3.3.16  Regulatory. Code enforcement, fire inspection, or plans examination.

Submitter Information Verification

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Submittal Date: Tue Dec 16 13:17:02 EST 2014

Committee Statement

Committee Statement: The TC added this definition as a result of the changes that were made in chapter 4 and 5 at SD. The TC doesn't believe this definition constitutes new material but rather a clarification of terminology as a result of the changes to chapter 4 and 5. The term is used to clarify a specific section heading.

Response Message:

Public Comment No. 5-NFPA 1037-2014 [New Section after 3.3.15]
Chapter 4 Fire Marshal – Core

4.1 General.

4.1.1 The Fire Marshal shall meet all of the core job performance requirements defined in Sections 4.2 through 4.5 and meet, as a minimum, the qualifications of a fire and life safety educator, a fire investigator, a fire inspector, or a plan examiner as determined by the AHJ.

4.1.2 In addition to the core requirements, the Fire Marshal shall meet the JPRs found in Sections 4.6 through 4.8 that apply to the jurisdiction.

4.1.2* The Fire Marshal shall perform duties in accordance with applicable safety standards.

4.1.3* The Fire Marshal shall have access to the applicable codes, standards, and jurisdictional requirements associated with any assignments.

4.2 Administrative Duties.

The Fire Marshal shall provide the services and perform the duties assigned or designated by the jurisdiction. Specific administrative duties and functions shall vary in scope based on the individual jurisdictional requirements.

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.

(A) Requisite Knowledge. Organizational structure; organizational mission; fundamental strategic planning processes; staffing positions, roles, and responsibilities; and intra- and inter-organizational relationships.

(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 of Fire Marshal consistent with the overall organizational structure; and integrate relationships, functions, and needs of stakeholders.

4.2.2 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.

(A) Requisite Knowledge. Minimum staffing requirements, available human resources, and jurisdictional requirements.

(B) Requisite Skills. The ability to use interpersonal skills and verbal and written communication skills.

4.2.3 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.
Requisite Knowledge. Organizational structure, legal requirements, organizational mission, fundamental strategic planning processes, organizational staffing, roles, and responsibilities, and stakeholder relationships.

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 of Fire Marshal consistent with the overall organizational structure; and integrate relationships, functions, and needs of stakeholders.

4.2.4

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.

Requisite Knowledge. Organizational budgeting process and basic accounting requirements.

Requisite Skills. The ability to carry out the organizational budgeting process (i.e., forms, orders, etc.) as related to the roles and responsibilities of Fire Marshal, and ability to communicate the budgetary needs to support the roles and responsibilities of the Fire Marshal.

4.2.5

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.

Requisite Knowledge. Organizational budgetary process and basic accounting requirements.

Requisite Skills. The ability to track and analyze trends of financial data pertinent to the roles and responsibilities of Fire Marshal.

4.2.6

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

Requisite Knowledge. The Recognize principles involved in the acquisition, implementation, and retrieval of information by data processing as it applies to the record-keeping and budgetary processes, capabilities, and limitations of information management systems.

Requisite Skills. The ability to use evaluative methods, use verbal and written communication skills, and organize data.

4.3 Community Risk Reduction.

This duty involves the recommendation, creation, and evaluation of jurisdictional requirements that reduce risks in and to the community.

4.3.1 General Requisite Knowledge.

Community planning processes, emergency planning processes, strategic planning, and operational plans.

4.3.2 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.

Requisite Knowledge. Occupancy types, levels of protection, emergency response capability, loss history, and the unique hazards associated with the community.
Requisite Skills. The ability to compare hazards, probability of occurrence, and consequence to established risk and to rank those risks based on the effect to and in the community.

4.3.3
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.

(A)
Requisite Knowledge. Target risks, available input and output, available data management systems, available personnel, and related organizational policies.

(B)
Requisite Skills. The ability to establish the parameters for data and information collection, and maintain data management and storage systems.

4.3.4
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.

(A)
Requisite Knowledge. Facts, trends, and high-risk areas.

(B)
Requisite Skills. The ability to analyze and interpret data and information and identify trends.

4.3.5
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.

(A)
Requisite Knowledge. Data and information trends, community perceptions of risk, available resources, potential solutions, and constraints.

