

FIRE PREVENTION INSPECTOR I

Candidate Handbook



Illinois Fire Inspectors Association



Office of the Illinois State Fire Marshal

2021

About the Illinois Fire Inspectors Association

The Illinois Fire Inspectors Association (IFIA) is a non for profit 501 (c) 3 organization. The Illinois Fire Inspectors Association has been in existence since 1972. The IFIA has a rich history in the development and teaching of fire inspector certification programs in Illinois. The IFIA has sponsored annual Fire and Life Safety Conferences since 1974. Full and half day continuing education classes are offered multiple times per year.

Our Mission Statement

To reduce death and injuries from fire and other dangers through education, enforcement and engineering.

Our Office

Our office is located at 426 W. Northwest Highway, Mt. Prospect, Illinois. The telephone number to the office is (224) 387-3340. The office is staffed by one part-time employee between the hours of 9:00a.m. - 1:00p.m., Monday through Friday. The office is the central hub of the Association. The office takes registrations for training and certification classes, refers out any questions that come in, distributes monthly and special meeting or course notices, and provides a weekly email blast of upcoming items of interest to its members, and ships IFSTA, NFPA, and Jones and Bartlett training manuals. In addition, the staff maintains our website at www.illinoisfireinspectors.org. The office staff prides themselves on their customer service.

Our Governance

The IFIA is governed by an elected Board of Directors. The Board of Directors is made up of a President, Vice President, Secretary and Treasurer. The day to day operations are supervised by the Executive Director who is appointed annually by the President.

Standing Committees of the IFIA are: Certification / Public Education / Codes and Standards / Social

Our Meeting dates

The IFIA usually meets on the fourth Friday of the month at the Medinah Banquet Hall located at 550 Shriners Drive in Addison, Illinois.

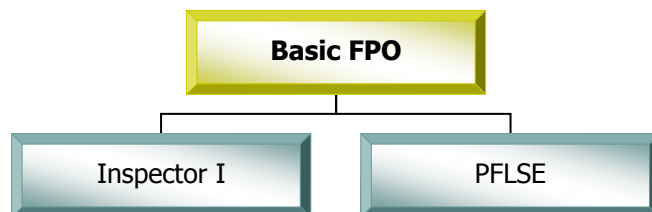
About the Certification Process

The **Fire Inspector I** Certification requires:

1. Course completion – 40 hours
2. Fire Inspector I Practicum
3. Passage of the OSFM State Exam
4. One year of Fire Prevention Experience

The **Basic Fire Prevention Officer** has the following requirements:

1. Certification as a Fire Inspector I
 2. Course completion of the Public Fire & Life Safety Educator Course
 3. Passage of the OSFM State Exam
 4. Two years of Fire Prevention Experience
- Note – there is no State Exam required for the Basic Fire Prevention Officer.



The Practicum Module – Inspector I

The Practicum Phase is designed to allow the applicant the ability to demonstrate the skills and knowledge necessary to identify multiple code violations while they perform various field inspections. This course follows NFPA 1031. Evaluations of your submittals will be based on Chapter 4 for Fire Inspector I, IFSTA Fire Inspection and Code Enforcement, 8th edition, the International Building and Fire Codes, the NFPA standards, as well as the current adopted local codes/ordinances of the applicant. The practicum shall include the signed application for certification, the five (5) inspections with each having multiple violations and their correlating code citations, as well as the complaint narrative. Any supporting documents or records of other practical skills shall be documented and retained in the training file of the candidate and may be reviewed by the Illinois Office of the State Fire Marshal (OSFM) staff at any time.

In the Fire Inspector I practicum you will be required to inspect five (5) of the seven (7) specific occupancy types listed below. You will be expected to inspect and provide a detailed account of your findings, including the code sections of the violations cited. The five required inspections must serve as a reflection of the types of occupancies normally found within your jurisdiction. If you are unable to provide these, you may perform inspections in another municipality with prior approval from OSFM. Of the inspections conducted, at least one must be equipped with a fire alarm system, and/or an automatic sprinkler system, and/or a hood and duct suppression system.

Required Occupancy Inspections:

Assembly Occupancy (Over 50 occupants)
Business Occupancy
Educational Occupancy
Healthcare Occupancy
Mercantile Occupancy (Over 5,000 sq.ft.)
Residential Occupancy (Multi-family)
Storage Occupancy (Over 20,000 sq.ft)

In addition to the five (5) field inspections, you will be required to detail your account of a complaint investigation. The complaint investigation shall include:

- Nature of the complaint
- Process used to handle the complaint
- What code (if any) did you apply
- How the complaint was resolved

You will submit the above to the **Office of the State Fire Marshal** through the portal along with the Application for Certification and other official documents that possess the signature of the Fire Chief, Prevention Chief, Training Officer or School Director.

