

VIRTUAL MEETING GUIDELINES



Board Members and Guests,

Please mute your audio when you're not speaking:

- Use only one source of audio (computer OR phone).
 - Do not put your phone on hold.

Submit questions in the chat box when possible.

The chat log will be saved as public record.

To request the floor:

Please state your name then pause for acknowledgement from the Chair before proceeding.

To make a motion:

Please state your name and jurisdiction before making a first or second motion.

In accordance with State Statute,
all votes shall be roll call.

Keep your points clear and concise.



North Carolina Code Officials Qualification Board

AGENDA – July 26, 2022

- [Introduction / Roll Call / Conflict of Interest Reminder](#)
- [Approve Minutes](#)
- [Recognize Fifth Level III Standard Certificate\(s\)](#)
- [Public Comment](#)
- [Committee Reports](#)
- [On-Going Business](#)
- [New Business](#)
- [Staff Report](#)
- [Election of Officers](#)
- [Adjournment](#)



Staffed by NC Dept. of Insurance

Introduction

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- Introduction / Roll Call / Conflict of Interest Reminder
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Chairman

Bill Thunberg

Public member

- Introduction
- Roll call
- Ethics
- Reminder
- Changes to the agenda?

Board Officers

Vice Chairman County Elected Official - Fleming El-Amin,
Secretary Commissioner Designee - Rob Roegner,

Members

Design Professionals

Architect - Mark Paterson

Engineer - Mack Summey, PE

Code Enforcement Officials

Code Official, County - Jeffrey Griffin

Code Official, City - Michael Crotts

Code Official, Fire Prevention - Thomas Bender

Local Government

Elected Official, County - Danny Couch

Elected Official, City - Bettie Parker

Elected Official, City - Russell Fox

Manager, City - Richard White

Licensed Contractors

General - Andy Matthews

General – Mark Smith

Mech/Plumbing - Allen Kelly

Electrical - James Steele

Academic Institutions

UNC School of Government - Richard D. Ducker

NCSU Engineering Faculty - Stephen Terry, PhD, PE

NCAT Engineering Faculty - Stephanie Luster-Teasley, PhD

NC Community College System - Karen Tikkanen

Ethics / Conflict of Interest

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ETHICS AWARENESS & CONFLICT OF INTEREST REMINDER

In accordance with the State Government Ethics Act, it is the duty of every NC Code Officials Qualification Board member to avoid both conflicts of interest and appearances of conflict.

Do any NC Code Officials Qualification Board members have any known conflict of interest or potential of conflict with respect to any matters coming before the NC Code Officials Qualification Board today?

If so, please identify the conflict or potential of conflict and refrain from any undue participation in the particular matter involved.

Let the minutes show that members of the Board who are certified code officials are reminded that the State Ethics Commission has cited the potential for a conflict of interest because they serve on the Board that licenses them. Board members should exercise appropriate caution in the performance of their public duties should issues involving their licenses or that of any of their employees come before the Board. This would include recusing themselves to the extent that their interests would influence or could reasonably appear to influence their actions.

Approve Minutes

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- April 26, 2022, regular meeting

Recognize 5th Level III Standard Certificate(s)



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- **Ray Harrell, Fire Prevention, Level III issued 4/25/2022**
- **Wesley Keith, Fire Prevention, Level III issued 5/31/2022**

Public Comment

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Committee Reports

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Standing Committees

- Executive Committee
- Policies & Procedures
- Qualifications & Evaluation
- Education & Research

Special Committees

- Investigation Review
- Rules Review Update

Executive Committee

Chairman	Bill Thunberg
Vice-Chairman	Fleming El-Amin
Secretary	Rob Roegner
Policies and Procedures	Richard White
Qualification and Evaluation	Thomas Bender
Education and Research	Karen Tikkanen

Meeting held May 20, 2022, minutes

Strategic Plan FY 2022-2023

- **Pool of qualified code officials, 1) Veterans, Inmates**
- **Goals**
 - 1) Rules Review
 - 2) KPIs
 - 3) Joint meeting BCC
remote inspections, marketplace

Policies & Procedures

Chairman, Richard White

Richard D. Ducker

Allen Kelly

Rob Roegner

James Steele

Danny Couch

Thomas Fox

No meeting held.

Qualification & Evaluation

Chairman, Thomas Bender

Mark Smith

Michael Crotts

Fleming El-Amin

Richard White

Mark Patterson

Meeting held July 21

Recommendations on 2 cases.

- **Applicant #1**
- **Applicant #2**

Education & Research

Chairwoman, Karen Tikkanen

Andy Matthews

Stephen Terry, PhD, PE

Mack Summey, PE

Stephanie Luster-Teasley, PhD

No meeting held.

