Fire Marshal

Certification Training Standards Guide
March 2016

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

Fire Marshal

Certification Training Standards Guide
March 2016

This CTS guide utilizes NFPA 1037 Standard for Fire Marshal Professional Qualifications (2016) to provide the qualifications for State Fire Training's Fire Marshal certification.

State Fire Training coordinated the development of this CTS guide. Before its publication, the Statewide Training and Education Advisory Committee (STEAC) and the State Board of Fire Services (SBFS) recommended this CTS guide for adoption by the Office of the State Fire Marshal (OSFM).

Table of Contents

State Fire Training

Mission

To enable the California Fire Service to safely protect life and property through education, training, and certification.

The California Fire Services Training and Education System

The California Fire Service Training and Education System (CFSTES) was established to provide a single statewide focus for fire service training in California. CFSTES is a composite of all the elements that contribute to the development, delivery, and administration of training for the California fire service. The authority for the central coordination of this effort is vested in the Training Division of the California State Fire Marshal's Office with oversight provided by the State Board of Fire Services.

CFSTES facilitates, coordinates, and assists in the development and implementation of standards and certification for the California fire service. CFSTES:
1. Administers the California Fire Academy System
2. Provides accredited courses leading to certification and approved standardized training programs for local and regional delivery
3. Administers the national accreditation process in California
4. Publishes certification training standards, course plans, and a capstone task book for each certified level in the California fire service

CFSTES is a fire service system developed by the fire service, for the fire service. It is only as successful and effective as the people involved in it.

Acknowledgments

State Fire Training appreciates the hard work and accomplishments of those who built the solid foundation on which this program continues to grow.

State Fire Training gratefully acknowledges the following individuals and organizations for their diligent efforts and contributions that made the development and publication of this document possible.

CAL FIRE

Ken Pimlott
Director, CAL FIRE

Dennis Mathisen
State Fire Marshal

Mike Richwine
Assistant State Fire Marshal

Andrew Henning
Acting Chief, State Fire Training

Ron Coleman
Chair, STEAC

Cadre Leadership

Mark Romer
Cadre Leader
Fire Service Training Specialist III
Office of the State Fire Marshal

Allison L. Shaw
Cadre Editor
California State University, Sacramento

Cadre Members

Tim Annis
Fire Marshal / Division Chief
Davis Fire Department

Robert Marshall
Fire Marshal / Public Information Officer
Contra Costa County Fire Protection District

Michael Mentink
Fire Marshal (retired)
Moraga/Orinda Fire Department

Randall Metz
Fire Marshal
Carlsbad Fire Department

Rocque J. Yballa
Division Chief / Fire Marshal
Preparedness & Prevention Division
Central County Fire Department

Partners

How to Read a CTS Guide

State Fire Training develops a Certification Training Standards (CTS) Guide for a variety of job functions in the fire service such as firefighter, driver/operator, fire instructor, and company officer. The CTS guide lists the requisite knowledge and skills and the job performance requirements a person is expected to complete in order to become certified in a specific function. CTS guides are appropriate for fire service personnel and individuals in related occupations pursuing State Fire Training certification.

Each CTS guide serves as a foundation for the certification programs recommended for adoption by the Office of the State Fire Marshal. Any certification program must be based on job-related knowledge and measurable performance standards. To master the knowledge and skills needed for specialized operations, individuals will require additional training to augment the performance standards included in the CTS guide.

Within the CTS guide, it is impossible to capture the different policies and procedures of each organization in the California fire service. Individuals aspiring to meet State Fire Training's certification training standards must do so in accordance with the codes, standards, regulations, policies, and standard operating procedures applicable within their own departments or jurisdictions.

Format

Each certification training standard included in the CTS guide includes the following:

Section Heading
The section heading describes a general category for a group of training standards. For example, the Fire Marshal CTS includes the following sections: Administration, Risk Management, Community Relations, Professional Development, Regulatory Programs, Fire and Life Safety, and Fire Investigation. Each section contains one or more individual training standards.

Training Standard Title
The training standard title provides a general description of the performance requirement contained within the standard.

Authority
The CTS guide references each standard with one or more paragraphs of the corresponding National Fire Protection Association (NFPA) Professional Qualifications. This ensures that each fire service function within California's certification system meets or exceeds NFPA standards.

When California requirements exceed the NFPA standard, the CTS guide cites the Office of the State Fire Marshal as the authority and prints the corresponding information in *italics*.

Given

This section lists the objects, equipment, materials, or facilities an individual needs in order to acquire the requisite knowledge and skills or to accomplish the job performance requirement(s) within a training standard.

Requisite Knowledge and Skills

This section lists the knowledge and skills that an individual must acquire in order to accomplish the job performance requirement(s) within a training standard.

This section does not include NFPA requisite knowledge or skills that are too general to teach or that individuals should develop through life experiences. For example, a training standard would not list "communicate orally and in writing" or "ability to relate interpersonally" unless they specifically apply to a job performance requirement about acquiring communication skills or developing interpersonal relationships.

Job Performance Requirements

This section includes one or more written statements that describe a specific job-related task and define measurable or observable outcomes. After an individual completes all coursework and requisite requirements, the capstone task book process verifies completion of job performance requirements.

Content

In addition to the individual certification training standards, the CTS guide also includes State Fire Training Revisions and Errata pages.

State Fire Training Content

Located at the back of the CTS guide, this table documents any significant revisions made by State Fire Training to the NFPA standards in the development of this CTS guide. This table is used to justify content additions and advise the course plan development team.

Supplemental Tracking History

This table documents any revisions made to the CTS guide since the documents original creation. It includes changes due to new editions of NFPA professional qualifications, or changes made outside of the five-year NFPA revision cycle.

