



Fire Prevention Administration

Course Plan

Course Details

Certification:	Fire Inspector II
CTS Guide:	Fire Inspector II Certification Training Standard (October 2010)
Description:	This course provides students with a basic knowledge of the administrative requirements related to the roles and responsibilities of a Fire Inspector II including processing permit and plan review applications, enforcing permit regulations, investigating complex complaints, recommending modifications to codes and standards, recommending policies and procedures for inspection services, generating written appeals correspondence, initiating legal action, evaluating inspection reports, and proposing technical reference material acquisition.
Designed For:	The certified Fire Inspector I advancing to the Fire Inspector II classification
Prerequisites:	Fire Inspector 1A, 1B, 1C, and 1D OR Fire Prevention 1A, 1B, and 1C
Standard:	Complete all activities and formative tests. Complete all summative tests with a minimum score of 80%.
Hours:	Lecture: 10:30 Activities: 4:30 Testing: 1:00
Hours (Total):	16:00
Maximum Class Size:	40
Instructor Level:	Primary Instructor
Instructor/Student Ratio:	1:40
Restrictions:	None
SFT Designation:	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)
- California Fire Code (with Title 19 excerpts)
(International Code Council, 2013 edition, ISBN: 9781609834609)

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 3-1: Complex Complaints
- Activity 4-1: Modifications to Jurisdictional Codes and Standards

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)

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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, the courses and requirements for Fire Inspector II 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

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- Fire Inspector II
 - Plans Examiner
 - Fire Marshal
2. Identify the courses required for Fire Inspector II
 - Fire Inspector 2A: Fire Prevention Administration
 - Fire Inspector 2B: Fire and Life Safety Requirements
 - Fire Inspector 2C: Fire and Life Safety Systems and Equipment Inspections
 - Fire Inspector 2D: Hazardous Materials, Operations, and Processes
 3. Identify any other requirements for Fire Inspector II
 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.

Topic 1-3: Definition of Duties

Terminal Learning Objective

At the end of this topic, a student given Sections 5.2, 5.3, 5.4, 6.2, and 6.3 of NFPA 1031 (2009) will be able to identify the administrative, field inspection, and plan review duties of a Fire Inspector II on a summative exam.

Enabling Learning Objectives

1. Identify the administrative duties of a Fire Inspector II
 - Conducting research
 - Interpreting codes
 - Implementing policy
 - Testifying at legal proceedings
 - Creating forms and job aids
 - Recommending, creating, and evaluating policies and procedures for life safety inspections and code enforcement activities
2. Identify the field inspection duties of a Fire Inspector II

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- Conducting code enforcement inspections
 - Analyzing new and existing structures and properties for construction, occupancy, fire protection, and exposures
 - Analyzing code compliance alternatives
 - Evaluating construction, occupancy, fire protection, and exposures
 - Evaluating emergency planning services
3. Identify the plan review duties of a Fire Inspector II
 - Field verifying shop drawings, plans and construction documents to ensure that they meet the intent of applicable codes and standards for fire and life safety
 4. Describe how one's ethics and core values impact the work environment, including:
 - Code enforcement
 - Gifts and gratuities
 - Professional decorum

Discussion Questions

1. What are the jurisdictional organizations that require inspectors to conduct inspections?
2. What ethics-related situations have you encountered as a fire inspector?

Activities

1. To be determined by the instructor.

CTS Guide Reference: CTS 1-1

Unit 2: Processing Permit & Plan Review Applications

Topic 2-1: Processing Permit Applications

Terminal Learning Objective

At the end of this topic, a student, given a specific request, will be able to evaluate and process a permit application to issue or deny a permit in accordance with applicable codes and standards and jurisdictional policies.

Enabling Learning Objectives

1. Describe the permit application process
 - Collecting fees or charges
 - Tracking documentaton
 - Verifying application is complete
 - Verifying license and worker's compensation information
2. Identify applicable codes, standards, policies, and procedures of the jurisdiction

Discussion Questions

1. What are the components of a construction permit?

Activities

1. Given a scenario and a sample permit application, complete a permit application.

CTS Guide Reference: CTS 2-1

Topic 2-2: Enforcing Permit Regulations

Terminal Learning Objective

At the end of this topic, a student, given a permit application or report of a violation, applicable codes and standards, and policies of the jurisdiction, will be able to enforce permit regulations in accordance with applicable codes and standards and jurisdictional policies and mitigate violations.