Investigation Review

Chairman, Jeff Griffin

Michael Crotts

James Steele

Rob Roegner

Voluntary Settlement Agreement (VSA)

569 Lee (Thompson) - Whiteville

Basis

576 Halifax (Johnson) – Roanoke Rapids

No Basis - Dismiss with *Letter of Caution*

917 Petty #3615 (Robison)

920 Hutchison #4439 (Fellhofer)

925 Daugherty #366 (Oakes)

No Basis - Dismiss

565 Evans (Cohen) – Holden Beach

574 Reeves – Tatum (Robinson) – Hope Mills

578 Gaskins (Chambers) – Anson Co.

Meetings held June 6, 22 and July 14

Recommended disposition of complaints.

Recommend Bylaw change to make the IRC a standing committee.

5. The Investigation Review Committee shall review all investigation reports prepared pursuant to a consumer or board-initiated complaint; shall determine terms and conditions of proposed consent agreements; and shall make recommendations to the Board as to the disposition of cases. The IRC shall have authority to direct staff to initiate an investigation on behalf of the Board.

Rules Review and Update

Chairman, Rob Roegner

Michael Crotts

James Steel

Fleming El-Amin

Richard Ducker

Meetings held May 4 and June 7.

On-Going Business

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Legislative Update (Bills)

- ~~S372~~
- ~~S329~~
- S316
- H291
- H489
- H865
- H110
- H783 permit tech
- ~~H366 remote insp~~
- H853 plan review
- H821
- H398

Legislative Update (SL)

- **2022-11 (S372)**
- **2022-62**
- **2021-192 (S329)**
- **2021-117 (H366)**

New Business

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Staff Report

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Executive Director - Mike Hejduk

Assistant Director – Beth Williams

Certification - Terri Tart

Examination - Rich Hall

Education – Jennifer Hollyfield

Investigation - Sam Whittington

Executive Director Mike Hejduk

FY 2021-2022 Annual Renewals (7/1)

Code Officials	4,098
Suspended CEOs	347
Suspended Certificates	624

Activity	Count
Applications	3,167
Military / Spouses 93B-2	
Criminal history 93B-2	
Board courses	189
Student	1,911
Exam eligibilities	1,530
Exams taken	1,329
Exams passed	860
Certificates issued	2,165
Complaints	15
Disciplinary actions	

§ 93B-2. Annual reports required; contents; open to inspection; sanction for failure to report.

- (a) No later than October 31 of each year, each occupational licensing board shall file electronically with the Secretary of State, the Attorney General, and the Joint Legislative Administrative Procedure Oversight Committee an annual report containing all of the following information:
- (9a) The number of applicants for a license and, of that number, the number granted a license.
 - (9b) The number of applicants with a conviction record and, of that number, the number granted a license, denied a license for any reason, and denied a license because of a conviction.
 - (9c) The number of applicants with military training, the number granted a license, the number denied a license for any reason, and a summary of the reasons for denial. The information provided in accordance with this subdivision shall not disclose any identifying information of any applicant.
 - (9d) The number of applicants who are military spouses, the number granted a license, the number denied a license for any reason, and a summary of the reasons for denial. The information provided in accordance with this subdivision shall not disclose any identifying information of any applicant.
- (b1) **No later than October 31 of each year**, each occupational licensing board or **State agency licensing board** shall file electronically with the **Secretary of the Department of Military and Veterans Affairs information collected pursuant to G.S. 93B-2(a)(9c) and (9d)**.
- (c) The reports required by this section shall be open to public inspection.
- (d) The Joint Legislative Administrative Procedure Oversight Committee shall notify any board that fails to file the reports required by this section. **Failure of a board to comply with the reporting requirements of this section by October 31 of each year shall result in a suspension of the board's authority to expend any funds until such time as the board files the required reports.** Suspension of a board's authority to expend funds under this subsection shall not affect the board's duty to issue and renew licenses or the validity of any application or license for which fees have been tendered in accordance with law. Each board shall adopt rules establishing a procedure for implementing this subsection and shall maintain an escrow account into which any fees tendered during a board's period of suspension under this subsection shall be deposited.
- (e) **No later than October 31 of each year**, each **State agency licensing board** shall file electronically with the **Secretary of State, the Attorney General, and the Joint Legislative Administrative Procedure Oversight Committee an annual report containing all of the following information:**
- (1) The number of applicants for a license and, of that number, the number granted a license.**
 - (2) The number of applicants with a conviction record and, of that number, the number granted a license, denied a license for any reason, and denied a license because of a conviction.**
 - (3) The number of applicants with military training, the number granted a license, the number denied a license for any reason, and a summary of the reasons for denial. The information provided in accordance with this subdivision shall not disclose any identifying information of any applicant.**
 - (4) The number of applicants who are military spouses, the number granted a license, the number denied a license for any reason, and a summary of the reasons for denial. The information provided in accordance with this subdivision shall not disclose any identifying information of any applicant.**

