



# Department of Building & Fire Prevention

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Ronald L. Lynn, Director/Building & Fire Official  
Samuel D. Palmer, Assistant Director \* Girard Page, Sr. Deputy Fire Chief

## QUALITY AGENCY MEETING AGENDA

### November 18<sup>th</sup>, 2015

2:00 P.M. – 3:00 P.M.

- **Contact Information – Brian Lenihan**
  - If you have any requests, comments, or need information please email Brian Lenihan at [bpl@ClarkCountyNV.gov](mailto:bpl@ClarkCountyNV.gov) you can contact Jim Arnold at [arnoldj@ClarkCountyNV.gov](mailto:arnoldj@ClarkCountyNV.gov)
- **Agency Contact information – Brian Lenihan**
  - QA Application, Form 806, contains a line for email address.
    - The email address from the application is entered into the county agency database
    - It is also used for group agency notification emails.
    - Only one email is used for each agency.
- **Agency Listings – Brian Lenihan**
  - The following listing will no longer appear on the Clark County website.
    - Special Inspectors (Inactive),
    - Special Inspectors (Complete Documents)
    - Deficient Special Inspection Approval Requests
- **Enforcement Actions – Brian Lenihan**
  - Final Reports have been submitted that are incomplete.
    - Lack of PE Seal.
    - Unresolved NCR's
    - Missing Information.
  - Washington BOE case – 14-03-001
    - A PE was accused of not adequately maintaining exclusive control over their seal and signature.
      - The PE issued electronic documents with their digital seal and signature.
      - The documents are created in Word then converted to a PDF.
      - The seal and signature is deleted from the word document, then saved.
      - PDF's were then sent out.
    - The Board dismissed the case.
- **Public Comment and Discussion**

**NOTE:** Enter through the North Entrance at the Presentation Room