

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

Naples, Florida, February 15, 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 (excused)

ALSO PRESENT: Bob Dunn, Interim Building Official
Paula Brethauer, Operations Analyst
Joe Schmitt, Administrator, CDES

- I. **Call Meeting to Order**
The meeting was called to order at 1:04 PM by Chairman Schiffer.
- II. **Roll Call**
Roll Call was taken and a quorum was established.
The following Fire District Personnel Representatives were present: *Bob Salvaggio, Fire Code Official; Nick Biondo, East Naples Fire Marshal*
- III. **Approval of Agenda**
Mr. Disney moved to approve the agenda. Second by Mr. Varian. Carried unanimously 5-0.
- IV. **Approval of Minutes**
 - A. **February 8, 2008**
The approval of February 8, 2008 minutes were continued to the next meeting.
- V. **Old Business**
 - A. **Water Supply**
None
 - B. **Alarm Systems and Monitoring**
None
 - C. **Permit/Inspection Process**
None
 - 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**
None
 - J. **Collier Amendments to the Florida Fire Prevention Code**
None
- VI. **New Business**
 - A. **Friday, February 15, 2008 1PM – 5PM**
 - Roundtable Discussion
 - Review Draft ReportA rough draft document entitled “Fire Review Task Force Interim Report” was circulated for review. The report was organized by Paula Brethauer, Operations Analyst based on emails received from the Task Force members on the topics related

to the original Resolution. The report was arranged in 3 sections based on the Resolution. It was determined to utilize the 3 sections and include subsections based on items A – J under “Old Business”.

Section 1. Fire Plan Review & Inspections & Building Review & Inspection

The Task Force preliminarily determined that this section will reference the following items:

B – Alarm Systems and Monitoring;

E – Fire Sprinklers;

G – Design Professionals interface with the Fire Official Office;

H – General & Sub Contractors interface with Fire Official Office;

I – Fire Districts.

The following changes were recommended for Section 1:

Page 1, Paragraph 4 line 4-5 - “Design Professionals have noted also that the Task Force member include three (3) architects” eliminated and replaced with **“The Task Force members included 3 local architects.”**

Page 3 paragraph 1 - revised to read **“concept. They should provide a set of accepted shop drawings which indicate all devices meet intent of design originally submitted. They have license, degree and liability.”**

Page 3 paragraphs 5-9 - (Water department and flow test requirements) moved to **Section 3 “Collier County Fire Prevention & Protection Ordinance”.**

Section 2. Building Plan Review & Permitting Process

The Task Force preliminarily determined that this section will reference the following items:

C – Permit/Inspection Process;

D – Florida Administrative Code 61G15.32 Process;

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

The following changes were recommended for Section 2:

Page 4, Paragraph 2, line 1 - “training of permit techs” to **“training of inputting permit techs”**

Page 4, Paragraph 3 - change references of “plans” to **“document”** (i.e. plan tracking system to **“document tracking system”**; filing of plans to **“filing of documents”**, etc.)

Page 4, Paragraph 4 - to read **“Plans should be distributed to all parties for reviews and information should be available to everybody about SDP requirements for coordination.”**

A discussion ensued regarding the simultaneous reviews of Site Development Plans and the Categorization of Building types etc. and issues associated with this process.

The Task Force requested Joe Schmitt, CDES Administrator for a report (if readily available) on the number of permits processed through the County highlighting the percentage that is approved without major issues.

A discussion ensued regarding Phase permit and Early Start Letters and the issues regarding this policy. It was noted that there is a new Early Start Policy for the Building Review and Permitting Department.

The Task Force determined to provide the following recommendation:

There should be an Inspection “Hold” placed on the Final Framing Inspection until the Fire Alarm and Sprinkler Permits have been issued.

A discussion occurred regarding an e-mail written by Mr. Varian with Building Review and Permitting Process subject matter not yet incorporated into the rough draft. This information will be incorporated into the next draft of the report.

Break: 2:30PM

Re-convene: 2:45PM

Page 5, paragraph 1 - “Permit Process: Time Frame.” This paragraph to be removed.

Section 3. Collier County Fire Prevention & Protection Ordinance

The Task Force preliminarily determined that this section will reference the following items:

A – Water Supply;

J – Collier Local Amendment to the Florida Fire Prevention Code.

Ed Riley, who could not be present today, submitted a document incorporated into the report (pages 5-8) which will be reviewed at a future meeting.

The Task Force reviewed a draft document submitted by Chairman Schiffer regarding 61G15.

The Task Force reviewed a draft document entitled “DRAFT – Governing Codes.”

A discussion occurred regarding the content of these sections such as the inclusion of a statement regarding why the Fire District no longer reviews 61G15 for the Building Review and Permitting Department; the difference between Engineering Documents and Shop Drawings, etc.

It was noted that the Steering Committee minutes regarding the Fire District decision to no longer review 61G documents for the Building Review and Permitting Departments will be included in the report.

It was noted that the Board of County Commissioners should be made aware that there are two codes in effect in Florida which overlap in requirements. The Florida Building Code, enforced by the Building Review and Permitting Department and the Florida Fire Prevention Code, enforced by the Fire District.

Joe Schmitt, CEDS Administrator noted that the Board of County Commissioners is looking for guidance from the Task Force and recommendations on the various issues raised during the Task Force meetings; whether there should be local amendments to the Florida Fire Prevention Code and an overall direction the County should proceed regarding "Fire Reviews".

A brief discussion occurred on the ramifications of the County not adopting any amendments to the Florida Fire Code.

The Task Force reviewed a document submitted by Mr. Boughton entitled "Water Supply for Fire Protection (Draft)." *The following changes were recommended:*

Page 1, Paragraph 2, line 2 – "current water pressure" to "**current available water pressure**"

Page 1, Paragraph 3, line 1 – "actual water pressure to 50 PSI" to "**actual water pressure for automatic sprinklers systems to 50 PSI**"

Page 1, Paragraph 6, line 1-2 – "lack adequate control over" to "**lack adequate County control over**"

Page 1, Paragraph 7, line 2 – "county when emergency conditions" to "**county when water supply emergency conditions**"

Page 2 - Investigate Options to Improve Service – **re-locate this section to the section regarding Local Water Service Standard on Page 1.**

Paula Brethauer, Operations Analyst will assemble applicable comments and e-mails generated for an updated draft of the Report.

The Task Force determined that the Fire District representatives should review the next draft of the report and provide any comments they deem necessary.

Bob Dunn, Interim Building Official stated that a Code enforcement protocol is being developed regarding the issue of Code violations reported to the County by officials of the Fire District.

VII. Public Comments
None

VIII. Review of future meeting/topics

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

The meeting scheduled for February 22, 2008 was cancelled by the Task Force

- Roundtable Discussions
- Review Report Draft

B. Friday February 29, 2008

- Roundtable Discussion
- Review Final Report Draft

C. Friday, March 7, 2008

- Roundtable Discussion
- Review Final Report Draft

D. Friday, March 14, 2008

- Roundtable Discussion
- Review Final Report Draft

E. Tuesday, March 18, 2008 9AM – Noon

- BCC/Fire Review Task Force Workshop

IX. Adjournment

There being no further business for the good of the County, the meeting was adjourned by order of the chair at 4:05P.M.

Collier County Fire Review Task Force

Bradley Schiffer, Chairman

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

2/29/08