Inspector I

Practicum Inspection Form

Name of Occupancy _____ Date _____

Address _____ City _____

Type of Occupancy _____

Square Footage _____ Height of Building _____ Type of Construction _____

Fire Alarm System _____ Sprinkler System _____ Hood System _____

Occupant load _____ Travel Distance to exit(s) _____ Any dead-end corridors _____

Inspection narrative: _____

Violations

Code Sections

Inspector

Signature

Date

Fire Chief / Bureau Supervisor

Signature

Date

Inspector I

Fire Inspector I – JPR’s

The following Inspector I JPR’s are from NFPA 1031, Chapter 4. Upon completion and documentation of the JPR’s, an Application for Certification, the five required inspections with multiple code correlated violations (utilizing the form above and/or a fire inspection report) and a complaint narrative shall be submitted through the portal for review. The Practicum will either be approved as submitted, or returned with comments indicating what corrections/modifications are needed in order to resubmit it for final approval. In addition to the above, the remaining JPR’s shall be documented and retained in the training file of the Fire Inspector I Candidate. The training file must be retained for the certification duration and available to members of the OSFM PS&E Staff for review.

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.

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.

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.

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.

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 applicable codes and standards.

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.

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.

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.

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.

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.

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

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.

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.

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.

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.

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.

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.

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.

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.

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.

** = additional information can be found for this JPR in the annex of NFPA 1031*

JCAR Rules

Section 141.327 Fire Inspector I

The Fire Inspector I certification is designed to provide an individual serving in a fire department or allied field agency the basic knowledge and requisite skills to conduct basic fire and life safety inspections in a variety of structures with the ability to appropriately report those findings in accordance with applicable codes and standards defined by NFPA 1031.

- a) Prerequisites
 - 1) Attainment of a minimum of one-year inspectional activity in fire prevention.
 - 2) Successful completion of a minimum of 40 instructional hours.
 - 3) Passage of the State written examination.
 - 4) Passage of the State practical skills examination.
 - 5) Application for Certification/Validation-Attestation.
- b) Reimbursement may be received for training costs for a Fire Inspector I (see Subpart E).
- c) A qualified instructor for this level must be certified as a:
 - 1) Fire Service Instructor II; and
 - 2) Fire Prevention Officer, Basic Fire Prevention Officer or Fire Inspector I.
- d) The course and facility must be approved by the Division as provided in Subpart B.
- e) Credit for equivalent courses may be available in accordance with Section 141.120.

Recertification requirements:

- 1) Certification expires 4 years after the issuance date.
 - 2) Certification as an Inspector I.
 - 3) Completion of refresher training following the established course objectives identified in NFPA 1031, totaling 100 points over a 4-year period, attested to by the employing Fire Chief, based on the Division's point system. Records of the training will be retained in the fire department records.
 - a. The OSFM is currently accepting the proven attested practical experience in lieu of the 100 points.
- f) Application for recertification, signed by the employing Fire Chief, verifying completion of training points.
 - 1) Currently, the signed application in conjunction with item 3 a. shall be considered sufficient for recertification
 - g) If certification is not renewed within 90 days after the expiration date, the individual will be required to complete an approved Fire Inspector Course.

(Source: Amended at 41 Ill. Reg. 6594, effective August 1, 2017)

Fire Inspector I Reading Assignments

Required Reading:

Text: Fire Inspection & Code Enforcement, 8th Edition. 2016, IFSTA

Module:	Pages:
1. Duties and Authority	pp.13-24
2. Standards, Codes, and Permits	pp. 41-55
3. Fire Behavior	pp. 73-108
4. Construction Types & Occupancy Classifications	pp. 115-145
5. Building Construction: Materials and Structural Systems ...	pp.153-171
6. Building Construction: Components	pp. 193-219
7. Means of Egress	pp. 241-267
8. Site Access	pp. 285-302
9. Fire Hazard Recognition	pp. 307-334
10. Hazardous Materials	pp. 379-448
11. Water Supply Distribution Systems	pp. 465-498
12. Water-Based Fire-Suppression Systems	pp.503-538
13. Special-Agent Extinguishing Systems	pp. 563-594
& Portable Extinguishers	
14. Fire Detection and Alarm Systems	pp. 607-642
15. Plans Review and Field Verifications	pp.651-655
16. Inspection Procedures	pp.689-724