



OREGON OFFICE OF STATE FIRE MARSHAL

OREGON FIRE MARSHALS ASSOCIATION

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Introduction

In 2003, the Governors Fire Service Policy Council investigated complaints brought forward by the building industries related to inconsistent application of the fire code. After the investigation, the council agreed that inconsistent application of the fire code is a statewide problem.

These findings emphasized the need for development of training programs and scope of practice competencies for fire service personnel responsible for enforcing the state or locally adopted fire code. The Oregon Office of State Fire Marshal (OSFM) and the Oregon Fire Marshals Association (OFMA) established a committee to develop the Fire and Life Safety Competency Recognition standards.

The Fire and Life Safety Competency Recognition standards identifies the scope of practice, training, and technical certification, and experience required to administer and enforce the fire code in Oregon.

Oregon Administrative Rule (OAR)

In July of 2008, the OSFM completed a revision to Oregon Administrative Rule Chapter 837, Division 039 Administration of Fire Prevention Programs. This revision establishes a standardization of certification and training requirements for fire officials responsible for administration and enforcement of the fire code.

The rule revision identifies four levels of competency recognition standards and uses a phased in approach to meet compliance: Company Inspector, January 1, 2009; Fire and Life Safety (FLS) Specialist 1, July 2010; FLS Specialist 2, January 1, 2011; and Fire Marshal, July 1, 2011.

Oregon fire departments will need to determine the level of code enforcement services that they can provide their communities. Based on this analysis, the next step is to ensure that all code enforcement personnel meet the training and technical certifications for their scope of practice. The information contained within this document should help you to determine the appropriate level of competency recognition needed for your fire code enforcement personnel.

Measuring Competency:

The competency recognition and education program focuses on fire and life safety training, technical certifications, and experience to ensure competent fire code enforcement in Oregon.

- ❖ The educational trainings are designed to ensure that all fire officials responsible for enforcing the fire code have the same core level of understanding and knowledge.
- ❖ The technical certifications include state certification through the Department of Public Safety Standards and Training's (DPSST) Fire Inspector Task Books, which are based on the National Fire Protection Association's (NFPA) 1031 Standards for Fire Inspectors, as well as the International Code Council (ICC) certifications.
- ❖ Experience is the final element in professional development. While education provides the knowledge, experience provides the skills necessary to do the work. Experience in the recognition program is represented through completion of the DPSST's NFPA Fire Inspector Task Books.

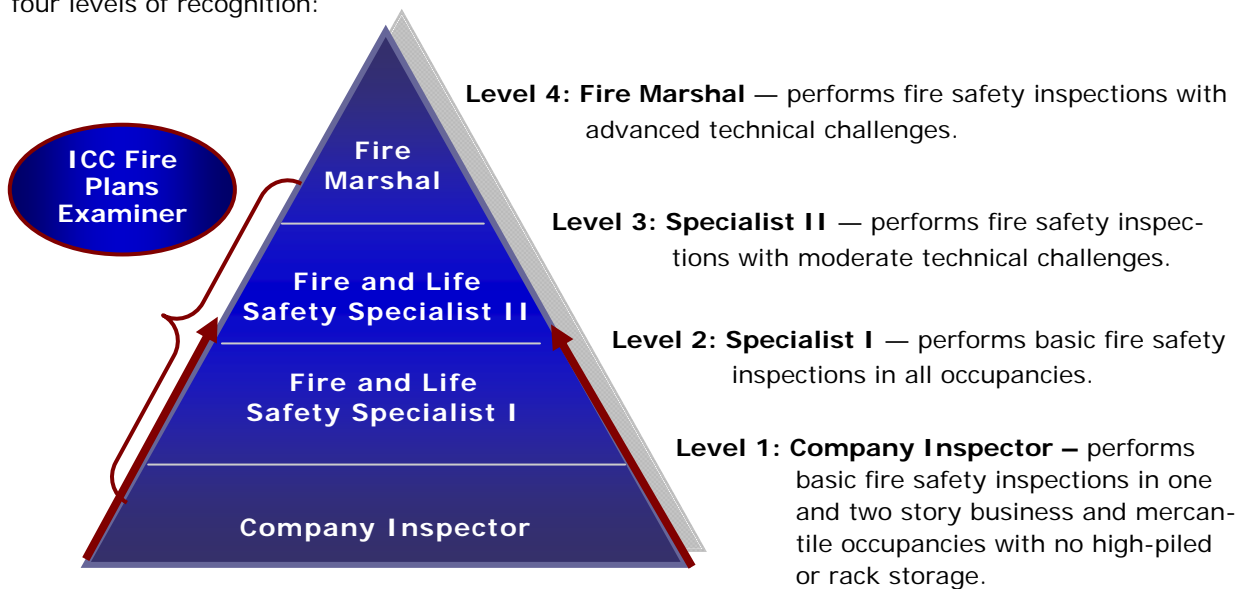
Competent fire code enforcement requires:

