

State of Oregon  
Oregon Department of Public Safety Standards and Training

# Fire Inspector II Task Book

Task Book Assigned To:	
Printed Name	AP#
Fire Agency Name	Date Initiated
Printed Signature of Department Head or Training Officer	Date Completed

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<http://www.oregon.gov/dpsst>

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Task Book Qualification Record Books (Task Book) have been developed for various certification levels within the Oregon Department of Public Safety Standards and Training (DPSST) system. Each Task Book lists the job performance requirements (JPR's) for the specific certification level in a format that allows a candidate to be trained and evaluated. Successful performance of all tasks, as observed and recorded by a qualified and approved evaluator will result in the candidate's eligibility for DPSST certification.

To become certified at a specific level, the applicant must successfully complete the JPR's in sequence. Before job performance evaluations can be accomplished, all requisite knowledge and skills must be satisfied. In addition, all relative task book evaluations must be checked off by the evaluator. When all prescribed requirements have been met, an application for certification will be forwarded to DPSST. All certificates are mailed to the Training Officer at his/her fire agency.

**Note to Fire Agencies:** These JPR's serve as general guidelines. At all times, standard operating procedures of the fire agency in which the evaluation is being conducted will govern. Fire agencies should have available for evaluators, a copy of the fire agencies' standard operational guidelines.

The JPR's covered in this Task Book meet or exceed all NFPA published standards for this certification level at the time of this publication. Mention of NFPA and its standards do not, and are not intended as adoption of -or reference to- NFPA standards.

## **259-0019-0062**

### **Fire Service Personnel Certification**

(C) Task books shall be monitored by a Field Training Officer approved by the Department. The Field Training Officer shall be certified at or above the level being monitored and have at least 5 years fire investigation experience. The Department may approve other Field Training Officers with equivalent training, education and experience as determined by designated Department Staff.

### **HOW TO EVALUATE PERFORMANCE:**

Each JPR has a box to the right in which to confirm a candidate's success. The field training officer shall indicated successful passing by the candidate of each JPR by dating and signing (see example).

2.1 Secure a fire scene, given marking devices, sufficient personnel, and special tools and equipment, so that unauthorized persons can recognize the perimeters of the investigative scene and are kept from restrictive areas, and all evidence or potential evidence is protected from damage or destruction.



**TASK BOOK QUALIFICATION RECORD  
FOR THE CERTIFICATION LEVEL OF**

**Fire Inspector II**

Prior to becoming certified in this position, the Fire Inspector II shall successfully complete the following Job Performance Requirements (JPR). The evaluator shall date the appropriate box and sign on the line to indicate successful completion of each. For each JPR there are requisite knowledge and skill requirements. The evaluator of the first sequence shall initial and date in the box provided to indicate the meeting of those requirements before the Fire Inspector may proceed. The candidate shall complete the requirements of Fire Inspector I prior to starting Fire Inspector II.

4-2.1 Develop written correspondence to communicate fire protection and prevention requirements, given a complex fire safety issue so that the correspondence reflects research and accurate interpretation of applicable code and standards are appropriate for the intended audience.

**Requisite Knowledge:** Applicable code and standards adopted by the jurisdiction and the interrelationship between those codes and regulations, and various sources for additional reference materials related to code enforcement.

**Requisite Skills:** Familiarity with code-related research and the ability to clearly express code requirements verbally and in writing.

4-2.2 Create inspection checklists and forms, given applicable codes, standards, policies, and procedures of the jurisdiction, so that the materials developed are clear and concise and key issues are addressed.

**Requisite Knowledge:** Inspection elements required by codes, standards, policies, and procedures of the jurisdiction.

**Requisite Skills:** The ability to clearly express code requirements of the jurisdiction in writing and organize code inspection elements in a logical and complete a format for use as a guide to perform uniform and effective fire code inspections.

4-2.3 Process a permit application given a specific request, so the application is evaluated and a permit is issued or denied in accordance

with the applicable codes, standards, policies, and procedures of the jurisdiction

**Requisite Knowledge:** Permit application process and applicable codes, standards, policies, and procedures of the jurisdiction.

**Requisite Skills:** The ability to communicate verbally and in writing.

4-2.4 Process a plan review application, given a specific request, so the application is evaluated and processed in accordance with the applicable policies and procedures of the jurisdiction.

**Requisite Knowledge:** Plan review application process, code requirements of the jurisdiction, and policies and procedures of the jurisdiction.

**Requisite Skills:** The ability to communicate verbally and in writing on matters related to code requirements, policies, and procedures of the jurisdiction.

4-2.5 Testify at legal proceedings, given the findings of a plan review and consultation with legal counsel, so that all information is presented accurately and the inspector's demeanor is appropriate to the proceeding.

