

Fire Protection Contractor Managing Employee

Managing employee is required

[Minnesota Rules, part 7512.0800, subpart 1](#) requires that all fire protection contractors have a managing employee (ME). The ME is responsible for overseeing all fire protection-related work performed by the contractor. Below is the language from the rules:

- **Subpart 1. Employment of managing employee.** A fire protection contractor shall employ a person who meets the requirements for a managing employee contained in parts 7512.1300 to 7512.1600. The managing employee shall supervise the performance of all fire protection-related work by the contractor.

Qualifications for the managing employee

The ME must be certified. To be certified, the candidate must take and pass the ME exam.

In order to be qualified to take the ME exam, the candidate must have one of the following:

- A minimum of 10,000 hours of experience in designing, installing, modifying or inspecting fire protection systems.
- A National Institute for Certification in Engineering Technologies (NICET) at level III or IV certification in the field of fire protection and subfield of automatic sprinkler system layout (currently called fire protection water-based systems layout).
- Licensure as a professional engineer under Minnesota Statutes, section 326.03, with competency in fire protection system design.

Operational requirements, roles and responsibilities for the managing employee

- The ME must be an employee of the fire protection contractor.
- The ME shall be engaged in all major aspects of the fire protection contractor's work.
- The ME must supervise the fire protection-related work of the contractor including, but not limited to, the following:
 - Ensure that the work complies with the legally adopted codes, standards, manufacturer's installation criteria, and fire protection laws and rules.
 - Ensure that sprinkler fitters and apprentices receive proper training.
 - Serve as the point of contact for authorities having jurisdiction (AHJs) when addressing plan review or inspection issues.
 - Ensure that identified deficiencies are corrected.



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- The ME must document and sign off on training and experience for journeyman sprinkler fitter candidates.
- In order to accomplish the above, it is expected that the ME will:
 - Be present at the contractor's primary place of business on a regular and consistent basis.
 - Have a company email address for ease of contact.

Managing employee vacancy

In the event that a vacancy occurs with a contractor's ME, the contractor shall notify the State Fire Marshal Division of the vacancy within three days ([Minnesota Rules, part 7512.0800, subpart 3](#)).

If the contractor notifies the State Fire Marshal Division as outlined above, the contractor has 14 days to hire a new ME ([Minnesota Rules, part 7512.0800, subpart 4](#)).

An additional period of time can be granted until the next ME exam under certain conditions. Contact the State Fire Marshal Division for more information on this time extension ([Minnesota Rules, part 7512.0800, subparts 5 and 6](#)).

