

SKILLS MANUAL

CHAPTER FIFTEEN

FIRE MARSHAL

NFPA 1037 2016 Edition

Effective August 1, 2023



Texas Commission on Fire Protection
P.O. Box 2286 Austin, Texas 78768-2286 (512) 936-3838

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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INSTRUCTION SHEET FIRE MARSHAL PERFORMANCE SKILLS

Format

Skill #1-4 of the Fire Marshal skills evaluation is evaluated as a written project-based assessment and oral presentation. It is recommended that the project-based assessment skills initially be completed as assignments during the course. The Course Instructor may then review the assignments, provide feedback, and recommend necessary changes. At the time of the scheduled TCFP performance skills evaluation, the final version of the randomly selected skills must be turned in for evaluation. The oral presentation should also be conducted at that time to evaluate the skills not included in the written project. It is recommended that the oral presentation skills be conducted in a role-playing format. The Course Instructor should specify time constraints as necessary.

Scoring Method

The scoring method is satisfactory (S) or unsatisfactory (U) for each grading criteria, and a Pass or Fail for the entire skill sheet. To successfully pass the Fire Marshal skills evaluation, the Fire Marshal candidate must receive satisfactory scores in all of the grading criteria. Any grading criteria marked unsatisfactory shall require the examiner to explain the reason for the failure in written form in the comments section of the skill sheet. The written project and the oral presentation will be evaluated independently. The candidate must retest only the failed component.

Preparation and Equipment

Many of the skills require the use of department policies. It is suggested that the Course Instructor use the policies and procedures from his/her department. If teaching this course at a non-departmental institution, acquire a fire department's policies and procedures, or modification thereof, to complete these skills. For optimal learning, scenario-based training and role-playing is recommended; however, based on departmental needs certain activities may be simulated by other means.

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.

TEXAS COMMISSION ON FIRE PROTECTION
Fire Marshal

Performance Standards Evaluation
Core – Skill Number 1
Written Project and Oral Presentation

NFPA 1037 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

Fire Marshal

OBJECTIVES

The ability to 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. (4.2.1)

The ability to establish personnel assignments to maximize efficiency, given the knowledge, training, and experience of the members available, so that the organizational roles and responsibilities and legal requirements are met with the allocated resources and in accordance with jurisdictional requirements. (4.2.2)

The ability to establish a strategic and operational plan, given organizational goals and objectives, legal requirements, and available resources, so that the organizational roles and responsibilities and legal requirements are met with the allocated resources. (4.2.3)

The ability to establish a budget, given the available resources, so that the roles and responsibilities of the Fire Marshal can be implemented within organizational goals and objectives. (4.2.4)

The ability to monitor the condition of the approved budget during the budgeting period, given the available resources and budgetary requirements, so that the roles and responsibilities of the Fire Marshal can be implemented within organizational goals and objectives. (4.2.5)

Guide the development, maintenance, and evaluation of a department record and management system, given policies and procedures, so that completeness and accuracy are achieved. (4.2.6)

The ability to evaluate target risks and emergency incident data, given community profile levels of protection, occupancy types, percent of responses by occupancy type, perspectives of risk, and available data and information, including loss, so that a community risk profile can be developed based on an acceptable level of risk. (4.3.2)

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TEXAS COMMISSION ON FIRE PROTECTION

Fire Marshal

Performance Standards Evaluation Core – Skill Number 1

The ability to manage a data and information management program, given identified inputs and outputs, data collection system, and personnel, so that data and information are collected, processed, stored, and maintained. (4.3.3)

The ability to interpret data and information, given output from a data/information management system, so that the data and information provide an adequate basis of knowledge to conduct risk analysis. (4.3.4)

The ability to conduct risk analysis, given data and information trends, target risks, community input, and available resources, so that a risk profile and management solutions are developed. (4.3.5)

The ability to evaluate risk management solutions, given the risk analysis, organizational and community constraints, regulatory requirements, available resources, and financial impacts, so that the most beneficial and cost-effective solution(s) can be established. (4.3.6)