*Completion of IAAI, NFA, NAFI or equivalent Courtroom Testimony Course will be acceptable.*

**Requisite Knowledge:** The legal requirements pertaining to evidence rules in the legal system and knowledge of types of legal proceedings.

**Requisite Skills:** Familiarity with courtroom demeanor, communication, and listening skills and the ability to differentiate facts from opinions

4-2.6 Investigate complex complaints, given a reported situation or condition, so the complaint information is recorded, the appropriate process is initiated, and the complaint is resolved.

**Requisite Knowledge:** Applicable codes and standards adopted by the jurisdiction and policies of the jurisdiction.

**Requisite Skills:** The ability to interpret codes and standards, communicate verbally and in writing, recognize problems, and refer complaints.

4-2.7 Recommend modifications to codes and standards of the jurisdictions, given a fire safety issue, so that the proposed codes and standards are properly written and address the problem, need, or deficiency.

**Requisite Knowledge:** State statutes or local ordinances establishing or empowering the agency to adopt, enforce, and revise codes and standards; the legal instruments establishing or adopting codes and standards; and the development and adoption process for fire and life safety legislation or regulations.

**Requisite Skills:** The ability to recognize problems, communicate, and identify cost/risk benefits.

4-2.8 Recommend policies and procedures for the delivery of inspection services, given management objectives, so that inspections are carried out in accordance with the policies of the jurisdiction and due process of the law is followed.

**Requisite Knowledge:** Policies and procedures of the jurisdiction related to code enforcement, and sources of detailed and technical information relating to fire protection and life safety.

**Requisite Skills:** The ability to identify acceptable construction methods and materials related to fire safety; read and interpret construction plans and specifications, communicate verbally and in writing, educate, conduct research, make decisions, recognize problems, and resolve conflicts.

4-3.1 Compute the occupant load of a multiuse building, given field observations or a description of its uses, so that the maximum occupant load calculation is accurate and in accordance with applicable codes and standards.

**Requisite Knowledge:** How to calculate occupant loads for an occupancy and for building use; and code requirements, regulations, operational features, and fire hazardous presented by various occupancies.

**Requisite Skills:** The ability to mathematically calculate accurate occupant loads, identify occupancy factors related to various occupancy types, use measuring tools, read plans, and use a calculator.

4-3.2 Identify the occupancy classification of a mixed-use building, given a description of the uses, so that each area is properly classified in accordance with applicable codes and standards.

**Requisite Knowledge:** Occupancy classification types, applicable codes and standards, operational features, and fire hazards presented by various occupancies.

**Requisite Skills:** The ability to interpret code requirements and recognize building uses that fall into each classification of occupancy types.

4-3.3 Determine the type of construction in a new building, given plan review and observations or a description of the building's height, area, occupancy and construction features, so the construction type is properly classified according to applicable codes and standards.

**Requisite Knowledge:** Building construction with emphasis on fire-related construction, evaluation of methods or construction and assemblies for fire rating, analysis of test results, and manufacture's specifications.

**Requisite Skills:** The ability to identify characteristics of each type of building construction.

4-3.4 Evaluate fire protection systems and equipment provided for the protection of a building or facility, given field observations of the facility and documentation, the hazards protected, and the system specifications, so that the fire protection systems provided are appropriate for the occupancy or hazard being protected and are installed in compliance with applicable codes and standards and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

**Requisite Knowledge:** Applicable codes and standards for fire protection systems, basic physical science as it relates to fire behavior and fire suppression, installation techniques and acceptance inspection, testing and reports of maintenance of completed installations, and use and function of various systems.

**Requisite Skills:** The ability to recognize problems, use codes and standards, and read reports, plans, and specifications.

4-3.5 Analyze the egress elements of a building or portion of a building, given observations made during a field inspections, so the means of egress elements are provided and located in accordance with applicable codes and

standards and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

**Requisite Knowledge:** Acceptable means of egress devices.

**Requisite Skills:** The ability to calculate egress requirements, read plans, and make decisions related to the adequacy of egress.

4-3.6 Evaluate hazardous conditions involving equipment, processes, and operations, given field observation and appropriate documentation, so that the equipment, processes, or operations are installed in accordance with applicable codes and standards and all deficiencies are identified, documented, and reported in accordance with the policies of jurisdiction.

**Requisite Knowledge:** Applicable codes and standards, accepted fire protection practices, fire behavior, ignition sources, safe housekeeping practices, and additional reference materials related to code enforcement.

**Requisite Skills:** The ability to observe, communicate, interpret codes, recognize problems, and make decisions.

4-3.7 Emergency planning: explain how to evaluate emergency planning and preparedness procedures, given copies of existing or proposed plans and procedures, to determine their applicability to the facility and their compliance with codes and standards.

