

CERTIFICATION CURRICULUM MANUAL

CHAPTER FIFTEEN

FIRE MARSHAL

NFPA 1037 2016 Edition

Effective August 1, 2023



Texas Commission on Fire Protection
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OVERVIEW

Fire Marshal

The Fire Marshal is required to meet the Job Performance Requirements (JPRs) of chapters 4 and 5 of National Fire Protection Association (NFPA) 1037, *Standard on Fire Marshal Professional Qualifications*, 2016 edition.

The following items are included in the Fire Marshal section of Chapter 15 of the curriculum manual:

- Course Instructor Information
- Reference List (textbooks and other recommended course materials)
- Course Outline (establishes the recommended hours for teaching this course)

This is a voluntary (non-mandatory) certification; therefore, a formal “curriculum” is not provided. Please use chapters 4 and 5 of NFPA 1037 as a guide when creating your own course curriculum.

Performance skills are available in Chapter 15 of the Skills Manual.

All documents in this curriculum manual, and in the skills manual, are available free of charge to download, copy and distribute as necessary. The TCFP does not provide printed copies.

Definition of a Fire Marshal

A Fire Marshal is an individual who has met the requirements of chapter 4 and 5 of *NFPA 1037, Standard on Fire Marshal Professional Qualifications* and has the knowledge, skills, and abilities to perform as a Fire Marshal:

- A person designated to provide delivery, management, and/or administration of fire protection- and life safety-related codes and standards, investigation, education, and/or prevention services for local, county, state, provincial, federal, tribal, or private sector jurisdictions as adopted or determined by the entity.

COURSE INSTRUCTOR INFORMATION

Instructor Qualifications

Fire Marshal courses must be taught by a person meeting the requirements described in Chapter 427§307 of the TCFP Standards Manual.

Supplemental Information

Instructors are expected to provide supplemental information if the main reference text does not cover all of the knowledge requirements set forth in the NFPA standard.

Certification Testing

Testing for certification in the state of Texas will be based on the knowledge and skills requirements of National Fire Protection Association (NFPA) 1037, *Standard on Fire Marshal Professional Qualifications*, 2016 edition, Chapter 4 and 5. All training programs must strictly adhere to the NFPA standard.

All test questions and performance skills evaluations will be based on the NFPA Job Performance Requirements (JPRs), requisite knowledge objectives, and requisite skills objectives found in the NFPA standard. Additionally, questions and performance skill evaluations may include information found in, or derived from, the NFPA standard annex, particularly Annex A, which includes explanatory material that may further clarify JPRs. The following is an example from NFPA 1037, section 4.2.1:

NFPA Standard/Curriculum	Explanation
4.2.1 Administer jurisdictional requirements related to the roles and responsibilities of the Fire Marshal, given regulations and organizational goals and objectives pertaining to personnel and labor management, so that the Fire Marshal functions in a manner consistent with the organizational mission and complies with applicable personnel management laws and regulations.	NFPA JPR number 4.2.1
(A) Requisite Knowledge: Organizational structure; organizational mission; fundamental strategic planning processes; staffing positions, roles, and responsibilities; and intra- and inter- organizational relationships.	Requisite knowledge objectives for 4.2.1 Written test questions and/or performance skills will be used to test these knowledge components on the state certification exam.

<p>(B) Requisite Skills: The ability to use verbal and written communication skills; consolidate information and data from a variety of sources for short- and long-term planning purposes; forecast staffing, capital, and budgetary needs to support the roles and responsibilities of Fire Marshal; establish an organizational structure, to include both existing and future staffing positions, to implement the roles and responsibilities structure; and integrate relationships, functions, and needs of stakeholders.</p>	<p>Requisite skills objectives for 4.2.1</p> <p>Only performance skills will be used to test these objectives on the state certification exam.</p>
<p>A.4.2.1 Since there is an overlapping of administrative duties and functions based on jurisdictional issues, specific JPRs cannot be incorporated or developed. The intent of this subsection is to address a Fire Marshal's responsibilities related to general administrative duties, and to recognize that those duties can vary depending on the assignments and policies of a local jurisdiction.</p>	<p>Appendix A: Explanatory Material</p>

TCFP Standards Manual

It is critical that the Course Instructor review the chapters in the TCFP Standards Manual that apply to this curriculum. Of primary importance are the following chapters:

- Chapter 421, *Standards for Certification*
- Chapter 427, *Training Facility Certification*
- Chapter 435, *Fire Fighter Safety*
- Chapter 437, *Fees*
- Chapter 467, *Minimum Standards for Fire Marshal*

These chapters do not address every issue that could impact this curriculum; therefore, the Course Instructor is encouraged to become familiar with the TCFP Standards Manual.

Descriptions of Certification Levels

For additional information, see Chapter 467 of the Texas Commission on Fire Protection Standards Manual for Fire Protection Personnel.

