

# MINUTES

**Virginia Plumbing & Mechanical Inspectors Association**  
*Third Board of Directors Meeting*  
*Louisa County*  
*November 14, 2014*

President called the meeting to order at 10:00 AM  
Meeting was started with the Pledge of Allegiance  
Quorum was established

**In attendance:**

Robert Adkins, James Anjam, Curtis Campbell, Ron Craddock, Richard Grace, Skip Harper, Jesse Hurt, Dustin McLehane, Donald Mimms, Emory Rodgers, Jon Sargeant, John Seay, Geary Showman, Shawn Strausbaugh, Richard Witt

President Harper asked for an approval of the agenda and to include moving up the Certification/Education/Training report, the Membership/Website report, and the Information Technology report to the Presidents report section of the agenda. The Board approved the agenda and the change. These reports are attached with the minutes.

**Reports of Officers:**

President: See attached.

Vice President: Vice President Campbell expressed his appreciation to all that had presented code update training to contractors from the different districts.

Secretary: The July 25, 2014 SSOI Meeting minutes were presented for approval. Rick Witt mentioned that a correction needed to be made to the DHCD report regarding a name correction of Mark Johnson (of which Secretary Grace corrected and resent to the webmaster for re-issue). A motion and a second was made for approval as amended and unanimously voted in favor by the Board.

Treasurer: See attached. Additionally, Treasurer McLehane reported on the successful contractor code update training presented by Districts I and III (see attached).

Executive Secretary: See Attached. Additionally, Executive Secretary Showman stated that he intends to send out an email reminder for dues in the first week of December. President Harper stated that he would be looking into the associate members list to sent out a reminder mailing and purge that list as well.

## Ex-Officio Committee Reports

ICC: See attached. Additionally, Mr. Tomberlin was not able to attend this meeting, and President Harper asked Mr. Witt if he could assist with that report. Mr. Witt agreed and began by announcing the names of the newly elected ICC Board of Directors from the conference in Fort Lauderdale. Mr. Witt suggested that this Board look into the ICC Preferred Provider program for ICC certification continuing education, which is now available and on ICC's website, stating that this would be a good time for VPMIA to become one of ICC's Preferred Providers. Mr. Witt mentioned that other Virginia code associations and code academies were looking into signing up to become Preferred Providers as well. Mr. Witt went onto announce that the Code Development Hearings are to be held in April, 2015, and that ICC has reorganized the codes that are to be heard, noting that the IPC, IMC, IRC (plumbing, mechanical) will all be heard in April. Those that have been appointed to committees should have received notifications of such appointments. Mr. Witt mentioned that Virginia is well represented in these committees.

ICC Region VII: See attached.

DHCD: Mr. Rodgers started his report by noting that the Virginia electronic versions of the International Codes were available to those jurisdictions choosing to utilize them, and noted that upgrades to internet browsers may be necessary for these programs to operate properly. Mr. Rodgers went on to mention budgetary cuts to DHCD due to the state of the economy, specifically noting that although they were not affected by cuts in the 2015 budget, there will be cuts in the Code Academy funding next July for the 2016 budget. Mr. Rodgers stated that the Code Academy is currently healthy and viable, and has increased class offerings, noting also that a fourth offering of the Core class may have to be provided based on the increase of new hires from jurisdictions across Virginia. Mr. Rodgers stated that the Code Academy is hopeful in adding more advanced type of courses over the next several years. Mr. Rodgers also stated the he is intending to add some one-day courses that would cover the IECC/VRC, and is hopeful to have a three-day course covering this subject by the end of 2015. Mr. Rodgers went on to ask that the VPMIA Board and their associated committees start thinking of participation in the 2015 code development process of the Virginia Construction Code, referencing some changes that have already been suggested to DHCD such as air vs. water testing in plumbing systems, some energy code changes, air change requirements, and makeup air for kitchen hoods found in the IRC. Mr. Rodgers suggested that any requests made by VPMIA for stipends utilized for training and education purposes be submitted, received, and disbursed prior to January 1, 2015 (President Harper will draft such a request in the amount of \$15,000 and send out immediately). Mr. Rodgers went on to mention that he was hopeful that DHCD will receive a letter from ICC in the near future indicating that Virginia will be selected to host the 2018 ICC Conference.

DPOR: See attached.