(B)
Requisite Skills. The ability to evaluate risk, compare risk to an established or perceived level of risk, and identify potential solutions.

4.3.6
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.

(A)
Requisite Knowledge. Effects of external and internal influences upon the risk management solutions, available resources, and costs.

(B)
Requisite Skills. The ability to identify and evaluate the effects of internal and external influences on the risk management solutions.

4.3.7
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.

(A)
Requisite Knowledge. Roles and responsibilities of other organizational groups and how the proposed risk management solution(s) affect those other units.

(B)
Requisite Skills. The ability to recognize the applicability of the risk management solution(s) to the roles and responsibilities of the other organizational groups.

4.3.8
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.
4.3.9 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.

(A) **Requisite Knowledge.** The goals and objectives, available information, established level of risk, and evaluation methodologies.

(B) **Requisite Skills.** The ability to interpret and analyze the data on the impact of the risk management program.

4.3.10 Develop and implement a plan, given an identified fire safety problem, so that the approval for a new program, piece of legislation, form of public education, or fire safety code is facilitated.

(A) **Requisite Knowledge.** Applicable codes, standards, and jurisdictional requirements and their development process.

(B) **Requisite Skills.** The ability to use evaluative methods, use consensus-building techniques, use verbal and written communication skills, and organize plans.

4.4 Community Relations. This duty involves the development and maintenance of effective relationships within the community.

4.4.1 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.

(A) **Requisite Knowledge.** Community demographics, formal and informal community leaders, community groups, community and civic issues, effective customer service methods, and organizational policies for community relations.

(B) **Requisite Skills.** The ability to use verbal and written communication skills.

4.4.2 Present safety proposals to community groups, given a list of groups with shared concerns, and an understanding of relevant safety measures, so that the justification for the safety proposal is provided, issues are explained, and solutions, impacts, and benefits are stated.

(A) **Requisite Knowledge.** Community demographics, formal and informal community leaders, community groups, community and civic issues, effective customer service methods, and organizational policies for community relations.

(B) **Requisite Skills.** The ability to use verbal and written communication skills.

4.4.3 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.
Requisite Knowledge. Methods of disseminating information to the media, media needs, and organizational policies for media relations.

Requisite Skills. The ability to maintain a constructive relationship with media groups and provide written and verbal information.

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.

Requisite Knowledge. Interview methodology and techniques, organizational policies and practices.

Requisite Skills. The ability to use verbal and written communication skills and demonstrate proper interview techniques.

Professional Development.

This duty involves the recommendation, creation, and evaluation of jurisdictional requirements for professional development, according to the job performance requirements JPRs in 4.5.2 through 4.5.6.

General Requisite Knowledge.
Training and professional development principles, guides, and standards.

Evaluate organization Identify and individual prioritize professional development needs, given organizational goals, objectives, and within the department given jurisdictional requirements, so that professional development needs requirements are identified and prioritized established.

Requisite Knowledge. Needs analysis, task analysis, development of JPRs, organizational goals and objectives, jurisdictional requirements, lesson planning, instructional methods, characteristics of adult learners, instructional media, curriculum development, and development of evaluation instruments.

Requisite Skills. Conducting research, facilitating committee meetings, and needs and task analysis; organizing information into functional groupings; and interpreting data.

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.

Requisite Knowledge. Organizational goals and requirements, instructional design, adult learning principles, and principles of performance-based education.

Requisite Skills. The ability to conduct instructional planning and evaluate training options.

Implement professional development programs, given selected options and available resources, so that professional development programs meet organizational goals and objectives.

Requisite Knowledge. Organizational goals and objectives, available resources, and instructional methods.

Requisite Skills. The ability to assign responsibility, conduct research, facilitate committee meetings, organize information, use verbal and written communication skills, and interpret data.

Evaluate organizational professional development programs, given organizational goals and objectives, so that professional development meets organizational goals and objectives.
Requisite Knowledge. Organizational goals and objectives, record-keeping systems, data acquisition techniques, and instructional methods.

(B)

Requisite Skills. The ability to analyze and evaluate data.

4.5.6
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.

(A)

Requisite Knowledge. Professional trends, emerging technologies, future organizational constraints, and future resources.

