




ORANGE COUNTY MAYOR
TERESA JACOBS

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APPROVED

October 6, 2015 **BY ORANGE COUNTY BOARD
OF COUNTY COMMISSIONERS**
OCT 20 2015 JK/BS

TO: Board of County Commissioners
FROM: Mayor Teresa Jacobs 
SUBJECT: Managerial Appointments
Consent Agenda – October 20, 2015

It is my pleasure to inform you of the following appointments in four managerial positions. These individuals will be outstanding additions to our management staff and each one brings unique skills and experiences to their new roles. Their appointments will be effective immediately upon confirmation.

Community, Environmental and Development Services

Mr. Tim Boldig for Deputy Director

In August 2015, Timothy Boldig was appointed to serve as the Acting Manager of Zoning, while also maintaining his current position as the Building Safety Manager. He has served as the Building Safety Manager since December 2013 and has done an outstanding job managing both Divisions. Mr. Boldig has 28 years of public service with Orange County. Prior to assuming his current role, Mr. Boldig was the Zoning Division Assistant Manager for 13 years. He began his career with Orange County as a Planning Intern, progressing to Development Coordinator and Chief Planner. In his role as the Building Manager, he oversaw the county's "One-Stop Permitting" process. He coordinated and implemented this initiative for residential construction. As the Zoning Assistant Manager, he has also served as a liaison to the construction industry, state agencies, and was the county's Zoning representative on the Development Review Committee. Mr. Boldig is a graduate of the University of Central Florida with a Bachelor degree in Public Administration.

His appointment is at an annual salary of \$131,268.80. His resume is attached for your review.

Community, Environmental and Development Services

Mr. Alan Plante for Manager/Building Official of the Building Safety Division

Mr. Plante has served in the Building Safety Division for 31 years. He began his career with Orange County as a Residential Plans Examiner, transitioning to Commercial Plans Examiner, and later promoted to Chief Plans Examiner and Deputy Building Official. He has been in his current role as the Orange County Building Official since 2006, assisting in the coordination of all construction within the county by providing direction to permitting, construction inspection, and plans review.

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Mr. Plante has extensive technical training in plans review, residential and hurricane resistant construction, residential and commercial electrical principals and codes, mechanical inspection, egress, and fire protection as provided by the Southern Building Code Congress International. He is licensed and certified as a building, mechanical, and plumbing inspector, plans examiner, and Chief Building and Mechanical Inspector.

His appointment is at an annual salary of \$112,632.00. His resume is attached for your review.

Community, Environmental and Development Services

Ms. Carol Hossfield for Manager of the Zoning Division

Carol Hossfield has more than 30 years of experience in the Zoning and Building permitting field. She has been with Orange County as Chief Planner since 2001. In this role, she has supervised the daily application review and permitting activities for residential development, on-site signs, and billboards.

Ms. Hossfield has played a vital role in improving customer satisfaction with Zoning's services. Prior to her employment with Orange County, Ms. Hossfield worked for the City of Orlando, serving as a Plans Examiner, Zoning Permit Supervisor, and Customer Service Manager. As the Customer Service Manager, she was responsible for managing the customer service center for Building, Zoning, and Engineer permit staff, occupational licensing, and plans examination. Ms. Hossfield is extremely knowledgeable in zoning policies, procedures, and regulations.

Ms. Hossfield's will begin her new role at an annual salary of \$111,800.00. Her resume is attached for your review.

Emergency Management: Fire Rescue Department

Mr. Ronald Plummer for Manager of the Office of Emergency Management

Ronald Plummer has 12 years of experience in emergency management with Orange County. He began his career with the County in 2003 as an Emergency Specialist, serving in this role for five years, while also coordinating the emergency management training program. He was promoted to Assistant Manager in 2010. Mr. Plummer is currently responsible for overseeing the daily performance of staff, ensuring that all functions of the Emergency Management Office are performed properly, including planning, mitigation, operations, communications, community outreach, training, exercise and logistics. He is also responsible for emergency management plans for county departments and divisions.

Prior employment includes serving as Planning and Development Supervisor for Seminole County, and serving in the United States Marine Corps for 26 years, supervising landing parties during Desert Storm/Desert Shield, as well as overall logistics, operations, and plans section management. Mr. Plummer graduated from Columbia College with a Bachelor degree in Business. He has completed numerous FEMA trainings and is currently enrolled in the FEMA/Emergency Management Institute Advance Academy

Mr. Plummer's annual salary will be \$86,195.20. His resume is attached for your review.

