

**FLORIDA BUILDING COMMISSION
EDUCATION PROGRAM OVERSIGHT COMMITTEE**

DECEMBER 2, 2022, 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>WELCOME AND OPENING ROLL CALL</p> <p>A. Roll Call of POC Members</p> <p style="text-align: center;">POC Members Present: Michael Bourre, (Chair), Brad Schiffer, David John, Brian Langille, Don Brown POC Member(s) Absent: None</p> <p>B. Identification of Staff Attendees</p> <p style="text-align: center;">Staff/Meeting Attendees Identified: Thomas Campbell Jim Hammers Justin Vogel Wendy Johnson Michael Clark Colleen Farinelli</p>
2.)	<p>REVIEW AND APPROVAL OF MEETING AGENDA</p> <p>Motion: To approve as submitted Motion: David John Second: Don Brown Approved Unanimously</p>
3.)	<p>REVIEW AND APPROVAL OF OCTOBER 4TH, 2022, MEETING MINUTES</p> <p>Motion: To approve as submitted</p>

	<p>Motion: Don Brown Second: David John Approved Unanimously</p>
4.)	<p>PENDING ACCREDITOR APPLICATIONS FOR RECOMMENDATION TO THE COMMISSION</p> <p>NONE PENDING</p>
5.)	<p>PENDING ADVANCED ACCREDITED COURSE APPLICATIONS FOR RECOMMENDATION TO THE COMMISSION</p> <p>Course: Building Construction Standards As It Relates To Alarm Rules and the FBC Advanced Course Provider: Stay Safe Enterprises, LLC Accreditor: Sean Guthrie BCIS Course Number: 1117.0 Motion: Course <i>conditionally approved</i> based on the FBC accreditation process that only verifies the accuracy of the Florida Building Code related content, <i>subject to the addition of the “Course Outline” and “Course Time Allotments For Course Content”</i> Motion: David John Second: Don Brown Discussion: <i>The Education Administrator found that the “Course Outline” and “Course Time Allotments For Course Content” were missing from the course materials. Also, Commissioner John suggested that the Education Administrator ask the providers to place their contact information on the title slide of their PowerPoint presentations. Commissioner John also asked if part of the title of the syllabus could be changed from stating the “Florida Building Code Commission” to the “Florida Building Commission”. The Education Administrator stated that he would make sure those changes were made.</i> Approved Unanimously</p> <p>Course: Advanced Course on the Significant Changes in Florida Building Code 7th Edition Provider: Continuing Education and Development, Inc. Accreditor: Contractors Institute (Koning Enterprises Inc.) BCIS Course Number: 1114.0 Motion: Course <i>approved</i> based on the FBC accreditation process that only verifies the accuracy of the Florida Building Code related content Motion: Don Brown Second: David John Discussion: <i>None</i> Approved Unanimously</p> <p>Course: Advanced FBC: 7th Edition (2020) – Five Walls of the FBC Provider: AIA Florida Accreditor: JC Code & Construction Consultants, Inc. BCIS Course Number: 1118.0 Motion: Course <i>approved</i> based on the FBC accreditation process that only verifies the accuracy of the Florida Building Code related content Motion: Don Brown Second: David John Discussion: <i>None</i> Approved Unanimously</p>

6.)	<p>PENDING ADMINISTRATIVELY APPROVED UPDATED COURSES FOR RECOMMENDATION TO THE COMMISSION</p> <p>NONE PENDING</p>
7.)	<p>PENDING ADMINISTRATIVELY APPROVED SELF AFFIRMED (NO CHANGE) UPDATED COURSES FOR RECOMMENDATION TO THE COMMISSION</p> <p>NONE PENDING</p>
8.)	<p>PENDING ADMINISTRATIVELY APPROVED SELF AFFIRMED (ONE CHANGE) UPDATED COURSES FOR RECOMMENDATION TO THE COMMISSION</p> <p>NONE PENDING</p>
9.)	<p>EDUCATION ADMINISTRATOR ACTIVITY REPORT</p> <p><i>Discussion: The Education Administrator stated that the report contained brief descriptions of the normal activities of the Administrator from September 22nd, 2022, through November 22nd, 2022, 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 2022-2023) 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 Fenriss by the email address listed with the information. No questions were forthcoming from the ED POC members concerning the report content.</i></p> <p>A. Provided administrative support for FBC Education POC for the October 4th, 2022 meeting</p> <p>B. Prepared minutes for FBC Education POC October 4th, 2022 meeting</p> <p>C. Prepared agenda for FBC Education POC meeting scheduled for December 2nd, 2022</p> <p>D. Worked with training providers and accreditors to ensure compliance with Rule 61G20-6.002</p> <p>E. Checked the BCIS to ensure information is current regarding the FBC Education and Accreditation Program</p> <p>F. Partially completed a random course audit, of an online Accessibility course. Working on the final report.</p> <p>G. 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>

