FLORIDA BUILDING COMMISSION
EDUCATION POC MEETING MINUTES
DECEMBER 2, 2019
TALLAHASSEE, FLORIDA

IMPORTANT MEETING ACCESS INFORMATION!

Meeting Information

Date: Monday, December 2nd, 2019
Time: 9:00 am, Eastern Daylight Time (New York, GMT-04:00)
Meeting ID: 533 378 925
Meeting Password: (This meeting does not require a password.)

To join the online meeting

Go to: 1. Go to https://global.gotomeeting.com/join/533378925
2. If requested, enter your name and email address.
3. Use your microphone and speakers (VoIP) – a headset is recommended. Or call in using your telephone.

Teleconference Information

Join the conference call:
Toll free: 1-866-899-4679 (US)
Attendee access code: 533 378 925

For assistance please contact:
jim.hammers@myfloridalicense.com
1-850-717-1839

CALL-IN NUMBER: 1-866-899-4679 CODE:533378925
IN PERSON ATTENDANCE: 5TH FLOOR, 2601 BLAIRSTONE RD., TALLAHASSEE, FLA. 32399
**Education POC Meeting Objectives**

- To approve December 2, 2019 Meeting Agenda
- To approve October 3, 2019 Meeting Minutes
- To review/decide pending accreditor applications
- To review/decide accredited advanced courses
- To review/decide administratively approved updated courses
- To review/decide self affirmed updated courses
- To review/discuss Education Administrator activity report
- To identify future POC member discussion items
- To discuss general public comment
- To identify needed next steps, assignments, and agenda items for next meeting

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**Education POC Meeting Minutes—December 2, 2019**

*All Agenda Times—including Adjournment—Are Approximate and Subject to Change*

<table>
<thead>
<tr>
<th>Time</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:04 a.m. EST</td>
<td>1.) Welcome and Opening, Roll Call</td>
</tr>
<tr>
<td></td>
<td><strong>POC Members Present</strong>: Nanette Dean, (Chair), Drew Smith, Don Brown, Jeffrey Stone PhD, Kelley Smith Burk</td>
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<td><strong>POC Member(s) Absent</strong>: Brian Langille</td>
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<td></td>
<td><strong>Meeting Attendees Identified</strong>: Thomas Campbell, Jim Hammers, Justin Vogel, Mo Madani, Michael Clark, Paula Huband</td>
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<td>2.)</td>
<td>Review and approval of the December 2, 2019 meeting Agenda</td>
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<tr>
<td></td>
<td><strong>Motion</strong>: To approve as submitted</td>
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<td></td>
<td><strong>Motion</strong>: Jeffrey Stone</td>
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<td></td>
<td><strong>Second</strong>: Don Brown</td>
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<td></td>
<td><strong>Approved Unanimously</strong></td>
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<tr>
<td>3.)</td>
<td>Review and approval of October 3, 2019 meeting Minutes</td>
</tr>
<tr>
<td></td>
<td><strong>Motion</strong>: To approve as submitted</td>
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<tr>
<td></td>
<td><strong>Motion</strong>: Kelley Smith Burk</td>
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<td></td>
<td><strong>Second</strong>: Don Brown</td>
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<td></td>
<td><strong>Approved Unanimously</strong></td>
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<td>4.)</td>
<td>Review pending accreditor applications for recommendation to the Commission</td>
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<tr>
<td></td>
<td>None Pending</td>
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<tr>
<td>5.)</td>
<td>Review pending advanced accredited courses for recommendation to the Commission</td>
</tr>
</tbody>
</table>

Education POC Meeting Minutes
December 2, 2019
Course: 2017 Advanced Training: Florida Energy Conservation  
Provider: Gold Coast School of Construction  
Accreditor: Contractor’s Institute (Koning Enterprises Inc.)  
BCIS Course Number: 937.0  
Motion: Course *conditionally approved* based on the FBC accreditation process that only verifies the accuracy of the Florida Building Code related content, subject to a “Method of Course Evaluation” being added to the course syllabus.  
Motion: Jeffrey Stone  
Second: Don Brown  
Discussion: None  
Approved Unanimously

Course: 2017 HVAC Codes for Existing Florida Buildings and Systems 2017 Advanced Code  
Provider: Florida Refrigeration & Air Conditioning Contractor’s Association  
BCIS Course Number: 939.0  
Motion: Course *approved* based on the FBC accreditation process that only verifies the accuracy of the Florida Building Code related content  
Motion: Jeffrey Stone  
Second: Don Brown  
Discussion: None  
Approved Unanimously

Course: Advanced FBC: Fenestration Mitigation - Online  
Provider: AIA Florida  
Accreditor: Code Consulting Services  
BCIS Course Number: 940.0  
Motion: Course *approved* based on the FBC accreditation process that only verifies the accuracy of the Florida Building Code related content  
Motion: Jeffrey Stone  
Second: Don Brown  
Discussion: Commissioner Stone stated that this was an excellent course.  
Approved Unanimously