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ACTION REQUESTED: Confirmation of the following managerial appointments: Timothy Boldig as Deputy Director, Community, Environmental and Development Services; Alan Plante as Manager/Building Official, Building Safety; Carol Hossfield as Manager, Zoning; and Ronald Plummer as Manager, Emergency Management.

C: Ajit Lalchandani, County Administrator
Eric Gassman, Chief Accountability Officer
George Ralls, Deputy County Administrator
Christopher Testerman, Assistant County Administrator
J. Ricardo Daye, Director, Human Resources

Timothy L. Boldig
155 S. Court Avenue, Orlando, FL 32801
407-836-5645
tim.boldig@ocfl.net

Career Objective

A highly experienced manager with exceptional knowledge and management skills, proven success in project management, strategic planning, team building and performance /productivity improvement.

Skills In:

- Communicating clearly and effectively
- Effective oral and written presentation
- Organizing work, setting priorities, following up assignments with minimal supervision

Ability to:

- Multi-task assignments
- Create partnerships beneficial to long term goals

Knowledge of:

- Policies and procedures, organizations and functions of code compliance
- Managing diverse sections within an organization including plan review, permitting, inspections and enforcement
- Budgeting methods, policies and procedures

Professional Experience

Orange County, FL Division of Building Safety

Manager

December 2013- Present

- Responsible for the management, operations, accountability and efficiency of the division
- Oversee the County "One-Stop Permitting" process
- Administer the County's construction plan review, permitting and inspection programs
 - Assign and direct activities of Plans Examiners, Inspectors, Permit Analysts and other personnel
- Direct, organize and provide administrative guidance for all division functions.
- Develop strategic plans, management policies and operational procedures
- Serve as liaison to the construction industry, State agencies and the public
- Develop, monitor and oversee the division \$15 million dollar budget
- Adopted policies and procedures to ensure professional, efficient and effective customer service

Zoning Division

Assistant Manager

October 2000 – December 2013

- Responsible for day-to-day operations of the division
 - Established extremely high customer service standards for staff
 - Established and maintained close inter-division and inter-departmental relationships
 - Managed to eliminate positions and budget cuts without compromising customer service levels (Reduced total staff positions by 25% over 3-year period)
 - Coordinate personnel hiring and disciplinary actions of staff
 - Streamlined division procedures and process on a continual basis for maximum efficiencies

- Coordinated and managed the full use of technology enhancements
 - Document Management – Division is fully automated with digital records
 - Central Addressing System – Worked with department GIS to establish central addressing system for the County within the division
 - AMANDA/LDMS – Oversaw implementation of several system modules to include permitting, Board of Zoning Adjustment cases, Lot Splits, Beverage Licenses, Nonconforming Uses, Billboards
- Recalibrated overall division Fee Schedule to reflect division cost of service – Increased revenues by approximately 100%
 - Established a Tag and Registration fee program for all billboards
- Partnered with 311 Call Center to answer incoming customer calls
- Attended meetings at the Construction Industry Council and Home Builders Association
 - Latest construction methods and ways to streamline construction process
- Render interpretations and final authorizations on code compliance
- Review adopted federal and state regulations and determine the impact on County and its citizens
- Researched, coordinated and presented to BCC applicable code amendments
- Coordinated and implemented the Mayor's initiative of "One-Stop Permitting" for residential construction
 - Cut time and efficiencies for customers
- Coordinated with Department Fiscal Office in consolidating public notification and division board hearing support
- Established performance based metrics for employee evaluation
- Established permitting process for non vertical construction previously done by Building Safety

Chief Planner – Permitting

August 1995 – October 2000

- Supervise daily application review and permitting activity for residential development
- Division representative to the Development Review Committee (DRC)

Development Coordinator

May 1989 – August 1995

- Division representative on the Development Review Committee
- Review and present findings on development projects for LUP's, DP's, PSP's to DRC
- Review plats and present findings

Planning Division

Planning Intern/Aide

November 1987 – May 1989

- Prepare files for Development Review Committee
 - Research of projects
 - Filing of documents

Education

University of Central Florida
BA – Public Administration

December 1987

Alan C. Plante

PROFESSIONAL EXPERIENCE

Orange County Building Official

2006 – Present OC Division of Building Safety Orlando

- Assists in the coordination of all construction within the County by providing overall direction and serving as liaison to permitting, contractors, industry, and the public. Provides administrative and tech code guidance to technical staff engaged in construction inspection and plan review. Interprets commercial and residential building plans and specifications for compliance with applicable state and local laws, ordinances, codes and policies.

