

**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
BOARD APPOINTMENT SUMMARY**

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Meeting Date: September 12, 2017

Department: Fire-Rescue

Advisory Board: Fire Code Board of Appeals and Adjustments

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**I. EXECUTIVE BRIEF**

**Motion and Title:** **Staff recommends motion to approve:** One (1) reappointment to Seat No. 6 to the Fire Code Board of Appeals and Adjustments beginning October 1, 2017 through September 30, 2020.

**Reappoint:**

<b><u>Nominee</u></b>	<b><u>Category</u></b>	<b><u>Seat No.</u></b>	<b><u>Nominated By</u></b>
Roy Pollack	Fire Alarm Contractor	6	Vice Mayor McKinlay Commissioner Valeche

**Summary:** The Fire Code Board of Appeals and Adjustments is maintained in accordance with the Palm Beach County Local Amendments to the Florida Fire Prevention Code (Ordinance 2014-002). On July 21, 2017, a memo was distributed to the Commissioners requesting nominations to this eight-member board (At-Large). This board is appointed by the Board of County Commissioners and members serve no more than three (3) consecutive three (3) year terms. No other nominations were received. The Board consists of eight members, with seven seats currently filled and a diversity count of Caucasian: 6 (86%), African-American: 1 (14%). The current gender ratio (male:female) is 7:0. Countywide (PK)

**Background and Justification:** The Fire Code Board of Appeals and Adjustments requires the appointment by the County Commission of individuals working in specific, related fields that are knowledgeable to make decisions on Fire Code appeals, and to make recommendations for changes to the Fire Code to the Board of County Commissioners and Fire-Rescue. There is still a vacant position for the General Contractor, Seat No. 1, and nominations are being pursued.

**Attachments:**

1. Board/Committees Application Form (2)
2. Bio/Resume for Nominee – Roy Pollack
3. Current List of Board Members
4. Ordinance No. 2014-002, Fire Code Board of Appeals and Adjustments
5. Memo dated July 21, 2017 to Commissioners requesting nominations
6. Meeting dates scheduled for 2017

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<b>Recommended By:</b>	 Department Director	8/25/2017 Date
<b>Approved By:</b>	 Assistant County Attorney	8/28/2017 Date

**II. REVIEW COMMENTS**

**A. Other Department Review:**

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**Department Director**

REVISED 06/92  
ADM FORM 03  
(THIS SUMMARY IS NOT TO BE USED AS A BASIS FOR PAYMENT.)

**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
BOARDS/COMMITTEES APPLICATION**

*The information provided on this form will be used in considering your nomination. Please **COMPLETE SECTION II IN FULL**. Answer "none" or "not applicable" where appropriate. Please attach a biography or résumé to this form.*

**Section I (Department):** (Please Print)

Board Name: Fire Code Board of Appeals and Adjustments      Advisory       Not Advisory

At Large Appointment      or       District Appointment /District #: \_\_\_\_\_

Term of Appointment: 3 Years.      From: 9-17      To: 9-20

Seat Requirement: Alarm Contractor Representative      Seat #: 6

\*Reappointment      or       New Appointment

or  to complete the term of \_\_\_\_\_ Due to:  resignation       other

Completion of term to expire on: \_\_\_\_\_

**\*When a person is being considered for reappointment, the number of previous disclosed voting conflicts during the previous term shall be considered by the Board of County Commissioners: \_\_\_\_\_**

**Section II (Applicant):** (Please Print)  
**APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT**

Name: Pollack      Roy      Sheldon  
Last      First      Middle

Occupation/Affiliation: Director of Training and Field Compliance

Owner       Employee       Officer

**Business Name:** Xfinity Home

**Business Address:** 3212 Florence Street

City & State Wellington, FL      Zip Code: 33414

**Residence Address:** 3212 Florence Street

City & State Wellington, FL      Zip Code: 33414

Home Phone: ( )      Business Phone: ( )      **Ext.** \_\_\_\_\_

Cell Phone: (561)779-7199      Fax: ( )

Email Address: roy@staysafe.net

Mailing Address Preference:  Business       Residence

Have you ever been convicted of a felony: Yes \_\_\_\_\_ No XXX

If Yes, state the court, nature of offense, disposition of case and date: \_\_\_\_\_

**Minority Identification Code:**  Male       Female  
 Native-American       Hispanic-American       Asian-American       African-American       Caucasian

**Section II Continued:**

**CONTRACTUAL RELATIONSHIPS:** Pursuant to Article XIII, Sec. 2-443 of the Palm Beach County Code of Ethics, advisory board members are prohibited from entering into any contract or other transaction for goods or services with Palm Beach County. Exceptions to this prohibition include awards made under sealed competitive bids, certain emergency and sole source purchases, and transactions that do not exceed \$500 per year in aggregate. These exemptions are described in the Code. This prohibition does not apply when the advisory board member's board provides no regulation, oversight, management, or policy-setting recommendations regarding the subject contract or transaction and the contract or transaction is disclosed at a public meeting of the Board of County Commissioners. **To determine compliance with this provision, it is necessary that you, as a board member applicant, identify all contractual relationships between Palm Beach County government and you as an individual, directly or indirectly, or your employer or business.** This information should be provided in the space below. If there are no contracts or transactions to report, please verify that none exist. Staff will review this information and determine if you are eligible to serve or if you may be eligible for an exception or waiver pursuant to the code.