## Standing Committees

Advertising/Yearbook: Mr. Aldridge was not able to attend the meeting, but spoke with John Seay briefly to present a report. Mr. Aldridge stated that he is in the process of obtaining a price quote from the Christiansburg Printing Company for the printing of our 2015 Yearbook, and that Jane Fitzgerald is doing the same with the company that has been used in the past. The committee will start looking for advertisement sponsors around the beginning of 2015, and asked for assistance from the Board in obtaining such sponsors. Mr. Seay also mentioned that Ms. Fitzgerald was looking for more specific details regarding the location of the Annual School of Instruction so that she can provide an appropriate picture for the front cover of the Yearbook. The address was provided, and Mr. Seay will pass this information onto Ms. Fitzgerald.

Auditing: Mr. Rimel was not able to attend this meeting, but spoke with President Harper who relayed the following. Mr. Rimel requested assistance with the audit this year. President Harper reached out to Vice President Campbell for this assistance, who agreed to help in combination with Treasurer McLehane. Treasure McLehane suggested that the Board reconsider the timing associated with the Audit, stating that if the Audit were to be changed from a calendar year schedule to a time relevant to the VPMIA Annual School of Instruction (SOI), each newly elected Treasurer could start their term with a "clean slate". Some discussion ensued as to the Bylaw language, which is not time/date specific. It was suggested that a transition such as this be conducted by performing an audit for the calendar year 2014, then performing a second (shorter time frame) audit in 2015 during the SOI transition of officers.

Awards: No Report submitted, however Mr. Seay noted that he has not yet received any award nominations to date, and suggested that if someone wanted to make a nomination, the forms can be found online and submitted to him.

Bylaws: No Report submitted. Mr. Rimel was not able to attend this meeting, and Treasurer McLehane stated that the committee was working on finalizing the updated bylaws, and that the committee will be looking into avenues such as email discussions to help expedite the process prior to the next BOD meeting. Treasurer McLehane noted that the job descriptions were the only items left to finalize.

Certification/Education: See attached.

Finance: No Report submitted. It was noted that the Finance committee was no longer an independent committee in the updated Bylaws, and that it has been merged into the Auditing Committee.

Legislative: See attached.

Information/Technology: See attached.

Membership: See Executive Secretary Report.

Nominating: No Report submitted.

PMG Code Change Committee: See attached.

School of Instruction: No Report submitted. President Harper noted that the training topics/classes are complete and that they will be forwarded to DHCD for approval as well.

Time & Place: No Report submitted.

### Ad Hoc Committees

BCAAC: See attached.

Building Safety Month: No Report submitted.

Joint Conference: Vice President Campbell stated that the Joint Conference Committee had a meeting on October 31, 2014, at which time, Vice President Campbell had invited the Presidents of all relevant organizations to attend to see who would be interested in participation in the next Joint Conference. Individuals included two from VPMIA, two from IAEL, two from VAESA, two from VBCOA, and one from DHCD. The committee decided that this conference would be a "stand-alone" conference held every three years rather than combining it with an annual conference with different organizations. The next Joint Conference Committee meeting will be held February 6, 2015, and VPMIA needs to decide what two members they wish to represent the organization before that date to send to the meeting.

VBCOA Liaison: See attached.

Virginia Tradesman Education Coalition (VTEC): No Report.

### Old Business:

No Old Business presented.

### New Business:

President Harper noted the passing of Ron Burton, and stated that our organization has historically made a contribution to the family, or to the family's choice of charity, during a time such as this. Rick Witt motioned that VPMIA make a contribution of \$100.00 to the charity of choice provided by Ron Burton's family. A second to that motion was cast, and the Board unanimously approved this motion.

President Harper brought up the topic of drinking water regulations brought on by the EPA. Shawn Strausbaugh provided details regarding this regulation, and noted that it is an EPA regulation that didn't exactly correspond with what was regulated by the codes that we enforce. Mr. Rodgers noted that if we wanted to make any changes to the codes that we enforce to correspond with the EPA regulations, we would have that ability with the 2015 Virginia Construction Code.

### Other Business

No Other Business presented.

Adjourn: 2:00 PM

November 14, 2014

## Presidents Report

The Governors Housing Conference drew roughly 700 attendees and the ICC, VPMIA, VBCOA, and DHCD all had table tops together and introduced building codes to the conference for the first time. I think it would be wise for VPMIA to support this conference in the future as well as the other organizations. The exhibit hall was very busy and several architects as well as engineers stopped by the booths.

