

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS**

BOARD APPOINTMENT SUMMARY

Meeting Date: March 12, 2019

Department: Fire-Rescue

Advisory Board: Fire Code Board of Appeals and Adjustments

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: appointment to the Fire Code Board of Appeals and Adjustments to complete the unexpired term of David Woodside beginning March 12, 2019 through September 30, 2019, and an appointment for a new three-year term from October 1, 2019 through September 30, 2022.

<u>Nominee</u>	<u>Category</u>	<u>Seat No.</u>	<u>Nominated By</u>
Kathy Cline	Municipal Fire Rep	2	Vice Mayor Kerner Commissioner Valeche Commissioner Weiss Commissioner Weinroth Commissioner McKinlay

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 2017-043). On January 8, 2019, a memo was distributed to the Commissioners requesting nominations to this eight (8)-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 (8) members, with four (4) seats currently filled and a diversity count of Caucasian: 4 (100%). The nominated candidate is a Hispanic-American female. The current gender ratio (male:female) is 4:0. Staff will continue to address the need to increase diversity on our boards. Countywide (SB)

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 1, Fire Sprinkler Contractor, Seat 5, Mechanical Engineer, Seat 7 and nominations are being pursued.

- Attachments:**
- 1. Board/Committees Application Forms
 - 2. Biography/Resume for Nominee
 - 3. Current List of Board Members
 - 4. Section 1.10 Board of Appeals and Adjustments, Section 12-57 Amendments to the Florida Fire Prevention Code, Palm Beach County Code
 - 5. Memo dated January 8, 2019 to Commissioners requesting nominations
 - 6. 2019 Meeting Schedule

Recommended By:  2/25/19
Department Director Date

Approved By:  2/25/19
Assistant County Attorney Date

II. REVIEW COMMENTS

A. Other Department Review:

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 of Board of Appeals Adjustments Advisory ☐ Not Advisory ☒

☒ At Large Appointment or ☐ District Appointment /District #: _____

Term of Appointment: 3 Years. From: _____ To: _____

Seat Requirement: Municipal Fire Representative Seat #: 2

☐ *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: Cline Kathy T
Last First Middle

Occupation/Affiliation: Fire Marshal

Owner ☐ Employee ☐ Officer ☒

Business Name: Boynton Beach Fire Rescue

Business Address: 2080 High Ridge Road

City & State Boynton Beach Zip Code: 33426

Residence Address: 3932 Edgar Ave

City & State Boynton Beach Zip Code: 33436

Home Phone: (561) 734-5548 Business Phone: (561) 742-6602 Ext. _____

Cell Phone: (561) 719-8837 Fax: ()

Email Address: Clinek@bbfl.us

Mailing Address Preference: ☒ Business ☐ Residence

Have you ever been convicted of a felony: Yes _____ No X

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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<u>Example: (R#XX-XX/PO XX)</u>	<u>Parks & Recreation</u>	<u>General Maintenance</u>	<u>10/01/00-09/30/2100</u>
_____	_____	_____	_____
_____	_____	_____	_____
(Attach Additional Sheet(s), if necessary)			
OR			
NONE	<input type="checkbox"/>	NOT APPLICABLE/ (Governmental Entity)	<input checked="" type="checkbox"/>

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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 11/26 2018
☐ 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: [Signature] Printed Name: Kathy Clinc Date: 12/19/18

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 or contact us via email at 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: [Signature] Date: 01/16/19

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARDS/COMMITTEES APPLICATION

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Owner ☐ Employee ☐ Officer ☒

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Residence Address: 3932 Edgar Ave

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Cell Phone: (561) 719-8837 Fax: ()

Email Address: Clinek@bbfl.us

Mailing Address Preference: ☒ Business ☐ Residence

Have you ever been convicted of a felony: Yes _____ No X

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

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<u>Example: (R#XX-XX/PO XX)</u>	<u>Parks & Recreation</u>	<u>General Maintenance</u>	<u>10/01/00-09/30/2100</u>
_____	_____	_____	_____
_____	_____	_____	_____

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Commissioner's Signature: John Vasquez Date: 1/15/19

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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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Commissioner's Signature: R. Weisheit 16 Date: 1/23/19

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

Appointment to be made at BCC Meeting on:

Commissioner's Signature: Melissa McKinley Date: 1/15/19

The City of Boynton Beach



*Kathy Cline, Fire Marshal FM, CFPS
Boynton Beach Fire Rescue
Fire and Life Safety Division
2080 High Ridge Road
Boynton Beach, Florida 33426
Tel: (561) 742-6601
clinek@bbfl.us*



Kathy T. Cline

Position: Fire Marshal

Biography: Kathy Cline began her career with the City of Boynton Beach in 2006. She climbed the ranks in the Fire & Life Safety Division up to an Assistant Fire Marshal. Several years later in 2016 she was promoted to serve as the Fire Marshal for the City of Boynton Beach Fire Rescue Department.

