



OREGON OFFICE OF STATE FIRE MARSHAL

OREGON FIRE MARSHALS ASSOCIATION

Table of Contents

INTRODUCTION	1
OAR Requirements	
Measuring	
Recognition Levels	
SCOPE OF PRACTICE	3
Level 1: Company Inspector	
Level 2: Specialist I	
Level 3: Specialist II	
Level 4: Fire Marshal	
ICC Fire Plans Examiner	
Endorsement	
COMPETENCY REQUIREMENTS	4
Level 1 Competency	
Level 2-4 General Competency	
Level 2-4 Specific Competency	
RECOGNITION PROCESS	5
Next steps	
Application	
Application Process	
Application Flowchart	
Re-certification	
MISCELLANEOUS	7
Definitions	
Frequently Asked Questions	
FLSCR Application	

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 program.

The Fire and Life Safety Competency Recognition program identifies the scope of practice, education and experience necessary to perform fire inspections in Oregon.

Oregon Administrative Rule (OAR) Requirements

Recognition through the OSFM is currently a voluntary process providing a means of recognizing your professional expertise at specific levels of competency. In January of 2008, the OSFM has started the process of revising Oregon Administrative Rule Chapter 837, Division 039 Administration of Fire Prevention Programs. This rule revision will require a standardization of certification and training requirements for conducting fire code enforcement in Oregon.

Oregon 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 program focuses on fire and life safety training and technical certifications. The certifications include Department of Public Safety Standards and Training (DPSST) Fire Inspector Task Books, which are based on the National Fire Protection Association's (NFPA) 1031 Standards for Fire Inspectors, as well as International Code Council (ICC) certifications.

Experience is the next element in professional development. While education provides the knowledge, experience provides the skills necessary to do the work. Experience in the competency recognition program is represented through completion of the DPSST's NFPA Fire Inspector Task Books.

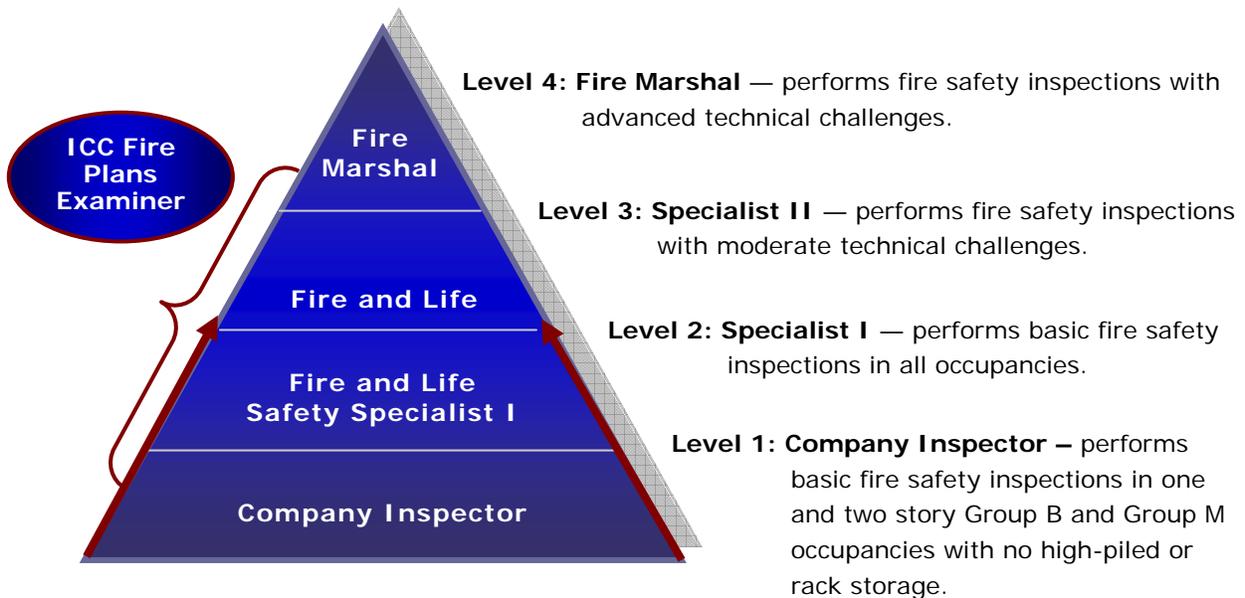
Competent fire code enforcement requires:

- ❖ 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. For a more detailed description of the scope of practice please review the scope of practice information provided on pages three and four. The Fire and Life Safety Competency Recognition program currently has four levels of recognition:



Additionally, fire and life safety personnel 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 an 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.

