



DEPARTMENT OF ADMINISTRATIVE SERVICES
OFFICE OF EDUCATION AND DATA MANAGEMENT
165 Capitol Avenue, Hartford, CT 06106

JOINT TRAINING COUNCIL MEETING
BUILDING CODE TRAINING COUNCIL AND FIRE MARSHAL TRAINING COUNCIL

January 20, 2016 Minutes

Call to order:

Building Code Training Chair Daniel Loos called the meeting to order at 10:15 a.m.

Introduction/Attendance:

Building Code Training Council Members present: Daniel Loos (Chair), Joseph Cassidy, Thomas DiBlasi, David Jolley, Mark Mastropasqua, Henry Miga, Michael Musco

Fire Marshal Training Council Members present: Donald Harwood (Chair), William Abbott, Susan Bransfield, James DiPace, Reverend Edward F. Hyland, Victor Mitchell, Tim Tharau

Office of Education and Data Management staff present: Bonnie Becker, Lisa Rochester, Gary Thorstenson

Member of the Public: Mary Ann Basile

Joint Training Council Members not in attendance: Stephanie Cummings, Jeffrey Morrissette, William Ferrigno, Wanda Gonzalez, Thomas Manning, Eric Schoonmaker.

Approval of April 8, 2015 Minutes:

The April 8, 2015 minutes were not approved as the Building Code Training Council did not have a quorum.

Action Item: Chairman Harwood requested a written opinion from DAS Legal as to what defines a quorum, for each of the council's individually as well as for the Joint Training Council.

Communications:

In a December 14, 2015 email to Bonnie Becker, Mary Ann Basile submitted her resignation from the Building Code Training Council and the Board of Control. David Jolley, Building Official in Cromwell, has agreed to fill Mary Ann's position as the representative on the council from the Connecticut Building Officials Association.

Bonnie thanked Mary Ann for her integrity, focus, hard work, and years of service on both the Board of Control and the Building Code Training Council, and told her that she will be missed.

Staff Reports:

Office of Education and Data Management (OEDM)

Bonnie Becker reviewed OEDM's accomplishments from January 2015 – December 2015, including enrollments/ graduates of the Fire Official Pre-Certification Training Programs and the Building Official Pre-Licensure Training

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Programs, the number of Individual Outside Continuing Education Classes entered, Quarterly and Challenge Exam results, the number of licensure and certification cycle extensions and revocations, and the statistics of attendees, walk-ins and no-shows for Career Development classes. (report attached)

Chairman Harwood asked who is involved in the revocation process of licenses and certifications, and said that the Codes and Standards Committee used to be involved. State Fire Marshal Abbott advised that there is no need for a panel review based on a memo/interpretation from legal advisor Don Hilliard to the Fire Code Training Council and to the Codes and Standards Committee on November 1, 2006, which states that revocation falls under the fire marshal (designee) or building official.

Acting State Building Inspector Cassidy noted that the Codes and Standards Committee is only involved in the appeals process for a hearing. He also advised that revocation is usually due to the willful misconduct of an individual or personnel issue. Gary Thorstenson mentioned that there is nothing written in statute concerning steps toward fire certification revocation.

Action Item: Chairman Harwood requested that Jenna Padula, DAS Staff Attorney, provide a written explanation of decertification and revocation policies, including causes, procedures, appeals, etc.

Bonnie reported that the number of no-shows at Career Development classes over the last three years has increased from 42% to 48.1%. Because of OEDM's inability to accurately estimate the number of participants at any class, OEDM now uses larger facilities. She suggested that OEDM explore the option of eliminating Career Development registration, thus freeing up staff to work on other projects.

Chairman Harwood said that students' schedules are difficult to predict when class selection is forecasted so far in advance, and added that there is no down side to eliminating the registration process since handouts are posted online for accessibility. Susan Bransfield noted appreciation for the flexibility of being able to walk into a training class without registering. She also inquired if OEDM had online registration and mentioned its benefits.

Following the discussion, it was agreed that OEDM would test a semester of Career Development classes on a strictly walk-in basis.

Bonnie also discussed the use of the state's DAS learning management system for online Career Development training classes. Bonnie noted that she and Michael Fullerton met with the Distance Learning Consortium and DAS Strategic Planning to discuss procedures and pricing for the use of the system. Bonnie also noted that she has a multi-pronged approach to expediting online classes for Connecticut code officials: the first approach is to obtain proposals from ICC and NFPA regarding the possibility and cost of adapting existing online model code classes to create Connecticut-specific training by adding the Connecticut Amendments; the second approach is to develop a pilot session based on a section of Jim Quish's Pre-Licensure class by purchasing authoring software from Articulate which will enable OEDM to develop content in-house using existing class materials; and the third approach is to contact vendors such as Simpson Strong-Tie and UL that provide online training for code officials in other states.