The ability to integrate the risk management solutions with related organizational groups, given organizational structure and constraints, so that the analysis and solution(s) can be used for organizational planning, development, and implementation. (4.3.7)

The ability to integrate the risk management solution(s) with community stakeholders, given interface with community individuals and organizations, so that the risk management solution(s) can be used for community planning, development, and implementation. (4.3.8)

The ability to evaluate the risk management program, given the existing risk analysis, implemented solution(s), and data and information applications, so that continued improvement of the program goals and objectives can be monitored and achieved. (4.3.9)

The ability to design and implement a plan, given an identified fire safety problem, so that a new program, piece of legislation, or fire safety code is facilitated. (4.3.10)

The ability to develop relationships with community groups, given a description of local groups and organizational policies for relationships with community groups, attendance at community meetings, and participation at community events, so that a schedule is established for ongoing contacts. (4.4.1)

The ability to present safety proposals to community groups, given a list of groups with shared concerns, and an understanding of relevant safety measures, so that the

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TEXAS COMMISSION ON FIRE PROTECTION

Fire Marshal

Performance Standards Evaluation Core – Skill Number 1

justification for the safety proposal is provided, issues are explained, and solutions, impacts, and benefits are stated. (4.4.2)

The ability to create media communication strategies and policies, given a list of media outlets such as newspaper, radio, web pages, and television; characteristics of local media including deadlines; and the resources to provide media with accurate information, so that consistent and accurate prevention information is disseminated in an understandable manner. (4.4.3)

The ability to participate in media interviews, given information about organizational goals and prevention practices and strategies; and knowledge of interview techniques, so that consistent and accurate information is disseminated in an understandable manner. (4.4.4)

The ability to identify and prioritize professional development needs, within the department given jurisdictional requirements, so that professional development requirements are established. (4.5.2)

The ability to prescribe professional development programs, given the results of a professional development needs analysis, so that the knowledge and skills are job-related, training is performance-based, adult learning principles are used, and the program meets organizational goals and requirements. (4.5.3)

The ability to implement professional development programs, given selected options and available resources, so that professional development programs meet organizational goals and objectives. (4.5.4)

The ability to evaluate organizational professional development programs, given organizational goals and objectives, so that professional development meets organizational goals and objectives. (4.5.5)

The ability to forecast organizational professional development needs, given professional trends, emerging technologies, and future organizational goals and objectives, so that future organizational and individual professional development needs are planned. (4.5.6)

INSTRUCTIONS - procedures for achieving the objective

You shall complete a written project for presentation. The project will include:

1. An administrative duties section that includes:
 - a. The candidate will create an organizational chart for the given organization. (4.2.1), (4.2.3)

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Fire Marshal

Performance Standards Evaluation Core – Skill Number 1

- b. The candidate will also create an organizational chart based on future predictions of community needs and individual staff productivity. (4.2.2)
 - c. The student will create a budget, including operational and capital expenditures, for the current organization and a budget for the long-term organization. (4.2.4)
 - d. The student will prepare a written report explaining the organizational structures, budgets, and decisions made related to the personnel and budget decisions. (4.2.4), (4.2.5), (4.2.6)
 - e. Given an organizational chart, employee training records, employee tenure, and the activities required to be conducted by the personnel reporting to the fire marshal, the candidate will prepare a report detailing how personnel will be used to meet the responsibilities and legal requirements of the fire marshal's responsibilities. (4.2.3)
 - f. Based on the student's jurisdiction, they shall create a budget for a single fiscal year that includes all capital expenditures and operating expenditures. (4.2.5)
 - g. Given an annual budget and a financial statement of their and balances halfway through the fiscal period, the student will identify budgetary trends and recommend the needed changes to finish the budget period at or below budgeted expenses. (4.2.5), (4.2.6)
 - h. Given inspection, investigation, or public education data, the student will evaluate the data, and identify trends in the data. (4.2.6)
2. A community risk reduction section that includes:
- a. Given data and a potential risk(s), the candidate will rank those risk(s) based on the effect to the community. (4.3.2),
 - b. Given data, the candidate will analyze the data and identify what additional information and data is needed to identify risk trends and develop programs to meet those risks. (4.3.3), (4.3.4)
 - c. Given facts, and data, the candidate will explain current and future trends of risk management problems. (4.3.5)