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 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-

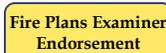
tions, recommend modifications to fire codes, initiate legal enforcement actions, provide testimony in court, recommend revisions to division policies, and assist and instruct lower-level inspectors. Additional responsibilities include the ability to perform plan review to the extent occupancies can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

Level 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.

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 Plan Review 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 and 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 general and specific requirements related to scope of practice. The general requirements are a core group of trainings and certifications that are necessary to perform at level two, three or four. The specific requirements pertain to the scope of practice as identified in DPSST's NFPA Fire Inspector task book series.

General Requirements:

- ❖ OSFM Fire and Life Safety Awareness I
- ❖ OSFM Fire and Life Safety Awareness II or ICC Fire Plans Examiner
- ❖ Basic elements of building code class or ICC Fire Plans Examiner
- ❖ Basic elements of mechanical code class or ICC Fire Plans Examiner
- ❖ Oregon Fire Code Amendment class
- ❖ ICC Fire Inspector I or II certification¹

Specific Requirements:

Level 2: Fire and Life Safety Specialist I

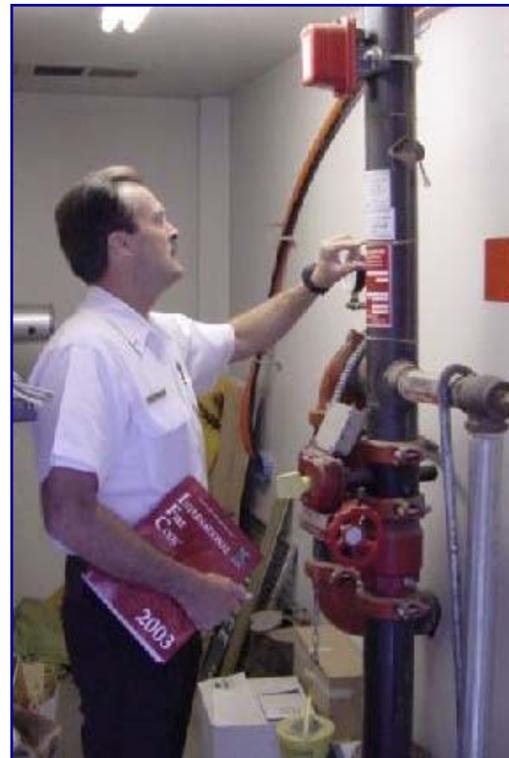
- ❖ DPSST's NFPA Fire Inspector 1

Level 3: Fire and Life Safety Specialist II

- ❖ DPSST's NFPA Fire Inspector 2

Level 4: Fire Marshal

- ❖ DPSST's NFPA Fire Inspector 3



¹ICC Inspector I will meet the requirements for Level 2: Fire and Life Safety Specialist I. However, Level 3: Fire and Life Safety Specialist II and Level 4: Fire Marshal require ICC Fire Inspector II certification.

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 expertise, they must complete the Oregon Fire and Life Safety Competency Recognition Application.

Oregon Fire and Life Safety Competency Recognition Application

The Oregon Fire and Life Safety Competency Recognition Application is divided into the following three sections: applicant information, recognition levels, and certificates and specialized training. Applicants should complete all the information related to the recognition level they are applying for 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 available online at <http://www.oregon.gov/OOHS/SFM> then select the Competency Recognition link. The application is available in Microsoft Word and Adobe Portable Document Format (PDF) and can be completed using your computer. An application can also be mailed upon request by contacting the Office of State Fire Marshal, Fire and Life Safety Services staff at 503-373-1540. Once you have completed the application, photocopied appropriate certificates and college transcript (if applicable) mail it to:

Office of State Fire Marshal
Attn: Mary Olson, Fire and Life Safety Services
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: pended for additional information, approved, or denied. Applicants will receive a letter from the OSFM notifying them of their application status.

When applications are pended for additional information the applicants will have ninety days to respond to the request for additional information. If the applicants do not respond within the allocated time frame the application will be moved from a pended status to a denied status. Once applicants have been moved to a denied status they will need to reapply.

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 OSFM and/or the OFMA.