2003 to 2006 OC Division of Building Safety Orlando

Acting Deputy Building Official

- Assists in the coordination of all construction within the County by providing overall direction and serving as liaison to permitting, contractors, industry, and the public
- Provides administrative and tech code guidance to technical staff engaged in construction inspection and plan review
- Interprets commercial, and residential building plans and specifications for compliance with applicable state and local laws, ordinances, codes and policies

1989 to 2003 OC Division of Building Safety Orlando

Chief Plans Examiner

- Supervises Residential and Commercial Plans Examiners
- Acts as Liaison between the Building Safety Division and construction Industry
- Provides technical assistance to local advisory boards
- Provides technical assistance to inspectors and as it relates to plans review and inspections

1984 to 1989 OC Division of Building Safety Orlando

Commercial Plans Examiner

1984 to 1984 OC Division of Building Safety Orlando

Residential Plans Examiner

EDUCATION

1982 Oviedo High School, Oviedo

1995 Valencia Community College, Orlando

TECHNICAL TRAINING

Southern Building Code Congress International

- Plan Review for Fire Safety
- Structural Plan Review
- Hurricane Resistant Construction
- Non-Structural Plan Review
- Residential Electrical
- Basic Hurricane Resistant Construction
- Advanced Hurricane Resistant Construction
- Residential Construction
- Use of the SBCCI SSTD 10-93 Course
- Mechanical Inspection
- Commercial Electrical Principles & Code Applications
- Significant Code Changes
- Florida Accessibility Code for Building Construction
- Building Code Requirements
- Non-Structural Components
- Means of Egress
- Building Code Requirements – Fire Protection

TECHNICAL TRAINING

Mid-Florida Technical Institution
Commercial & Industrial Electrical
University of Florida
Inspection Installation Process of Pollution
Storage Tanks
National Fire Protection Association
Life Safety Code Seminar
The Georgia Department of Community Affairs & SBCCI
Hurricane Resistant Construction
State of Florida
Installation Standards for Manufacture/Mobile Homes

PROFESSIONAL TRAINING

Orange County	Supervisory Training Program	Orlando
SkillPath, Inc.	Managing Negativity in the Workplace	Orlando
Winter Park Tech	1998 Introduction to Windows 95	Orlando

LICENSES AND CERTIFICATIONS

SBCCI
Building Plans Examiner
Mechanical Plans Examiner
Plumbing Plans Examiner
Building Inspector
Mechanical Inspector
Plumbing Inspector
Chief Building Inspector
Chief Mechanical Inspector
Legal and Management

State of Florida
Building Code Administrator
Standard Inspector – Building, Mechanical, Plumbing
Standard Plans Examiner – Building, Mechanical, Plumbing

AWARDS

2011 Building Official of the Year, Florida Senate
2010 Building Official of the Year, CFC Building Official Association of Florida
2010 President's Award, CFC Building Officials Association of Florida
2010 Building Official of the Year, Building Officials Association of Florida
1994 Orange County Chairman Award
1994 Orange County Departmental Employee of the Month
1994 Orange County Divisional Employee of the Month
1994 Orange County Departmental Employee of the Month

PROFESSIONAL DEVELOPMENT

Public Swimming and Bathing Facilities Advisory Review Board – Appointed by Governor Rick Scott- 2015
President of ICC Gulf Coast Region IX – Appointed 2011 - 2012
Vice President of ICC Gulf Coast Region IX – Appointed 2010 - 2011
Secretary of ICC Gulf Coast Region IX – Appointed 2009 - 2010
Treasurer of ICC Gulf Coast Region IX- Appointed in 2008 - 2009
Director of ICC Gulf Coast Region IX - Appointed in 2007 – 2008
President CFC Building Officials Association of Florida – Appointed 2009 -2010
Vice President CFC Building Official Association of Florida – Appointed 2008 - 2009
Secretary CFC Building Official Association of Florida – Appointed - 2007 - 2008
Treasurer CFC Building Official Association of Florida - Appointed – 2006 - 2007
Southern Building Code Congress International
Florida Association of Plumbing, Gas, Mechanical Inspectors, Inc.
Building Officials Association of Central Florida

COMMUNITY VOLUNTEER - East Orange Little League Coaching – 9 years

Carol Knox Hossfield
4855 Tellson Place, Orlando, FL 32812
Ph: (407) 836-5585 Carol.Hossfield@ocfl.net

Professional Experience:

April 2001– **Orange County Zoning Division** **Orlando, FL**
Present: **Chief Planner of Permitting**