CHAPTER FIFTEEN
FIRE MARSHAL
CURRICULUM OUTLINE

BASIC FIRE MARSHAL CURRICULUM OUTLINE		
SECTION	SUBJECT	RECOMMENDED HOURS
CORE CURRICULUM OUTLINE		
1501-4.1	General	2
1501-4.2	Administrative Duties	16
1501-4.3	Community Risk Reduction	20
1501-4.4	Community Relations	10
1501-4.5	Professional Development	10
		58
MISSION SPECIFIC CURRICULUM OUTLINE		
1502-5.1	General	2
1502-5.2	Regulatory programs (Inspection)	16
1502-5.3	Fire and Life Safety Education	16
1502-5.4	Investigation	20
		54
	TOTAL RECOMMENDED HOURS	112

*Actual hours required will depend on the number of students, the number of examiners, availability of equipment, and the student skill level.

EQUIPMENT LIST

DOCUMENTS:

- AHJ SOPs, budget, policies
- Report forms, templates, and example documents
- Supporting Documents
- Applicable codes and standards
- Local practices and procedures
- Official letterhead – if applicable
- Instructor developed scenarios – if applicable

EQUIPMENT:

- Personal computer with word processing and spreadsheet software
- The ability to print
- USB drive
- Pen
- Pencil
- Paper

If reports, supporting documents, and templates cannot be obtained by the candidate they may be provided by the instructor.

FIRE MARSHAL SKILLS LIST

Objective	Skill No.	Functional Name	NFPA JPR #
General	1	Core	4.2.1, 4.2.2, 4.2.3, 4.2.4, 4.2.5, 4.2.6, 4.3.2, 4.3.3, 4.3.4, 4.3.5, 4.3.6, 4.3.7, 4.3.8, 4.3.9, 4.3.10, 4.4.1, 4.4.2, 4.4.3, 4.4.4, 4.4.5, 4.5.2, 4.5.3, 4.5.4, 4.5.5, 4.5.6
Mission Specific	2	Regulatory (Inspection)	5.2.2, 5.2.3, 5.2.4, 5.2.5, 5.2.6, 5.2.7, 5.2.8, 5.2.9, 5.2.10, 5.2.11, 5.2.12
Mission Specific	3	Fire & Life Safety Educator	5.3.2, 5.3.3, 5.3.4, 5.3.5, 5.3.6, 5.3.7
Mission Specific	4	Investigation	5.4.2, 5.4.3, 5.4.4, 5.4.5, 5.4.6, 5.4.7

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REFERENCE LIST FOR THE FIRE MARSHAL CURRICULUM

Purchase, D. (2019). Chief Officer: Principles and Practice, 3RD Ed., United States: Jones & Bartlett Learning. ISBN:9781284172478

Chief Officer, 4th Ed., (2019). International Fire Service Training Association (IFSTA). ISBN:978-0-87939-644-2 (Chapter 2-5)

Walker, B. (2021). Community Risk Reduction Principles and Practices. United States: Jones & Bartlett Learning. ISBN:9781284195057

Fire and Life Safety Educator: Principles and Practice, 2nd Ed., (2016). United States: Jones & Bartlett Learning. ISBN:1284041972

Fire and Life Safety Educator, 3rd Ed., (2011). International Fire Service Training Association (IFSTA). ISBN:978-0-87939-396-0

Fire Inspection and Code Enforcement, 8th Ed., (2017). International Fire Service Training Association (IFSTA). ISBN:978-0-87939-592-6

Fire Inspector: Principles and Practice. Revised 1st Ed., (2016). United States: Jones & Bartlett Learning. ISBN:1284137740

Fire Investigator: Principles and Practice, 6th Ed., (2022). United States: Jones & Bartlett Learning. ISBN:1284247724

National Fire Protection Association. *NFPA 921: Guide for Fire and Explosion Investigations*. Current Edition. NFPA. ISBN-13 978-1455926466

National Fire Protection Association. *NFPA 1033: Standards for Professional Qualification for Fire Investigator*. Current Edition. NFPA. ISBN- 978-1455928156

National Fire Protection Association. *NFPA 1037: Standard on Fire Marshal Professional Qualifications for the Minimum Core and Mission-specific*. Current Edition. NFPA. ISBN- 978-145591311-4

National Fire Protection Association. *NFPA 1300: Standard on Community Risk Assessment and Community Risk Reduction Plan Development*. Current Edition. NFPA. ISBN-13 978-1455923175

National Fire Protection Association. *NFPA 1730: Standard on Organization and Deployment of Fire Prevention Inspection and Code Enforcement, Plan Review, Investigation and Public Education Operations*. Current Edition. NFPA. ISBN-13 978-1455920846

Standards Manual for Fire Protection Personnel. Austin, TX: Texas Commission on Fire Protection.