



CITY OF ORLANDO
BUILDING & FIRE CODES BOARD OF APPEAL

MINUTES

March 7, 2014

9:00 AM

City Hall, 2nd Floor

Agenda Conference Room

400 South Orange Avenue

Orlando, Florida

I. Call to Order

Crystal Jenkins called the meeting to order at 9:11 AM.

II. Roll Call

The following Board members were present: Crystal Jenkins, Paul Straubinger, Saila Alath, and Jonathan Cantwell

Board Members absent: Rusty Graf

Also in attendance: Alison Brackins – Assistant City Attorney, Jack Richardson – Permitting Services, Donny Pittman – Permitting Services, Jason Smith – Fire Prevention, Crystal Emeric – Recording Secretary

III. Old Business

A. Motion was made by Paul and seconded by Saila for approval of the January 10, 2014 meeting minutes. Motion was unanimously approved.

IV. New Business

A. Elections for chair and vice-chair were made:

- Motion was made by Paul and seconded by Saila for Crystal Jenkins to serve as chair. Motion was unanimously approved.
- Motion was made by Saila and seconded by Crystal for Paul to serve as vice-chair. Motion was unanimously approved.

B. Jack Richardson provided an updated on potential Board members:

- Mitesh Smart, MEP Engineer, has been approved by the Nominating Board and is awaiting the Mayor's approval.
- There are two other Board candidates awaiting Nominating Board and Mayor's approval. One of which has a background in electrical and the other in civil.
- Discussed the status of Rusty's board membership which is currently being evaluated to ensure he qualifies for an additional term.

C. Jack discussed the annual retreat, currently in the process of being coordinated. The date will be in May or June, during a day when the Board is scheduled to meet. Suggested speakers can be emailed to Jack. Communication will be emailed to the Board once coordinating efforts have been finalized.

V. Comments from the Board/City

- A. Discussed possible cases which the Board may be asked to review. Jack explained the efforts he and his team make to ensure customers meet any new code exceptions and requirements.

VI. Meeting adjourned at 9:30 AM.

Respectfully Submitted,



**Jack Richardson, Fire Protection Engineer
Building & Fire Codes Board of Appeal**



**Crystal Emeric, Recording Secretary
Building & Fire Codes Board of Appeal**