

FLORIDA BUILDING COMMISSION  
EDUCATION PROGRAM OVERSIGHT COMMITTEE

OCTOBER 4, 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><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, Brian Langille, Don Brown <b>POC Member(s) Absent:</b> None</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> David John <b>Second:</b> Brad Schiffer <b>Approved Unanimously</b></p>
3.)	<p><b>REVIEW AND APPROVAL OF AUGUST 3RD, 2022, MEETING MINUTES</b></p> <p><b>Motion:</b> To approve as submitted <b>Motion:</b> David John <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> 7<sup>th</sup> Ed. (2020) Advanced FBC Fire Alarm &amp; Detection Systems  <b>Provider:</b> JC Code &amp; Construction Consultants, Inc.  <b>Accreditor:</b> JDB Code Services, Inc.  <b>BCIS Course Number:</b> 1109.0  <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> David John  <b>Second:</b> Brian Langille  <b>Discussion:</b> <i>None</i>  <b>Approved Unanimously</b></p> <p><b>Course:</b> 2020 Advanced FBC: Building Significant Changes - Internet  <b>Provider:</b> Architects Parti, LLC  <b>Accreditor:</b> JC Code &amp; Construction Consultants, Inc.  <b>BCIS Course Number:</b> 1110.0  <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> David John  <b>Second:</b> Brian Langille  <b>Discussion:</b> <i>None</i>  <b>Approved Unanimously</b></p> <p><b>Course:</b> Advanced Mechanical Codes – 7<sup>th</sup> Edition  <b>Provider:</b> Education Pathways  <b>Accreditor:</b> Bill Dumbaugh  <b>BCIS Course Number:</b> 1111.0  <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 referenced “Method of Course Evaluation” document</i>  <b>Motion:</b> David John  <b>Second:</b> Brian Langille  <b>Discussion:</b> <i>The Education Administrator found that the ‘Method of Course Evaluation’ was referenced in the syllabus on page two but was missing from the course materials.</i>  <b>Approved Unanimously</b></p> <p><b>Course:</b> 2020 Advanced Florida Building Code 7<sup>th</sup> Edition (1 hr.)  <b>Provider:</b> A – Plus Construction School, Inc.  <b>Accreditor:</b> JC Code &amp; Construction Consultants, Inc.  <b>BCIS Course Number:</b> 1105.0  <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> David John  <b>Second:</b> Brian Langille  <b>Discussion:</b> <i>None</i></p>

	<p><b>Approved Unanimously</b></p> <p><b>Course:</b> Florida Building Code and Florida Statute Rules For Alarm Contractors  <b>Provider:</b> Stay Safe Enterprises, LLC  <b>Accreditor:</b> Alarm Association of Florida  <b>BCIS Course Number:</b> 1108.0  <b>Motion:</b> Course <i>denied</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> Don Brown  <b>Discussion:</b> <i>The Education Administrator found that...</i></p> <ul style="list-style-type: none"> <li><i>a. The course title was missing</i></li> <li><i>b. The hours of credit was missing</i></li> <li><i>c. The name, address, telephone number, email address of the provider were missing</i></li> <li><i>d. The course description was missing</i></li> <li><i>e. The course learning objectives were missing</i></li> <li><i>f. The course time allotments for course content was missing</i></li> <li><i>g. The course outline and instructional methods were missing</i></li> <li><i>h. Any course references cited in the outline were missing</i></li> <li><i>i. The method of course evaluation was missing</i></li> <li><i>j. The provider's name, address, telephone number, email address on the Certificate of Completion was missing</i></li> <li><i>k. The hours of ce credit on the Certificate of Completion was missing</i></li> <li><i>l. The Florida Building Code edition on the Certificate of Completion was missing</i></li> <li><i>m. The method of course presentation was missing</i></li> </ul> <p><i>As a result, he recommended denial of this course because it does not meet the full requirements of Rule 61G20-6.002. The ED POC members agreed.</i></p> <p><i>Commissioner John asked why so much information was missing? The administrator stated that he didn't know for sure, but that all of the accreditors were contacted about the changes that occurred when the Rule Language was modified. Commissioner John also asked why a course like this (with so much missing information) was even addressed by the ED POC? Both the administrator and the FBC attorney, Mr. Vogel, stated that legally all courses posted on the agenda had to be addressed by the ED POC and full commission.</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>

## EDUCATION ADMINISTRATOR ACTIVITY REPORT

**Discussion:** *The Education Administrator stated that the report contained brief descriptions of the normal activities of the Administrator from July 26th, 2022, through September 21, 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 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 August 3rd, 2022 meeting

B. Prepared minutes for FBC Education POC August 3rd, 2022 meeting

C. Prepared agenda for FBC Education POC meeting scheduled for October 4th, 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

9.) 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 July 26th, 2022 to September 21, 2022 were as follows:

19 inquiries: 7 telephone; 5 email; 6 phone and email; 1 text

### **Category of Inquirers:**

4 Accreditor

7 Providers

3 Consumers (Public)

1 Contractor

1 Manufacturer

1 Building official

1 Architect

1 Plumber

### **Types of Inquiries :**

5 Advanced Courses

5 BCIS

1 Course accreditation

2 Mobile/modular

1 Shed

- 2 Windows
- 1 Roofing
- 2 Hurricane preparedness

### **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
  - 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

	<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 brought forth for discussion.</p>
12.)	<p><b>POC MEMBER AND STAFF COMMENT</b></p> <p>The Education Administrator, Mr. Clark, asked the ED POC members if identifying and listing the exact documents he reviewed in the course materials was helpful for the members when they conducted their analyses. Commissioner John stated that it was very helpful and cut down the amount of work he did when reviewing the courses.</p>
13.)	<p><b>ADJOURNED AT 9:25 AM EST</b></p> <p><b>Motion:</b> To adjourn  <b>Motion:</b> David John  <b>Second:</b> Brian Langille  <b>Approved Unanimously</b></p>

**STAFF CONTACTS:** 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>	

<b>2022 POC MEETING SCHEDULE</b>		
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 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.	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 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.**