Enabling Learning Objectives

1. Describe legal authority for permit issuance and revocation
2. Describe enforcing permit regulations, including:
 - Visiting the permit activity site
 - Comparing permit to actual activity
 - Identifying and documenting discrepancies
 - Notifying responsible parties
 - Identifying deficiency resolution options
 - Verifying compliance
 - Issuing stop work notice if necessary
 - Revoking permit if necessary
3. Identify applicable codes and standards adopted by the jurisdiction
4. Make decisions about permit violations and communicate as necessary to enforce permit regulations
5. Evaluate consequences of improper enforcement

Discussion Questions

1. When would an inspector visit a permit activity site?
2. When would an inspector issue a stop work notice?

Activities

1. To be determined by the instructor.

CTS Guide Reference: CTS 2-8

Topic 2-3: Processing Plan Review Applications

Terminal Learning Objective

At the end of this topic, a student, given a specific request, will be able to evaluate and process a plan review application in accordance with applicable codes and standards and jurisdictional policies.

Enabling Learning Objectives

1. Describe the plan review application process
 - Collecting fees or charges
 - Tracking documentation
 - Verifying application is complete
 - Verifying that all necessary plan views and documentation are included
2. Discuss the code requirements of the jurisdiction
3. Identify the policies and procedures of the jurisdiction

- Legal authority for plan review
4. Communicate orally and in writing on matters related to code requirements, policies, and procedures of the jurisdiction

Discussion Questions

1. What are the different types of plan views?
2. What purpose do manufacturer's cut sheets serve?

Activities

1. Given a plan review application accompanied by an incomplete set of plans and documents, have students compose correspondence informing the applicant of requirements per the jurisdictional code requirements, policies, and procedures.

CTS Guide Reference: CTS 2-2

Unit 3: Complex Complaints

Topic 3-1: Investigating Complex Complaints

Terminal Learning Objective

At the end of this topic, a student, given a reported situation or condition, will be able to investigate complex complaints in order to record complaint information, initiate the investigation process, and resolve the complaint in accordance with application codes and standards and jurisdictional policies.

Enabling Learning Objectives

1. Describe methods and procedures to record, validate, and resolve complex complaints
 - Documenting complaint
 - Reviewing related past files
 - Researching complaint topic
 - Conducting a field inspection
 - Recognizing the problem
 - Documenting findings
 - Identifying options for resolution
 - Referring to appropriate level or other agencies when necessary
2. Identify applicable codes, standards, and policies adopted by the jurisdiction
3. Discuss how political pressures impact complaint investigation and resolution
4. Interpret codes and standards as they apply to the resolution of a complex complaint
5. Recognize problems during the investigation of a complex complaint
6. Refer complaints to other agencies when required

Discussion Questions

1. What makes a complaint a complex complaint?
2. How might political pressure affect complaint investigation?

Activities

1. Activity 3-1: Complex Complaints

Instructor Notes

1. At this professional level, the resolution of the complaint will depend heavily on the technical evaluation of the complaint and the selection of possible corrective actions. More than one solution might be available.

CTS Guide Reference: CTS 2-3

Unit 4: Modification of Codes and Standards

Topic 4-1: Recommending Modifications to Codes and Standards

Terminal Learning Objective

At the end of this topic, a student, given a fire safety issue, will be able to recommend modifications to the adopted codes and standards of the jurisdiction that address a problem, need, or deficiency.

Enabling Learning Objectives

1. Describe state statutes or local ordinances establishing or empowering the agency to adopt, enforce, and revise codes and standards
 - Health and Safety Code (Section 13143, 17921(b), and 17958.7)
 - California Administrative Code
2. Describe the legal instruments establishing or adopting codes and standards
3. Describe the development and adoption process for fire and life safety legislation or regulations
 - Publication of model code used in California by ICC
 - Review and modification by state agencies
 - Adoption by State Building Standards Commission
 - Review and modification by local agencies (during 180 day waiting period)
 - Adoption by local agency
4. Recognize problems with adopted codes and standards, and collect and develop potential solutions
5. Identify cost/risk benefits of modifying adopted codes and standards

Discussion Questions

1. Which state statutes give local agencies the authority to modify codes?
2. What fiscal impact might code modification have on a community?

