



**Fire Inspector I
Certification Preparation Guide
September, 2015**

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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 Education Office (FSEO) 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 FSEO published preparation guides may be obtained from our website at <http://mywtcs.wtcsystem.edu/fire-service/fire-certification/preparation-guides>. 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 16 districts 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 districts and their respective fire service coordinators/supervisors can be accessed from the WTCS FSEO web page.

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 Job Shadow assignment which candidates must bring with them to the practical skills exam.

Written Examination Element

Approved candidates will be allowed to take 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.

Candidates 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 take 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 FSEO.

Individuals may be granted “Advanced Standing” through recognition of equivalent training from another state or agency. Individuals granted Advanced Standing will be allowed a one-time challenge of both the written and practical examinations for the requested certification level(s). A final score of 70 percent or greater satisfies the written examination element and all practical exams are graded on a pass/fail basis. Successful completion of both elements shall result in issuance of the certification by the WTCS FSEO. If an individual fails either the written or practical exam, they will then need to complete the appropriate certification course in order to be eligible for entry into the certification process. Individuals seeking Advanced Standing must submit documentation of training/education/ certification from other entities to the WTCS FSEO.

Practical Skills Examination Element

Candidates 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.

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. 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 7 of the 14 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 or as approved by the state test representative. 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.

Practical Skills Examination Results

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

Certification

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

Denial and Revocation of Certification

Fire Service certifications may be denied or revoked if an individual knowingly submits false information, cheats during class or an examination, fails to meet the certification criteria, engages in improper or criminal conduct or other actions that undermine the integrity of the Fire Service Education Office program(s).

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 FSEO Policy and Procedures Manual.

FIRE INSPECTOR I CERTIFICATION PREPARATION GUIDE

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

The NFPA 1031, Standard for Professional Qualifications for Fire Inspector and Plan Examiner, (2014 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.

Reference List

The primary reference materials used for meeting certification requirements is the Jones & Bartlett Fire Inspector: Principles and Practice (First Edition Revised) textbook and its supporting materials. Additional reference materials candidates should consider include;

- National Fire Protection Association (NFPA) 1 Fire Code, 2012 Edition
- State of Wisconsin SPS 314, Fire Prevention Code
- State of Wisconsin Comm 50 thru 64 (Code of the Day)
- International Building Code (IBC), 2009 Edition

Self-Study, Written and Practical Examination Guide
NFPA 1031, Fire Inspector I

JPR's	Chapter(s)	Page(s)
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.	J&B - 1, 12	4-9; 245-267
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.	J&B - 14	290-302
4.2.1 Prepare inspection reports, given agency policy and procedures, and observations from an assigned field inspection, so that the report is clear and concise and reflects the findings of the inspection in accordance with the applicable codes and standards and the policies of the jurisdiction. (A) <u>Requisite Knowledge.</u> Applicable codes and standards adopted by the jurisdiction and policies of the jurisdiction. (B) <u>Requisite Skills.</u> The ability to conduct a field inspection, apply codes and standards, and communicate orally and in writing.	J&B - 14 Practical Skill Test 1, 2, 4, 6a and 7 Job Shadow Assignment Note: Review 2014 WI DSPS Fire Prevention Report Form SBD-10615a	290-302
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 applicable codes and standards and the policies of the jurisdiction. (A) <u>Requisite Knowledge.</u> Permit policies of the jurisdiction and the rationale for the permit. (B) <u>Requisite Skills.</u> The ability to communicate orally and in writing.	J&B - 1 NFPA 1:1.12 Practical Skill Test 6c	8

JPR's	Chapter(s)	Page(s)
<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 applicable codes and standards and 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>J&B - 6</p> <p>Practical Skill Test 7 Job Shadow Assignment</p>	<p>102-108; 112-113</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 apply codes and standards, communicate orally and in writing, recognize problems, and resolve complaints.</p>	<p>J&B - 5, 14</p> <p>Practical Skill Test 6d</p>	<p>95, 296, 299</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 apply codes and standards.</p>	<p>J&B - 14</p> <p>Practical Skill Test 2 & 7</p> <p>Job Shadow Assignment</p>	<p>299</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 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>J&B - 14</p> <p>Practical Skill Test 6b</p>	<p>302</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>J&B - 5</p>	<p>79-94</p>

JPR's	Chapter(s)	Page(s)
<p>4.3.1 Identify the occupancy classification of a single-use occupancy, given a description of the occupancy and its use, so that the classification is made according to the applicable codes and standards.</p> <p><u>(A) Requisite Knowledge.</u> Occupancy classification types; applicable codes, regulations, and standards adopted by the jurisdiction; operational features; and fire hazards presented by various occupancies.</p> <p><u>(B) Requisite Skills.</u> The ability to make observations and correct decisions.</p>	<p>J&B - 3, 5</p> <p>NFPA 1 - 6</p> <p>IBC - 3</p> <p>Practical Skill Test 3a</p>	42-52; 81
<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><u>(A) Requisite Knowledge.</u> Occupancy classification; applicable codes, regulations, and standards adopted by the jurisdiction; operational features; fire hazards presented by various occupancies; and occupant load factors.</p> <p><u>(B) Requisite Skills.</u> The ability to calculate occupant loads, identify occupancy factors related to various occupancy classifications, use measuring tools, and make field sketches.</p>	<p>J&B - 7</p> <p>NFPA 1:14.8.1.2</p> <p>Practical Skill Test 3b & 7</p>	119-122
<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 deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction.</p> <p><u>(A) Requisite Knowledge.</u> 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 elements, including, but not limited to, doors, hardware, and lights.</p> <p><u>(B) Requisite Skills.</u> 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>J&B - 7</p> <p>NFPA 1 - 14</p> <p>Practical Skill Test 1 & 7</p> <p>Job Shadow Assignment</p>	124-140

