

**FLORIDA BUILDING COMMISSION  
EDUCATION PROGRAM OVERSIGHT COMMITTEE**

**FEBRUARY 1, 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) 1-866-899-4679  
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*

<b>1.)</b>	<p><b>WELCOME AND OPENING ROLL CALL</b> A. Roll Call of POC Members</p> <p style="text-align:center"><b>POC Members Present:</b> Michael Bourre, (Chair), Brad Schiffer, David John, Brian Langille <b>POC Member(s) Absent:</b> Don Brown</p> <p>B. Identification of Staff/Meeting Attendees</p> <p style="text-align:center"><b>Staff/Meeting Attendees Identified:</b> Thomas Campbell   Jim Hammers   Wendy Johnson Justin Vogel         Mo Madani Michael Clark         Joe Belcher</p>
<b>2.)</b>	<p><b>REVIEW AND APPROVAL OF MEETING AGENDA</b></p> <p><b>Motion:</b> To approve as submitted <b>Motion:</b> Brian Langille <b>Second:</b> David John <b>Approved Unanimously</b></p>
<b>3.)</b>	<p><b>REVIEW AND APPROVAL OF DECEMBER 3, 2021, MEETING MINUTES</b></p> <p><b>Motion:</b> To approve as submitted</p>

	<p><b>Motion:</b> Brad Schiffer  <b>Second:</b> Brian Langille  <b>Approved Unanimously</b></p>
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 RECOMMENDATIONS TO THE COMMISSION</b></p> <p><b>Course:</b> Advanced FBC – Mixed Use Buildings  <b>Provider:</b> AIA Florida  <b>Accreditor:</b> Code Consulting Services  <b>BCIS Course Number:</b> 1084.0  <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, <i>subject to adding the current code edition to the course title.</i>  <b>Motion:</b> Brad Schiffer  <b>Second:</b> Brian Langille  <b>Discussion:</b> <i>Michael Clark stated that the current code edition was missing from the course title. Commissioner John stated that he thought this was an excellent course.</i>  <b>Approved Unanimously</b></p> <p><b>Course:</b> Advanced FBC: Mixed Use Buildings – Internet  <b>Provider:</b> AIA Florida  <b>Accreditor:</b> Code Consulting Services  <b>BCIS Course Number:</b> 1086.0  <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, <i>subject to adding the current code edition to the course title.</i>  <b>Motion:</b> Brad Schiffer  <b>Second:</b> Brian Langille  <b>Discussion:</b> <i>Michael Clark stated that the current code edition was missing from the course title.</i>  <b>Approved Unanimously</b></p> <p><b>Course:</b> Analysis of Changes to the 7<sup>th</sup> Edition Florida Building Code: An Advanced Course  <b>Provider:</b> PDH Academy  <b>Accreditor:</b> Bill Dumbaugh  <b>BCIS Course Number:</b> 1083.0  <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>
6.)	<p><b>PENDING ADMINISTRATIVELY APPROVED UPDATED COURSES FOR RECOMMENDATION TO THE COMMISSION</b></p>

	NONE PENDING
7.)	<p><b>PENDING ADMINISTRATIVELY APPROVED SELF AFFIRMED (NO CHANGE) UPDATED COURSES FOR RECOMMENDATION TO THE COMMISSION</b></p> <p><b>Course:</b> 2020 Advanced Backflow Prevention Internet Course 1 Hour  <b>Provider:</b> Steve Kirkpatrick  <b>Prior Accreditor:</b> Code Consulting Services  <b>BCIS Course Number:</b> 1046.0  <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, <i>subject to adding a reference to the Florida Building Commission on the course title slide</i>  <b>Motion:</b> David John  <b>Second:</b> Brian Langille  <b>Discussion:</b> <i>Commissioner John asked if there should be a reference on the course material title slide to the Florida Building Commission, showing that this was an approved advanced course by the Florida Building Commission. The ED POC members agreed with Commissioner John.</i>  <b>Approved Unanimously</b></p>
8.)	<p><b>PENDING ADMINISTRATIVELY APPROVED SELF AFFIRMED (ONE CHANGE) UPDATED COURSES FOR RECOMMENDATION TO THE COMMISSION</b></p> <p><b>Course:</b> 2020 HVAC Codes for Existing Florida Buildings and Systems 2020 Advanced Code  <b>Provider:</b> Florida Refrigeration and Air Conditioning Contractors Association  <b>Prior Accreditor:</b> JC Code &amp; Construction Consultants, Inc.  <b>BCIS Course Number:</b> 939.1  <b>Motion:</b> Course <i>approval is denied because of multiple changes made to the course</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> Brad Schiffer  <b>Discussion:</b> <i>Michael Clark stated that multiple changes had been made to this course as a result of changes made to the 2017 HVAC codes (now the 2020 HVAC codes). He further stated that this course should have been treated as an updated course and gone through the accreditation process, instead of being self-affirmed with only one change.</i>  <b>Approved Unanimously</b></p>
9.)	<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 November 20th, 2021, through January 18th, 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 2021-2022) 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>