## Certification/Education/Training Report

On October 14<sup>th</sup> Donald Mimms arranged for a code update training session for contractors in District III at The Chesterfield County Government Center and we had roughly 30 folks in attendance. Curt and Dustin assisted with this successful training event.

On November 10<sup>th</sup> in District I Richard Grace and I taught the tradesmen at The Joyce Agency in Chantilly. Jon Sargeant was instrumental in opening up the training room at The Joyce Agency to VPMIA and while we advertised lunch was on your own Todd Joyce elected to provide lunch to all in attendance. James Anjam did his part as well getting students to the classroom.

## IT Report

Transition of outlook and the time clock plus software (scanner) to the new laptop were successful and next will be the website.

## Treasure's Report November 14, 2014

DHCD-\$9000  
Bob Adkins-\$1058.86  
Skip Harper-\$881.52  
Shawn Strausbaugh-\$497.78  
Rick Fortner-\$165.74  
Total expense-\$2601.90  
End balance-\$6398.10

District III training class brought in \$2250.00  
District I Training class Brought in \$1950.00 as of 11/7/14 only 4 individuals haven't paid yet

All members have been reimbursed for the Florida Code hearing expenses

From: Executive Secretary's Report  
Date: November 7, 2014  
Reference: BOD Meeting  
To: Richard Grace , VPMIA Secretary

The following is a report of membership, 2014, and 2015 dues.

**Active Membership List**-----315  
Life Time Members-----19  
Retired Members Paid Dues----- 2  
Members Not Paid 2014 Dues-----33  
Members That Paid 2015 Dues-----35

**Associate Membership List**-----53  
Life Time Members----- 8  
Members Not Paid 2014 Dues----- 7  
Members That Paid 2015 Dues-----0

**New Active Member:**

Kris Williams, Property Maintenance Official with the Town of Bluefield.

**If anyone needs additional information, please contact me at 540-459-2789, c/phone 540-975-0782, or e-mail [gshowman@shentel.net](mailto:gshowman@shentel.net).**

Thank You!

Geary W. Showman, CBO.  
VPMIA Executive Secretary

## **International Code Council Government Relations Update – December 2014**

Follow @ICC\_GR on Twitter for breaking GR news throughout the month!

### **Group A Code Change Cycle Has Begun**

Work is well underway on ICC's 2015/2016/2017 Code Development Cycle that begins with the Group A International Codes. This will be the first full cycle that utilizes cdpACCESS, ICC's new cloud-based system that allows for online collaboration, code change and public comment submittals, submission of floor modifications, and online voting. A change to section 3.3.5.6 of Code Council Policy 28 also is new to this cycle that addresses cost impacts of code change proposals. Click here for details on the 2015/2016/2017 cycle: <http://www.iccsafe.org/cs/codes/Pages/2015-17cycle.aspx>, including the schedule and the Code Committee Responsibility Matrix.

### **ICC Offering cdpACCESS Webinars Available All Month**

For those who haven't yet had a chance to use cdpACCESS in the code development cycle (or those who just need a refresher), ICC is offering a series of free webinars to help guide first-time (and second-time) users of cdpACCESS in the code change proposal and collaboration process. Check out here for a list of webinar dates and times: <http://www.iccsafe.org/cs/cdpACCESS/Pages/default.aspx>

### **Online Governmental Consensus Vote Results Now Available**

The Online Governmental Consensus Vote was completed on October 31 and the Validation Committee certified the results in accordance with Section 10.1 of Council Policy 28 Code Development (<http://bit.ly/1vejOl8>). The Summary of Final Action can be viewed here: <http://bit.ly/117m4NF>.

### **Another Way Your ICC Membership Can Help You Do a Better Job...TODAY!**

Share your expertise, voice and vision with your peers by joining an ICC Membership Council. Membership Councils help shape your ICC, your industry, your career and your future. You can join one or more Membership Councils: Building Official, Fire Service, PMG Official, Sustainability and Global. Click here to learn more: <http://www.iccsafe.org/Membership/Councils/Pages/default.aspx>.

No other building safety code association has as many I-Code resources and career enhancing opportunities available to its Members as the International Code Council. Take advantage of them!

### **ICC Roundtable Reports and Comments Available Online**

ICC hosted three roundtables in 2014: one on fires in buildings under construction, one on maintaining vs. extending the current code adoption cycle, and one on the lack of basic sanitation for 1.6 million Americans. All were very productive and well-attended by key stakeholders. All of the reports as well as comments from other organizations are posted at <http://www.iccsafe.org/newsroom/Pages/ICCRoundtable.aspx>.

