



Douglas A. Ducey
Governor

Office of the State Forester

Arizona Department of Forestry and Fire Management



Jeffery C. Whitney
State Forester

Limited Letter of Appointment of

Pursuant to Arizona Revised Statutes §37-1382(A)(2), the Office of the State Fire Marshal (OSFM) with the approval of the Director hereby appoints, _____ with

_____. (Name of appointee)

(Jurisdiction)

A.R.S. § 37-1382 is attached. It *must be reviewed* by the appointee, *signed in acknowledgement* and *returned* for an authorized OSFM signature and seal.

The duties of the OSFM now delegated to the appointee of this letter will include:

- The review of plans for construction, remodeling, alterations and additions (collectively referred to as “plans”) of all Private buildings and their grounds [A.R.S. § 37-1383 (B)] and the inspections performed in conjunction therewith.
- To conduct regularly scheduled fire safety inspections of all private occupancies[A.R.S. § 37-1383 (A)(8)] .
- To conduct Fire Safety Education classes on behalf of the OSFM.

The inspections must be conducted on behalf of the OSFM using the State Fire Code adopted by the State Fire Safety Committee.

Any costs incurred to implement this partnership shall be borne by the appointed agency. Fees may be collected for all fire prevention activities as permitted by A.R.S. § 37-1383(A)(3).

There are also limitations to this appointment and they are as follows: By accepting this appointment, the appointee agrees to, at minimum, annual onsite audits. Audits may be performed more frequently at the discretion of this Office. Audits will be scheduled prior to arrival unless investigating complaints. This audit will include, but is not entirely limited to; lists of construction inspections, life safety inspections, complaints and public education classes performed. If it is discovered these activities are not being performed on a regular basis; this agreement may be subject to disciplinary action to include termination. Additionally, you must return a Map of your Jurisdiction showing its boundaries and a current fee schedule. Records retention should be for the period required by law for each type of inspection.

Under this appointment, the partnering agency may appoint other Assistant Fire Inspectors, who meet the prescribed requirements, to act in the same capacity in the same jurisdiction. The

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names of these individuals and their qualifications per A.R.S. § 37-1382(C) must accompany this letter on the attached form. Both forms must be returned to the Office of the State Fire Marshal for approval. Upon that approval, the date this letter is signed by an authorized signer of the OSFM, this Letter of Appointment will go into effect and remain in effect until, such time as, it is terminated.

This appointment shall expire 5 years from the date signed. This appointment may be terminated immediately for due cause as outlined above, or, voluntary termination may be initiated by either party and will become effective sixty days after written notification is received.

If the named Assistant Fire Inspector, whom is appointed, no longer serves with the entity he or she represents, a notice must be given to the OSFM. A new Letter of Appointment may be issued to their replacement.

A copy of this agreement, signed by both parties, shall be retained by both offices.

****Note:** *Any changes regarding this appointment must be submitted in writing to the Office of the State Fire Marshal immediately for approval.*

Signature of Fire Chief, if not appointee

Date

Signature of Appointee

Date

Authorized OSFM Signature
Arizona State Fire Marshal's Office

Date

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State Forester

Primary Contact Information

Fire Department: _____

Mailing Address of Fire Department: _____

Fire Chief: _____

Fire Chief Phone: _____

Fire Chief Email: _____

LOA Appointee: _____

LOA Email: _____

LOA Phone: _____

LOA Mailing Address (if different): _____

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