



**Fire Inspector I
Certification Preparation Guide
July 2009**



The mission of the Wisconsin Technical College System is to provide citizens with comprehensive technical and adult education that:

- Enables individuals to acquire the occupational education necessary for full participation and advancement in the workforce;
- Provides remedial and basic skills education to enable individuals to function as literate members of society;
- Fosters economic development through on-site training and technical assistance to business, industry, and labor.



The mission of Wisconsin Fire Service Training is to provide the state's fire service personnel with:

- A comprehensive education and training program in fire prevention and protection;
- Certification according to standards established by the National Fire Protection Association.

Acknowledgement

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As a member of the Training Resources and Data Exchange (TRADE) of the National Fire Academy, WTCS FST is committed to fostering the ongoing exchange of ideas, programs, and curricula among and between Federal, State and local fire training organizations. Many of the publications and training materials of the WTCS FST may be freely used to aid emergency responders in any way possible. This manual is one of the aforementioned publications. We would appreciate the accompaniment of a credit line with any portion of this guide that is used indicating WTCS FST as the origin of the material. We also ask that such materials borrowed from us not be sold for profit.

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SECTION I CERTIFICATION OVERVIEW

Foreword

On May 23, 1978, the Wisconsin Board of Vocational, Technical, and Adult Education (WBVTAE), since renamed the Wisconsin Technical College System Board (WTCSB) approved the provision of certification to the Wisconsin fire service. The WTCSB also adopted the National Professional Qualifications for the Fire Service, National Fire Protection Association (NFPA) 1000 Series Standards, and any future standards of the series as those which shall be used for identifying training course content for the certification of Wisconsin fire service personnel.

Fire service certification in the state of Wisconsin is not mandated by the WTCSB, or any other state agency. Certification is rather an endeavor to be undertaken voluntarily by individuals or by collective members of fire departments. Those who aspire to Wisconsin fire service certification, however, must satisfy the program requirements which are based on the appropriate NFPA Standards and be tested for competency.

Certification is not necessarily a means of determining who may participate in the vocation or avocation of fire fighting but is rather a symbol of dedication and commitment by the certified individual.

WTCS Fire Service Training (FST) is ready and able to assist motivated individuals and/or fire departments in achieving their training and certification goals.

Assistance in Preparing for Certification

WTCS FST published preparation guides may be obtained from the WTCS FST Web page <http://systematic.wtcsystem.edu/Certification/fire>. These guides contain pertinent information designed to assist candidates in preparing for the certification process for the category and level of certification chosen.

Entrance into the Wisconsin Fire Service Certification System

Qualified individuals may enter the certification system by contacting any of the institutions of the WTCS. Upon receipt of a request, appropriate information and application materials for any of the certification categories/levels available will be forwarded. A listing of WTCS institutions and their respective fire service coordinators/supervisors can be accessed from the WTCS FST web page.

Application/State Summary Form Element

All candidates seeking certification within the WTCS FST Certification Program must submit completed application and state summary forms to the WTCS institution of their residency. Application and color-coded state summary forms can be obtained from the WTCS fire service coordinators/supervisors.

Self-Study Element

Some Job Performance Requirements (JPRs) of the NFPA 1031, Standard for Professional Qualifications for Fire Inspector and Plan Examiner (hereafter referred to as NFPA 1031), cannot be adequately or fairly tested on the practical skills examination without completion of a self-study element during the training course. In Fire Inspector I this is referred to as the preceptorship assignment which candidates must bring with them to the practical skills exam.

Written Examination Element

Approved candidates will be allowed to write the state certification examination for the category and/or level chosen. The written examination will consist of 100 questions with a 90 minute time limit. Multiple choice, true/false and matching questions can be expected. If the candidates successfully achieve a minimum score of 70 percent on the written examination, they will advance to the practical skills examination element of the process.

Candidates who received their preparatory training through the state-approved training program and who fail their initial attempt at the written examination will be allowed up to 2 retests. If still unsuccessful after their second retest, these candidates are required to re-enroll in and complete the approved training program before being allowed to again write the examination. A variety of exams will be used to insure that no candidate is allowed to take the same exam more than once. Each exam will be based on NFPA 1031 and constructed from a bank of questions maintained by WTCS FST.