### **IAS Corner: Accreditation Committee Hearings Scheduled for February 2015**

International Accreditation Service, an ICC subsidiary, has scheduled the next open hearings of its Accreditation Committee in Los Angeles, CA on February 9, 2015 at the Sheraton Gateway Hotel. The committee hearings will include discussion of revisions to IAS Accreditation Criteria for Testing Laboratories, Inspection Agencies, Special Inspection Agencies, Building Departments/Code Enforcement Agencies, Fire Prevention and Life Safety Departments to name a few.

Materials related to the hearings will be posted on the IAS website ([www.iasonline.org](http://www.iasonline.org)) approximately 60 days prior to the hearing date. All interested parties are welcome to attend and participate in the hearings.

## Chesterfield County, Virginia



**DATE:** November 12, 2014  
**TO:** VPMIA Board of Directors  
**FROM:** Rick Witt  
VPMIA ICC Region VII Representative  
**SUBJECT:** ICC Region VII report

ICC Region VII conducted a brief meeting on September 28, 2014 at the ICC Annual Conference held in Fort Lauderdale, Florida. Attached is draft minutes of the meeting and the following is a summary of the meeting highlights.

- ICC Region VII was the recipient of the first ICC Region Spotlight Award. The development of this award was championed by Guy Tomberlin and is designed to recognize ICC Region Chapters for their contributions and work. Kris Bridges did a great job in assembling the application and accepted the award at the Awards Ceremony on behalf of the Region.
- The potential Board of Director at-large and officer candidates gave brief presentations to the Region members and requested support for their election. The Region then voted to support Wayne Garriss of Georgia for Secretary Treasurer and Jeff Bechtold of Kentucky for Director at Large. Based on non-consensus for other candidates, a motion was approved to support candidates in an ordinal fashion.
- There was some discussion about trying to align the Regions future meetings with the voting schedule for Cdp Access

The next ICC Region VII meeting will be held on January 22-23, 2015 in Hagerstown. This meeting will focus on proposed code changes to be heard in Memphis, Tennessee this upcoming spring. In addition, Virginia will assume leadership of the Region Chapter for the upcoming year and Mr. George Hollingsworth of VFPA and Fairfax County will be the Chapter leader. I encourage everyone to attend the Region meetings as it is a great venue to discuss and gain consensus on code changes and also network with other code officials in different states.

## **DRAFT MINUTES**

### ICC Region VII Executive Council Meeting September 28, 2014

1. This meeting was conducted at the Greater Ft. Lauderdale/Broward County Convention Center during the 2014 ICC Annual Conference. Over 30 members gathered at 2:00 p.m. at Room 305, the time and place indicated on the conference schedule. Due to the Sustainability Membership Council meeting running beyond its allotted time slot, the meeting was moved to the adjacent Floridian Ballroom and convened around 2:25 p.m.
2. Vice Chairman John Eby called the meeting to order, welcomed attendees, and gave an overview of the proposed agenda: Awards Luncheon details, Annual Business Meeting issues, and Other Business. There were no requested additions to the agenda.
3. Kris Bridges confirmed that he would be accepting the Region Spotlight Award on behalf of R-7 membership, indicated that commemorative pins would be distributed after the meeting, and reminded members to assemble at the Floridian Ballroom no later than 11:00 a.m. Tuesday Sept. 30 for instructions, group photo, and seating near the front of the ballroom. Mr. Eby thanked Mr. Bridges for his involvement with this award, particularly preparation and submission of the application. He also thanked Guy Tomberlin for his persistence with ICC in getting an award established for Regional Chapters.
4. Annual Business Meeting: It was determined that there were no ABM agenda items to discuss, other than possible R-7 support for officer and director candidates.
5. Since action on ICC candidate support was pending, a quorum was verified. DE and WV had no delegates or alternates present at this meeting. DC does not currently meet voting qualifications and had nobody present. MD, NJ and VA each had 4 delegates or alternates present. PA had 3 delegates present. There were 15 Executive Council members present from the possible 24 members, so a quorum was declared (bylaws minimum is 51%).
6. Deliberation and action regarding ICC officer and director candidates:
  - 6.1 It was announced that draft minutes from the August 8, 2014 indicate R-7 action to endorse Guy Tomberlin (Pres.), "Cash" Olszowy (VP), Rich Truitt (Section Director) and Jay Elbettar (Section Director), and that endorsement notifications were subsequently prepared and sent by Chairman Brian Gallagher.
  - 6.2 Candidates William "Jeff" Bechtold (Director at Large), M. Wayne Garriss (Secretary/Treasurer) Shirley Ellis (DAL), Rich Truitt (Section Director), M. Donny Phipps (DAL) made brief presentations to the membership. Mr. Olszowy was present at the designated meeting time, but due to the delay in securing a meeting room, he left to visit other regional meetings and did not make a presentation to R-7.