COQB	Total FY 2020-2021	1st QTR Jul - Sep	2nd QTR Oct - Dec	3rd QTR Jan - Mar	4th QTR Apr - Jun	Total FY 2021-2022
CEOs	4,210					4,136
Applications	2,704	756	762	848	1,202	3,261
Pre-Qualification	576	143	159	172	271	679
Probationary	1,186	379	342	427	562	20
Standard	942	243	269	249	369	1,038
Military/Spouses						
Criminal History						
Board courses	206	44	45	58	42	189
Students	1,884	409	439	683	441	1,972
Exam eligibilities	1,362	359	391	389	386	1,525
Exams taken	1,256	289	498	323	488	1,371
Exams passed	793	171	309	212	344	888
Certificates Issued	1,357	469	516	593	855	2,209
Probationary	725	296	279	217	522	1,327
Standard	632	173	237	376	333	882
Complaints		3	7	3	3	16
Disciplinary actions						

COQB Program Effective and Efficient?

Roughly 20 working days per month X 12 months
= 240 days x 8 hours / day = 1,920 hours

COQB

1.65 applications per hour (or 0.61 hours per application ~ 36 minutes)

0.80 exam eligibilities per hour (or 1.25 hours per exam eligibility)

*Exam eligibility determination takes twice as long, on average, versus application review.

1.13 certificates issued per hour

PER DAY (above per hour X 8 hours/day):

13.2 applications review

6.4 exam eligibilities

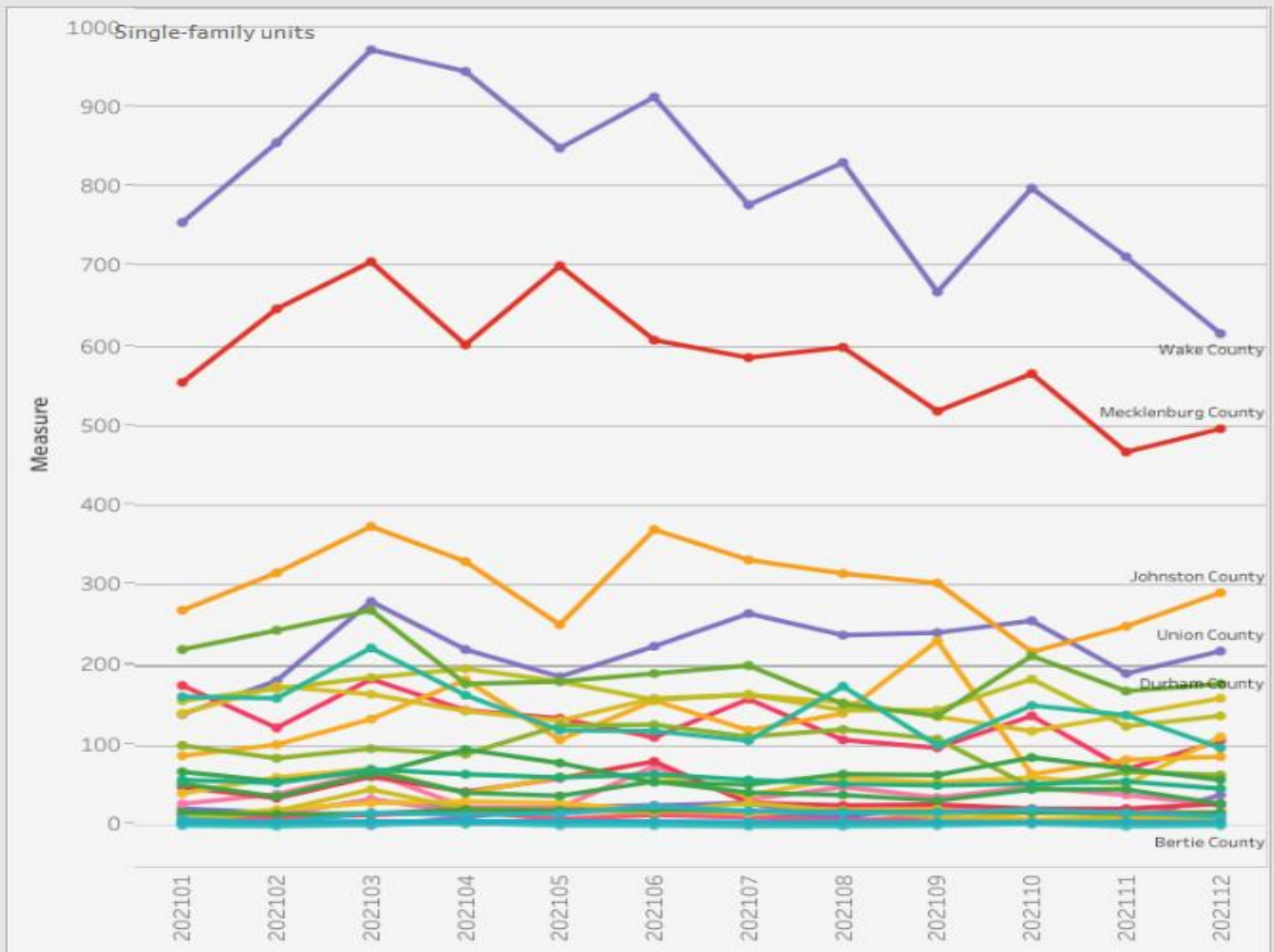
9.04 certificates issued

Building Permits

Single-family

U.S. Census Bureau Building Permits Survey New Privately Owned Housing Unit Authorizations

