



Present Fire Board of Appeals Members (5):

Vince Colarelli
Dean Doiron, Acting Chair
David Helmer
John Putnam
Christine Riggs

Not Present Fire Board of Appeals Member

Roger Wallace, Chair

Vacant:

-

Present Fire Board of Appeals Secretary

Brett Lacey, Fire Marshal

Additional Attendee(s):

Frederick Stein, Attorney
Jeff Loveless, Deputy Fire Marshal
Rebecca Mulder, Communications Coordinator
Tim Salazar, Firefighter
Katha Snow, Compliance Coordinator
Elisa Spencer, Paralegal – Public Safety

Industry Represented:

Construction
Citizen at Large
Large Business
Insurance
Architecture

Fire Suppression

Industry Represented:

Small Business

Representing:

Colorado Springs Fire Department

Representing:

City of Colorado Springs
Colorado Springs Fire Department
Pikes Peak Regional Building Department
Colorado Springs Fire Department
Colorado Springs Fire Department
City of Colorado Springs

CALL TO ORDER

Acting Chair Dean Doiron called the meeting to order at 8:32 a.m.

ADMINISTRATIVE

1. Review November 9, 2018’s Fire Board of Appeals (FBA) Meeting Minutes

Motion to accept November 9, 2018’s Fire Board of Appeals Meeting Minutes without amendments made by Fire Board of Appeals Board Member (Board Member) Colarelli, seconded by Board Member Helmer.

Motion passed with a vote of 5-0-0-1

Aye: 5 – Colarelli, Doiron, Helmer, Putnam, and Riggs
Nay: 0 – None
Abstain: 0 – None
Absent: 1 – Wallace

2. Contractor Licensing

A. Fire Alarm Contractor (FAC) A

i. Business Name: ADT LLC

Principal Officers: Timothy Whall, President and Chief Executive Officer
Jeffrey Likosar, Chief Financial Officer
Licensee: Mark D. Weidemann
RME: Mark D. Weidemann

FM Lacey reported that the applicant meets Pikes Peak Regional Building Code's FAC A licensing requirements. FM Lacey recommended approval.

**Motion to grant ADT LLC a FAC A license made by Board Member Colarelli, seconded by Board Member Riggs.
Motion passed with a vote of 5-0-0-1**

Aye: 5 – Colarelli, Doiron, Helmer, Putnam, and Riggs
Nay: 0 – None
Recused: 0 – None
Absent: 1 – Wallace

FOLLOW-UP DISCUSSION

1. Boards and Commissions Discussion

Presenter:
Fire Marshal (FM) Lacey

FM Lacey asked Attorney Stein to provide an update on City of Colorado Springs' Ordinance No. 18-104 and how its changes will effect Fire Board of Appeals terms.

Attorney Stein explained that City Council approved the ordinance that contains amendments to City of Colorado Springs Boards and Commissions' code language. In summary, Council-appointed board or commission member terms shall be for a period of three (3) years and no person shall serve more than two (2) consecutive terms. New term conditions for current members shall not be proscriptive or retroactive and will not commence until a member's current term expires. Therefore, once a current FBA member's term expires and if the member is appropriately re-appointed by City Council, the member may serve two (2) additional three (3) year terms. It is possible that a current board member may serve an additional six (6) years or two (2) consecutive terms after their existing term expires.

For example: Chair Wallace has served multiple terms. His current three (3) year term expires April 28, 2021. Chair Wallace may seek re-appointment by City Council two more times. If approved, Chair Wallace may serve these two (2) consecutive terms. It is after serving these two (2) consecutive terms that Chair Wallace is required to step down from his position on the Board for the period of one (1) year before seeking another appointment.

Attorney Stein encouraged members with terms that are currently expired to seek re-appointment prior to January's meeting.

Attorney Stein stated that he and Colorado Springs Fire Department personnel continue to collaboratively work on updates to the previously proposed changes to Fire Board of Appeals' code language.

FM Lacey is in agreement with Attorney Stein's statements and sought confirmation from Attorney Stein when stating Compliance Coordinator Katha Snow attended a Boards and Commissions Staff Liaison Seminar where boards and commissions terms were discussed.

From the meeting, Ms. Snow learned that a board's representing attorney may seek leniency from City Council when conditions prevent a position from being filled.

Attorney Stein confirmed that variance requests may be presented to City Council on a case-by-case basis. All FBA' requests for variance shall be presented to Attorney Stein who will determine how to move forward.

IMPROMPTU DISCUSSION ITEMS

1. Introduction of City of Colorado Springs Public Safety Paralegal Elisa Spencer

Attorney Stein introduced Public Safety Paralegal Elisa Spencer. Ms. Spencer supports City of Colorado Springs Attorney's Office, most specifically, Attorney Stein, with all Colorado Springs Fire Department, Colorado Springs Police Department, and Office of Emergency Management legislative needs.