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Fire Marshal

Performance Standards Evaluation Core – Skill Number 1

- d. Given data, information, trends, target risks, community input, and available resources, the candidate will evaluate the identified risks, establish a perceived level of risk, and identify solutions for the perceived risks and identify the most beneficial and cost-effective means to implement the solution. (4.3.5), (4.3.6)
 - e. Given a proposed risk management solution, the candidate will identify other groups within the candidate's organization and jurisdiction and identify the other groups and stakeholder's roles and responsibilities in the proposed risk management solution. (4.3.7), (4.3.8), (4.3.9)
 - f. Given a fire safety problem the candidate will develop and justify the development of a life safety education program to address the fire safety problem. (4.3.10)
3. A community relations section that includes:
- a. Based on the candidate's jurisdiction, the candidate will identify local community groups, the purpose or mission of each organization, and prepare a one-year calendar for establishing and maintaining on-going contact with the organizations. (4.4.1)
 - b. The student will develop a policy regarding who may disseminate information to the media and how information will be disseminated to the media. The policy must identify resources the media may use to access the information and the situation which is appropriate to each type of information dissemination type. (4.4.3)
4. A professional development section that includes: (4.5.2), (4.5.3), (4.5.4), (4.5.5), (4.5.6)
- a. Given an organizational chart, employee training records, employee tenure, and current job assignments, the candidate will:
 - i. develop the required training for a one-year and three-year professional development plan for each employee in the Fire Marshal organization and explain how the professional development plan meets the needs of the organization.
 - ii. identify any professional development needs that are unmet and develop a plan to meet those needs.
 - iii. develop a three-year professional development plan for each employee in the Fire Marshal organization, based on professional trends, emerging technologies, and future needs of the organization.

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Fire Marshal

Performance Standards Evaluation Core – Skill Number 1

After the completion of your written project, you will participate in **an oral evaluation** in which you will attend, participate in, and assume a leadership role in a press conference where you are required to present the findings of your written report and respond to questions from the media (instructor). (4.4.4), (4.4.2), (4.4.3), (4.5.3)

EXAMINER'S NOTE

It is suggested that you use the policies and procedures of your department. If you are teaching this course at a non-departmental institution, acquire a fire department's policies and procedures, or modification thereof, to complete the skill.

TCFP performance skill evaluation requires the Fire Marshal candidate to turn in the completed project and perform the oral presentation. The written project and the oral presentation will be evaluated independently. The candidate must retest only the failed component. The oral presentation will be conducted in a role-playing format to mimic a media interview.

PREPARATION & EQUIPMENT

AHJ SOPs, budget, policies

Report forms, templates, and example documents

Supporting Documents

Personal computer with word processing and spreadsheet software

The ability to print

USB drive

Instructor developed scenarios

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TEXAS COMMISSION ON FIRE PROTECTION

Fire Marshal

Performance Standards Evaluation Core – Skill Number 1

Candidate: _____ Notes: _____

Dept: _____

School: _____

Examiner(s) _____ / _____

Fire Marshal	<u>TEST</u>		<u>RETEST</u>	
Skill # 1	S	U	S	U
NFPA 1037: 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				
Written Project				
The candidate demonstrates:	S	U	S	U
a) Demonstrated staffing and overall organizational structure				
b) Demonstrated written communication skills <ul style="list-style-type: none"> • Short – and long – term planning purposes • Forecast staffing • Capital • Budgetary needs • Responsibilities of Fire Marshal • Relationships • Functions • Needs of stakeholders 				
c) Demonstrated the ability to tack and analyze trends of financial data				
d) Demonstrated written communication skills related to record keeping and budgetary processes <ul style="list-style-type: none"> • Recognized principals involved in acquisition and implementation of related processes • Recognized capabilities and limitations of information management systems 				
e) Compared hazards, probability of occurrence, and consequences to establish risk and ranking of the risk to the community <ul style="list-style-type: none"> • Established data parameters • Collected information 				

