



Homeland Security
and Emergency Services

Fire Prevention
and Control

2019 Fire Marshals and Inspectors Seminar

A CALL FOR PRESENTERS

Proposals are now being
accepted for educational
presentations. For more
information or idea
submission, please contact the
Conference Planning Team at
NYSFireMarshals@dhses.ny.gov.

or at 518-242-5227

*no later than
May 31, 2019.*

October 22-25

Academy of Fire Science
Montour Falls, New York





Presentation Proposal Form

2019 New York State Fire Marshals and Inspectors Seminar

October 22 – Friday, October 25
New York State Academy of Fire Science

We are now accepting proposals for educational presentations. This conference is a great opportunity to share your knowledge and expertise with the code enforcement officials who attend this conference. You may submit as many proposals as you wish, but only one proposal per form. Length of presentations must be a minimum of one hour, but no longer than two hours. All presentation proposals will be reviewed by the seminar committee.

Selections will be based on quality, relevance, focus and practical application. Please note submission of a proposal does not guarantee acceptance. All accepted proposals will be notified in writing.

Please return this form by May 31, 2019 to the Conference Planning Team at NYSFireMarshals@dhses.ny.gov

Contact Information for Presenter

(Contact is responsible for relaying information to additional speakers listed below)

Name:

Title:

Agency/Company:

Address:

Work Phone:

Cell Phone:

E-mail Address:

Presentation Information

1. Title of Presentation/Workshop:

Please provide a brief description of your presentation.

2. Additional Speakers: (Names and Titles)

Name:	Title:
Name:	Title:
Name:	Title:
Name:	Title:

3. Specify if presentation has code approval: Yes No

 If yes, provide approval # 49-_____

4. Have you presented this presentation before? Yes No

 If yes, when and where?

5. Is there a professional fee or travel expenses for your workshop? Yes No

 If yes, how much?

Audio Visual Equipment

6. Due to software compatibility issues, we ask that you bring your presentation on your own USB Drive. Projectors, screens, computer speakers, easel charts and markers are provided.

Please indicate any other equipment that you may need.

 Internet Connection

 Other

Biography

7. Please attach or e-mail separately a brief, one paragraph biography for each speaker.

Thank you for your interest in being a speaker at the 2019 New York State Fire Marshals and Inspectors Seminar. If you have any questions, you can direct them to Conference Planning Team at:

NYSFireMarshals@dhses.ny.gov



EDUCATIONAL SERVICES UNIT

Completing the COURSE ACCREDITATION APPLICATION

- (1) Please be sure to enter all information requested legibly to avoid delays
- (2) The application must be completely filled out
- (3) The application and associated materials must be submitted no later than **8 weeks** before the course will be offered. We will need time to review the material to determine if it meets the established criteria for course approval.
- (4) The application must have the course material attached. We must receive the course material in one of the following formats (we will not be able to return the storage medium. It is retained on file):
 - a. Hard copy
 - b. CD
 - c. DVD
 - d. Thumb drive
- (5) The course material must contain instructor notes. The notes will be used to determine what the instructor will discuss during the course. It is impossible for us to review the material without the notes, as we cannot determine how long each page/slide will be utilized during the course.
- (6) Programs must be generic in nature and must address a particular aspect or issue of the code or code enforcement and administration. Trademarks, logos or watermarks identifying a trade or brand name will not be permitted, nor will promotion of a specific product or consulting service offered by a private firm. Acknowledgment or credits for the program sponsor/provider may be provided on an opening or closing slide.
- (7) PLEASE NOTE – **WE DO NOT ACCEPT INFORMATION BY EMAIL** You can send the information via fax (518-474-5788) or mail it to:

NYS Department of State
Division of Building Standards and Codes
Educational Services Unit
1 Commerce Plaza, 99 Washington Avenue
Albany, New York 12231 – 0001

Completing PART I of the application:

- (a) TITLE OF THE COURSE: enter the name of the course being submitted for approval
- (b) DURATION OF COURSE: enter the course length in hours.
- (c) NAME OF COURSE CONTACT: enter the name of the person we can contact if there are questions regarding the submitted materials.
- (d) PHONE NUMBER: enter the phone number for the person entered in (c).
- (e) EMAIL ADDRESS: enter the email address for the person entered in (c).
- (f) MAILING ADDRESS: enter the mailing address for the person entered in (c).

