

**FLORIDA BUILDING COMMISSION  
EDUCATION PROGRAM OVERSIGHT COMMITTEE**

**MARCH 31, 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 Discuss the Process for Course Applications That Don't Meet Rule 61G20-6.002 Requirements.
- ✓ 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 style="text-align:center"><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 style="text-align:center"><b>Staff/Meeting Attendees Identified:</b></p> <table style="margin-left: auto; margin-right: auto;"><tr><td>Jim Schock</td><td>Jim Hammers</td></tr><tr><td>Justin Vogel</td><td>Mo Madani</td></tr><tr><td>Michael Clark</td><td>Wendy Johnson</td></tr></table>	Jim Schock	Jim Hammers	Justin Vogel	Mo Madani	Michael Clark	Wendy Johnson
Jim Schock	Jim Hammers						
Justin Vogel	Mo Madani						
Michael Clark	Wendy Johnson						
2.)	<p><b>REVIEW AND APPROVAL OF MEETING AGENDA</b></p> <p><b>Motion:</b> To approve as submitted <b>Motion:</b> David John <b>Second:</b> Don Brown <b>Approved Unanimously</b></p>						
3.)	<p><b>REVIEW AND APPROVAL OF JANUARY 31ST, 2023, MEETING MINUTES</b></p>						

	<p><b>Motion:</b> To approve as submitted  <b>Motion:</b> David John  <b>Second:</b> Don Brown  <b>Approved Unanimously</b></p>
<p>4.)</p>	<p><b>DISCUSS THE PROCESS FOR ADVANCED COURSE APPLICATIONS THAT DON'T MEET THE REQUIREMENTS OF RULE 61G20-6.002</b></p> <p>JUSTIN VOGEL (GENERAL COUNSEL) STATED THAT HE WAS SPEAKING FOR TOM CAMPBELL (EXECUTIVE DIRECTOR), WHO COULD NOT ATTEND THIS MEETING. MR. VOGEL SAID AFTER HAVING DISCUSSIONS WITH MR. CAMPBELL, THAT THE ED POC SHOULD CONTINUE USING THE CURRENT PROCESS TO EVALUATE COURSES, WHICH IS TO APPROVE COURSES WITH NO CHANGES REQUIRED, CONDITIONALLY APPROVE COURSES WITH MINIMAL CHANGES REQUIRED, AND TO DENY COURSES WITH MAJOR OR SUBSTANTIAL CHANGES REQUIRED. MR. VOGEL SAID THAT BOTH HE AND MR. CAMPBELL SAW NO REASON TO RESTRUCTURE THE CURRENT PROCESS FOR COURSE ACCREDITATION AND APPROVAL.</p> <p>COMMISSIONER BOURRE STATED THAT AS A REMINDER, WE ARE DISCUSSING THIS BECAUSE SOME OF THE COURSE APPLICATIONS THAT THE ED POC REVIEWS ARE INCOMPLETE AFTER THEY HAVE BEEN ACCREDITED.</p> <p>COMMISSIONER JOHN ASKED MR. VOGEL IF THE COURSE APPLICATION IS INCOMPLETE AND MR. CLARK HAS RECOMMENDED THAT THE COURSE BE CONDITIONALLY APPROVED OR DENIED, THEN WHY SHOULD THE ED POC REVIEW THE COURSE. WHY CAN'T MR. CLARK CONFER WITH THE PROVIDER AND FIX THE COURSE BEFORE IT REACHES THE ED POC FOR THEIR REVIEW? MR. VOGEL SAID THAT BECAUSE OF THE 61G20-6.002 RULE LANGUAGE, SOMETIMES THERE WOULD NOT BE ENOUGH TIME TO MAKE ANY CHANGES BEFORE THE ED POC AGENDA WAS SUBMITTED FOR POSTING.</p> <p>COMMISSIONER JOHN THEN ASKED MR. CLARK WHY HE THOUGHT COURSE APPLICATIONS WERE BEING ACCREDITED AND THEN SUBMITTED WITH MISSING ITEMS OR INFORMATION. MR. CLARK STATED THAT THE ONLY REASON HE CAN THINK OF IS THAT MISTAKES ARE BEING MADE BY THE ACCREDITORS. MR. CLARK THEN STATED THAT MAYBE IT WOULD HELP IF A SIMPLER CHECKLIST WAS CREATED AND GIVEN TO THE ACCREDITORS WITH RULE 61G20-6.002 REQUIREMENTS LISTED AND DESCRIBED. HE ALSO SUGGESTED THAT A THIRTY MINUTE MEETING WITH ACCREDITORS TO EXPLAIN RULE 61G20-6.002 REQUIREMENTS MIGHT ALSO BE HELPFUL.</p> <p>MR. VOGEL REITERATED THAT THE FBC HAS A LEGACY REGARDING THE EDUCATION PROGRAM OF TRYING TO ASSIST PROVIDERS AND ACCREDITORS AS MUCH AS POSSIBLE TO EFFICIENTLY MOVE THEIR COURSES THROUGH THE ACCREDITATION AND APPROVAL PROCESS. COMMISSIONER JOHN STATED THAT HE ALSO WANTS AN EFFICIENT PROCESS WHERE THE ED POC DOES NOT WASTE TIME REVIEWING INCOMPLETE COURSE APPLICATIONS.</p> <p>COMMISSIONER BOURRE STATED THAT THE ED POC NEEDED TO MOVE ON TO OTHER AGENDA ITEMS. HE THEN STATED THAT IT SEEMS AFTER ALL OF THE DISCUSSION THAT THE RECOMMENDATION OF THE ED POC IS TO KEEP USING THE CURRENT PROCESS FOR EVALUATING COURSES, WHICH IS TO APPROVE COURSES WITH NO CHANGES REQUIRED, CONDITIONALLY APPROVE COURSES WITH MINIMAL CHANGES REQUIRED, AND TO DENY COURSES WITH MAJOR OR SUBSTANTIAL CHANGES REQUIRED. ALSO, MR. CLARK WILL MEET WITH THE ACCREDITORS AND PROVIDE THEM WITH A SIMPLER CHECKLIST OF COURSE REQUIREMENTS BASED ON RULE</p>

