, Deputy Chief or Fire Chief waives this requirement.

Analysis/Summary of Issues:

Several of the 2018 cadre have reviewed the above information and are in agreement. This was a simply an oversight during the development of the Executive Chief Fire Officer certification. An Associate's Degree or higher is required for the Chief Fire Officer certification track which should also applicable to Executive Chief Fire Officer certification track.



STATE FIRE TRAINING

Chief Fire Officer Certification Checklist



Name: _____

SFT ID Number: _____

Section 1: To Receive Task Book

PREREQUISITE

Submit verification of the following:

- | | |
|------------------------------------------------------------------------|--------------------------|
| | COMPLETE |
| 1. OSFM certified Fire Officer OR OSFM certified Company Officer | <input type="checkbox"/> |
| a. OR Appointment to the rank of Chief Officer waives this requirement | <input type="checkbox"/> |

INSTRUCTION

Submit a copy of your course completion certificate for the course listed below

- | | |
|------------------------------------------------------------------------------|--------------------------|
| | COMPLETE |
| 1. Chief Fire Officer 3A: Human Resource Management (2014) | <input type="checkbox"/> |
| 2. Chief Fire Officer 3B: Budget & Fiscal Responsibilities (2014) | <input type="checkbox"/> |
| 3. Chief Fire Officer 3C: General Administration Functions (2014) | <input type="checkbox"/> |
| 4. Chief Fire Officer 3D: Emergency Service Delivery Responsibilities (2014) | <input type="checkbox"/> |
| 5. ICS-300: Intermediate ICS for Expanding Incidents (2007) | <input type="checkbox"/> |

FORMS & PAYMENT

Download from the SFT website

- | | |
|-------------------------------|--------------------------|
| | COMPLETE |
| 1. Task Book Application form | <input type="checkbox"/> |
| 2. Fee & Fee Schedule | <input type="checkbox"/> |

Section 2: To Receive Certification

CERTIFICATION TASK BOOK

Submit original capstone task book to SFT (Be sure to make a copy for your records).

- | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| | COMPLETE |
| 1. Complete all job performance requirements (JPRs) Additionally the signature verification page lists all of the evaluators that signed off in the task book | <input type="checkbox"/> |
| 2. Experience Have a minimum of five (5) years' full-time paid or ten (10) year's volunteer or part-time paid experience in a recognized fire agency in California as a fire fighter performing suppression duties and at least two (2) years of experience must be at the officer level (Lieutenant or higher). | <input type="checkbox"/> |
| 3. Position Requirement Has met the position requirement of Chief Fire Officer as defined by the Fire Chief. | <input type="checkbox"/> |
| 4. Signed by the Fire Chief or his/her authorized signatory Signatures must be original –not stamped | <input type="checkbox"/> |
| 5. Associate's degree or higher (any major) from an accredited post-secondary institution Submit a copy of your degree | <input type="checkbox"/> |



STATE FIRE TRAINING

Executive Chief Fire Officer Certification Checklist

Name: _____
SFT ID Number: _____

Section 1: To Receive Task Book

PREREQUISITE

Submit verification of certification

COMPLETE

1. Certified Chief Fire Officer OR Certified Chief Officer
 - a. OR Appointment to the rank of Division Chief, Assistant Chief, Deputy Chief or Fire Chief waives this requirement.

EDUCATION

Submit a copy of your course completion certificates

COMPLETE

1. Executive Chief Fire Officer 4A: Human Resource Management
2. Executive Chief Fire Officer 4B: Community and Government Relations
3. Executive Chief Fire Officer 4C: Administration
4. Executive Chief Fire Officer 4D: Emergency Services Delivery
5. Executive Chief Fire Officer 4E: Health and Safety

FORMS & PAYMENT

Download from the SFT website

COMPLETE

1. Submit & complete Task Book application form
2. Fee & Fee Schedule

Section 2: To Receive Certification

CERTIFICATION TASK BOOK

Submit original capstone task book to SFT (Be sure to make a copy for your records).

COMPLETE

1. Complete all job performance requirements (JPRs)
Additionally the signature verification page lists all of the evaluators that signed off in the task book
2. Experience
Have a minimum of one year full-time paid or two year's volunteer or part-time paid experience in a Recognized Fire Agency in California working at the Executive Chief Fire Officer level
3. Position Requirement
Has met the position requirement of Executive Chief Fire Officer or qualified equivalent (see task book for listed equivalents) as defined by the Fire Chief.
4. Signed by the Fire Chief or his/her authorized signatory
Signatures must be original –not stamped