- 6.3 Motion (Witt) and 2<sup>nd</sup> (Bryant) were made to support Mr. Garriss for Secretary/Treasurer. Discussion was not requested. Vote to approve was unanimous
- 6.4 Motion (Bryant) and 2<sup>nd</sup> (Witt) were made to support Mr. Bechtold for DAL. Discussion was not requested. Vote to approve was unanimous.
- 6.5 Motion (Zaconie) and 2<sup>nd</sup> (Scorzelli) were made to support Jim Morganson for DAL. Discussion ensued. Steve Jones provided some background on the nomination process and vacant positions, then indicated that Mr. Morganson had not been vetted by the Nominating Committee. Mr. Witt added that this candidate had not been vetted by R-7 state boards. In response to these two comments, it was noted that Mr. Morganson only recently received jurisdictional support to run for a directorship. Mr. Tomberlin noted that some concerns have arisen in the past regarding "last minute" support for candidates. Vote to approve was defeated (MD "no", NJ "yes", PA "abstain", VA "no").
- 6.6 There was follow up discussion to matters discussed in item 6.5, including a desire to support candidates in an ordinal manner. Motion (Witt) and 2<sup>nd</sup> (Bridges) were made for support by the following ranking: #1, Mr. Bechtold for DAL; #2, Mr. Morganson for DAL; #3, Mr. Phipps for Section Director, and if unsuccessful, then for DAL. The motion was repeated, then without further discussion, was unanimously approved.
- 6.7 As follow-up to item 6.6, consensus was reached that nominators for the above candidates at this meeting would be available and willing to speak on behalf of these nominations from the floor at the ABM.
- 6.8 Other Business: Mr. Bridges noted the importance of developing our future meeting schedules to closely synchronize with the voting schedule for CDP. There also was a reminder from the floor that our next meeting in Hagerstown is scheduled for January 22 & 23, 2015.
- 6.9 Following a motion and second from the floor, Mr. Eby declared this meeting adjourned.

Executive Committee attendance roster:

MD: Bryant (D), Funk (A), Martin (D), Truitt (A)  
NJ: Zaconie (A), LaCosta (A), Soltis (D), Scorzelli (A)  
PA: Eby (D), Frazier (D), Holt (D)  
VA: Duckwitz (D), Witt (D), Perry (A), Harper (A)

**Grace, Richard**

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**From:** Redifer, Michael D. <mredifer@nnva.gov>  
**Sent:** Thursday, November 13, 2014 4:50 PM  
**To:** Grace, Richard  
**Cc:** skipharper@vpmia.org  
**Subject:** Board for Contractors Report

Richard,

My apologies for the late delivery of this. A commitment to the Code Academy meeting tomorrow will keep me from attending the Board meeting in Louisa. First I want to extend my sincere appreciation to the VPMIA Board and general membership for supporting my appointment back to the Board for Contractors. The first meeting for me was October 21 and I really don't have any news to report on. The Continuing Education Workgroup met for its final time on 10/20. A summary of recommendations for the tradesman continuing education program will be prepared and submitted to the Board Committee in December. At that time the Committee will review and decide on recommendations for consideration of the full Board for Contractors. I am coming in late in this process and am still trying to come up to speed on it but have a full understanding of VPMIA's desire to maintain a workable form of this program and fully support that goal. There will certainly be more on this coming after the December meeting. Thanks again to all and sorry I cannot attend.

Michael Redifer

**IMPORTANT NOTICE:** Effective Monday November 17th, 2014 the City's email domain will change from nngov.com to nnva.gov. Please update your address book accordingly.

