



# Duties and Administration

## Course Plan

### Course Details

<b>Certification:</b>	Fire Inspector I
<b>CTS Guide:</b>	Fire Inspector I Certification Training Standard (October 2010)
<b>Description:</b>	This course provides students with a basic knowledge of the roles and responsibilities of a Fire Inspector I including legal responsibilities and authority, codes and standards, the inspection process, confidentiality and privacy requirements, and ethical conduct, and administrative tasks including preparing inspection reports, recognizing the need for a permit or plan review, investigating common complaints, and participating in legal proceedings.
<b>Designed For:</b>	Entry-level Inspector
<b>Prerequisites:</b>	None
<b>Standard:</b>	Complete all activities and formative tests. Complete all summative tests with a minimum score of 80%.
<b>Hours:</b>	Lecture: 16:45 Activities: 4:45 Testing: 2:30
<b>Hours (Total):</b>	24:00
<b>Maximum Class Size:</b>	30
<b>Instructor Level:</b>	Primary Instructor
<b>Instructor/Student Ratio:</b>	1:30
<b>Restrictions:</b>	None
<b>SFT Designation:</b>	CFSTES

### Required Resources

#### Instructor Resources

To teach this course, instructors need:

- California Building Code  
(International Code Council, 2013 edition, ISBN: 9781609834579)
- California Code of Regulations (CCR) Title 19  
(Office of Administrative Law, [www.oal.ca.gov/publications.htm](http://www.oal.ca.gov/publications.htm))
- California Fire Code (with Title 19 excerpts)  
(International Code Council, 2013 edition, ISBN: 9781609834609)
- Ethical Practices Inventory  
(The Williams Institute, [www.ethics-twi.org](http://www.ethics-twi.org))

Reference manual options:

- *Fire Inspection and Code Enforcement Instructor Resource Kit*  
(IFSTA, 7th edition, ISBN: 9780879393557)

Or the combination of the following:

- *Fire Inspector: Principles and Practice*  
(International Association of Fire Chiefs, 1st edition, Jones & Bartlett Learning, ISBN: 9780763749392)
- *Fire Inspector: Principles and Practice Instructor's ToolKit* CD-ROM  
(International Association of Fire Chiefs, Cdr edition, Jones & Bartlett Learning, ISBN: 9780763798598)
- *Fire Inspector: Principles and Practice Instructor's Test Bank* CD-ROM  
(International Association of Fire Chiefs, Cdr edition, Jones & Bartlett Learning, ISBN: 9780763798581)

#### Online Instructor Resources

The following instructor resources are available online at <http://osfm.fire.ca.gov/training/instructorscorner.php>:

- Activity 2-6: Core Values
- Activity 3-2: Fire Code Permit Types

#### Student Resources

To participate in this course, students need:

- California Fire Code (with Title 19 excerpts)  
(International Code Council, 2013 edition, ISBN: 978-1-60983-460-9)

## Fire Inspector 1A

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Reference manual options:

- *Fire Inspection and Code Enforcement*  
(IFSTA, 7th edition, ISBN: 9780879393489)

Or

- *Fire Inspector: Principles and Practice*  
(International Association of Fire Chiefs, 1st edition, ISBN: 9780763749392)

### Unit 1: Introduction

#### Topic 1-1: Orientation and Administration

##### Terminal Learning Objective

At the end of this topic, a student will be able to identify facility and classroom requirements and identify course objectives, events, requirements, assignments, activities, resources, evaluation methods, and participation requirements in the course syllabus.

##### Enabling Learning Objectives

1. Identify facility requirements
  - Restroom locations
  - Food locations
  - Smoking locations
  - Emergency procedures
2. Identify classroom requirements
  - Start and end times
  - Breaks
  - Electronic device policies
  - Special needs and accommodations
  - Other requirements as applicable
3. Review course syllabus
  - Course objectives
  - Calendar of events
  - Course requirements
  - Student evaluation process
  - Assignments
  - Activities
  - Required student resources
  - Class participation requirements

##### Discussion Questions

1. What is a formative test? What is a summative test?

##### Activities

1. To be determined by the instructor.

#### Topic 1-2: Fire Marshal Certification Process

##### Terminal Learning Objective

At the end of this topic, a student will be able to identify different levels in the Fire Marshal certification track and the courses and requirements for Fire Inspector I certification, and be able to describe the capstone task book and testing process.