- A. Provided administrative support for FBC Education POC for the December 3rd, 2021 meeting
- B. Prepared minutes for FBC Education POC December 3rd, 2021 meeting
- C. Prepared agenda for FBC Education POC meeting scheduled for February 1st, 2022
- D. Worked with training providers and accreditors to ensure compliance with Rule 61G20-6.002
- E. Checked the BCIS to ensure information is current regarding the FBC Education and Accreditation Program
- F. Partially completed a random course audit, of an online Accessibility course. Working on the final report.
- 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.
- H. Compiled a document for ED POC members to use, which should help clarify what they should be looking for when evaluating advanced courses. (On hold due to rule language changes)
- I. Compiled a document for both FBC accreditors and training providers, which should assist both groups as they develop and accredit advanced courses (On hold due to rule language changes)
- J. Inquiries addressed from November 20th, 2021 to January 18th, 2022 were as follows:  
37 inquiries: 29 telephone; 6 email; 2 phone and email

**Category of Inquirers:**

- 1 Accreditor
- 6 Providers
- 17 Consumers (Public)
- 5 Contractors
- 3 Manufacturers
- 1 Landscape architect
- 1 CE provider
- 1 Attorney
- 1 Plumber
- 1 Architect

**Types of Inquiries :**

- 6 Advanced Courses
- 3 BCIS
- 3 Continuing education
- 1 Florida Building Code
- 1 Product approval
- 1 Design load

- 1 Bathroom vent
- 1 Energy code
- 3 Water Heater
- 4 Windows
- 1 Commercial hood
- 1 Pool contractor
- 6 Mobile/modular
- 5 Roofing

## **Training Funding Available for 2021-2022**

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, 2022

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
- 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

	<ul style="list-style-type: none"> <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 brought forth for discussion.</p>
11.)	<p><b>PUBLIC COMMENT</b></p> <p>No public comment was forthcoming.</p>
12.)	<p><b>POC MEMBER AND STAFF COMMENT</b></p> <p>Thomas Campbell pointed out to the ED POC that a sample course review checklist was attached to this agenda. This checklist will be used from this point forward (starting with the next meeting in March) by Michael Clark when he reviews all courses and will be attached to future agendas for POC members to check and review. Commissioner John stated he thought that using this course review checklist will make the ED POC member course review process much easier.</p> <p>Joe Belcher (accreditor) asked if a reference to the Florida Building Commission will be required from now on to be placed on the title pages of all courses. Thomas Campbell replied that all requirements for title page information are listed in the new 61G20-6.002 Rule language.</p>
13.)	<p><b>ADJOURNED AT 9:22 AM EST</b></p> <p><b>Motion:</b> To adjourn  <b>Motion:</b> Brad Schiffer  <b>Second:</b> David John  <b>Approved Unanimously</b></p>

**STAFF CONTACTS:** Michael Clark (MRC Consulting) mriconsulting@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>2022 POC MEETING SCHEDULE</b>		
I.	February 1, 2022 (9:00 AM EST)	Tallahassee and via teleconference
II.	April 2022 (TBD)	Tallahassee and via teleconference
III.	May 2022 (TBD)	Tallahassee and via teleconference
IV.	July 2022 (TBD)	Tallahassee and via teleconference
V.	October 2022 (TBD)	Tallahassee and via teleconference
VI.	December 2022 (TBD)	Tallahassee and via teleconference

<b>2022 COURSE ACCREDITATION APPLICATION DEADLINE SCHEDULE</b>		
	<b>ED POC MEETING DATE</b>	<b>ACCREDITED APPLICATIONS SUBMITTAL DEADLINE</b>
I.	February 1, 2022, Meeting	January 16, 2022
II.	April 2022 Meeting (TBD)	March 2022 (TBD)
III.	May 2022 Meeting (TBD)	May 2022 (TBD)
IV.	July 2022 Meeting (TBD)	July 2022 (TBD)
V.	October 2022 Meeting (TBD)	September 2022 (TBD)
VI.	December 2022 Meeting (TBD)	November 2022 (TBD)

**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.**