11-14-14

VPMIA legislative report:

I regret that I will not be able to attend the BOD meeting on November 14. I have a JPVBCA instructor's meeting scheduled for the same day. The legislative team is working on a piece of legislation that will allow more flexibility with regards to the statute of limitations for property maintenance code violations. The proposal below is intended to start the 1 year statute of limitations time limit from the date of NOV issuance instead of discovery of the violation. This will give us more time to allow for maintenance violations to be corrected before we must take the violator to court.

Ron Clements

19.2-8

*Prosecution of Building Code violations under § 36-106 shall commence within one year of discovery of the offense by the building official; provided that such discovery occurs within two years of the date of initial occupancy or use after construction of the building or structure, or the issuance of a certificate of use and occupancy for the building or structure, whichever is later. However, prosecutions under § 36-106 relating to the maintenance of existing buildings or structures as contained in the Uniform Statewide Building Code shall commence within one year of the discovery of issuance of a notice of violation for the offense by the building official.*

## VPMIA – VBCOA Plumbing, Mechanical, and Fuel Gas (PMG) Board Report

November 2014

- The ICC Group C cycle, IgCC, is now complete and the Group A code change cycle submission via the cdpACCESS system begins on or after November 15<sup>th</sup>, 2014.
- The VPMIA/VBCOA PMG committee met on Friday September 19<sup>th</sup>, 2014 from 10:00 am until 2:00 pm at the Louisa County Building. This meeting was to discuss proposed code changes for the 2015 group A code change cycle and looking ahead at some 2015 VUSBC items. A draft list of proposed changes was produced and these items will be entered into the cdpACCESS system on or after the November 15<sup>th</sup> timeframe when the submission of proposed code changes for the 2015 group A code change cycle can begin. A future meeting (likely early December) to go over details of the specific changes and submission and any ideas for additional code changes will be held.
- Some significant changes have been posted in regard to the specific codes that are to be in the group A code change cycle and the group B code change cycle. See the following link for the complete list - <http://www.iccsafe.org/cs/codes/Pages/2015-17cycle.aspx> In the PMG arena the 2015 group A code change cycle, which will create the 2018 codes, will be very busy as not only will the group A code change cycle contain the IPC and IMC but will now also contain the IRC plumbing and IRC mechanical. The ISPSC (swimming pool and spa code) will also be part of the Group A code change cycle.

Codes moved to Group A: IEBC non-structural; IPMC; IRC-M, IRC-P; ISPSC; IZC

Codes moved to Group B: IBC - S (which also includes IEBC structural provisions)

### VBCOA report for the VPMIA BOD meeting November 14th, 2014

- The last VBCOA BOD meeting was held on Sunday September 7th, 2014 in Blacksburg VA and a verbal report was given at the last VPMIA BOD meeting in regard to this meeting.
- VBCOA is asking for any interested members to fill the webmaster position. Greg Fields who was recently elected as the Sergeant at Arms will be stepping down as the current webmaster.
- VBCOA 2015 Annual Conference will be held in VA Beach at the Wyndham VA Beach Oceanfront on Sunday September 13<sup>th</sup> thru Tuesday September 15<sup>th</sup>.
- The next VBCOA BOD meeting will be held Friday January 16<sup>th</sup>, 2015 in Chesterfield VA.

Sincerely,

Shawn Strausbaugh

Chairman VPMIA - VBCOA Plumbing, Mechanical, and Fuel Gas Committee, VPMIA-VBCOA Liaison

[sstrausbaugh@arlingtonva.us](mailto:sstrausbaugh@arlingtonva.us)

**Building Code Academy Advisory Committee  
Meeting Minutes  
September 23, 2014**

**In Attendance:**

Dean Fortney, Chair	IAEI	David Sharp	FFXCCA
Brian Gordon	AOBA	Chris Snidow	VSEC
Donna Rubino	PWCCA	Emory Rodgers	DHCD
Mike Henley	VAESA	Rajan Engh	DHCD
Randy Pearce	VPMIA	Sandi Morris	DHCD
Mike Redifer	VBCOA		

**Membership**

Committee reviewed the membership and agreed to the following:

Fill ADTAC representative vacant seat created by Frank Mauck's retirement

Inquire as to Virginia Fire Academy interest in sitting on committee; follow with recommendation to BHCD.

Note: VBCOA informed the VBCA office on October 6, 2014 that as of our next meeting Roger Robertson will represent VBCOA on the BCAAC. Many thanks from the VBCA to Michael Redifer for his contribution to the committee over the last two years.