Fire Marshal

Section 1: Definition of Duties

1-1: Fire Marshal Definition of Duties

Authority
NFPA 1037 Standard for Fire Marshal Professional Qualifications (2016)
- Paragraph 4.1.1, 4.1.2, 4.1.3, 4.2, 4.3, 4.4, 4.5, 4.5.1
- Paragraph 5.1.1, 5.1.2, 5.2, 5.2.1, 5.3, 5.3.1, 5.4, 5.4.1

Given
1. *Standard* Fire Marshal job performance requirements
2. Applicable safety standards
3. Applicable codes, standards, and jurisdictional requirements
4. Mission-specific Fire Marshal job performance requirements

Requisite Knowledge and Skills
1. *Describe* the Fire Marshal's role as it pertains to:
   - Administrative duties
   - Community risk reduction, including recommending, creating, and evaluating jurisdictional requirements that reduce community risks
   - Community relations, including developing and maintaining effective relationships within the community
   - Professional development, including recommending, creating, and evaluating jurisdictional requirements for professional development
     - Training and professional development principles, guides, and standards
2. *Describe* the Fire Marshal's mission-specific roles as they pertain to:
   - Regulatory programs, including developing, managing, and applying regulatory programs
     - Codes, standards, and jurisdictional requirements applicable to the management of the regulatory environment, including, but not limited to, fire, building, *environmental*, and life safety codes
   - Fire and life safety education, including managing fire and life safety educational programs
     - Fire and life safety education planning and evaluation processes
     - Management of educational programs
     - Professional development requirements
   - Investigation, including managing a variety of investigation types

    o Codes, standards, and jurisdictional requirements applicable to the investigative process

Job Performance Requirements

There are no job performance requirements identified for this training standard.

Section 2: Administration

2-1: Administering Jurisdictional Requirements

Authority
NFPA 1037 <u>Standard for Fire Marshal Professional Qualifications</u> (2016)
- Paragraph 4.2.1

Given
1. Regulations and organizational goals and objectives pertaining to personnel and labor management

Requisite Knowledge and Skills
1. *Describe the* organizational structure *of a fire prevention bureau within a fire agency*
2. *Describe the* organizational mission *of a fire prevention bureau*
3. *Describe* staffing positions, roles, and responsibilities *within a fire prevention bureau*
4. *Describe* intra- and inter-organizational relationships
5. Use verbal and written communication skills
6. Consolidate information and data from a variety of sources for short- and long-term planning purposes
7. Forecast staffing, capital, and budgetary needs to support the roles and responsibilities of the Fire Marshal
8. Establish an organizational structure to include both existing and future staffing positions, to implement the roles and responsibilities of the Fire Marshal consistent with the overall organizational structure
9. Integrate relationships, functions, and needs of stakeholders

Job Performance Requirements
Administer jurisdictional requirements related to the roles and responsibilities of the Fire Marshal so that the Fire Marshal functions in a manner consistent with the organizational mission and complies with applicable personnel management laws and regulations

2-2: Establishing Personnel Assignments

Authority
1. NFPA 1037 Standard for Fire Marshal Professional Qualifications (2016)
   - Paragraph 4.2.2
2. *Office of the State Fire Marshal*

Given
1. Knowledge, training, and experience of the members available
2. *Federal, state, and local equal opportunity employment requirements*

Requisite Knowledge and Skills
1. *Identify* minimum staffing requirements
2. *Identify* available human resources
3. *Identify* jurisdictional requirements
4. *Describe considerations used to include individuals of diverse backgrounds in establishing work assignments*
5. Use interpersonal skills
6. Use verbal and written communication skills

Job Performance Requirements
Establish personnel assignments to maximize efficiency in order to meet organizational roles and responsibilities and legal requirements with the allocated resources and in accordance with jurisdictional requirements

2-3: Establishing a Strategic and Operational Plan

Authority
1. NFPA 1037 Standard for Fire Marshal Professional Qualifications (2016)
   - Paragraph 4.2.3
2. *Office of the State Fire Marshal*

Given
1. Organizational goals and objectives
2. Legal requirements
3. Available resources

Requisite Knowledge and Skills
1. *Describe the* organizational structure *of a prevention bureau*
2. *Describe the* legal requirements *of a prevention bureau*
3. *Describe the* organizational mission *of a prevention bureau*
4. *Describe* fundamental strategic planning processes
5. *Describe operational planning processes*
6. *Identify* organizational staffing roles and responsibilities
7. *Identify* stakeholder relationships
8. Use verbal and written communication skills
9. Consolidate information and data from a variety of sources for short- and long-term planning purposes
10. Forecast staffing, capital, and budgetary needs to support the roles and responsibilities of the Fire Marshal
11. Establish an organizational structure, to include both existing and future staffing positions, to implement the roles and responsibilities of the Fire Marshal consistent with the overall organizational structure
12. Integrate relationships, functions, and needs of stakeholders

Job Performance Requirements
Establish a strategic and operational plan in order to meet organizational roles and responsibilities and legal requirements with the allocated resources

2-4: Establishing a Budget

Authority
NFPA 1037 <u>Standard for Fire Marshal Professional Qualifications</u> (2016)
- Paragraph 4.2.4

Given
1. Available resources

Requisite Knowledge and Skills
1. *Describe* organizational budgeting processes
2. *Describe* basic accounting requirements
3. Carry out the organizational budgeting process (i.e., forms, orders, etc.) as related to the roles and responsibilities of the Fire Marshal
4. Communicate the budgetary needs to support the roles and responsibilities of the Fire Marshal

Job Performance Requirements
Establish a budget in order to implement the roles and responsibilities of the Fire Marshal within organizational goals and objectives