##### Enabling Learning Objectives

1. Identify the different levels of certification in the Fire Marshal certification track
  - Fire Inspector I

## Fire Inspector 1A

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- Fire Inspector II
  - Plan Examiner
  - Fire Marshal
2. Identify the courses required for Fire Inspector I
    - Fire Inspector 1A: Duties and Administration
    - Fire Inspector 1B: Fire and Life Safety
    - Fire Inspector 1C: Field Inspection
    - Fire Inspector 1D: Field Inspection – California Specific
  3. Identify any other requirements for Fire Inspector I
    - Hazardous Materials First Responder Awareness/Awareness Terrorism course
    - PC-832 Arrest, Search, and Seizure
  4. Describe the capstone task book process
    - Complete all prerequisites and course work
    - Submit application and fees to request capstone task book
      - Must be employed by a California Fire Agency as a Fire Inspector
    - Complete all job performance requirements included in the task book
    - Must have identified evaluator verify individual task completion via signature
    - Must have Fire Chief or authorized representative verify task book completion via signature
  5. Describe the capstone testing process
    - Complete coursework
    - Schedule online capstone test
    - Schedule skills evaluation test

### Discussion Questions

1. How many levels are there in the Fire Marshal certification track? What are they?

### Activities

1. To be determined by the instructor.

## Unit 2: Roles and Responsibilities

### Topic 2-1: Definition of Duties

#### Terminal Learning Objective

At the end of this topic, a student given Sections 4.2 and 4.3 of NFPA 1031 (2009) and Chapter 7A of California Code of Regulations Title 24 (2010) will be able to identify the administrative and field inspection duties of a Fire Inspector I on a summative exam.

#### Enabling Learning Objectives

1. Identify the administrative duties of a Fire Inspector I
  - Prepare correspondence and inspection reports
  - Handle complaints
  - Maintain records
  - Participate in legal proceedings

## Fire Inspector 1A

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- Maintain an open dialogue with the plan examiner and emergency response personnel
2. Identify the field inspection duties of a Fire Inspector I
    - Conducting fire safety inspections of new and existing structures and properties for construction, occupancy, fire protection, and exposures
    - Conducting fire safety inspections in the wildland urban interface environment

### Discussion Questions

1. What are some of the duties of the Fire Inspector I?

### Activities

1. To be determined by the instructor.

**CTS Guide Reference:** CTS 1-1

## Topic 2-2: Identifying Legal Responsibilities and Authority

### Terminal Learning Objective

At the end of this topic, a student given the California Health and Safety Code and the California Code of Regulations Titles 19 and 24 will be able to identify the codes that give a fire inspector legal authority to conduct inspections in the state of California.

### Enabling Learning Objectives

1. Identify the inspection authority in the California Health and Safety Code
  - 13145
  - 13146
  - 13143
  - 17921
2. Identify the regulatory requirements found in:
  - California Code of Regulations (CCR) Title 19 (Public Safety)
  - CCR Title 24 part 2 (Building Code)
  - CCR Title 24 part 2.5 (Residential Code)
  - CCR Title 24 part 9 (Fire Code)
  - Local adoption and enforcement authority
3. Identify the jurisdictional organizations other than the fire department that have requirements or conduct inspections related to fire prevention and life safety, including:
  - Building department
  - Planning department
  - Public works engineering
  - Water department
  - Law enforcement
  - Division of Occupational Safety and Health (elevators)
  - Office of Statewide Health Planning and Development (OSHPD) (hospitals)
  - Division of the State Architect (DSA) (public schools)
4. Identify the additional jurisdictional organizations that have requirements or conduct inspections relating to the wildland urban interface environment, including:

## Fire Inspector 1A

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- Other local fire agencies
  - CAL FIRE
  - U.S. Forest Service
  - Bureau of Land Management
  - Park Service (state or federal)
  - Department of Fish and Game
  - California Coastal Commission
  - Fire Safe Council
5. Identify an AHJ's liability for failure to perform
- Ministerial actions
  - Discretionary actions
  - *Widmar vs. Marysville* (fire = 1974 / resulting law = 1984)

### Discussion Questions

1. To what level can a fire inspector be held liable for negligence?
2. What occupancies does the state regulate?

### Activities

1. Given a list of different occupancies, identify who does the inspection; what document gives that agency inspection authority; and the required inspection frequency.

**CTS Guide Reference:** CTS 1-2

## Topic 2-3: Identifying Codes and Standards

### Terminal Learning Objective

At the end of this topic, a student given a fire protection, fire prevention, or life safety issue will be able to identify the applicable codes or standards in order to reference the applicable documents, edition, and section.

### Enabling Learning Objectives

1. Identify commonly-used codes and standards published by:
  - International Code Council (ICC codes)
  - National Fire Protection Association (NFPA standards)
2. Identify codes and standards adopted as part of California Code of Regulations Title 24 by the California Building Standards Commission, including:
  - California Building Code (part 2)
  - California Residential Code (part 2.5)
  - California Fire Code (part 9)
3. Identify other codes and standards adopted in California as part of California Code of Regulations Title 24, including:
  - California Electrical Code (part 3)
  - California Mechanical Code (part 4)
  - California Plumbing Code (part 5)
  - California Energy Code (part 6)
  - California Elevator Safety Construction Code (part 7)

## Fire Inspector 1A

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- California Historical Building Code (part 8)
  - California Code for Building Conservation (part 10)
  - California Reference Standards Code (part 12)
4. Identify statutes that relate to fire protection and life safety, including:
    - California Government Code (GC)
    - California Health and Safety Code (HSC)
    - California Public Resources Code (PRC)
  5. Identify applicable codes and standards adopted by the jurisdiction
  6. Apply codes and standards to a fire protection, fire prevention, or life safety issue

### Discussion Questions

1. What is the difference between a statute and a regulation?

### Activities

1. Given a list of fire protection, fire prevention, or life safety issues, ask students to reference a code or standard that addresses the issue. Students should document the publication name, edition, and section that contains the identified code or standard.

**CTS Guide Reference:** CTS 2-5

## Topic 2-4: The Inspection Process

### Terminal Learning Objective

At the end of this topic, a student given an occupancy will be able conduct a fire and life safety inspection in accordance with jurisdictional policies.

### Enabling Learning Objectives

1. Describe the need for inspections, including:
  - Enhance fire and life safety
  - Reduce community risk
  - Improve firefighter safety
2. Describe preparations for an inspection, including:
  - Reviewing past records
  - Reviewing last inspection date
  - Reviewing past violations and compliance
  - Gathering necessary records or checklists
  - Gathering safety equipment and clothing appropriate for the inspection conditions
  - Making an inspection appointment if necessary
3. Describe the physical inspection process, including:
  - Making introductions and stating inspection purpose
  - Gaining right of entry (voluntary)
  - Obtaining an inspection warrant (if owner refuses entry)
  - Verifying the occupancy
  - Determining if there is a change of use or occupancy
  - Inspecting the building in an orderly manner (systematic approach)
  - Inspecting operational and hazardous processes