<u>Contract/Transaction No.</u>	<u>Department/Division</u>	<u>Description of Services</u>	<u>Term</u>
<u>Example: (R#XX-XX/PO XX)</u>	<u>Parks &amp; Recreation</u>	<u>General Maintenance</u>	<u>10/01/00-09/30/2100</u>
_____	_____	_____	_____
_____	_____	_____	_____

(Attach Additional Sheet(s), if necessary)  
OR

NONE

NOT APPLICABLE/  
(Governmental Entity)

**ETHICS TRAINING:** All board members are required to read and complete training on Article XIII, the Palm Beach County Code of Ethics, and read the State Guide to the Sunshine Amendment. **Article XIII, and the training requirement can be found on the web at: <http://www.palmbeachcountyethics.com/training.htm>.** Ethics training is on-going, and pursuant to PPM CW-P-79 is required before appointment, and upon reappointment.

By signing below I acknowledge that I have read, understand, and agree to abide by Article XIII, the Palm Beach County Code of Ethics, and I have received the required Ethics training (in the manner checked below):

- By watching the training program on the Web, DVD or VHS on September 2014  
 By attending a live presentation given on \_\_\_\_\_, 20\_\_\_\_

**AND**

By signing below I acknowledge that I have read, understand and agree to abide by the Guide to the Sunshine Amendment & State of Florida Code of Ethics:

\*Applicant's Signature:



Printed Name: Roy Pollack Date: July 17, 2017

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website [www.palmbeachcountyethics.com](http://www.palmbeachcountyethics.com) or contact us via email at [ethics@palmbeachcountyethics.com](mailto:ethics@palmbeachcountyethics.com) or (561) 355-1915.

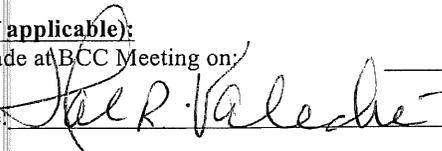
Return this FORM to:

{Insert Liaison Name Here}, {Insert Department/Division Here}  
{Insert Address Here}

**Section III (Commissioner, if applicable):**

Appointment to be made at BCC Meeting on: \_\_\_\_\_

Commissioner's Signature:



Date:

8/14/17

Pursuant to Florida's Public Records Law, this document may be reviewed and photocopied by members of the public.

Revised 02/01/2016

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BOARD OF COUNTY COMMISSIONERS  
BOARDS/COMMITTEES APPLICATION**

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or  to complete the term of \_\_\_\_\_ Due to:  resignation  other  
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**APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT**

Name: Pollack Roy Sheldon  
Last First Middle  
Occupation/Affiliation: Director of Training and Field Compliance  
Owner  Employee  Officer   
**Business Name:** Xfinity Home  
**Business Address:** 3212 Florence Street  
City & State Wellington, FL Zip Code: 33414  
**Residence Address:** 3212 Florence Street  
City & State Wellington, FL Zip Code: 33414  
Home Phone: ( ) Business Phone: ( ) Ext. \_\_\_\_\_  
Cell Phone: (561)779-7199 Fax: ( )  
Email Address: roy@staysafe.net  
Mailing Address Preference:  Business  Residence  
Have you ever been convicted of a felony: Yes \_\_\_\_\_ No XXX  
If Yes, state the court, nature of offense, disposition of case and date: \_\_\_\_\_

**Minority Identification Code:**  Male  Female  
 Native-American  Hispanic-American  Asian-American  African-American  Caucasian

**Section II Continued:**

**CONTRACTUAL RELATIONSHIPS:** Pursuant to Article XIII, Sec. 2-443 of the Palm Beach County Code of Ethics, advisory board members are prohibited from entering into any contract or other transaction for goods or services with Palm Beach County. Exceptions to this prohibition include awards made under sealed competitive bids, certain emergency and sole source purchases, and transactions that do not exceed \$500 per year in aggregate. These exemptions are described in the Code. This prohibition does not apply when the advisory board member's board provides no regulation, oversight, management, or policy-setting recommendations regarding the subject contract or transaction and the contract or transaction is disclosed at a public meeting of the Board of County Commissioners. **To determine compliance with this provision, it is necessary that you, as a board member applicant, identify all contractual relationships between Palm Beach County government and you as an individual, directly or indirectly, or your employer or business.** This information should be provided in the space below. If there are no contracts or transactions to report, please verify that none exist. Staff will review this information and determine if you are eligible to serve or if you may be eligible for an exception or waiver pursuant to the code.

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_____	_____	_____	_____
_____	_____	_____	_____
(Attach Additional Sheet(s), if necessary) OR			
NONE	<input checked="" type="checkbox"/>	NOT APPLICABLE/ (Governmental Entity)	<input type="checkbox"/>

**ETHICS TRAINING:** All board members are required to read and complete training on Article XIII, the Palm Beach County Code of Ethics, and read the State Guide to the Sunshine Amendment. **Article XIII, and the training requirement can be found on the web at: <http://www.palmbeachcountyethics.com/training.htm>.** Ethics training is on-going, and pursuant to PPM CW-P-79 is required before appointment, and upon reappointment.