Activities

1. Activity 4-1: Modifications to Jurisdictional Codes and Standards

CTS Guide Reference: CTS 2-4

Unit 5: Policies, Procedures, & Processes for Inspection Services

Topic 5-1: Recommending Policies and Procedures for Inspection Services

Terminal Learning Objective

At the end of this topic, a student, given management objectives, will be able to recommend policies and procedures for delivering inspection services that are in accordance with jurisdictional policies and follow due process of the law.

Enabling Learning Objectives

1. Identify the policies and procedures of the jurisdiction related to code enforcement
 - Mandated inspection frequency
 - Follow-up visits
 - Timely response to complaints
2. Describe reasons why you might change a policy or procedure
 - Actual practices don't follow policy or procedure
 - A current policy or procedure creates another problem
 - A current policy or procedure is inefficient
 - Code changes
 - A policy or procedure addresses a problem that no longer exists
 - No policy or procedure exists to address a specific topic
 - A policy or procedure is adopted into a higher level code and no longer requires addressing at the local level
3. Describe how to recommend policies and procedures for delivering inspection services, including:
 - Identifying the reason or need for change
 - Conducting research in order to gather or create supporting documentation
 - Developing proposal
 - Drafting proposed policy or procedural change
 - Meeting with appropriate people for approval
 - Implementation if approved
4. Describe sources of detailed and technical information relating to fire protection and life safety
5. Educate supervisors in the need for new policies or procedures

Discussion Questions

1. What inspection-related policy or procedure would you change in your jurisdiction? Why?

Activities

1. Given an existing policy and possible reasons for change, have students break into small groups and write a sample policy change with justification.

CTS Guide Reference: CTS 2-5

Topic 5-2: Generating Written Appeals Correspondence

Terminal Learning Objective

At the end of this topic, a student given a request for an appeal, will be able to generate written correspondence related to the issuance of appeals that clearly addresses the issue and is appropriate for the intended audience.

Enabling Learning Objectives

1. Identify the judicial review process for the jurisdiction
2. Describe the established appeals procedure for the jurisdiction
3. Identify the limitations of the appeals process, including:
 - Timeliness of the appeals process
 - Limited findings an appeals board may make
4. Interpret codes and standards and communicate requirements via written appeals correspondence
5. Evaluate requests for appeal and make decisions related to the appeals process
6. Issue written reports as required by jurisdictional appeals procedure

Discussion Questions

1. What is the judicial review process within your jurisdiction?
2. What is the appeals process in your jurisdiction?

Activities

1. Given a request for appeal, have students evaluate the request and generate written correspondence communicating their findings.

CTS Guide Reference: CTS 2-6

Topic 5-3: Initiating Legal Action

Terminal Learning Objective

At the end of this topic, a student, given a description of a violation and a legal opinion, will be able to initiate legal action related to a fire code violation in accordance with jurisdictional policies and due process of the law.

Enabling Learning Objectives

1. Describe legal procedure for fire code enforcement
 - Determining when legal action is required
 - Evaluating jurisdictional options related to legal action
 - Issuing notice of legal action
 - Following the due process of the law
2. Discuss authority and limitations of police powers
3. Address legal action in accordance with the policies and procedures of the jurisdiction

Discussion Questions

1. When should an inspector initiate legal action against a business owner?
2. Who is your legal counsel within your department or district?

Activities

1. To be determined by the instructor.

CTS Guide Reference: CTS 2-9

Topic 5-4: Evaluating Inspection Reports

Terminal Learning Objective

At the end of this topic, a student, given applicable codes, standards, policies, and procedures of the jurisdiction, will be able to evaluate inspection reports and completed forms and checklists for correct, clear, and concise information.