JPR's	Chapter(s)	Page(s)
<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 identified and recorded in accordance with the applicable codes and standards and the policies of the jurisdiction.</p> <p><u>(A) Requisite Knowledge.</u> Applicable codes and standards adopted by the jurisdiction, types of construction, rated construction components, and accepted building construction methods and materials.</p> <p><u>(B) Requisite Skills.</u> The ability to read plans, make decisions, and apply codes and standards.</p>	<p>J&B - 2, 5</p> <p>NFPA 1:12.2</p> <p>IBC - 6</p> <p>Practical Skill Test 2, 3c and 7</p>	14-36; 86-93
<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 deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction.</p> <p><u>(A) Requisite Knowledge.</u> A basic understanding of the components and operation of fixed fire suppression systems and applicable codes and standards.</p> <p><u>(B) Requisite Skills.</u> The ability to observe, make decisions, recognize problems, and read reports.</p>	<p>J&B - 5, 9</p> <p>Practical Skill Test 1 & 7</p> <p>Job Shadow Assignment</p>	87-89; 178-196
<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 deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.</p> <p><u>(A) Requisite Knowledge.</u> A basic understanding of the components and operation of fire detection and alarm systems and devices and applicable codes and standards.</p> <p><u>(B) Requisite Skills.</u> The ability to observe, make decisions, recognize problems, and read reports.</p>	<p>J&B - 5, 8</p> <p>Practical Skill Test 1 & 7</p> <p>Job Shadow Assignment</p>	87-89, 150-163

JPR's	Chapter(s)	Page(s)
<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 deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.</p> <p><u>(A) Requisite Knowledge.</u> A basic understanding of portable fire extinguishers, including their components and placement, and applicable codes and standards.</p> <p><u>(B) Requisite Skills.</u> The ability to observe, make decisions, recognize problems, and read reports.</p>	<p>J&B - 5, 10</p> <p>Practical Skill Test 1 & 7</p> <p>Job Shadow Assignment</p>	89; 204-215
<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 deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction.</p> <p><u>(A) Requisite Knowledge.</u> Practices and techniques of code compliance inspections, fire behavior, fire prevention practices, ignition sources, safe housekeeping practices, and classification of hazardous materials.</p> <p><u>(B) Requisite Skills.</u> The ability to observe, communicate, apply codes and standards, recognize problems, and make decisions.</p>	<p>J&B - 11, 12, 13</p> <p>Practical Skill Test 1, 6a and 7</p> <p>Job Shadow Assignment</p>	222-231; 245-267; 274-283
<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 applicable codes and standards and the policies of the jurisdiction.</p> <p><u>(A) Requisite Knowledge.</u> Fire protection symbols and terminology.</p> <p><u>(B) Requisite Skills.</u> The ability to read and comprehend plans for fire protection systems, observe, communicate, apply codes and standards, recognize problems, and make decisions.</p>	<p>J&B - 6, 9</p> <p>Practical Skill Test 7</p> <p>Job Shadow Assignment</p>	104; 171, 184-196

JPR's	Chapter(s)	Page(s)
<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 deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction.</p> <p><u>(A) Requisite Knowledge.</u> 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><u>(B) Requisite Skills.</u> The ability to identify the emergency evacuation requirements contained in the applicable codes, standards and interpret plans and reports.</p>	<p>J&B - 7</p> <p>Practical Skill Test 7</p> <p>Job Shadow Assignment</p>	<p>140-143</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 and deficiencies are identified, documented, and corrected in accordance with the applicable codes, standards, and policies of the jurisdiction.</p> <p><u>(A) Requisite Knowledge.</u> Applicable codes and standards, the policies of the jurisdiction, and emergency access and accessibility requirements.</p> <p><u>(B) Requisite Skills.</u> The ability to identify the emergency access requirements contained in the applicable codes and standards, observe, make decisions, and use measuring tools.</p>	<p>J&B - 5, 7</p> <p>Practical Skill Test 1 & 7</p> <p>Job Shadow Assignment</p>	<p>87; 124-140</p>

JPR's	Chapter(s)	Page(s)
<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 AHJ, so that applicable codes and standards are addressed and deficiencies are identified, documented, in accordance with the applicable codes and standards and 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, apply codes and standards, recognize problems, and make decisions.</p>	<p>J&B - 12</p> <p>Practical Skill Test 1, 2, 6a and 7</p> <p>Job Shadow Assignment</p>	<p>245-267</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 deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and 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, apply codes and standards, recognize problems, and make decisions.</p>	<p>J&B - 12</p> <p>Practical Skill Test 1, 2, 6a and 7</p> <p>Job Shadow Assignment</p>	<p>253-267</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 applicable codes and standards and 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, apply codes and standards, recognize hazardous conditions, and make decisions.</p>	<p>J&B - 4, 5</p> <p>Practical Skill Test 1, 2, 6a and 7</p> <p>Job Shadow Assignment</p>	<p>58-72; 88-92</p>

JPR's	Chapter(s)	Page(s)
<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 is determined.</p> <p>(A) Requisite Knowledge. Basic fire behavior; flame spread and smoke development ratings of contents, interior finishes, building construction elements, life safety systems, decorations, decorative materials, and furnishings; and safe housekeeping practices.</p> <p>(B) Requisite Skills. The ability to observe, communicate, apply codes and standards, recognize hazardous conditions, and make decisions.</p>	<p>J&B - 4, 5</p> <p>Practical Skill Test 1, 2, 6a and 7</p> <p>Job Shadow Assignment</p>	58-72; 79-95
<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 deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and 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, gauges, and other data gathering devices as well as calculate and graph fire flow results.</p>	<p>J&B - 9</p> <p>Practical Skill Test 3d</p>	172-178
<p>4.4 Plans Review.</p> <p>There are no plan review job performance requirements for Fire Inspector I.</p>	J&B - 6	103-108; 112-113

