



Department of Building & Fire Prevention

4701 W. Russell Road • Las Vegas, NV 89118
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Ronald L. Lynn, Director/Building & Fire Official
Samuel D. Palmer, P.E., Assistant Director • Girard W. Page, Fire Marshal

RULES AND PROCEDURES OF THE CLARK COUNTY BOARD OF FIRE CODE APPEALS

Following are the rules and procedures as adopted on the date of the scheduled meeting, by the Clark County Board of Fire Code Appeals, as authorized by Clark County Code, Section 13.040.070 Subsection 108.

- The Board of Fire Code Appeals shall hold general public information meetings once each year, as well as, when requested by the Fire Code Official/Secretary of the Board for the purpose of hearing appeals.
- A Chairman of the Board Fire Code Appeals shall be elected by a majority of those regular members present at the first meeting of each calendar year to serve for a term of one calendar year. A Vice-Chairman shall be elected in the same manner at the same time for a term of one calendar year.
- The Chairman of the Board of Fire Code Appeals shall preside at all meetings, shall conduct all hearings, and exercise and perform such other powers and duties as may be from time to time assigned to him by the Fire Code Board of Appeals or prescribed by the rules and procedures. In presiding at meetings and hearings, the Chairman shall rule on procedure and on order of presentation.
- In the absence or disability of the Chairman, the Vice-Chairman shall perform all the duties of the Chairman and, when so acting, shall have all the powers of and be subject to all the restrictions upon the Chairman.
- In the absence of both the Chairman and the Vice-Chairman of the Board of Fire Code Appeals, a Chairman pro tempore shall be elected from among those members present by a majority vote of all the Board members present.

BOARD OF COUNTY COMMISSIONERS

STEVE SISOLAK, Chairman • LARRY BROWN, Vice Chairman
SUSAN BRAGER • CHRIS GUINCHIGLIANI • MARILYN KIRKPATRICK • MARY BETH SCOW • LAWRENCE WEEKLY
DONALD G. BURNETTE, County Manager



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- A quorum of members shall be declared upon the presence of four(4) regular members at a meeting properly noticed.
- Should any member have knowledge of facts which may constitute a conflict of interest in his consideration of any appeal, he shall forthwith notify the Fire Code Official and the members of the Board of said facts.
- The Secretary shall keep, or cause to be kept; summary minutes of the proceedings of the Board of Fire Code Appeals and shall prepare an agenda for each meeting which shall be furnished members prior to the actual hour of the meeting. The Secretary shall, in addition, be custodian of the records of the Board of Fire Code Appeals and shall, upon the filing of an appeal, furnish each regular member with a copy of the letter of appeal, information furnished by the appellant, and the related Clark County Code information related to the appeal.
- Appeals from decision of the Fire Code Official shall be in writing, shall be directed to a specific decision of the Fire Code Official, and consideration of said appeal by the Board of Fire Code Appeals to substantiate the written request for an appeal. The attached Guidelines for Preparing Appeals are recommended for use by appellant in filing of a written appeal.
- The appellant has the burden to submit adequate data to the Fire Code Board of Appeals to substantiate the written request for an appeal. The attached *Guidelines for Preparing Appeals* is recommended for use by appellant in filing of a written appeal.
- An appeal will be heard at a meeting called pursuant to law by the Fire Code Official/Secretary. Requests for hearing must be received not less than four (4) working days, nor more than sixty (60) days prior to such hearing.
- **Rules of Procedures.** The Appeals Board shall act in a quasi-judicial manner with all hearing sand deliberations conducted in public. The Board shall "*Newly Revised Robert's Rules of Order*" to conduct meetings.

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- **Scope of Authority.** The Board of Fire Code Appeals, under the appeal process, hears appeals from decisions of the Fire Code Official and shall provide final interpretations on the provisions of the codes specified in the Clark County Fire Code stated above to hear applications and to determine the suitability of modification of the requirements of the Clark County Fire Code pursuant to Clark County Code, Section 13.040.070, Subsection 108. The Board of Fire Code Appeals has no authority to grant waivers or variances to specific code requirements. Materials, methods or work offered must be, for the purpose intended, at least equivalent to that prescribed in the applicable code in suitability strength, effectiveness, fire resistance, durability, safety and sanitation.
- The appellant has the obligation to present his case of appeal to the Fire Code Board and may submit evidence or argument only to the appeal originally submitted in writing. Each Fire Code appeal shall be heard separately.
- The decision of the Board of Fire Code Appeals on an appeal shall be final.
- These bylaws may be amended by a vote of four (4) of the regular members of the Board of Fire Code Appeals.

Allyn Vaughn

Allyn Vaughn, Chairman

Bill Laub

Bill Laub, Vice-Chairman

Ronald L. Lynn

Ronald L. Lynn, Fire Code Official/Secretary

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