

**EXISTING BUILDING INSPECTION WORKGROUP
TELECONFERENCE MEETING FROM TALLAHASSEE
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**January 8, 2024
9:00 A.M.**

Minutes

EXISTING BUILDING INSPECTION WORKGROUP PRESENT:

Heather Anesia
Anthony Apfelbeck
Hamid Bahadori
William Bracken
David Compton
Eric Stafford for Dr. Anne Cope
Jaime Gascon

Jeffery Gross
Daniel Lavrich
Mark Mikkelson
Craig Parrino
Brad Schiffer
Brian Swope
Elijah Flowers for Morgan White

EXISTING BUILDING INSPECTION WORKGROUP NOT PRESENT:

James Schock, Chairman
Joseph Belcher

Stephen Kowkabany
Michael Savage

STAFF PRESENT:

Mo Madani
Jim Hammers

Justin Vogel
Sabrina Evans

MEETING FACILITATION:

The meeting was facilitated by Jeff Blair from Facilitated Solutions, LLC. Consultation, Process Design & Facilitation. Information at: facilitatedsolutions.org

Welcome

Time: 9:00 a.m.

Mr. Blair welcomed everyone to the meeting of the Existing Building Inspection Workgroup.

Roll Call:

Mr. Blair performed roll call for the Existing Building Inspection Workgroup. A quorum was determined with 14 members present at roll call.

Agenda Approval:

Mr. Lavrich entered a motion to approve the agenda for today's meeting as posted. Mr. Apfelbeck seconded the motion. The motion passed unanimously with a vote of 14 to 0.

Approval of minutes from December 4, 2023:

Mr. Lavrich entered a motion to approve the minutes from December 4, 2023, as posted. Mr. Apfelbeck seconded the motion. The motion passed unanimously with a vote of 14 to 0.

The Existing Building Inspection Workgroup's Workplan

Mr. Madani briefly reviewed the Existing Building Inspection Workgroup's Workplan.

No action needed.

Section 2- Miles Inspection Report Forms

Proposed Amendments to Phase 1 Milestone Inspection Form Title Pages (TP)

1) TP Phase 1-A) Proposed Amendment- Phase 1 Milestone Inspection Report Form by William Bracken

Mr. Bracken provided details on proposed TP Phase 1-A) Proposed Amendment- Phase 1 Milestone Inspection Report Form

Workgroup:

Members of the workgroup and staff went into discussion with questions and comments.

Ranking:

The EBIWG ranked the proposed TP Phase 1-A) Proposed Amendment- Phase 1 Milestone Inspection Report Form with a 3.07.

Workgroup:

Mr. Bracken provided a comment.

2) TP Phase 1-B) Proposed Amendment -Phase 1 Milestone Inspection Report Form

Mr. Bracken provided details on proposed TP Phase 1-B) Proposed Amendment -Phase 1 Milestone Inspection Report Form

Workgroup:

Members of the workgroup and staff went into discussion with questions and comments.

Ranking:

The EBIWG ranked the proposed TP Phase 1-B) Proposed Amendment -Phase 1 Milestone Inspection Report Form with a 2.36.

3) TP Phase 1-C) Proposed Amendment to Text at End of Title Page – Phase 1 Milestone Inspection Report Form

Mr. Bracken provided details on proposed TP Phase-C) Proposed Amendment to Text at End of Title Page – Phase 1 Milestone Inspection Report Form

Workgroup:

Members of the workgroup and staff went into discussion with questions and comments.

Ranking:

The EBIWG ranked the proposed TP Phase1-C) Proposed Amendment to Text at End of Title Page – Phase 1 Milestone Inspection Report Form with a 2.08. (Commissioner Compton had technical issues and was unable to rank)

4) TP Phase 1-D) Proposed Amendment to Phase 1 Milestone Inspection Form by Heather Anesta

Ms. Anesta provided details on proposed TP Phase1-D) Proposed Amendment to Phase 1 Milestone Inspection Form.

Workgroups:

Members of the workgroup and staff went into discussion with questions and comments.

Ranking:

The EBIWG ranked the proposed TP Phase1-D) Proposed Amendment to Phase 1 Milestone Inspection Form with a 3.07.

5) TP Phase 1-E) Proposed Amendment to Phase 1 Milestone Inspection Report Form by Anthony Apfelbeck

Mr. Apfelbeck requested to withdrew proposed amendment on TP Phase 1-E and TP Phase 2-E.