	61G20-6.002 LANGUAGE. THE ED POC MEMBERS AGREED TO MOVE FORWARD WITH THIS RECOMMENDATION.
5.)	<p><b>PENDING ACCREDITOR APPLICATIONS FOR RECOMMENDATION TO THE COMMISSION</b></p> <p>NONE PENDING</p>
6.)	<p><b>PENDING ADVANCED ACCREDITED COURSE APPLICATIONS FOR RECOMMENDATION TO THE COMMISSION</b></p> <p><b>Course:</b> Advanced FBC: 7<sup>th</sup> Edition (2020) – Five Walls of the FBC – A Guide to Fire Resistance &amp; Fire Protection  <b>Provider:</b> AIA Florida  <b>Accreditor:</b> JC Code &amp; Construction Consultants, Inc.  <b>BCIS Course Number:</b> 1124.0  <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> Brad Schiffer  <b>Second:</b> David John  <b>Discussion:</b> <i>None</i>  <b>Approved Unanimously</b></p> <p><b>Course:</b> Advanced Electrical 6<sup>th</sup> Edition  <b>Provider:</b> Education Pathways  <b>Accreditor:</b> Bill Dumbaugh  <b>BCIS Course Number:</b> 1125.0  <b>Motion:</b> 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 removing the reference to the 7<sup>th</sup> Edition of the Florida Building Code from the “Course Description” on page two of the syllabus information.</i>  <b>Motion:</b> Don Brown  <b>Second:</b> Brad Schiffer  <b>Discussion:</b> <i>Michael Clark (Education Administrator) stated that the provider is asking the ED POC to approve this course as part of the 6<sup>th</sup> Edition (2017) Florida Building Code. It was accredited as part of the 6<sup>th</sup> Edition of the Florida Building Code. The decision was made when compiling the 7<sup>th</sup> Edition to not use Chapter 42 anymore, and instead adopt and follow the National Electric Code (NEC). Mr. Clark then said that it was his understanding that no changes have occurred recently with swimming pool (electrical) construction in the NEC. Further, he spoke with the provider, who feels he has an audience for this course.</i>  <b>Approved Unanimously</b></p>
7.)	<p><b>PENDING ADMINISTRATIVELY APPROVED UPDATED COURSES FOR RECOMMENDATION TO THE COMMISSION</b></p> <p>NONE PENDING</p>
8.)	<p><b>PENDING ADMINISTRATIVELY APPROVED SELF AFFIRMED (NO CHANGE) UPDATED COURSES FOR RECOMMENDATION TO THE COMMISSION</b></p>