(B)

Requisite Skills. The ability to conduct research, evaluate trends, and forecast needs.

4.6 Regulatory Programs.
This duty involves development, management, and application of regulatory programs.

4.6.1 General Requisite Knowledge.
Codes, standards, and jurisdictional requirements applicable to the management of the regulatory environment, including, but not limited to, fire, building, and life safety codes.

4.6.2 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.

(A)

Requisite Knowledge.
- Applicable jurisdictional requirements; applicable legal and administrative processes in the jurisdiction for the adoption and modification of codes, standards, and jurisdictional requirements; statistical analysis; model codes and standards development process; and identified facts, trends, and high-risk areas.

(B)

Requisite Skills.
- The ability to apply the required knowledge to the organizational jurisdictional requirements; to apply the required knowledge to the codes, standards, and jurisdictional requirements development and modification process; and to apply statistical analysis to a problem.

4.6.3 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.

(A)

Requisite Knowledge.
- All applicable codes, standards, and jurisdictional requirements; implementing documents and methods; and technological tools to aid compliance inspections.

(B)

Requisite Skills.
- The ability to develop jurisdictional requirements for the administration of the inspection functions and programs.

4.6.4 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.

(A)

Requisite Knowledge.
- All applicable codes, standards, and jurisdictional requirements; workflow processes of the jurisdiction; and technological tools for the plan review process.

(B)

Requisite Skills.
- The ability to develop jurisdictional requirements for the administration of the plan review functions and program and to assign tasks.
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.

(A) **Requisite Knowledge.** Administrative and legal processes for managing appeals.

(B) **Requisite Skills.** The ability to manage appeals in conformance with the applicable codes, standards, and jurisdictional requirements.

4.6.6
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.

(A) **Requisite Knowledge.** Record-keeping requirements of the jurisdiction.

(B) **Requisite Skills.** The ability to manage records according to the applicable requirements.

4.6.7
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.

(A) **Requisite Knowledge.** Legal processes for managing permits, licenses, and/or certificates of fitness.

(B) **Requisite Skills.** The ability to manage permit applications in conformance with the applicable codes, standards, and jurisdictional requirements.

4.6.8
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.

(A) **Requisite Knowledge.** Applicable codes, standards, and jurisdictional requirements, administrative and legal considerations of compliance interpretations.

(B) **Requisite Skills.** The ability to evaluate prescriptive codes, standards, and jurisdictional requirements and use verbal and written communication skills.

4.6.9
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.

(A) **Requisite Knowledge.** Codes, standards, and jurisdictional requirements; administrative and legal considerations of equivalencies, alternative methods, and performance-based design; evaluative programs for objective analysis of alternative compliance measures; and technological solutions for alternative compliance measures.

(B) **Requisite Skills.** The ability to evaluate and verify the validity of nonprescriptive design approaches and to develop jurisdictional requirements for the administration of alternative compliance programs.

4.6.10
Manage the process for reconciling complaints, given the report of a situation or condition, so that complaints are resolved and appropriate action is taken.

(A) **Requisite Knowledge.** Applicable codes, standards, and jurisdictional requirements and administrative and legal considerations for managing and resolving complaints.
4.6.11  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.

(A) Requisite Knowledge. Jurisdictional requirements and management objectives for the regulatory management program.

(B) Requisite Skills. The ability to interpret jurisdictional requirements and to write jurisdictional requirements in accordance with administrative and legal guidelines.

4.6.12  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.

(A) Requisite Knowledge. Other regulatory agencies that affect the local jurisdiction and administrative and legal authorities pertaining to the program.

(B) Requisite Skills. The ability to evaluate other regulatory agencies' requirements and to negotiate and resolve conflicts.

4.7  Fire and Life Safety Education.

This duty involves managing fire and life safety educational programs.

4.7.1  General Requisite Knowledge.

Fire and life safety education planning and evaluation processes, management of educational programs, and professional development requirements, including those contained in NFPA 1035.

4.7.2  Develop a comprehensive organizational fire and life safety education strategy, given a systematic planning process and relevant information, so that program goals, design, resources, implementation, and evaluation methods are included.

(A) Requisite Knowledge. Fire and life safety education issues, program administration issues, community risks, available community resources, and cost/benefit analysis methods.