While at the City Of Boynton Beach Kathy Cline is involved in training, fire prevention, fire suppression, fire investigation, disaster planning and hazardous material mitigation for the City. She has applied and received two grants for the department totaling an approximant value of \$12,000. These grants provided the department with necessary equipment and tools to benefit both the staff and the community. She serves as the Second Vice President for the Fire Marshal Association of Palm Beach County and is on the National Fire Protection Association certification Advisory group to maintain the Certified Fire Plan Examiner Certification.

Fire Marshal Cline has an Associate Of Science Degree in Fire Science, Fire Code Administrator Certification, NFPA Certified Fire Protection Specialist, NAFI Certified Fire and Explosion Investigator, and a Certified Firesafety Inspector II. She will be completing her Bachelor's Degree in Public Safety Administration in May of 2019 along with numerous certifications in fire studies.



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

I. AUTHORITY :

Ordinance No. 92-18; amended by Ordinance No. 94-12; amended by Ordinance 96-13; amending by Ordinance 98-29; amended by Ordinance No. 2001-101; amended by Ordinance No. 2004-073; amended by Ordinance 2008-045; amended by Ordinance No. 2011-038; amended by Ordinance 2014-002; amended by Ordinance 2014-042; amended by Ordinance 2017-043.

II. APPOINTING BODY :

Board of County Commissioners

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 Fire 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 certified 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 1 and end on September 30. 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 majority of the members appointed shall constitute a quorum. * 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. The members of the Fire Code Board of Appeals and Adjustments shall serve ex-officio as members of the Fireworks Board of Appeals and perform the functions of that Board as set forth in Ordinance No. 2004-020, as may be amended.

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) Provide for reasonable interpretation of the provision of the Fire Code, rule on appeals from decisions of the AHJ and approve equivalent alternatives; 2) Review the Fire Code and recommend specific Code amendments to the Board of County Commissioners for the purposes of clarification, applicability, public safety, and changes in technology, so as to maintain the Code as an effective and responsive document; 3) Rule on appeals of conflict decisions made jointly by the local AHJ and the local building official, and resolve conflicts between the building code and the fire code where the local AHJ and local building official are unable to agree; 4) Rule on appeals from orders of the AHJ in Local Amendment challenges; 5) Rule on appeals from decisions of the AHJ relating to false alarms.

* 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

* 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 :09

2	Vacant	Member				Municipal Fire Representative			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	05/15/2012		09/30/2021
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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	10/01/2018	09/30/2021
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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	Vacant	Member				Fire Sprinkler Contractor			/
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NOMINATED BY :

6	Roy S Pollack roy@staysafe.net	Member	CA	M	561-779-7199	Fire Alarm Contractor	10/01/2017	09/26/2017	09/30/2020
	3212 Florence St Wellington FL 33414								

NOMINATED BY :

7	Vacant	Member				Mechanical Engineer			/
---	--------	--------	--	--	--	---------------------	--	--	---

NOMINATED BY :

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

NOMINATED BY :

* indicates a member having an action pending

Sec. 12-57. - Amendments to the Florida Fire Prevention Code.

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

1.10.3 Recommendations to Board of County Commissioners. The Board shall review this 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.

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

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

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

1.10.5 Vote Calculation. Each member shall have a full vote.

1.10.6 Term. The members shall serve no more than three (3) consecutive three (3) year terms. Any vacancy occurring during a term shall be filled for the unexpired portion of the term and shall not count towards the member's term limits. The member's terms shall begin on October 1 and end on September 30. Current members' terms shall expire on September 30 of the year in which their term expires.

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

1.10.8 Fire Code Advisory Board. 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 and Adjustments. Persons appointed to the Board of Appeals and Adjustments shall be deemed to be likewise appointed to the Fire Code Advisory Board.

1.10.9 Procedures on Appeal.

1.10.9.1 Hearing. Upon receipt of the notice of appeal by the AHJ, 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. If the applicant requires a special meeting to be called, the appeal fee shall be One Hundred Dollars (\$100.00). Both the appellant and the AHJ, or their representatives, shall attend the hearing and may present evidence at same. The Board shall consider each appeal on its own merits and shall base its decision only on the evidence presented at said hearing.

1.10.9.2 Board Action. The Board, upon an affirmative vote of a majority of the votes present, shall either 1) affirm the decision of the AHJ; 2) modify the decision of the AHJ; or 3) reverse the decision of the AHJ and affirm the appellant's position. The Board's decision, with the reasons therefore, shall be transcribed in writing and a copy shall be mailed, by certified mail, to the appellant, within ten (10) days after the hearing. All such decisions shall be final, subject to judicial review as provided by law.

1.10.9.3 Tie Vote. In the event the Board is deadlocked in a tie vote, the appellant may request the Board to defer final action until the next regular meeting date or a specific date certain. The appellant shall be entitled to one (1) such deferral as of right. The matter shall be deferred and heard de novo, unless the majority then present at the time deferral is requested vote for the matter to be determined upon the record only at the upcoming hearing after deferral.

1.10.10 Decisions.

1.10.10.1 The Board shall provide for reasonable interpretation of the provisions of this Code and rule on appeals from decisions of the AHJ. The Board may approve an equivalent alternative in accordance with Section 1.4 of this Code.