6) 1-A) Proposed Amendment to Sections 1. o. of Phase 1 Milestone Inspection Form by Jim Schock

Ranking:

The EBIWG ranked the proposed 1-A) Proposed Amendment to Sections 1. o. of Phase 1 Milestone Inspection Form with a 4.0

7) 2-A) Proposed Amendment to combine Sections 2. – 14 of Phase 1 Milestone Inspection Form into a Table, place Table within this portion of the Form. See proposed Table 1807.1 by Heather Anesta

Workgroup:

Ms. Anesta provided a comment.

Mr. Madani provided a comment.

Heather Anesta provided details on proposed 2-A) Proposed Amendment to combine Sections 2. – 14 of Phase 1 Milestone Inspection Form into a Table, place Table within this portion of the Form.

Workgroup:

Mr. Lavrich provided a comment.

Mr. Bracken provided a comment.

Mr. Bahadori provided a comment.

Ranking:

The EBIWG ranked the proposed 2-A) Proposed Amendment to combine Sections 2. – 14 of Phase 1 Milestone Inspection Form into a Table, place Table within this portion of the Form with a 3.14.

8) 2-B) Proposed Amendment to add new subsection h. to Section 2. of Phase 1 Milestone Inspection Form by Jim Schock.

Workgroup:

Ms. Anesta provided a comment.

Ranking:

The EBIWG ranked the proposed 2-B) Proposed Amendment to add new subsection h. to Section 2. of Phase 1 Milestone Inspection Form with a 4.0.

9) 5-A) Proposed Amendment to Sections 5. d. of Phase 1 Milestone Inspection Form by Jim Schock

Workgroup:

Ms. Anesta provided a comment and agreed to review.

Mr. Vogel provided a legal comment.

10) 5-B) Proposed Amendment to Sections 5. f. of Phase 1 Milestone Inspection Form by Jim Schock

Workgroups:

Members of the workgroup and staff went into discussion with questions and comments.

Ms. Anesta agreed to review.

11) 6-A) Proposed Amendment to Reformat Sections 6. – 13. of Phase 1 Milestone Inspection Form by Heather Anesta

Ms. Anesta agreed to review.

12) 7-A) Proposed Amendment to Sections 7. 6) of Phase 1 Milestone Inspection Form by Jim Schock

Ms. Anesta agreed to review.

13) 8-A) Proposed Amendment to Sections 8. b. of Phase 1 Milestone Inspection Form by Jim Schock

Ms. Anesta agreed to review.

14) New Section-15) Proposed Amendment to Add New Section 15. to Phase 1 Form Unsafe Conditions by staff

Mr. Parrino left the meeting, making the quorum 13 members present.

Mr. Madani provided details on proposed New Section-15) Proposed Amendment to Add New Section 15. to Phase 1 Form Unsafe Conditions.

Staff:

Mr. Vogel provided a comment.

Ranking:

The EBIWG ranked the proposed New Section-15) Proposed Amendment to Add New Section 15. to Phase 1 Form Unsafe Conditions with 4.0.

15) New Section-16) Proposed Amendment to Add New Section 16. To Phase 1 Form Review of existing documents and permit record by Jim Schock.

Workgroup:

Mr. Bracken provided a comment.

Mr. Lavrich provided a comment.

Ranking:

The EBIWG ranked the proposed New Section-16) Proposed Amendment to Add New Section 16. To Phase 1 Form Review of existing documents and permit record with a 2.15.

16) New Section-17) Proposed Amendment to Add New Section 17. To Phase 1 Form Review of Maintenance Records related to Structural and Water Intrusion Records by Jim Schock.

Workgroup:

Mr. Lavrich provided a comment.

Ranking:

The EBIWG ranked the proposed New Section-17) Proposed Amendment to Add New Section 17. To Phase 1 Form Review of Maintenance Records related to Structural and Water Intrusion Records with a 1.54.

17) New Section-18) Proposed Amendment to Add New Section 18. To Phase 1 Form Inspection of Flood Protection Measures by Jim Schock

Workgroup:

Mr. Apfelbeck provided a comment.

Mr. Lavrich provided a comment.

Ms. Anesta provided a comment.

Ranking:

The EBIWG ranked the proposed New Section-18) Proposed Amendment to Add New Section 18. To Phase 1 Form Inspection of Flood Protection Measures with a 1.39.