- Supervise the daily application review, and permitting activities for residential development, on-site signs, billboards, business tax receipts, and alcoholic beverage applications.
- Edit, ensure data accuracy and coordinate annual registration of all billboards and donation bins and maintain database with current documentation.
- Evaluates the effectiveness of the section in responding to customer complaints or concerns and is responsible for improving customer service satisfaction with the section's products and services
- Responsible for determining allowable uses in zoning districts
- Interpret and apply code requirements and BCC conditions to customer applications for development and/or new businesses
- Lead Address Maintainer: Supervisor for staff members responsible for issuing addresses and street naming within unincorporated areas of County. Assist other municipal jurisdictions with addressing and street names when necessary.
- Coordinate with other permit review agencies, and Code Enforcement staff to ensure code compliance.
- Conduct weekly classes for the Permitting Section staff to review code interpretations and new amendments.
- Track, review, analyze and summarize metric data and workload productivity levels.
- Coordinate with ISS and LDMS teams to ensure system needs are addressed
- Update division ArcMap layers including alcohol beverage and billboard layers.

April 1974 – **City of Orlando Office of Permitting Services** **Orlando, FL**
April 2001 **Customer Service Manager**

- Managed the Customer Service Center including Building, Zoning, Engineering Permit Technicians, Occupational License, Commercial Plan Room, and Plans Examiners.
- Prepared and oversee Customer Services program budget.

1987 – 1997: **Planning and Zoning Departments**
Zoning Permits Supervisor

- Supervised Building and Zoning Permit Technicians, and Plans Examiners
- Conducted Plans Reviews
- Assisted customers in person, and over the phone

1984 – 1987: **Plans Examiner**

- Reviewed multi-family, office, commercial and industrial construction plans for compliance with the Land Development Codes.
- Participated in the City-wide rezoning in 1985 serving citizens/customers and staff.

- 1980 – 1984: ***Administrative/Recording Secretary Board of Zoning Adjustment***
- Reviewed plans to determine variances necessary, prepared staff reports, attended meetings and prepared minutes for City Council approval.
 - Participated in the review and creation of the Land Development Codes.
- 1976 – 1980: ***Clerical Specialist/Secretary***
- Secretary to the Zoning Administrator and Inspection Supervisor. Assisted the public at the counter and over the phone. Reviewed sign plans for permitting.
- 1975 – 1976: ***Clerical Specialist***
- Answered phones and assisted the Chief Planner and Planning Administrator. Served as back-up recording secretary for the Municipal Planning Board.
- 1974 – 1975: ***Interoffice Mail Clerk***
- Picked up and delivered interoffice mail in City Hall and outlying offices.

Education: Florida Southern College 60 Credit Hours Business Administration
Colonial High School Diploma 1972

Knowledge: Zoning Policies and Procedures
Zoning Regulations
Software programs: LDMS, Info Map, Central Addressing System

Skills: Effective oral and written communication
Provide quality customer service to all internal and external customers and clients

RONALD B. PLUMMER

3572 Rochelle Lane, Apopka, FL 32712
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Home: 407-429-4079
Cell: 407-949-2247

SUMMARY OF MANAGEMENT QUALIFICATIONS

- Experienced emergency manager, capable of operating in all phases of managing hazards;
- Multi-talent and solid producer, forward thinker, mission oriented, and crisis manager;
- Extensive background as senior adviser on administrative levels (military and local government);
- Proficient in personnel and office management, staff training and resolving issues;
- Experienced communicator in written and oral presentations, presenter and instructor;
- Mature professional, intelligent, unlimited potential, full of wisdom and knowledgeable;
- Excellent project manager, the ultimate team player and work coordinator;
- Knowledgeable of Federal, State and local Governmental policies and procedures;
- Over 25 years of supervisory experience.