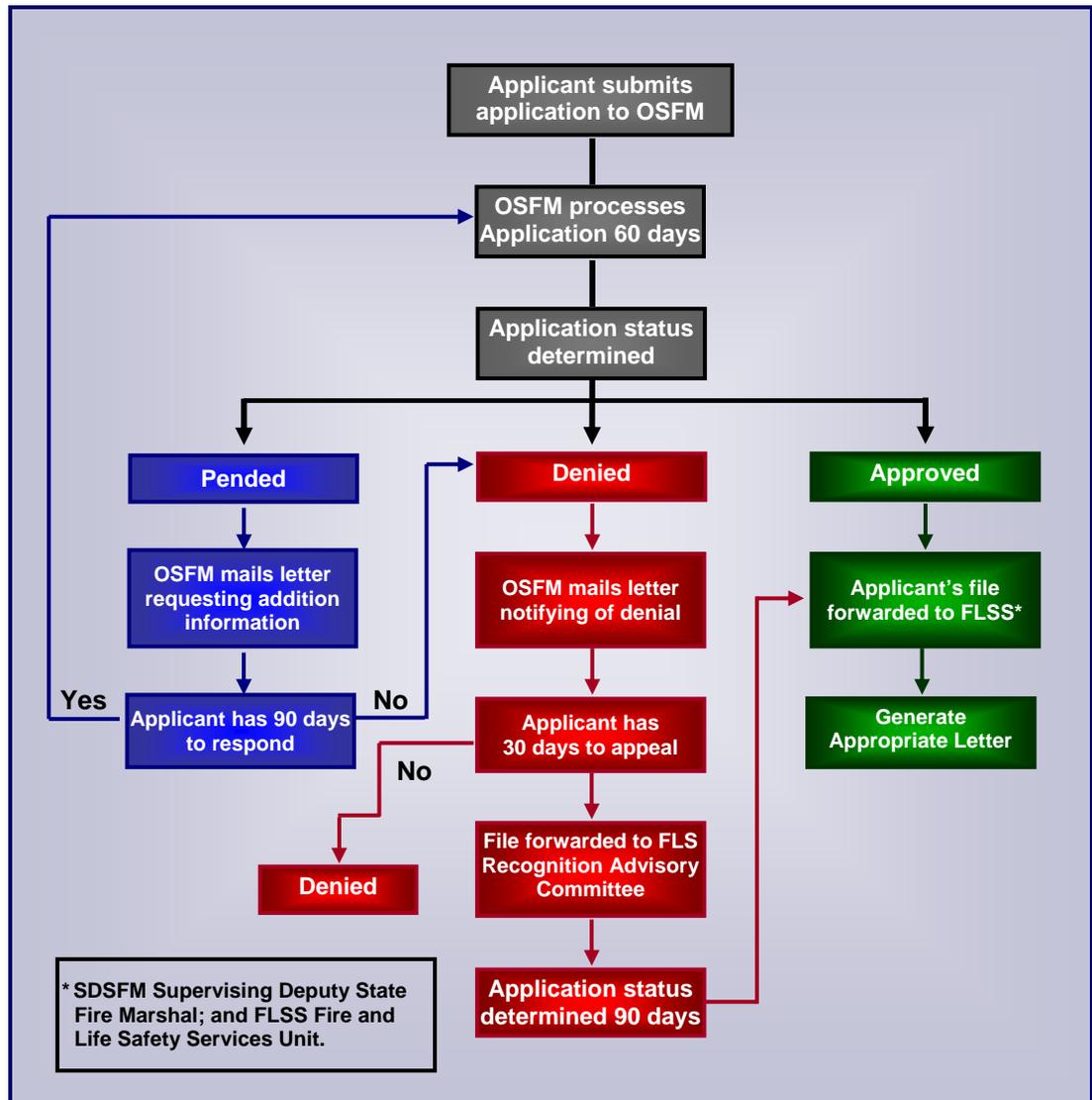
When applications are denied the OSFM will issue a letter notifying the applicant of their denied status. The applicant has the right to appeal this decision by mailing the OSFM a request to appeal recognition denial letter within 30 days of receiving the denial letter. The request to appeal the decision 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 FLSRAC is final.

Re-certification

The Fire and Life Safety Competency Recognition certificates are valid for three years from the date of issuance. It is recognized that continuing education is required to maintain various certifications, e.g., ICC and DPSST; 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.

Application Process Flowchart



Definitions

Assistant to State Fire Marshal

Oregon Revised Statute 476.060 defines an assistant to the State Fire Marshal as "All fire marshals in those governmental subdivisions having such officers, and where no such officer exists, the chief of the fire department of every city or rural fire protection district in which a fire department is established, the marshal or chief of police, officer of any city in which no fire department exists, and constables, if any, shall be, by virtue of the offices held by them, assistants to the State Fire Marshal ..."

