

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

=====  
Meeting Date:                   October 18, 2022  
Department:                    Planning, Zoning & Building Department  
Submitted By:                   Building Division  
Advisory Board Name:         Building Code Advisory Board  
=====

**I. EXECUTIVE BRIEF**

**Motion and Title: Staff recommends motion to approve:** reappointment of one (1) member to the Building Code Advisory Board (BCAB).

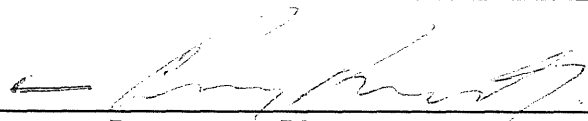
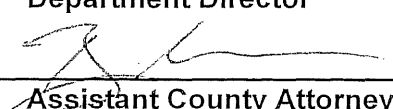
<u>Reappointment</u>	<u>Seat</u>	<u>Requirement</u>	<u>Recommended By</u>	<u>Term</u>
James B. Carr	15	Member of a Regional Industry Trade Association	PB Air Conditioning Contractors Association	10/18/22-10/17/25

**Summary:** The Building Code Advisory Board (BCAB) was established by a Special Act of the Florida Legislature in 1974 and amended in 2001. The term of office for board members is three years with no limit to the number of terms a member may serve. The Board is comprised of 16 members; seven Building Officials, one from each commission district appointed from nominees submitted by the Building Officials Association of Palm Beach County (BOAPBC); one registered architect, appointed from nominees submitted by the Palm Beach Chapter of the American Institute of Architects (AIA); one professional engineer, appointed from nominees submitted by the Palm Beach Chapter of the Florida Engineering Society (FES); and seven members, appointed from nominees submitted by any recognized regional industry trade association.

This Advisory Board has 16 seats, 15 currently filled and 1 vacancy, and a diversity count of Caucasian: 11 (73%), African-American: 2 (13%), Asian-American: 1 (7%) and Hispanic-American: 1 (7%). The gender ratio (male: female) is 14:1. The nominee is a Caucasian male. Staff has addressed the need to increase diversity within our boards and will continue to encourage this in an effort to expand the Board’s diversity. **Countywide** (RM)

**Background and Justification:** **Background and Justification:** The Building Code Advisory Board is authorized to advise local governments regarding adoption of administrative or technical amendments to the Florida Building Code based on local conditions; advise local governments on how to improve and standardize construction code enforcement; and advise local governments on evaluation of new and innovative materials, products, systems, or methods of construction for compliance with the Florida Building Code, and any amendments or revision thereto.

- Attachments:**
1. Boards/Committee Applications
  2. Resumes/biographies
  3. Letter of Nomination/Recommendations
  4. BCAB Attendance Record
  5. Special Act

=====  
**Recommended By:**   
Department Director Date  
  
**Legal Sufficiency:**  10/3/22  
Assistant County Attorney Date

II. REVIEW COMMENTS

A. Other Department Review:

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Department Director

Date

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: Building Code Advisory Board (BCAB) Advisory  Not Advisory

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

Term of Appointment: 3 Years. From: 10/18/2022 To: 10/17/2025

Seat Requirement: HVAC Contractor Seat #: 15

\*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: 0

**Section II (Applicant):** (Please Print)

**APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT**

Name: Carr James B  
Last First Middle

Occupation/Affiliation: HVAC CONTRACTOR

Owner  Employee  Officer

Business Name: COMPLETE COMFORT, INC.

Business Address: 1829 PARK LANE S, SUITE 4

City & State JUPITER, FL Zip Code: 33458

Residence Address: 15717 - 113<sup>TH</sup> TRAIL N

City & State JUPITER, FL Zip Code: 33478

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

Cell Phone: 561-309-9868 Fax: ( )

Email Address: JBCARR59@GMAIL.COM

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.

<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>
<u>VC000016870</u>	<u>COMMUNITY SVCS</u>	<u>RENTAL ASSISTANCE</u> (landlord receiving tenant benefits)	<u>N/A</u>
(Attach Additional Sheet(s), if necessary)			
OR			
NONE <input type="checkbox"/>	NOT APPLICABLE/ (Governmental Entity) <input type="checkbox"/>		

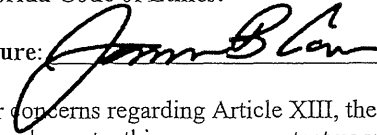
**ETHICS TRAINING:** All board members are required to read and complete training on Article XIII, the Palm Beach County Code of Ethics, and read the State Guide to the Sunshine Amendment. **Article XIII, and the training requirement can be found on the web at: <http://www.palmbeachcountyethics.com/training.htm>.**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