JPR's	Chapter(s)	Page(s)
<p>5.4.3 Review the proposed installation of fire protection systems, given shop drawings and system specifications for a process or operation, so that the system is reviewed for code compliance and installed in accordance with the approved drawings, and deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction.</p> <p><u>(A) Requisite Knowledge.</u> Proper selection, distribution, location, and testing of portable fire extinguishers; methods used to evaluate the operational readiness of water supply systems used for fire protection; evaluation and testing of automatic sprinkler, water spray, and standpipe systems and fire pumps; evaluation and testing of fixed fire suppression systems; and evaluation and testing of automatic fire detection and alarm systems and devices.</p> <p><u>(B) Requisite Skills.</u> The ability to read basic floor plans or shop drawings and identify symbols used by the jurisdiction.</p>	<p>J&B - 6, 9,10</p> <p>Practical Skill Test 5</p>	<p>110-111; 171, 176- 179, 194- 196; 214-215</p>
<p>5.4.4 Review the installation of fire protection systems, given an installed system, shop drawings, and system specifications for a process or operation, so that the system is reviewed for code compliance and installed in accordance with the approved drawings, and deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction.</p> <p><u>(A) Requisite Knowledge.</u> Proper selection, distribution, location, and testing of portable fire extinguishers; methods used to evaluate the operational readiness of water supply systems used for fire protection; evaluation and testing of automatic sprinkler, water spray, and standpipe systems and fire pumps; evaluation and testing of fixed fire suppression systems; and evaluation and testing of automatic fire detection and alarm systems and devices.</p> <p><u>(B) Requisite Skills.</u> The ability to read basic floor plans or shop drawings.</p>	<p>J&B - 6, 9, 10</p> <p>Practical Skill Test 5</p>	<p>108-112; 171, 184- 196; 214-215</p>

Summary of Practical Skills Test Stations

General Fire Inspector I Skills, Knowledge and Abilities

Note: All tests are individual tests

1. Test 1 - Hazard Identification

Correctly identify one hazard in each of six slides

2. Test 2 - Code Reference Identification

Identify the NFPA 1 code reference for 4 of 6 hazards identified in Test 1

3. Test 3 - Building Information

3a Occupancy Classification – Identify the occupancy classification for each of six buildings shown in slides

3b Compute Occupant Load – Calculate the occupant load for a single-use occupancy or portion thereof

3c Verify Construction Type – Identify the construction type from four slides shown

3d Flow Determination/Verification – Determine fire flow using a pitot tube and gauge(s), calculate and graph flow data

4. Report Preparation

Use of DSPS 2014 Inspection Report to document the findings in Tests 1 and 2

5. Fire Protection System Plan Review

The candidate will demonstrate the ability to read a basic floor plan/shop drawing, or portion thereof, of a fire protection system.

6. Inspector Communication

6a Post Inspection Meeting – Perform a post inspection meeting based on information from the inspection report (Test 4)

6b Participate in Legal Proceedings – Courtroom testimony based on findings from the inspection report (Test 4)

6c Determine Permit Need – Determine the need for a permit

6d Investigate Common Complaints - Take action for handling a complaint

7. Job Shadow Assignment

Job Shadow Evaluation Checklist

Job Shadow Summary Report

General Test Information

The test evolutions are based on the *NFPA 1031 Job Performance Requirements*. Skills are evaluated in accordance with the *Jones & Bartlett* curriculum and Skills Evaluation Checklists. Evolution times are designated by this document, not the J&B Skills Evaluation Checklist specifications.

Each candidate will perform a total of 7 of the 14 possible evolutions. The tests will be selected randomly either by the state or by the evaluator. Candidates must be prepared to perform any of the skills listed.

Test time is the time to accomplish the primary task. Test times are closely estimated and may vary slightly from site to site.

Candidates are responsible for bringing an NFPA 1 Codebook, 2012 Edition to the exam site.

Candidates waiting to test should be separated from the test stations. While a central staging area may be appropriate, there should be candidates in a nearby designated waiting area (approximately 100 feet away) to keep the test flowing. Waiting areas should be clearly apparent (cones or signs). If reasonably possible, the waiting area should be out of view of the test. Candidates should not be discussing with or coaching other candidates about the testing stations between tests.

Grading Schedule

The following criteria will be used to evaluate and determine the pass/fail status of a candidate. Each item in the performance test checklist is given a rating.

Critical **(C)** - This rating has been assigned to items, which, if omitted or performed incorrectly, invalidates the inspection process. Should a candidate fail to perform any **ONE** item rated as *critical (C)*, the fire fighter would be unsuccessful in demonstrating the required proficiency level for that standard.

Major **(M)** - This rating refers to any item that is very important to the successful completion of the evolution. Should a candidate fail to perform any **TWO** items rated as *major (M)*, the candidate would be unsuccessful in demonstrating the required proficiency level for that standard.

General - This rating, although there is no symbol, has been given to all remaining items that in combination are relevant to the successful completion of the evolution. Should a candidate fail to perform any **THREE** items rated as general, the candidate would be unsuccessful in demonstrating the required proficiency level for that standard.

Should a candidate fail to perform any combination of Major or General rated items resulting in a total of **THREE**, the candidate would be unsuccessful in demonstrating the required proficiency level for that standard.

Test 1 - Hazard Identification

Description

The candidate will identify one fire hazard or code violation in each of six slides displayed in a simulated field inspection.