Individuals granted advanced standing for documented training from sources other than the state-approved training program will be allowed a one-time challenge of the written examination. If successful in the challenge, they will be scheduled for the practical skills component of the certification process. If unsuccessful, they must complete the state-approved training program before being allowed to again write the examination.

Practical Skills Examination Element

Candidates who have passed the written examination element will be assigned to a practical skills examination at an approved WTCS test site on a date of their choosing (pending availability of openings). The appropriate practical skills examination fee is due, payable to the assigned WTCS test site (checks only).

Candidates will be responsible for all skills required by NFPA 1031 and must be prepared to perform any of the skills contained within the examination structure (a summary of the practical skills test stations is included in this document [see appendix]). Due to the number of skills required by the standard, not all skills can be tested in a given examination. Rather, the number of skills will be selected for each exam through a random process. Skills to be tested will not be selected until the day of the exam to prevent prior knowledge by the candidates. The intent of this process is to insure that candidates are prepared to test on all of the skills required by the standard. Each candidate must perform a total of 6 of the 13 possible evolutions contained within the Fire Inspector I examination structure.

Practical examinations are graded on a 100 percent pass/fail basis. Throughout the design of the evaluation checklists, critical components of the skills will be strictly evaluated. “Non-fatal” components and many “local issue” components that vary from fire department to fire department will not be critically evaluated during the examination.

Candidates must successfully complete all skills stations of an examination to receive a passing grade. Candidates who fail up to 2 stations may retest on the same day at no additional cost. Such retests will be conducted only after all other candidates have completed their examinations. If, after retesting, the candidates fail the station(s) again, they must retake the entire examination at a later date. Candidates who fail 3 or more stations on their initial examination attempt must retake the entire examination at a later date as well. This requirement is necessitated by the random examination skills selection process. Such retakes also require payment of another examination fee.

Examination Results

Candidates will be notified of certification examination results upon examination completion.

Certification

Upon successful completion of all elements of the certification process, the candidate's name will be entered into the WTCS FST Certification database. Individuals will also receive, at no additional cost, an individualized certificate from the WTCS FST.

Denial and Revocation of Certification

The WTCS FST will deny or revoke certification if the individual(s):

- Knowingly submits false information to the WTCS FST.
- Cheats during the examination process.

Appeal Process

If certification is denied or revoked, the individual is entitled to due process, including appeal and hearing. The entire appeal process is listed in the WTCS FST *Certification Program Policy and Procedures Manual*.

SECTION II FIRE INSPECTOR CERTIFICATION PREPARATION GUIDE

Fire Inspector I Certification Preparation Guide

This document is provided to assist candidates as they ready themselves to enter the WTCS FST Fire Inspector I Certification Process.

The NFPA 1031, *Standard for Professional Qualifications for Fire Inspector and Plan Examiner*, (2003 edition), Fire Inspector I JPRs are listed in the left column. The middle and right columns contain information that will help candidates identify study resources or other notes on how to prepare for the written and practical examination elements.

The JPRs of NFPA 1031, Fire Inspector I that must be met for certification are divided into four (4) elements. These elements are: State Summary Form; Self-Study; Written Examination, and Practical Skills Examination.

Reference List

The primary reference materials for meeting certification requirements is the International Fire Service Training Association (IFSTA) *Inspection and Code Enforcement*, 7th Edition textbook and Student Workbook, and the WTCS developed Fire Inspector Certified Part 1 and 2 student manuals. Additional reference materials candidates should consider include;

- National Fire Protection Association (NFPA) 1 Uniform Fire Code, 2006 Edition
- International Building Code (IBC), 2006 Edition