- ❖ Training
- ❖ Technical Certifications
- ❖ Experience



Recognition Levels:

The Fire and Life Safety Competency Recognition levels are designed to build upon each other. Each level of recognition is provided below with a high-level description of the scope of practice associated with the recognition level. The Fire and Life Safety Competency Recognition program currently has four levels of recognition:



Additionally, fire officials who have obtained recognition level two, three, or four and have their ICC Fire Plans Examiner certification in addition to their ICC Fire Inspector II certification will receive a ICC Fire Plan Review endorsement on their competency recognition certificate.

Scope of Practice

The Fire and Life Safety Competency Recognition program identifies four levels of recognition. Each level of recognition has a particular scope of practice identifying the general code enforcement duties associated with that scope of work.

Level 1: Company Inspector



A Company Inspector conducts basic inspections using a checklist inspection form in one and two story Business Group B and Mercantile Group M occupancies with no high-piled or rack storage. Company inspectors will have a high level understanding of their legal authority to conduct inspections, common fire code violations associated with Business Group B and Mercantile Group M occupancies, and the necessary steps involved in conducting a systematic inspection.

tions, recommend modifications to fire codes, initiate legal enforcement actions, provide testimony in court, recommend revisions to division policies, and assist and instruct lower-level inspectors. Additional responsibilities include the ability to perform plan review to the extent occupancies can be classified, occupant loads can be computed, protection systems plans can be reviewed, and verifies compliant egress elements and construction types.

Level 2: FLS Specialist I



A Fire and Life Safety Specialist I inspects structures to ensure compliance with applicable codes, perform common complaint based inspections, identify and apply corrective action to abate code violations, apply the codes to simple/moderate processes and associated equipment and operations, assist staff and the public in code interpretation and application, prepare written documents and process permits, participate in other legal enforcement remedies, and provide court testimony.

Level 4: Fire Marshal



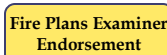
Performs duties of a Fire and Life Safety Specialist II plus conducts and oversees inspections of highly complex facilities and operations, evaluate alternate methods of protection and compliance, evaluate emergency planning and procedures, and has a strong knowledge of installation and testing of fire protection systems. In addition a fire marshal must have experience in management and budget development, division policy, recommend code updates, coordinate programs and services related to fire prevention, establish staff development and mentoring programs, design records management systems, understand legal authority, processes, and limits of code enforcement.

Level 3: FLS Specialist II



A Fire and Life Safety Specialist II performs the duties of a Specialist I plus conducts complex complaint based inspections, identify and apply corrective action to abate code violations, apply the codes to complex processes and associated equipment and opera-

ICC Fire Plans Examiner Endorsement



Fire and Life Safety personnel who have obtained their ICC Fire Plans Examiner certification in addition to their ICC Fire Inspector II certification will receive an ICC Fire Plans Examiner Endorsement on their recognition certificate.

Competency Recognition Requirements

Company Inspector

- ❖ Successfully complete the OSFM's Company Inspection training program.
- ❖ Candidates must receive a test score of 70 percent or greater to obtain competency recognition.
- ❖ Upon completion of the course students will be awarded a Company Inspector Competency recognition certificate.
- ❖ No further competency requirements are necessary.



