

<b>Scotts Valley Fire Protection District</b>	<b>Policy: 503</b>
<b>Subject: Fire Marshal Duty Statement</b>	<b>DATED: November 9, 2005</b>

***Policy: Fire Marshal Duty Statement***

1. The fire marshal shall be responsible for the management of the fire district's fire prevention program. He/She shall, under the direction of the fire chief, plan and implement program goals and objectives and prepare correspondence and reports.
2. The fire marshal shall review, interpret, and enforce federal, state, local laws, and regulations as they relate to fire and life safety, and fire investigation. Recommend to the fire chief changes and/or amendments to codes, laws, ordinances, and regulations. Advise the fire chief of legislation effecting the district and operation of the fire prevention division.
3. The fire marshal shall represent the district in meetings, conferences, and committees; interact with private organizations, governmental agencies, architects, engineers, building and health agencies, law enforcement agencies, fire agencies, and other persons regarding fire and life safety, and investigative matters.
4. The fire marshal shall perform and/or supervise the application of fire safety regulations for plan review, building construction, fire protection equipment, and maintenance inspections; keep informed of new materials and new fire prevention techniques.
5. The fire marshal shall conduct fire cause and origin investigations.
6. The fire marshal shall inspect occupancies for fire and life safety hazards; be responsible for the issuance of fire clearance for licensed facilities and issue permits for specified operations.
7. The fire marshal shall cause to be kept in proper form an accurate record of all business transactions by the district.
8. The fire marshal shall provide training to line personnel regarding fire prevention system.
9. Manage the Fire Safety Education Program targeting fire safety concerns in the District.

<b>Scotts Valley Fire Protection District</b>	<b>Policy: 503</b>
<b>Subject: Fire Marshal Duty Statement</b>	<b>DATED: November 9, 2005</b>

10. Conduct fire protection planning through analysis of hazards and recommended mitigations.
11. Respond to incidents as necessary and perform assignments issued by the incident commander.