- Reviewing inspection findings and compliance requirements with occupant
- 4. Describe methods for obtaining prescriptive and performance-based code compliance, including:
  - Education
    - Explain the benefits of code compliance
    - Teach the building/property owner throughout the inspection process to achieve behavior modification
    - Motivate self-regulation and compliance because the building/property owner now understands the value of compliance
  - Engineering
    - Alternate means and methods
  - Enforcement
    - Inspection warrants
    - Appeals
- 5. Describe how to document and report an inspection, including:
  - Identifying document template types, including:
    - Notices of violation
    - Notice and orders
    - Occupancy-specific violation checklists
  - Writing the report which may include:
    - Violations observed
    - Corrective action
    - Time allowed for compliance
    - Code sections (if applicable)
  - Ensuring proper documentation, accuracy, and completeness
    - Use clear writing, and proper grammar and spelling
    - Identify premise, owner, and contact information
    - Identify violations, code sections cited, and descriptions
    - Identify applicable codes and standards
    - Identify a timeframe for violation compliance
    - Identify penalties for failure to correct violations
    - Realize that others will read and use your documents
    - Realize that initial inspection reports can become part of a legal process
  - Distributing and retaining the inspection report
- 6. Describe the inspection report follow-up process, including:
  - Documenting remaining violations and issuing additional notices of violation as necessary
  - Re-inspection to confirm violation correction
  - Documentation to verify compliance with violations
- 7. Describe how to document violations:
  - Require immediate compliance for imminent hazards
  - Allow 15-30 days for compliance after first inspection for standard violation

## Fire Inspector 1A

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- Allow 15-30 days after re-inspection for standard violations
- Take legal action in conformance with agency requirements for failure to comply

### Discussion Questions

1. What are the advantages of a checklist?
2. What are the disadvantages of a checklist?
3. When should an inspector provide a verbal notice of a hazard and not document the violation?
4. What documents should an inspector review prior to the inspection?
5. What are the different aspects of education, engineering, and enforcement?
6. What components are necessary to justify an inspection warrant?
7. Discuss case law established through *See vs. Seattle* (1967).

### Activities

1. Using an actual inspection report as an example, provide students with different violations from an inspection and have each student write their own report about one violation.

**CTS Guide Reference:** None

## Topic 2-5: Confidentiality and Privacy Requirements

### Terminal Learning Objective

At the end of this topic, a student given jurisdictional confidentiality and privacy policies will be able to adhere to applicable confidentiality and privacy requirements throughout the inspection process.

### Enabling Learning Objectives

1. Describe how to obtain agency policies on which records are considered public records
2. Describe a company's right to maintain trade secrets (processes and ingredients/components)
3. Describe how documents related to active inspections and code violations must remain confidential without specific court orders if a violation may result in legal action

### Discussion Questions

1. When is an inspection history confidential?
2. What information should remain unavailable to the public?

### Activities

1. To be determined by the instructor.

**CTS Guide Reference:** None

## Topic 2-6: Ethical Conduct

### Terminal Learning Objective

At the end of this topic, a student given ethical scenarios will be able to carry out his or her responsibilities in an ethical manner.

### Enabling Learning Objectives

1. Define the terms "ethics" and "core values"
2. Describe how one's ethics and core values impact the work environment

3. Describe the ethical aspects of:
  - Code enforcement
  - Gifts and gratuities
  - Professional decorum
4. Describe decision-making models and systems

### Discussion Questions

1. When is it acceptable to receive a “gift” during a fire inspection?
2. From an ethics perspective, if the inspector knows the business operator or owner personally, what practical steps should he or she take when conducting an inspection?

### Activities

1. Ethical Awareness Inventory
2. Activity 2-6: Core Values
3. Develop several scenarios and have students discuss the ethical aspects of each.

**CTS Guide Reference:** CTS 1-1

## Unit 3: Administration

### Topic 3-1: Preparing Inspection Reports

#### Terminal Learning Objective

At the end of this topic, a student given agency policy and procedures, observations from an assigned field inspection, and a sample inspection report or template, will be able to prepare clear and concise inspection reports that reflect the inspection findings in accordance with applicable codes and standards and jurisdictional policies.