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 12, 2022
- 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: JAMES B CARR Date: 9/12/22

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:  
Michelle Carter, Palm Beach County Planning, Zoning and Building  
Building Division 2300 North Jog Road, West Palm Beach, Florida 33411

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

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

Commissioner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Revised 02/01/2016

## EMPLOYMENT

### **Complete Comfort Heating & Air** Jupiter, FL

Partner, VP, license qualifier

September 2014 - Present

561-529-6262

Complete Comfort is a full-service residential and light commercial HVAC firm. Partnered in startup of the organization. Present responsibilities:

- Secures licensing and permits
- Assists in design of custom projects
- Supports leadership in strategic business growth
- Represents the company to the Palm Beach Air Conditioning Contractors Association and at B2B networking opportunities

### **JB Carr Enterprises** Jupiter, FL

Self-employed business coach and consultant

September 2012 - Present

561-309-9868

Coaching, consulting, and strategic planning to attain organizational health. Serving small businesses, churches, and non-profits.

### **Palm Beach Baptist Network** West Palm Beach, FL

Contract worker - Administration

August 2013 – September 2015

(561) 501-5224

Administrative support to a fellowship of the more than 120 Southern Baptist Churches in eastern Palm Beach County. Offered support to reach their communities, build relationships among pastors and their churches, and provide a framework for sharing of church resources.

### **The Village Baptist Church** - West Palm Beach, FL

Minister of Christian Education and Administration

March 2007 - September 2012

*Now Family Church Village, part of the Family Church network*

Held both administrative and ministry responsibilities:

- Oversight of staff, budget and finance, building and grounds.
- Support of educational and discipleship ministries, teacher recruitment and development.

**Perfect Comfort**, d/b/a Complete AC Service, Jupiter, FL

Sales, estimator

March 2006 - December 2006

*The company ceased operations 2007*

Under contract from sale of business. By agreement worked through the transition phase and then assumed a role in commission sales.

**Complete Air Conditioning Service** Jupiter, FL

January 1988 - March 2006

*Sold to Perfect Comfort, March 2006*

- Owner, President - started the company as a 1-truck 2-employee operation, built to \$1.3 million annual revenues with 15 employees.

**Hawthorne Industries** West Palm Beach, FL

August 1976 - January 1988

*Company no longer in business*

- Earned Florida Class "A" A/C Contractor's license in December 1976
- From 1980 to 1988 worked in the air conditioning division, advanced division Manager
- Bid, supervised and directed numerous projects ranging from residential single-family to light commercial chilled-water systems
- Worked with general contractors, specifying engineers, owners, sub-contractors and code officials as needed to bring projects to completion
- Change of ownership in 1988 was an opportunity to start our own business (COMPLETE A/C Service, Inc.)

## **FAMILY**

I married my high school sweetheart, Terri, in January of 1975. We have made our home in Jupiter Farms since 1987.

We have two grown children with families in Palm City and Los Angeles.

## **EDUCATION**

- Doctorate Strategic Leadership (2015) Regent University, Virginia Beach, Virginia
- MS Organizational Leadership (2009) Palm Beach Atlantic University, West Palm Beach, Florida
- BS Chemistry (1974) Florida Atlantic University, Boca Raton, Florida
- High School (1971) John I. Leonard High School, Lake Worth, Florida

## **CHURCH AND MINISTRY**

A follower of Jesus Christ since February 1976

Serve as Deacon and Bible Teacher at Family Church Village, WPB

## **INTERESTS AND HOBBIES**

Disc Golf – Learning as a means of recreation and exercise

Sporting Clays – Shotgun sport – engaged as hobby 2020

Reading – History, suspense, science fiction, spy thrillers, leadership and personal growth

## **CERTIFICATES AND POSITIONS OF DISTINCTION**

Ordained into Gospel Ministry – The Village Baptist Church, October 2010.

Palm Beach Air Conditioning Contractors Association (PBACCA) –

President, 1988. Board member.

State of Florida – Class "A" Certified Air Conditioning Contractor's license

CAC011108, December 1976. License currently active as qualifier for Complete Comfort, Inc.



Palm Beach Air Conditioning  
Contractors Association, Inc.