Fire and Life Safety Specialist I, Specialist II, and Fire Marshal

The Fire and Life Safety Competency Recognition requirements for Level 2: Fire and Life Safety Specialist I, Level 3: Fire and Life Safety Specialist II, and Level 4: Fire Marshal are comprised of training and certification requirements related to scope of practice. The general requirements are a core group of trainings that are necessary to perform at level two, three, or four. The certifications are a combination of both state and national certifications. The state certification pertain to the scope of practice as identified in DPSST's NFPA fire inspector task book series. The national certification correlates to knowledge of the fire code.

Core Curriculum Training Requirements:

- ❖ Fire and Life Safety Awareness I (online or classroom)
- ❖ Fire and Life Safety Awareness II¹ (classroom only)
- ❖ Basic Mechanical Code (CD request from OSFM)
- ❖ Basic Building Code¹
- ❖ Oregon Fire Code Amendment (Classroom only)

Certification Requirements:

Level 2: Fire and Life Safety Specialist I

- ❖ DPSST's NFPA Fire Inspector 1
- ❖ ICC Fire Inspector I or II certification

Level 3: Fire and Life Safety Specialist II

- ❖ DPSST's NFPA Fire Inspector 2
- ❖ ICC Fire Inspector II certification

Level 4: Fire Marshal

- ❖ DPSST's NFPA Fire Inspector 3
- ❖ ICC Fire Inspector II certification



¹ If you have your ICC Fire Plans Examiner certification it will meet the Fire and Life Safety Awareness II training requirement and the Basic Building Code requirement.

How does the recognition process work?

Candidates who are interested in pursuing Fire and Life Safety Competency Recognition for Fire and Life Safety Specialist I, Fire and Life Safety Specialist II, or Fire Marshal through the OSFM should first identify the recognition level that meets their scope of practice. If candidates do not meet the requirements, for example they do not currently hold their DPSST certification, they should first pursue the certification through DPSST prior to applying for recognition. After candidates determine the best fit for their training, technical certification and experience, they must complete the Oregon Fire and Life Safety Competency Recognition Application.

Oregon Fire and Life Safety Competency Recognition Application

Applicants should complete the application and include a copy of their certificates. If using college courses to meet the basic elements of building and mechanical codes class requirement, applicants must attach a copy of their unofficial college transcript showing the successful completion of the course. The application is online to http://www.oregon.gov/OSP/SFM/FLS_New2007.shtml#iLearn_Oregon then click on Fire & Life Safety link (right side). The application is available in Adobe Portable Document Format (PDF) and can be completed using your computer. If you need the application in Microsoft Word or an application mailed to you contact the Anita Horsley at 503-934-8249. Once you have completed the application, photocopied appropriate certificates and college transcript (if applicable) mail it to:

Office of State Fire Marshal
 Attn: Anita Horsley, Fire and Life Safety Services
 4760 Portland Road NE
 Salem, Oregon 97305-1760

Clear Form

Applicant Information

Name: _____ Job Title: _____ Fire Agency: _____ DPSST Fire #: _____
 Address: _____
 Day Phone: _____ Other Phone: _____ Email: _____

Applying for the Following Recognition Level:

Click to Select Your Level of Recognition

Certificates and Specialized Training

List any required certificates or specialized training

Description	Issuing Agency	State	Number	Issue Date
1 Fire and Life Safety Awareness I Certificate	Office of State Fire Marshal	OR	NA	NA
2				
3				
4				
5				
6				
7				

CERTIFICATION AND SIGNATURE

I understand that any verbal or written statement that is false, fraudulent or misleading that is contained in this application or attached materials, or made in the course of evaluating your recognition status, whether made by me or by others at my request, will result in rejection of my application, or revocation of my recognition status if discovered after recognition has been approved. I certify that all statements contained herein are true and complete whether made by me or others at my request.

