

...

Office of the State Fire Marshal

About Us



NORTH DAKOTA
Insurance Department



Lunch & Learn Agenda



- Overview of the SFM Office
- Certificate of Existence Program description and important points
- Walk-through of an actual CoE being completed
- Questions



Our Office

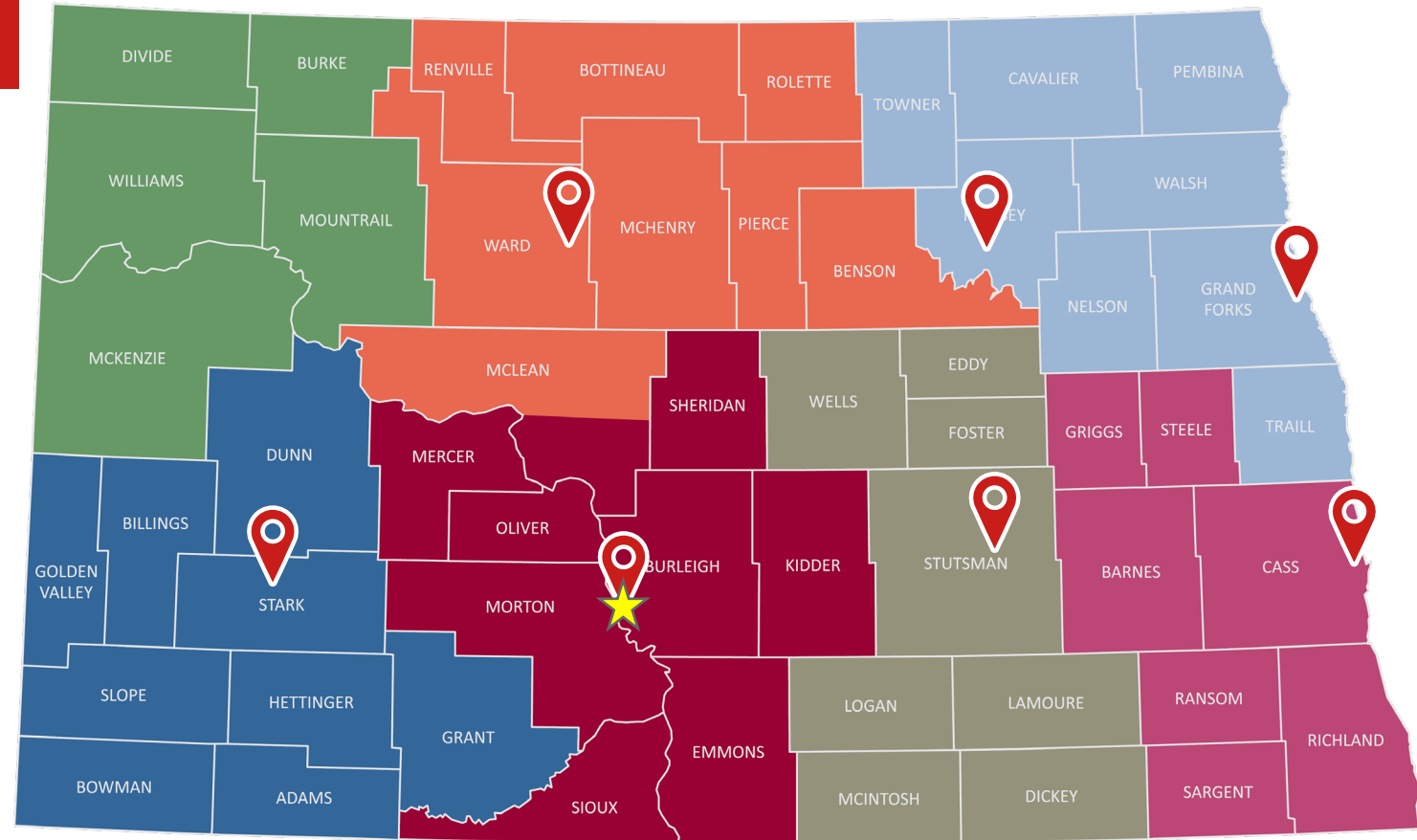
Insurance Commissioner

State Fire Marshal

Administrative Assistant

Senior Deputy Fire Marshals

Deputy Fire Marshals



Our Role



Fire Origin &
Cause
Investigations

Fire Inspections

Assistance

Plan Review

Public
Education



Our Role



Adopt Fire Rules



Investigations



Prevent Fires



**Public Building
Inspections**



**Regulate
Combustibles &
Explosives**



**Fire Protection
Systems**



Public Education



And More



Fire/Explosion Origin & Cause Investigations

- Origin & cause for fire prevention
- Work with law enforcement
- Investigate fire, not crime
- Follow Scientific Method
 - Forensic science
- Conduct credible investigations

Requested for ~125 fire investigations annually



Fire Inspections & Code Enforcement

- Adopt fire code
- Legislatively assigned inspections
- Assist local jurisdictions
 - Code interpretation
 - Requested fire inspections
 - Local AHJ is lead authority if not school, state building, etc.
 - Work with local AHJ

Requested for ~450 inspections annually



Plan Review

- Pre-Installation
- Acceptance testing
 - Fire protection systems
 - Above-ground storage tanks
 - LPG tanks
 - Childcare, assemblies & bars

Complete ~100 plan reviews annually



Public Education

- Community Risk Reduction efforts
- Fire data/statistics
- Monthly Blog & Social Media
- Training with state partners
- Training & information to local departments



Special Programs



- National Fire Incident Reporting System (NFIRS)
 - ER with Department of Forestry
- **Certificate of Existence (CoE)**
- Property Insurance Loss Reporting (PILR)
- Delegation of Authority (DoA)
- Fire Safer Cigarette (FSC)
- Emergency Response Guide (ERG)



Fire Department Certificate of Existence



- We often refer to it in office as “CoE”
- North Dakota Century Code 18-04
 - FD must have been in existence for at least 8 months
 - FD must meet minimum requirements of an **ISO 9** Public Protection Classification or better (9 or below)
 - FD **must report fires** to the state fire marshal under 18-01-06
 - CoE must be submitted by **October 31st** of each year