1.10.10.2 Action. The Board shall, in every case, reach a decision without unreasonable or unnecessary delay. If a decision of the Board reverses or modifies a refusal, order, or disallowance of the AHJ, the AHJ shall immediately take action in accordance with such decision.

1.10.11 AHJ Order Stayed, Exception. Pending the disposition of an appeal scheduled for hearing, the order or decision of the AHJ sought to be appealed shall be stayed unless the AHJ certifies under oath, based upon available data, that an extreme danger to life or property exists, warranting immediate compliance under this Code. Said certification must be included in the order and be filed with the Board within ten (10) days after the notice of appeal is filed.

1.10.12 Conflict Resolution.

1.10.12.1 Any conflict between the Florida Building Code and the Florida Fire Prevention Code and Life Safety Code as applied to a specific project shall be resolved in accordance with Section 553.73(11), Florida Statutes.

1.10.12.2 The Fire Code Board of Appeals and Adjustments is hereby designated and authorized to perform the local administrative board functions set forth in Section 553.73(11), Florida Statutes. In accordance with Section 553.73(11), Florida Statutes, the duties and functions of the Fire Code Board of Appeals and Adjustments shall include the following:

a. To hear and render decisions in appeals of conflict decisions made jointly by the local AHJ and the local building official, in accordance with Section 553.73(11), Florida Statutes.

b. To resolve conflicts between the building code and the fire code, in accordance with Section 553.73(11), Florida Statutes, in those instances where the local AHJ and the local building official are unable to agree on a resolution of said conflict.

1.10.12.3 If the County has, or does, designate another local board to perform the functions set out in Section 553.73(11), Florida Statutes, then said board and the Fire Code Board of Appeals and Adjustments shall rotate the duty to fulfill the functions as set forth in this Section 1.10.12 and in Section 553.73(11), Florida Statutes, on an annual basis or as otherwise agreed to by the AHJ and the local building official.

1.10.12.4 Any conflict between the Building Code and the Fire Code that involves the County's local amendments to either Code shall likewise be resolved in the manner set forth in Section 553.73(11), Florida Statutes, and this Section 1.10.12.

1.10.13 *Additional Powers and Functions.* The Board of Appeals and Adjustments is hereby authorized and empowered to: 1) hear and rule upon appeals from orders of the AHJ in Local Amendment challenges brought pursuant to Section 633.208(3)(d), Florida Statutes, and in accordance with Section 1.7.21 of this Code; 2) hear and rule upon appeals from decisions of the AHJ relating to false alarms as set forth in Section 10.6.6 of this code; 3) perform any other functions authorized for the Board by this Code.

1.10.14 *Fireworks Board of Appeals.* The members of the Fire Code Board of Appeals and Adjustments shall serve ex-officio as members of the Fireworks Board of Appeals and perform the functions of that Board, all as set forth in Palm Beach County Ordinance No. 2004-020, as it may be amended from time to time.

1.10.15 Any decision of the Fire Code Board of Appeals and Adjustments shall be final and reviewable in the manner and within the time provided by the Florida Rules of Appellate Procedure only by a petition for writ of certiorari filed with the Circuit Court in Palm Beach County.

(Ord. No. 98-29, §§ 1—5, 7-21-98; Ord. No. 00-5, § 1, 1-11-00; Ord. No. 01-101, App. A, 12-18-01; Ord. No. 04-073, § 1, App. A, 12-21-04; Ord. No. 08-045, § 1, App. A, 11-18-08; Ord. No. 2011-038, § 1(Exh. A), 12-20-11; Ord. No. 2014-002, § 1, 2-4-14; Ord. No. 2014-042, § 1(App. A), 12-16-14; Ord. No. 2017-043, § 1(App. A), 12-19-17)



Fire Rescue

Chief Michael Mackey
405 Pike Road
West Palm Beach, FL 33411
(561) 616-7000
www.pbcgov.com



**Palm Beach County
Board of County
Commissioners**

Mack Bernard, Mayor
Dave Kerner, Vice Mayor
Hal R. Valeche
Gregg K. Weiss
Robert S. Weinroth
Mary Lou Berger
Melissa McKinlay

County Administrator

Verdenia C. Baker

"An Equal Opportunity
Affirmative Action Employer"

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and recycled paper

To: Dave Kerner, Vice Mayor
Board of County Commissioners

From: Michael Mackey, Administrator *mcm*
Fire-Rescue Department

Date: January 8, 2019

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 2017-043.

Each position on the Board is representative of a segment of the fire protection community. I would like to nominate the following member to fill this vacant at large Municipal Fire Representative position.

Name	Industry	Term
Kathy Cline	Municipal Fire Representative	3 years

Ms. Cline has agreed to sit on the Board to fill this vacant position. She has completed training on the Palm Beach County Code of Ethics and has signed and acknowledged her 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 of this position, please forward the information to the office of Larry Willhite, Division Chief, Bureau of Safety Services. Please submit your nominations by January 24, 2019.

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

Attachments: Board/Committee Application Form
Member Resume
Attendance Record

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

S

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)

2019 MEETING SCHEDULE

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

- 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.