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TEXAS COMMISSION ON FIRE PROTECTION Fire Marshal

<ul style="list-style-type: none"> • Analyze/ Interpreted data • Compared risk data to established level of risk • Identified potential solutions • Evaluate / identify internal and external influences • Interpreted / Analyzed data to determine impact of risk management program • Maintained data management 				
f) Recognized applicability of risk management solution(s) to other organizational groups / community stakeholders				
g) Used evaluative methods, consensus building techniques, written communication skills, and organized plans.				
h) Used written communication skills <ul style="list-style-type: none"> • Community demographics • Formal and informal community leaders • Community groups • Community and civic issues • Effective customer service methods • Organizational policies for community relations 				
i) Demonstrated ability to maintain constructive relationship with media groups <ul style="list-style-type: none"> • Provided written information to media 				
j) Conducted research <ul style="list-style-type: none"> • Ability to facilitate and conduct committee meetings • Ability to assign responsibility • Ability to organize information into functional groupings • Ability to analyze and evaluate data • Ability to evaluate trends, and forecast needs 				
Oral Presentation				
The candidate demonstrates:	S	U	S	U
a) Ability to communicate orally				
b) Ability to relate interpersonally				
c) Ability to articulate collected and evaluated data				
d) Demonstrate familiarity with media presentation techniques				

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**TEXAS COMMISSION ON FIRE PROTECTION
Fire Marshal**

S = Satisfactorily completed/performed

U = Unsatisfactorily performed/failed to meet objective or grading step

**All steps of the skill objective are mandatory and must be scored as
“Satisfactory” to pass the skill.**

Examiner/Candidate Comments:

Certifying Examiner

Date

Re-Test Certifying Examiner

Date

Overall Skill Sheet Score
Pass <input type="checkbox"/> Fail <input type="checkbox"/>
Overall Skill Sheet Re-Test Score
Pass <input type="checkbox"/> Fail <input type="checkbox"/>

TEXAS COMMISSION ON FIRE PROTECTION

FIRE MARSHAL

Regulatory (Inspection)- Skill Number 2 Performance Standards Evaluation

NFPA 1037: 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

Fire Marshal

OBJECTIVE

The ability to manage a process for the adoption, modification, and maintenance of codes, standards, and jurisdictional requirements, given fire loss data and/or a demonstrated need or deficiency, so that the code, standard, or jurisdictional requirement is written and addresses the identified need or deficiency. (5.2.2)

The ability to manage a process for conducting compliance inspections, given applicable codes, standards, and jurisdictional requirements and/or an identified issue, so that the applicable codes, standards, and jurisdictional requirements are identified, deficiencies are identified and documented, and compliance determined. (5.2.3)

The ability to manage a process for plan reviews, given the policies of the jurisdiction requiring plan reviews, so that requirements for plan reviews are completed in accordance with the policies of the jurisdiction. (5.2.4)

The ability to manage an appeals process, given the codes, standards, and jurisdictional requirements, so that appeals can be resolved in compliance with the intent of the applicable codes, standards, and jurisdictional requirements. (5.2.5)

The ability to manage a process for record keeping, given the need to document the processes of the regulatory program, so that there is a record of the regulatory actions. (5.2.6)

The ability to manage a process for administering, evaluating, and issuing permits, licenses, and/or certificates of fitness, given the applicable jurisdictional requirements, so that applicable codes, standards, and jurisdictional requirements are met. (5.2.7)

The ability to manage the compliance interpretation process for prescriptive codes, standards, and jurisdictional requirements, given complex issues related to codes, standards, and jurisdictional requirements, so that a resolution of the issue meets the intent of the prescriptive codes, standards, and jurisdictional requirements. (5.2.8)