2-5: Monitoring a Budget

Authority
1. NFPA 1037 Standard for Fire Marshal Professional Qualifications (2016)
   - Paragraph 4.2.5
2. *Office of the State Fire Marshal*

Given
1. Available resources
2. Budgetary requirements

Requisite Knowledge and Skills
1. *Describe the budgetary monitoring process*
2. Track and analyze financial data trends pertinent to the roles and responsibilities of the Fire Marshal

Job Performance Requirements
Monitor the condition of the approved budget during the budgeting period in order to implement the roles and responsibilities of the Fire Marshal within organizational goals and objectives

2-6: Developing, Maintaining, and Evaluating Record-keeping and Management Systems

Authority
1. NFPA 1037 Standard for Fire Marshal Professional Qualifications (2016)
   - Paragraph 4.2.6
2. *Office of the State Fire Marshal*

Given
1. Policies and procedures

Requisite Knowledge and Skills
1. *Identify record-management systems associated with prevention activities*
2. Recognize principles involved in information acquisition, *entry, and extraction*
3. *Identify the* capabilities, limitations, and *maintenance* of information management systems
4. *Describe the Public Records Act Request process*
5. *Identify archival requirements for different types of records*
6. Apply evaluative methods
7. Use verbal and written communication skills
8. Organize data

Job Performance Requirements
Guide the development, maintenance, and evaluation of a department record and management system that is complete and accurate

Section 3: Community Risk Reduction

3-1: Evaluating Target Risks and Emergency Incident Data

Authority
NFPA 1037 <u>Standard for Fire Marshal Professional Qualifications</u> (2016)
- Paragraph 4.3.2

Given
1. Community profile levels of protection
2. Occupancy types
3. Percent of responses by occupancy type
4. Perspectives of risk
5. Available data and information including loss

Requisite Knowledge and Skills
1. *Describe risks associated with* occupancy types *and uses*
2. *Describe* levels of protection
3. *Describe* emergency response capability
4. *Evaluate* loss history
5. *Identify potential impact of* unique hazards associated with the community
6. Compare hazards, probability of occurrence, and consequence to established risk
7. Rank risks based on the effect to and in the community

Job Performance Requirements
Evaluate target risks and emergency incident data in order to develop a community risk profile based on an acceptable level of risk

3-2: Managing a Data and Information Management Program

Authority
NFPA 1037 <u>Standard for Fire Marshal Professional Qualifications</u> (2016)
- Paragraph 4.3.3

Given
1. Identified inputs and outputs
2. Data collection system
3. Personnel

Requisite Knowledge and Skills
1. *Describe* target risks
2. *Describe* available input and output
3. *Describe strengths and weaknesses of* available data management systems
4. *Identify* available personnel
5. *Identify* organizational policies related *to data and information management*
6. Establish the parameters for data and information collection
7. Maintain data management and storage systems

Job Performance Requirements
Manage a data and information management program that collects, processes, stores, and maintains data and information

3-3: Interpreting Data and Information to Conduct Risk Analysis

Authority
NFPA 1037 <u>Standard for Fire Marshal Professional Qualifications</u> (2016)
- Paragraph 4.3.4

Given
1. Output from a data/information management system

Requisite Knowledge and Skills
1. Identify facts, trends, and high-risk areas
2. Analyze and interpret data and information

Job Performance Requirements
Interpret data and information so that the data and information provide an adequate basis of knowledge to conduct risk analysis

3-4: Conducting Risk Analysis

Authority
NFPA 1037 Standard for Fire Marshal Professional Qualifications (2016)
- Paragraph 4.3.5

Given
1. Data and information trends
2. Target risks
3. Community input
4. Available resources

Requisite Knowledge and Skills
1. *Evaluate* data and information trends
2. *Identify* community perceptions of risk
3. *Identify* available resources
4. *Analyze* potential solutions and constraints
5. Evaluate risk
6. Compare risk to an established or perceived level of risk
7. Identify potential solutions

Job Performance Requirements
Conduct risk analysis in order to develop a risk profile and management solutions

3-5: Evaluating Risk Management Solutions

Authority
NFPA 1037 <u>Standard for Fire Marshal Professional Qualifications</u> (2016)
- Paragraph 4.3.6

Given
1. Risk analysis
2. Organizational and community constraints
3. Regulatory requirements
4. Available resources
5. Financial impacts

Requisite Knowledge and Skills
1. *Describe the* effects of external and internal influences on risk management solutions, available resources, and costs
2. Identify and evaluate the effects of internal and external influences on the risk management solutions

Job Performance Requirements
Evaluate risk management solutions in order to establish the most beneficial and cost-effective solution(s)

3-6: Integrating Risk Management Solutions with Related Governmental Organizations

Authority
1. NFPA 1037 Standard for Fire Marshal Professional Qualifications (2016)
   - Paragraph 4.3.7
2. *Office of the State Fire Marshal*

Given
1. Organizational structure and constraints

Requisite Knowledge and Skills
1. *Identify governmental agencies with risk management roles and responsibilities*
2. *Describe the* roles, responsibilities, and *authority* of other *governmental* organizations
3. *Describe* how the proposed risk management solution(s) affect those organizations
4. Recognize the applicability of risk management solution(s) to the roles and responsibilities of the other governmental organizations

Job Performance Requirements
Integrate the risk management solutions with related governmental organizations in order to use the analysis and solution(s) for organizational planning, development, and implementation

3-7: Integrating Risk Management Solutions with Community Stakeholders

Authority
1. NFPA 1037 Standard for Fire Marshal Professional Qualifications (2016)
   - Paragraph 4.3.8
2. *Office of the State Fire Marshal*

