

Certification: Certified Fire Marshal



Exam ID: FM

Scope:

The Certified Fire Marshal is responsible for the development, administration, interpretation, application, and enforcement of the codes adopted by their jurisdiction. They will be able to manage their department's budget and the certification and training of inspection staff. They will have an understanding of laws and regulations pertaining to human resources. They will have a thorough knowledge of customer service, develop and maintain effective relationships with all client groups, and be able to effectively communicate with contractors, homeowners, subordinates, superiors, news media, elected officials, and civic organizations.

The Certified Fire Marshal shall be able to develop, administer and deliver Fire Prevention and Public Fire Safety Programs for their jurisdiction through support from governing bodies and the community. The Certified Fire Marshal will be able to administer and conduct fire scene investigations utilizing recognized methods of investigation and procedures.

The Certified Fire Marshal shall be responsible for developing and implementing programs that provide for inspections of occupancies for life safety and fire issues including, but not limited to, interior finish, occupancy type, height and area limitations, construction type, and general fire safety, in accordance with Codes and Standards adopted by their jurisdiction. The Certified Fire Marshal shall develop and implement programs for plan review and permitting to ensure compliance with adopted Codes and Standards and enforcement.

- 60 multiple-choice questions
- 2-hour limit
- Open book

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| 01 | Develop Educational and Prevention Programs | 17% |
| 0101 | <u>Lesson Plans</u> Develop lesson plans with materials to reflect educational goals for a specific audience to include, but not be limited to, curiosity play, at-risk individuals for becoming firesetters in the community and at-risk arson targets. | 9% |
| 0102 | <u>Fire and Life Safety Education Programs</u> Establish public fire and life safety education strategies. Evaluate and procure fire educators and developers for the education program. Present the education program to the specific audience. | 3% |
| 0103 | <u>Emergency Preparedness</u> Coordinate emergency preparedness requirements. Provide technical guidance to public for fire prevention and survival skills. | 5% |
| 02 | Data Analysis | 8% |
| 0201 | <u>Retrieving Information</u> Retrieve statistical information from multiple private and governmental sources as needed for analysis. | 3% |
| 0202 | <u>Hazard Trend Analysis</u> Conduct hazard trend analysis from statistical data collected from private and governmental sources. | 3% |
| 0203 | <u>Information Reports</u> Prepare reports from information collected from private and governmental sources reflecting trends and potential hazards. | 2% |

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| 03 | Fire Investigation | 45% |
| 0301 | <u>Code and Standards</u> Administer applicable codes, standards, and jurisdictional requirements for fire investigations. | 5% |
| 0302 | <u>Investigatons</u> Manage and conduct investigations, including fires, explosions, product recalls, fire scene safety and emergency incidents in accordance with regulatory requirements and standards established for fire investigations. | 22% |
| 0303 | <u>Investigation Program</u> Establish and administer a comprehensive fire investigation program to include investigation preparation, scene examination and documentation, witness interviews, collecting and preserving evidence, origin and cause determination, report writing and review procedures. | 18% |
| 05 | Media and Public Relations | 12% |
| 0501 | <u>Public Information</u> Make contacts with media department representatives and the public to improve ability to get information to the public. Communicate fire and life safety messages to the public using the appropriate media. | 7% |
| 0502 | <u>Effectiveness</u> Create a strategy for acquiring feedback from the community to improve public service. Evaluate the effectiveness of the release of information to the public. | 5% |
| 06 | Interagency and Legislative | 18% |
| 0601 | <u>Support for Initiatives</u> Solicit support from the Fire Chief, governing body, and coalitions of the community, for fire prevention initiatives. | 3% |
| 0602 | <u>Promotion of Code Adoption</u> Promote local code adoption process for code enforcement. | 7% |
| 0603 | <u>Warrants and Method of Entry</u> Acquire and document necessary permission or get a warrant to perform the fire investigation. Establish and document the legality of the method of entry. | 8% |