The ability to manage a program for alternative compliance measures, given the submittal of equivalencies, alternative methods, and performance-based design, so that the final design meets the intent of the codes, standards, and jurisdictional requirements. (5.2.9)

The ability to manage the process for reconciling complaints, given the report of a situation or condition, so that complaints are resolved, and appropriate action is taken. (5.2.10)

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TEXAS COMMISSION ON FIRE PROTECTION

FIRE MARSHAL

Regulatory (Inspection) - Skill Number 2 Performance Standards Evaluation

The ability to generate jurisdictional requirements for administering the regulatory management program, given management objectives, so that the requirements are defined, concise, and in accordance with the legal obligations of the jurisdiction. (5.2.11)

The ability to manage a program to coordinate with other agencies, given that other agencies' requirements can overlap the local jurisdictions, so that conflicts are eliminated, and clear lines of responsibility are developed. (5.2.12)

INSTRUCTIONS - procedures for achieving the tasks

The fire marshal candidate shall perform all the following tasks. The candidate's work product will meet the following objectives.

- a. Given a code deficiency and fire loss data, identify the needed code modification and prepare the code modification using an analysis of the data to support the modification. (5.2.2)
- b. Given an organizational chart, fire loss data, and number and type of occupancies in the jurisdiction, the candidate will develop a fire inspection program based on the requirements of the jurisdiction. (5.2.3)
- c. Given an organizational chart and permit application data, the candidate will develop a plan review program and policy based on the requirements of the jurisdiction. (5.2.4)
- d. Given the administrative and legal requirements of the jurisdiction, the candidate will develop a policy or procedure for accepting, processing, and managing a code appeal. (5.2.5)
- e. The candidate shall write a policy or procedure detailing how fire inspection reports will be created, maintained, updated, and available for review. The plan must include record retention policies in accordance with local. (5.2.6)
- f. The candidate shall write a policy, in accordance with their AHJ, on the process for receiving, reviewing, and approving/denying a permit application. (5.2.7)
- g. Given a fire code dispute, the student will apply the code and standards of the AHJ to evaluate the dispute. The student will prepare a written response to the submitter of the dispute. The student will inform their supervisor of the dispute and outcome in a 3–5-minute presentation. (5.2.8)
- h. The student will prepare a policy, procedure, or amendment to the locally adopted fire code detailing the process and requirements for the acceptance of a performance-based alternative. (5.2.9)

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TEXAS COMMISSION ON FIRE PROTECTION

FIRE MARSHAL

Regulatory (Inspection) - Skill Number 2 Performance Standards Evaluation

- i. Provided a complex complaint, the candidate shall identify the facts of the complaint, the applicable codes, standards, policies and/or procedures of the AHJ, and explain a resolution based on the AHJ requirements. The candidate will respond in writing to the person who submitted the complaint. (5.2.10)
- j. Given a fire inspection policy, the candidate shall review the policy, make suggestions for improvement to the policy, and prepare a draft of the updated policy. (5.2.11)
- k. Given a regulatory issue, the candidate will identify the role of the AHJ, identify other agencies that have regulatory jurisdiction, and explain the roles and responsibilities of the AHJ and the other agencies. The candidate will explain potential conflicts between the AHJ and other regulatory agencies and how they can be resolved or mitigated. (5.2.12)

EXAMINER'S NOTE

The candidate must meet the objectives by writing or typing their work product to meet the requirements of the above objectives. Students are encouraged to use data and their given communities when completing the objectives above. If a student does not have available data, or is not currently employed with an AHJ, scenarios or data may be supplied by the examiner.

PREPARATION & EQUIPMENT

Most skills require the use of a pen or pencil, paper, applicable codes and standards, local practices and procedures, and a computer with a printer or typewriter and official letterhead if applicable. Additional preparation and equipment information is located with the specific performance skill.