Signature (must be signed in ink) _____ Date: _____

Reminder: Do not forget to include a photograph of the required certificates and specialized training for the level of recognition that you are applying for:

FLSA I Certificate If challenging a requirement, a brief letter explaining requirement being challenged and why

FLSA II or ICC Fire Plans Review Certificate

DPSST's NFPA Fire Inspector Certificate (I, II or III)

ICC Inspector I or II Certificate

OHC Attend. Class Certificate of Attendance

Basic element of building and mechanical code class certificate or college transcript

Mail your completed application and supporting documentation to:
 Office of State Fire Marshal
 Attn: Anita Horsley PLS20
 4760 Portland Road NE
 Salem, Oregon 97305-1760

Application Process

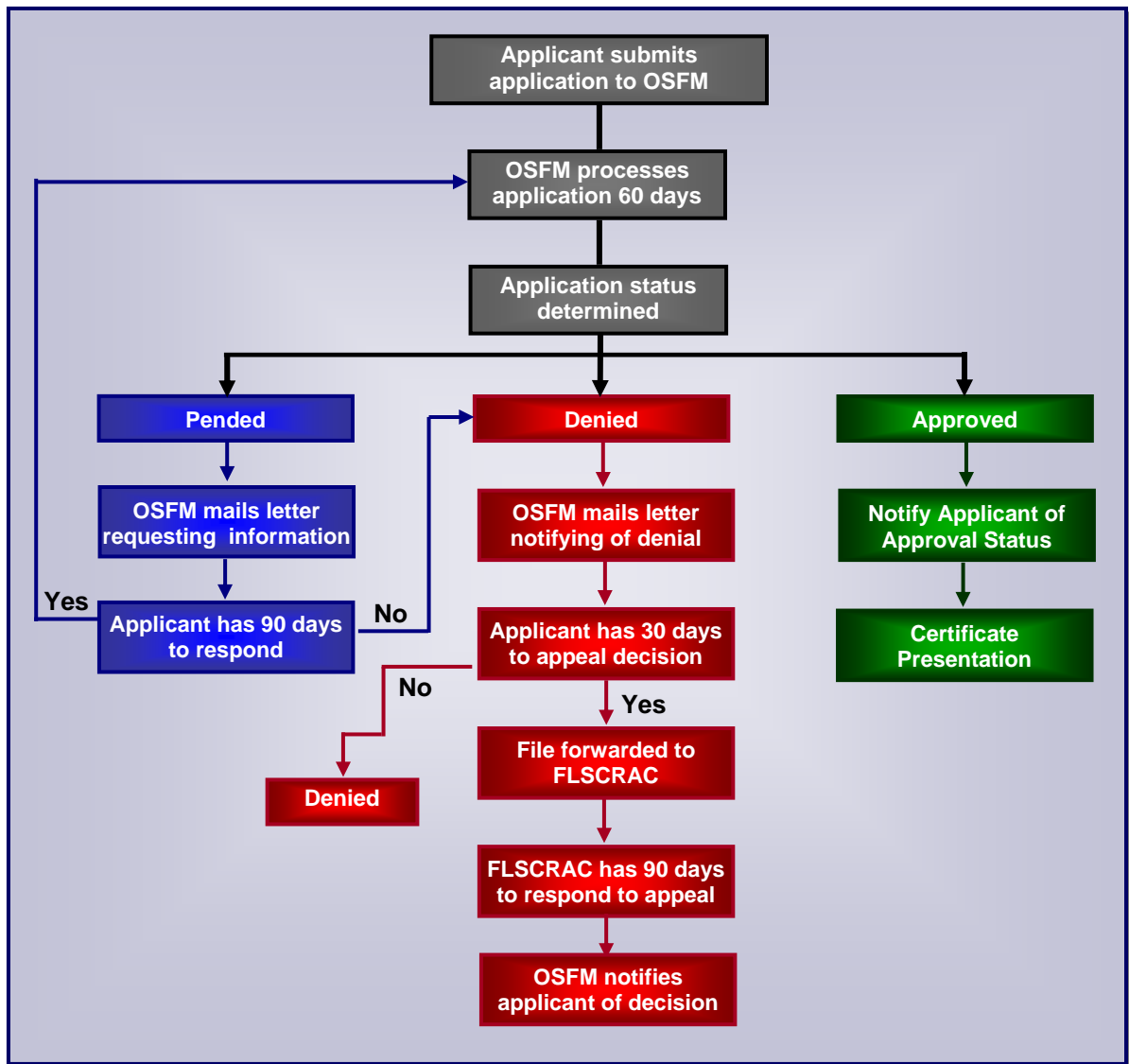
Once the application and supporting documentation is received at the OSFM, the agency has sixty days to process the application. During the application review process, there are three application statuses: approved, denied, or pended for additional information. Applicants will receive a letter from the OSFM notifying them of their application status.