Course: 2017 Advanced Training: Florida Energy Conservation  
Provider: AIA Florida  
Accreditor: Code Consulting Services  
BCIS Course Number: 941.0  
Motion: Course *approved* based on the FBC accreditation process that only verifies the accuracy of the Florida Building Code related content  
Motion: Drew Smith  
Second: Jeffrey Stone  
Discussion: None  
Approved Unanimously
6.) Review pending administratively approved updated courses for recommendation to the Commission

None Pending

7.) Review pending administratively approved Self Affirmed (ONE CHANGE) updated courses for recommendation to the Commission

**Course:** 2017 Advanced Backflow Prevention Internet Course 1 Hour  
**Provider:** Steve Kirkpatrick  
**Prior Accreditor:** Code Consulting Services  
**BCIS Course Number:** 317.1  
**Motion:** Course approved based on the FBC accreditation process that only verifies the accuracy of the Florida Building Code related content  
**Motion:** Jeffrey Stone  
**Second:** Drew Smith  
**Discussion:** None  
**Approved Unanimously**

8.) Education Administrator Activity Report

**Discussion:** The Education Administrator stated that the report contained brief descriptions of the normal activities of the Administrator from September 24th, 2019, through November 18th, 2019, 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 2018-2019) 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 Fentriss by the email address listed with the information. No questions were forthcoming from the ED POC members concerning the report content.

A. Provided administrative support for FBC Education POC for the October 3rd, 2019 meeting

B. Prepared minutes for FBC Education POC October 3rd, 2019 meeting

C. Prepared agenda for FBC Education POC meeting scheduled for December 2nd, 2019

D. Worked with training providers and accreditors to ensure compliance with Rule
E. Checked the BCIS to ensure information is current regarding the FBC Education and Accreditation Program

F. Inquiries addressed from September 24th, 2019 to November 18th, 2019 were as follows:

32 inquiries: 24 telephone; 4 email; 3 phone and email; 1 US Mail

**Category of Inquirers:**
- 3 Accreditors
- 5 Providers
- 14 Consumers (Public)
- 1 Building official
- 4 Contractors
- 2 Inspector trainees
- 2 Realtor
- 1 Plumber

**Types of Inquiries:**
- 7 Advanced Courses
- 3 BCIS
- 1 Building codes
- 3 Mobile/modular
- 7 Windows
- 1 Door
- 6 Roofing
- 2 Construction licensure
- 2 Inspection licensure

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**Training Funding Available for 2018-2019**

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, 2019

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:
<table>
<thead>
<tr>
<th>Education POC Meeting Minutes</th>
<th>December 2, 2019</th>
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<tbody>
<tr>
<td><strong>-- Florida Building Code</strong></td>
<td></td>
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<tr>
<td><strong>-- Florida Fire Prevention Code</strong></td>
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<td><strong>-- Construction plan and permitting requirements</strong></td>
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<td><strong>-- Construction liens</strong></td>
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<tr>
<td><strong>-- Hurricane mitigation</strong></td>
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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

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

Must enter into an agreement before submitting for grant funds, must verify availability of funds first.

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

*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%.

E-mail Cam Fentriss at basfgrant@gmail.com if interested and for more information.

| 9.) Identify future POC member discussion items |                  |
|                                               | No future ED POC member discussion items were forthcoming. |

| 10.) General public comment |                  |
|                            | No public comment was forthcoming. |
11.) Summary and review of meeting work products and adoption of recommendations for submittal to the commission

**Recommended Commission Actions**

The Education POC considered and recommends the following:

The following new courses are recommended for APPROVAL:

**Course:** 2017 HVAC Codes for Existing Florida Buildings and Systems 2017 Advanced Code  
**Provider:** Florida Refrigeration & Air Conditioning Contractor’s Association  
**Accreditor:** JC Code & Construction Consultants, Inc.  
**BCIS Course Number:** 939.0  
**Motion:** Course *approved* based on the FBC accreditation process that only verifies the accuracy of the Florida Building Code related content  
**Motion:** Jeffrey Stone  
**Second:** Don Brown  
**Approved Unanimously**

**Course:** Advanced FBC: Fenestration Mitigation - Online  
**Provider:** AIA Florida  
**Accreditor:** Code Consulting Services  
**BCIS Course Number:** 940.0  
**Motion:** Course *approved* based on the FBC accreditation process that only verifies the accuracy of the Florida Building Code related content  
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**Course:** 2017 Advanced Training: Florida Energy Conservation  
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**Accreditor:** Code Consulting Services  
**BCIS Course Number:** 941.0  
**Motion:** Course *approved* based on the FBC accreditation process that only verifies the accuracy of the Florida Building Code related content  
**Motion:** Drew Smith  
**Second:** Jeffrey Stone  
**Approved Unanimously**

The following new course is recommended for CONDITIONAL APPROVAL:

**Course:** 2017 Advanced Training: Florida Energy Conversation  
**Provider:** Gold Coast School of Construction  
**Accreditor:** Contractor’s Institute (Koning Enterprises Inc.)  
**BCIS Course Number:** 937.0  
**Motion:** Course *conditionally approved* based on the FBC accreditation process that
only verifies the accuracy of the Florida Building Code related content, subject to a “Method of Course Evaluation” being added to the course syllabus.

