

Reference: EXECUTIVE
Title: UNIFORM FIRE PREVENTION BUILDING CODE COMPLIANCE
Policy Number: 01-01-12
Effective Date: 09-30-2020
Revision Date:

I. PURPOSE

The Purpose of this policy is to ensure compliance by the Niagara Frontier Transportation Authority (the "NFTA") and Niagara Frontier Transit Metro System, Inc. ("Metro") with New York State's requirements with respect to the Uniform Fire Prevention and Building Code ("Code") as it pertains to Fire Code compliance.

II. APPLICABILITY

This Policy applies to all NFTA and Metro owned, leased, and operated properties, as well as any NFTA and Metro owned properties that are leased to a separate entity.

III. POLICY

- A. The Executive Director shall designate one or more Code Coordinators who shall be responsible for compliance with the Code. The Code Coordinator(s) shall be responsible to provide for fire safety inspections as required periodically, in compliance with the Implementation Plan listed below, and in response to complaints regarding Code compliance. Code Coordinators shall complete a course of instruction as specified by the Secretary of State of NY ("Secretary"). If more than one Code Coordinator is designated, one Code Coordinator shall be identified as responsible for overall compliance with this Policy.
- B. Fire safety inspections shall occur either annually or every three years dependent upon the occupancy classification as defined in the Code. Inspections will be performed by a Building Safety Inspector ("BSI") or Code Enforcement Officer ("CEO"), who shall comply with Rules and Regulations contained in the Code. Any facility deemed to have an area for public assembly will be inspected annually. All other facilities shall be inspected every three years. A report setting forth the findings of the inspection shall be prepared by the inspector and will be provided to the Code Coordinator or delegate. The Code Coordinator or delegated Code Enforcement Officer will send out any Notice of Violations and ensure that they are recorded and corrected within a reasonable amount of time.
- C. Complaints alleging conditions in violation of the Code shall be investigated and when necessary, inspections shall be conducted. All Code violations shall be evaluated based on Code and training and will be corrected within a reasonable amount of time after their discovery. A correction plan shall be prepared and maintained for all Code violations.
- D. On or before February 1st of each year, the Code Coordinator shall prepare a report pertaining to the preceding calendar year which shall include the following information:
 1. Agency name and address, and Code Coordinator(s) name(s).
 2. A list of all fire safety inspections conducted.

3. A list of all violations noted from fire inspections which were not corrected within 60 days of their discovery.
 4. A statement of the current status of the violations noted in (3) above and a plan to correct any such violations still uncorrected.
 5. A list of all Code related complaints and their disposition.
 6. A list of any additions or changes in custody for facilities, along with consequent responsibility for Code enforcement.
- E. Beginning in 2023, within 30 days after the preparation of its annual report the Secretary shall be notified of its completion.

IV. EFFECTIVE DATES

The Code Coordinator(s) shall be designated by August 1, 2020. The Code Coordinator(s) shall complete the required instruction within 18 months of appointment date.