- ❖ **Application Approved.** When applications are approved the OSFM will issue a letter notifying the applicants of their approval status. The recognition certificate will be issued on the date the application was approved. The certificate will be presented to the successful candidate by the OSFM.
- ❖ **Application Pended.** When applications are pended for additional information the applicants will have ninety days to respond to the request for additional information. If the applicant does not respond within the allocated time frame, the application will be moved from a pended status to a denied status. Once an applicant has been moved to a denied status they will need to reapply.
- ❖ **Application Denied.** When applications are denied the OSFM will issue a letter notifying the applicants of their denied status and the reason for the denial. Applicants have the right to appeal this decision.

Application Process cont.

Applicants that want to appeal a denial decision, are required to mail a letter to the OSFM within 30 days of receiving the denial letter. The request to appeal will be forwarded to the Fire and Life Safety Competency Recognition Advisory Committee (FLSCRAC). The FLSCRAC has 90 days from the date the OSFM received the appeal letter to determine the application status. The decision made by the FLSCRAC is final.

Application Process Flowchart



Re-certification

The Fire and Life Safety Competency Recognition for Fire and Life Safety Specialist I, Fire and Life Safety Specialist II, and Fire Marshal certificates are valid for three years from the date of issuance. It is recognized that continuing education is required to maintain various certifications; therefore, there are no additional continuing education requirements beyond the maintenance of required certification associated with the recognition process. In order to renew at a specific recognition level, applicants are required to provide proof of current certifications as specified for their level of recognition.

Glossary

Basic Elements of the Building Code

The basic element of the building code class requirements can be met by recently attending a building code conference or training seminar and receiving a certificate of attendance, or by successfully completing a college level course on building and mechanical codes. Additionally, this requirement can be met if you have your ICC Fire Plans Examiner or ICC Building Plans Examiner certification. An online class is being developed and will be available through iLearn at <https://ilearn.oregon.gov>

Basic Mechanical Code

The basic mechanical code training provides a comprehensive understanding of mechanical exhaust systems as they relate to the Oregon Fire Code. Specifically this training covers elements of the mechanical code referenced, but not reproduced within the fire code including general requirements for mechanical exhaust systems, clothes dryer exhaust systems, domestic and commercial kitchen exhaust systems, hazardous exhaust systems, and dust, stock and refuse conveying systems. This course can be met by requesting a CD from OSFM, the test is online on iLearn.

Company Inspector

The Company Inspection training provides a broad framework for fire personnel who have little or no experience in conducting fire inspections. The course is designed to provide a high level understanding of the legal authority to conduct inspections, common fire code violations associated with business and mercantile occupancies, and the various steps involved in the inspection process. The primary audience is firefighting company personnel who have responsibility for conducting fire and life safety inspections, or full-time inspection personnel with less than six months of experience. This course may be available through your local fire department or Deputy State Fire Marshal, check iLearn for available classes at <https://ilearn.oregon.gov>

DPSST's NFPA Fire Inspector I, II, and III Certification

The Oregon Department of Public Safety Standards and Training (DPSST) offers a state certification that demonstrates that the individual has the requisite knowledge and skills to perform at the scope of practice identified in NFPA 1031: Standard for Professional Qualifications for Fire Inspector and Plan Examiner. There are three ways to obtain certification through DPSST, if you have an NFPA fire inspector certification issued by International Fire Service Accreditation Congress (IFSAC) or National Board on Fire Service Professional Qualifications (ProBoard) you receive reciprocity, you can challenge the certification process through DPSST based on previous experience and training, or you can complete a DPSST's NFPA Task Book. To find out additional information visit DPSST's <http://www.oregon.gov/DPSST/FC/>.