Given
1. Interface with community individuals and organizations

Requisite Knowledge and Skills
1. *Identify community stakeholders (non-governmental organizations) with risk management roles and responsibilities*
2. *Describe the* roles and responsibilities of community stakeholders
3. *Describe how* the *proposed* risk management solution(s) affect those stakeholders
4. Recognize the applicability of risk managements solution(s) to the roles and responsibilities of the other community stakeholders

Job Performance Requirements
Integrate the risk management solution(s) with community stakeholders in order to use the *analysis* and solution(s) for community planning, development, and implementation

3-8: Designing and Implementing Facilitation Plans

Authority
1. NFPA 1037 Standard for Fire Marshal Professional Qualifications (2016)
   - Paragraph 4.3.10
2. *Office of the State Fire Marshal*

Given
1. An identified fire safety problem

Requisite Knowledge and Skills
1. *Identify* applicable codes, standards, and jurisdictional requirements and their development process
2. *Describe how to develop an implementation plan*
3. *Describe consensus-building techniques*
4. Use evaluative methods
5. Use consensus-building techniques
6. Use verbal and written communication skills
7. Organize plans
8. *Develop an implementation plan*

Job Performance Requirements
Design and implement a plan in order to facilitate a new program, piece of legislation, or fire safety code

3-9: Evaluating Risk Management Programs

Authority

NFPA 1037 <u>Standard for Fire Marshal Professional Qualifications</u> (2016)
- Paragraph 4.3.9

Given

1. Existing risk analysis
2. Implemented solution(s)
3. Data and information applications

Requisite Knowledge and Skills

1. *Describe risk management program* goals and objectives
2. *Identify* available information
3. *Identify* established level of risk
4. *Describe* evaluation methodologies
5. Interpret and analyze data on the impact of the risk management program

Job Performance Requirements

Evaluate the risk management program in order to monitor and achieve continued improvement of program goals and objectives

Section 4: Community Relations

4-1: Developing Relationships with Community Groups

Authority
NFPA 1037 <u>Standard for Fire Marshal Professional Qualifications</u> (2016)
- Paragraph 4.4.1

Given
1. A description of local groups and organizational policies for relationships with community groups
2. Attendance at community meetings
3. Participation at community events

Requisite Knowledge and Skills
1. *Identify* community demographics
2. *Identify* formal and informal community leaders
3. *Identify* community groups
4. *Describe* community and civic issues
5. *Describe* effective customer service methods
6. *Describe* organizational policies for community relations
7. Use verbal and written communication skills

Job Performance Requirements
Develop relationships with community groups to establish a schedule for ongoing contact

4-2: Presenting Safety Proposals

Authority
1. NFPA 1037 Standard for Fire Marshal Professional Qualifications (2016)
   - Paragraph 4.4.2
2. *Office of the State Fire Marshal*

Given
1. A list of groups with shared concerns
2. An understanding of relevant safety measures
3. *Effective presentation tips and techniques*

Requisite Knowledge and Skills
1. *Identify* community demographics
2. *Identify* formal and informal community leaders
3. *Identify* community groups
4. *Describe* community and civic issues
5. *Describe* effective customer service methods
6. *Describe* organizational policies for community relations
7. *Describe how to develop and present effective presentations*
8. Use verbal and written communication skills
9. *Develop and present effective safety proposal presentations*

Job Performance Requirements
Present safety proposals to community groups that justify the safety proposal, explain issues, and state the solutions, impacts, and benefits

4-3: Creating Media Communication Strategies and Policies

Authority

NFPA 1037 <u>Standard for Fire Marshal Professional Qualifications</u> (2016)
- Paragraph 4.4.3

Given

1. A list of media outlets such as newspaper, radio, web pages, television, and *social media platforms*
2. Characteristics of local media including deadlines
3. Resources to provide media with accurate information

Requisite Knowledge and Skills

1. *Describe* methods of disseminating information to the media
2. *Describe* media needs
3. *Describe* organizational policies *and practices* for media relations
4. Maintain a constructive relationship with media groups
5. Provide written and verbal information

Job Performance Requirements

Create media communication strategies and policies that disseminate consistent and accurate prevention information in an understandable manner

4-4: Participating in Media Interviews

Authority
NFPA 1037 <u>Standard for Fire Marshal Professional Qualifications</u> (2016)
- Paragraph 4.4.4

Given
1. Information about organizational goals and prevention practices and strategies
2. Knowledge of interview techniques

Requisite Knowledge and Skills
1. *Describe* interview methodology and techniques
2. Describe organizational policies and practices *for media relations*
3. Use verbal and written communication skills
4. Demonstrate proper interview techniques

Job Performance Requirements
Participate in media interviews to disseminate consistent and accurate information in an understandable manner

Section 5: Professional Development

5-1: Identifying and Prioritizing Professional Development Needs

Authority
NFPA 1037 <u>Standard for Fire Marshal Professional Qualifications</u> (2016)
- Paragraph 4.5.2

Given
1. Jurisdictional requirements

Requisite Knowledge and Skills
1. *Describe how to conduct a* needs analysis
2. *Describe how to conduct a* task analysis
3. *Describe* jurisdictional requirements *associated with professional development*
4. *Describe* lesson planning *methodologies*
5. *Describe different* instructional methods
6. *Describe* characteristics of adult learners
7. *Identify types* instructional media
8. *Describe* curriculum development *processes*
9. *Describe how to* develop of evaluation instruments
10. Conduct research
11. Facilitate meetings
12. Facilitate needs and task analysis
13. Organize information in functional groupings
14. Interpret data

Job Performance Requirements
Identify and prioritize professional development needs within the department in order to establish professional development requirements

5-2: Prescribing Professional Development Programs

Authority
NFPA 1037 <u>Standard for Fire Marshal Professional Qualifications</u> (2016)
- Paragraph 4.5.3

