

FLORIDA BUILDING COMMISSION  
EDUCATION PROGRAM OVERSIGHT COMMITTEE

JANUARY 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 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 <b>POC Member(s) Absent:</b> Brian Langille</p> <p>B. Identification of Staff Attendees</p> <p><b>Staff/Meeting Attendees Identified:</b> Thomas Campbell    Jim Hammers Justin Vogel         Mo Madani Michael Clark</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> Brad Schiffer <b>Approved Unanimously</b></p>
3.)	<p><b>REVIEW AND APPROVAL OF DECEMBER 2ND, 2022, MEETING MINUTES</b></p>

	<p><b>Motion:</b> To approve as submitted  <b>Motion:</b> Don Brown  <b>Second:</b> Brad Schiffer  <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 RECOMMENDATION TO THE COMMISSION</b></p> <p><b>Course:</b> Advanced Florida Building Code Plumbing, 7<sup>th</sup> Edition 2020  <b>Provider:</b> American Society of Landscape Architects Florida Chapter  <b>Accreditor:</b> Bill Dumbaugh  <b>BCIS Course Number:</b> 1116.0  <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 the addition of the course provider’s address, telephone number, email address, and Florida Building Code Edition to the Certificate of Completion.</i>  <b>Motion:</b> Don Brown  <b>Second:</b> Brad Schiffer  <b>Discussion:</b> <i>The Education Administrator found that the course provider’s address, telephone number, email address, and Florida Building Code Edition were missing from the Certificate of Completion.</i>  <i>Commissioner Bourre asked Michael Clark (Education Administrator) why this basic information was missing from the Certificate of Completion. Mr. Clark stated that he did not have a good reason why this information was missing, except that it was overlooked by the accreditor.</i>  <i>Commissioner John suggested that Mr. Clark, in his capacity as Education Administrator, supply all accreditors with a checklist of required information regarding future course submittals. Commissioners Bourre and Brown agreed with Commissioner John. Mr. Clark stated that he will indeed supply that list to accreditors.</i>  <b>Approved Unanimously</b></p> <p><b>Course:</b> 2020 Advanced Florida Building Code Public &amp; Private Swimming Pools 7<sup>th</sup> Edition  <b>Provider:</b> American Society of Landscape Architects Florida Chapter  <b>Accreditor:</b> Bill Dumbaugh  <b>BCIS Course Number:</b> 1115.0  <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 the addition of the Certificate of Completion and the removal of the term “Draft” from the background of all of the PowerPoint slides.</i>  <b>Motion:</b> Don Brown  <b>Second:</b> Brad Schiffer  <b>Discussion:</b> <i>The Education Administrator found that the Certificate of Completion was missing, and the term “Draft” should be removed from the background of all of the PowerPoint slides.</i>  <i>Commissioner Brown asked Mr. Clark what the worse situation would be for providers between a course being denied or conditionally approved. Mr. Clark stated that if a course is denied by the ED POC, then it would have to be re-accredited, resubmitted to the ED POC, with out being taught or used in the interim. All of those steps would be costly to the provider. If a course is conditionally approved, then the provider can immediately fix whatever issue(s) were identified, then use the course</i></p>

	<p><i>without resubmitting. It was also suggested by a commissioner that if a course was not up to standard when it was submitted, that it should be taken off the agenda until it meets the rule requirements. Thomas Campbell stated that because of Chapter 120, submitted courses must be scrutinized by the FBC, or negative legal implications can arise for the FBC. Again, all commissioners were in agreement that a list of rule requirements should be given to all accreditors.</i></p> <p><b>Approved Unanimously</b></p>
6.)	<p><b>PENDING ADMINISTRATIVELY APPROVED UPDATED COURSES FOR RECOMMENDATION TO THE COMMISSION</b></p> <p>NONE PENDING</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>NONE PENDING</p>
9.)	<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 November 23rd, 2022, through January 17th, 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 December 2nd, 2022 meeting</p> <p><b>B.</b> Prepared minutes for FBC Education POC December 2nd, 2022 meeting</p> <p><b>C.</b> Prepared agenda for FBC Education POC meeting scheduled for January 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>

**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.** Inquiries addressed from November 23rd, 2022 to January 17th, 2023 were as follows:

40 inquiries: 29 telephone; 4 email; 7 phone and email

**Category of Inquirers:**

4 Accreditor  
8 Providers  
13 Consumers (Public)  
8 Contractors  
1 Engineer  
2 Building official  
3 Architects  
1 Building owner

**Types of Inquiries :**

11 Advanced Courses  
6 BCIS  
4 Mobile/modular  
1 Flood  
2 License renewal  
2 Windows  
2 Permits  
1 HVAC  
1 Habitability  
1 Inspection  
1 DCN registration  
1 Model House  
2 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

	<p>Eligible course topics:</p> <ul style="list-style-type: none"> <li>-- Florida Building Code</li> <li>-- Florida Fire Prevention Code</li> <li>-- Construction plan and permitting requirements</li> <li>-- Construction liens</li> <li>-- Hurricane mitigation</li> </ul> <p>For “minimum 1 hour” program, course requirements:</p> <ul style="list-style-type: none"> <li>-- At least 50% must be codes</li> </ul> <p>For 7-hour program, course requirements:</p> <ul style="list-style-type: none"> <li>-- At least three (3) hours codes</li> <li>-- At least two (2) hours advanced codes</li> </ul> <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 <a href="mailto:basfgrant@gmail.com">basfgrant@gmail.com</a> 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>NO PUBLIC COMMENT WAS FORTHCOMING.</p>
12.)	<p><b>POC MEMBER AND STAFF COMMENT</b></p>

	No POC MEMBER OR STAFF COMMENTS WERE FORTHCOMING.
13.)	<b>ADJOURNED AT 9:20 AM EST</b> <b>Motion:</b> To adjourn <b>Motion:</b> Don Brown <b>Second:</b> Brad Schiffer <b>Approved Unanimously</b>

**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 2023 (TBD)	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

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