Measure (time series only): Single-family units | Year: 2021 | Period: Monthly | Geographic Type: County



State: North Carolina | County: (All) | Place: Null

- Location Name
- Anson Co...
 - Avery Cou...
 - Bertie Co...
 - Cabarrus ...
 - Caswell C...
 - Chatham ...
 - Cumberla...
 - Currituck ...
 - Davie Cou...
 - Durham C...
 - Franklin C...
 - Gaston C...
 - Granville ...

Instructions



Separate Fire and Building

FIRE

- Fire Code Inspection Requirements?
- Simple math
- $1 \text{ yr} + (\frac{1}{2}) 2 \text{ yr} + (\frac{1}{3}) 3 \text{ yr} =$
total # inspections required
- Count building and occupancies
- County level aggregate

BUILDING

- Driven by Planning & Development, construction
- Building Permits? KPI
- Inspect < 2 business days
- Remote inspections

Fire “Goals”

new position SL 2021-180 Engineer II

- Fire Marshal 101
- Count building and occupancies
- County level aggregate
- Community Risk Reduction **5 E’s (CRR Plans)**
 - Education
 - Engineering
 - **Enforcement – Fire Inspections**
 - Economic Incentives
 - Emergency Response

Certification Terri Tart



North Carolina Code Officials Qualification Board

Staffed by the NC Department of Insurance

1202 Mail Service Center | Raleigh, NC 27699-1202 | tel: 919.647-0000 fax: 919.662-4414

Date

CEO First, MI, Last Name
Address
City, State and Zip

Prior Version

Dear CEO Name, Candidate ID ####:

The Qualification Board has reviewed your Standard Certificate application for Building Inspector Level I, Electrical Inspector Level I, Mechanical Inspector Level I, and Plumbing Inspector Level I.

Your application for the trade(s) noted below is denied/holding for the following reasons:

Building Inspector Level I * Holding for additional Information. Please provide at least one additional Building I project under the "trades exp" and then resubmit this application for final processing.

Electrical Inspector Level I * Required course not completed for this trade/level. Please resubmit this application once course credit for EI is shown in your account.

Mechanical Inspector Level I * Required course not completed for this trade/level. Please resubmit this application once course credit for MI is shown in your account.

The Rules and Regulations, and a listing of standard inspection courses as well as other useful information can be found on our website at: www.ncdoi.com. This information is found under NCDOL.com, OSFM Sections, Engineering and Codes, then under NC Code Officials Qualification Board.

Your request for comity in Plumbing, Building, Electrical and Mechanical Level I has been denied, and will require you to take and pass the appropriate exams before certificates can be issued.

You are eligible to register for the Plumbing Inspector Level I exam for the State of North Carolina as of the following date(s):

Starting	Exam Code	Trade and Level
08/10/2020	PL1	Plumbing Level I

Exam approvals are sent out each night. Please wait 24 hours to contact PSI for registration. To schedule an exam, please call PSI at 1-800-733-9267. If you would like to register on-line instead, go to www.psiexams.com. More details and the exam description and outline can be found in the Candidate Information Bulletin at http://www.ncdoi.com/OSFM/Engineering_and_Codes/Documents/COQB_Documents/NC%20CEO%20Candidate%20Information%20Bulletin.pdf.

Please use your legal first and last name as it appears on your ID when registering. When arriving at the testing center, please have two forms of valid (non-expired) identification which bear your signature. One ID must have a photograph. Your name shown on the application form must exactly match the name on the photo ID. If proper identification is not provided, you will not be allowed to test and the exam fee will be forfeited.



North Carolina Code Officials Qualification Board

Staffed by the NC Department of Insurance

1202 Mail Service Center | Raleigh, NC 27699-1202 | tel: 919.647-0000 fax: 919.662-4414

July 19, 2022

New Version

The Board staff have reviewed your application to prequalify for a standard certificate in Building Level 1, Electrical Level 3, Mechanical Level 1, and Plumbing Level 1.

1. The Following Applications are On Hold:

More information is needed from you before we can process the following applications. Log into the Qualification Board application at <https://apps.ncdoi.net/f?p=114> to provide the needed information.

Building Level 1

* Missing Technical Supervision Letter: Download the form at

<https://www.ncosfm.gov/media/2618>, upload the completed form to the application and resubmit.

* Holding for additional Information: Need more documentation to support your Building 1 application.

Mechanical Level 1

* Required course not completed for this trade/level

* Holding for additional Information: Your references for work on the Phillips building in 2019 could not be confirmed. Please provide additional supporting information on that project.