**Code Adoption Update**

The Virginia Certification standard and the Individual and Regional Code Academy standard have both completed the approval process going into effect September 1, 2014. Sandi distributed a copy and reviewed the changes to the VCS previously discussed and clarified the 6 year age limit on exams and courses.

**JPVBCA Staffing**

Sandi updated committee on current staffing levels and introduced the newest staff, Angela Rhodes. Angela will be handling administrative support 16 hours a week.

**Training and Certification Statistics**

Staff provided statistics on VBCA attendance and certifications issues for FY14. Members discussed the trend of low attendance at the VBCA trades courses regardless of the increase in Core attendance. It was the opinion of the members that the VBCA should prepare for a dramatic increase in attendance at the trades and building inspection classes due to trend of increased hiring starting to take place within the larger localities. The VBCA will continue to monitor registration trends and demand offering three semesters in anticipation.

**Building Code Academy Advisory Committee**  
**Meeting Minutes**  
**September 23, 2014**

**2012 Code Update Training (CCT) update**

Staff reported on the status of the CCT development and attendance. The 2012 CCT classroom has successfully trained 2,164 people as of the date of this meeting. Training was held starting at the VBCOA/VPMIA Joint conference in April with the VBCA offering four additional training events in Wytheville, Fredericksburg, Richmond, and VA Beach. An additional 520 individuals have taken advantage of the flexibility and convenience of the on-line training available through the VBCA Knowledge Center completing one or more computer based CCT programs. Staff provided a copy of the new Training Companion Guide 200+ page student reference tool designed to accompany the individual through both the classroom and the computer-based training. Highlights of the staff designed guide containing all the code changes referenced during the presentations include reference matrix to identify required training based on certificates held, user training completion self-tracking log, code book identification color bars, three-ring binder for easy copying. Although not unmanageable the VBCA experienced a number of challenges in rolling out the 2012 CCT including issues with the printing facility causing delays and reprints of handouts, securing training space large enough to meet the demand yet small enough to facilitate instructor/student interaction and lastly managing the instructor schedules considering the increased demand on their time due to overlapping VBCA technical courses and curriculum development in addition to the CCT events.

In addition to the DHCD provided events the CCT Provider program is running smoothly this cycle with two associations and one local code academy offering CCT as approved by the VBCA. Per the CCT Provider Program guidelines the provider is required to adhere to the procedures, content, and instructors approved by the VBCA. This ensures content consistency and record management accuracy.

Chair Fortney commented on the success of the VBCA making effort to bring training out to the region 1 and 2 regions and the positive feedback of the Wytheville CCT event. Sandi informed the committee that the VBCA will continue to offer at least one program a year based on the identified needs of region 1 and 2.

**VBCA Current Activities**

Staff reported on the following activities currently underway:

**2012 curriculum updates**

All technical programs are in the process of being updated to the 2012 codes.

**Participant Manuals**

Using the model and format of the energy and building inspection courses all technical modules will have an accompanying participant workbook. The workbooks support the learning process and knowledge retention with clear graphics, photos, group and individual exercises, and note taking. The workbooks have a printing cost of approximately \$13-18 per copy.

**Continuing Education**

The VBCA offered a two-day program on manual J and S taught by Community Housing Partners during the spring semester. This was very well received and the VBCA is now planning for a number of additional continuing education programs including events on existing buildings and water reuse scheduled for late 2014. The VBCA is requesting additional ideas from stakeholders via BCAAC.

**Building Code Academy Advisory Committee  
Meeting Minutes  
September 23, 2014**

**Overhaul Core and Advanced Officials program**

This remains on to-do list. BCAAC members discussed the challenges created by varying experience level of participants attending Advanced Officials with recently appointed officials to code personnel seeking career advancement.

How to proceed will be added to future committee meeting agenda.

**Future Initiatives**

**New Courses**

The VBCA will be adding two new technical certification courses to its schedule: VA Rehab Code and Elevator Inspection. Sandi reported that VBCA attempted to roll out a rehab program a number of years ago but due to competing priorities delayed its development.

Although it once had an elevator inspection program it has not been on the schedule in many years. VA Elevator Safety Association has indicated its support to assist in its development.

Development on both programs is scheduled to begin in 2015.

**Advanced 201 level programs**

The ABCA has progressed to a standard that now requires us to develop an advanced level of technical programs for those certificate holders with five or more year's field experience. These will be 1-3 day programs highlighting issues, techniques, and situations more commonly experienced by code personnel who have been on the job a while.