Bonnie reported that Doug Schanne is in the process of confirming a date for the upcoming annual Design and Trades Conference at the Gengras Center, University of Hartford. Bonnie also noted that Nancy Dimitruck, State Elevator Inspector Supervisor, is working on a conference session that hopefully will include access to the elevator renovations going on at the University of Hartford

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Acting State Building Inspector Cassidy discussed his conversation with DAS Commissioner Currey about council membership vacancies, and noted that a number of the vacancies are Governor appointed. Joe noted that the Commissioner was going to take action to seek out delegates.

Chairman Harwood asked for Fire Marshal Training Council volunteers to serve on the Board of Control. He stated that he and Jamie DiPace would submit their resumes for review. Chairman Loos, Henry Miga and David Jolley offered to put their names forward to represent the Building Code Training Council Board of Control membership for the 3-year-term. Susan Bransfield (fire) and Mary Ann Basile (building) also offered to put their names forward for consideration. Chairman Harwood suggested it appropriate for everyone to submit their resumes. Acting State Building Inspector Cassidy suggested that resumes and names be forwarded to him, and that he would be the central dispatch with the Commissioner for approval.

Bonnie then announced that OEDM anticipates that two fire trainers will be retiring within 18 months. She reported that Michael Gilbertie will be gone by summer 2016 and Gary Thorstenson in 15 months. Acting State Building Inspector Cassidy advised that these positions could not be filled until the vacancies were established. He explained that position counts are locked into the general budget, even though OEDM is funded through the Code Training and Education Fund. Susan Bransfield said that since it is a separate budget, perhaps some leeway could be established in the way that Human Resources works, and that this might be an issue for the Connecticut Council of Municipalities to get involved in.

Mary Ann Basile questioned why there is a lock on not filling the director's position. She said the need is there and the money is available. Mary Ann also noted that the members of the Board of Control are supposed to have oversight of OEDM. Jamie DiPace stated that OEDM's funds come from municipalities to support their staffs' training programs; that it is not state money.

Chairman Harwood questioned the need for a director, saying that online training may give the municipalities a better return on their code fee monies. He compared a 100K + for a director's salary/position with the cost of online training, as well as other elements, that could be covered. Acting State Building Inspector Cassidy advised that a division-wide strategic plan is in the works concerning OEDM.

Jamie DiPace and Dave Jolley questioned why OEDM funds were not totally spent yearly, and felt that there was a large balance in the code fund. They agreed with Chairman Harwood that there should be a reduction in the permit fee assessment. Mary Ann Basile reminded the group that originally the plan was to acquire an OEDM statewide training facility, and that now would be the time to research this since there are funds to pay for it.

Henry Miga suggested that the department look into a possible reorganization or reauthorization of the director's position. Acting State Building Inspector Cassidy agreed that OEDM needs to have a day-to-day leadership position to do long term planning. Susan Bransfield offered a consensus of the group and encouraged Acting State Building Inspector Cassidy to do an analysis of OEDM's organization and leadership needs, and to present the findings to Commissioner Currey.

Bonnie then reported that the modification to CGS 29-298, which added prerequisites to become a fire marshal, required a reworking of OEDM's database and procedures. She also noted that a formal request has been submitted to the IT department to provide building and fire officials with direct access to their training records through the web. Bonnie announced that OEDM has assumed responsibility for collecting and processing the Education Training Fee payments from municipalities effective July 2015. She concluded her staff report by

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explaining that she will be meeting with the DAS Business Office to develop a budget reporting system that will correlate with the OEDM budget structure in an effort to increase efficiency.

Acting State Building Inspector Cassidy advised that cost estimates are being developed to determine the possibility of night fire classes, especially for part-time younger individuals who may belong to small volunteer

departments who are unable to get into or attend a day class. Joe advised that even though there are funds available, it is necessary to know if they are sustainable.

Office of State Fire Marshal

State Fire Marshal William Abbott reported that fire certification class begins February 20, 2016, and that more people applied than can be accepted. He advised that those who were non-affiliated were automatically eliminated from the list; next, those who worked for a state agency, allowing students from local jurisdictions to attend classes. There are 32 students in the Fire Investigation module and 24 in the Fire Code module.

