MINUTES

Meeting: Fire & Life Safety Code Board of Adjustment & Appeal

Date: August 28, 2018

Time: 2:00 pm

Place: Office of the Fire Marshal 7079 University Blvd. Winter Park

Reported by: David Kilbury

Board Members In Attendance:
Don Williams, Bob Szafranski, Jason Terry, Alan Hirschkorn, David Blossom

Non-Attendance:
Drew Havron, Frank Chaput

Staff:
Cristina Berrios, Scott Workman, Inez Pressler

Item	"Track by"	Date	Description
1.	For Record (FR)		Being the first meeting of the Board in several years, a brief introduction of each member and the Fire Marshal occurred. Due to no Chairperson or Vice-Chair at the beginning of the meeting, no formal "call to Order" occurred. There was a quorum present
2.	FR		**Public Comment:** None
3.	FR		Assistant County Attorney C. Berrios provided the members of the Board with a training PowerPoint related to the roles and responsibilities of the Board. The language of the Florida Fire Prevention Code (FFPC) was discussed and explained what authority the Board's encompasses. Mr. Hirschkorn as if the Board could take a more active role in providing community awareness of fire safety and create a Mission Statement for the Board. Ms. Berrios explained the Board has its Mission Statement from the State of Florida in the adopted FFPC and the Board does not have the power to modify its authority or role on behalf of the County. Ms. Berrios further explained that the Board does not have a community awareness/activity role in promoting fire safety issues or other matters other than what is specifically provided within the FFPC. Ms. Berrios clarified the Board's role as non-punitive and would only decide on matters involving a dispute involving a decision made by the Fire Marshal as applied to the Fire Code language. Ms. Berrios also explained that the Board would also provide input and suggestions to the Orange County BCC when requested on matters related to fire and life safety.

4.	FR	At the conclusion of the PowerPoint training provided to the Board, Ms. Berrios explained the procedures commonly utilized in other Boards within the County and the use of Robert's Rules of Order. With that, Ms. Berrios suggested the need for the Board to appoint a temporary Chairperson to begin the procedures necessary to create the proper authority of the Board's make-up to conduct business matters.
5.	FR	Motion made by Mr. Szafranski to temporarily appoint Mr. Blossom as the chairperson with unanimous agreement by all members of the Board.
6.	FR	Mr. Szafranski then made a motion to nominate Mr. Blossom permanently to the position of Board chairperson for the remainder of the calendar year. Second by Mr. Terry. Nomination accepted by Mr. Blossom to be chairperson. Mr. Blossom called for the vote with unanimous approval by the members.
7.	FR	Motion made by Mr. Blossom to nominate Mr. Williams to Vice-Chairperson to the Board. Second by Mr. Szafranski. Self-nomination by Mr. Hirschkorn to be Vice-Chairperson. With no other nominations on the floor, Mr. Blossom called for the vote of Mr. Williams to be Vice-Chairperson to the Board. Vote passed unanimously by the Board.
8.	FR	Mr. Blossom opened discussion with the Board regarding holding regular meetings. Discussions ensued related to quarterly or monthly. Many comments were made and the suggestion of scheduling meetings monthly with the opportunity to cancel if there was no business before the Board. Further discussion continued about the need to meet either quarterly or bi-annually even if no business was before the Board. A question was asked by Mr. Williams if the Board could meet remotely by phone and not actually be present. Ms. Berrios explained that was not allowed by Florida law and that Board members must be present at the meetings to conduct the business of the Board.
9.	FR	At the conclusion of the discussion related to meetings, a motion was made by Mr. Terry to schedule monthly meetings with an understanding that they would automatically be canceled if there was no business before the Board and that the Board would meet on a quarterly basis beginning in October regardless of pending business before the Board. Mr. Blossom called for the vote and approved unanimously.

10. FR — Motion was made by Mr. Terry that the Board's regular monthly meetings be scheduled on the 2nd Thursday of each month at 9:00 AM; which Mr. Hirschkorn provided the second. Mr. Blossom called for the vote and it approved unanimously.

11. FR. — At the conclusion of Board selecting the Chair and Vice-Chair and the dates and times of the meetings. Ms. Berrios then continued the training session with the Board to present Florida law as it relates to Public Records, Sunshine (Transparency) law, and Ethics. This continued until the conclusion of the meeting.

12. FR — Motion made by Mr. Williams to adjourn the meeting which Mr. Szafranski provided the second. Mr. Blossom called for the vote and approved unanimously.

13. **<u>OLD BUSINESS</u>** None

14. **<u>NEW BUSINESS</u>** None

<u>ADJOURNMENT</u> Motion made by Mr. Williams to adjourn the meeting which Mr. Szafranski provided the second. Mr. Blossom called for the vote and approved unanimously and meeting was adjourned at 3:55 PM.

10/16/18

Approved Minutes. Prepared by
David Kilbury, Fire Marshal

Date

If there are any errors and/or omissions, please notify the author within five days of receipt of this report.

Next meeting scheduled for October 11, 2018 @ 9:00 AM