Given
1. The results of a professional development needs analysis

Requisite Knowledge and Skills
1. *Describe* organizational goals and requirements *associated with professional development*
2. *Describe principles of* instructional design
3. *Describe* adult learning principles
4. *Describe* performance-based education *principles*
5. Conduct instructional planning
6. Evaluate training options

Job Performance Requirements
Prescribe professional development programs that use job-related knowledge and skills, performance-based training, and adult learning principles, and meet organizational goals and requirements

5-3: Implementing Professional Development Programs

Authority
NFPA 1037 Standard for Fire Marshal Professional Qualifications (2016)
- Paragraph 4.5.4

Given
1. Selected options
2. Available resources

Requisite Knowledge and Skills
1. *Describe* organizational goals and objectives *associated with professional development*
2. *Identify* available resources
3. *Describe* instructional methods
4. Assign responsibility
5. Conduct research
6. Facilitate meetings
7. Organize information *and data*
8. Use verbal and written communication skills
9. Interpret data

Job Performance Requirements
Implement professional development programs that meet organizational goals and objectives

5-4: Evaluating Professional Development Programs

Authority
NFPA 1037 <u>Standard for Fire Marshal Professional Qualifications</u> (2016)
- Paragraph 4.5.5

Given
1. Organizational goals and objectives,

Requisite Knowledge and Skills
1. *Describe* organizational goals and objectives *associated with professional development*
2. *Describe professional development* record-keeping systems
3. *Describe* data acquisition techniques
4. *Describe* instructional methods
5. Analyze and evaluate data

Job Performance Requirements
Evaluate organizational professional development programs to ensure that programs meet organizational goals and objectives

5-5: Forecasting Professional Development Needs

Authority
NFPA 1037 <u>Standard for Fire Marshal Professional Qualifications</u> (2016)
- Paragraph 4.5.6

Given
1. Professional trends
2. Emerging technologies
3. Future organizational goals and objectives

Requisite Knowledge and Skills
1. *Identify* professional *development* trends
2. *Identify* emerging technologies
3. *Identify* future organizational constraints
4. *Identify* future resources
5. Conduct research
6. Evaluate trends
7. Forecast needs

Job Performance Requirements
Forecast organizational professional development needs in order to plan for future organizational and individual professional development needs

Section 6: Regulatory Programs

6-1: Managing the Adoption, Modification, and Maintenance of Codes, Standards, and Jurisdictional Requirements

Authority
NFPA 1037 <u>Standard for Fire Marshal Professional Qualifications</u> (2016)
- Paragraph 5.2.2

Given
1. Fire loss data and/or demonstrated need or deficiency

Requisite Knowledge and Skills
1. *Describe* applicable jurisdictional requirements
2. *Describe* applicable legal and administrative processes in the jurisdiction for the adoption and modification of codes, standards, and jurisdictional requirements
3. *Describe how to conduct* statistical analysis
4. *Describe the* model codes and standards development process
5. *Describe* identified facts, trends, and high-risk areas
6. Apply the required knowledge to the organizational jurisdictional requirements
7. Apply the required knowledge to the codes, standards, and jurisdictional requirements development and modification process
8. Apply statistical analysis to a problem

Job Performance Requirements
Manage a process for the adoption, modification, and maintenance of codes, standards, and jurisdictional requirements, so that the code, standards, or jurisdictional requirement is written and addresses the identified need or deficiency

6-2: Managing Inspection Processes

Authority
1. NFPA 1037 Standard for Fire Marshal Professional Qualifications (2016)
   - Paragraph 5.2.3
2. *Office of the State Fire Marshal*

Given
1. Applicable codes, standards, and jurisdictional requirements and/or an identified issue

Requisite Knowledge and Skills
1. *Identify* applicable codes, standards, and jurisdictional requirements
2. *Identify inspection functions and programs*
3. *Describe* implementing documents and methods
4. *Describe* technological tools to aid compliance inspections
5. Develop jurisdictional requirements for the administration of the inspection functions and programs

Job Performance Requirements
Manage a process for conducting compliance inspections in order to identify applicable codes, standards, and jurisdictional requirements; identify and document deficiencies; and determine compliance

6-3: Managing a Design Review Process

Authority
Office of the State Fire Marshal

Given
1. *Policies of the jurisdiction requiring design reviews*
2. *A General Plan*
3. *A community risk analysis*

Requisite Knowledge and Skills
1. *Identify design review stakeholders*
2. *Identify applicable statutes, codes, standards, and jurisdictional requirements*
3. *Describe workflow processes of the jurisdiction*
4. *Develop jurisdictional requirements for administering a design review process*
5. *Assign tasks*

Job Performance Requirements
Manage a process for project design reviews in order to complete project design review requirements in accordance with the policies of the jurisdiction

6-4: Managing a Plan Review Process

Authority
NFPA 1037 <u>Standard for Fire Marshal Professional Qualifications</u> (2016)
- Paragraph 5.2.4

Given
1. Policies of the jurisdiction requiring plan reviews

Requisite Knowledge and Skills
1. *Identify* applicable codes, standards, and jurisdictional requirements
2. *Identify conditions of project approval*
3. *Describe* workflow processes of the jurisdiction
4. *Describe* technological tools for the plan review process
5. Develop jurisdictional requirements for administering plan review functions and program
6. Assign tasks

Job Performance Requirements
Manage a process for plan reviews in order to complete plan review requirements in accordance with the policies of the jurisdiction

6-5: Managing an Appeals Process

Authority
NFPA 1037 Standard for Fire Marshal Professional Qualifications (2016)
- Paragraph 5.2.5