#### Enabling Learning Objectives

1. Identify policies of the jurisdiction related to inspection reports
2. Recognize the common components of an inspection report

#### Discussion Questions

1. What are the critical components of an inspection report?

#### Activities

1. Given the findings of an inspection, have students prepare an inspection report.

**CTS Guide Reference:** CTS 2-1

### Topic 3-2: Recognizing the Need for a Permit

#### Terminal Learning Objective

At the end of this topic, a student given a situation or condition will be able to recognize the need for a permit and communicate permit requirements in accordance with applicable codes and standards and jurisdictional policies.

#### Enabling Learning Objectives

1. Identify permit policies of the jurisdiction
2. Identify the rationale for the permit
3. Identify situations and conditions requiring permits
  - Construction permits

## Fire Inspector 1A

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- Operational permits
  - Permit thresholds
4. Communicate permit requirements orally and in writing

### Discussion Questions

1. What are examples of operational permits in your local community?
2. What types of construction permits does the California Fire Code regulate?

### Activities

1. Activity 3-2: Fire Code Permit Types

**CTS Guide Reference:** CTS 2-2

## Topic 3-3: Recognizing the Need for Plan Review

### Terminal Learning Objective

At the end of this topic, a student given a situation or condition will be able to recognize the need for plan review and communicate plan review requirements in accordance with applicable codes and standards and jurisdictional policies.

### Enabling Learning Objectives

1. Identify plan review policies of the jurisdiction
2. Identify the rationale for a plan review
  - Documenting proposed activities for construction or modifications (tenant improvement) to a location regulated by the California Building Code and/or California Fire Code
  - Identifying the project designer and installer
  - Discovering discrepancies or omissions in the design that must be changed prior to project approval
  - Ensuring compliance with applicable codes, standards, and practices
  - Approving a construction project or a process
  - Issuing a permit for an activity or process
3. Communicate plan review requirements orally and in writing
4. Describe the activities that would require a plan submittal
  - New construction
  - Modifications to an existing structure (including tenant improvements)
  - Change of occupancy
  - Change in operational use

### Discussion Questions

1. What is the primary purpose of plan review?
2. What activities do not require a plan submittal or review?

### Activities

1. To be determined by the instructor.

**CTS Guide Reference:** CTS 2-3

## Topic 3-4: Investigating Common Complaints

### Terminal Learning Objective

At the end of this topic, a student given a reported situation or condition will be able to investigate common complaints in a manner that records complaint information, initiates the process approved by the jurisdiction, and resolves the complaint.

### Enabling Learning Objectives

1. Identify policies of the jurisdiction related to complaints
2. Apply codes and standards
3. Describe the complaint resolution process
  - Receive and document a complaint
  - Check records for similar violations
  - Validate a complaint (inspection vs. records search)
  - Maintain complainant confidentiality
4. Recognize whether or not a complaint addresses a violation of jurisdictional codes or standards
5. Communicate complaint resolution orally and in writing
  - Determine the appropriate agency to act on the complaint
  - Refer a complaint to the appropriate agency
  - Act on a complaint
  - Issue a notice of violation for a validated complaint
  - Follow up to confirm compliance
6. Describe the influences of political pressure on complaint resolution

### Discussion Questions

1. How would you prioritize a complaint received?
2. How would you respond to a non-fire hazard complaint?
3. What types of complaints would an inspector refer to another agency or department?

### Activities

1. To be determined by the instructor.

**CTS Guide Reference:** CTS 2-4

## Topic 3-5: Participating in Legal Proceedings

### Terminal Learning Objective

At the end of this topic, a student given the findings of a field inspection or complaint and consultation with legal counsel will be able to participate in legal proceedings with a professional demeanor, presenting all information.

