

## Assistant to the Commissioner Checklist

This document is intended to assist you in the completion of the designation of an Assistant to the Commissioner. If you need assistance, please call (615) 350-6443.

Pursuant to Tenn. Code Ann. § 68-102-108(c), “every **person** who is or becomes an assistant pursuant to this section shall, within thirty (30) days after obtaining that status, submit to the commissioner the person’s name, address, and adequate documentation to establish the person’s claim of office. Upon receipt of such information, the commissioner shall issue to the officer a certificate that evidences the officer’s status as an assistant.” This means that the assistant to the commissioner (“ATC”) certificate is non-transferable. It is issued to a specific person, not to a specific position (i.e. fire chief) or department.

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### **NEW ASSISTANT TO THE COMMISSIONER:**

1. ☐-Within thirty (30) days after the designation of a new Assistant to the Commissioner, complete the Assistant to the Commissioner Application.
2. ☐-Within one year from the date of the appointment, all new Assistants to Commissioner must register with the Tennessee Fire Service and Codes Enforcement Academy and complete the sixteen hour Fire Chief Orientation Course, [Course Code EO100-008](#). If you have already completed this course in the past, please enclose a copy of your certificate.
3. Make a copy of the following for your records, enclose the following documents and mail them to the address denoted below:  
☐-Assistant to the Commissioner Application    ☐-Copy of Fire Chief Orientation Course Certificate

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### **CHANGE IN INFORMATION FOR AN EXISTING ASSISTANT TO THE COMMISSIONER:**

1. Enclose the completed application for any changes or updates to contact information to the existing Assistant to the Commissioner, and mail to the address denoted below:  
☐-Assistant to the Commissioner Application

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### **SEND THE COMPLETED APPLICATION TO:**

TENNESSEE DEPARTMENT OF COMMERCE & INSURANCE  
State Fire Marshal’s Office  
ATTN: Education & Outreach Section 9<sup>th</sup> Floor  
500 James Robertson Parkway Nashville, TN 37243-1159

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### **REQUIRED TRAINING & OTHER IMPORTANT INFORMATION**

#### **Required Training:**

Within one year from the date of the appointment, all new Assistants to Commissioner must register with the Tennessee Fire Service and Codes Enforcement Academy and complete the sixteen hour Fire Chief Orientation Course, [Course Code EO100-008](#). If you have already completed this course in the past, please enclose a copy of your certificate.

#### **Surrendering Your Certificate:**

The recipient of the Assistant to the Commissioner shall surrender the certificate and pocket card (if provided) within 10 days after vacating the office. Please mail surrendered Assistant to the Commissioner Certificate and pocket card to the address above.

## Assistant to the Commissioner Application

The Assistant to the Commissioner of Commerce and Insurance shall be appointed pursuant to [T.C.A. § 68-102-108](#). The Assistant to the Commissioner is responsible for fire investigations, fire loss reporting within 10 days of loss, and determining if a structure damaged by fire can be repaired pursuant to [T.C.A. §§ 68-102-111](#).

ATC Name: \_\_\_\_\_ Title: \_\_\_\_\_

Fire Department Legal Name: \_\_\_\_\_ FDID: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Daytime Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Mobile Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

Primary Email: \_\_\_\_\_

Pursuant to [T.C.A. § 68-102-108](#), the following person shall be the Assistant to the Commissioner. Place a check by the appropriate designation (please only select one):

### Incorporated Areas: Cities & Towns

- ☐-(a) Either the fire marshal or the fire chief of the fire department, whomever such city or place appoints
- ☐-(b) The fire chief of every private fire company organized within a municipality pursuant to [T.C.A. § 7-38-101](#).
- ☐-(c) The mayor when no fire marshal, fire department, or private fire company exist
- ☐-(d) The fire marshal from another local government when no fire marshal exist

### Unincorporated Areas: Counties & Rural Areas

- ☐-(e) The fire chief of any county-wide fire department authorized by [T.C.A. § 5-17-103](#).
- ☐-(f) The fire chief of any incorporated fire department whose geographic fire response district has been established and approved by the county mayor/executive of such county

## Required Training for the Assistant to the Commissioner

### Required Training:

Within one year from the date of the appointment, all new Assistants to Commissioner must register with the Tennessee Fire Service and Codes Enforcement Academy and complete the sixteen hour Fire Chief Orientation Course, [Course Code EO100-008](#). If you have already completed this course in the past, please enclose a copy of your certificate.

Please Check One:

- ☐-(a) I have completed the 16 hour Fire Chief Orientation Course and enclosed a copy of my certificate.
- ☐-(b) I am enrolled to complete the 16 hour Fire Chief Orientation Course on \_\_\_\_\_ (DATE)
- ☐-(c) I plan to enrolled to complete the 16 hour Fire Chief Orientation Course within 1 year.