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 \_\_\_\_\_ By attending a live presentation given on \_\_\_\_\_, 20\_\_\_\_

**AND**

By signing below I acknowledge that I have read, understand and agree to abide by the Guide to the Sunshine Amendment & State of Florida Code of Ethics:

\*Applicant's Signature:



Printed Name: Roy Pollack Date: July 17, 2017

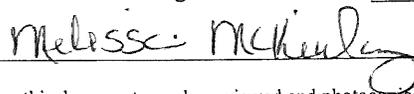
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Return this FORM to:  
 {Insert Liaison Name Here}, {Insert Department/Division Here}  
 {Insert Address Here}

**Section III (Commissioner, if applicable):**

Appointment to be made at BCC Meeting on: \_\_\_\_\_

Commissioner's Signature:



Date:

8/7/17

Pursuant to Florida's Public Records Law, this document may be reviewed and photocopied by members of the public.

Revised 02/01/2016

**Roy Pollack, CPP SET**  
**3212 Florence Street**  
**Wellington, FL 33414**  
**561-779-7199**  
**roy@staysafe.net**

**Professional Background:**

Mr. Pollack has been an active industry participant and leader for over 43 years. He is a graduate of Jericho High School (1973), Jericho, New York, and Long Island University, C.W. Post Center, School of Business Administration (1980), Greenvale, New York with a Bachelor of Science Degree.

He started his career in the early 70's as a member of the Jericho Fire Department, in New York attaining the rank of Lieutenant, Paramedic and Assistant County Fire Inspector, before relocating to Florida in 1987.

Mr. Pollack formed his own security company in New York and was an active member of the Metropolitan Burglar Alarm Association for many years before relocating to Florida, and reestablishing a security installation and consulting practice in Boca Raton. In 1997 he merged his company with Guardian International and joined the management team as Codes & Compliance Manager. His exceptional technical skills and on hand experience led him to participate as an industry trainer for both the Alarm Association of Florida (AAF), and the National Burglar and Fire Alarm Association (NBFAA), training more than 1000 industry technicians and management personnel. He is a licensed contractor in Florida, Georgia, New York and New Jersey, as well as being New York City Fire Department Certified.

In 1991, Mr. Pollack earned the title of Certified Protection Professional (CPP) from ASIS (The American Society for Industrial Security) and is Board Certified in Security Management. In 1995 his experience in fire alarms and fire protection was quantified by achieving his Level IV certification in the field of fire alarms from The National Institute for Certification in Engineering Technologies (NICET). Less than 400 individuals nationwide have earned this level of distinction. He is also NICET certified in two other fire divisions: Special Hazards Suppression Systems, and Special Hazards Systems Layout.

The National Burglar and Fire Alarm Association recognized his efforts with its *Training Coordinator of the Year Award* in 1996 and *State Association President of the Year Award* in 1999. Both the AAF and the Treasure Coast Chapter of ASIS named him its *Most Valuable Person of the Year*, also in 1999.

Mr. Pollack has written several articles on security for various industry magazines and been a panelist, moderator, and guest speaker on security at a number of industry events. He is currently the author of the monthly *5 Minute Tech Quiz* column in the SDM Magazine.

Since 2005 Mr. Pollack has continually served on the Palm Beach County Fire Department Board of Rules and Appeals. He has also served on the Board of Directors for The Alarm Association of Florida for 14 consecutive years. Elected as the AAF's President in 1999 and 2000 and reelected in 2004 through 2006 again as the AAF's President. He ran uncontested in both elections. He has also served on the Board of Directors for the National Burglar and Fire Alarm Association. Currently elected to ESA Vice President for 2012-2013.

Since 1996 Mr. Pollack has either served on the AAF's Training Committee as either a member of the committee or as its Chairperson. Mr. Pollack is the primary author of several of the AAF's training courses, most of which are still being used today to train new technicians entering the alarm industry and experienced technicians and business owners who are recertifying their certifications or licenses respectively. In 2011 he was recruited to become the AAF's Training and Education Committee Chairman, and rewrote the entire "Florida FASA BASA Class".

In 2012 Roy was elected for a one year term to the position of Vice President for the Electronic Security Association and re-elected for a two year term in June of 2013.

During the AAF's 2013 annual convention, Mr. Pollack was awarded the "Chief's Award For Excellence" from the Director of the Florida State Fire Marshal's Office, Chief Julius Halas.

In 2014 Roy was elected to a two-year term as President of the ESA of Florida.