H. Inquiries addressed from September 22, 2022 to November 22, 2022 were as follows:

32 inquiries: 12 telephone; 9 email; 10 phone and email; 1 text

Category of Inquirers:

6 Accreditor
8 Providers
7 Consumers (Public)
8 Contractors
1 Engineer
1 Building official
1 Architect

Types of Inquiries :

10 Advanced Courses
6 BCIS
1 Course accreditation
3 Mobile/modular
1 Debris removal
1 Flood
1 License renewal
2 Windows
1 HVAC
1 Board of Architecture complaint
5 Roofing

Training Funding Available for 2022-2023

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, 2023

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

	<p>For 7-hour program, course requirements: -- At least three (3) hours codes -- At least two (2) hours advanced codes</p> <p>For any program, course requirements: -- Mitigation training for home inspectors must include proctored exam and comply with section 627.711(2), F.S. -- *Course evaluations are REQUIRED that cover the following: --- Satisfaction with instructor --- Satisfaction with course materials --- Satisfaction with conduct of the training --- Ask whether “highly satisfied” “satisfied” “not satisfied” for each above</p> <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): -- Submitted within FIVE (5) WORKING DAYS AFTER EACH COURSE -- Advertisement (must be approved in advance) -- Sign in sheets as acceptable for each licensing board -- Separate sign in sheets for licensees and non-licensed employees -- Non-licensed employee sign in sheets must include type of proof submitted -- *Copy of course evaluation for each attendee</p> <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>OTHER POC BUSINESS</p> <p>COMMISSIONER JOHN STATED THAT HE APPRECIATED THE LISTING OF THE REVIEWED DOCUMENTS BY THE EDUCATION ADMINISTRATOR. HE FURTHER STATED THAT IT GREATLY REDUCED THE TIME HE SPENT REVIEWING THE SUBMITTED COURSE MATERIALS.</p>
11.)	<p>PUBLIC COMMENT</p> <p>WENDY JOHNSON ASKED IF A DATE HAS BEEN SET FOR PROVIDERS TO SUBMIT COURSES UPDATED WITH THE NEW 2023 BUILDING CODE. THOMAS CAMPBELL STATED THAT A DATE HAS NOT YET BEEN IDENTIFIED.</p>
12.)	<p>POC MEMBER AND STAFF COMMENT</p> <p>NO POC MEMBER OR STAFF COMMENTS WERE FORTHCOMING.</p>
13.)	<p>ADJOURNED AT 9:25 AM EST</p> <p>Motion: To adjourn Motion: David John Second: Don Brown</p>

Approved Unanimously

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)

2022 POC MEETING SCHEDULE

I.	February 1, 2022 (9:00 AM EST)	Tallahassee and via teleconference
II.	March 31, 2022 (9:00 AM EST)	Tallahassee and via teleconference
III.	May 26, 2022 (9:00 AM EST)	Tallahassee and via teleconference
IV.	August 3, 2022 (9:00 AM EST)	Tallahassee and via teleconference
V.	October 4, 2022 (9:00 AM EST)	Tallahassee and via teleconference
VI.	December 2, 2022 (9:00 AM EST)	Tallahassee and via teleconference

2022 COURSE ACCREDITATION APPLICATION DEADLINE SCHEDULE

	ED POC MEETING DATE	ACCREDITED APPLICATIONS SUBMITTAL DEADLINE
I.	February 1, 2022, Meeting	January 16, 2022
II.	March 31, 2022 Meeting	March 20, 2022
III.	May 26, 2022 Meeting	May 15, 2022
IV.	August 3, 2022 Meeting	July 17, 2022
V.	October 4, 2022 Meeting	September 18, 2022
VI.	December 2, 2022 Meeting	November 20, 2022

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.