

**P.A.C.E. Meeting
February 13, 2019 Minutes**

Lakeland Airport. 3900 Don Emerson Dr., Lakeland FL 33811 at 9:00 a.m.

David Anders, Vice President introduced the Guest Speaker, Cheryl Edwards, City of Lakeland, Fire Marshall. The topic: Fire Codes addressed their authority regarding – F.S., Fla Administrative Codes, Fire Prevention, NFPA Codes, Local Ordinances. They can go above the code but not below. They have jurisdiction in triplex or higher (commercial properties). No jurisdiction over SFR, duplexes and true town homes. She spoke about deficiencies such as access, damage to systems, balconies and rooming housing. They can't enforce HOA rules. They do utilize Code Boards when necessary. If we have questions or concerns we can contact Cheryl Edwards at Cheryl.Edwards@lakelandgov.net

David Anders called for a break at 9:45 a.m. – Meeting was called back to order by Steve Shifley at 10:00 a.m.

The Polk Association of Code Enforcement meeting was called to order with the Pledge of Allegiance led by Steve Shifley at 10:00 a.m. at the Lakeland Airport located at 3900 Don Emerson Dr. Other Board Members present were David Anders, Vice President, Sanyqua Marshall, Treasurer and Lisa Harris, Secretary.

Approval of Minutes

The minutes from the January 9, 2019 meeting were presented by Lisa Harris. A motion to accept the minutes was made by Sanyqua Marshall and seconded by Amy Hernandez.

Treasurer Report

The Treasurer's Report from January 1, 2019 through January 31, 2019 were presented by Sanyqua Marshall. The Beginning Balance as of January 1, 2019 was \$2,721.83. There was a deposit for January interest in the amount of \$0.11. Expenses: On January 14, 2019 the amount of \$61.25 for the Florida Department of State-Annual Report Payment was made. Also on January 28, 2019 an amount for \$10.29 went toward the refreshment box. Expenses totaled \$71.54. The ending balance is \$2,650.52. A motion to accept the Treasurer's Report was made by Melanie McVay and second by Chris Berry.

Vice – President Report

David Anders absent – No Report.

President Report

Steve Shifley, President – No report

Announcements

- Steve Shifley announced new code officer: Jerome Ivey Jr., welcome aboard
- Amy Hernandez announced that Polk County was hiring Code Officers

Old Business

Steve Shifley brought up the Bylaws and that F.A.C.E. wants us to keep Highlands County within our jurisdiction. They are actually closer to Polk than they are to S.W.A.C.E. A motion to accept keeping Highlands County within

our jurisdiction was made by Denise Bryant-Kendrick and seconded by Angie Kaiser. (Note: Hank Smith recommended to contact Highlands County).

New Business

- Steve Shifley also mentioned ICC Chapter is free and has a \$1200.00 a year instructor for Seminar. Hank Smith questioned if there were other hidden costs that P.A.C.E. would encounter besides the \$1200.00. Steve Shifley stated he would question F.A.C.E. He also stated we could become our own Chapter. Bylaws would have to meet theirs. A motion to pursue ICC Chapter was made by Denise Purcell and seconded by Angie Kaiser.
- Steve Shifley stated he spoke with Cindy Drake regarding the Hospitality Suite at Conference. It is recommended that each Chapter support the cause of refreshments. Jeff Hites asked about a price recommendation. Denise Purcell asked if it was a donation. Steve Shifley stated that the Board thinks highly of P.A.C.E. and recommends we support the cause. A motion to accept supporting the cause of refreshments at Conference up to an amount of \$200.00 was made by Hank Smith and seconded by Angie Kaiser.
- Steve Shifley discussed the Google Drive and being able to view documents. He stated he would send out a link. Denise Purcell asked who would be managing this and Steve Shifley stated each Board Member would be responsible for their their part only. Mike Plavchek asked if the sign in sheets and other documents were going to be in this same folder. Steve Shifley stated everything should be in there for each member to review. He also stated at the next Board meeting he will have a password. A motion to move forward with Google Drive was made by Jeff Hites and seconded by Chris Berry. (Note: type in Google Drive: polkcodeenforcement@gmail.com)
- Lisa Harris handed out the draft S.O.P. descriptions to each Board Member and circulated a copy for the members to review. Lisa Harris asked if the Board Members could pick a date and time to review and add any other responsibilities to each S.O.P. and bring back before the members for approval.
- David Anders questioned about the topics for the Seminar. Angie Kaiser stated there is a committee that is put in place. David Anders asked when this committee was to start working on Seminar. Steve Shifley reminded that the Seminar date had changed from April to August. A committee was formed this date and includes: David Anders, Jessica Gipson and Chris Berry. Steve reminded everyone that the seminar will be at Lake Eva Event Center.
- Jeff Hites advised that the Raffle table was already taken care of. A discussion regarding the baskets for Conference was mentioned. A motion to accept \$250.00 to go toward the baskets was made by Angie Kaiser and seconded by Melanie McVay. (Note: Angie will work with Sanyqua on baskets)

Next Month's Meeting

1104 Martin L. King, Jr. Ave, Lakeland, FL

Adjournment

There being no further business to discuss, a motion was made to adjourn by Hank Smith. Meeting adjourned at 11:00 a.m.

Respectfully Submitted,
Lisa Harris

Steve Shifley, President _____