**Education and Training:**

Jericho High School, Jericho New York, New York State Regents Diploma (1973)  
Long Island University at C.W. Post College Campus Bachelor of Science Degree (1980)  
NBFAA Level 1 Training Course  
NBFAA Level 2 Training Course  
NBFAA Practical Fire Alarm Training Course  
Tri-State Security Institute Risk Potential and Protection Seminar  
ASIS Legal Issues and the Security Manager Workshop  
Fire-Lite Factory Certified  
Fire-Lite Advanced Solutions to Large Addressable Systems  
Fire-Lite Intro to Addressable Fire Alarm Control Systems  
Silent Knight Factory Certified  
DSX Factory Certified  
EST Factory Certified  
ADEMCO Factory Certified  
ADI Residential and Commercial Structured Cabling  
ON-Q Factory Certified  
x-10 Pro Wiring Infrastructure for PLC Automation Systems  
NFPA Fire Alarm Systems Workshop  
Central Station Alarm Association Central Station Operator Level One  
PC Professor Intro to AutoCad®  
State of Florida Bldg Commission Core Training-Building/Fire  
Sentrol NFPA 72 Significant Changes  
State of Florida ECLB Courses:  
Employment Law  
Hiring in the Alarm Industry: What You Need to Know to Comply with the Law  
Closed Circuit TV Design and Application  
Security Business Practices and Legal Updates  
Commercial Fire Alarm Market  
Alarm Systems Agent  
Internet Basics  
Hiring in the Alarm Industry: New Tools for Selection  
Exit Strategies Building Strong Companies  
Florida Employment Law  
Orientation to Alarm Contracting Law  
Construction Lien Law  
Survival Skills-Alarm  
Did Your Technician Do That!  
New Florida Prevention Code  
False Alarm Dispatch Reduction  
Increasing the Life Safety Integrity of Fire Alarm Systems  
NPFA 101 Applied  
AAF and State Fire Marshals Office Fire Alarm Codes and Standards Training Course  
Miami-Dade County Fire Department Fire Alarm Plan Review Workshop  
Miami-Dade County Fire Department Underwriter's Labs Fire Seminar  
NFPA Seminar (Fire Alarm Interfaces) June 15, 2007  
System Sensor Seminar (Fire Alarm Technology & Design) August 7, 2007  
Osha 10 Course 8-2011  
ESA VST Course 9-2011  
ESA TSM Course 9-2011  
NEC Code Class, Jenkins Training

**Personal Certifications and Approvals (Current):**

Alabama Alarm Contractor  
Arizona Dual Low Voltage Contractor  
Arkansas Alarm Company Manager  
California Alarm Company Qualifier  
California Alarm Company Operator  
California C10 Contractor  
Connecticut Journeyman  
Delaware Alarm Contractor  
Florida Alarm Contractor I  
Florida ECLB Certified Training Provider  
Florida DCA Certified Training Provider  
Georgia Unlimited Low Voltage Contractor  
Idaho Limited Energy Contractor  
Illinois Private Alarm Contractor  
Iowa Licensed Contractor, Class 1, Class 3  
Maine Limited electrician Low Energy Contractor  
Maryland Security Systems Agency  
Maryland Home Improvement Contractor  
Michigan Contractor  
Minnesota Power Limited Technician and Technology Contractor  
Nevada Alarm Contractor  
New Jersey Certified Fire Alarm Contractor  
New Jersey Certified Burglar Alarm Contractor  
New Mexico Contractor, ES03  
New York State Certified Alarm Contractor  
New York State Watch, Guard and Patrol Agency Contractor Qualifier  
New York City Fire Department Certified Fire Alarm Control Station Operator  
New York City Fire Department Certified Citywide Smoke Detector Maintenance  
New York City Fire Department Certified Citywide Inspector  
North Carolina Electrical Contractor (limited)  
North Carolina Alarm Systems Contractor  
Ohio Fire Alarm and Detection Contractor  
Oklahoma, Monitor Manager  
Oklahoma, Burglar Manager  
Oklahoma, Com Fire-Alarm Manager  
Oklahoma, CCTV Manager  
Oklahoma, Electronic Access-Control Manager  
Oregon License Trainer and Manager  
Palm Beach County Certified Burglar and Fire Alarm Contractor  
South Carolina Alarm Contractor  
Tennessee Alarm Contractor  
Tennessee CCTV Contractor  
Tennessee Fire Alarm Contractor  
Tennessee Monitoring Contractor  
Texas Fire Alarm Planning Superintendent  
Texas Burglar Alarm Contractor  
Utah Burglar Alarm Company Agent  
Vermont TQP  
Virginia Private Security Services  
Virginia Compliance Agent  
Washington State Electrician Limited Energy  
Washington DC Specialty Electrical License  
Wyoming Limited Energy

**Personal Certifications and Approvals (Previous or Expired):**

Suffolk County (New York) Department of Consumer Affairs Restricted Electrical License  
Town of Huntington (New York) Licensed Improvement Contractor  
Old Brookville Police Department (New York) Alarm Business License  
State of New York, County of Nassau, License to Install Fire Alarm Systems  
Town of Brookhaven (New York) Fire Alarm License  
City of Yonkers (New York) Alarm Systems License  
Cobb County (Georgia) Low Voltage Contractor License  
Fulton County (Georgia) Business License