State Fire Marshal Abbott noted that the Fire Prevention Code was approved and is in effect. He reported that the Codes and Standards Committee is working on the Fire Safety Code and have submitted it to Jenna Padula, Staff Attorney, for legal review within the week. Then it goes to the regulatory process.

Office of the State Building Inspector

Acting State Building Inspector Cassidy reported that the new Building Code adoption date would be known once it is in the regulatory process, and that the draft supplement approved by the Codes and Standards Committee is based on the 2012 ICC family of codes with the 2014 NEC.

Old Business:

No old business.

New Business:

2016 Annual Meeting Schedule

The 2016 Joint Training Council Meeting Schedule was established as follows:

- Wednesday, May 11, 2016 (10 a.m., 165 Capitol Avenue, Hartford)
- Wednesday, October 12, 2016 (10 a.m., 165 Capitol Avenue, Hartford)
- Wednesday, January 11, 2017 (10 a.m., Columbus Blvd., Hartford)

Formation of Education Subcommittee

In response to Bonnie Becker's request to establish an education subcommittee to assist OEDM identify training topics and instructors, the group asked that they provide the information via email. Dave Jolley mentioned the need to train contractors on the basics. Chairman Harwood suggested that volunteers outside the Joint Training Council meet to discuss their thoughts of what they see as needed in the field. Dave Jolley suggested choosing 3 municipal building officials and 3 local fire officials because they would be able to tell exactly what they are seeing out there.

Adjournment:

A motion to adjourn was made by Chairman Daniel Loos and seconded by Dave Jolley. All in favor. Motion carried. Meeting adjourned at 11:56 a.m.

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Donald Harwood, Chair
Fire Marshal Training Council

Daniel Loos, Chair
Building Code Training Council

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OEDM Report to the Joint Training Council January 20, 2016
 Prepared by Bonnie Becker, OEMF Training Program Supervisor

Accomplishments: January 2015 – December 2015

Fire Official Pre-Certification Training Programs

- Fire Code Investigators: Spring 2015 class graduated 24; Fall 2015 class graduated 23 (1 failed). *For Spring 2016 class, 24 enrolled (40 applications).*
- Fire Investigators: Spring 2015 class graduated 34; Fall 2015 class graduated 30. *For Spring 2016 class, 32 enrolled (47 applications).*

Building Official Pre-Licensure Training Program

- September 2014 – April 2015: 22 Students (RBI – 5 (21 passed), 12 BO, 4 ABO, 1 HCI) graduated
- September 2015 – April 2016: 21 Students (RBI – 5 (17 passed, 1 failed), 4 BO, 9 ABO, 1 EI, 1 PI, 1 CI enrolled

Individual Outside Continuing Education Classes Entered

- Fire – 1980
- Building – 1840
- Total – 3820
- Numbers do not include meetings (and district meetings) and conferences of CBOA, CFMA and IAAI

Quarterly Exam Results

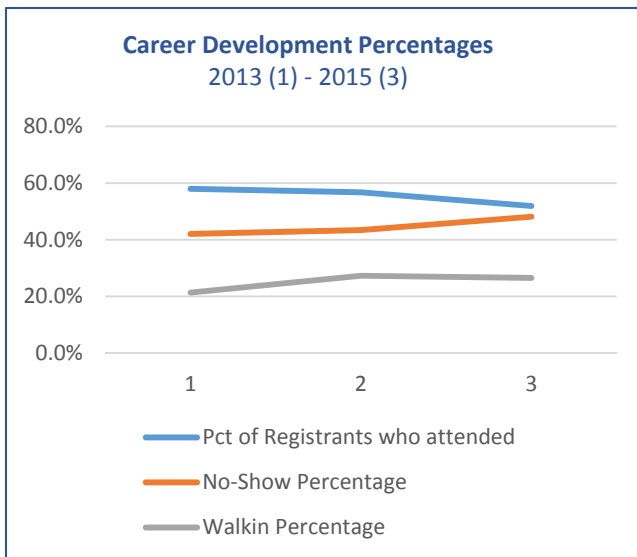
- Building: 54 exams administered, 29 candidates passed (53.7%)/25 candidates failed (46.3%)
- Fire: 10 exams administered, 7 candidates passed (70%)/3 candidates failed (30%)

Licensure and Certification

- Granted 7 Fire Official and 10 Building Official training cycle extensions
- Revoked 5 Fire Official Certifications and 6 Building Official Licenses

Career Development

	2013	2014	2015
Registered	9,687	8,290	9,178
Attended	7,140	6,465	6,480
Walk-ins	1,526	1,762	1,716
No Shows	4,073	3,587	4,414
Percent of Registrants Who Attended	58.0%	56.7%	51.9%
Percent of No-Show Registrants	42.0%	43.4%	48.1%
Percent of Walk-in Attendees	21.4%	27.3%	26.5%



Instructor/Class Evaluations

The Career Development Survey Report for May through December was emailed to all council members yesterday. Michael Fullerton emailed council members the Career Development Survey Report for the first half of 2015 in June.