Procedures

- Seat the candidates at tables facing the screen. It is appropriate to have a separation between students to ensure an individual effort.
- Distribute the Practical Exam Form for test 1 & 2 to the candidates
- Read the directions to the candidates while displaying the direction slides.
- Ask for and respond to questions.
- Show each slide for 45 seconds.
- Continue showing a total of 6 hazard slides to complete the test station.
- Designated timeframes are suggested, the evaluator has some degree of flexibility.
- Evaluation for this station will be done following completion of Station 2.
- Students will remain in their location for Tests 1, 2, 3, 4, and 5

Performance Evaluation Guidelines

NFPA 1031, 2014 Edition, Standard Reference: 4.2.1, 4.3.5, 4.3.6, 4.3.7, 4.3.11, 4.3.12, 4.3.13, 4.3.14 and 4.3.15

Jones & Bartlett Fire Inspector: Principles and Practice, First Edition Revised

NFPA 1, Fire Code, 2012 Edition

State Statutes/Rules and Local Jurisdictional Policies/Procedures

Directions to the Candidate

The first slide that you will be shown displays the occupancy you will be inspecting. The slide will be displayed for 45 seconds. You should record any information from this slide that may be necessary to complete a fire inspection report in a later test station.

You will then be shown a series of six slides that contain at least one fire hazard or code violation. Each slide will be displayed for 45 seconds. You are to identify one (and only one) fire hazard or code violation that is obvious to you and may be confirmed by what can be seen on each slide. Your observations are important and will be used further in a later test station. You are to write a description of the identified fire hazard or code violation in the appropriate location on the form provided. Do you have any questions?

Total Station Time: 15 Minutes

Passing Criteria (Failures): 1 Critical, 2 Major, 3 General or combination of 3 Major/General

STANDARDS	NO	YES
(C) Correctly identifies 5 of the 6 fire hazard/code violations shown in the field inspection slides		

Test 2 - Code Reference Identification

Description

The candidate will correctly identify and provide the code reference in NFPA 1, Fire Code, 2012 edition for four of the six hazards identified in the simulated field inspection Test Station 1.

Procedures

- The candidates should remain seated at tables. It is appropriate to have a separation between students to ensure an individual effort.
- Candidates are to continue to use the evaluation worksheets from station 1.
- Read the directions to the candidates while displaying the direction slide.
- Ask for and respond to questions.
- Allow the candidates to work individually for 15 minutes.
- When complete, collect the test forms and forward to the subject matter expert(s) for evaluation.
- Students will remain in their location for Tests 1, 2, 3, and 4

Performance Evaluation Guidelines

NFPA 1031, 2014 Edition, Standard Reference: 4.2.1, 4.3.5, 4.3.6, 4.3.7, 4.3.11, 4.3.12, 4.3.13, 4.3.14 and 4.3.15

Jones & Bartlett Fire Inspector: Principles and Practice, First Edition Revised

NFPA 1, Fire Code, 2012 Edition

State Statutes/Rules and Local Jurisdictional Policies/Procedures

Directions to the Candidate

You are to use your copy of NFPA 1, Fire Code, 2012 edition to correctly identify the code reference for four of the six fire hazards identified in test 1. You may select any **4 (and only 4)** of the 6 fire hazards identified to reference to the code. Properly cite this code reference by entering it on the testing form provided. You will also be using this information in a later test station. You have a maximum of 15 minutes to complete this test station. Do you have any questions?

Total Station Time: 15 Minutes

Passing Criteria (Failures): 1 Critical, 2 Major, 3 General or combination of 3 Major/General

STANDARDS	NO	YES
(C) Correctly identifies the appropriate code reference from NFPA 1 for 3 of the 4 fire hazards/code violations selected.		
Note: The code reference will be considered correct if it is accurate for an incorrect hazard the candidate selected from Test 1		

Test 3-A - Occupancy Classification

Description

The candidate will correctly identify the occupancy classification for the building or structure shown in each of the six slides displayed.

Procedures

- The candidates should remain seated at tables facing the screen. It is appropriate to have a separation between students to ensure an individual effort.
- Distribute the evaluation worksheets (test 3) to the candidates
- Read the directions to the candidates while displaying the directions slide.
- Ask for and respond to questions.
- Show each slide for 45 seconds.
- Continue showing a total of 6 slides to complete the test station.
- When complete, collect the test forms and forward to the subject matter expert(s) for evaluation.
- Students will remain in their location for Tests 1, 2, 3, and 4

Performance Evaluation Guidelines

NFPA 1031, 2014 Edition, Standard Reference: 4.3.1

Jones & Bartlett Fire Inspector: Principles and Practice, First Edition Revised

NFPA 1, Fire Code, 2012 Edition

State Statutes/Rules and Local Jurisdictional Policies/Procedures

Directions to the Candidate

You will be shown a series of six slides that each displays a structure/building. Each slide will be displayed for 45 seconds. You are to identify the occupancy classification of the structure that is shown and may be confirmed by what can be seen on each slide. You will need to identify the occupancy classification according to both the IBC and NFPA 1. You are to write the appropriate occupancy classification on the form provided. You may use the provided copy of the IBC vs. NFPA 1 Occupancy classifications during this test station. Do you have any questions?

Total Station Time: 10 Minutes

Passing Criteria (Failures): 1 Critical, 2 Major, 3 General or combination of 3 Major/General

STANDARDS	NO	YES
(C) Correctly identifies the appropriate occupancy classification based on NFPA 1 and IBC for 5 of the 6 occupancies.		
Note: The occupancy classification is considered correct only if both entries for each are correct.		