**Course Development and Approvals:**

ECLB Department of Business and Professional Regulation	Provider #	0001394
Alarm Company Qualifier Course	Course #	0007480
FASA/BASA Course Agent Renewal Course	0007482 & ASAce	0007882
FASA/BASA Course 18 Hour Agent Course		0007483
NICET Level I & II Course		0004761
NICET Level III & IV Course		0004762
Effective Central Station Operations		0007484
Effective Central Station Operations		0007481
Fundamentals of UL Burglar & Holdup Alarm Systems (UL 681)		0004763
NFPA 101 Applied		AAF Course
NFPA 72 Applied		AAF Course
Elevator Recall		AAF Course
Sprinkler Supervisory Systems		AAF Course
NFPA 70, Electrical Code for the Low Voltage Contractor		08000635
Florida Building Code Course Chapter 9		517
Sprinkler System Supervision		08000767
AAF Alarm Academy Instructor		
ESA Training Course Instructor		
New Jersey Alarm Instructor		
New York State approved security industry instructor		
Florida approved instructor		

**Presentations and Training:**

NBFAA Level 1 Courses  
NBFAA Level 2 Courses  
NBFAA Practical Fire Alarm Courses  
AAF Sponsored, ECLB Approved Training Courses:  
Closed Circuit TV Design and Application  
Commercial Fire Alarm Market  
Alarm Systems Agent  
Did Your Technician Do That!  
New Florida Prevention Code  
False Alarm Dispatch Reduction  
Increasing the Life Safety Integrity of Fire Alarm Systems  
NFPA 101 Applied  
NFPA 72  
NBFAA Level 1 Course for the Puerto Rico Alarm Association Chapter of the NBFAA  
Target Zero Symposium Panel Discussion Coordinator and Moderator for the ISC Expo  
False Alarm Reduction Association (FARA) Annual Training Symposium – Working with Alarm Companies  
Fire Safety Course for the Palm Beach Community Managers Association  
NICET LEVEL II training to alarm contractors and fire inspectors and fire marshals in the Aspen, Colorado area.  
Expert witness in several security industry related cases testifying both for and against alarm contractors

**Professional Affiliations:**

American Society of Industrial Security (ASIS)  
National Fire Protection Association (NFPA)  
Alarm Association of Florida (AAF)  
Alarm Industry Foundation Fund of Florida Board Member (AIFF)  
New York Burglar and Fire Alarm Association (NYBFA)  
National Burglar and Fire Alarm Association (NBFAA)  
Central Station Alarm Association (CSAA)  
California Alarm Association (CAA)  
Texas Burglar and Fire Alarm Association (TBFAA)  
Electronic Security Association (ESA)

**Industry Awards and Recognitions and Appointments:**

AAF/Palm Beach County Sheriff's Department Alarm Ordinance Committee  
AAF/Fort Lauderdale Police Department Alarm Ordinance Committee  
NBFAA Fire Section Committee Member  
1996 NBFAA Training Coordinator of the Year  
1999 ASIS Treasure Coast Chapter Florida, Man of the Year  
1999 AAF Most Valuable Person  
2000 NBFAA State President of the Year  
1996-Present, annually, Leadership/Service Awards from the AAF  
1998-2000 Alarm Association of Florida President  
2004-2006 Alarm Association of Florida President  
2005 FARA Award recipient for the efforts in false alarm reduction  
2005-2014 Palm Beach County Fire Rescue Fire Code Board of Adjustments and Appeals  
2011 Recipient of The Alarm Association of Florida Lifetime Service Award Recipient  
2013 Recipient of The Alarm Association of Florida President's Award  
2011-2014 Member of the ESA Fire and Standards Committee  
2012-15 ESA Vice-President  
2013- Florida State Fire Marshal's Chief's Award For Excellence  
2014 – AAF Service Award



**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
FIRE CODE BOARD OF APPEALS & ADJUSTMENTS**

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**I. AUTHORITY :**

Ordinance No. 92-18, Section 105.1, Fire Code Ordinance; amended by Ordinance No. 94-12; amended by Ordinance No. 2001-101 and Administrative Order 03-03 on January 1, 2004; amended by Ordinance No. 2004-073; adopted December 29, 2004; amended by Ordinance No. 2011-038, adopted December 28, 2011; amended by Ordinance 2014-002, adopted February 4, 2014.

**II. APPOINTING BODY :**

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**III. COMPOSITION, QUALIFICATIONS, TERMS & REMOVAL :**

The Board is comprised of eight members who are qualified by training and experience to vary the application and provisions of the Code, and act on related matters, and to perform such other duties as established. The composition of the Board is as follows: one registered engineer, practicing in the mechanical field; one Florida or Palm Beach County certified general contractor; one certified fire alarm contractor; one fire sprinkler contractor; one citizen of Palm Beach County, not eligible under other membership categories; one registered architect; one Palm Beach County municipal building official; and one Palm Beach County municipal fire service representative. Where a member is required to be registered or certified, same shall be issued by the State of Florida unless otherwise specified. The members shall serve no more than three consecutive three year terms. Members terms shall begin on October 1st and end on September 30th. All members must reside within Palm Beach County at the time of the appointment and while serving on the Board and shall be qualified electors of Palm Beach County. A quorum for said Board shall be five (5) members. \*NOTE: When sitting solely in its advisory capacity, the Board shall be known as the Fire Code Advisory Board and shall be composed of the same members as the Board of Appeals & Adjustments.