Self-Study and Written/Practical Examination Hints

NFPA 1031 Fire Inspector 1	Study References	IFSTA Text Pages
<p>4.1* General. The Fire Inspector I shall meet the job performance requirements defined in Sections 4.2 through 4.4. In addition, the Fire Inspector I shall meet the requirements of Section 4.2 of NFPA 472.</p> <p><i>A.4.1 The intent of the committee is that individuals at the Fire Inspector I level perform basic fire safety inspections. Individuals at this level can include fire fighters who are normally assigned to fire suppression or other individuals whose primary job responsibilities are not fire inspection.</i></p>		
<p>4.2* Administration. This duty involves the preparation of correspondence and inspection reports, handling of complaints, and maintenance of records, as well as participation in legal proceedings and maintenance of an open dialogue with the plan examiner and emergency response personnel according to the following job performance requirements.</p> <p><i>A.4.2 Maintaining an open dialogue with plan examiners and emergency response personnel is a key component of the duties of Fire Inspector I.</i></p>		
<p>4.2.1 Prepare inspection reports, given observations from a field inspection, so that the report is clear and concise and accurately reflects the findings of the inspection in accordance with applicable codes and standards.</p> <p>(A) Requisite Knowledge. Applicable codes and standards adopted by the jurisdiction and policies of the jurisdiction.</p> <p>(B) Requisite Skills. The ability to interpret codes and standards.</p>	<p>IFSTA Chapter 1 IFSTA Chapter 17</p> <p>Fire Inspector 1 Student Guide</p> <p>Practical Skill Test & Preceptorship Assignment</p>	<p>13-17 745-746, 757-766</p> <p>Lesson 3B Student Activity</p> <p>Note: Also review WI Detailed Fire Prevention Report Form SBD-10615a</p>
<p>4.2.2 Recognize the need for a permit, given a situation or condition, so that requirements for permits are communicated in accordance with the policies of the jurisdiction.</p> <p>(A) Requisite Knowledge. Permit policies of the jurisdiction and the rationale for the permit.</p> <p>(B) Requisite Skills. The ability to communicate orally and in writing.</p>	<p>IFSTA Chapter 2</p> <p>NFPA 1:1.12</p> <p>Practical Skill Test</p>	<p>63-70</p>

<p>4.2.3 Recognize the need for plan review, given a situation or condition, so that requirements for plan reviews are communicated in accordance with the policies of the jurisdiction.</p> <p>(A) Requisite Knowledge. Plan review policies of the jurisdiction and the rationale for the plan review.</p> <p>(B) Requisite Skills. The ability to communicate orally and in writing.</p>	<p>IFSTA Chapter 16</p> <p>Preceptorship Assignment</p>	<p>679-680</p>
<p>4.2.4 Investigate common complaints, given a reported situation or condition, so that complaint information is recorded, the AHJ-approved process is initiated, and the complaint is resolved.</p> <p>(A) Requisite Knowledge. Applicable codes and standards adopted by the jurisdiction and policies of the jurisdiction.</p> <p>(B) Requisite Skills. The ability to interpret codes and standards, communicate orally and in writing, recognize problems, and refer complaints.</p>	<p>IFSTA Chapter 1 IFSTA Chapter 2 IFSTA Chapter 17</p> <p>Practical Skill Test</p>	<p>20-21, 30-32 37-57 754-757</p>
<p>4.2.5* Identify the applicable code or standard, given a fire protection, fire prevention, or life safety issue, so that the applicable document, edition, and section are referenced.</p> <p>(A) Requisite Knowledge. Applicable codes and standards adopted by the jurisdiction.</p> <p>(B) Requisite Skills. The ability to interpret codes.</p> <p><i>A.4.2.5 The fire inspector should avoid enforcement of codes or standards that have not been legally adopted by the jurisdiction. The fire inspector should not retroactively apply codes and standards unless legally required by the jurisdiction.</i></p>	<p>IFSTA Chapter 2</p> <p>Fire Inspector 1 Student Guide</p> <p>Practical Skill Test & Preceptorship Assignment</p>	<p>37-57</p> <p>Lesson 15A, 16, 17, and 18 Student Activities</p>
<p>4.2.6 Participate in legal proceedings, given the findings of a field inspection or a complaint and consultation with legal counsel, so that all information is presented accurately and the inspector's demeanor is professional.</p> <p>(A) Requisite Knowledge. The legal requirements pertaining to evidence rules in the legal system and types of legal proceedings.</p> <p>(B) Requisite Skills. The ability to maintain a professional courtroom demeanor, communicate, listen, and differentiate facts from opinions.</p>	<p>IFSTA Chapter 2</p> <p>Practical Skill Test</p>	<p>60-62</p>