FM Lacey requested that Katha Snow forward Ms. Spencer's contact information to Board Members who are encouraged to contact Attorney Stein and/or Ms. Spencer with all questions, especially those relating to ethics.

2. Fire Board of Appeals' Board Member Composition

Acting Chair Doiron asked FM Lacey if it is still FBA' intent to expand the Board's composition by two members; a fire alarm contractor and a real estate representative.

FM Lacey replied, yes and explained, two additional member positions are included in the proposed changes to the code language. FM Lacey thought the drafted changes will be completed in time for Board Members to review prior to being presented to Attorney Stein and Ms. Spencer for their legal review. Once Attorney Stein and Ms. Spencer approve the draft, the information will be presented to City Council as a proposed ordinance.

Attorney Stein requests that Chair Wallace or Vice Chair Doiron offer a letter to City Council showing support of the proposed ordinance. All board members are encouraged to attend FM Lacey's presentation of the ordinance to City Council.

3. How to Seek Re-Appointment

Board Member Putnam asked what processes are to be followed in order to be considered for re-appointment.

FM Lacey requested that Ms. Snow provide Board Member Putnam with the necessary contact information and processes involved when seeking re-appointment.

4. Monthly Contractor Licensing Report

Board Member Colarelli explained, FBA approves anywhere from one (1) to six (6) "firms" (licenses) a month. Mr. Colarelli expressed interest in knowing how many licenses are not renewed after they expire. He asked if it would be easy to include, in FBA's agenda packet, a monthly report detailing previously licensed contractors who have not applied for license renewals. Mr. Colarelli would like the report to detail all contractors (companies and their responsible managing employee) that "drop off the list." The report will allow people involved in the trade to know who the contractors are that have not renewed their licenses.

FM Lacey requested Pikes Peak Regional Building Department (RBD) Communications Coordinator Rebecca Mulder, who oversees contractor licensing, to reply to Board Member Colarelli's request.

Ms. Mulder explained that RBD has the capability of running reports containing contractor licensing information and that she will work with CSFD to provide a monthly report that is to be included in the agenda packet.

Board Member Colarelli clarified that he would like the report to list all companies with expired licenses that have not applied for renewal within the one hundred eighty (180) day grace period. Throughout the discussion, Board Member Colarelli reiterated that he only wants the report created if it is not labor intense or create additional work for RBD personnel.

At the recommendation of FM Lacey, Ms. Mulder was encouraged to craft the requested report for presentation during January 2019's FBA meeting. During January's meeting Ms. Mulder will inform Board Members if creating a monthly report, or for that matter, a report detailing any timeline, is feasible.

Ms. Mulder is in agreement with FM Lacey's recommendation. Contractor Licensing is to be included as a follow-up discussion item on January's FBA agenda.

On behalf of FM Lacey, Deputy Fire Marshal (DFM) Jeff Loveless explained CSFD's Construction Services' processes for confirming that all installer's (fire alarm and fire suppression) licenses are appropriate and current for the project being inspected. If in violation, the final inspection will not be approved, fines may be assessed, and a re-inspection is required. Also noted, a permit cannot be issued without meeting all licensing requirements, and if work is performed without a permit, a stop work order or a summons is issued and appropriate fines.

5. Plan Review Process Improvements

Board Member Colarelli recognized that improvements to the plan review processes are outstanding and greatly appreciates the work and finished product.

FM Lacey is grateful for the feedback and will express Board Member Colarelli's praise to personnel.

6. Fire Board of Appeals New Member Orientation

Board Member Putnam explained that he is amazed by the amount of knowledge he has gained since becoming involved on Fire Board. Board Member Putnam recommends granting new board members the opportunity to attend an orientation that allows members to shadow licensing and inspection processes.

FM Lacey supports Mr. Putnam's recommendation and explained CSFD currently encourages citizens, visitors; employees, board members, government officials, etc. to ride along and observe all areas of the fire department, including fire operations, investigations, inspections, licensing, etc. If a Board Member would like to ride along or shadow arrangements to do so will be made.

ADJOURN

**Motion to adjourn made by Board Member Putnam, seconded by Board Member Colarelli.
Motion passed with a vote of 5-0-0-1**

Aye: 5 – Colarelli, Doiron, Helmer, Putnam, and Riggs
Nay: 0 – None
Recused: 0 – None
Absent: 1 – Wallace

Meeting adjourned at 8:58 a.m.

Respectfully Submitted by,

A handwritten signature in black ink, appearing to read 'Brett Lacey', is written over the printed name and title.

Brett Lacey
Fire Marshal