**EXTENDED COMPOSITION :**

**IV. MEETINGS :**

Meetings are scheduled on a monthly basis, or as needed for resolution of pending appeals. Upon receipt of the notice of appeal, a hearing shall be held at the next regularly scheduled meeting of the Board, with notice to the appellant, the AHJ, and the members of the Board, at least five (5) working days prior to said hearing. Special meetings may also be called by the Board provided that five (5) working days notice is given to both parties.

**V. FUNCTIONS :**

1) The Board shall review the Fire Code and make recommendations, in the form of specific amendments, to the Board of County Commissioners for corrections, additions, substitutions or deletions to said Code for the purposes of clarification, applicability, public safety, and changes in technology, so as to maintain this Code as an effective and responsive document; 2) To entertain appeals or decisions made jointly by the local AHJ and the local building official, in accordance with Section 553.73(8), Florida Statutes; 3) To resolve conflicts between the building code and the fire code, in accordance with Section 553.73(8), Florida Statutes.

\* indicates a member having an action pending

VI. LIAISON INFORMATION :

LIAISON DEPARTMENT

Fire Rescue

CONTACT PERSON

Larry Willhite

ADDRESS

405 Pike Rd Bureau of Safety  
West Palm Beach FL 33411  
Phone # 561-616-7031

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\* indicates a member having an action pending



FIRE CODE BOARD OF APPEALS & ADJUSTMENTS

SEAT ID	CURRENT MEMBER	ROLE TYPE	RACE CODE	GENDER	BUSINESS / HOME PHONE	SEAT REQUIREMENT	APPOINT DATE	REAPPOINT DATE	EXPIRE DATE
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Appointed By : At-Large/Palm Beach County Board of County Commissioners

1	Vacant	Member				General Contractor			/
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NOMINATED BY :

2	David Woodside dwoodside@myboca.us City of Boca Raton/Fire Rescue Services 6500 Congress Ave Ste 200 Boca Raton FL 33487	Member	AA	M	561-982-4000	Municipal Fire Representative	10/01/2016	07/11/2017	09/30/2019
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NOMINATED BY :

3	Jacek R. Tomasik jtomasik@wellingtonfl.gov Village of Wellington 12300 Forest Hill Blvd Wellington FL 33414	Member	CA	M	561-753-2505	Building Official	05/19/2009	10/01/2015	09/30/2018
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NOMINATED BY :

4	Steve R. Soderlund steve@soderlundarchitecture.com Soderlund Architecture and Design, P.A. 19369 Colorado Cir Boca Raton FL 33434	Member	CA	M	954-260-3452	Architect	10/01/2015		09/30/2018
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NOMINATED BY :

\* indicates a member having an action pending

Appointed By : At-Large/Palm Beach County Board of County Commissioners

5	John W. Whitehead john@fsds.net J.W. Fire Sprinkler, Inc. 5730 Columbia Cir West Palm Beach FL 33407	Member	CA	M	561-863-8161	Fire Sprinkler Contractor	10/05/2010	10/01/2015	09/30/2018
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NOMINATED BY :

6	* Roy S Pollack roy@staysafe.net Comcast Xfinity Home 3212 Florence St Wellington FL 33414	Member	CA	M	561-779-7199	Fire Alarm Contractor	05/18/2005	10/21/2014	09/30/2017
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NOMINATED BY :

7	* Daniel E. Thompson dan@tecfla.com Thompson & Youngross Engineering Consultants, LLC 112 SE 10th St Delray Beach FL 33483	Member	CA	M	561-274-0200 X446	Mechanical Engineer	06/07/2011	10/21/2014	09/30/2017
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NOMINATED BY :

8	George T. Heisel georgeheisel@gmail.com  3802 Captains Way Jupiter FL 33477 4082	Member	CA	M	561-575-6845	Resident of Palm Beach County	10/01/2017		09/30/2020
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NOMINATED BY :

\* indicates a member having an action pending

ORDINANCE NO. 2014- 002

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, AMENDING PALM BEACH COUNTY CODE, SECTION 12-57, CODIFYING PALM BEACH COUNTY ORDINANCE NO. 98-29, AS AMENDED, PERTAINING TO THE PALM BEACH COUNTY FIRE CODE BOARD OF APPEALS AND ADJUSTMENTS; INCORPORATING UNIFORM POLICIES AND PROCEDURES FOR COUNTY ADVISORY BOARDS AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, it is vital that government exercise its power and perform its duties in compliance with law, policy, and established procedures, apply sound management practices, and be held accountable for the use of public funds; and

WHEREAS, the Fire Code Board of Appeals and Adjustments has been established by Palm Beach County Ordinance No. 98-29, as amended, to carry out certain duties and responsibilities on behalf of the Board; and

WHEREAS, the Board of County Commissioners has adopted Resolution 2013-0193, imposing specific requirements on members of County advisory boards; and

WHEREAS, as a County advisory board, the Fire Code Board of Appeals and Adjustments is subject to the provisions of Resolution No. 2013-0193; and