2016 Update

Career Development Online Classes

DAS and the Distance Learning Consortium have rolled out the state's learning management system for online training (Connecticut Education Academy). Right now classes are for state employees only. Michael Fullerton and I met with the Distance Learning Consortium and with DAS Strategic Planning to discuss pricing and procedures for using the system.

We have approached ICC and NFPA to discuss the feasibility/price of using an existing online model code class, and adding the Connecticut amendments to create Connecticut-specific training. We have sent ICC two Pre-Licensure class modules as examples, and are awaiting a proposal. Bill Abbott, Michael and I plan to meet this week to identify existing NFPA classes that could be modified, and to talk with NFPA on Friday.

We will also be purchasing authoring software from Articulate which will enable us to develop content in house using existing class materials. We plan to pilot a session from Jim's Pre-Licensure class.

We also plan to talk with companies and groups that might provide other avenues for appropriate Connecticut training (Simpson Strong-Tie: NY, National Fire Marshals Association, etc.)



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Design and Trades Conference

Doug is working with the Construction Institute to schedule the conference for the first week in June at the Gengras Center, University of Hartford. Nancy Dimitruck will be developing a session on elevators, with the possibility of incorporating an on-campus elevator scheduled for renovation into the presentation.

Council Membership Vacancies

Building Code Training Council: 2 members appointed by the Board of Governors for Higher Education, 1 Chief elected Official of a municipality appointed by the Governor, 1 landscape architect appointed by the Commissioner of DAS, 1 nonresidential building contractor appointed by Commissioner of DAS, 1 public member appointed by the president pro tempore of the Senate

Fire Marshal Training Council: 2 members appointed by the Board of Governors for Higher Education, 1 chief elected official of a municipality >7 K appointed by the Governor.

Board of Control: 3 members of BCTC appointed by speaker of House, majority Leader of House and minority leader of House; 2 members of FMTC appointed by majority leader of Senate and minority leader of Senate; and 1 architect, engineer, landscape architect, interior designer, builder, contractor or superintendent of construction appointed by Commissioner of DAS.

Joe Cassidy has submitted vacancies and names of interested parties to the Commissioner, who will be working with the Governor's Office and the Legislature to fill the positions.

OEDM Staffing

We anticipate that two fire Trainers will be retiring within 18 months (Michael Gilbertie this summer, Gary Thorstenson the next). With more effort being put into online learning, now is the appropriate time to reevaluate current job titles and work assignments.

Fire Certification Procedures

Working with OSFM to develop updated procedures for the fire Certification, Challenge Exam, Continuing Education Hours for Discontinued Fire Official Certifications, etc. The enclosed OEDM Policy Proposal and Timeline outlines how OEDM will implement the changes to CGS 29-298.

Move to Columbus Boulevard

OEDM is scheduled to move in fall of 2016. We will be on the 15th floor, along with the Commissioner's Office and Human Resources. Office of the State Building Inspector and Office of State Fire Marshal will be on the 12th floor.

The goal is to become a paperless operation. We have been revising the Connecticut State Library Records Retention Schedule. Changes include retaining training materials for three years from end of program instead of permanently. Every Wednesday afternoon we will be sorting files to determine



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what needs to be kept, what can be recycled and what can be shredded. We then will identify documents to be scanned, and establish an electronic filing system.

Database

OEDM has submitted a request to give building and fire officials direct access to their training records. We are developing workarounds to generate letters, reports and certificates in response to our antiquated database.

New Name

Now that we are part of DAS, OEDM is getting many calls looking for training that we have to forward to DAS human resources. It was suggested that we change our name, and OEDM members have submitted suggestions via a Survey Monkey evaluation.

Education Training Fee Collection

Starting in July, OEDM assumed responsibility for collecting and processing the Education Training Fee payments from municipalities. This quarter there are 4 towns that are delinquent.

OEDM Budget Reporting

I am scheduling a meeting with the DAS Business Office to develop a CORE report that will mirror OEDM's budget reporting structure. Currently expenditures and charges to the code fund come from several sources in different formats, and it is extremely time consuming to reconcile the budget.