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Fire Prevention and Fire Protection Subcommittee

In accordance with the provisions of G.L. c. 30A § 20, notice is hereby given that the Fire Prevention and Fire Protection Subcommittee of the Board of Building Regulations and Standards (BBRS) convened a meeting on Microsoft Teams as follows:

Meeting called to order on Thursday, August 7th, 2025, at 10:02 AM
Meeting Minutes

Prior to roll call, BBRS Executive Director Tammy Gropman noted that a Chair had not yet been nominated and assumed that responsibility for duration of the meeting.

Roll Call

Luke McKneally, BBRS Member	☒ present ☐ absent
Jake Nunnemacher, BBRS Member	☒ present ☐ absent
Marc LaPointe, DOL Appointee	☒ present ☐ absent
Tom Farland, Municipal Fire Official	☒ present ☐ absent
Carissa Lisee, Municipal Building Official	☒ present ☐ absent
Michael Yanovitch, Building Contractor	☒ present ☐ absent
David LeBlanc, Fire Protection Engineer	☒ present ☐ absent
Eric Svahn, Architect	☒ present ☐ absent
Matthew Bourque, Developer	☒ present ☐ absent

1) Welcome and Introductions

Tammy Gropman introduced DOL Deputy Commissioner TJ Lacey, who spoke on the topic of BBRS subcommittees and approach to 11th Edition. Board members introduced themselves in sequence of roll call, providing professional backgrounds and qualifications.

2) Legal Counsel Overview

Board Counsel Charles Kilb provided an introduction and described the legal process related to the subcommittee. An overview was provided regarding legal obligations to open meeting and public records laws.

3) Review/Discussion:

Charge of Subcommittee

Tammy Gropman called on Luke McKneally, who shared the Fire Prevention and Fire Protection (FP/FP) Subcommittee Organizational Delegation document. Members discussed the document and potentially applicable codes not currently under the subcommittee's charge.



Timeline

Tammy Gropman described the subcommittee's six-month timeline and fielded questions from members related to scope.

Tracking Log

Tammy Gropman called on Luke McKneally, who explained & shared the BBRS Code Change Proposal Tracking Log, FP/FP specific tracking, and need for the subcommittee to nominate one member to manage the tracking log. David LeBlanc raised a question regarding 10th edition public comment code change proposals and applicability to subcommittees.

4) Nominate/Vote - Secretary

Tammy Gropman raised the subject of nominating a Secretary. Luke McKneally nominated himself. Jake Nunnemacher seconded. Members discussed applicability of nominating a Secretary before a Chair. Tammy Gropman and Board Counsel Charles Kilb clarified the nomination of a Chair would be on the next meeting's agenda for administrative reasons. Tammy Gropman asked if any other members had nominations, none were offered. Charles Kilb clarified procedural need for roll call votes. The subcommittee then voted.

Roll Call Vote:

Luke McKneally - Yes
Jake Nunnemacher - Yes
Marc LaPointe - Yes
Tom Farland - Yes
Carissa Lisee - Yes
Michael Yanovitch - Yes
David LeBlanc - Yes
Eric Svahn - Yes
Matthew Bourque – Yes

5) Determine Subcommittee Cadence/Discussion

Tammy Gropman raised question as to cadence, duration, and timing of FP/FP subcommittee meetings. Members discussed. It was determined that the subcommittee would meet the second and fourth Wednesdays of each month, from 9:30 AM to 12:30 PM. The next meeting was scheduled for Wednesday, August 27th, 2025, at 9:30 AM. Tammy Gropman questioned Board Counsel Charles Kilb as to whether a vote would be necessary, who clarified that for purposes of scheduling a general consensus was sufficient. Members discussed potential issues with scheduling and compliance with timeline.

6) Commence Review of Assigned Codes

Tammy Gropman discussed matter of receiving codes from ICC for subcommittee's review. Board Counsel Charles Kilb noted importance of recognizing copyrighted text versus to pertinent copyright laws and fielded questions from members.

7) Discuss - Matters Not Reasonably Anticipated 48 hours in Advance of Meeting

Tammy Gropman opened the meeting for additional matters and reiterated that the Chair would be nominated at the following subcommittee meeting.

Jake Nunnemacher made a motion to close meeting. David LeBlanc seconded. A roll call vote was conducted, the motion passed unanimously.

Meeting adjourned at 11:19 AM.

Items Relied Upon

Agenda

BBRS Subcommittee Delegation and Tracking Logs