WHEREAS, Palm Beach County Code Section 12-57, codifying Ordinance No. 98-29, as amended, must be amended to comply with the requirements of Resolution No. 2013-0193 and Board direction.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, that:

**Section 1. AMENDMENT TO PALM BEACH COUNTY CODE SECTION 12-57:**

**1.10 Board of Appeals and Adjustments.**

1.10.1 *General.* Whenever it is claimed that the provisions of this Code do not apply or have been misapplied, or when it is claimed that the true intent and meaning of this Code or any of the regulations there under have been misconstrued or misapplied, or when it is claimed that a decision is unreasonable or arbitrary as it applies to alternatives, the owner or his duly authorized agent may appeal the decision of the AHJ to the Board of Appeals and Adjustments. Notice of appeal shall be in writing and filed with the AHJ within thirty (30) days after the decision is rendered by the AHJ. Appeals shall be on forms provided by the AHJ.

1.10.2 *Board of Appeals and Adjustments Created.* There is hereby created a Fire Code Board of Appeals and Adjustments, herein after referred to as the "Board", consisting of eight (8) members who are qualified by training and experience to vary the application of the

1 provisions of this code, and act on related matters, and to perform such other duties as  
2 established herein. The Board shall be appointed by the Board of County Commissioners. All  
3 members must reside within Palm Beach County at the time of appointment and while serving  
4 on the Board and shall be qualified electors of Palm Beach County. The Board shall adopt rules  
5 and regulations for conducting its business. A quorum for said Board shall be 5 members of the  
6 Board. The AFJ shall designate a representative to act as Secretary to the Board. Public Notice  
7 of all Board meetings shall be provided. All Board meetings shall be open to the public and  
8 shall comply with the applicable requirements of the Florida "Government in the Sunshine"  
9 and "Public Records" laws. Minutes shall be taken at each meeting. The Board shall be subject  
10 to the uniform policies and procedures established by the Board of County Commissioners as  
11 currently set forth in Resolution No. 2013-0193, as may be further amended by action of the  
12 Board of County Commissioners. All Board meetings shall be governed by Robert's Rules of  
13 Order. Board members shall be governed by the applicable provisions of the state Ethics Code  
14 and the applicable provisions of the Palm Beach County Code of Ethics.  
15

16 1.10.3 *Recommendations to Board of County Commissioners.* The Board shall review  
17 this Code and make recommendations, in the form of specific amendments, to the Board of  
18 County Commissioners for corrections, additions, substitutions or deletions to said Code for the  
19 purposes of clarification, applicability, public safety, and changes in technology, so as to  
20 maintain this Code as an effective and responsive document.  
21

22 1.10.4 *Composition.* The composition of the Board of Appeals and Adjustments shall be  
23 as follows:  
24

- 25 a. One (1) registered engineer, practicing in the mechanical field.
- 26 b. One (1) Florida or Palm Beach County certified general contractor.
- 27 c. One (1) certified fire alarm contractor.
- 28 d. One (1) certified fire sprinkler contractor.
- 29 e. One (1) citizen of Palm Beach County, not eligible under other  
30 membership categories.
- 31 f. One (1) registered architect.
- 32 g. One (1) Palm Beach County municipal building official.
- 33 h. One (1) Palm Beach County municipal fire service representative.  
34

35 Where a member is required to be registered or certified, same shall  
36 be issued by the State of Florida unless otherwise specified.  
37

38 1.10.5 *Vote Calculation.* Each member shall have a full vote.  
39

40 1.10.6 *Term.* The members shall serve no more than three (3) consecutive three (3)-year  
41 terms. There shall be no limit on the number of terms an individual may serve. Any vacancy  
42 occurring during a term shall be filled for the unexpired portion of the term and shall not count  
43 towards the member's term limits. The members terms shall begin on October 1<sup>st</sup> and end on  
44 September 30<sup>th</sup>. Current members' terms shall expire on September 30<sup>th</sup> of the year in which  
45 their term expires.  
46

47 1.10.7 *Removal/Absences.* All members shall be subject to the rules, adopted by the  
48 Board of County Commissioners, governing Board participation and attendance.  
49

50 1.10.8 *Fire Code Advisory Board.* When sitting solely in its advisory capacity, the  
51 Board shall be known as the Fire Code Advisory Board and shall be composed of the same  
52 members as the Board of Appeals and Adjustments. Persons appointed to the Board of Appeals  
53 and Adjustments shall be deemed to be likewise appointed to the Fire Code Advisory Board.  
54  
55

## 56 **Section 2. REPEAL OF LAWS IN CONFLICT:**

57 All local laws and ordinances in conflict with any provisions of this Ordinance are  
58 hereby repealed to the extent of such conflict.

1 **Section 3. SEVERABILITY:**

2 If any section, paragraph, sentence, clause, phrase, or word of this Ordinance is for any  
3 reason held by a Court of competent jurisdiction to be unconstitutional, inoperative, or void,  
4 such holding shall not affect the remainder of this Ordinance.

6 **Section 4. INCLUSION IN THE CODE OF LAWS AND ORDINANCES:**

7 The provisions of this Ordinance shall become and be made a part of the Palm Beach  
8 County Code. The sections of this Ordinance may be renumbered or relettered to accomplish  
9 such, and the word ordinance may be changed to section, article, or other appropriate word.