<p>4.3 Field Inspection. This duty involves fire safety inspections of new and existing structures and properties for construction, occupancy, fire protection, and exposures, according to the following job performance requirements.</p>		
<p>4.3.1 Identify the occupancy classification of a single-use occupancy, given a description of the occupancy and its use, so that an accurate classification is made according to the applicable codes and standards.</p> <p>(A) Requisite Knowledge. Occupancy classification types; applicable codes, regulations, and standards adopted by the jurisdiction; operational features; and fire hazards presented by various occupancies.</p> <p>(B) Requisite Skills. The ability to make observations and correct decisions.</p>	<p>IFSTA Chapter 4</p> <p>Fire Inspector 1 Student Guide</p> <p>NFPA 1, Chapter 6 IBC Chapter 3</p> <p>Practical Skill Test</p>	<p>130-148</p> <p>Lesson 6 Student Activity</p>
<p>4.3.2 Compute the allowable occupant load of a single-use occupancy or portion thereof, given a detailed description of the occupancy, so that the calculated allowable occupant load is established in accordance with applicable codes and standards.</p> <p>(A) Requisite Knowledge. Occupancy classification types; applicable codes, regulations, and standards adopted by the jurisdiction; operational features; fire hazards presented by various occupancies; and occupant load factors.</p> <p>(B) Requisite Skills. The ability to calculate accurate occupant loads, identify occupancy factors related to various occupancy types, use measuring tools, and make field sketches.</p>	<p>IFSTA Chapter 7</p> <p>Fire Inspector 1 Student Guide</p> <p>NFPA 1:14.8.1.2</p> <p>Practical Skill Test</p>	<p>278-280</p> <p>Lesson 6 Student Activity</p>
<p>4.3.3* Inspect means of egress elements, given observations made during a field inspection of an existing building, so that means of egress elements are maintained in compliance with applicable codes and standards and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.</p> <p>(A) Requisite Knowledge. Applicable codes and standards adopted by the jurisdiction related to means of egress elements, maintenance requirements of egress elements, types of construction, occupancy egress requirements, and the relationship of fixed fire protection systems to egress requirements and to approved means of egress, including, but not limited to, doors, hardware, and lights.</p> <p>(B) Requisite Skills. The ability to observe and recognize problems, calculate, make basic decisions related to means of egress, use measuring tools, and make field sketches.</p>	<p>IFSTA Chapter 7</p> <p>NFPA 1, Chapter 14</p> <p>Practical Skill Test & Preceptorship Assignment</p>	<p>261-277</p>

<p><i>A.4.3.3 Examples of means of egress elements include exit access, exit enclosures, exit discharges, exit travel distances, arrangement, capacity, stairways, ramps, doors, hardware, exit markings, and illumination.</i></p>		
<p>4.3.4* Verify the type of construction for an addition or remodeling project, given field observations or a description of the project and the materials being used, so that the construction type is classified and recorded in accordance with the applicable codes and standards and the policies of the jurisdiction.</p> <p>(A) Requisite Knowledge. Applicable codes and standards adopted by the jurisdiction, types of construction classification, rated construction components, and accepted building construction methods and materials.</p> <p>(B) Requisite Skills. The ability to read plans, make decisions, and interpret codes.</p> <p><i>A.4.3.4 A building description includes height and area dimensions, construction type, and construction materials.</i></p>	<p>IFSTA Chapter 4 IFSTA Chapter 5 IFSTA Chapter 6 IFSTA Chapter 16 IFSTA Chapter 17</p> <p>Fire Inspector 1 Student Guide</p> <p>NFPA 1:12.2</p> <p>IBC Chapter 6</p> <p>Practical Skill Test</p>	<p>121-129 157-196 201-256 686-707, 711-713, 740-741</p> <p>Lesson 5B Student Activity</p>
<p>4.3.5* Determine the operational readiness of existing fixed fire suppression systems, given test documentation and field observations, so that the systems are in an operational state, maintenance is documented, and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.</p> <p>(A) Requisite Knowledge. A basic understanding of the components and operation of fixed fire suppression systems and applicable codes and standards.</p> <p>(B) Requisite Skills. The ability to observe, make decisions, recognize problems, and read reports.</p> <p><i>A.4.3.5 Individuals should be able to confirm the operational status of fixed extinguishing systems by visual inspection of the control panels for automatic suppression systems (e.g., dry chemical systems, Halon, CO2, and clean agent systems), automatic fire pumps and booster pumps, and detection systems arranged to operate automatic systems. Operational status of sprinkler systems, including wet-pipe, dry-pipe, deluge, foam-water, and preaction systems, can be confirmed by visually inspecting aboveground water supply control valves, spring testing underground water supply control valves, inspecting water levels in tanks and reservoirs, and observing sprinkler system drain tests. Periodic inspections and tests should be documented as noted in the applicable standards (NFPA 11, NFPA 12, NFPA 12A, NFPA 17, NFPA 25, NFPA 72®, and NFPA 2001.)</i></p>	<p>IFSTA Chapter 9 IFSTA Chapter 10</p> <p>Practical Skill Test & Preceptorship Assignment</p>	<p>339-393 397-424</p>