### Enabling Learning Objectives

1. Identify common terminology used in legal proceedings, including:
  - Case filing (agency initiation)
  - Deposition
  - Expert testimony
  - Indirect documents (emails, phone records, etc.)
  - Judgment
  - Subpoena (external initiation)

## Fire Inspector 1A

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- Testimony
- 2. Identify types of legal proceedings
  - Criminal
  - Civil
- 3. Identify legal requirements pertaining to evidence rules in the legal system
- 4. Describe how to maintain a professional courtroom demeanor, including:
  - Wearing appropriate attire
  - Being well groomed
  - Using a professional tone of voice
  - Restraining unnecessary body language
  - Maintaining direct eye contact
  - Maintaining a professional attitude (argumentative vs. pleasant)
  - Answering all questions truthfully
  - Allowing objection time between question and answer
  - Avoiding volunteering information
  - Moderating reactions to questions and activities during testimony
- 5. Identify how to differentiate facts from opinions
  - Identify facts as documentation, including:
    - Physical evidence
    - Photographs
    - Witness statements
    - First responder statements
  - Identify opinions as not admissible, including:
    - Personal biases
    - Hearsay
    - Irrelevant statements
    - Exception: The opinion of an expert witnesses can be admissible

### Discussion Questions

1. When should a fire inspector seek legal counsel?
2. Who should be notified if a fire inspector receives a subpoena?
3. During a deposition, should a fire inspector make statements without legal counsel present?
4. What are examples of facts as related to a fire inspection?
5. What are examples of opinions that should not influence a case?
6. When should a fire inspector give an opinion?

### Activities

1. To be determined by the instructor.

**CTS Guide Reference:** CTS 2-6

## Time Table

Segment	Lecture Time	Activity Time	Total Unit Time
<b>Unit 1: Introduction</b>			
Topic 1-1: Orientation and Administration			
Lecture	00:30		
Activity 1-1: To be determined by instructor		00:00	
Topic 1-2: Fire Marshal Certification Process			
Lecture	00:30		
Activity 1-2: To be determined by instructor		00:00	
<b>Unit 1 Totals</b>	<b>1:00</b>	<b>00:00</b>	<b>1:00</b>
<b>Unit 2: Roles and Responsibilities</b>			
Topic 2-1: Definition of Duties			
Lecture	00:30		
Activity 2-1: To be determined by instructor		00:00	
Topic 2-2: Identifying Legal Responsibilities and Authority			
Lecture	2:30		
Activity 2-2: See suggested activity		00:30	
Topic 2-3: Identifying Codes and Standards			
Lecture	1:30		
Activity 2-3: See suggested activity		00:30	
Topic 2-4: The Inspection Process			
Lecture	3:30		
Activity 2-4: See suggested activity		00:30	
Topic 2-5: Confidentiality and Privacy Requirements			
Lecture	00:30		
Activity 2-5: To be determined by instructor		00:00	
Topic 2-6: Ethical Conduct			
Lecture	2:30		
Activity: Ethical Awareness Inventory		1:00	
Activity 2-6: Core Values		00:45	
Activity: See suggested activity		00:45	
<b>Unit 2 Totals</b>	<b>11:00</b>	<b>4:00</b>	<b>15:00</b>
<b>Unit 3: Administration</b>			

## Fire Inspector 1A

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Segment	Lecture Time	Activity Time	Total Unit Time
Topic 3-1: Preparing Inspection Reports			
Lecture	00:30		
Activity 3-1: See suggested activity		00:30	
Topic 3-2: Recognizing the Need for a Permit			
Lecture	00:45		
Activity 3-2: Fire Code Permit Types		00:15	
Topic 3-3: Recognizing the Need for Plan Review			
Lecture	00:30		
Activity 3-3: To be determined by instructor		00:00	
Topic 3-4: Investigating Common Complaints			
Lecture	1:00		
Activity 3-4: To be determined by instructor		00:00	
Topic 3-5: Participating in Legal Proceedings			
Lecture	2:00		
Activity 3-5: To be determined by instructor		00:00	
<b>Unit 3 Totals</b>	<b>4:45</b>	<b>00:45</b>	<b>5:30</b>
<b>Lecture, Activity, and Unit Totals:</b>	<b>16:45</b>	<b>4:45</b>	<b>21:30</b>

### Course Totals

Total Lecture Time (LT)	16:45
Total Activity Time (AT)	4:45
Total Testing Time (TT)	2:30
<b>Total Course Time</b>	<b>24:00</b>