



**STATE OF CONNECTICUT**  
Department of Administrative Services  
Division of Construction Services  
Office of the State Fire Marshal

Policy Directive: 1, Addendum 4

Replaces: New

Administered by: Office of Education and Data Management

Date: March 27, 2020

Duration: Until Revised

Authority: State Fire Marshal

---

**SUBJECT: APPOINTMENTS**

---

**Purpose:**

To clarify the State Fire Marshal's policy regarding the local appointment of fire officials who are certified by the Connecticut State Fire Marshal and the Codes and Standards Committee per Connecticut General Statutes (CGS) 29-298.

**Discussion:**

Local fire officials are appointed by the appointing authority of each jurisdiction, as defined in CGS 29-297. Regulations for Connecticut State Agencies (RCSA) Sec. 29-298-2 and 29-298-3 through 29-298-11 (b) defines the classes of local fire officials and their respective certification requirements.

**Policy:**

1. Appointments of fire marshals and deputies, provisional fire marshals, fire inspectors, fire code inspectors and fire investigators shall be made by the appointing authority.
2. Each local fire marshal shall be sworn to the faithful performance of his or her duties by the clerk of the town, city, borough, or fire district and shall continue to serve in that office until removed for cause.
3. The local authority or their designee shall notify the State Fire Marshal of an appointment of a Fire Marshal within ten days of the appointment in accordance with CGS 29-297 (a) giving the name and address of the local fire marshal and stating the limits of the territory in which the local fire marshal is to serve.
4. The State Fire Marshal forwards the appointment letters to the Office of Education and Data Management (OEDM), which compiles a statewide contact list of local fire marshals to be posted on the website.
5. Appointments of other classes of local fire officials as defined in RCSA 29-292-2 shall be performed in the same manner as fire marshals, except the local authority may delegate, in writing, the authority to make these appointments to the local fire chief or fire marshal, and no written notification to the State Fire Marshal is required. The local authority or his/her designee cannot appoint a local fire official unless the individual has met the requirements for certification in accordance with CGS 29-298 and this Policy.



6. The appointing authority, may, upon the death, disability, dismissal, retirement or revocation of certification of the local fire marshal, and in the absence of an existing deputy fire marshal, appoint a deputy fire marshal as the acting fire marshal for a period not to exceed one hundred eighty days. Per RCSA 29-292-7 a deputy fire marshal must be certified by the State of Connecticut as a fire marshal.
7. The local authority shall notify the State Fire Marshal within 30 days when a Fire Marshal is no longer appointed.

DRAFT