TEXAS COMMISSION ON FIRE PROTECTION

FIRE MARSHAL

Regulatory (Inspection) - Skill Number 2 Performance Standards Evaluation

Candidate: _____	Notes: _____
Dept: _____	_____
School: _____	_____
Examiner(s) _____ / _____	_____

Fire Marshal				
Performance Standards Evaluation - Skill # 2	TEST		RETEST	
NFPA 1037: 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				
Regulatory	S	U	S	U
a) Developed and modified code				
b) Developed jurisdictional requirements fire inspections				
c) Developed jurisdictional requirements for plan review				
d) Managed appeals				
e) Managed records				
f) Managed permit application				
g) Evaluated prescriptive codes				
h) Evaluated non prescriptive designs and alternative compliance				
i) Evaluated and resolved complaints				
j) Interpreted and formulated jurisdictional requirements				
k) Evaluated and negotiated conflicts				
Oral Presentation				
The candidate demonstrates:	S	U	S	U
a) Ability to communicate orally				
b) Ability to relate interpersonally				
c) Ability to articulate collected and evaluated data				
d) Demonstrate familiarity with media presentation techniques				

S = Satisfactorily completed/performed

U = Unsatisfactorily performed/failed to meet objective or grading step

All steps of the skill objective are mandatory and must be scored as “Satisfactory” to pass the skill.

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**TEXAS COMMISSION ON FIRE PROTECTION
FIRE MARSHAL**

Examiner/Candidate Comments:

Certifying Examiner

Date

Re-Test Certifying Examiner

Date

Overall Skill Sheet Score
Pass <input type="checkbox"/> Fail <input type="checkbox"/>
Overall Skill Sheet Re-Test Score
Pass <input type="checkbox"/> Fail <input type="checkbox"/>

TEXAS COMMISSION ON FIRE PROTECTION

FIRE MARSHAL

Fire and Life Safety Educator - Skill Number 3 Performance Standards Evaluation

NFPA 1037: 5.3.2, 5.3.3, 5.3.4, 5.3.5, 5.3.6, 5.3.7

Fire Marshal

OBJECTIVE

Manage a comprehensive fire and life safety education strategy, given a planning process and relevant information, so that program goals, design, resources, implementation, and evaluation methods are included. (5.3.2)

The ability to create a collaborative fire and life safety education partnership, given a description of local community groups, a list of fire and injury priorities, and organizational policies for community partnerships, so that a specific fire or injury priority is mitigated by the partnership. (5.3.3)

Develop an awareness campaign, within the organization, given fire and life safety education goals and policies, so that members are informed of their role within the organization's fire and life safety education strategy. (5.3.4)

Manage the fire and life safety education report(s) for policy makers, given relevant information, so that educational strategies, goals, objectives, activities, impact, budgets, and outcomes are described. (5.3.5)

The ability to evaluate fire and life safety programs, given data to indicate risk reduction and loss reduction, so that measurable interpretation of educational efforts can be reported. (5.3.6)

The ability to implement a comprehensive fire and life safety program, given a systematic development process, so that program goals, objectives, design, resources, and evaluation methods are included. (5.3.7)

INSTRUCTIONS - procedures for achieving the objectives

The fire marshal candidate shall perform all the following tasks. The candidate's work product will meet the following objectives.

- a. The candidate will develop a public education initiative and identify community group and partnerships that will improve outcomes of the initiative and explain the role each group or partner will have in increasing the effectiveness of the initiative. (5.3.2)
- b. Given a public education initiative, the candidate will identify local community groups that can improve the outcomes. The candidate will

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TEXAS COMMISSION ON FIRE PROTECTION

FIRE MARSHAL

Fire and Life Safety Educator - Skill Number 3 Performance Standards Evaluation

develop a meeting agenda to discuss the partnership. (5.3.3)