Basic Elements of Building and Mechanical Codes Class

The basic element of the building and mechanical code class requirements can be met by recently attending a building and mechanical code conference or training seminar and receiving a certificate of attendance, or by successfully completing a college level course on building and mechanical codes.

ICC Fire Plans Examiner

In accordance with OAR 837-039-0110, the State Fire Marshal shall maintain a roster of fire officials who have both their ICC Fire Plans Examiner and Inspector II certifications. This list of certified fire officials who meet the above requirements will be provided to each building jurisdiction annually. Fire officials who review plans are required to provide documentation of certification to the building official. In order to continue to participate in the plan review process, ICC certifications must be maintained.

Fire and Life Safety Awareness I

The Fire and Life Safety Awareness I training is provided by the OSFM 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 Group A occupancies. Note: In accordance with OAR 837-039-0110, every Oregon fire chief and assistant to the state fire marshal meeting the definition under ORS 476.060 must successfully complete this training, test score of 70 percent or higher, by December of 2007.

Fire and Life Safety Awareness II

The Fire and Life Safety Awareness II training is provided by the OSFM 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 Water Supplies for Rural and Suburban Fire Fighting. Note: In accordance with OAR 837-039-0110, Fire Officials who review plans only for fire department access and fire protection water supplies shall successfully complete this training by December of 2007.

Fire and Life Safety Competency Recognition Advisory Committee

The purpose of the Fire and Life Safety Competency Recognition Advisory Committee (FLSCRAC) is to provide input to the State Fire Marshal regarding the recognition process, to review denied applications that are appealed, and to determine whether alternative training meets the intent of the recognition requirements for effectively operating the Fire and Life Safety Competency Recognition Program.

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 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 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 couple of options. Option one is to contact your local Deputy State Fire Marshal to request a training in your community if one is not already scheduled. Option two is to attend one of the FLSA trainings offered through OFMA.

Q₃ 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.

Q₄ Are there any qualifications on the recognition document that cannot be challenged?

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

Q₅ 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 Yes. 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.

Q₆ 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.

Frequently Asked Questions

- Q₇** The recognition document says that I need to have attended a basic element of the building and mechanical code class. I have attended within the last year, a one day training on the 2003 International Building Code and a presentation on mechanical ventilations of hood systems. Will you accept the mechanical ventilations of hood systems as a mechanical code class? If so, the vendor sponsoring the training did not provide a certificate, so what can I do?
- A** Yes, we will accept the mechanical ventilation of hood systems as meeting a basic element of the mechanical code class. However, the class or combined classes must account for a total of eight classroom hours of training. Since no certificate(s) was issued have your supervisor or training officer submit a letter verifying your attendance.
- Q₈** NFPA is developing NFPA 1037 Standard for Professional Qualifications for Fire Marshals. The proposed document is scheduled for the NFPA 2007 code cycle. Does the OSFM plan on making a fifth level of recognition based on NFPA 1037?
- A** Yes, pending the final approval of NFPA and the adoption of this standard by DPSST. When both of these mechanisms are in place, the OSFM will add a fifth level of recognition tentatively called Executive Fire Marshal.



Fire and Life Safety Competency Recognition Application

Applicant Information:

Name: _____ **DPSST Fire #:** _____
(Last) (First) (MI)

Address: _____ **(City)** _____ **(State)** _____ **(Zip Code)** _____

Day Phone: _____ **Other Phone:** _____ **E-mail:** _____

Applying for the Following Recognition Level:

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

Certificates and Specialized Training:

List any *required* certificates or specialized training.

	Description	Issuing Agency	State	Number	Issue Date
1					
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 my recognition status, whether made by me or 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 photocopy of the required certificates and specialized training for the level of recognition that you are applying for:

- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> FLSA I Certificate <input type="checkbox"/> FLSA II or ICC Fire Plans Review Certificate <input type="checkbox"/> DPSST's NFPA Fire Inspector Certificate (I, II or III) <input type="checkbox"/> ICC Inspector I or II Certificate <input type="checkbox"/> OFC Amend. Class Certificate of Attendance <input type="checkbox"/> Basic element of building and mechanical code class certificate or college transcript | <ul style="list-style-type: none"> <input type="checkbox"/> If challenging a requirement, a brief letter explaining requirement being challenged and why |
|--|---|

Mail your completed application and supporting documentation to:

Office of State Fire Marshal
 Attn: Mary Olson, FLSS
 4760 Portland Road NE
 Salem, Oregon 97305-1760