

MINUTES OF THE MEETING OF THE COLLIER COUNTY
FIRE REVIEW TASK FORCE

Naples, Florida, September 28, 2007

LET IT BE REMEMBERED, that the Collier County Fire Review Task Force, in and for the County of Collier, having conducted business herein, met on this date at 11:00 A.M. in REGULAR SESSION at the Collier County Community Development Services Division Conference Room #609/610, 2800 N. Horseshoe Drive, Naples, Florida, with the following members present:

CHAIRMAN: Bradley Schiffer
VICE CHAIRMAN: William Varian
Gary Beaumont
James Boughton
Dalas Disney
J. Christopher Lombardo(excused)
William Schreck
Chuck McMahon
Angela Davis(excused)

STAFF PRESENT: Roland Holt - Building Official
Jeff Wright - Assistant County Attorney
Ed Riley - Fire Code Official
Ricco Longo - Fire Code Official
Paula Brethauer - Operations Analyst
Bill Sylvester - County Fire Marshall
Nick Biondo - East Naples Fire District

I. Call Meeting to Order

The meeting was called to order by Chairman Bradley Schiffer at 11:01 A.M.

II. Roll Call

Roll Call was taken with a quorum present. Also present were Bill Mann and Susan Chadick of Chadick and Assoc., Inc.; Doug White and Bill Crutilla of Guardian Tech, Inc. and Mike Sullivan of Commercial Electric Systems.

III. Approval of Agenda

There were no changes to the Agenda

IV. Approval of Minutes: August 28, 2007

Mr. Disney moved to approve the minutes of August 28, 2007 with the following corrections:

Page 3 - Item B- addition of following points:

- *The city of Naples will coordinate their needs with the East Naples Fire Department*
- *The City of Naples planned improvement schedule is for the 2007-2008 budget year*

Page 5 VII. Public Comments paragraph 2 – **the item will be placed on the “next” agenda not a “future” agenda**

Second by Mr. Schreck. Carried unanimously 7-0.

V. Old Business

A. Fire Flow Comments

Mr. Schiffer reported that he, Mr. Riley and Mr. Holt’s staff reviewed 4 projects, however need to review 6 more free standing buildings; also the Unitarian Church, the Philadelphia Baptist Church and the County Parking Garage will be added to the fire flow Study for review.

Mr. Riley stated that there are 4 basic methods to determine fire flow requirements for a building:

1. Iowa method
2. Illinois State method
3. Appendix H of NFPA
4. ISO method

Only ISO and Appendix method take into an account the amount of water required with a building in an involved fire. The case study will use the Appendix H and the ISO methods.

A discussion ensued regarding how required flows and pressures are determined and its relation to allowable reductions in the required pressures. This item will be further discussed upon completion of the study.

VI. New Business

A. Alarm Systems and Monitoring

1. Florida Fire Prevention Code vs. Florida Building Code

Mr. Riley stated that both the Building Code and Fire Code are generally compatible in provisions for requirements of Alarm and Monitoring systems.

2. Permit Process/Required Documents

Mr. Riley provided a handout entitled "Permit Process for Fire Alarms"

Mr. Longo provided handouts on the various checklist developed by the County submittal requirements depending on the type of Fire Alarm application.

A discussion ensued regarding the 114 point, checklist and how lack of information on 1 item required - can lead to rejections of applications. The following points were noted:

- The checklist was developed as an aid for design professionals as a way to organize the application.
- It is a required document for the application submittal.
- It becomes part of the public record and needs to be accurate.
- If one item is not addressed and it impacts another part of the design then it could lead to a rejection.
- If it is a point that is easily rectified via phone call or fax it will not be rejected.
- This checklist has been published as an appendix in a NFPA publication

Other points of note:

- A high percentage alarm applications are rejected on the initial submittal due to lacking information, proposals not to code or because the shop drawing is dissimilar to the original 61G submittal constituting a "material deviation". The change of one fixture may trigger a "material deviation" if it impacts another portion of life safety or the original design.
- There are 4 ways to seek approval of a shop drawing submitted with a "material deviation":
 1. Resubmit the project for full review
 2. Submit an approved signed and sealed shop drawing by a licensed engineer submitted with the Fire Alarm application.
 3. Submit a shop drawing prepared by a licensed contractor signed and sealed by a licensed engineer with the Fire Alarm application.
 4. Submit a shop drawing and letter from the original engineer stating he has reviewed and approved the

deviations from his original design with the Fire Alarm application.

- The County does allow the change of the Engineer of record in accordance with the Florida Administrative Code

Mr. Disney noted the possibility of the County requiring the minimum standards in relation to the Florida Administrative Code 61G and no more.

Mr. Boughton suggested defining a “material deviation” within the County Ordinance.

Mr. Holt recommended the Chairman draft a letter to the Attorney for the Board of Professional Engineers for answers on any questions they may have and obtain a written response.