2. Comity Review

Based on a review of your application, you have been granted comity for the following trade, and will not be required to sit for an exam. Standard certificates issued under comity shall expire if required courses are not completed within the 3 year period.

Plumbing Level 1

3. Exam Eligibility Approval

Your application for Electrical Level 3 has been approved. You will be allowed to register for the following exams after the date shown:

Trade and Level	Starting	Exam Code
Electrical Level 3	07/28/2022	EL3

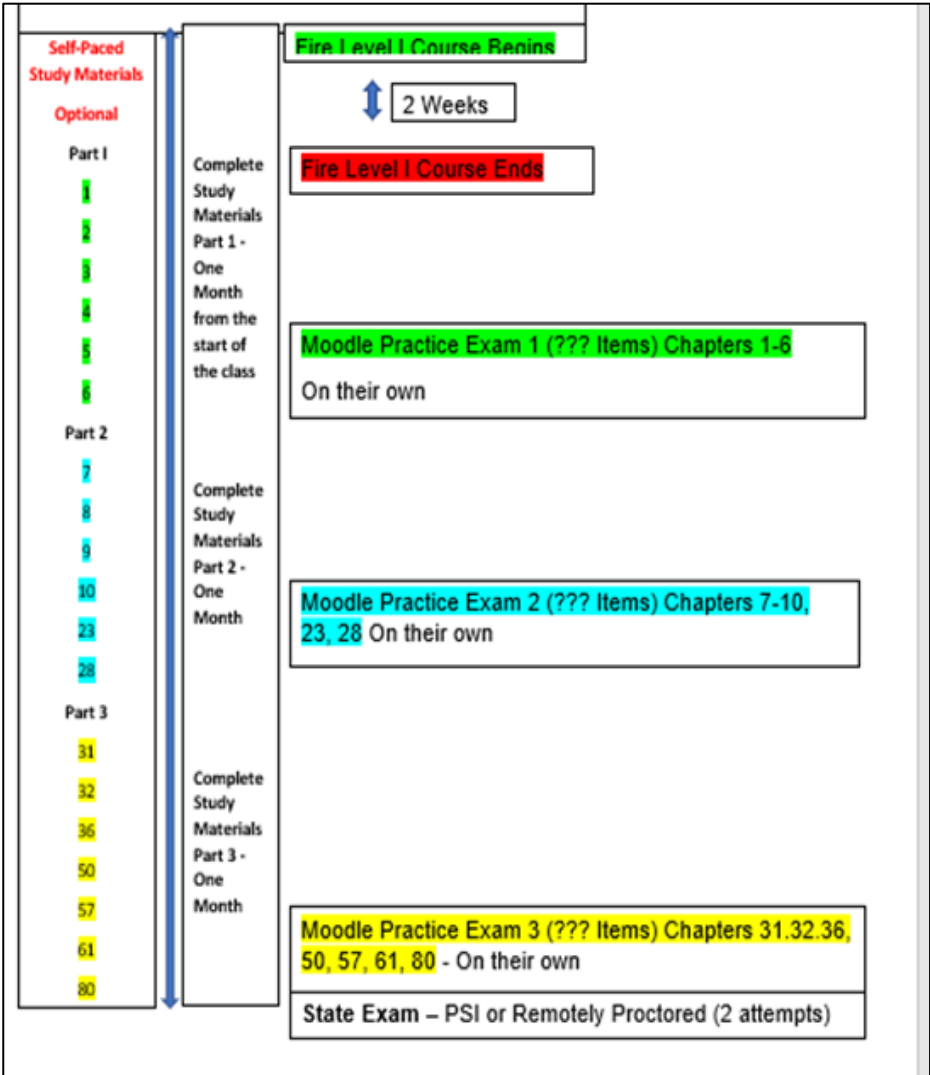
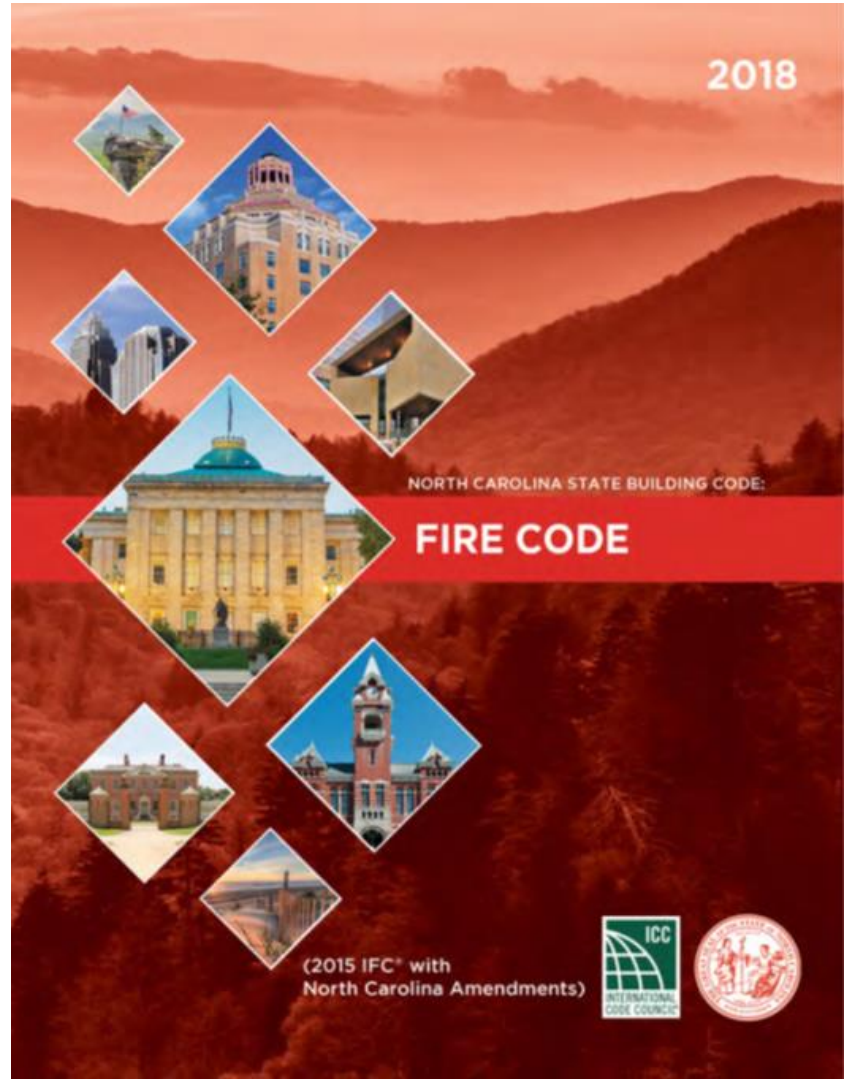
Exam approvals are sent out each night. Please wait 24 hours to contact PSI for registration. To

