

# CSFM 085A: FIRE INSPECTOR 1A: DUTIES AND ADMINISTRATION

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**Originator**

asventura

**Justification / Rationale**

Periodic course review. The last time the state increased these fees was in 2008. SFT has new diploma fee increases that will go into effect on July 1, 2020.

**Effective Term**

Fall 2020

**Credit Status**

Credit - Degree Applicable

**Subject**

CSFM - California State Fire Marshal

**Course Number**

085A

**Full Course Title**

Fire Inspector 1A: Duties and Administration

**Short Title**

FIRE INSPECTOR 1A

**Discipline****Disciplines List**

Fire Technology

**Modality**

Face-to-Face  
Hybrid

**Catalog Description**

This course provides students with a basic knowledge of the roles and responsibilities of a Fire Inspector I including legal responsibilities and authority, codes and standards, the inspection process, confidentiality and privacy requirements, and ethical conduct, and administrative tasks including preparing inspection reports, recognizing the need for a permit or plan review, investigating common complaints, and participating in legal proceedings. Upon successful completion of the course, a CSFM diploma fee of \$140 is required for this course to cover the California State Fire Training Certificate of Completion.

**Schedule Description**

This course provides students with a basic knowledge of the roles and responsibilities of a Fire Inspector I including legal responsibilities and authority, codes and standards, the inspection process, confidentiality and privacy requirements, and ethical conduct, and administrative tasks including preparing inspection reports, recognizing the need for a permit or plan review, investigating common complaints, and participating in legal proceedings. Upon successful completion of the course, a CSFM diploma fee of \$140 is required for this course to cover the California State Fire Training Certificate of Completion.

**Lecture Units**

1

**Lecture Semester Hours**

24

**Lab Units**

0

**In-class Hours**

24

**Out-of-class Hours**

30

**Total Course Units**

1

**Total Semester Hours**

54

**Override Description**

In order for the class to meet the requirements of the California State Fire Marshal, the class must meet for 24 hours, so there are six additional in class hours and six less out of class hours than a standard one unit lecture class.

**Required Text and Other Instructional Materials****Resource Type**

Book

**Author**

None

**Title**

2013 California Fire Code (with Title 19 excerpts)

**City**

Sacramento

**Publisher**

California Building Standards Commission

**Year**

2013

**College Level**

Yes

**Flesch-Kincaid Level**

12

**ISBN #**

9781609834609

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**Resource Type**

Book

**Author**

None

**Title**

Fire Inspector: Principles and Practice

**Edition**

First

**Publisher**

Jones Bartlett and IAFC

**Year**

2016

**College Level**

Yes

**Flesch-Kincaid Level**

12

**ISBN #**

9781284137743

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**Class Size Maximum**

30

**Course Content**

1. Introduction
  - a. Orientation and Administration
  - b. Fire Marshal Certification Process
2. Roles and Responsibilities
  - a. Definition of Duties
  - b. Identifying Legal Responsibilities and Authority
  - c. Identifying Codes and Standards
  - d. The Inspection Process
  - e. Confidentiality and Privacy Requirements
  - f. Ethical Conduct
3. Administration
  - a. Preparing Inspection Reports
  - b. Recognizing the Need for a Permit
  - c. Recognizing the Need for Plan Review
  - d. Investigating Common Complaints
  - e. Participating in Legal Proceedings

**Course Objectives**

	Objectives
Objective 1	Identify the different levels of certification in the Fire Marshal certification track for Fire Inspector 1, Fire Inspector II, Plans Examiner, and Fire Marshal.
Objective 2	Identify the administrative duties of a Fire Inspector I.
Objective 3	Identify the field inspection duties of a Fire Inspector I.
Objective 4	Identify the codes that give a fire inspector legal authority to conduct inspections in the state of California.
Objective 5	List commonly-used codes and standards published by the International Code Council (ICC codes) and National Fire Protection Association (NFPA standards).
Objective 6	Apply codes and standards to a fire protection, fire prevention, or life safety issue in California.
Objective 7	Demonstrate how to conduct a fire and life safety inspection in a building occupancy in accordance with jurisdictional policies.
Objective 8	Describe how to document and report an inspection.
Objective 9	Describe how to document violations observed while conducting a building inspection.
Objective 10	Compose a clear and concise inspection report that reflects the inspection findings in accordance with applicable codes and standards and jurisdictional policies.
Objective 11	Recognize the need for plan review and communicate plan review requirements in accordance with applicable codes and standards and jurisdictional policies.
Objective 12	Identify common terminology used in legal proceedings.

**Student Learning Outcomes**

**Upon satisfactory completion of this course, students will be able to:**

Outcome 1	Describe the physical inspection process.
Outcome 2	Formulate an inspection report that reflects the inspection findings in accordance with applicable codes and standards and jurisdictional policies.