Enabling Learning Objectives

1. Identify applicable codes and standards adopted by the jurisdiction and their interrelationships
2. Identify various sources for additional reference materials related to code enforcement
3. Describe how to evaluate completed inspection reports, forms, and checklists
 - Confirm that information is complete, correct, clear, and concise
4. Demonstrate familiarity with code-related research
5. Compare code requirements of a jurisdiction with prepared inspection reports
6. Provide corrective information or correction to subordinate's inspection reports where necessary

Discussion Questions

1. Why should an inspection report be complete, correct, clear, and concise?
2. Should someone other than the inspector review all inspection reports?

Activities

1. Given sample inspection forms, identify which are complete and what information might be missing.

CTS Guide Reference: CTS 2-10

Unit 6: Technical Reference Material Acquisition

Topic 6-1: Proposing Technical Reference Material Acquisition

Terminal Learning Objective

At the end of this topic, a student, given a scope of responsibility, budget limitations, and specific code-related issues, will be able to propose the acquisition of technical reference materials that meet specific needs.

Enabling Learning Objectives

1. Identify types and sources of publications, including:
 - Approval and listings guides
 - Codes and standards
 - Technical references
 - Electronic media

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2. Recognize the need for materials
3. Identify correct materials for specific needs
 - Selecting nationally recognized standards
 - Ensuring applicability in California
 - Selecting the proper edition
 - Assessing value of the information reference provides versus alternate less expensive materials
 - Paper versus digital versions
4. Calculate budget impact of material acquisition
 - Initial costs
 - Recurring costs
 - Purchase/update schedule
5. Make decisions regarding acquisition priorities

Discussion Questions

1. Are paper versions or electronic versions of reference materials better?
2. How should these technical resources be made available to the public?

Activities

1. Given a list of specific technical resources, develop an acquisition plan and budget proposal.

CTS Guide Reference: CTS 2-7

Time Table

Segment	Lecture Time	Activity Time	Total Unit Time
Unit 1: Introduction			
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	
Topic 1-3: Definition of Duties			
Lecture	00:30		
Activity 1-3: To be determined by instructor		00:00	
Unit 1 Totals	1:30	00:00	1:30
Unit 2: Processing Permit & Plan Review Applications			
Topic 2-1: Processing Permit Applications			
Lecture	00:30		
Activity 2-1: See suggested activity		00:30	
Topic 2-2: Enforcing Permit Regulations			
Lecture	00:30		
Activity 2-2: To be determined by instructor		00:00	
Topic 2-3: Processing Plan Review Applications			
Lecture	00:30		
Activity 2-3: See suggested activity		00:30	
Unit 2 Totals	1:30	1:00	2:30
Unit 3: Complex Complaints			
Topic 3-1: Investigating Complex Complaints			
Lecture	1:00		
Activity 3-1: Complex Complaints		00:30	
Unit 3 Totals	1:00	00:30	1:30
Unit 4: Modification of Codes and Standards			
Topic 4-1: Recommending Modifications to Codes and Standards			

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Segment	Lecture Time	Activity Time	Total Unit Time
Lecture	1:30		
Activity 4-1: Modifications to Jurisdictional Codes and Standards		00:30	
Unit 4 Totals	1:30	00:30	2:00
Unit 5: Policies, Procedures, and Processes for Inspection Services			
Topic 5-1: Recommending Policies and Procedures for Inspection Services			
Lecture	1:30		
Activity 5-1: See suggested activity		00:30	
Topic 5-2: Generating Written Appeals Correspondence			
Lecture	1:00		
Activity 5-2: See suggested activity		1:00	
Topic 5-3: Initiating Legal Action			
Lecture	1:00		
Activity 5-3: To be determined by instructor		00:00	
Topic 5-4: Evaluating Inspection Reports			
Lecture	1:00		
Activity 5-4: See suggested activity		00:30	
Unit 5 Totals	4:30	2:00	6:30
Unit 6: Technical Reference Material Acquisition			
Topic 6-1: Proposing Technical Reference Material Acquisition			
Lecture	00:30		
Activity 6-1: See suggested activity		00:30	
Unit 6 Totals	00:30	00:30	1:00
Lecture, Activity, and Unit Totals:	10:30	4:30	15:00

Course Totals

Total Lecture Time (LT)	10:30
Total Activity Time (AT)	4:30
Total Testing Time (TT)	1:00
Total Course Time	16:00