(B) Requisite Skills. The ability to design program strategy, select program components, and interact with community groups, partnerships, and collaborative efforts.

4.7.3  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.

(A) Requisite Knowledge. Potential community partners with shared concerns and resources and team development dynamics.

(B) Requisite Skills. The ability to facilitate meetings, motivate partners to achieve goals, and manage and maintain teamwork.

4.7.4  Create an awareness campaign within the organization, given identified fire and life safety education goals and policies, so that all members are informed of their role within the organization's fire and life safety education strategy.
4.7.5
Create comprehensive 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.

(A)
Requisite Knowledge. Organization mission statement, communication systems, goals, policies, and education strategy.

(B)
Requisite Skills. The ability to create an awareness campaign, disseminate information within the organization, and implement market strategy.

4.7.6
Evaluate fire and life safety program, given data to indicate risk reduction and loss reduction, so that measurable interpretation of educational efforts can be reported.

(A)
Requisite Knowledge. Evaluation instruments, learning objectives, testing policies, survey policies, and procedures.

(B)
Requisite Skills. The ability to apply evaluation practices and procedures.

4.7.7
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.

(A)
Requisite Knowledge. Program administration issues, community concerns, and available resources.

(B)
Requisite Skills. The ability to select program components, stimulate interest among community groups, and establish partnerships and collaborative efforts.

4.8
Investigation.
This duty involves the management of a variety of investigations.

4.8.1
General Requisite Knowledge.
Codes, standards, and jurisdictional requirements, as they relate to the investigative process.

4.8.2
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.

(A)
Requisite Knowledge. Local, state, federal, tribal, and provincial laws; investigation methodology; and applicable codes, standards, and jurisdictional requirements to conduct investigations.

(B)
Requisite Skills. The ability to manage the investigative process and evaluate the results.

4.8.3
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.

(A)
Requisite Knowledge. Local, state, federal, tribal, and provincial laws related to investigation, codes, standards, and jurisdictional requirements, and other pertinent references.
Requisite Skills. The ability to write technical reports and compile and analyze investigative data.

4.8.4
Conduct investigative analysis given reports compiled from investigation data, to recommend action, so that fire prevention and other programs can be enhanced.

(A) Requisite Knowledge. Verbal and written communication and statistical analysis.

(B) Requisite Skills. The ability to write technical reports and evaluate data.

4.8.6
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.

(A) Requisite Knowledge. Local, state, federal, tribal, and provincial laws, regulations, and standards for the safety of employees; technical knowledge of equipment; and use of personal protective ensemble and tools needed for investigations.

(B) Requisite Skills. The ability to coordinate tasks and people, write procedures, communicate, and utilize resources.

4.8.6*
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.

(A) Requisite Knowledge. Technical writing and procedure/policy formatting, policy issues, law and legal aspects of investigations, and codes, standards, and jurisdictional requirements.

(B) Requisite Skills. The ability to use verbal and written communication skills.

4.8.7*
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.

(A) Requisite Knowledge. Local, state, federal, tribal, and provincial resources available for use.

(B) Requisite Skills. The ability to use verbal and written communication skills and utilize resources.

Submitter Information Verification

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Zip:

Submittal Date: Wed Dec 17 13:07:56 EST 2014

Committee Statement
Committee Statement: The TC reviewed the Correlating Note (PC 12) and revised the draft revision to meet the issues raised by the CC. The TC used PC 3 to address the concern to make the distinction between "Core" and "Mission Specific" JPRs. This was accomplished by creating a separate chapter (5) and moving existing materials from the back end of the original chapter 4 into the newly created chapter. The TC also recognized the need to address the term "regulatory" by definition (SR3 from PC5). Five PCs (6, 7, 8, 9, and 10) addressed the extract material circumstance. PC 11 was added to clarify and add substance to evaluating the individual accomplishing this JPR. They were accepted and added to this SR (#4). Renumbering of the material within the two chapters is required.