**Requisite Knowledge:** Occupancy requirements for emergency evacuation plans, fire safety programs for crowd control, roles of agencies and individuals in implementation and development of emergency evacuation plans, and information sources for emergency evacuation plans.

**Requisite Skills:** The ability to compare submitted plans and procedures with applicable codes and standards adopted by the jurisdiction.

4-3.8 Verify fire flows for a site, given fire flow test results and water supply data, so the required fire flows are in accordance with applicable codes and standards and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

**Requisite Knowledge:** Identify the types of water distribution systems and other water sources in the local community, water distribution system testing, characteristics of public and private water supply system, and flow testing procedures.

**Requisite Skills:** The ability to use Pitot tube and gauges and calculate and graph fire flow results.

4-3.9 Verify code compliance for 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.

**Requisite Knowledge:** Flammable and combustible liquid properties and hazards, material safety data sheet, safe handling practices, appropriate codes and standards, fire protection systems and equipment appropriate for the material, fire behavior, safety procedures, and storage compatibility.

**Requisite Skills:** The ability to identify typical fire hazards associated with processes or operations utilizing flammable and combustible liquids and observe, communicate, interpret codes, recognize problems, and make decisions.

4-3.10 Evaluate code compliance for the storage, handling, and use of hazardous materials, given field observations, so the applicable codes and standards for each hazardous material encountered are properly address, and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

**Requisite Knowledge:** Hazardous materials properties and hazards, material safety data sheets, safe handling practices, appropriate codes and standards, fire protection systems and equipment appropriate for the material, fire behavior, safety procedures, chemical reactions, and storage compatibility.

**Requisite Skills:** The ability to identify typical fire hazards associated with processes or operations utilizing hazardous material and observe, communicate, interpret codes, recognize problems, and make decisions.

4-3.11 Determine fire growth potential in a building or space given field observations or plans, so that the content, interior finishes and construction elements can be evaluated for compliance with applicable codes and standards and all deficiencies are identified, documented, and corrected in accordance with the policies of the jurisdiction.



**Requisite Knowledge:** Basic fire behavior, decorations, decorative materials, furnishings, and safe housekeeping practices.

**Requisite Skills:** The ability to observe, communicate, interpret codes, recognize hazardous conditions, and make decisions.

4-3.12 Inspect emergency access for a site, given field observations, so that the required access for emergency responders is provided, approvals are issued, or deficiencies are identified, documented, and corrected in accordance with the applicable codes, standards, and policies of the jurisdiction.

**Requisite Knowledge:** Applicable codes and standards, policies of the jurisdiction, and emergency access and accessibility requirements.

**Requisite Skills:** The ability to identify emergency access requirements contained in the applicable codes and standards and observe, make decisions, and use measuring tools.

4-4.1 Classify the occupancy type, given a set of plans, specifications, and a description of a building, so that the classification is made according to applicable codes and standards.

**Requisite Knowledge:** Occupancy classification types, applicable codes and standards, regulations, operational features, and fire hazards presented by various occupancies.

**Requisite Skills:** The ability to read plans.

4-4.2 Compute the occupant load, given a floor plan of a building or portion of the building, so that the calculated occupant load is in accordance with applicable codes and standards.

**Requisite Knowledge:** How to calculate occupant loads for an occupancy or portions of the building, so the calculated occupant load is in accordance with applicable codes and standards.

**Requisite Skills:** The ability to mathematically calculate accurate occupant loads, identify occupancy factors related to various occupancy types, use measuring tools, read plans, and use a calculator.

4-4.3 Field verify the installation of a fire protection system, given shop drawings and system specification for a process or operation, so that the system is reviewed for code compliance and installed in accordance with the approved drawings, and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

**Requisite Knowledge:** 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 including Carbon Monoxide, Halon, foam, and dry chemical; evaluation and testing of automatic fire detection and alarm systems and devices.

**Requisite Skills:** The ability to read basic floor plan or shop drawings and identify symbols used by the jurisdiction.

4-4.4 Verify that egress elements are provided, given a floor plan of a building or portion of a building, so all the elements are identified and checked against applicable codes and standards and any deficiencies are discovered and communicated in accordance with the policies of the jurisdiction.

**Requisite Knowledge:** Applicable codes and standards adopted by the jurisdiction, the identification of standard symbols used in plans, and field verification practices.

**Requisite Skills:** The ability to read plans and research codes and standards.

4-4.5 Field verify the construction type of a building or portion thereof, given a set of approved plans and specifications, so that the construction type complies with the approved plans and applicable codes and standards.

**Requisite Knowledge:** Building construction with emphasis on fire-rated construction, evaluation of methods of construction and assemblies for fire rating, analysis of test results, and manufacturer's specifications.

**Requisite Skills:** The ability to identify characteristics of each type of building construction.