Mr. Riley requested that it would be advisable for Task Force members refer to specific projects when citing concerns regarding the permit process.

Break - 12:35 PM

Reconvened - 12:50 PM

Public Speakers

Tom Stasko of Fire-1, LCC provided a Section of the National Fire Alarm Code which contained a form entitled “Record of Completion” which is required to be filled out and submitted to the owner upon completion of the installation of a Fire Alarm System. He entered a letter into the record which he received from Ed Riley dated September 6, 2007 (copy attached). The form is required to be signed by “Representative of the Authority having Jurisdiction” (*if required by the authority having jurisdiction*). Attorneys require this document at periodic times, however to this date he has found that Collier County is not completing this task and asked whom if anyone in the County was required to sign the document. He requested some clarification on this issue.

Assistant County Attorney Wright noted there are probably situations where it is not required to be signed as it states, “*If required by the authority having jurisdiction*”

Mr. Riley noted he is not the Authority having Jurisdiction required to sign this document and he was advised by the County Attorney not to sign the form, as they do not have the time to inspect and test every device, wire etc. as the certification implies. This is above and beyond the scope of the County permit and inspection requirements for issuances of Certificates of Occupancy.

Mr. Holt noted that he was not familiar with the document and if other Counties are completing this form he would like a list provided so he may contact them, and provide this information to the Fire Alarm Committee for consideration.

Dan Deerey of DSD Fire Technologies addressed the permit process and noted that the fire alarm and monitoring permits should be taken into account towards the beginning of the process as opposed to the end of the process. This would help alleviate delays as well as escalated construction costs.

Mr. Holt noted that the applications are being submitted at the late stage of the project and should be submitted in the early stages. He is in the process of writing the Administrative Chapter for the Collier County Building Codes and a requirement of not allowing framing, electrical work, etc. until the Fire Alarm permit has been issued could be considered.

Nick Biondo of the East Naples Fire District questioned what the goals of the Task Force were.

A discussion ensued whether the goal was to address the "whole permit process" or the Fire Review permit process.

Assistant County Attorney Wright noted the Board of County Commissioners resolution states: *The purpose of the committee is to discuss concerns related to fire review and inspections associated with the building plan review and permitting process; review building review and permitting procedures related to fire review and provide the Board of County Commissioners with recommendations for practical revisions to the Collier County Fire Prevention and Protection Ordinance.*

It was noted that Fire Review permit process can overlap into areas of the entire permit process.

3. Inspection process

Nick Biondo and Bill Sylvester addressed the Commission regarding the inspection process. The following points were noted:

- Once a project is completed inspection is required to obtain a Certificate of Occupancy
- Inspectors are required to be certified through a 200-hour course; new inspectors are accompanied by a Superior for a training period.
- The Fire Districts provide continuing education on a regular basis.
- There are times when the Inspector needs to research an issue and cannot provide an "immediate" decision on revisions.
- There is a resolution process for disagreements between the Inspector and the Contractor which travel upward through the Department from Inspectors to the Supervisors

Mr. Varian noted there is a need for a consistent mechanism for requesting fire inspections; it varies between districts within the County.

Mr. Schreck noted the need to expedite permit revisions with regards to field approved modifications of UL listed equipment.

Mr. Riley noted there is a mechanism for expediting these “minor deviations” if it does not affect life safety and can be provided for attachment to the record drawings. He has re-organized the staff to aid in expediting permit revisions.

Mr. Disney noted the need for a guide for the contractors on what is required with an inspection and the need for allowing and tracking phased inspections.

4. Revision Process

Discussed under item #2 and 3.

5. Monitoring

Mr. Riley provided a handout entitled “Building Blocks Fire Alarm and Monitoring Systems” effective October 1, 2007. It was noted:

- Under the previous requirement, if a Company installing a Fire Alarm Monitoring system is the same as the Company that monitors the system only one permit was required; if the Companies were different, separate permits were required
- The new requirement will be for separate permits regardless if the Company that installs the system is conducting the monitoring.
- A new company that takes over an existing system is required to obtain a new permit.
- A yearly inspection of these systems is required to be submitted by the monitoring company.
- Permit revisions are required for replacement items; the Fire Alarm Committee is working on the parameters regarding this.
- State codes as well as NFPA codes allow permits for monitoring, Mr. Riley will provide these code sections to the Board

B. Open Discussion

The Board requested that Assistant County Attorney Jeff Wright review the Sunshine Law with regard to the membership of elected or appointed officials sitting on more than one Board and the meeting notice requirements of the Fire Review Task Force.

VII. Public Comments

None

VIII. Review of available dates and topics for future meetings

The next meeting was set for 1:00 P.M. October 8, 2007

There being no further business for the good of the County, the meeting was adjourned by order of the chair at 3:31 P.M.

Collier County Fire Review Task Force



Bradley Schiffer, Chairman

These minutes approved by the Board/Committee on 10/30/7
as presented or as amended _____.