- c. The candidate will develop an awareness campaign, identify the audience for the campaign, and provide in writing the plan for disseminating the campaign material. (5.3.3)
- d. Given data for a specific public education campaign, the candidate will develop a plan to increase the outcomes while determining the financial impact of the new strategies, goal, and objectives. (5.3.4)
- e. Given data for a specific public education campaign, the candidate will evaluate the data to determine the effectiveness of the campaign. The candidate will make recommendations in writing, if appropriate, to modify the program for improved outcomes. (5.3.5)
- f. The candidate will develop an awareness campaign, identify the audience for the campaign, identify local community groups that can improve the outcomes, describe how the community groups can participate, and provide in writing the plan for disseminating the campaign material. The candidate will identify methods for evaluating the effectiveness of the program. (5.3.6)

EXAMINER'S NOTE

The candidate must meet the objectives by writing or typing their work product to meet the requirements of the above objectives.

Students are encouraged to use data and their given communities when completing the objectives above.

If a student does not have available data, or is not currently employed with an AHJ, scenarios or data may be supplied by the examiner.

PREPARATION & EQUIPMENT

Most skills require the use of a pen or pencil, paper, applicable codes and standards, local practices and procedures, and a computer with a printer or typewriter and official letterhead if applicable. Additional preparation and equipment information is located with the specific performance skill.

TEXAS COMMISSION ON FIRE PROTECTION

FIRE MARSHAL

Fire and Life Safety Educator - Skill Number 3 Performance Standards Evaluation

Candidate: _____

Notes: _____

Dept: _____

School: _____

Examiner(s) _____ / _____

Fire Marshal				
Performance Standards Evaluation - Skill # 3 NFPA 1037: 5.3.2, 5.3.3, 5.3.4, 5.3.5, 5.3.6, 5.3.7	<u>TEST</u>		<u>RETEST</u>	
Fire & Life Safety Educator	S	U	S	U
a) Designed and applied program strategies				
b) Facilitated meetings, maintained teamwork, and goals				
c) Developed and disseminated awareness campaign				
d) Generated and interpreted reports and data				
e) Applied evaluation practices and procedures				
f) Selected program components, stimulated interest, and established partnerships				
Oral Presentation				
The candidate demonstrates:	S	U	S	U
a) Ability to communicate orally				
b) Ability to relate interpersonally				
c) Ability to articulate collected and evaluated data				
d) Demonstrate familiarity with media presentation techniques				

S = Satisfactorily completed/performed

U = Unsatisfactorily performed/failed to meet objective or grading step

All steps of the skill objective are mandatory and must be scored as “Satisfactory” to pass the skill.

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**TEXAS COMMISSION ON FIRE PROTECTION
FIRE MARSHAL**

Examiner/Candidate Comments:

Certifying Examiner

Date

Re-Test Certifying Examiner

Date

Overall Skill Sheet Score
Pass <input type="checkbox"/> Fail <input type="checkbox"/>
Overall Skill Sheet Re-Test Score
Pass <input type="checkbox"/> Fail <input type="checkbox"/>

TEXAS COMMISSION ON FIRE PROTECTION

FIRE MARSHAL

Investigations - Skill Number 4 Performance Standards Evaluation

NFPA 1037: 5.4.2, 5.4.3, 5.4.4, 5.4.5, 5.4.6, 5.4.7

Fire Marshal

OBJECTIVE

The ability to administer applicable codes, standards, and jurisdictional requirements for investigations, given applicable codes, standards, and jurisdictional requirements for investigations, so that investigators are knowledgeable and operate within the organizational policies. (5.4.2)

The ability to review and assess investigation reports and data to be submitted in anticipation of litigation or resolution, given details of an investigation including evidence collected, reports, scene sketches, photographs, other related information, and data relevant to the investigation, so that complete, accurate documents are submitted for possible legal action. (5.4.3)

The ability to conduct investigative analysis given reports compiled from investigation data, to recommend action, so that fire prevention and other programs can be enhanced. (5.4.4)

The ability to manage technical resources needed to perform investigations, given personnel, protective equipment, jurisdictional requirements, and other necessary equipment, including investigation tools and resources for investigations so that investigators are protected and equipped, and investigations are conducted according to safety requirements. (5.4.5)