Test 3-B - Compute Occupant Load

Description

The candidate will compute the allowable occupant load for a single-use occupancy.

Procedures

- The candidates should remain seated at tables facing the screen. It is appropriate to have a separation between students to ensure an individual effort.
- Distribute the evaluation worksheets (test 3) and calculators to the candidates
- Read the directions to the candidates.
- Ask for and respond to questions.
- Show the selected slide and information.
- Students have 10 minutes to complete this exam station
- When complete, collect the test forms and forward to the subject matter expert(s) for evaluation.
- Students will remain in their location for Tests 1, 2, 3, and 4.

Performance Evaluation Guidelines

NFPA 1031, 2014 Edition, Standard Reference: 4.3.2

Jones & Bartlett Fire Inspector: Principles and Practice, First Edition Revised

NFPA 1, Fire Code, 2012 Edition

State Statutes/Rules and Local Jurisdictional Policies/Procedures

Directions to the Candidate

You will be shown a slide that displays a room/building and provided with additional information. You are to calculate the maximum permitted occupant load based on the information provided. You may use the provided calculator and your copy of NFPA 1, Fire Code 2012 Edition during this exercise. You are to write the maximum permitted occupant load on the form provided. Do you have any questions?

Total Station Time: 10 Minutes

Passing Criteria (Failures): 1 Critical, 2 Major, 3 General or combination of 3 Major/General

STANDARDS	NO	YES
(C) Demonstrates ability to calculate the occupant load of a given single-use building or space by correctly calculating the occupant load for each area		

Test 3-C - Verify Construction Type

Description

This exercise tests the ability of the candidate to turn the aerial 180 degrees and change direction within a confined space.

Procedure

- The candidates should remain seated at tables facing the screen. It is appropriate to have a separation between students to ensure an individual effort.
- Distribute the evaluation worksheets (test 3) to the candidates
- Read the directions to the candidates.
- Ask for and respond to questions.
- Show each slide for 45 seconds.
- When complete, collect the test forms and forward to the subject matter expert(s) for evaluation.
- Students will remain in their location for Tests 1, 2, 3, and 4.

Performance Evaluation Guidelines

NFPA 1031, 2014 Edition, Standard Reference: 4.3.4

Jones & Bartlett Fire Inspector: Principles and Practice, First Edition Revised

NFPA 1, Fire Code, 2012 Edition

State Statutes/Rules and Local Jurisdictional Policies/Procedures

Directions to the Candidate

You will be shown four slides. Each slide will be displayed for 45 seconds and will show a building or remodel. You are to correctly identify the building construction classification (Types I - V) for each of the buildings shown. Enter the building construction classification on the form provided. Do you have any questions?

Total Station Time: 10 Minutes

Passing Criteria (Failures): 1 Critical, 2 Major, 3 General or combination of 3 Major/General

STANDARDS	NO	YES
(C) Identified the correct type of construction for 3 of 4 slides shown		

Test 3-D - Flow Determination/Verification

Description

The candidate will determine and verify flow information for a site.

Procedures

- The candidates should be in the classroom seated at tables facing the screen. It is appropriate to have a separation between students to ensure an individual effort.
- Candidates are to use the evaluation worksheets provided.
- Read the directions to the candidates.
- Ask for and respond to questions.
- Show the selected slides and information.
- When complete, collect the test forms and forward to the subject matter expert for evaluation.
- Students will remain in their location for Tests 1, 2, 3 and 4.

Performance Evaluation Guidelines

NFPA 1031, 2014 Edition, Standard Reference: 4.3.16

Jones & Bartlett Fire Inspector: Principles and Practice, First Edition Revised

NFPA 1, Fire Code, 2012 Edition

State Statutes/Rules and Local Jurisdictional Policies/Procedures

Directions to the Candidate

Part 1

You will be shown a slide that shows two methods of operating the pitot tube and gauge. One picture in each set shows use while flowing water and the other while not flowing water. One picture set is the correct method, the other is not. The slide will be displayed for 45 seconds. You must determine which picture set is the correct method and mark accordingly on your exam form. Do you have any questions?

Part 2

You will be shown a slide with a flow mark on a pitot gauge indicating the flow pressure from a fire hydrant discharge. The slide will be displayed for 45 seconds. Using the flow chart provided, you must determine what the flow is in GPM. No additional coefficient calculations are required. Record the pressure and the GPM flow on the exam form provided. Do you have any questions?

Part 3

You will be shown a slide with additional information gathered during flow testing of a fire hydrant. You are to use the information from this slide along with the information from the previous part to graph the results and determine the maximum flow from this fire hydrant at 20 psi residual pressure. Record your answer on the exam form provided. You have a maximum of 5 minutes to complete this part. Do you have any questions?

Total Station Time: 20 Minutes

Passing Criteria (Failures): 1 Critical, 2 Major, 3 General or combination of 3 Major/General

STANDARDS	NO	YES
(C) Identifies the proper use of a pitot tube and gauges		
(C) Using the water flow chart provided, determines gpm fire flow from the pitot tube reading		
(C) Using the water flow graph plots the static, residual and water flow data and determines the maximum available water flow @ 20 psi.		

Test 4 - Inspection Report Preparation

Description

The candidate will correctly complete a Wisconsin Department of Safety & Professional Services Fire Inspection Report using the information identified in tests 1 and 2.

Procedures

- The candidates should remain seated at tables. It is appropriate to have a separation between students to ensure an individual effort.
- Distribute the corrected evaluation forms from station 1 and 2.
- Read the directions to the candidates.
- Ask for and respond to questions.
- Candidates will work individually
- Collect completed inspection reports and forward them to the station 6 evaluator
- Collect the evaluation forms for tests 1 and 2 and forward to the state representative.
- When complete, students are to proceed to station 6 and 7 for further evaluation.

