

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

Naples, Florida, February 1, 2008

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 1:00 P.M. in REGULAR SESSION at the Collier County Community Development Environmental Services Conference Room #609/610, 2800 N. Horseshoe Drive, Naples, Florida, With the following members present:

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

ALSO PRESENT: Bob Dunn, Interim Building Official
Jeff Wright, Assistant County Attorney
Paula Brethauer, Operations Analyst
Joe Schmitt, Administrator, CDES
Kim Grant, Sr. Operations & Management Consultant
Jim Seabasty, Zoning Department

I. Call Meeting to Order

The meeting was called to order at 1:05 PM by Chairman Schiffer

II. Roll Call

Roll Call was taken and a quorum was established.

The following Fire District Personnel Representatives were present: *Ed Riley, Fire Code Official; Bob Salvaggio, Fire Code Official; Nick Biondo, East Naples Fire Marshal; Bill Sylvester, Golden Gate Fire Marshal; Dave Robb, North Naples Fire Dept.*

III. Approval of Agenda

Mr. Varian moved to approve the agenda. Second by Mr. Disney. Carried unanimously 5-0.

IV. Approval of Minutes

A. January 18, 2007

Mr. Disney moved to approve the minutes of the January 18, 2008 meeting. Second by Mr. Schreck. Carried unanimously 5-0.

Jeff Wright left the meeting at 1:12PM

The Task Force agreed to hear item # VI first.

VI. New Business

A. Permit Administration Software Update (Kim Grant, Sr. Operations & Mgmt. Consultant)

Kim Grant appeared before the Task Force to provide an update on the new "CityView" software being implemented by the County. This system will replace CD Plus. She noted the implementation of the software is in 3 phases, Code Enforcement and Cashiering, Planning Activities and the Building Department module with the following timetable for the process:

1. Basic Plan

Current process & future process/ideas analysis: March 08

System/Process Design and Confirmation with vendor: June 08

Go Live: End of 2008

2. Issues Already Raised

Electronic Submissions

She noted that Electronic Submissions are not currently in the scope of the CityView implementation.

Real Time Permit Status

She noted that the status of permit applications and the ability to review "real time" comments are in the scope of the implementation pending coordination with the vendor.

Website

The Task Force noted Real Time Permit Status accessibility through the website along with outside web access with subscriptions and pin numbers for persons to access public information with the information cross linked to GIS data would be optimal.

3. Questions/Input

Among other items, the Task Force noted the importance of the following:

- continuing to pursue the feasibility of providing an Electronic Submission option if one so chooses (in addition to the paper submission option)
- the ability to requests inspections on line
- the possibility of simultaneous reviews where the client and reviewer could view the plan on the computer with comments via a phone conference

Kim Grant noted that all requests may not be able to be fulfilled, however it is a system with a new format, not the same system with an “upgrade.”

Joe Schmitt, CDES Administrator stated that Electronic Submission has been investigated and is a direction the Department wants to pursue, however at this point it is not feasible because of the current funding situation within the Department and timing of the implementation of CityView. He noted he would welcome a favorable recommendation by the Task Force regarding this issue.

V. Old Business: (topics from past meetings)

A. Water Supply

None

B. Alarm Systems and Monitoring

None

C. Permit/Inspection Process

Paula Brethauer, Operations Analyst submitted a color coded document representing the current Building Department application review flow chart for review by the Task Force.

D. Florida Administrative Code

None

E. Fire Sprinkler

None

F. Building Official and Fire Official areas of Governing Code review

None

G. Design Professionals interface with the Fire Official Office

None

H. General & Sub Contractors interface with the Fire Official Office

None

I. Fire Districts

Bob Salvaggio, Fire Code Official, submitted the following documents for review by the Task Force:

- “Phase II” of documentation provided by the Fire District regarding additional issue identified by the Fire District
- A document entitled “Fire Plan Review Flow Sheet”
- A document entitled “Immokalee Senior Housing Timeline”

Dave Robb, of North Naples Fire Department conducted a review of a Collier County Wastewater Treatment Plant in North Naples and determined that a permit issued in 2003 has not received the proper inspections or a Certificate of Occupancy. **Bob Salvaggio** is compiling a report on the status of inspections for the project and will report back to the Task Force.

Bob Dunn, Interim Building Official, noted that his Department is reviewing previously issued permits to insure inspections were completed and Certificate’s of Occupancy have been issued where applicable.

Break: 2:25PM

Re-Convene: 2:45PM

B. Roundtable Discussions

Topics from past meetings were reviewed for possible report recommendations.

Chairman Schiffer moved to recommend that various categories of standardized calculated square footage areas be included on plans submitted for approvals. Said categories to be determined at future meetings. Second by Mr. Disney. Carried unanimously 5-0.

A. Water Supply

Mr. Disney moved to recommend that the Collier County Water-Sewer District Utility Standards Manual be revised to require a low limit of 50 psi residual for fire flows. Further, Nick. Biondo, Ed Riley and Mr. Disney determine the exact wording of said proposed revision. Second by Mr. Schreck. Carried unanimously 5-0.

Mr. Disney moved to recommend requiring all Water Utilities servicing unincorporated Collier County be required to meet the same standard of a low limit of 50 psi for fire flows. Second by Mr. Varian. Carried unanimously 5-0.

B. Alarm Systems and Monitoring

Discussion occurred on the following topics with no recommendations brought forth.

1. **Ways to alleviate requirements for permits for maintenance, repair or renovations of existing systems.**

Ed Riley, Fire Code Official noted that permits are not required when like or similar devices are changed out for maintenance purposes if the replacement devices are deemed compatible with the existing system. He further stated that various Committees such as the Fire Alarm Committee, the Fire Sprinkler Committee and the Hood Suppression Committee are in place and continue to pursue feasible means of addressing these types of issues.

2. **The necessity of the submittal checklist for Fire Alarms applications.**

Ed Riley noted that the checklist was developed primarily at the request of the Fire Alarm Contractors with their input. It is designed to assist the applicant in submitting a Code Compliant Design.

It was noted that the Report should recognize that the Fire District is no longer reviewing Chapter 61G15 (of the Florida Administrative Code) submittals for the Building Department. The Fire Plan Review conducted by the Fire District will be for the submittal of shop drawings only and for their compliance with the Florida Fire Prevention Code in force. Chapter 61G15 review will be a Building Department function.

Ed Riley noted that the issues raised by the Fire District regarding the County Building Department Permit Process occurred before **Bob Dunn, Interim Building Official** was in his current position and he has a good working relationship with **Mr. Dunn**. The issues raised were not a reflection of how **Mr. Dunn** is administering the Department.

Bob Dunn agreed that the working relationship between the Building Department and the Fire District is much improved.

Topics review was continued to the next meeting.

VII. Public Comments

None

VIII. Review of future meetings/topics

A. Friday, February 8, 2008 1PM – 5PM

- Roundtable Discussions
- Establish Report Method

B. Friday, February 15, 2008 1PM – 5PM

- Roundtable Discussions
- Review Report Draft

C. Friday, February 22, 2008 1PM – 5PM

- Roundtable Discussions
- Review Report Draft

D. Friday February 29, 2008 1PM – 5PM

- Review Final Report Draft

E. Tuesday, March 18, 2008 9AM – Noon

- BCC/Fire Review Task Force Workshop

There being no further business for the good of the County, the meeting was adjourned by order of the chair at 4:51 P.M.

Collier County Fire Review Task Force

Bradley Schiffer, Chairman

These minutes approved by the Board/Committee on 2/8/08
as presented _____ or as amended _____.