Fire and Life Safety Awareness I

Glossary cont.

The Fire and Life Safety Awareness I training is provided online on iLearn or by the OSFM Deputy Fire Marshals and provides a foundational understanding about Oregon's laws and Attorney General Opinions related to power and duties of the State Fire Marshal (SFM) and assistants to the SFM, inspection procedures, due process, and investigation of fires. Additionally, fire and life safety concerns associated with assembly occupancies. Log into iLearn to view the online course or register for a class at <https://ilearn.oregon.gov>

Fire and Life Safety Awareness II

The Fire and Life Safety Awareness II training is provided in a classroom by the OSFM Deputy State Fire Marshal's and provides a foundational understanding about the general provisions of fire department access, water supplies and fire flows as established in the Oregon Fire Code (OFC) and NFPA 1142 Standards on Water Supplies for Rural and Suburban Fire Fighting. Log onto iLearn to register for a class at <https://ilearn.oregon.gov>

ICC Fire Inspector I and II Certification

The International Code Council (ICC) offers a professional certification for Fire Inspector I and II certification. To obtain certification, you must pass a timed ICC examination based on the International Fire Code. The Inspector I examination is a 2 hour open book exam, comprised of 60 multiple choice questions. The Inspector II examination is a 2 hour open book exam, comprised of 50 multiple choice question. The examinations test knowledge in five areas: general inspection administration, general provisions for fire safety, occupancies, regulated materials and processes. To find out additional information visit ICC's website at <http://www.iccsafe.org>.

ICC Fire Plans Examiner

The International Code Council offers a professional certification that demonstrates that the individual has the knowledge required to perform fire plan reviews. The Fire Plans Examiner certification tests knowledge in five areas: administration, occupancies, hazardous materials, fire protection, and egress and safety. OAR 837-039-0110 requires that fire officials that want to provide full plan review input to the building official, must obtain this certification and their ICC Fire Inspector II certification.

iLearnOregon

Members of the fire service, along with other outside agencies and Office of State Fire Marshal (OSFM) employees are realizing the benefits of using iLearnOregon, the OSFM's new online learning management system. Currently, fire service members can use iLearnOregon to take the Basic Mechanical Code test and register for classroom courses including Fire Plans Review, Company Inspector, Fire Code Amendment, and Fire and Life Safety Awareness. If you already have an iLearnOregon account, you can logon at <https://iLearn.Oregon.gov>. Read the iLearnOregon user guide, before logging onto iLearn To find the user guide visit the http://www.oregon.gov/OSP/SFM/FLS_New2007.shtml#iLearn_Oregon then click on Fire & Life Safety (on right side)

Frequently Asked Questions

Q₁ I am currently certified by IFSAC as a NFPA Fire Inspector I, but do not have my DPSST certificate. Since both of these certifications are based on NFPA 1031 will you accept my IFSAC certification?

A No. The Fire and Life Safety Competency Recognition Advisory Committee determined that the only certifications that will be accepted for Inspector I, II and III competencies based on NFPA

Frequently Asked Questions cont.

1031 are those certificates issued by DPSST. You will first need to apply for the Inspector I certificate through DPSST then apply to OSFM for recognition.

Q₂ What is the cost associated with attending the FLSA training(s)?

A Classes offered by your local Deputy State Fire Marshal within your community are free of charge. If you attend a training offered through an association as part of a training seminar then the cost is determined by the association, not the OSFM.

Q₃ Are there any qualifications on the recognition document that cannot be challenged?

A Yes. You must have the required DPSST certification and ICC certification.