Response Message:

Public Comment No. 7-NFPA 1037-2014 [Section No. 4.3.10]
Public Comment No. 8-NFPA 1037-2014 [Section No. 4.7.2]
Public Comment No. 9-NFPA 1037-2014 [Section No. 4.7.4]
Public Comment No. 10-NFPA 1037-2014 [Section No. 4.7.5]
Public Comment No. 3-NFPA 1037-2014 [Chapter 4]
Public Comment No. 12-NFPA 1037-2014 [Section No. 4.1.1]
Public Comment No. 11-NFPA 1037-2014 [Section No. 4.5.2]
Public Comment No. 6-NFPA 1037-2014 [Section No. 4.2.6]
C.2 Quantitative Methods.
Figure C.2 is an example of a quantitative method for evaluating the qualifications presented in Chapter 4, summarizing requisite knowledge and skills in a spreadsheet or "rubric." This form can be modified as necessary by each department to suit the needs of the office and community. This form also can be used to evaluate the qualification of applicants for available positions or as a yearly employee evaluation to gauge progress toward defined goals and professional development.

**Figure C.2 Example of a Quantitative Method.**

![Image of a spreadsheet rubric](http://submittals.nfpa.org/TerraViewWeb/ContentFetcher?comm...)

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Score</th>
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<tbody>
<tr>
<td>General - Core</td>
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<tr>
<td>General</td>
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<tr>
<td>Administrative Duties - perform duties assigned by jurisdiction</td>
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<tr>
<td>Establish jurisdictional requirements</td>
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<td>Establish a system to maintain efficiency</td>
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<td>Establish a budget, given the available resources</td>
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<td>Monitor the condition of the approved budget</td>
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<tr>
<td>Meet a department's recordkeeping criteria</td>
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<td>Community Risk Reduction - reduce risks in and to the community</td>
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<td>Evaluate future risk and emergency action plans</td>
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<td>Manage a risk and information management program</td>
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<td>Develop data and information to conduct risk analyses</td>
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<td>Conduct risk analyses to identify risk profiles and management solutions</td>
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<td>Evaluate risk management solutions so that the most beneficial and cost-effective solutions can be established</td>
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<td>Integrate risk management solutions with related organizational groups</td>
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<td>Integrate the risk management solutions with community stakeholders</td>
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<td>Evaluate risk management programs so that the program goals and objectives are met and achieved</td>
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<td>Design and implement a plan, given an identified fire safety problem</td>
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<td>Community Relations - development and maintenance of effective relationships within the community</td>
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<td>Develop relationships with community groups</td>
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<td>Maintain emergency preparedness in community groups</td>
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<td>Develop media communication strategies and policies</td>
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MFM-007 (2.1.0/4)
Continued

4.4.4 Participate in media interviews.

4.5 Professional Development — recommendations, creation, and evaluation of jurisdictional requirements for professional development.

4.5.1 Training and professional development principles, goals, and standards.

4.5.2 Identify and prioritize organizational and individual professional development needs.

4.5.3 Prepare professional development programs so that the program meets organizational goals and requirements.

4.5.4 Implement professional development programs so that professional development programs meet organizational goals and objectives.

4.5.5 Evaluate organizational professional development needs.

4.5.6 Prepare organizational professional development needs.

5. General — Mission Specific

5.1 General.

5.1.1 General.

5.1.2 General.

5.1.3 General.

5.2 Regulatory Programs — development, management, and application of regulatory programs

5.2.1 Knowledge of rules, standards, and jurisdictional requirements applicable to the management of the regulatory program.

5.2.2 Manage a process for the adoption, modification, and maintenance of rules, standards, and jurisdictional requirements, given the jurisdictional need or circumstances.

5.2.3 Manage a process for conducting compliance inspections, given applicable rules, standards, and jurisdictional requirements.

5.2.4 Manage a process for permit reviews in accordance with the policies of the jurisdiction.

5.2.5 Manage an appeals process.

5.2.6 Manage a process for record-keeping so that there is a record of regulatory outcomes.

5.2.7 Manage a process for administering, evaluating, and issuing permits, licenses, and other certificates of fitness, given the jurisdictional need.

5.2.8 Manage the compliance interpretation process for prescriptive rules, standards, and jurisdictional requirements, given complex issues and firm a resolution.

5.2.9 Manage a program for alternative compliance measures, given the limitations of expedited, alternative methods, and performance-based design.

