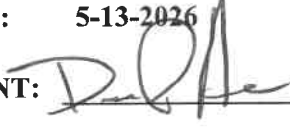


Scotts Valley Fire Protection District	
POLICY: 503 DATE APPROVED: 5-13-2026 BOARD PRESIDENT: 	SUBJECT: Fire Marshal Duty Statement FIRE CHIEF: 

Policy: Fire Marshal Duty Statement

1. The Fire Marshal shall be responsible for the leadership and management of the fire district's Fire Prevention Division and Community Risk Reduction (CRR) Program. Under the direction of the Fire Chief, the Fire Marshal shall plan, develop and implement division and program goals and objectives, and prepare correspondence and reports.
2. The Fire Marshal shall review, interpret, and enforce applicable federal, state, local codes and laws, regulations and consensus standards, as they relate to fire and life safety, and fire investigation. The Fire Marshal shall recommend changes and/or amendments to codes, laws, ordinances, and regulations to the Fire Chief and advise the Fire Chief of legislation affecting the District and operations of the Fire Prevention Division.
3. The Fire Marshal shall evaluate, manage and prepare a budget that supports the needs of the Fire Prevention Division and aligns with the Fire District's goals. The Fire Marshal shall supervise staff assigned to the Fire Prevention Division.
4. The Fire Marshal shall represent the District in meetings, conferences, committees, community groups, and business related groups (e.g. Chamber of Commerce). This includes interaction 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.
5. The Fire Marshal shall perform and/or supervise the application and enforcement of fire safety regulations for plan review, building construction, fire protection systems, and maintenance inspections. The Fire Marshal shall remain current on new materials, technologies, and fire prevention practices.
6. The Fire Marshal shall conduct and or coordinate fire cause and origin investigations within the District or region as requested.
7. 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.

Scotts Valley Fire Protection District	
POLICY: 503	SUBJECT: Duty Chief Duty Statement

8. The Fire Marshal shall ensure accurate and complete records are maintained for all Fire Prevention Division activities and business transactions of the District.
9. The Fire Marshal shall provide training to suppression personnel regarding fire prevention systems and practices and may participate in and present during after-action reviews.
10. The Fire Marshal shall manage the Community Risk Reduction Program, including public education initiatives and targeted programs designed to reduce identified risks within the District.
11. The Fire Marshal shall conduct fire protection planning through hazard analysis and the development of recommended mitigation strategies.
12. The Fire Marshal shall respond to emergency incidents at the request of the incident commander or duty chief. Incident support duties may include fire investigation including cause and origin determination and interrogation of witnesses, working with local organizations to address sheltering needs, communication with the media, liaising with property owners and insurance representatives, and other functions as determined by the incident commander.