

FLORIDA BUILDING COMMISSION  
EDUCATION PROGRAM OVERSIGHT COMMITTEE

AUGUST 8, 2023, 9:00 A.M.

THIS MEETING WILL BE HELD VIA TELECONFERENCE/WEBINAR

JOIN THE MEETING VIRTUALLY AT: <https://global.gotomeeting.com/join/533378925>  
JOIN THE MEETING BY CONFERENCE CALL: UNITED STATES (TOLL FREE) 1-877-309-2073  
ACCESS CODE/MEETING ID 533-378-925

POC MEMBERS

X-Michael Bourre-Chair, Don Brown, David John, Brian Langille, Brad Schiffer.

MEETING OBJECTIVES

- ✓ To Approve Regular Procedural Topics (Agenda and Minutes)
- ✓ To Consider/Decide on Pending Accreditor Applications
- ✓ To Consider/Decide on Accredited Advanced Courses
- ✓ To Consider/Decide on Administratively Approved Updated Courses
- ✓ To Consider/Decide on Self Affirmed Updated Courses
- ✓ To Review/Discuss Education Administrator Activity Report
- ✓ To Review/Discuss Other POC Business
- ✓ To Receive General Public Comment
- ✓ To Receive POC Member and Staff Comment

MEETING MINUTES

*All Agenda Times—including Public Comment and Adjournment—are Approximate and Subject to Change*

1.)	<p><b>WELCOME AND OPENING ROLL CALL</b></p> <p>A. Roll Call of POC Members</p> <p><b>POC Members Present:</b> Michael Bourre, (Chair), Brad Schiffer, David John, Don Brown, Brian Langille <b>POC Member(s) Absent:</b> None</p> <p>B. Identification of Staff Attendees</p> <p><b>Staff/Meeting Attendees Identified:</b> Thomas Campbell    Jim Hammers    Ron May Justin Vogel        Mo Madani Michael Clark      Wendy Johnson</p>
2.)	<p><b>REVIEW AND APPROVAL OF MEETING AGENDA</b></p> <p><b>Motion:</b> To approve as submitted <b>Motion:</b> Don Brown <b>Second:</b> David John <b>Approved Unanimously</b></p>
3.)	<p><b>REVIEW AND APPROVAL OF JUNE 7TH, 2023, MEETING MINUTES</b></p> <p><b>Motion:</b> To approve as submitted <b>Motion:</b> Don Brown <b>Second:</b> David John</p>

	<b>Approved Unanimously</b>
4.)	<p><b>PENDING ACCREDITOR APPLICATIONS FOR RECOMMENDATION TO THE COMMISSION</b></p> <p>NONE PENDING</p>
5.)	<p><b>PENDING ADVANCED ACCREDITED COURSE APPLICATIONS FOR RECOMMENDATION TO THE COMMISSION</b></p> <p><b>Course:</b> Advanced Course: 8<sup>th</sup> (2023) Edition Florida Building Code Revisions and Commentary  <b>Provider:</b> Health Facility Consulting, LLC  <b>Accreditor:</b> JC Code &amp; Construction Consultants, Inc.  <b>BCIS Course Number:</b> 1143.0  <b>Motion:</b> Course <i>approved</i> based on the FBC accreditation process that only verifies the accuracy of the Florida Building Code related content  <b>Motion:</b> Don Brown  <b>Second:</b> David John  <b>Discussion:</b> <i>None</i>  <b>Approved Unanimously</b></p> <p><b>Course:</b> 2023 NEC Analysis of Changes – Two Hour Condensed  <b>Provider:</b> The Media Factory, Inc.  <b>Accreditor:</b> Charles Barr  <b>BCIS Course Number:</b> 1138.0  <b>Motion:</b> Course <i>approved</i> based on the FBC accreditation process that only verifies the accuracy of the Florida Building Code related content  <b>Motion:</b> David John  <b>Second:</b> Don Brown  <b>Discussion:</b> <i>Commissioner John stated that most of the course was based on the National Electric Code (NEC). He then asked if it qualified as an FBC advanced course because more than 50% of the course was based on the NEC. Thomas Campbell stated that it did qualify because the NEC is considered part of the Florida Building Code.</i>  <b>Approved Unanimously</b></p> <p><b>Course:</b> 2023 NEC Analysis of Changes – Two Hour Condensed (Power Limited)  <b>Provider:</b> The Media Factory, Inc.  <b>Accreditor:</b> Charles Barr  <b>BCIS Course Number:</b> 1139.0  <b>Motion:</b> Course <i>approved</i> based on the FBC accreditation process that only verifies the accuracy of the Florida Building Code related content  <b>Motion:</b> Don Brown  <b>Second:</b> Brad Schiffer  <b>Discussion:</b> <i>None</i>  <b>Approved Unanimously</b></p> <p><b>Course:</b> Adv. FBC: Understanding the Florida Building Code Existing Building, 8<sup>th</sup> Ed. - 2023  <b>Provider:</b> AIA Florida  <b>Accreditor:</b> JC Code &amp; Construction Consultants, Inc.  <b>BCIS Course Number:</b> 1134.0</p>