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### Supplemental Information

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<thead>
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<td>SDM_1037_alternate_evaluation_method_matrix.docx</td>
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Committee Statement

The TC recognizes that due to the changes created to the main document, text changes to eliminate extract material and creation of chapter 5 from material in chapter 4 that the matrix found in this annex needed to reflect the same changes for consistency. Please note that these changes are associated to SR 4.
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<tr>
<td><strong>Scale:</strong></td>
<td>0 point – no knowledge or experience in area</td>
<td>1 point – very limited exposure to subject</td>
<td>2 points – limited knowledge and experience</td>
<td>3 points – adequate knowledge and limited (2-3 years) – acceptable level of performance</td>
<td>4 points – knowledge and experience in related area</td>
<td>5 points – specific expertise in this area and proper qualifications in this area</td>
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<td><strong>General - Core</strong></td>
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<td>4.1.1</td>
<td>General</td>
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<td>4.2</td>
<td>Administrative duties – perform duties assigned by jurisdiction</td>
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<tr>
<td>4.2.1</td>
<td>Administer jurisdictional requirements</td>
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<td>4.2.2</td>
<td>Establish personnel assignments to maximum efficiency</td>
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<tr>
<td>4.2.3</td>
<td>Establish a strategic and operational plan</td>
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<tr>
<td>4.2.4</td>
<td>Establish a budget, given the available resources</td>
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<td>4.2.5</td>
<td>Monitor the condition of the approved budget</td>
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<td>4.2.6</td>
<td>Direct Guide a department record-keeping system</td>
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<td>4.3</td>
<td>Community Risk Management Reducing – reduce risks in and to the community</td>
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<tr>
<td>4.3.1</td>
<td>Community Involved in community planning processes, emergency planning process, strategic planning, and operational planning</td>
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<tr>
<td>4.3.2</td>
<td>Evaluate target risks and emergency incident data</td>
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<td>4.3.3</td>
<td>Manage a data and information management program</td>
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<tr>
<td>4.3.4</td>
<td>Interpret data and information to conduct risk analysis</td>
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<td>4.3.5</td>
<td>Conduct risk analysis so that a risk profile and management solutions are developed</td>
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<td>Section</td>
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<td>4.3.6</td>
<td>Evaluate risk management solutions so that the most beneficial and cost-effective solutions can be established.</td>
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<td>4.3.7</td>
<td>Integrate risk management solutions with related organizational groups.</td>
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<td>4.3.8</td>
<td>Integrate the risk management solutions (s) with community stakeholders.</td>
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<td>4.3.9</td>
<td>Evaluate risk management program so that the program goals and objectives can be monitored and achieved.</td>
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</tbody>
</table>
| 4.3.10  | **Develop**

Design and implement a plan, given an identified fire safety problem.
| 4.4 | Community Relations – development and maintenance of effective relationships within the community |
| 4.4.1 | Develop relationships with community groups |
| 4.4.2 | Present safety proposals to community groups |
| 4.4.3 | Create media communication strategies and policies |
| 4.4.4 | Participate in media interviews |
| 4.5 | Professional Development – recommendations, creation, and evaluation of jurisdictional requirements for professional development |