<p>4.3.6* Determine the operational readiness of existing fire detection and alarm systems, given test documentation and field observations, so that the systems are in an operational state, maintenance is documented, and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.</p> <p>(A) Requisite Knowledge. A basic understanding of the components and operation of fire detection and alarm systems and devices and applicable codes and standards.</p> <p>(B) Requisite Skills. The ability to observe, make decisions, recognize problems, and read reports.</p> <p><i>A.4.3.6 Individuals should be able to confirm the operational status of fire detection systems by visual inspection of the control panels for the detection system. Operational testing, maintenance, and sensitivity testing of detectors, where applicable, should be documented in accordance with NFPA 72. To meet this requirement, the Fire Inspector I is required to simply verify that valves are open and secured, control panels are on with no trouble indications, and fire extinguishers or systems are sealed with proper gauge readings. Documentation of maintenance would include inspection tags and records of alarm system and device tests, sprinkler or standpipe main drain tests, and so forth.</i></p>	<p>IFSTA Chapter 11</p> <p>Practical Skill Test & Preceptorship Assignment</p>	<p>445-466, 474-481</p>
<p>4.3.7* Determine the operational readiness of existing portable fire extinguishers, given field observations and test documentation, so that the equipment is in an operational state, maintenance is documented, and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.</p> <p>(A) Requisite Knowledge. A basic understanding of portable fire extinguishers, including their components and placement, and applicable codes and standards.</p> <p>(B) Requisite Skills. The ability to observe, make decisions, recognize problems, and read reports.</p> <p><i>A.4.3.7 Individuals should be able to confirm the operational status of extinguishers by visually examining the units, checking gauges, checking that they are tagged and hydrostatically tested in accordance with NFPA 10, and checking that they are correctly located and marked. Extinguishers should also be confirmed to be appropriate for the hazard.</i></p>	<p>IFSTA Chapter 10</p> <p>Practical Skill Test & Preceptorship Assignment</p>	<p>424-440</p>
<p>4.3.8* Recognize hazardous conditions involving equipment, processes, and operations, given field observations, so that the equipment, processes, or operations are conducted and maintained in accordance with applicable codes and standards and all</p>	<p>IFSTA Chapter 3 IFSTA Chapter 12 IFSTA Chapter 14</p>	<p>75-97 485-521 567-584</p>