The ability to develop and manage a comprehensive investigation program given reference materials and laws related to investigations, including due process, so that legal mandates are met, and jurisdictional requirements are formulated for required investigations that are consistent, complete, and safe. (5.4.6)

The ability to construct a resource plan for investigations with allied groups to adapt to incident needs, given knowledge of the capabilities of available groups and resources, so that response to various types of incidents can be investigated. (5.4.7)

INSTRUCTIONS - procedures for achieving the objectives

The fire marshal candidate shall perform all the following tasks. The candidate's work product will meet the following objectives.

- a. Given investigative data, the candidate will evaluate the cause, trends

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TEXAS COMMISSION ON FIRE PROTECTION

FIRE MARSHAL

Investigations - Skill Number 4 Performance Standards Evaluation

and outcomes of the results and will make recommendations for policies related to the investigate process to improve outcomes. (5.4.2), (5.4.4)

- b. Given an investigation file the candidate will assess the data to ensure the file is complete and accurate for possible legal action, based on jurisdictional requirements. (5.4.3)
- c. The candidate will determine an equipment or training deficiency within their department, write a proposal to remedy the deficiency, and prepare a written policy for implementation of the proposed remedy. (5.4.5)
- d. The candidate will prepare a written investigative policy, in accordance with the laws and policies of the AHJ, which upon implementation will ensure more consistent and complete investigations. The candidate will present the policy to their employees in a 3-5 minute presentation. (5.4.6)
- e. The candidate will prepare a 5-10 minute presentation on investigative resources available to the AHJ, dependent on the type or complexity of the investigations. (5.4.7)

EXAMINER'S NOTE

The candidate must meet the objectives by writing or typing their work product to meet the requirements of the above objectives. Students are encouraged to use data and their given communities when completing the objectives above. If a student does not have available data, or is not currently employed with an AHJ, scenarios or data may be supplied by the examiner.

PREPARATION & EQUIPMENT

Most skills require the use of a pen or pencil, paper, applicable codes and standards, local practices and procedures, and a computer with a printer or typewriter and official letterhead if applicable. Additional preparation and equipment information is located with the specific performance skill.

TEXAS COMMISSION ON FIRE PROTECTION

FIRE MARSHAL Investigations - Skill Number 4 Performance Standards Evaluation

Candidate: _____ Notes: _____

Dept: _____

School: _____

Examiner(s) _____ / _____

Fire Marshal				
Performance Standards Evaluation - Skill # 4 NFPA 1037: 5.4.2, 5.4.3, 5.4.4, 5.4.5, 5.4.6, 5.4.7	<u>TEST</u>		<u>RETEST</u>	
Investigation	S	U	S	U
a) Managed the investigative process and evaluated the results				
b) Formulated technical reports and compiled/ analyzed data				
c) Demonstrate the ability to utilize resources to coordinate tasks and people				
d) Demonstrate the ability to use verbal and written communication skills when utilizing: <ul style="list-style-type: none"> a. Policy issues b. Law and legal aspects c. Code and standards d. Jurisdictional requirements e. Local, state, federal, tribal, and provincial resources 				
Oral Presentation				
The candidate demonstrates:	S	U	S	U
a) Ability to communicate orally				
b) Ability to relate interpersonally				
c) Ability to articulate collected and evaluated data				
d) Demonstrate familiarity with media presentation techniques				

S = Satisfactorily completed/performed

U = Unsatisfactorily performed/failed to meet objective or grading step

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**TEXAS COMMISSION ON FIRE PROTECTION
FIRE MARSHAL**

Examiner/Candidate Comments:

Certifying Examiner

Date

Re-Test Certifying Examiner

Date

Overall Skill Sheet Score
Pass <input type="checkbox"/> Fail <input type="checkbox"/>
Overall Skill Sheet Re-Test Score
Pass <input type="checkbox"/> Fail <input type="checkbox"/>

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