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PO Box 3407 Lantana, FL 33465 Ph# 561-585-3880 Fax 585-3347

September 12, 2022

Affette McIntosh  
Building Administration  
Palm Beach County Planning, Zoning & Building  
2300 North Jog Road | West Palm Beach, FL 33411

Dear Ms. McIntosh:

On behalf of the Palm Beach Air Conditioning Contractors Association (PBACCA) Board Members we would like to re-nominate PBACCA Member James Carr of Complete Comfort, Inc., to serve another term on the Building Code Advisory Board (BCAB). Jim holds a Class A Air Conditioning Contractors license CAC011108 since 1977; he has been in business with Complete Comfort since 2014.

Contact Information:  
James Carr  
15717 - 113th Trail N.  
Jupiter, FL 33478  
561-309-9868  
[jbcarr@bellsouth.net](mailto:jbcarr@bellsouth.net)

Thank you for your time spent on industry matters.

Regards,

*Pamela Ripple*



Pam Ripple  
Executive Director  
PBACCA



BCAB MEETING ATTENDANCE  
2020

Seat	Member	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
1	Held, Roger C.	A	C	C	C	A	A	A	P	P	A	A	C
2	Brown, Robert	P	C	C	C	A	A	A	P	P	P	P	C
3	Cameron, Wayne	P	C	C	C	P	P	P	P	P	A	A	C
4	Kittendorf, Shane	P	C	C	C	P	P	P	P	P	Vacant		
5	John Cosmo	A	C	C	C	P	P	P	P	P			
6	Tomasik, Jacek R.	P	C	C	C	P	P	P	P	P	P	P	C
7	Peter Ringle	P	C	C	C	P	P	P	P	P	P	P	C
8	Kozan, Gary W.	P	C	C	C	P	A	A	P	P	P	P	C
9	Byrne, Joseph R.	P	C	C	C	P	P	P	P	P	P	P	C
10	Worley, Scott D.	P	C	C	C	P	A	A	P	P	P	P	C
11	Hogarth, A. Thomas	A	C	C	C	P	P	P	P	P	P	P	C
12	Materka, Kristen	P	C	C	C	P	P	P	P	P	P	A	C
13	Sharkey, Donald G.	P	C	C	C	P	P	P	P	P	P	A	C
14	Lynch, Edward	P	C	C	C	P	P	P	P	P	P	P	C
15	Garr, James B.	P	C	C	C	P	P	P	P	P	P	P	C
16	Miller, Gregory S.	P	C	C	C	A	A	A	A	A	P	P	C

P = Member in attendance  
A = Member absent  
C = Scheduled meeting cancelled

\*Change in member status (i.e. appointment, resignation, removal or seat change)  
 Vacant  
 No Meeting

BCAB MEETING ATTENDANCE

2021

Seat	Member	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21
1	Held, Roger C.	C	No Meeting	A	P	No Meeting	No Meeting	No Meeting	No Meeting	P	No Meeting	No Meeting	No Meeting
2	Brown, Robert	C	No Meeting	A	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting	P	No Meeting	No Meeting	No Meeting
3	Cameron, Wayne	C	No Meeting	A	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting	P	No Meeting	No Meeting	No Meeting
4	Guy, Durrani	Vacant			No Meeting	No Meeting	No Meeting	No Meeting	No Meeting	P	No Meeting	No Meeting	No Meeting
5	VACANT	Vacant			No Meeting	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting
6	Tomasik, Jacek R.	C	No Meeting	P	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting	P	No Meeting	No Meeting	No Meeting
7	Peter Ringle	C	No Meeting	P	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting	P	No Meeting	No Meeting	No Meeting
8	Kozan, Gary W.	C	No Meeting	P	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting	A	No Meeting	No Meeting	No Meeting
9	Byrne, Joseph R.	C	No Meeting	P	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting	P	No Meeting	No Meeting	No Meeting
10	Worley, Scott D.	C	No Meeting	P	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting	A	No Meeting	No Meeting	No Meeting
11	Hogarth, A. Thomas	C	No Meeting	P	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting	P	No Meeting	No Meeting	No Meeting
12	Materka, Kristen	C	No Meeting	P	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting	A	No Meeting	No Meeting	No Meeting
13	Sharkey, Donald G.	C	No Meeting	A	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting	P	No Meeting	No Meeting	No Meeting
14	Lynch, Edward	C	No Meeting	P	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting	A	No Meeting	No Meeting	No Meeting
15	Carr, James B.	C	No Meeting	P	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting	P	No Meeting	No Meeting	No Meeting
16	Miller, Gregory S.	C	No Meeting	P	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting	A	No Meeting	No Meeting	No Meeting