**Motion:** Jeffrey Stone  
**Second:** Don Brown  
**Approved Unanimously**

The following Self-Affirmed (One Change) course is recommended for APPROVAL:

**Course:** 2017 Advanced Backflow Prevention Internet Course 1 Hour  
**Provider:** Steve Kirkpatrick  
**Prior Accréditor:** Code Consulting Services  
**BCIS Course Number:** 317.1  
**Motion:** Course approved based on the FBC accreditation process that only verifies the accuracy of the Florida Building Code related content  
**Motion:** Jeffrey Stone  
**Second:** Drew Smith  
**Approved Unanimously**

12.) Roll Call, Adjourned at 9:15 am est  

**Motion:** To adjourn  
**Motion:** Jeffrey Stone  
**Second:** Don Brown  
**Approved Unanimously**

**STAFF CONTACT:** Michael Clark (MRC Consulting) mrcconsulting@earthlink.net: 850.545.1451

**COMMITTEE MEMBERSHIP AND MEETING SCHEDULE**

**EDUCATION POC MEMBERSHIP**

<table>
<thead>
<tr>
<th>MEMBER</th>
<th>REPRESENTATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nanette Dean</td>
<td>Manufactured Buildings, Chair</td>
</tr>
<tr>
<td>Drew Smith</td>
<td>Green Building Industry</td>
</tr>
<tr>
<td>Jeffrey Stone PhD</td>
<td>Building Product Manufacturer</td>
</tr>
<tr>
<td>Brian Langille</td>
<td>Natural Gas Distributor</td>
</tr>
<tr>
<td>Don Brown</td>
<td>Insurance Industry</td>
</tr>
<tr>
<td>Kelley Smith Burk</td>
<td>Energy</td>
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**STAFF**

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<tr>
<th>STAFF</th>
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<tbody>
<tr>
<td>Justin Vogel</td>
<td>Legal Advisor</td>
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<tr>
<td>Jim Hammers</td>
<td>Technical Support</td>
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<tr>
<td>Thomas Campbell</td>
<td>Administrative Support</td>
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**FACILITATOR**

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<thead>
<tr>
<th>FACILITATOR</th>
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<tbody>
<tr>
<td>Michael Clark</td>
<td>(MRC Consulting)</td>
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### 2019 POC Meeting Schedule

<table>
<thead>
<tr>
<th></th>
<th>Date</th>
<th>Location</th>
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<tbody>
<tr>
<td>I.</td>
<td>February 5, 2019 (10:00 AM EST)</td>
<td>Tallahassee and via teleconference</td>
</tr>
<tr>
<td>II.</td>
<td>April 5, 2019 (10:00 AM EST)</td>
<td>Tallahassee and via teleconference</td>
</tr>
<tr>
<td>III.</td>
<td>June 6, 2019 (9:00 AM EST)</td>
<td>Tallahassee and via teleconference</td>
</tr>
<tr>
<td>IV.</td>
<td>August 1, 2019 (9:00 AM EST)</td>
<td>Tallahassee and via teleconference</td>
</tr>
<tr>
<td>V.</td>
<td>October 3, 2019 (10:00 AM EST)</td>
<td>Tallahassee and via teleconference</td>
</tr>
<tr>
<td>VI.</td>
<td>December 2, 2019 (9:00 AM EST)</td>
<td>Tallahassee and via teleconference</td>
</tr>
</tbody>
</table>

### 2019 Course Accreditation Application Deadline Schedule

<table>
<thead>
<tr>
<th>ED POC Meeting Date</th>
<th>Accredited Applications Submittal Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. February 5, 2019 Meeting</td>
<td>January 27, 2019</td>
</tr>
<tr>
<td>II. April 5, 2019 Meeting</td>
<td>March 24, 2019</td>
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<tr>
<td>III. June 6, 2019 Meeting</td>
<td>May 26, 2019</td>
</tr>
<tr>
<td>IV. August 1, 2019 Meeting</td>
<td>July 21, 2019</td>
</tr>
<tr>
<td>V. October 3, 2019 Meeting</td>
<td>September 22, 2019</td>
</tr>
<tr>
<td>VI. December 2, 2019 Meeting</td>
<td>November 17, 2019</td>
</tr>
</tbody>
</table>

**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.