- Comity Applications
- Pre-Qualification
- ICC certificates

Examination Rich Hall

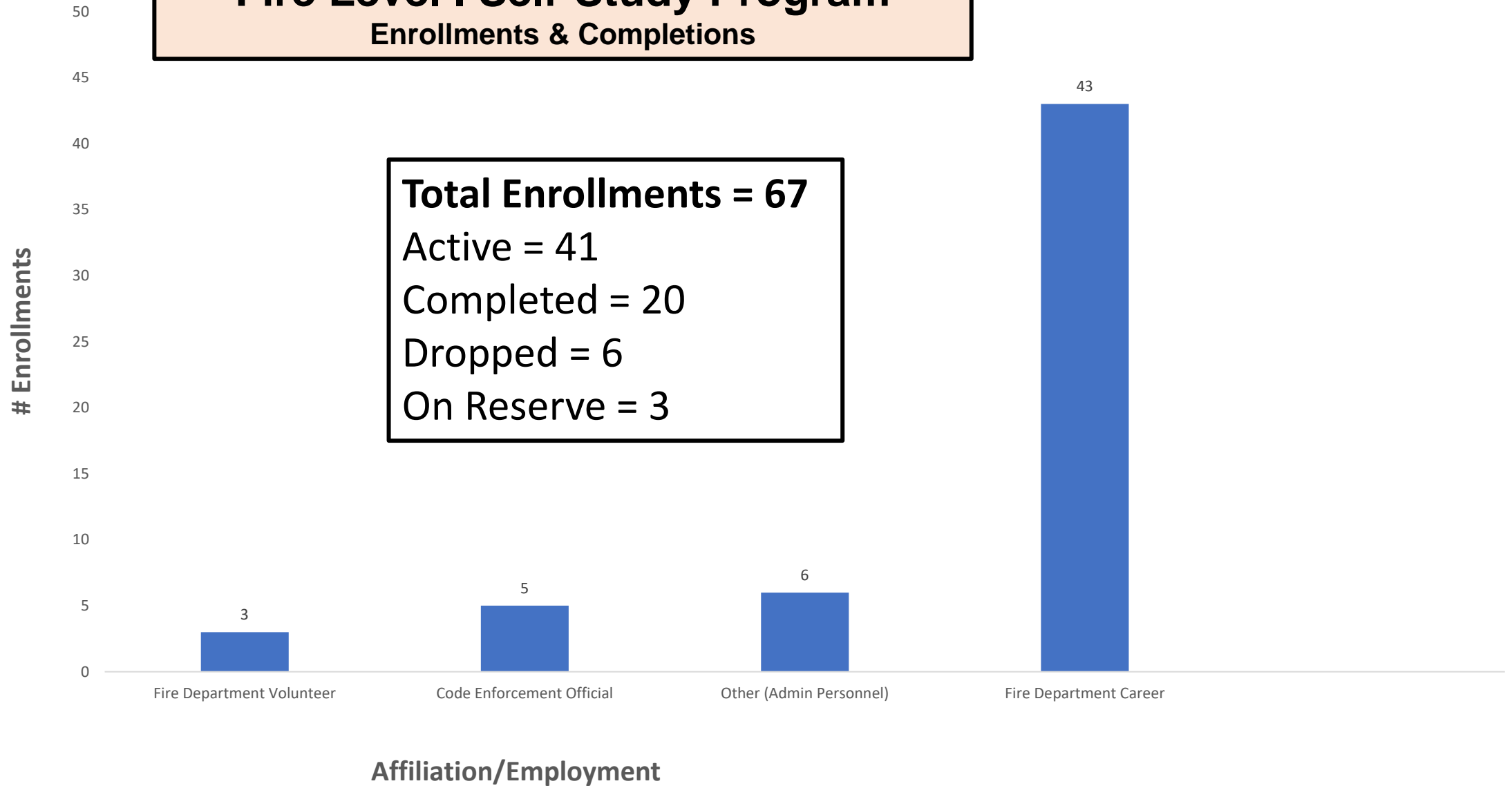
Fire Level I Self-Study Program Self-Study Materials and Phase Exams