11 **Section 5. CAPTIONS:**

12 The captions, section headings, and section designations used in this Ordinance are for  
13 convenience only and shall have no effect on the interpretation of the provisions of this  
14 Ordinance.

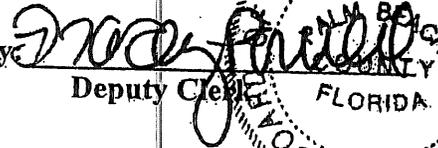
16 **Section 6. EFFECTIVE DATE:**

17 The provisions of this Ordinance shall become effective upon filing with the  
18 Department of State.

19 APPROVED and ADOPTED by the Board of County Commissioners of Palm Beach  
20 County, Florida, on this the 4th day of February, 2014.

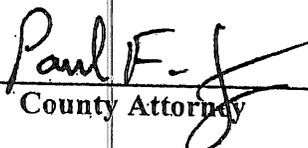
21 SHARON R. BOCK, CLERK &  
22 COMPTROLLER

PALM BEACH COUNTY, FLORIDA, BY ITS  
BOARD OF COUNTY COMMISSIONERS

23  
24  
25 By:   
26 Deputy Clerk  
27  
28

By:   
Mayor Priscilla A. Taylor

29 APPROVED AS TO FORM AND  
30 LEGAL SUFFICIENCY

31  
32  
33 By:   
34 County Attorney  
35  
36  
37

38 EFFECTIVE DATE: Filed with the Department of State on the 6th day of  
39 FEBRUARY, 2014.

40



**Fire Rescue**

Chief Jeffrey P. Collins

405 Pike Road

West Palm Beach, FL 33411

(561) 616-7000

www.pbcgov.com



**Palm Beach County  
Board of County  
Commissioners**

Paulette Burdick, Mayor

Melissa McKinlay, Vice Mayor

Hal R. Valeche

Dave Kerner

Steven L. Abrams

Mary Lou Berger

Mack Bernard

**County Administrator**

Verdenia C. Baker

*"An Equal Opportunity  
Affirmative Action Employer"*

Official Electronic Letterhead

**To:** Paulette Burdick, Mayor

**From:** Jeffrey P. Collins, Administrator  
Fire-Rescue Department

**Date:** July 21, 2017

**Subject:** Fire Code Board of Appeals and Adjustments

The Fire Code Board of Appeals and Adjustments is an advisory board appointed by the County Commission to review the Fire Code, hear appeals, and make recommendations to the Commission on fire and life safety issues. This Board, established in 1984, is required by the County Fire Code, Palm Beach County Ordinance 2014-042.

Each position on the Board is representative of a segment of the fire protection community. The following member's term will expire on September 30, 2017,

<u>Name</u>	<u>Industry</u>	<u>Term</u>
Roy Pollack	Fire Alarm Contractor	3 years

Mr. Pollack has agreed to remain on the Board if reappointed. He has completed training on the Palm Beach County Code of Ethics and has signed and acknowledged his training and understanding of the Guide to the Sunshine Amendment.

If you would like to nominate the above listed applicant please sign the attached Board/Committee Application Form. If you would like to make a nomination for appointment or reappointment, please forward the information to the office of Larry Willhite, Division Chief, Bureau of Safety Services. Please submit your nominations by August 9, 2017.

Thank you for your assistance in this appointment process. If you have any questions please contact Larry Willhite at 616-7030 or my office at 616-7001.

**Attachment:** Board/Committee Application Form  
Member Resume  
Attendance Record

**cc:** Larry Willhite, Division Chief  
Nancy Bolton, Assistant County Administrator

**PALM BEACH COUNTY FIRE RESCUE**  
*Bureau of Safety Service*  
*405 Pike Road*  
*West Palm Beach, FL 33411*  
*(561) 616-7030*

**PALM BEACH COUNTY FIRE CODE  
BOARD OF APPEALS AND ADJUSTMENTS**

**(Third Wednesday of the Month)**

**2017 MEETING SCHEDULE**

<b>Date</b>	<b>Room</b>
<b>January 18</b>	<b>Everglades Conference Room</b>
<b>February 15</b>	<b>Everglades Conference Room</b>
<b>March 15</b>	<b>Everglades Conference Room</b>
<b>April 19</b>	<b>Everglades Conference Room</b>
<b>May 17</b>	<b>Everglades Conference Room</b>
<b>June 21</b>	<b>Everglades Conference Room</b>
<b>July 19</b>	<b>Everglades Conference Room</b>
<b>August 16</b>	<b>Everglades Conference Room</b>
<b>September 20</b>	<b>Everglades Conference Room</b>
<b>October 18</b>	<b>Everglades Conference Room</b>
<b>November 15</b>	<b>Everglades Conference Room</b>
<b>December 20</b>	<b>Everglades Conference Room</b>

- Meetings will be held, as needed, at Fire Rescue Headquarters, 2nd Floor Everglades Room indicated above and will begin at **9:00 a.m.**
- Please contact Nicole Davis at 561-616-7030 if you are unable to attend.