Q₄ I recently applied and was awarded the Specialist II recognition certificate. Since that time I have received my DPSST Fire Inspector 3 certificate and would like to apply for the Fire Marshal recognition certificate. Do I need to complete an additional application and resend all of the photocopied materials previously submitted?

A You will need to complete a new application. However, the OSFM will only need to have supporting documentation for DPSST Inspector III. The remaining supporting documentation, for example ICC Inspector 2 is already on file.

Q₅ The recognition document states that I need a current Oregon Fire Code or amendment class. I have been a member of the Oregon Fire Code Committee for the previous two years, but have not attended one of the trainings. Based on my committee participation will this meet the requirements of an Oregon Fire Code or amendment class?

A Yes. The recognition document states that you must attend a current Oregon Fire Code or Amendment class and by actively participating as a committee member it meets this requirement. When you submit your application, include a brief letter stating that you are challenging this requirement because you are currently participate as a member of the Oregon Fire Code Committee.

Q₆ I have not attended the Fire and Life Safety Awareness (FLSA) 1 or 2 training. How can I attend an upcoming training?

A You have a several of options. 1). Contact your local Deputy State Fire Marshal to request a training in your community if one is not already scheduled. 2). Attend one of the FLSA trainings offered through OFMA. 3). Log onto iLearnOregon to view as schedule of OSFM courses. Make sure you read the iLearn Comprehensive User Guide manual BEFORE logging onto iLearn, this can be found at; http://www.oregon.gov/OSP/SFM/FLS_New2007.shtml#iLearn_Oregon

Q₇ Can I challenge the Basic Mechanical Code training requirement or do I have to complete the computer based training?

A It depends. The FLSCRAC determined that there are two equivalencies that will meet this requirement: 1). If you have your ICC Commercial Mechanical Inspector certificate, or 2). You successfully completed an accredited college course on the International Mechanical Code. If you have either of these equivalencies submit a copy of either your ICC Commercial Mechanical Inspector certificate or college transcript. If you want to challenge this requirement based on previous experience and trainings, the committee determined that you must provide proof of experience and related training. Once the OSFM determines that you have the necessary experience and training. You will be required to take the online challenge review exam. If you

Frequently Asked Questions cont.

successfully complete the test with a score of 70 percent or higher, the OSFM will award you a certificate of completion

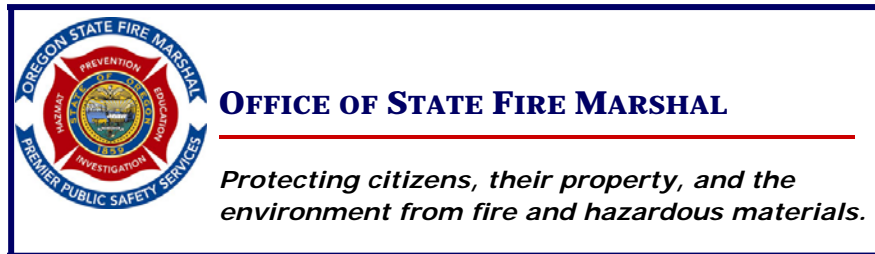
Q₈ The recognition document says that I need to complete a basic building code class, but the training is not scheduled to be available to the fire service until July 2009. What trainings will you accept in the mean time?

A Although the Basic Building Code training is still in development, the committee discussed current equivalencies and future equivalencies. The OSFM currently considers eight classroom hours related to building code to meet the requirement, an accredited college course on the building code, or if an applicant has their ICC Fire Plans Examiner or ICC Building Plans Examiner as also meeting the requirement.

Conclusion

The challenges of today's fire service requires that fire professionals responsible for the administration and enforcement of the fire code must meet the competencies identified for their scope of practice. Only by working together to identify and develop educational opportunities and competencies can consistent application of the state fire code be achieved throughout Oregon.

If you have questions related to the Fire and Life Safety Competency Recognition and Education programs, please contact Anita Horsley with the Fire and Life Safety Services Unit.



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