	NONE PENDING
9.)	<p><b>PENDING ADMINISTRATIVELY APPROVED SELF AFFIRMED (ONE CHANGE) UPDATED COURSES FOR RECOMMENDATION TO THE COMMISSION</b></p> <p>NONE PENDING</p>
10.)	<p><b>EDUCATION ADMINISTRATOR ACTIVITY REPORT</b></p> <p><i><b>Discussion:</b> The Education Administrator stated that the report contained brief descriptions of the normal activities of the Administrator from January 18th, 2023, through March 19th, 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 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 Fentriss 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 January 31st, 2023 meeting</p> <p><b>B.</b> Prepared minutes for FBC Education POC January 31st, 2023 meeting</p> <p><b>C.</b> Prepared agenda for FBC Education POC meeting scheduled for March 31st, 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 January 18th, 2023 to March 19th, 2023 were as follows:</p> <p>36 inquiries: 25 telephone; 3 email; 8 phone and email</p> <p><b><u>Category of Inquirers:</u></b></p> <p>4 Accreditors  8 Providers  10 Consumers (Public)  6 Contractors  3 Researchers  1 Manufacturer</p>

3 Architects  
1 Interior designer

**Types of Inquiries :**

11 Advanced Courses  
3 BCIS  
4 Mobile/modular  
1 Tiny house  
3 DCA  
5 Windows  
2 Roofing  
1 Door  
1 New construction  
3 Architect license  
2 Board of Architecture

**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

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

	<p>--- 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):</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>
11.)	<p><b>OTHER POC BUSINESS</b></p> <p>NO OTHER POC BUSINESS WAS DISCUSSED.</p>
12.)	<p><b>PUBLIC COMMENT</b></p> <p>NO PUBLIC COMMENT WAS FORTHCOMING.</p>
13.)	<p><b>POC MEMBER AND STAFF COMMENT</b></p> <p>COMMISSIONER SCHOCK ASKED IF COURSE # 1125.0 WAS CONDITIONALLY APPROVED. HE HAD TO STEP AWAY FROM THE MEETING. COMMISSIONER BOURRE TOLD HIM THAT COURSE # 1125.0 WAS CONDITIONALLY APPROVED.</p>
14.)	<p><b>ADJOURNED AT 9:24 AM EST</b></p> <p><b>Motion:</b> To adjourn  <b>Motion:</b> Don Brown  <b>Second:</b> Brad Schiffer  <b>Approved Unanimously</b></p>

**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**

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

<b>2023 POC MEETING SCHEDULE</b>		
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.	May 2023 (TBD)	Tallahassee and via teleconference
IV.	August 2023 (TBD)	Tallahassee and via teleconference
V.	October 2023 (TBD)	Tallahassee and via teleconference
VI.	December 2023 (TBD)	Tallahassee and via teleconference

<b>2023 COURSE ACCREDITATION APPLICATION DEADLINE SCHEDULE</b>		
	<b>ED POC MEETING DATE</b>	<b>ACCREDITED APPLICATIONS SUBMITTAL DEADLINE</b>
I.	January 31, 2023, Meeting	January 16, 2023
II.	March 31, 2023, Meeting	March 19, 2023
III.	May 2023 Meeting	May 2023
IV.	August 2023 Meeting	July 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.**