<p>deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.</p> <p>(A) Requisite Knowledge. Practices and techniques of code compliance inspections, fire behavior, fire prevention practices, ignition sources, safe housekeeping practices, and classification of hazardous materials.</p> <p>(B) Requisite Skills. The ability to observe, communicate, interpret codes, recognize problems, and make decisions.</p> <p><i>A.4.3.8 The Fire Inspector I is expected to have knowledge of processes, equipment, and operations that include dust collection, kitchen hood and ducts, dip tanks, spray painting, and flammable and combustible liquids storage, dispensing, and use.</i></p>	<p>Practical Skill Test & Preceptorship Assignment</p>	
<p>4.3.9 Compare an approved plan to an existing fire protection system, given approved plans and field observations, so that any modifications to the system are identified, documented, and reported in accordance with the policies of the jurisdiction.</p> <p>(A) Requisite Knowledge. Fire protection symbols and terminology.</p> <p>(B) Requisite Skills. The ability to read and comprehend plans for fire protection systems, observe, communicate, interpret codes, recognize problems, and make decisions.</p>	<p>IFSTA Chapter 16</p> <p>Preceptorship Assignment</p>	<p>686-707, 711-713</p>
<p>4.3.10* Verify that emergency planning and preparedness measures are in place and have been practiced, given field observations, copies of emergency plans, and records of exercises, so that plans are prepared and exercises have been performed in accordance with applicable codes and standards and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.</p> <p>(A) Requisite Knowledge. Requirements relative to emergency evacuation drills that are required within the jurisdiction, ways to conduct and/or evaluate fire drills in various occupancies, and human behavior during fires and other emergencies.</p> <p>(B) Requisite Skills. The ability to identify the emergency evacuation requirements contained in the applicable codes and standards and interpret plans and reports.</p> <p><i>A.4.3.10 Emergency planning and preparation involves fire drills, announcements, evacuation plans, fire department access, response personnel, and standby personnel.</i></p>	<p>IFSTA Chapter 17</p> <p>Preceptorship Assignment</p>	<p>746-754</p>

<p>4.3.11 Inspect emergency access for an existing site, given field observations, so that the required access for emergency responders is maintained or so that deficiencies are identified, documented, and corrected in accordance with the applicable codes, standards, and policies of the jurisdiction.</p> <p>(A) Requisite Knowledge. Applicable codes and standards, the policies of the jurisdiction, and emergency access and accessibility requirements.</p> <p>(B) Requisite Skills. The ability to identify the emergency access requirements contained in the applicable codes and standards, observe, make decisions, and use measuring tools.</p>	<p>IFSTA Chapter 13</p> <p>Fire Inspector 1 Student Guide</p> <p>Practical Skill Test & Preceptorship Assignment</p>	<p>545-562</p> <p>Lesson 7 Student Activity</p>
<p>4.3.12* Verify code compliance for incidental storage, handling, and use of flammable and combustible liquids and gases, given field observations and inspection guidelines from the authority having jurisdiction, so that applicable codes and standards are addressed and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.</p> <p>(A) Requisite Knowledge. Classification, properties, labeling, storage, handling, and use of incidental amounts of flammable and combustible liquids and gases.</p> <p>(B) Requisite Skills. The ability to observe, communicate, interpret codes, recognize problems, and make decisions.</p> <p><i>A.4.3.12 It is anticipated that the Fire Inspector I will find nominal amounts of flammable and combustible liquids or gases in occupancies usually considered to be "low-hazard." These nominal amounts, referred to as incidental or exempt amounts, depending on the code adopted by the jurisdiction, are needed for normal maintenance or daily operations could include cleaning fluids, lubricating oils, or propane for a forklift. Once incidental or exempt amounts are exceeded, additional building and fire requirements are triggered. At that point, the inspection should be referred to the Fire Inspector II or III.</i></p>	<p>IFSTA Chapter 15</p> <p>Practical Skill Test & Preceptorship Assignment</p>	<p>620-673</p>
<p>4.3.13* Verify code compliance for incidental storage, handling, and use of hazardous materials, given field observations, so that applicable codes and standards for each hazardous material encountered are addressed and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.</p> <p>(A) Requisite Knowledge. Classification, properties, labeling, transportation, storage, handling, and use of hazardous materials.</p> <p>(B) Requisite Skills. The ability to observe, communicate, interpret</p>	<p>IFSTA Chapter 14</p> <p>IFSTA Chapter 15</p> <p>Practical Skill Test & Preceptorship Assignment</p>	<p>584-615</p> <p>620-673</p>