**Motion:** Course *approved* based on the FBC accreditation process that only verifies the accuracy of the Florida Building Code related content

**Motion:** Brad Schiffer

**Second:** Don Brown

**Discussion:** *None*

**Approved Unanimously**

**Course:** Advanced FBC: Understanding the Florida Building Code Existing Building, 8<sup>th</sup> Edition (2023) - Online

**Provider:** AIA Florida

**Accreditor:** JC Code & Construction Consultants, Inc.

**BCIS Course Number:** 1135.0

**Motion:** Course *approved* based on the FBC accreditation process that only verifies the accuracy of the Florida Building Code related content

**Motion:** Brad Schiffer

**Second:** Don Brown

**Discussion:** *None*

**Approved Unanimously**

**Course:** Advanced Florida Building Code: Existing Building 8<sup>th</sup> Edition (2023) Update

**Provider:** JC Code & Construction Consultants, Inc.

**Accreditor:** JDB Code Services, Inc.

**BCIS Course Number:** 1140.0

**Motion:** Course *approved* based on the FBC accreditation process that only verifies the accuracy of the Florida Building Code related content

**Motion:** David John

**Second:** Don Brown

**Discussion:** *None*

**Approved Unanimously**

**Course:** Advanced FBC: Walk Thru Code Changes from FBC BLDG 7<sup>th</sup> Edition (2020) to FBC BLDG 8<sup>th</sup> Edition (2023)

**Provider:** AIA Florida

**Accreditor:** JC Code & Construction Consultants, Inc.

**BCIS Course Number:** 1136.0

**Motion:** Course *approved* based on the FBC accreditation process that only verifies the accuracy of the Florida Building Code related content

**Motion:** David John

**Second:** Don Brown

**Discussion:** *Commissioner Schiffer asked to abstain from this vote as he is the author of this course.*

**Approved Unanimously**

**Course:** Advanced FBC: Walk Thru Code Changes from FBC BLDG 7<sup>th</sup> Edition (2020) to FBC BLDG 8<sup>th</sup> Edition (2023) - Online

**Provider:** AIA Florida

**Accreditor:** JC Code & Construction Consultants, Inc.

**BCIS Course Number:** 1137.0

**Motion:** Course *approved* based on the FBC accreditation process that only verifies the accuracy of the Florida Building Code related content