- Lists requirements of the program and how it is to be carried out
- <https://ndlegis.gov/cencode/t18c04.pdf#nameddest=18-04-01>

CHAPTER 18-04 DISTRIBUTION OF INSURANCE TAX TO FIRE DEPARTMENTS

18-04-01. Eligibility for participation in fund created from premium tax on fire insurance companies.

1. To become eligible for the benefits provided under this chapter, a city, or one or more townships or fire districts, shall maintain therein for at least eight months before the filing of the certificate required under section 18-04-02 a fire district, fire protection district, or department that:



Steps in the (CoE) process

1. Register (obtain username and password) as an external user in the system
2. Log into your FDID/fire department and complete the CoE
 - a. Click submit to forward it on to your auditor or secretary/treasurer for second signee verification
 - b. You will also need to send an email or notify them that they need to go in and do their part.
3. Auditor or secretary/treasurer verifies, signs, and submits (fire chief may need to go back in and submit as well)
 - a. You can always call us and check to see where in the process your CoE is 😊.
4. CoE is reviewed by the NDSFM staff
 - a. If there are items not meeting NDCC 18-04, the department/district will be notified by email or letter
5. If there are no discrepancies, the CoE will be approved by NDSFM staff and eligible for ND Fire Insurance Tax Distribution funds! All done!



External User Access

- www.firemarshal.nd.gov

https://www.firemarshal.nd.gov/fire-rescue

An official website of the State of North Dakota

Language: English

Insurance Department Email Updates

Search This Website

Home About Us Communications For Fire Departments For Businesses Codes Resources

For Fire Departments

- Fire Investigations
- Inspections
- + Reporting

Fire & Rescue

Certificate of Existence

The State Fire Marshal's Certificate of Existence program is required under N.D.C.C. Chapter 18-04. The program collects information from fire departments for statistical analysis, legislative reporting, distribution of insurance tax, and other uses. The report is required to be completed by each department's fire chief between August 1 and October 30 each year. Failure to report may affect North Dakota Fire Insurance Tax Distribution.

[Report here](#)

If a Certificate of Existence cannot be completed online, [contact us](#) to request a paper form.