- (g) DATE OF COURSE: enter the date(s) that the course that has been submitted for approval will be presented. (REMEMBER – the material must be submitted at least 8 weeks prior to its being presented). If the course will be presented over several dates, enter all dates.
- (h) LOCATION OF COURSE: enter the address for the location where the course will be presented. If the course will be presented in several locations, add each.
- (i) INSTRUCTORS: enter the name(s) of the instructor(s) that will present the course. If there will be several instructors conducting the program, enter all of them. Add a separate sheet if needed.
 - a. The following information must also be included for each instructor:
 - i. Name
 - ii. Telephone number
 - iii. Email address
 - iv. Mailing address
 - b. Additional information will be added in Part II

Completing PART II of the application:

- 1. INSTRUCTOR QUALIFICATIONS: provide the information needed to verify that the instructor(s) listed in PART I (i) meet the criteria established in Title 19 Part 1208.4 as an instructor (see below)

“The applicant shall satisfy to the administrator that he possesses the special skills, knowledge or abilities that would qualify him to teach certain particular subjects of code enforcement training. Such special skills, knowledge or abilities must be demonstrated in writing and shall consist of evidence of the applicant's satisfaction of one of the following:

- 1. *the holding of a supervisory position in the occupational field for which special instructor certification is sought;*
 - 2. *substantial teaching experience in the field of instruction for which special instructor certification is sought;*
 - 3. *an educational degree or professional certification in the field of instruction for which special instructor certification is sought; or*
 - 4. *such skills, knowledge, abilities or training as would serve in the aggregate, in the administrator's judgment, as an equivalent to the above requirements.”*
- 2. Add additional pages as needed. In addition to the instructors qualification, the following information must also be included for each instructor:
 - a. Name
 - b. Telephone number
 - c. Email address
 - d. Mailing address

Completing PART III of the application:

- (a) COURSE DESCRIPTION and CONTENT: Describe the course. Include the following information:
 - a. Subject matter – what does the program cover or discuss
 - b. Course objective(s)
 - c. Target audience (code enforcement officials, fire officials, design professionals, contractors, etc)
- (b) Remember – the material you submit must have enough detail so we can determine if it meets the requirements established in the regulation.

Completing PART IV of the application:

Please review the three (3) topics in PART IV of the application and determine which of them apply to the course you are submitting for accreditation. Each of the three (3) topics has sub-topics listed. You should enter the number of hours, in whole numbers, in each of the sub-topics that your course covers. Remember, your course materials need to be detailed enough so that we can verify that they are eligible for accreditation under the requested topics.




COURSE ACCREDITATION APPLICATION CHECKLIST



Boxes that appear within the shaded area that are not checked will delay the accreditation process.

- The application and associated material is being submitted **8 weeks** prior to the course being offered.
- Application has the course material attached.
Course material is being provided in the following format:
(we will not be able to return the storage medium; it will be retained on file)
 - Hard copy
 - CD
 - DVD
 - Thumb drive
- Application includes instructor notes or detailed outline of the discussion that will take place for each slide.
- Completed PART I of the application (**General Information**)
 - Additional sheets attached
- Completed PART II of the application (**Instructor Qualifications**)
 - Additional sheets attached
- Completed PART III of the application (**Course Description and Content**)
 - Material submitted has enough detail so DCEA can determine if it meets the requirements established in the regulation.
- Completed PART IV of the application (**CEU Topics**)
 - The numbers of hours are entered in whole numbers, for each of the sub-topics



Change in Occupancy
Comply with 902 through 911

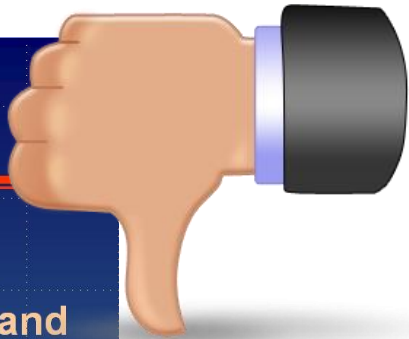
- 902 Special Use and Occupancy
 - Listed situations
 - Underground Building
 - Nightclubs
 - Not Applicable for our project

NEW YORK STATE DEPARTMENT OF STATE
JANET M. COOPER, GOVERNOR
CHRISTOPHER A. CANTONE, SECRETARY OF STATE

Key Points:

- 902 tells us that for certain changes, go back to some of the items detailed in Chapter 4 of the Building Code. If the character is changed, these sections may require an upgrade in the safety features provided
- Our building does not include any of the features or issues

Sample of an acceptable presentation with speaker notes



Alternate Materials

- 103.3 Alternate materials, design and methods of construction and equipment.