**Motion:** David John

**Second:** Don Brown

	<p><b>Discussion:</b> <i>Commissioner Schiffer asked to abstain from this vote as he is the author of this course.</i></p> <p><b>Approved Unanimously</b></p>
6.)	<p><b>PENDING ADMINISTRATIVELY APPROVED UPDATED COURSES FOR RECOMMENDATION TO THE COMMISSION</b></p> <p><b>Course:</b> 2023 Advanced Building Code, 8<sup>th</sup> Edition – Fire protection - Internet  <b>Provider:</b> Titan Continuing Education, Inc.  <b>Accreditor:</b> Bill Dumbaugh  <b>BCIS Course Number:</b> 689.3  <b>Motion:</b> Course <b><i>approved</i></b> based on the FBC accreditation process that only verifies the accuracy of the Florida Building Code related content  <b>Motion:</b> Don Brown  <b>Second:</b> David John  <b>Discussion:</b> <i>None</i>  <b>Approved Unanimously</b></p>
7.)	<p><b>PENDING ADMINISTRATIVELY APPROVED SELF AFFIRMED (NO CHANGE) UPDATED COURSES FOR RECOMMENDATION TO THE COMMISSION</b></p> <p>NONE PENDING</p>
8.)	<p><b>PENDING ADMINISTRATIVELY APPROVED SELF AFFIRMED (ONE CHANGE) UPDATED COURSES FOR RECOMMENDATION TO THE COMMISSION</b></p> <p><b>Course:</b> 2023 Advanced 8<sup>th</sup> Edition Florida Building Code  <b>Provider:</b> Boss Construction School  <b>Prior Accreditor:</b> JC Code &amp; Construction Consultants, Inc.  <b>BCIS Course Number:</b> 725.3  <b>Motion:</b> Course <b><i>conditionally approved</i></b> based on the FBC accreditation process that only verifies the accuracy of the Florida Building Code related content, <i>subject to deleting the word “online” from the “Course Description”, “Number of Classroom Hours”, and in the footer of pages 2 – 6, which are all located in the course Syllabus.</i>  <b>Motion:</b> Brad Schiffer  <b>Second:</b> Don Brown  <b>Discussion:</b> <i>The Education Administrator found the reference to an “online course” in the “Course Description” (Syllabus), “Number of Classroom Hours” (Syllabus), and on pages 2-6 in the footer of the Syllabus. This course is instructor led, not online. The reference to an online course should be deleted.</i>  <b>Approved Unanimously</b></p> <p><b>Course:</b> 2023 Online Advanced (2023) 8<sup>th</sup> Edition Florida Building Code Accessibility  <b>Provider:</b> Boss Construction School  <b>Prior Accreditor:</b> JC Code &amp; Construction Consultants, Inc.  <b>BCIS Course Number:</b> 821.3  <b>Motion:</b> Course <b><i>conditionally approved</i></b> based on the FBC accreditation process that only verifies the accuracy of the Florida Building Code related content, <i>subject to rewording the “Method of Presentation” to reference an online course instead of instructor led, and to</i></p>