**Methods of Instruction**

Method	Please provide a description or examples of how each instructional method will be used in this course.
Activity	In class scenario based activities
Role Playing	Student based role playing
Participation	Question and Answer activities
Lecture	Lecture and power point presentation
Discussion	Inspection procedures

**Methods of Evaluation**

Method	Please provide a description or examples of how each evaluation method will be used in this course.	Type of Assignment
Written homework	Reading assignments and research are required and may include but, are not limited to, the following in preparation for the CSFM final exam: Course textbook(s) California Building Code California Fire Code Title 19	Out of Class Only
Student participation/contribution	Review California Building Code, Fire Code and Title 19	In Class Only
Mid-term and final evaluations	CSFM final exam	In Class Only
Group activity participation/observation	Presentations on Roles and Responsibilities of an Fire Inspector	In Class Only
Reading reports	Case study reviews	In and Out of Class

**Assignments**
**Other In-class Assignments**

1. Analyze case studies from the following:
  - a. Course textbook(s)
2. Reference the following during class discussions:
  - a. California Building Code
  - b. California Fire Code
  - c. Title 19
3. Role play class activities
  - a. Fire Marshal authority
  - b. Codes and Standards
  - c. Inspection Process
  - d. Ethical Awareness Inventory

**Other Out-of-class Assignments**

1. Reading assignments and research are required and may include but, are not limited to, the following in preparation for the CSFM final exam:
  - a. Course textbook(s)
  - b. California Building Code
  - c. California Fire Code
  - d. Title 19
2. Research specific sections of the California Building and Fire Codes pertaining to the following:

- a. Legal authority to conduct inspections in the state of California.
  - b. Codes and standards to fire protection systems.
  - c. Required notice of violation documentation required during an inspection.
3. Research and prepare for in class presentation assignment on Roles and Responsibilities of an Fire Inspector

**Grade Methods**

Pass/No Pass Only

**Distance Education Checklist**

Include the percentage of online and on-campus instruction you anticipate.

**Online %**

49

**On-campus %**

51

**Instructional Materials and Resources**

**If you use any other technologies in addition to the college LMS, what other technologies will you use and how are you ensuring student data security?**

Zoom video meeting invites not requiring student data security issues.

**If used, explain how specific materials and resources outside the LMS will be used to enhance student learning.**

Zoom meetings allow students to interact as groups or with the instructor to enhance the classroom component of the course.

**Effective Student/Faculty Contact**

**Which of the following methods of regular, timely, and effective student/faculty contact will be used in this course?**

**Within Course Management System:**

Timely feedback and return of student work as specified in the syllabus

Discussion forums with substantive instructor participation

Regular virtual office hours

Online quizzes and examinations

Video or audio feedback

Weekly announcements

**External to Course Management System:**

Direct e-mail

Posted audio/video (including YouTube, 3cm mediasolutions, etc.)

Telephone contact/voicemail

**For hybrid courses:**

Scheduled Face-to-Face group or individual meetings

Orientation, study, and/or review sessions

**Briefly discuss how the selected strategies above will be used to maintain Regular Effective Contact in the course.**

Discussion post interactions, announcements, video conferences, comments provided in grade book to students for assignments, email correspondence, office phone calls.

**If interacting with students outside the LMS, explain how additional interactions with students outside the LMS will enhance student learning.**

Phone on Zoom video conferences provide access to instructor to clarify student questions.

**Other Information****MIS Course Data****CIP Code**

43.0201 - Fire Prevention and Safety Technology/Technician.

**TOP Code**

213300 - Fire Technology

**SAM Code**

C - Clearly Occupational

**Basic Skills Status**

Not Basic Skills

**Prior College Level**

Not applicable

**Cooperative Work Experience**

Not a Coop Course

**Course Classification Status**

Credit Course

**Approved Special Class**

Not special class

**Noncredit Category**

Not Applicable, Credit Course

**Funding Agency Category**

Not Applicable

**Program Status**

Program Applicable

**Transfer Status**

Not transferable

**General Education Status**

Not applicable

**Support Course Status**

Course is not a support course

**Allow Audit**

No

**Repeatability**

No

**Materials Fee**

No

**Additional Fees?**

Yes

**Additional Fee Amount**

\$140.00

**Additional Fees Description**

California State Fire Marshal Diploma Fee

**Approvals****Curriculum Committee Approval Date**

5/05/2020

**Academic Senate Approval Date**

5/14/2020

**Board of Trustees Approval Date**

6/18/2020

**Chancellor's Office Approval Date**

6/26/2020

**Course Control Number**

CCC000576954

**Programs referencing this course**Fire Technology Certificate of Achievement (<http://catalog.collegeofthedesert.eduundefined?key=146/>)