Sample of an Unacceptable presentation – No speaker notes provided



Codes Division Use Only: Topic 1 Topic 2 Topic 3
SLIMS # 49-
Date Received Date Approved
Approved by

APPLICATION FOR CODES COURSE APPROVAL AND ACCREDITATION

(PLEASE TYPE OR PRINT LEGIBLY)

PART I

(A). TITLE OF COURSE

(B). DURATION OF COURSE

(C). NAME OF COURSE CONTACT

(D) REPRESENTING (Name of Firm or Company)

(E). COURSE CONTACT TELEPHONE NUMBER

(F). COURSE CONTACT EMAIL ADDRESS

(G). COURSE CONTACT MAILING ADDRESS

(H). DATE(S) OF COURSE

(I). LOCATION OF COURSE

(J). NAME OF INSTRUCTOR

REPRESENTING (NAME OF FIRM OR COMPANY)

INSTRUCTOR TELEPHONE NUMBER

INSTRUCTOR EMAIL ADDRESS

INSTRUCTOR MAILING ADDRESS

NAME OF INSTRUCTOR

REPRESENTING (NAME OF FIRM OR COMPANY)

INSTRUCTOR TELEPHONE NUMBER

INSTRUCTOR EMAIL ADDRESS

INSTRUCTOR MAILING ADDRESS

NAME OF INSTRUCTOR

REPRESENTING (NAME OF FIRM OR COMPANY)

INSTRUCTOR TELEPHONE NUMBER

INSTRUCTOR EMAIL ADDRESS

INSTRUCTOR MAILING ADDRESS

PART II

(A). INSTRUCTOR QUALIFICATIONS – attach a bio for all of the instructors that will be teaching the course you are requesting accreditation for.

PART III

(A). COURSE DESCRIPTION and CONTENT _____

(B). TARGET AUDIENCE _____

PART IV (1208-3.3)

TOPIC 1. CODE ENFORCEMENT AND ADMINISTRATION

Hours Requested _____

Suggested sub-topics include, but are not limited to:

- 1. Code enforcement practices and organization**
 - *inspection techniques*
 - *building system technology*
 - *legal issues affecting the building safety inspector*
 - *the building safety inspector and diplomacy*
- 2. Public policy considerations affecting building construction and maintenance**
 - *historic preservation; handicap accessibility issues*
 - *energy conservation*
 - *temporary structures*
 - *fire inspections and fire protection features*
 - *review of the reference standards*
 - *means of egress issues*
- 3. Occupancy classification and hazard recognition**
 - *occupancy classification*
 - *fire safety issues*
 - *hazardous materials storage*
 - *solid fuel-burning equipment*
 - *unvented heaters*
- 4. Code interpretations and application**
 - *Uniform Code update*
 - *legal interpretations*
 - *technical bulletins*

TOPIC 2. UNIFORM FIRE PREVENTION AND BUILDING CODE

Hours Requested _____

Suggested sub-topics include, but are not limited to:

- 1. **Building systems**
 - HVAC
 - plumbing
 - electrical
 - fuel gas
- 2. **Fire protection issues**
 - smoke detection/carbon monoxide detectors
 - fire sprinkler systems
 - kitchen hood system
 - standpipe systems
 - smoke control systems
 - fire apparatus access
- 3. **Construction and structural issues**
 - construction techniques
 - construction materials
 - design issues
 - new technology in commercial construction
- 4. **Plan review and building specification**
 - plan review administration
 - plan review techniques

TOPIC 3. ENERGY CONSERVATION CONSTRUCTION CODE

Hours Requested _____

Suggested sub-topics include, but are not limited to:

- 1. **Building science**
- 2. **Thermal envelope**
- 3. **Mechanical systems**
- 4. **Lighting systems**
- 5. **Compliance methods**

Submitted by (Print Name) _____

Signature: _____ Date: _____