External User Access



The screenshot shows the login interface for the North Dakota Fire Marshal. At the top is the North Dakota Insurance Department logo and the text 'NORTH DAKOTA FIRE MARSHAL'. Below this is a dark blue bar with the text 'Sign in with your North Dakota Login account'. The main form area contains fields for 'User ID' and 'Password', each with a 'Forgot' link. A 'Log in' button is positioned below the password field. At the bottom left is a 'Remember me?' checkbox, and at the bottom right is a 'Register as a new user' link. A red arrow points from the 'Register as a new user' link to the corresponding bullet point in the adjacent list.

NORTH DAKOTA
Insurance Department

NORTH DAKOTA FIRE MARSHAL

Sign in with your North Dakota Login account

User ID

[Forgot User ID?](#)

Password

[Forgot Password?](#)

☐ Remember me? [Register as a new user](#)

- Sign in with user ID and password (if forgot, click the links forgot user ID or forgot password)

OR

- Register as a new user



Registering as a new user

- Create your account
- Marcy or Doug will see you in the CoE system as a pending user.
- Once verified, we will approve you as a user.
- Clean up old users at the same time.
- If you don't hear from us or see your user access approved in 2-3 days, please call us.

North Dakota
login

Create your account

* = Required

Account information

First name *

Douglas

Last name *

User ID *

Password *

.....

- ✓ 8 or more characters
- ✓ At least 1 uppercase letter
- ✓ At least 1 lowercase letter
- ✓ At least 1 number
- ✓ At least 1 special character

Password strength: Very Strong

Account recovery

Email *



If you are registering for 2 FDID's

- Clicking “I serve at another department” will give you another line.

Request Access

FDID

Work Email

Confirm Email

Role

☐ Fire Chief ☐ City Auditor or Rural FD Secretary/Treasurer

Request Access

FDID

Work Email

Confirm Email

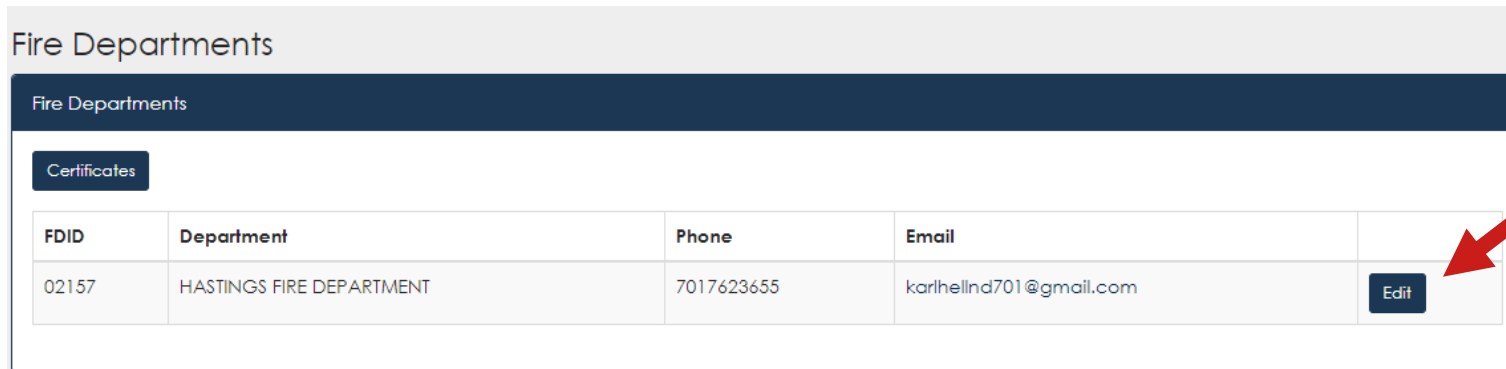
Role

☐ Fire Chief ☐ City Auditor or Rural FD Secretary/Treasurer



Getting into your FDID/Department

- Once you have logged in...
- Identify that you have the correct FDID's assigned to your user account.
- Click on EDIT to begin filling out your CoE.