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1037 (p. 1 of 3)
<table>
<thead>
<tr>
<th>4.5.1</th>
<th>Training and professional development principles, guides, and standards</th>
</tr>
</thead>
</table>
| 4.5.2 | **Evaluate**  
**Identify**  
and prioritize organizations and individual professional development needs |
| 4.5.3 | **Prescribe**  
Professional development programs so that the program meets organizational goals and requirements |
<p>| 4.5.4 | Implement professional development programs so professional development programs meets organizational goals and objectives |</p>
<table>
<thead>
<tr>
<th>4.5.5</th>
<th>Evaluate organizational professional development programs</th>
</tr>
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<tbody>
<tr>
<td>4.5.6</td>
<td>Forecast organizational professional development needs</td>
</tr>
<tr>
<td><strong>5.1</strong></td>
<td><strong>General – Mission Specific</strong></td>
</tr>
<tr>
<td>5.1.1</td>
<td>General</td>
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<td>5.2.2</td>
<td>General</td>
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<td>5.1.3</td>
<td>General</td>
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<tr>
<td><strong>4.6.5.2</strong></td>
<td><strong>Regulatory Programs – development, management, and application of regulatory programs</strong></td>
</tr>
<tr>
<td>4.6.4</td>
<td>Knowledge of codes, standards, and jurisdictional requirements applicable to the management of the regulatory environment</td>
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<tr>
<td>4.6.2 5.2.2</td>
<td>Manage a process for the adoption, modification, and maintenance of codes, standards, and jurisdictional requirements given demonstrated need or deficiency</td>
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<td>4.6.3 5.2.3</td>
<td>Manage a process for conducting compliance inspections, given applicable codes, standards, and jurisdictional requirements</td>
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<tr>
<td>4.6.4 5.2.4</td>
<td>Manage a process for plan reviews in accordance with the policies of the jurisdiction</td>
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<td>4.6.5 5.2.5</td>
<td>Manage an appeals process</td>
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<td>4.6.6 5.2.6</td>
<td>Manage a process for record keeping so that there is a record of regulatory actions</td>
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<td>4.67</td>
<td>5.2.7</td>
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<td>4.68</td>
<td>5.2.8</td>
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<td>4.69</td>
<td>5.2.9</td>
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<tr>
<td>Requirement</td>
<td>Description</td>
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<td>4.6.11</td>
<td>Generate jurisdictional requirements for administering the regulatory management program so that objectives are clearly defined and concise</td>
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<td>4.6.12</td>
<td>Manage a program to coordinate with other agencies so that conflicts are eliminated and clear lines of responsibilities are developed</td>
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<tr>
<td>4.7.3</td>
<td>Fire and Life Safety Education – managing education programs</td>
</tr>
</tbody>
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1037 (p. 2 of 3)
4.7.1  
5.3.1  
**Requisite Knowledge**
- Knowledge of fire and life safety education planning and evaluation processes, management of educational programs, and professional development requirements

4.7.2  
5.3.2  
**Develop**
- **Manage** a comprehensive organizational public fire and life safety education strategy

4.7.3  
5.3.3  
Create a collaborative fire and life safety education partnership so that a specific fire or injury priority is mitigated by the partnership
| 4.7.4  
5.3.4 | Create an awareness campaign with the organization so that all members are informed of their role within the organization’s fire and life safety strategy |
| 4.7.5  
5.3.5 | Create a comprehensive management of the public fire and life safety education report(s) for policy makers |
| 4.7.6  
5.3.6 | Evaluate fire and life safety programs given data to indicate risk reduction and loss reduction, so that measurable interpretations of educational efforts can be reported |
| 4.7.7  
5.3.7 | Implement a comprehensive fire and life safety program given a systematic development process |
<table>
<thead>
<tr>
<th>4.8.4</th>
<th><strong>Investigation – management of a variety of investigations</strong></th>
</tr>
</thead>
</table>
| 4.8.4.1 | **Requisite knowledge**  
Knowledge of codes, standards, and jurisdictional requirements as they relate to the investigative process |
<p>| 4.8.2.2 | <strong>Administer applicable codes, standards, and jurisdictional requirements for investigations so that investigators have knowledge and operate within organizational policies</strong> |
| 4.8.3.3 | <strong>Review and assess investigative reports and data to be submitted in anticipation of litigation or resolution</strong> |</p>
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<tbody>
<tr>
<td><strong>4.8.4</strong>&lt;br&gt;<strong>5.4.4</strong></td>
<td>Conduct investigative analysis given reports compiled from investigation data, to recommend action, so that fire prevention and other programs can be enhanced</td>
</tr>
<tr>
<td><strong>4.8.5</strong>&lt;br&gt;<strong>5.4.5</strong></td>
<td>Manage technical resources needed to perform investigations so that investigators are adequately protected and equipped and investigations are conducted according to safety requirements</td>
</tr>
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<td><strong>4.8.6</strong></td>
<td><strong>5.4.6</strong></td>
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<td><strong>4.8.7</strong></td>
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**Numbers of marks in each column**

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<td><strong>Totals:</strong></td>
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An acceptable level performance is an average of 3 across all areas. This includes a minimal number of 1 and 2 ratings. An employee should consistently work towards achieving higher ratings through training classes, testing, and certifications.

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<tr>
<th>Total Points</th>
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1037 (p. 3 of 3)