<p>codes, recognize problems, and make decisions.</p> <p><i>A.4.3.13 Moderate amounts of hazardous materials will be found in many occupancies that are not classified as "Hazardous" or "Group H" occupancies. These materials could be on display in a wholesale/retail setting or used for maintenance purposes or operation of equipment. They could include swimming pool or water purification chemicals, refrigeration equipment, or a single chemical process such as a dip tank. These moderate amounts of hazardous materials are referred to as incidental or exempt amounts, depending on the code adopted by the jurisdiction. Once incidental or exempt amounts are exceeded — whether in storage, use, or wholesale/retail sales settings — additional building and fire requirements are triggered. At that point, the inspection should be referred to the Fire Inspector II or III.</i></p>		
<p>4.3.14 Recognize a hazardous fire growth potential in a building or space, given field observations, so that the hazardous conditions are identified, documented, and reported in accordance with the policies of the jurisdiction.</p> <p>(A) Requisite Knowledge. Basic fire behavior, flame spread and smoke development ratings of contents, interior finishes, building construction elements, decorations, decorative materials, and furnishings, and safe housekeeping practices.</p> <p>(B) Requisite Skills. The ability to observe, communicate, interpret codes, recognize hazardous conditions, and make decisions.</p>	<p>IFSTA Chapter 3 IFSTA Chapter 6 IFSTA Chapter 12</p> <p>Practical Skill Test & Preceptorship Assignment</p>	<p>99-114 201-256 485-521</p>
<p>4.3.15* Determine code compliance, given the codes, standards, and policies of the jurisdiction and a fire protection issue, so that the applicable codes, standards, and policies are identified and compliance determined.</p> <p>(A) Requisite Knowledge. Basic fire behavior, flame spread and smoke development ratings of contents, interior finishes, building construction elements, decorations, decorative materials, and furnishings, and safe housekeeping practices.</p> <p>(B) Requisite Skills. The ability to observe, communicate, interpret codes, recognize hazardous conditions, and make decisions.</p> <p><i>A.4.3.15 The fire inspector should be able to identify the correct code, standard, or policy, including edition, and correctly interpret and apply the adopted codes, standards, and referenced documents.</i></p>	<p>IFSTA Chapter 2 IFSTA Chapter 17</p> <p>Fire Inspector 1 Student Guide</p> <p>Practical Skill Test & Preceptorship Assignment</p>	<p>37-57 732-740</p> <p>Lesson 15A, 16, 17, and 18 Student Activities</p>
<p>4.3.16 Verify fire flows for a site, given fire flow test results and water supply data, so that required fire flows are in accordance with applicable codes and standards and all deficiencies are identified,</p>	<p>IFSTA Chapter 8</p>	<p>299-335</p>

<p>documented, and reported in accordance with the policies of the jurisdiction.</p> <p>(A) Requisite Knowledge. Types of water distribution systems and other water sources in the local community, water distribution system testing, characteristics of public and private water supply systems, and flow testing procedures.</p> <p>(B) Requisite Skills. The ability to use Pitot tubes and gauges as well as calculate and graph fire flow results.</p>	<p>Fire Inspector 1 Student Guide</p> <p>Practical Skill Test</p>	<p>Lesson 9 Student Activity</p>
<p>4.4 Plans Review. There are no plan review job performance requirements for Fire Inspector I.</p>		

SECTION III

APPENDIX

SAMPLES OF QUESTIONS USED IN THE WRITTEN EXAMINATION ELEMENT

ADMINISTRATION [NFPA 1031: 4.2.1]

1. The first step in the enforcement procedure would usually be to:
 - A. notify the responsible party of their appeal rights
 - B. determine whether the violation is significant in nature to pursue
 - C. send the business owner a letter stating the premises are in full compliance
 - D. notify the responsible party, in writing, of all violations found

ADMINISTRATION [NFPA 1031: 4.2.4]

2. When a citizen calls to report a suspected fire hazard, fire inspectors should:
 - A. record all pertinent information
 - B. file the complaint for future action
 - C. forward the complaint to the Board of Appeals if immediate action is required
 - D. consider the motivation for the complaint

ADMINISTRATION [NFPA 1031: 4.2.6]

3. Which of the following **is not** suggested for courtroom procedure or behavior?
 - A. Never become argumentative on the witness stand
 - B. Make sure that all physical evidence, photographs, notes and reference materials are brought to court.
 - C. Attempt to answer a question you do not know.
 - D. Remain impartial. Do not give the impression that you have a personal dislike for the defendant.

