

CONSTRUCTION SITE FIRE SAFETY MANAGER January 19, 2011

Introduction of each member

Minutes will be posted on the FDNY website.

FDNY materials containing Curriculum, Graduation Test, Notice of Examination Study Material, and Applications to all attendees.

After the incident of Deutsche Bank fire, the FDNY modified the Fire Code to make construction sites safer. FDNY was able to create a CSFSM test in a short period of time, 7 months to be exact by having participation and help from many experts from the construction industry, internal uniformed and civilian staff, Department of Buildings.

FDNY provides schools with a detailed curriculum to follow.

The FDNY Rule provides conditions to schools offering instruction including:

Graduation test must be closed book

After failing the FDNY the 2nd time applicant must retake course.

All schools must submit resumes to FDNY to verify whether they qualify per the RCNY.

FDNY will review resumes to determine whether they meet the eligibility to take the FDNY exam.

Schools may not add additional material but can modify it to Power Point from materials provided by FDNY.

FDNY will further review after the April and will edit the current material in April. At time of review, suggestions will be accepted from all schools. But the course can not be modified. Every question comes from the curriculum so nothing should be changed.

In July there will be a new Fire Code, and a 3rd release of CSFSM material may follow.

Study material can be reproduced by schools, double sided copies can be made, color/no color is up to schools to decide as long as the text does not get changed.

Code 1.1.3 states minimum of 7 hour class must be attended, not including lunch or graduation test. However, there are no restrictions to how many days a week how the 7 hours is provided. The course can be split into 2 days (it is up to the schools on how to offer the FDNY instructions)

Classes are not to start before Monday January 24th, 2011. By doing this, the curriculum and the test are ready at the same time.

The Graduation Test is tied exactly to the curriculum. It contains 50 questions. FDNY offers 5 versions of the graduation test. The Graduation Test is similar to the FDNY test in weighting of sub parts. The FDNY test has 60 questions. FDNY will allow 180 minutes to take the test. FDNY can not predict amount of people coming to take the test.

As stated in item 7 of the Application, FDNY requires an email address. Qualification to take the FDNY exam will be reviewed. All applicants will be notified by email to with an appointment if they qualify. If required, FDNY will open on Saturdays to accommodate all qualified applicants.

Any one can take the course, even for general knowledge. At the 1st day of class, applicants should be informed of the course qualifications. FDNY will only provide tests for qualified candidates.

FDNY must see all the qualification affidavits before allowing a candidate to take the exam. FDNY will try to verify within 72 hours. The appointment scheduling will depend on the volume of applicants. FDNY may independently call and contact employer to verify experience. Lack of 1 month experience can turn an applicant away. To verify employment only letters from employers will be accepted. W2 will not specify what the individual did. Letters are to be notarized. Vernette Shuler will be the reviewer of the applications and approve the applicants to take the exam.

FDNY is not open Saturdays but may look into it. It may cost up to \$1,250 per Saturday for a dedicated school test on Saturday. One hundred applicants can be tested on a Saturday. Volume will dictate on how the test will be provided.

The Graduation certificate will be valid for a period of one year. The COF must be renewed every 3 years. A refresher class is not automatically required at renewal time, but it may be included by the FDNY. The rules may change and individuals may have to take an course at renewal time, depending on what will be included in the new code comes July 1st, 2011. It can consist of a 4 hour refresher class.

“Best practice” is included in the curriculum and is a good general idea but not required per Code. New Code may have “best practices” since the code only covers the minimum requirements.

Once the course is completed, FDNY will contact individuals directly with their appointment. If someone does not have an email address, the FDNY will allow an applicant to use the school’s email address. If the school’s email is used, the schools are required to notify the individual of their appointment. No phone calls, or walk ins will be accepted to take the CSFSM FDNY exam without an appointment.

The FDNY will require confirmation from the individual of the appointment. An email may state “Your appointment will be confirmed once you reply”

The Bureau of Personal should be able to get retired FF’s experience verified at the FDNY. The verification form will be posted on the FDNY website.