Performance Evaluation Guidelines

NFPA 1031, 2014 Edition, Standard Reference: 4.2.1

Jones & Bartlett Fire Inspector: Principles and Practice, First Edition Revised

NFPA 1, Fire Code, 2012 Edition

State Statutes/Rules and Local Jurisdictional Policies/Procedures

Directions to the Candidate

You are to use the information gained in previous test stations to complete a Wisconsin Department of Safety & Professional Services Fire Inspection Report. Use the information gathered in test station 1 and the code violations identified during test 2 as a basis for completion of your report. Use today's date and time as the inspection date. You will also be using the completed report in a later test station. You have a maximum of 10 minutes to complete this test station. Do you have any questions?

Total Station Time: 10 Minutes

Passing Criteria (Failures): 1 Critical, 2 Major, 3 General or combination of 3 Major/General

STANDARDS	NO	YES
Demonstrates ability to communicate in writing by completing an inspection report using the DSPS Fire Inspection Form		
(C) Address		
(C) Date of inspection		
(C) Compliance date		
Name of business		
(M) Violations identified		
(M) Proper code references used		
(M) Recommended corrective actions listed		
Owners name and signature		

Test 5 – Fire Protection System Plan Review

Description

The candidate will demonstrate the ability to read a basic floor plan or shop drawing of a fire protection system.

Procedures

- Provide the plan review test form and appropriate system checklist to the candidate.
- Read the directions to the candidate.
- Ask for and respond to any questions.
- Display/Provide the fire protection system plan information.
- Collect the completed plan review test form and give to subject experts for grading.

Performance Evaluation Guidelines

NFPA 1031, 2014 Edition, Standard Reference: 4.3.4, 5.4.3, 5.4.4

Jones & Bartlett Fire Inspector: Principles and Practice, First Edition Revised

NFPA 1, Fire Code, 2012 Edition

State Statutes/Rules and Local Jurisdictional Policies/Procedures

Directions to the Candidate

Part 1 - Fire Alarm & Detection Systems Plans Review

You will be shown a slide with a portion of a fire alarm and detection systems plan for a new apartment building. The slide will be displayed for 2 minutes.

You are to identify which required components of the system are missing from these plans.

Do you have any questions?

Part 2 - Fire Suppression System Plans Review

You will be shown a slide with a portion of a fire suppression systems plan for a new commercial building. The slide will be displayed for 3 minutes.

Using the information provided, identify the requested item(s).

Do you have any questions?

Total Station Time: 20 Minutes

Passing Criteria (Failures): 1 Critical, 2 Major, 3 General or combination of 3 Major/General

STANDARDS	NO	YES
(C) Correctly identifying and documenting deficiencies found while reviewing a fire protection system plan		
(C) Demonstrates ability to read basic fire protection system plans or shop drawings by Identifying drawing symbols and their meaning		

Test 6-A - Post Inspection Meeting

Description

The candidate will use the Inspection Report prepared in Station test 4 to conduct a post inspection meeting with the station evaluator acting as the building owner.

Procedures

- Collect and evaluate the inspection report
- The candidates will be given the inspection report they completed during station 4.
- Read the directions to the candidates.
- Ask for and respond to questions.
- The candidate needs to conduct a post inspection meeting with the station evaluator acting as the building owner.

Performance Evaluation Guidelines

NFPA 1031, 2014 Edition, Standard Reference: 4.2.1

Jones & Bartlett Fire Inspector: Principles and Practice, First Edition Revised

NFPA 1, Fire Code, 2012 Edition

State Statutes/Rules and Local Jurisdictional Policies/Procedures

Direction to the Candidate

You are to use the inspection report prepared during test 4 to conduct a post inspection meeting with the station evaluator acting as the building owner. Following this meeting, take your inspection report to the state representative for scoring. Do you have any questions?

Total Station Time: 10 Minutes

Passing Criteria (Failures): 1 Critical, 2 Major, 3 General or combination of 3 Major/General

STANDARDS	NO	YES
Demonstrates ability to communicate orally and in writing by reviewing the inspection report form from Test 4 with the owner.		
(M) Violations explained adequately		
(M) Corrective action recommendations explained		
(M) Compliance date explained		
(M) Questions answered		
(M) Building owner's (evaluator) signature obtained		
(M) Professional demeanor displayed		

Test 6-B - Participate in Legal Procedures

Description

The candidate will participate in courtroom testimony regarding a fire inspection.

Procedures

- Collect and evaluate the inspection report.
- Read the directions to the candidate.
- Ask for and respond to any questions.
- Return the inspection report to the candidate.
- Provide the scenario information.
- Ask the prepared legal questions.

Performance Evaluation Guidelines

NFPA 1031, 2014 Edition, Standard Reference: 4.2.6

Jones & Bartlett Fire Inspector: Principles and Practice, First Edition Revised

NFPA 1, Fire Code, 2012 Edition

State Statutes/Rules and Local Jurisdictional Policies/Procedures

Direction to the Candidate

You will be providing testimony as you would in a court of law based on the scenario information provided and your inspection report that you completed in test 4. You will be asked questions by the station evaluator portraying a lawyer regarding your inspection of the occupancy. You are to answer the questions to the best of your ability as if you were on the witness stand. You may use the inspection report for reference during questioning. Do you have any questions?

Total Station Time: 10 Minutes

Passing Criteria (Failures): 1 Critical, 2 Major, 3 General or combination of 3 Major/General

STANDARDS	NO	YES
Demonstrates ability to communicate orally by giving testimony based on the inspection report from Test 4 in a legal proceeding.		
(M) Maintaining a professional demeanor		
(M) Listening to questions		
(M) Communicating effectively		
(M) Responses satisfied the question		
(M) Accurate information was provided		
(M) Reported facts, not opinions		

Test 6-C - Determine Permit Need

Description

The candidate will determine the need for a permit and inform the requestor of requirements.