FIELD INSPECTION [NFPA 1031: 4.3.1]

4. According to NFPA 101, Life Safety Code, buildings used as a store, market, and other rooms, buildings, and structures used to display and sell merchandise are classified a/an:
 - A. mercantile occupancy
 - B. business occupancy
 - C. storage occupancy
 - D. place of assembly
 - E. occupational or unusual structure

FIELD INSPECTION [NFPA 1031: 4.3.5 & 4.3.16]

5. The _____ system is ordinarily equipped with all sprinkler heads of the open type:
 - A. wet-pipe.
 - B. dry-pipe.
 - C. deluge.
 - D. pre-action.

FIELD INSPECTION [NFPA 1031: 4.3.8 & 4.2.5]

6. Which NFPA Standard refers to the installation of equipment for the removal of smoke and grease-laden vapors from commercial cooking equipment?

- A. NFPA 101
- B. NFPA 96
- C. NFPA 10
- D. NFPA 13
- E. NFPA 1031

SUMMARY OF PRACTICAL SKILL TEST STATIONS**1. HAZARD IDENTIFICATION** Target Time: 15 Minutes

Candidates must identify fire hazard(s) in slides shown by the station examiner.

2. CODE REFERENCE IDENTIFICATION Target Time: 20 Minutes

Using NFPA 1, Uniform Fire Code, candidates will identify code references for the hazards identified at Test Station 1.

3. BUILDING INFORMATION

3A – Identify Occupancy Classification	Target Time: 10 Minutes
3B – Compute Occupant Load	Target Time: 10 Minutes
3C – Verify Construction Type	Target Time: 10 Minutes
3D – Verify Fire Flows	
3D-1 Validate Fire Flow Information	Target Time: 10 Minutes
3D-2 Operation of a Pitot Tube and Gauge	Target Time: 10 Minutes

The test station will be assigned one of the four tests by the state office. Candidates will complete one of the above tasks using information provided by the station examiner.

4. REPORT PREPARATION Target Time: 10 Minutes

Candidates will prepare a fire inspection report using information collected at Test Stations 1 and 2. Candidates will use the Wisconsin Department of Commerce, Safety and Buildings Division, Detailed Fire Prevention Report Form SBD-10615a as the report document to be completed.

5. INSPECTOR COMMUNICATION

5A – Exit Interview	Target Time: 10 Minutes
5B – Participate in Legal Procedures	Target Time: 10 Minutes
5C – Permit Need and Preparation	Target Time: 10 Minutes
5D – Investigate Common Complaints	Target Time: 10 Minutes

The test station will be assigned one of the four tests by the state office. Candidates will complete one of the above tasks.

6. PRECEPTORSHIP ASSIGNMENT Target Time: 10 Minutes

The candidate will provide the course preceptorship report with required attachments summarizing their experiences.

The test evolutions are based on the **NFPA 1031, Standard for Professional Qualifications for Fire Inspector and Plan Examiner (2003 Edition), Job Performance Requirements**. Skills are evaluated in accordance with the IFSTA, Inspection and Code Enforcement, 7th Edition.

Each candidate will perform a total of 6 of the 13 possible evolutions (one from each of the **six** major areas). The tests will be selected randomly either by the WTCS office or by the evaluator. Candidates must be prepared to perform any of the skills listed.

Target time is the time to accomplish the task. Total time includes replacing materials and equipment. Times are estimated and may vary slightly from site to site.

The \$80.00 certification examination fee is payable (checks only) to the approved WTCS Fire Inspector I test site.

Waukesha County Technical College (WCTC)	Northeast Wisconsin Technical College (NWTC)
Fox Valley Technical College (FVTC)	Blackhawk Technical College (BTC)
Madison Area Technical College (MATC-Mad)	Chippewa Valley Technical College (CVTC)
Milwaukee Area Technical College (MATC-Mil)	Gateway Technical College (GTC)
Milwaukee Fire Department Bureau of Instruction and Training (MFD-BIT)	

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