Given
1. Codes, standards, and jurisdictional requirements

Requisite Knowledge and Skills
1. *Describe* administrative and legal processes for managing appeals
2. Manage appeals in conformance with the applicable codes, standards, and jurisdictional requirements

Job Performance Requirements
Manage an appeals process that resolves appeals in compliance with the intent of applicable codes, standards, and jurisdictional requirements

6-6: Managing a Record-keeping Process

Authority
NFPA 1037 <u>Standard for Fire Marshal Professional Qualifications</u> (2016)
- Paragraph 5.2.6

Given
1. The need to document the processes of the regulatory program

Requisite Knowledge and Skills
1. *Describe the* regulatory record-keeping requirements of the jurisdiction
2. *Identify archival requirements for different regulatory records*
3. Manage regulatory records according to the applicable requirements

Job Performance Requirements
Manage a process for record keeping that records regulatory actions

6-7: Managing a Permit Process

Authority
NFPA 1037 <u>Standard for Fire Marshal Professional Qualifications</u> (2016)
- Paragraph 5.2.7

Given
1. Applicable jurisdictional requirements

Requisite Knowledge and Skills
1. *Describe* legal processes for managing permits and/or certificates of fitness
2. Manage permit applications in conformance with the applicable codes, standards, and jurisdictional requirements

Job Performance Requirements
Manage a process for administering, evaluating, and issuing permits and/or certificates of fitness that meets applicable codes, standards, and jurisdictional requirements

6-8: Managing a Compliance Interpretation Process

Authority
1. NFPA 1037 <u>Standard for Fire Marshal Professional Qualifications</u> (2016)
    - Paragraph 5.2.8
2. *Office of the State Fire Marshal*

Given
1. Complex issues related to codes, standards, and jurisdictional requirements

Requisite Knowledge and Skills
1. *Identify* applicable codes, standards, and jurisdictional requirements
2. *Identify code interpretation resources*
3. *Describe* administrative and legal considerations of compliance interpretations
4. Evaluate prescriptive codes, standards, and jurisdictional requirements
5. Use verbal and written communication skills

Job Performance Requirements
Manage the compliance interpretation process for prescriptive codes, standards, and jurisdictional requirements that resolves issues while meeting the intent of the prescriptive codes, standards, and jurisdictional requirements

6-9: Managing an Alternative Means/Methods/Materials Program

Authority
NFPA 1037 Standard for Fire Marshal Professional Qualifications (2016)
- Paragraph 5.2.9

Given
1. The submittal of equivalencies, alternative methods, and performance-based design

Requisite Knowledge and Skills
1. *Identify* codes, standards, and jurisdictional requirements
2. *Identify alternative means/methods/materials evaluation resources*
3. *Describe* administrative and legal considerations of equivalencies, alternative methods, and performance-based design
4. *Describe* evaluation programs for objective analysis of alternative compliance measures
5. *Describe* technological solutions for alternative compliance measures
6. Evaluate and verify the validity of non-prescriptive design approaches
7. Develop jurisdictional requirements for the administration of alternative compliance programs

Job Performance Requirements
Manage a program for alternative means/methods/materials measures so that the final design meets the intent of the codes, standards, and jurisdictional requirements

6-10: Managing a Complaint Reconciliation Process

Authority
NFPA 1037 <u>Standard for Fire Marshal Professional Qualifications</u> (2016)
- Paragraph 5.2.10

Given
1. The report of a situation or condition

Requisite Knowledge and Skills
2. *Identify* applicable codes, standards, and jurisdictional requirements
3. *Describe* administrative and legal considerations for management and resolving complaints
4. Evaluate and resolve complaints through use of the appropriate legal and administrative requirements

Job Performance Requirements
Manage the process for reconciling complaints that resolves complaints and takes appropriate action

6-11: Generating Jurisdictional Requirements

Authority
1. NFPA 1037 Standard for Fire Marshal Professional Qualifications (2016)
   - Paragraph 5.2.11
2. *Office of the State Fire Marshal*

Given
1. Management objectives

Requisite Knowledge and Skills
1. *Describe* jurisdictional requirements and management objectives for the regulatory management program
2. *Identify resources used to generate jurisdictional requirements*
3. Interpret jurisdictional requirements
4. Write jurisdictional requirements in accordance with administrative and legal guidelines

Job Performance Requirements
Generate jurisdictional requirements for administering a regulatory management program that defines concise requirements that meet the legal obligations of the jurisdiction

6-12: Managing an Interagency Coordination Program

Authority
1. NFPA 1037 Standard for Fire Marshal Professional Qualifications (2016)
    - Paragraph 5.2.12
2. *Office of the State Fire Marshal*

Given
1. Other agencies' requirements that overlap the local jurisdictions'

Requisite Knowledge and Skills
1. *Identify* other regulatory agencies that affect the local jurisdiction
2. *Identify* administrative and legal authorities pertaining to the program
3. *Describe record-keeping requirements of other agencies*
4. Evaluate other regulatory agencies' requirements
5. Negotiate and resolve conflicts

Job Performance Requirements
Manage a program to coordinate with other agencies that eliminates conflicts and develops clear lines of responsibility

Section 7: Fire and Life Safety Education

7-1: Managing a Comprehensive Fire and Life Safety Education Strategy

Authority
NFPA 1037 Standard for Fire Marshal Professional Qualifications (2016)
- Paragraph 5.3.2

Given
1. A planning process
2. Relevant information

Requisite Knowledge and Skills
1. *Identify* fire and life safety education issues
2. *Describe* program issues
3. *Describe* community risks
4. *Identify* community resources
5. *Describe* cost/benefit analysis methods
6. Design and apply program strategy
7. Select program components
8. Interact with community groups, partnerships, and collaborative efforts