**On-line training**

Taking advantage of the VBCA KC staff will be working on two programs in the coming months including Asbestos and Administration/Scope. These are recommendations coming from members of the associations. BCAAC members expressed support of all initiatives on the schedule. In addition future items for consideration will include use of an electronic scanning system to track attendance at VBCA events.

**Local Code Academies**

The two accredited academies continue to effectively partner with the state academy in offering certification programs and continuing education. David Sharp representing Fairfax Code Academy reported the FFXCA is looking at crossover topics of interest for CE hours including flood plains and storm water. FFXCA has offered to increase its certification programs on the 2015 schedule.

Prince William County Code Academy reported offering two certification technical programs in the 2014 spring semester as well as adding two ICC programs for CE hours. The local code academies are scheduled to meet late October.

**Issues:**

**Governor's Budget**

Agency waiting to learn impact of Governor's budget on the VBCA. At this time the levy is stable and supports the budget necessary to run the VBCA at its current level of operation pending the upcoming Governor's budget however based on increased development and delivery demand VBCA will adjust as needed.

**Building Code Academy Advisory Committee  
Meeting Minutes  
September 23, 2014**

**Short/Long Range Planning**

BCAAC agreed that a number of issues need to be considered for the future health of the VBCA. They suggested looking at the below issues or matters in developing a short and long range planning document.

- Future 201 or advanced level courses development,
- Use of technology in the training/learning environment (virtual classroom, tablets/smart boards)
- Defining permit technicians as technical assistants.
- Expanding the VBCA audience to include related stakeholders (such as building owners).
- VBCA staffing needs

**Note:** BCAAC futures planning summary document included with minutes.

**Other Business**

VBCOA Education Committee – VBCA staff have joined the committee as a regular member to ensure support of VBCOA education activities as well to create a cooperative development environment.

This year, for the first time, the VBCOA, ICC, and the DHCD Building and Fire Regulation division will have booths at the VA Governors Housing Conference promoting all aspects and benefits of the code and enforcement.

**Future Agenda Items**

ICC Preferred Provider program  
VBCA Long Range plan/BCAAC recommendations  
Annual Instructor Refresher program

**Next meeting**

Tentative date:

January 15, 2015

Location TBD

## Building Code Academy Advisory Committee

### Futures Planning for the VBCA

9-23-14

It is the intent of the VBCA to update its short and long range planning to address its growth and user need. To start the thinking process BCAAC brainstormed ideas, concepts, and tools for the future of the VBCA.

BCAAC was asked: What does the Academy look like in five years and what in 10 years?

BCAAC suggested that for the short term (5 Years) consider the value and/or implementation of:

- Virtual Reality integration – enhance the learning experience through the use of enhanced technology
- Electronic ID Badge sign-in and training tracking system to streamline and improve attendance sign-in and records tracking
- Remote live delivery - utilize web based tools to deliver training live to remote locations. This would benefit the smaller shops.
  - Example: Goto Meeting
- Expand scope of training offerings to include regulated community
- Expand communication outreach
- Continued deepening of partnerships with local code academies to increase
- Increased staffing resources
  - Long term - training and development specialist
  - Short term – training coordinator
- Consider defining Permit Tech as technical assistant
- Establish a robust bespoke VBCA instructor program to address the issues associated with anticipated retirements

BCAAC identified some VBCA strengths and weaknesses that would need to be considered in futures planning:

Building Code Academy Advisory Committee  
Futures Planning for the VBCA

9-23-14

Academy strengths

- Staff quality
- Instructor quality
- Technology Integration
  - Online availability
  - Increasingly important as younger generation enters the field
- Strong levy revenue

Academy weaknesses

- Staff capacity – limited staff resources
- External support service providers
- Logistics
  - timing
  - reliance on externals
- Value Proposition of continued training
- Inconsistent instructor availability, recruiting
  - Retirement crunch
- Knowledge Center
- software increasingly incompatible with modern browsers, network security

What are topics of interest your members would like to see offered as continuing education?

- PV systems
- Generators
- What is exempt from code, from permitting
- Floodplains Construction
- Water reuse systems
- Geothermal systems
- Residential elevators
- Pools commercial, residential Deck
- detail fasteners, etc

Building Code Academy Advisory Committee  
Futures Planning for the VBCA

9-23-14

- fuel storage
- Most Common violations + what to look out for
- Fire separation in R2 condos v. apartments
- Occupant load calculations