	<p>delete the word “exam” in the “Number of Classroom Hours”, as no exam was included with the materials.</p> <p><b>Motion:</b> Don Brown</p> <p><b>Second:</b> David John</p> <p><b>Discussion:</b> <i>The Education Administrator found the reference to an “instructor led course” in the “Method of Presentation” (Syllabus – page 4). This reference needs to be reworded because the course is an online course. Also found in the “Number of Classroom Hours” (Syllabus – page 4) was a reference to an exam. This needs to be deleted/ reworded because no exam was included in the materials.</i></p> <p><b>Approved Unanimously</b></p>
<p>9.)</p>	<p><b>EDUCATION ADMINISTRATOR ACTIVITY REPORT</b></p> <p><b>Discussion:</b> <i>The Education Administrator stated that the report contained brief descriptions of the normal activities of the Administrator from May 29th, 2023, through July 24th, 2023, including staffing the ED POC meetings and handling inquiries from a variety of sources concerning the FBC Education Program. He also stated that “Training Funding” information (for 2023-2024) was also included in the report, which is promoted by Building A Safer Florida (BASf), and which included the who/what of eligibility requirements. He stated that if anyone was interested, or had questions, to contact Cam Fentris by the email address listed with the information. No questions were forthcoming from the ED POC members concerning the report content.</i></p> <p><b>A.</b> Provided administrative support for FBC Education POC for the June 7th, 2023 meeting</p> <p><b>B.</b> Prepared minutes for FBC Education POC June 7th, 2023 meeting</p> <p><b>C.</b> Prepared agenda for FBC Education POC meeting scheduled for August 8th, 2023</p> <p><b>D.</b> Worked with training providers and accreditors to ensure compliance with Rule 61G20-6.002</p> <p><b>E.</b> Checked the BCIS to ensure information is current regarding the FBC Education and Accreditation Program</p> <p><b>F.</b> Partially completed a random course audit, of an online Accessibility course. Working on the final report.</p> <p><b>G.</b> Conducting a review of the “Education and Accreditation” portion of the BCIS website. The focus of the review is ease of use, correct information, and updated information. A findings report will be forthcoming.</p> <p><b>H.</b> Inquiries addressed from May 29th, 2023 to July 24th, 2023 were as follows:</p> <p>34 inquiries: 23 telephone; 2 email; 9 phone and email</p> <p><b>Category of Inquirers:</b>  5 Accreditors  10 Providers  10 Consumers (Public)</p>

- 1 Plumber
- 1 Contractor
- 1 Vendor
- 1 Attorney
- 3 Manufacturers
- 2 Distributors

**Types of Inquiries :**

- 11 Advanced Courses
- 5 BCIS
- 2 Mobile/modular
- 1 Licensure
- 1 Architect complaint
- 1 Construction lien law
- 1 Owner/builder permit
- 1 Product approval
- 1 My Florida Market Place
- 5 Windows
- 3 Roofing
- 1 Wind map
- 1 Board of Architecture

**Training Funding Available for 2023-2024**

Two types of funding: 7-hour program or “minimum 1 hour” program  
Reimbursement amount: \$23.00 per hour per attendee Available now, ends June 15, 2024

Eligible attendees:

- Licensed architects, engineers, interior designers, landscape architects, construction contractors, electrical contractors, or building code administrators or inspectors
- Home inspectors, mold remediators
- Must include license number for all categories above
- Employees in design and construction industries, requires this documentation:
- Letter from their design/construction licensed employer
- Copy of certificate of workers’ compensation insurance or exemption

Eligible course topics:

- Florida Building Code
- Florida Fire Prevention Code
- Construction plan and permitting requirements
- Construction liens
- Hurricane mitigation

For “minimum 1 hour” program, course requirements:

- At least 50% must be codes

For 7-hour program, course requirements:

- At least three (3) hours codes
- At least two (2) hours advanced codes

	<p>For any program, course requirements:</p> <ul style="list-style-type: none"> <li>-- Mitigation training for home inspectors must include proctored exam and comply with section 627.711(2), F.S.</li> <li>-- *Course evaluations are REQUIRED that cover the following: <ul style="list-style-type: none"> <li>--- Satisfaction with instructor</li> <li>--- Satisfaction with course materials</li> <li>--- Satisfaction with conduct of the training</li> <li>--- Ask whether “highly satisfied” “satisfied” “not satisfied” for each above</li> </ul> </li> </ul> <p>Must enter into an agreement before submitting for grant funds, must verify availability of funds first.</p> <p>Documentation required (failure to submit is a 5% penalty):</p> <ul style="list-style-type: none"> <li>-- Submitted within FIVE (5) WORKING DAYS AFTER EACH COURSE</li> <li>-- Advertisement (must be approved in advance)</li> <li>-- Sign in sheets as acceptable for each licensing board</li> <li>-- Separate sign in sheets for licensees and non-licensed employees</li> <li>-- Non-licensed employee sign in sheets must include type of proof submitted</li> <li>-- *Copy of course evaluation for each attendee</li> </ul> <p>*Failure to demonstrate that 75% or more of trainees were satisfied or highly satisfied with the course instructor will result in a 1% penalty for each 5% increment or portion thereof that the percentage of satisfied trainees fall below 75%.</p> <p>E-mail Cam Fentriss at basfgrant@gmail.com if interested and for more information.</p>
10.)	<p><b>OTHER POC BUSINESS</b></p> <p>No other POC business was discussed.</p>
11.)	<p><b>PUBLIC COMMENT</b></p> <p>Wendy Johnson (provider) stated that some course requirements are different now, versus three years ago. So, if she Self Affirms a course, does she have to add those changed requirements. Thomas Campbell stated that she just needs to Self Affirm her course and does not need to add those requirements.</p>
12.)	<p><b>POC MEMBER AND STAFF COMMENT</b></p> <p>Commissioner Bourre thanked Michael Clark (Education Administrator) for the “Course Document Summary” provided to all ED POC members to assist with their course analyses.</p> <p>Commissioner Brown asked Mr. Clark if it was possible to ask providers to fix any course deficiencies before those courses were reviewed by the ED POC members. Mr. Clark stated that if a course was submitted at the submission deadline, then that course could not be modified because of said deadline. So, courses turned in earlier would have an unfair advantage of having the time to be modified. Legally, all courses must be handled the same way. So, all course deficiencies must be identified at the same time after the submission deadline.</p>

13.)	<b>ADJOURN</b> <b>ADJOURNED AT 9:33AM EST</b> <b>Motion:</b> To adjourn <b>Motion:</b> Don Brown <b>Second:</b> David John <b>Approved Unanimously</b>
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**STAFF CONTACT:** Michael Clark (MRC Consulting) mrcconsulting@earthlink.net: 850.545.1451

**NOTE:** This document is available to any person requiring materials in alternate format upon request. Contact Office of Codes and Standards, Florida Building Commission, Department of Business and Professional Regulation, 2601 Blair Stone Road, Tallahassee, Florida 32399 or call (850) 487-1824.

## COMMITTEE MEMBERSHIP AND MEETING SCHEDULE

EDUCATION POC MEMBERSHIP	
MEMBER	REPRESENTATION
Michael Bourre	Residential Contractor, Chair
Brian Langille	Natural Gas Distributor
Don Brown	Insurance Industry
David John	Engineering
Brad Schiffer	Architect
STAFF	
Justin Vogel	Legal Advisor
Jim Hammers	Technical Support
Thomas Campbell	Administrative Support
FACILITATOR	
Michael Clark	(MRC Consulting)

2023 POC MEETING SCHEDULE		
I.	January 31, 2023 (9:00 AM EST)	Tallahassee and via teleconference
II.	March 31, 2023 (9:00 AM EST)	Tallahassee and via teleconference
III.	June 7, 2023 (9:00 AM EST)	Tallahassee and via teleconference
IV.	August 8, 2023 (9:00 AM EST)	Tallahassee and via teleconference
V.	October 2023 (TBD)	Tallahassee and via teleconference
VI.	December 2023 (TBD)	Tallahassee and via teleconference

2023 COURSE ACCREDITATION APPLICATION DEADLINE SCHEDULE		
	ED POC MEETING DATE	ACCREDITED APPLICATIONS SUBMITTAL DEADLINE
I.	January 31, 2023, Meeting	January 16, 2023
II.	March 31, 2023, Meeting	March 19, 2023



III.	June 7, 2023 Meeting	May 28, 2023
IV.	August 8, 2023 Meeting	July 23, 2023
V.	October 2023 Meeting	September 2023
VI.	December 2023 Meeting	November 2023

**NOTE: THIS DOCUMENT IS AVAILABLE IN ALTERNATE FORMATS UPON REQUEST TO THE DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION, CODES AND STANDARDS, 5TH FLOOR, 2601 BLAIRSTONE RD., TALLAHASSEE, FL, 32399.**