Job Performance Requirements
Manage a comprehensive fire and life safety education strategy that includes program goals, design, resources, implementation, and evaluation methods

7-2: Creating a Collaborative Fire and Life Safety Education Partnership

Authority
NFPA 1037 <u>Standard for Fire Marshal Professional Qualifications</u> (2016)
- Paragraph 5.3.3

Given
1. A description of local community groups
2. A list of fire and injury priorities
3. Organizational policies for community partnerships

Requisite Knowledge and Skills
1. *Identify* potential community partners with shared concerns and resources
2. *Describe* team development dynamics
3. Facilitate meetings
4. Motivate partners to achieve goals
5. Manage and maintain teamwork

Job Performance Requirements
Create a collaborative fire and life safety education partnership that mitigates a specific fire or injury priority

7-3: Managing an Organizational Awareness Campaign

Authority
NFPA 1037 <u>Standard for Fire Marshal Professional Qualifications</u> (2016)
- Paragraph 5.3.4

Given
1. Fire and life safety education goals and policies

Requisite Knowledge and Skills
1. *Identify* organizational mission statement, goals, policies, and education strategy
2. Develop an awareness campaign
3. Disseminate information within the organization
4. Implement <u>a</u> market strategy

Job Performance Requirements
Manage an awareness campaign within the organization that informs members of their role within the organization's fire and life safety education strategy

7-4: Managing Fire and Life Safety Education Reports

Authority
NFPA 1037 <u>Standard for Fire Marshal Professional Qualifications</u> (2016)
- Paragraph 5.3.5

Given
1. Relevant information

Requisite Knowledge and Skills
1. Recognize the policy process of the organization
2. *Evaluate* educational activities and outcomes
3. Generate *and compile* reports
4. Interpret data

Job Performance Requirements
Manage fire and life safety education report(s) for policy makers that describe educational strategies, goals, objectives, activities, impact, budgets, and outcomes

7-5: Evaluating Fire and Life Safety Programs

Authority
NFPA 1037 <u>Standard for Fire Marshal Professional Qualifications</u> (2016)
- Paragraph 5.3.6

Given
1. Data to indicate risk reduction and loss reduction

Requisite Knowledge and Skills
1. *Describe* evaluation instruments
2. *Describe* survey policies and procedures
3. Apply evaluation practices and procedures

Job Performance Requirements
Evaluate fire and life safety programs in order to report measurable interpretations of educational efforts

7-6: Implementing a Comprehensive Fire and Life Safety Program

Authority
NFPA 1037 <u>Standard for Fire Marshal Professional Qualifications</u> (2016)
- Paragraph 5.3.7

Given
1. A systematic development process

Requisite Knowledge and Skills
1. *Describe* program administration issues
2. *Describe* community concerns
3. *Identify* available resources
4. Select program components
5. Stimulate interest among community groups
6. Establish partnerships and collaborative efforts

Job Performance Requirements
Implement a comprehensive fire and life safety program that includes program goals, objectives, design, resources, and evaluation methods

Section 8: Fire Investigation

8-1: Administering Fire Investigation Requirements

Authority
NFPA 1037 <u>Standard for Fire Marshal Professional Qualifications</u> (2016)
- Paragraph 5.4.2

Given
1. Applicable codes, standards, and jurisdictional requirements for investigations

Requisite Knowledge and Skills
1. *Identify* local, state, federal, tribal, and provincial laws
2. *Describe* investigation methodology
3. Apply codes, standards, and jurisdictional requirements to conduct investigations
4. Manage the investigative process and evaluate the results

Job Performance Requirements
Administer applicable codes, standards, and jurisdictional requirements for investigations so that investigators are knowledgeable and operate within organizational policies

8-2: Reviewing Documentation Intended for Litigation or Resolution

Authority
NFPA 1037 <u>Standard for Fire Marshal Professional Qualifications</u> (2016)
- Paragraph 5.4.3

Given
1. Details of an investigation including evidence collected, reports, scene sketches, photographs, other related information
2. Data relevant to the investigation

Requisite Knowledge and Skills
1. *Identify* local, state, federal, tribal, and provincial laws related to investigation, codes, standards, and jurisdictional requirements
2. *Identify* other pertinent references
3. Write technical reports
4. *Review fire investigation reports*
5. Compile and analyze investigative data

Job Performance Requirements
Review and assess investigation reports and data to be submitted in anticipation of litigation or resolution in order to submit complete, accurate documents for possible legal action

8-3: Conducting Investigative Analysis

Authority
NFPA 1037 <u>Standard for Fire Marshal Professional Qualifications</u> (2016)
- Paragraph 5.4.4

Given
1. Reports compiled from investigation data

Requisite Knowledge and Skills
1. *Describe how to conduct* statistical analysis
2. *Use* verbal and written communication
3. Evaluate data
4. Communicate findings verbally or in writing

Job Performance Requirements
Conduct investigative analysis to recommend action that enhances fire prevention and other programs

8-4: Managing Technical Resources Required to Perform Fire Investigations

Authority
NFPA 1037 <u>Standard for Fire Marshal Professional Qualifications</u> (2016)
- Paragraph 5.4.5

Given
1. Personnel
2. Protective equipment
3. Jurisdictional requirements
4. Other necessary equipment, including investigation tools and resources for investigations

Requisite Knowledge and Skills
1. *Identify* local, state, federal, tribal, and provincial laws, regulations, and standards for the safety of employees
2. *Demonstrate* technical knowledge of equipment
3. Use personal protective ensemble and tools needed to conduct investigations
4. Coordinate tasks and people
5. Write procedures
6. Communicate
7. Utilize resources

Job Performance Requirements
Manage technical resources needed to perform investigations in order to protect and equip investigators and conduct investigations in accordance with safety requirements