We have been contending with low pass rates for all exams for a long time. Using this self-study program and the Fire Code along with multiple Moodle activities, the candidate searches and identifies specific code references to gain the code knowledge needed to complete thorough and professional inspections.



Fire Level I Self-Study Program

Enrollments & Completions



SCORE DISTRIBUTION (Numerically)					
	<70	70-79%	80-89%	90>	Total
EOC	0	4	4	14	22
Self-Study	0	0	0	8	8

SCORE DISTRIBUTION (Percentages)					
	<70	70-79%	80-89%	90>	Total
EOC	0%	218	18%	64%	100%
Self-Study to State Exam	0%	0%	0%	100%	100%

SCORE DISTRIBUTION BY BOARD RULE (EOC to State Exam)					
Rule	<70	70-79%	80-89%	90>	Total
47	0	1	1	1	3
48	0	0	0	0	0
49	0	0	0	2	2
51	0	0	0	0	0
53	0	0	0	4	4
54	0	3	3	7	13
55	0	0	0	0	0
	0	4	4	14	22

SCORE DISTRIBUTION BY BOARD RULE (Self-Study to State Exam)					
Rule	<70	70-79%	80-89%	90>	Total
47	0	0	0	0	0
48	0	0	0	3	3
49	0	0	0	1	1
51	0	0	0	0	0
53	0	0	0	1	1
54	0	0	0	3	3
55	0	0	0	0	0
	0	0	0	8	8

Candidate Information Bulletin

Fire Level I		Number of Questions: 150 Time Allowed: 3.5 Hours	
	Content Area	% of Items	Approved references allowed in the examination site
	Administrative Code and Policies	9	2018 North Carolina Fire Code 2018 Administrative Code & Policies* 2020 NC COQB Board Rules <i>*Note: North Carolina's General Statutes and Agency Rules pertaining to Code Enforcement Officials are also Law and Administration references for each technical exam that must be downloaded and printed from the NC Code Officials Qualification Board website and inserted into the NC Administrative Code and Policies, Ch. 3.</i> * https://www.ncosfm.gov/administrative/general-statutes-pertaining-code-enforcement-officials-complete/download * https://www.ncosfm.gov/links-general-statutes-printing-and-inserting-your-administrative-code-book/download * https://www.ncosfm.gov/coqb-board-rules
Ch. 1	Scope and Administration	13	
Ch. 2	Definitions	6	
Ch. 3	General Requirements	13	
Ch. 4	Emergency Planning and Preparedness	5	
Ch. 5	Fire Service Features	6	
Ch. 6	Building Services and Systems	9	
Ch. 7	Fire and Smoke Protection Features	3	
Ch. 8	Interior Finish, Decorative Materials and Furnishings	5	
Ch. 9	Fire Protection Systems	22	
Ch. 10	Means of Egress	23	
Ch. 23	Motor Fuel-dispensing Facilities and Repair Garages	6	
Ch. 28	Lumber Yards & Agro-industrial, Solid Biomass & Woodworking	2	
Ch. 31	Tents and Other Membrane Structures	6	
Ch. 32	High-piled Combustible Storage	5	
Ch. 36	Marinas	2	
Ch. 50	Hazardous Materials—General Provisions	7	
Ch. 57	Flammable and Combustible Liquids	6	
Ch. 61	Liquefied Petroleum Gases	1	
Ch. 80	Referenced Standards	1	

What the Participants Think

- ❖ “I feel so much more confident after completing Phase 1 than from the course alone. ”
- ❖ “It takes quite a bit of time, but in the end, it is well worth it.”
- ❖ “As much of a pain as it is, it is worth the effort.
- ❖ “At first, I was skeptical about the Moodle idea, but I think it will be a great method for learning and retention of the Codes.”

