



The City of Morgantown
West Virginia



Fire Code Board of Appeals Meeting Minutes
September 25, 2023

The meeting was called to order by Chair Edward Heyden at 4:01 p.m.

Present: Edward Heyden, Mark Lambert, Scott Frederick, Larissa Cason, Trevor Lloyd, Captain Jason Quinn, City Clerk Christine Wade, and Deputy City Clerk Heather Carl.

Approval of Minutes: Motion by Scott Fredrick, second by Larissa Cason, to approve the September 11, 2023, meeting minutes. Motion carried 5-0.

New Business:

Review of Rules and Procedures

2. Meetings.

~~The Board shall meet regularly on the fourth Friday of each month.~~ The Board shall conduct special meetings on the call of the Chair or a majority of the members. An agenda for each meeting identifying the business before the Board shall be published three business days in advance of each regular meeting and as soon as possible in advance of a special meeting. Any regular meeting agenda may be amended no later than two business days before a meeting. When it appears that there is no business before the Boards, a regular or special meeting may be canceled by the Chair, or in his absence the Vice Chair.

After discussion, motion by Mark Lambert, second by Scott Frederick, to amend the Rules and Procedures. Motion carried 5-0.

Unfinished Business:

Up coming hearing with Dow Jones on October 2, 2023, 4:00 p.m. at the Public Safety Building Conference Room

The Board was discussing the order of how the hearing will be conducted. No action was taken.

Miscellaneous:

Emails for the Fire Code Board of Appeals

Chair Ed Heyden had spoken to the city's IT Director regarding getting email addresses for each board member. IT Director told Ed that he cannot offer emails to them.

After discussion with the board members and Captain Jason Quinn, separate emails should be provided by the city due to circumstances of the board. Ed will contact the IT Director again to discuss the issue and why it is needed.

Adjournment: There being no other business for discussion, motion by Trevor Llyod, second by Scott Frederick, to adjourn the meeting. Time: 4:33 p.m.

Date Approved: 10-10-2023

Heather R. Care
Deputy City Clerk

Ed
Chair