MANAGEMENT EXPERIENCE

Assistant Manager,

Orange County OEM, 2010-present

- Responsible for the overall daily performances of staff members, ensuring that the functions of all phases of Planning, Mitigation, Operations, Communications, Community Outreach, Training, Exercise and Logistics of the office are being properly performed.
- Performs regular duties and responsibilities as acting Manager, in their absence.
- Reviews work for compliance with established standards, policies and procedures for desired results.
- Review and approve staff work schedules, authorize vacation, and approves personnel KRONOS time card.
- Conducts public awareness presentations and training for civic organizations; reviews health care facilities emergency plans and provide emergency response guidance to local response agencies.
- Coordinates and participates in both mandatory and volunteer drills/exercises to test and evaluate the preparedness of emergency response agencies.
- Interprets and formulates policies necessary to comply with the local, state and federal requirements.
- Conducts research and advises the Manager of legislative issues, policy/procedural needs, operational progress and community concern.
- Serves as the EM program's EMAP manager, for the emergency management programs accreditation.
- Responsible for coordinating planning and operational activities of the emergency support functions within the county's emergency response team.
- Collects and compile annual NIMS training for submission to NIMS Compliance.
- Reviews emergency management plans of county divisions and departments, all municipalities, state and federal agencies, and numerous volunteer organizations to ensure that such plans are compatible with the county comprehensive emergency management plan.
- Responsible for developing and administering the Five Year Strategic Plan in accordance with the Emergency Management Preparedness and Assistance Program.
- Plans for and/or coordinates the maintenance of the Orange County Emergency Operations Center facilities and equipment to ensure continuous readiness for immediate activation when needed.
- Assists the Manager in supervising the activities of the Emergency Operations Center necessary to assure operational readiness.
- Acts as liaison to County departments and other disaster agencies and assists them in maintaining their emergency response capability as outlined in the County comprehensive emergency management plan.
- Responds to the public, other County departments and agencies, state and regional representatives and media representatives regarding disaster planning matters to include hurricane, tornadoes, flooding, other severe weather, hazardous materials incidents and manmade hazards.
- Serves as the coordination element supervisor when the County EOC is activated during disasters.

RONALD B. PLUMMER

Emergency Specialist

Orange County OEM, 2003-2008

- Emergency management training program coordinator, enhance all aspects of training program management; clerical, administrative, presentation and training.
- Engaged in orienting, training and developing staff personnel, conducts NIMS/ICS level training to county volunteer emergency response team, improved overall quality of training programs, increase number of individuals trained annually, trained professional development series courses, and provides NIMS/ICS to mid-level managerial staff.
- Monitor training programs for EM staff for certification program, and workplace performance and professional development.
- Hazardous material analyses coordinator, conducts annual site visits, provides timely reports to State agency and local emergency response agencies.
- Records, updates and report's findings of extremely hazardous substances (EHS) Major staff assistance in the overall development, operations, reviewing plans (CEMP, EOP, SOG, job aids), and organization of emergency support functions and coordinating offices.
- Serves as EOC staff personnel during activations, overseeing all aspects of the operations.
- Trained in the use of multi-computer software programs and systems used in emergency management.
- Completed NIMS/ICS required course for Emergency Management personnel.
- Completed all County approved employee professional courses for current position.

Supervisor, Planning and Development

Seminole County, 2002-2003

- Office supervisor for administrative staff, conduct daily staff assignments, reviewed initial urban plans submission, resolved personnel management issues.
- Responsible for managers scheduling, coordinated planner's schedule and site visit reviews, managed the public notice announcements and prepared plans for County board meeting.
- Provided training to enhance workplace performance at all levels of staffing.
- Organized weekly meeting with manager, senior staff and planners.

Military Service

*Senior Enlisted Staff Non-Commissioned Officer, Retired
United State Marine Corp, 1976-2002*

- Supervised logistics, operations, and plans sections management for twenty-six years.
- Trained and developed Marines for operational deployment and daily duties.
- Accountable for 27 Marines daily task, career progression, orientation to staff position, and conducted performance evaluation.
- During this 26-year period - assigned supervisor positions at multiple levels as recruiter, planner, trainer, and operations chief for several organizations; managed ocean port terminal and airport operations.
- Responded to numerous disasters, hurricanes and flooding in SC and NC, and several typhoons while stationed in Japan; as well as humanitarian campaigns overseas.
- Supervised landing parties during Desert Storm/Desert Shield 90-92, on coast of Kuwait and Liberia.
- Served as 1* Sergeant/Logistics Chief for an elite military chemical-biological response force.
- Received various medals, ribbons, awards, letters of commendation and appreciations during the career.

RONALD B. PLUMMER

EDUCATION

Columbia College, Bachelor, Business - Orlando
Columbia College, Associates, General Studies - Orlando
Independent Study Program, Small Business Management - Pennsylvania
Northwestern High School, Diploma - Miami

Continued Education

FEMA/Emergency Management Institute Advance Academy 2015-2016 (enrolled)
Emergency Management Accreditation Program (EMAP) Assessor 2012
FEMA Advance Professional Series Certification 2009
FEMA/EMI Master Trainer Program 2006 (enrolled),
FEMA/State Certified Instructor, NIMS/ICS and EM Courses, etc. 2005
FEMA Professional Development Series Certification, 2005
2004 Florida Division Emergency Management Basic EM Academy - Graduate
Senior Enlisted Leadership Academy - USMC
Marine Corps Recruiter School - USMC
Staff Non-Commissioned Officer Academy - USMC
Ship Loading and Stowage - USMC
Ocean Port Terminal Operations - USMC

References:

Provided available upon request.