8-5: Developing and Managing a Comprehensive Fire Investigation Program

Authority
NFPA 1037 <u>Standard for Fire Marshal Professional Qualifications</u> (2016)
- Paragraph 5.4.6

Given
1. Reference materials and laws related to investigations, including due process

Requisite Knowledge and Skills
1. *Identify* technical writing formatting *requirements*
2. *Identify* policy issues
3. *Identify resources*
4. *Describe* laws and legal aspects of investigations
5. *Identify* codes, standards, and jurisdictional requirements
6. Use verbal and written communication skills

Job Performance Requirements
Develop and manage a comprehensive investigation program that meets legal mandates and formulates jurisdictional requirements for consistent, complete, and safe investigations

8-6: Constructing a Resource Plan for Fire Investigations with Allied Groups

Authority

NFPA 1037 <u>Standard for Fire Marshal Professional Qualifications</u> (2016)
- Paragraph 5.4.7

Given

1. Knowledge of the capabilities of available groups and resources

Requisite Knowledge and Skills

1. *Identify* local, state, federal, tribal, and provincial resources available for use
2. Use verbal and written communication skills
3. Utilize resources

Job Performance Requirements

Construct a resource plan for investigations with allied groups to adapt to incident needs in order to investigate responses to various types of incidents

State Fire Training Content

Code Key
Blocks
• G = Given
• RKS = Requisite Knowledge and Skills
• JPR = Job Performance Requirements
• NCTS = New certification training standard

Certification: Fire Marshal

CTS	Block	Addition	Justification	Source/Reference
2-2	G2	Added: *Federal, state, and local equal opportunity employment requirements*	California has specific requirements for hiring public and private employees	California Fair Employment and Housing Act (1959) Unruh Civil Rights Act (1959)
2-2	RKS4	Added: *Describe considerations used to include individuals of diverse backgrounds in establishing work assignments*	California has specific requirements for hiring public and private employees	California Fair Employment and Housing Act (1959) Unruh Civil Rights Act (1959)
2-3	RKS5	Added: *Describe operational planning processes*	NFPA requests an operational plan in the JPR but doesn't address it as a knowledge or skill component.	
2-5	RKS1	Added: *Describe the budgetary monitoring process*	NFPA requires monitoring the budgetary process in the JPR but doesn't address it as a knowledge or skill component.	

CTS	Block	Addition	Justification	Source/Reference
2-6	RKS1	Added: *Identify record-management systems associated with prevention activities*	Cadre requested additional information to enhance topic.	
2-6	RKS4	Added: *Describe the Public Records Act Request process*	Federal and state laws that individuals responsible for keeping records should be aware of.	California Public Records Act (Government Code §§ 6250 through 6276.48) Freedom of Information Act (US Department of State)
2-6	RKS5	Added: *Identify archival requirements for different types of records*	Cadre requested additional information to enhance topic.	
3-6	RKS1	Added: *Identify governmental agencies with risk management roles and responsibilities*	Cadre wanted a more targeted focus on government organizations to distinguish from CTS 2-7 which focuses on other community stakeholders.	
3-7	RKS1	Added: *Identify community stakeholders (non-governmental organizations) with risk management roles and responsibilities*	Cadre wanted a more targeted focus on community stakeholders to distinguish from CTS 2-6, which now focuses on other governmental organizations.	
3-8	RKS2	Added: *Describe how to develop an implementation plan*	NFPA requests that participants design and implement a plan in the JPR but doesn't address it as a knowledge or skill component.	

CTS	Block	Addition	Justification	Source/Reference
3-8	RKS3	Added: *Describe consensus-building techniques*	Cadre requested additional information to enhance topic.	
3-8	RKS8	Added: *Develop an implementation plan*	NFPA requests that participants design and implement a plan in the JPR but doesn't address it as a knowledge or skill component.	
4-2	G3	Added: *Effective presentation tips and techniques*	NFPA requests that participants present safety proposals in the JPR but doesn't address it as a knowledge or skill component.	
4-2	RKS7	Added: *Describe how to develop and present effective presentations*	NFPA requests that participants present safety proposals in the JPR but doesn't address how to develop one as a knowledge or skill component.	
4-2	RKS9	Added: *Develop and present effective safety proposal presentations*	NFPA requests that participants present safety proposals in the JPR but doesn't address it as a knowledge or skill component.	
6-2	RKS2	Added: *Identify inspection functions and programs*	Cadre requested additional information to enhance topic.	
6-3	NCTS	Added: *Managing a Design Review Process*	Cadre requested an additional standard to distinguish between the "design review" process (CTS 6-3) and	

CTS	Block	Addition	Justification	Source/Reference
			the "plan review" process (6-4).	
6-8	RKS2	Added: *Identify code interpretation resources*	Cadre requested additional information to enhance topic.	
6-9	RKS2	Added: *Identify alternative means/methods/materials evaluation resources*	Cadre requested additional information to enhance topic.	
6-11	RKS2	Added: *Identify resources used to generate jurisdictional requirements*	Cadre requested additional information to enhance topic.	
6-12	RKS3	Added: *Describe record-keeping requirements of other agencies*	Cadre requested because this impacts how the Fire Marshal does their paperwork in order to meet the other agencies requirements.	

Errata

<table>
<tr><td>

Code Key

Blocks
- G = Given
- RKS = Requisite Knowledge and Skills
- JPR = Job Performance Requirements
- NCTS = New certification training standard

Changes
- New text show in <u>underline</u>
- Deleted text shown in ~~strikeout~~

</td></tr>
</table>

May 2019

The May 2019 updated was a document formatting update for compliance with California Government Code (GC) Section 11546.7 (Assembly Bill 434). No content was changed.