The FDNY will explore using 311 to schedule appointments via the Mayor’s Office.

If an applicant’s verification or application is rejected, individuals will be able to resubmit additional requirements.

Verification letters may be dropped off in person at 9 Metrotech. A receipt will be provided to individuals who submit their application in person.

Physical appearance: temporary disability will be accepted. At the end, construction companies will hire individuals. If the FDNY qualifies someone who passes the test, we are only verifying their technical knowledge.

CSFSM can be an electrician or a plumber, it depends on the employer. In the upcoming code, certain buildings of 60 stories or so may required CSFSM to only perform those duties. CSFSM may be required to overview the entire site at all times which can be impossible to do for an electrician at a fixed location.

Enforcement will be done by FDNY. Inspectors will not immediately require certificates. There will be a window of a reasonable time frame for every one to be certified. Progress must start after Monday (when classes begin.) Ignorance of safety rules will not be tolerated by inspectors. The enforcement date is not finalized but every construction companies should work as soon as possible to have CSFSM’s certified.

Letters or Diplomas should only be issued to those who took the course and passed the Graduation Test. Those who fail the test or miss attendance should receive nothing. Graduation Cards are too similar to COF cards. FDNY requires a seal on the diploma/letters. Schools do not need to report to FDNY who graduated. “Individual satisfactory graduated the course” is to state on the diploma. Schools will receive a sample from Elsa.

FDNY will provide schools with a report of analysis by individuals to help schools improve their curriculum.

Individuals who fail get a failure report. After the 2nd report, failure individuals have to return back to school.

The COF card issued by the FDNY will not list the employer so the individual can work from site to site within their certificate validation.

CSFSM will be responsible for inspecting for fire safety. An electrician will not have the time to do a full inspection. CSFSM will be responsible and will be legally responsible for compliance. This is an important job. Logs are to be kept, 5 different binders, forms to be filled out, It may

take the entire day. A person doing another job does clearly not have time to do something outside of CSFSM. Some one cutting corners, will be caught. It may be a challenge to set up a building that can not organize properly. CSFSM is very specific to detail best practice.

A small residential building may not require the CSFSM; however, when MSG does renovation and it is partially occupied it may require several CSFSM. There will be a line drawn and may be exemptions to take confusion out of where CSFSM will be required.

Clarification may be needed of who is providing the CSFSM?

New Code in July will be clearer regarding the CSFSM.

In April 2011, the CSFSM materials will be improved based on how many people attend the class. Changing the booklet will change the graduation test and actual FDNY test. It may not be perfect now, so schools are to keep a log of suggestions for the next meeting. One page can not be changed at a time; one meeting will capture all improvements at once collectively.

Test will be available Monday January 24th, 2011, but applicants will have to be approved by the FDNY before taking the exam.

The graduation test should only be issued in English. As a requirement, individuals must take exams in English. They may use a dictionary at FDNY Headquarters.

Whenever the Site Safety Manager is on the job, the CSFSM must be present.

Curriculum is set up by FDNY so it is quantified in writing. No matter what school an individual attends, they will be prepared for the FDNY test and the job.

Schools do not need to notify the FDNY of its schedule, but FDNY can audit schools at any time, may ask for attendance sheets. Classes can be held off site providing the same rules are applied. Graduation tests are given at any place, FDNY trusts the schools by making the right decision by accrediting them a head of time.

The FDNY may post results by schools on the website.

Violations, NOV, summons can be issued by FDNY. FDNY may contact the DOB to shut the site down.

Schools are asked to email Elsa Araya Ayayaee@fdny.nyc.gov or Steven Ertrachter Ertracs@fdny.nyc.gov on how they will be providing the course after the first couple of courses.

Minutes will include format schools are to follow.

FDNY will audit classes to make sure that all schools are doing the right thing. .

Large organization in the industry should be aware of these developments including newsletters. The FDNY may have attend their meetings to publicize this new test.

Approved schools are listed on the FDNY website. ses.

6 schools got a package of graduation test and study material since they have qualified.