P = Member in attendance

A = Member absent

C = Scheduled meeting cancelled

\*Change in member status (i.e. appointment, resignation, removal or seat change)

 Vacant

 No Meeting

BCAB MEETING ATTENDANCE  
2022

Seat	Member	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22
1	Cameron, Wayne			P				A					
2	Wood, Scott H.			A				P					
3	Brown, Robert A.			P				P					
4	Guy, Durrani D.			P				P					
5	DiNorscio, Michael			A				A					
6	Tomasik, Jacek R.			P				P					
7	Peter Ringle			P				A					
8	Kozan, Gary W.			P				P					
9	Byrne, Joseph R.			P				A					
10	Worley, Scott D.			A				A					
11	Hogarth, A. Thomas			P				A					
12	Materka, Kristen			P				P					
13	Sharkey, Donald G.			P				P					
14	Lynch, Edward			A				P					
15	Carr, James B.			A				A					
16	Miller, Gregory S.			A				A					

P = Member in attendance

A = Member absent

C = Scheduled meeting cancelled

\*Change in member status (i.e. appointment, resignation, removal or seat change)

 Vacant

 No Meeting

ENROLLED

HB 1297

2017 Legislature

1  
 2 An act relating to Palm Beach County; amending ch. 74-  
 3 565, Laws of Florida, as amended; revising the  
 4 nomination process for appointees to the Building Code  
 5 Advisory Board of Palm Beach County; providing an  
 6 effective date.

7  
 8 Be It Enacted by the Legislature of the State of Florida:

9  
 10 Section 1. Subsection (1) of section 6 of chapter 74-565,  
 11 Laws of Florida, as amended by chapter 2001-323, Laws of  
 12 Florida, is amended to read:

13 Section 6 Appointments.—

14 (1) The Board of County Commissioners of Palm Beach County  
 15 shall appoint the Building Code Advisory Board of Palm Beach  
 16 County and supply it with a meeting place, office supplies  
 17 including stationery, legal counsel, technical staff, mechanical  
 18 recording of its meetings, written transcripts of the minutes of  
 19 its meetings, secretarial service, and storage space for its  
 20 records. The board shall have 16 members, composed of 7 building  
 21 officials, 1 from each commission election district, appointed  
 22 from nominees submitted by the Building Official's Association  
 23 of Palm Beach County; 7 members appointed from nominees  
 24 submitted by the following industry associations: the Associated  
 25 General Contractors, Florida East Coast Chapter; the Gold Coast

ENROLLED

HB 1297

2017 Legislature

26 Builders Association; the Associated Builders and Contractors,  
 27 Florida East Coast Chapter; the Electrical Council of Florida,  
 28 Palm Beach Chapter; the Palm Beach County Roofing and Sheet  
 29 Metal Contractors Association; the Air Conditioning Contractors  
 30 of America, Palm Beach Chapter; the Plumbing Heating Cooling  
 31 Contractors Association of Florida, Palm Beach Chapter; or from  
 32 any other recognized regional industry trade association ~~the~~  
 33 ~~Construction Industry Management Council of Palm Beach County;~~ 1  
 34 member who shall be a registered architect appointed from  
 35 nominees submitted by the Palm Beach Chapter of the American  
 36 Institute of Architects; and 1 member who shall be a  
 37 professional engineer appointed from nominees submitted by the  
 38 Palm Beach Chapter of the Florida Engineering Society. All  
 39 appointments shall be for a term of 3 years, and each member  
 40 shall serve until his or her successor is appointed. If a  
 41 vacancy should occur before a term has expired, the Board of  
 42 County Commissioners shall appoint a new member within 60 days  
 43 to complete the unexpired term.

44 (2) Members shall be required to attend all regular and  
 45 special meetings of the board. The chair of the board shall  
 46 notify the Board of County Commissioners when a member  
 47 accumulates three consecutive absences from the regular meetings  
 48 or when a member fails to attend 50 percent of all meetings of  
 49 the board during any 12-month period. On such notification, the  
 50 member shall be removed by the Board of County Commissioners,

ENROLLED

HB 1297

2017 Legislature

51 and the Board of County Commissioners shall appoint a new member  
 52 within 60 days to complete the unexpired term. The board shall  
 53 hold meetings open to the public at least once in every calendar  
 54 quarter, adopt rules and procedures, and elect a chair and vice  
 55 chair. A quorum of the board shall be 10 members, with a  
 56 concurring vote of 9 members required to approve any action.

57 Section 2. This act shall take effect upon becoming a law.