Procedures

- Read the directions to the candidate.
- Ask for and respond to questions.
- Evaluator selects hazard and asks the candidate if a permit is required.
- Candidate should identify the need for a permit based on code requirements.

Performance Evaluation Guidelines

NFPA 1031, 2014 Edition, Standard Reference: 4.2.2

Jones & Bartlett Fire Inspector: Principles and Practice, First Edition Revised

NFPA 1, Fire Code, 2012 Edition

State Statutes/Rules and Local Jurisdictional Policies/Procedures

Direction to the Candidate

You will assist a citizen requesting the need of a permit for an activity, process or hazardous operation and determine if one is required using your NFPA 1, Fire Code. If a permit is or is not required, you will provide the evaluator with a rationale for your decision. Do you have any questions?

Total Station Time: 10 Minutes

Passing Criteria (Failures): 1 Critical, 2 Major, 3 General or combination of 3 Major/General

STANDARDS	NO	YES
(C) Correctly identifies the need for the permit by referencing NFPA1 Table 1.12.8a, and communicates to the citizen orally and in writing.		

Test 6-D - Investigate Common Complaints

Description

The candidate will demonstrate the ability to receive and react appropriately to a complaint from a citizen or fire department personnel.

Procedures

- Read the directions to the candidates.
- Ask for and respond to questions.
- Provide the candidate with a paper and pen to write down all notes and information.
- Read the candidate one of the test scenarios.
- Respond to questions about the complaint from the test scenario.
- When the candidate completes the question phase, ask candidate if there are any further questions they would like to ask. If candidate replies no more questions proceed to feedback phase.
- Ask the candidate to report the code reference, findings and information of the complaint, level of seriousness, and what the follow up should be.
- Judge the response given to the suggested response on the test scenario.

Performance Evaluation Guidelines

NFPA 1031, 2014 Edition, Standard Reference: 4.2.4

Jones & Bartlett Fire Inspector: Principles and Practice, First Edition Revised

NFPA 1, Fire Code, 2012 Edition

State Statutes/Rules and Local Jurisdictional Policies/Procedures

Direction to the Candidate

You will receive information from the station evaluator about a complaint they are receiving from either the public or from another member of the fire department. You will validate the code violation using NFPA 1, Fire Code to identify the code reference, gather all the needed information to investigate, and determine the correct action to take for this complaint. At the completion of the information gathering, the candidate will report to the station evaluator the code violation reference, all pertinent information about the complaint, if the complaint appears to be serious in nature and deserving of immediate corrective action or other action that would be appropriate and should be taken. Do you have any questions?

Total Station Time: 10 Minutes

Passing Criteria (Failures): 1 Critical, 2 Major, 3 General or combination of 3 Major/General

STANDARDS	NO	YES
(M) Demonstrated the ability to communicate orally by maintaining a professional demeanor		
(M) Validate alleged violation/fire hazard according to NFPA1		
Location of complaint		
Name of complainant and contact information		
Date and time of complaint		
(M) Document investigation results		
(M) Compliance date		
Contact complainant of results		
File report		

Test 7 – Job Shadow Assignment

Description:

The candidate will provide the signed course job shadow completion document including the required attachments listed below to the site evaluator. This station is designed to validate the candidate's participation in the job shadow assignment. The candidates are assigned this task to be completed independently.

The assignment shall include:

- Completed Job Shadow Evaluation Checklist form signed by the mentor - (individual project)
- Two-page typewritten report summarizing the assignment.

Performance Evaluation Guidelines:

NRPA 1031, 2014 Edition, Standard Reference: 4.2.1, 4.2.3, 4.2.5, 4.3.3, 4.3.4, 4.3.5, 4.3.6, 4.3.7, 4.3.8, 4.3.9, 4.3.10, 4.3.11, 4.3.12, 4.3.13, 4.3.14, 4.3.15

Jones and Bartlett Fire Inspector Principles and Practice, First Edition Revised

NFPA 1, Fire Code, 2012 Edition

State Statutes/Rules and Local Jurisdictional Policies/Procedures

Procedures:

- Collect the Job Shadow documents at the beginning of the exam
- Review the materials during the examination
- Evaluation may include but is not limited to the listed items
- This is a pass/fail score
- Reasons for failure must be documented
- Passing scores require no explanation.

Directions to the Candidate:

Turn in your Job Shadow assignment to the test site coordinator during the initial certification exam orientation. They will be graded by an evaluator while you are completing your other test stations. It will be returned to you when you check out. This will be a pass/fail score.

Total Station Time - 5 Minutes

Passing Criteria (Failures): 1 Critical, 2 Major, 3 General or combination of 3 Major/General

STANDARDS	NO	YES
(C) Provided a completed Evaluation Checklist with signatures of mentor, student and course instructor		
(C) Provided a two-page report summarizing what they learned from the job shadow experience. Summary should cover all four activities: <ul style="list-style-type: none">- field inspections- plan review- fire suppression system plan review- emergency planning		

Samples of Questions Used in the Written Examination Element

General Requirements [NFPA 1031:4.1]

1. Who is the authority having jurisdiction?
 - A. The fire marshal of the state
 - B. The legal counsel for the department
 - C. The organization, office, or individual responsible for enforcing the requirements of a code or standard
 - D. The taxing body represented by the area

Investigate Common Complaints [NFPA 1031:4.2.4]

