



**CITY OF ORLANDO  
BUILDING & FIRE CODES BOARD OF APPEAL**

**MINUTES**

**January 9, 2015**

**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 9:06 AM.

**II. Roll Call**

The following Board members were present: Crystal Jenkins, Rusty Graf, Paul Straubinger, Jonathan Cantwell, Mitesh Smart, and Bryan Spangler

Board Members absent: Saila Alath

Also in attendance: Alison Brackins – Assistant City Attorney, Timothy Johnson – Permitting Services, Donald Pittman – Permitting Services, Crystal Emeric – Recording Secretary

**III. Old Business**

A. Motion was made by Bryan and seconded by Mitesh for approval of the September 12, 2014 meeting minutes. Motion was unanimously approved.

**IV. New Business**

A. Review of the Board's Annual Report

- Due to the attendance provision, the group agreed to keep the monthly scheduled meeting dates as opposed to changing it to meet every other month.

B. Elections for Chair and Vice-Chair

- Motion was made by Mitesh and seconded by Jonathan for Crystal Jenkins to serve as Chair. Motion was unanimously approved.
- Motion was made by Mitesh and seconded by Bryan for Paul Straubinger to serve as Vice-Chair. Motion was unanimously approved.

**V. Comments from the Board**

A. Brief education session

- Mitesh suggested utilizing fifteen minutes during the meeting to review code topics. A different board member will present a code topic during each meeting. Mitesh will discuss "General Definitions" during the next meeting. Topic and materials should be emailed to Crystal Emeric only (Board should not be included in this email) prior to the Board meeting. Motion to include education session to the Board meeting was made by Mitesh and seconded by Bryan. Motion was unanimously approved.

**B. Annual Board Retreat**

- 2014 Annual Board Retreat was tabled due to speaker scheduling challenges.
- 2015 Annual Board Retreat is scheduled to take place sometime during April/May. Please email Crystal Emeric if you have a suggested speaker. Retreat details will be communicated to the Board once scheduled.

**C. Public Education Sessions**

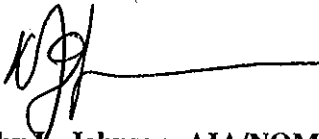
- Several public education sessions have been held in City Council chambers throughout the years regarding updates in Code's and submittal requirements. This practice will continue to take place. Board members will be invited to attend these sessions as well.

**D. New City Projects**

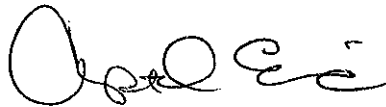
- The City utilizes an outside engineer of record & construction management for large venue projects. Public works is handled "in house".

**VI. Meeting adjourned at 9:37 AM**

**Respectfully Submitted,**



**Timothy L. Johnson, AIA/NOMA**  
**Permitting Services Division Manager**  
**Building & Fire Codes Board of Appeal**



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