The screenshot shows a web interface titled "Fire Departments". Below the title is a dark blue header bar with the text "Fire Departments". Underneath is a tab labeled "Certificates". A table lists fire departments with columns for FDID, Department, Phone, and Email. The first row shows FDID 02157, Department HASTINGS FIRE DEPARTMENT, Phone 7017623655, and Email karlhelnd701@gmail.com. To the right of the email is an "Edit" button, which is highlighted by a red arrow.

FDID	Department	Phone	Email	
02157	HASTINGS FIRE DEPARTMENT	7017623655	karlhelnd701@gmail.com	Edit

- You can save your progress by clicking "finish later" at any point and continue at another time. You can log into your FDID at any point throughout the year (CoE is only open from August 1st – March 1st).



Filling out your CoE



- Big items:
 - Date or year Fire Department/District established
 - Fire Chief and others names and contacts
 - This is how we contact and communicate with you!
 - Also, others use this to communicate with you as well (NDFA, Forest Service, DES, etc.)
 - ISO rating, please make sure this is accurate
 - If you don't know this, contact ISO Dave Schneibel (701)681-9428 or dschneibel@iso.com
 - Fire reporting status and how
 - Comments on how we can improve (we review these and pass them on to the Insurance Commissioner)
 - Financials, please be as detailed as possible



Submitting & Completing your CoE



Part V - North Dakota Insurance Tax Distribution Fund Report

This section is specifically required to be reported by North Dakota Century Code. All information in this section is reported to the legislature every year.

Total Insurance Disbursement Received for 2023/2024 ☐

\$100

The value '\$100' is not valid for FundsReceivedAmount.

Amount Spent to Date

100.00

Total Balance of Remaining Funds

100

Of Remaining Balance, Amount 'Committed' (to a specific project)

100

Balance of 'Uncommitted' Reserve Funds

0

Annual Department/District Budget

2,500

What is the purpose of the committed funds?

New Equipment

Time Frame

1 Year or Less



Submitting & Completing your CoE



Part V - North Dakota Insurance Tax Distribution Fund Report

This section is specifically required to be reported by North Dakota Century Code. All information in this section is reported to the legislature every year.

Total Insurance Disbursement Received for 2023/2024 ☐

100

The value '\$100' is not valid for FundsReceivedAmount.

Warning! This amount does not match the sum of the amount spent to date and the total balance of remaining funds.

Amount Spent to Date

100.00

Total Balance of Remaining Funds

100

Balance of 'Uncommitted' Reserve Funds

0

What is the purpose of the committed funds?

New Equipment

Of Remaining Balance, Amount 'Committed' (to a specific project)

100

Annual Department/District Budget

2,500

Time Frame

1 Year or Less



Submitting & Completing your CoE



Part V - North Dakota Insurance Tax Distribution Fund Report

This section is specifically required to be reported by North Dakota Century Code. All information in this section is reported to the legislature every year.

Total Insurance Disbursement Received for 2023/2024 ☐

100

Amount Spent to Date

90

Total Balance of Remaining Funds

10

Of Remaining Balance, Amount 'Committed' (to a specific project)

5

Balance of 'Uncommitted' Reserve Funds

5

Annual Department/District Budget

2500

What is the purpose of the committed funds?

New Equipment

Time Frame

1 Year or Less



NDSFM's Role



- When we see it is submitted (usually check 3-4 times per week):
 - Open and review for completion
 - Check date FD established is entered
 - Check ISO status and verify accuracy with ISO records
 - Check fire reporting status and verify in NFIRS
 - Review financials for accuracy (any errors or large amounts that are clearly a typo)
 - If all checks out, we will approve
 - If issues, we will write you an email or letter and let you know what is happening or what needs to be done



When to expect your distribution



- Checks start being written in November.
- The sooner that you submit your CoE, the sooner you may get your check.
- CoE's need to be submitted to our office prior to October 31st.



New in 2024...



- Email forwarding to Auditor/Secretary/Treasurer is broken (you will need to communicate with your auditor/secretary/treasurer when the CoE is ready for them to go in.
- Need all CoE's in by October 31st.
- Some departments have been removed from the CoE list.



Who can help me?!



Marcy or Doug

701-328-5555

infofm@nd.gov



Thank you for your
time today!



NORTH DAKOTA
Insurance Department