18) New Section-19) Proposed Amendment to Add New Section 19. To Phase 1 Form Safe Occupancy Determination by Anthony Apfelbeck

Mr. Apfelbeck provided details on proposed New Section-19) Proposed Amendment to Add New Section 19. To Phase 1 Form Safe Occupancy Determination.

Workgroup:

Members of the workgroup and staff went into discussion with questions and comments.

Ranking:

The EBIWG ranked the proposed New Section-19) Proposed Amendment to Add New Section 19. To Phase 1 Form Safe Occupancy Determination with a 3.46.

19) New Section-20) Proposed Amendment to Add New Section 19. To Phase 1 Form Summary of Assessment by Heather Anesta

Ms. Anesta provided details on proposed New Section-20) Proposed Amendment to Add New Section 19. To Phase 1 Form Summary of Assessment.

Ranking:

Not ranked.

Workgroup:

Mr. Lavrich provided a comment.

Ms. Anesta provided a comment.

20) New Section-20) Proposed Amendment to Add New Section 20. To Phase 1 Form Summary of Findings by Heather Anesta

Ms. Anesta provided details on proposed New Section-20) Proposed Amendment to Add New Section 20. To Phase 1 Form Summary of Findings.

Workgroup:

Members of the workgroup went into discussion with questions and comments.

Ranking:

The EBIWG ranked the proposed New Section-20) Proposed Amendment to Add New Section 20. To Phase 1 Form Summary of Findings with a 3.46.

Mr. Hamid Bahadori and Mark Mikkelson left the meeting, making the quorum 11 members present.

21) New Section-21) Proposed Amendment to Add New Section 21. To Phase 1 Form Definitions of terms by Heather Anesta

Ms. Anesta provided details on proposed New Section-21) Proposed Amendment to Add New Section 21. To Phase 1 Form Definitions of terms.

Workgroup:

Members of the workgroup went into discussion with questions and comments.

Ranking:

The EBIWG ranked the proposed New Section-21) Proposed Amendment to Add New Section 21. To Phase 1 Form Definitions of term with a 3.0.

22) EP Phase 1-A) Proposed Amendment to Add a Final Determination Statement at the end page (EP) of the Phase 1 Inspection Form by Jim Schock

Ranking:

The EBIWG ranked the proposed EP Phase 1-A) Proposed Amendment to Add a Final Determination Statement at the end page (EP) of the Phase 1 Inspection Form with a 2.82.

23) EP Phase 1-B) Proposed Amendment to Add Additional Titled Blank Pages to Phase 1 Form by Jim Schock

Ranking:

The EBIWG ranked the proposed EP Phase 1-B) Proposed Amendment to Add Additional Titled Blank Pages to Phase 1 Form with a 1.73.

Proposed Amendments to Phase 2 Milestone Inspection Form Title Pages (TP)

24) TP Phase 2-A, 2-B, and 2-C Proposed Amendment to Phase 2 Milestone Inspection Form by William Bracken

Mr. Bracken requested to withdraw proposed TP Phase 2-A, 2-B, and 2-C Proposed Amendment to Phase 2 Milestone Inspection Form

25) TP Phase 2-D) Proposed Amendment to Phase 2 Milestone Inspection Form by Heather Anesta

Ms. Anesta provided details on proposed TP Phase 2-D) Proposed Amendment to Phase 2 Milestone Inspection Form.

Workgroup:

Members of the workgroup went into discussion with questions and comments.

Ranking:

Ranked as previous.

26) TP Phase 2-E) Proposed Amendment to Phase 2 Milestone Inspection Report Form by Anthony Apfelbeck.

Mr. Apfelbeck requested to withdraw proposed TP Phase 2-E) Proposed Amendment to Phase 2 Milestone Inspection Report Form.

27) TP Phase 2-E) Proposed Amendment to Phase 2 Milestone Inspection Report Form revised by Heather Anesta

Ms. Anesta provided details on proposed TP Phase 2-E) Proposed Amendment to Phase 2 Milestone Inspection Report Form revised.

Workgroups:

Members of the workgroup and staff went into discussion with questions and comments.

Ranking:

The EBIWG ranked the proposed TP Phase 2-E) Proposed Amendment to Phase 2 Milestone Inspection Report Form revised with a 3.27.

28) 2-A) Proposed Amendment to Section 2 of Phase 2 Milestone Inspection Form by Heather Anesta 2. Identify the Damage and Describe the Extent of the Repairs SSD Needed Along with Need for Maintenance, Repair, and/or Replacement Recommendations:

Ms. Anesta provided details on proposed 2-A) Proposed Amendment to Section 2 of Phase 2 Milestone Inspection Form.

