**Go Solar Florida Plans/Plans Approval Team**

**August 5th Conference Call Minutes**

**Call Participants:** Stephen Barkaszi, FSEC; Alan Plante, Orange County; Cindy Nielsen, Orange County; Greg Ferrone, Alachua County; Michael Huneke, Broward County; Matt Anderson, Broward County

**Meeting Discussion Summary**

* **Update on Plans System Demo:** FSEC sent out demo, does not open on Internet Explorer 9, recommendation, upgrade to Explorer 10 or later, FSEC looking into fixing this.
* **Business Requirements Document:** FSEC still working on update of the Business Requirements Document along with an executive summary of said document.
* **Master Files, Certification Process:** file is designed by an engineer and has a 3rd party engineering peer review to make sure files comply with building codes and standards. The specifics about how the master file system is certified needs to be clarified through the CILB. Continual certification as the system is updated will be necessary. **Possible certification scenarios include:** certification by FSEC, depending on the authority allowed to FSEC by legislature and/or university legal, or a 3rd party engineering firm, in which case, a contract with a 3rd party engineering firm would need to be established.
* **Master Files, CILB/Engineering Board:** Orange County reported they will continue the process of getting on CILB and Engineering Board agenda and also to get further clarification on the master file certification requirements.
* **Master Files,** **Home Owner Access:** Home owners will be allowed on the system, however they will only be allowed to complete a basic design concept. This will allow them to better understand rooftop solar systems and communicate with their contractor.
* **Master Files, Contractor Access:** One requirement of a master file system is training for the users that will be receiving approved plans (contractors). Using the system to obtain approved plans will require licensed contractors to complete system training, including certification, system registration and password login. FSEC has training dollars available that could be used for the training of contractors.
* **Plan B** **Product Approval:** (if Master file system does not work) submit plans to Florida Building Commission for product approval (some solar manufacturers have already submitted their systems for approval).
* **Marketing/Outreach Go Solar Team:** Matt Anderson gave an introduction and overview of the Outreach Team’s plan to contact the legislature, solar contractors, code officials and rack manufacturers to conduct a survey pertinent to the efforts of Go Solar Florida.

**Action Items**

**Plans system action items**

* **FSEC** to continue debugging and making improvements toelectrical plans system demo **(ongoing).**
* **Stephen** is to revise the Business Requirements Document and create an executive summary **(a top priority, by August 12th).**
* **Stephen** to create a list of details and whether they are user input or master file items, and distribute to the team **(before next conference call).**
* **Stephen** to create a pre-requisite system requirements and limitations document, and distribute to the team **(before next conference call)**.

**Certification process action items**

* **Orange County** to contact CILB and Engineering Board to determine how best to get on their agenda **(report back to team of progress during next call).**
* **Orange County**, as part of contact with CILB and Engineering Board, to get further clarification on the master file certification requirements. Also, further clarification on whether electrical plans for small PV systems need certification or fall below threshold.And if solar contractors are allowed to install PV systems, just as electrical contractors **(report back to team of progress during next call).**

**Contractors and Solar Community Advisory/Review Group action items**

* **Team** to continue communication with Florida Sun Group through Colleen Kettles and provide any additional contractor and solar industry contacts to Colleen **(ongoing).**

**PR Campaign action items**

* **Team** to continue communication with Marketing/Outreach Go Solar Team to support their efforts to establish contact with Legislatures, Solar Contractors, Code Officials, and Rack Manufactures **(ongoing).**

**Next Conference Call: Tuesday August 19th 10:00 a.m.**

**Call-in Number: 954-357-5480**