2. Which type of fire inspection occurs when someone registers a concern of possible code violation?
 - A. Complaint
 - B. Construction
 - C. Annual
 - D. Re-inspection

Field Inspection [NFPA 1031:4.3]

3. During which phase of the inspection would observations of vehicle access, fire lanes, hydrant access, and exterior building issues be completed?
 - A. Interior inspection
 - B. Exterior inspection
 - C. Preplan inspection
 - D. None of the above

Occupancy Classification [NFPA 1031:4.3.1]

4. Which classification would describe a hospital that cares for many types of persons in an inpatient setting?
 - A. Ambulatory healthcare occupancy
 - B. Residential board and care facility
 - C. Healthcare occupancy
 - D. None of the above

Fire Suppression Systems Operational Readiness [NFPA 1031:4.3.5]

5. What device is often placed on a valve to indicate an attempt to close a valve that is supposed to remain open?
 - A. OS&Y valve
 - B. Tamper switch
 - C. Tumble switch
 - D. Post indicator alarm switch

APPENDIX

Firefighter Code of Ethics

I understand that I have the responsibility to conduct myself in a manner that reflects proper ethical behavior and integrity. In so doing, I will help foster a continuing positive public perception of the fire service. Therefore, I pledge the following...

- Always conduct myself, on and off duty, in a manner that reflects positively on myself, my department and the fire service in general.
- Accept responsibility for my actions and for the consequences of my actions.
- Support the concept of fairness and the value of diverse thoughts and opinions.
- Avoid situations that would adversely affect the credibility or public perception of the fire service profession.
- Be truthful and honest at all times and report instances of cheating or other dishonest acts that compromise the integrity of the fire service.
- Conduct my personal affairs in a manner that does not improperly influence the performance of my duties, or bring discredit to my organization.
- Be respectful and conscious of each member's safety and welfare.
- Recognize that I serve in a position of public trust that requires stewardship in the honest and efficient use of publicly owned resources, including uniforms, facilities, vehicles and equipment and that these are protected from misuse and theft.
- Exercise professionalism, competence, respect and loyalty in the performance of my duties and use information, confidential or otherwise, gained by virtue of my position, only to benefit those I am entrusted to serve.
- Avoid financial investments, outside employment, outside business interests or activities that conflict with or are enhanced by my official position or have the potential to create the perception of impropriety.
- Never propose or accept personal rewards, special privileges, benefits, advancement, honors or gifts that may create a conflict of interest, or the appearance thereof.
- Never engage in activities involving alcohol or other substance use or abuse that can impair my mental state or the performance of my duties and compromise safety.
- Never discriminate on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual preference, medical condition or handicap.
- Never harass, intimidate or threaten fellow members of the service or the public and stop or report the actions of other firefighters who engage in such behaviors.
- Responsibly use social networking, electronic communications, or other media technology opportunities in a manner that does not discredit, dishonor or embarrass my organization, the fire service and the public. I also understand that failure to resolve or report inappropriate use of this media equates to condoning this behavior.

Developed by the National Society of Executive Fire Officers

Firefighter Code of Ethics Background

The Fire Service is a noble calling, one which is founded on mutual respect and trust between firefighters and the citizens they serve. To ensure the continuing integrity of the Fire Service, the highest standards of ethical conduct must be maintained at all times.

Developed in response to the publication of the [Fire Service Reputation Management White Paper](#), the purpose of this National Firefighter Code of Ethics is to establish criteria that encourages fire service personnel to promote a culture of ethical integrity and high standards of professionalism in our field. The broad scope of this recommended Code of Ethics is intended to mitigate and negate situations that may result in embarrassment and waning of public support for what has historically been a highly respected profession.

Ethics comes from the Greek word *ethos*, meaning character. Character is not necessarily defined by how a person behaves when conditions are optimal and life is good. It is easy to take the high road when the path is paved and obstacles are few or non-existent. Character is also defined by decisions made under pressure, when no one is looking, when the road contains land mines, and the way is obscured. As members of the Fire Service, we share a responsibility to project an ethical character of professionalism, integrity, compassion, loyalty and honesty in all that we do, all of the time.

We need to accept this ethics challenge and be truly willing to maintain a culture that is consistent with the expectations outlined in this document. By doing so, we can create a legacy that validates and sustains the distinguished Fire Service institution, and at the same time ensure that we leave the Fire Service in better condition than when we arrived.





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.



<https://mywtcs.wtcsystem.edu/fire-service>

The mission of the Wisconsin Fire Service Education Office 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.

The Wisconsin Technical College System is in full compliance with state and federal equal opportunity non-discrimination laws and regulations including Title VII of the 1964 Civil Rights Act, Age Discrimination in Employment Act, Title VI of the 1964 Civil Rights Act, Equal Pay Act, Title IX of the 1972 Education Amendments, and Section 504 of the 1973 Rehabilitation Act, Wisconsin Fair Employment Law, Wisconsin Civil Service Law and Executive Orders, the Carl D. Perkins Vocational and Technical Education Act, Adult Education and Family Literacy Act, Workforce Investment Act, the Office of Civil Rights Guidelines for the Elimination of Discrimination in Vocational Education, the Americans with Disabilities Act (ADA), and/or other applicable state or federal legislation. It is the policy of the WTCS not to illegally discriminate on the basis of race, color, creed, national origin, religion, sex, age, disability, arrest record, conviction record, political affiliation, marital status, sexual orientation, and membership in the National Guard, state defense force or any other reserve component of the military forces of the United States, or this state. Inquiries regarding equal opportunity may be directed to the Wisconsin Technical College System, Attention Human Resources Officer, P.O. Box 7874, Madison, Wisconsin 53707-7874, telephone (608) 267-9745 or call the Wisconsin Relay System at 711.