Workgroup:

Mr. Lavrich asked Ms. Anesta a question.

Ms. Anesta answered Mr. Lavrich's question.

Ranking:

The EBIWG ranked the proposed 2-A) Proposed Amendment to Section 2 of Phase 2 Milestone Inspection Form with a 3.5.

29) 6-A) Proposed Amendment to Section 6. To Add Optional Checkbox by staff.

Mr. Madani provided details on proposed 6-A) Proposed Amendment to Section 6. To Add Optional Checkbox

Ranking:

The EBIWG ranked the proposed 6-A) Proposed Amendment to Section 6. To Add Optional Checkbox with a 4.0.

**30) New Section-8) Proposed Amendment to Add New Section 8. To Phase 2 Form
Verify Corrective Work is Completed and Approved by the Phase 2 Inspector by
Jim Schock**

Ranking:

The EBIWG ranked the proposed New Section-8) Proposed Amendment to Add New Section 8. To Phase 2 Form, Verify Corrective Work is Completed and Approved by the Phase 2 Inspector with a 1.6.

**31) New Section-9) Proposed Amendment to Add New Section 9 to Phase 2 Form
Attachment of Thresholds Inspection Reports and Final Threshold Report by Jim
Schock.**

Workgroup:

Mr. Bracken provided a comment.

Mr. Lavrich provided a comment.

Ranking:

Not ranked.

**32) New Section-10) Proposed Amendment to Add New Section 10 to Phase 2 Form,
Safe Occupancy Determination by Anthony Apfelbeck**

Mr. Apfelbeck provided details on proposed New Section-10) Proposed Amendment to Add New Section 10 to Phase 2 Form, Safe Occupancy Determination.

Ranking:

Ranked as previous.

**33) New Section-11) Proposed Amendment to Add New Section 11 to Phase 2 Form,
Summary of Assessment by Heather Anesta**

Ms. Anesta requested to withdraw.

**34) New Section-12) Proposed Amendment to Add New Section 12. To Phase 2 Form,
Summary of Findings by Heather Anesta**

Ranking:

Ranked as previous.

35) New Section-13) Proposed Amendment to Add New Section 13. To Phase 2 Form, Definitions of Terms by Heather Anesta

Staff:

Mr. Madani provided a comment.

Ranking:

Ranked as previous.

36) EP Phase 2-A) Proposed Amendment to Add a Final Determination Statement at the end page (EP) of the Phase 2 Inspection Form by Jim Schock

Staff:

Mr. Madani provided a comment.

Ranking:

Ranked as previous.

37) New Section-10) Proposed Amendment to Add New Section 10 to Phase 2 Form by Anthony Apfelbeck

Mr. Apfelbeck requested to withdraw.

38) 8-A) Proposed Amendment to Section 1803.3 (3.), 8-B) Proposed Amendment to Section 1803.3 (4.), and 8-C) Proposed Amendment to Section 1803.3 (5.) by William Bracken

Mr. Bracken provided details on proposed 8-A) Proposed Amendment to Section 1803.3 (3.) -B) Proposed Amendment to Section 1803.3 (4.), and 8-C) Proposed Amendment to Section 1803.3 (5.)

Workgroups:

Members of the workgroup went into discussion with questions and comments.

Ranking:

The EBIWG ranked the proposed 8-A) Proposed Amendment to Section 1803.3 (3.) -B) Proposed Amendment to Section 1803.3 (4.), and 8-C) Proposed Amendment to Section 1803.3 (5.) with a 2.64.

39) 4-A) Proposed Amendment to Section 1804.1.2 by Anthony Apfelbeck

Mr. Apfelbeck provided details on proposed 4-A) Proposed Amendment to Section 1804.1.2.

Ranking:

The EBIWG ranked the proposed 4-A) Proposed Amendment to Section 1804.1.2 with a 3.36.

Identification and Discussion of Next Steps:

Mr. Blair briefly provided details of the next steps and upcoming meeting dates.

Mr. Madani provided a comment.

Workgroup:

Members of the workgroup and staff went into discussion with questions and comments.

Public Comment:

None.

Workgroup Members and Staff Comment:

None.

Adjourn:

Mr. Apfelbeck entered a motion to adjourn the EBIWG meeting. Mr. Lavrich seconded the motion. The motion passed with a 12 to 0. There being no further business before the workgroup, adjourned the meeting at 12:06 p.m.