

**100B.7 Administrator — appointment — duties.**

1. The administrator of the fire service training bureau shall be appointed by the commissioner of public safety, subject to the approval of the state fire service and emergency response council.

2. The state fire marshal shall direct the administrator to:

- a. Provide direct oversight to the operations of the fire service training bureau.
- b. Manage the budget of the fire service training bureau consistent with budgeting methods as may be required by the department of public safety or the state of Iowa.
- c. Advise, confer, and consult with the state fire service and emergency response council in developing rules establishing minimum standards for fire service training.
- d. Advise, confer, and consult regularly with the state fire service and emergency response council to seek input and recommendations on all facets of fire service training programs in Iowa.
- e. Maintain a statewide system to provide basic level fire fighter training at the local level.
- f. Distribute instructional and educational materials to support the fire training and education programs offered by the department of public safety.
- g. Recruit and train qualified instructors for the training program.
- h. Maintain training records as directed by the state fire marshal and necessary to accomplish the purposes of training programs.
- i. Establish, with the approval of the state fire service and emergency response council, a fee schedule for training services that will ensure quality training at the most reasonable price.
- j. Offer programs of education and instruction approved by the state fire service and emergency response council and conducted by qualified staff and faculty.
- k. Plan and coordinate fire schools and other short courses of instruction on a statewide, regional, and local level, utilizing existing educational institutions, programs, and facilities as provided in [sections 100B.22](#) and [100B.24](#).
- l. Prepare for the state fire marshal and the state fire service and emergency response council an annual report of activities that include a summary of classes taught, budget, and staff activities. The annual report shall include a report of the activities of each regional emergency response training center established under [section 100B.22](#).
- m. Provide supervision and management to the fire service training bureau staff consistent with the methods of the department of public safety and as assigned by the state fire marshal.
- n. Consult with the state fire service and emergency response council in preparing an annual legislative and budgetary agenda that will address items necessary to accomplish the provisions of [this chapter](#), and submit this agenda to the state fire marshal in a format and time frame consistent with departmental policy.
- o. Develop mechanisms by which fire fighters and others may earn college credits and degrees in fire-related disciplines.
- p. Develop instructional and educational materials to support the fire training and education programs offered by the council.
- q. Develop and offer other programs and services consistent with the general purposes of the council.

[2000 Acts, ch 1117, §14](#); [2006 Acts, ch 1179, §42, 67](#)