“I have seen many changes to the certification classes and frankly they have seemed to make it harder with every change for the volunteer side. ... I was expecting a one-week class ... and then take my exam. I was not expecting the three months online but this time the state got it right... .putting your nose into the book ... the online modules made the student do just that. The exercises really made the student go through the book and learn where the different chapters are and how to reference them correctly. I felt very confident when I arrived at the testing center... and finished with time to spare. That was from being made to learn the book in a productive manner that relates to the real world. I passed the exam and feel that the online module truly helped me. I know this system ... will help so many more upcoming inspectors... I really hope that OSFM will eventually try to do similar changes to other firefighter classes... Thank you for all your help”

Summer Intern – Elena Tsai, UNC Chapel Hill

COQB Exam: Cohort Comparison

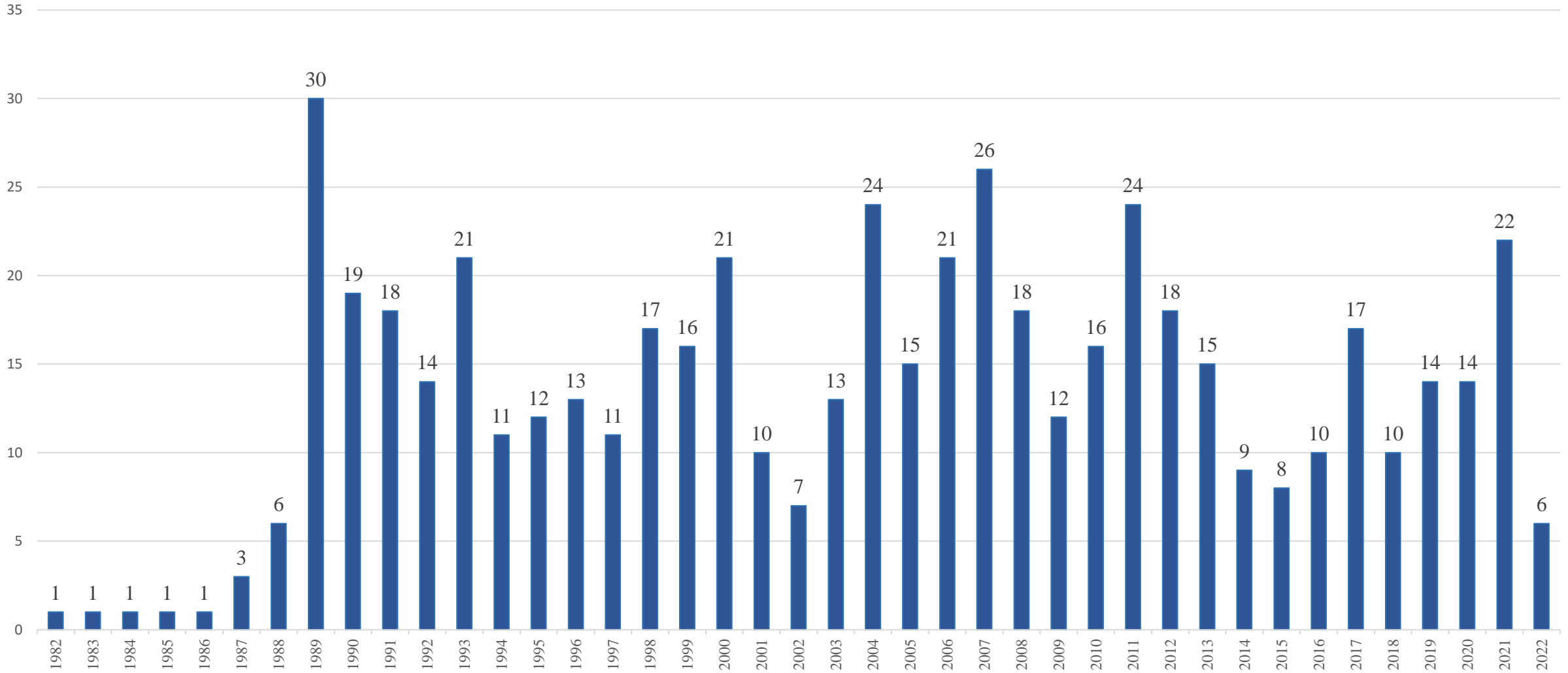
Summer Intern - Elena Tsai (UNC-CH)

		FIRE LEVEL I								
		Cert. Rules	Avg. Score	Median Score	Std. Dev	Criteria	# of Passes	Criteria	# of Fails	Passing Rate (%)
Level I ONLY			70.088	71	9.433Y		93 N		67	58.125
EDUCATION	One Year Diploma		70.833	71	8.589Y		5 N		1	83.333
	Two Year Degree									
	Four Year Degree		74.786	75.5	6.784Y		12 N		2	85.714
EXPERIENCE	Probationary									
	Six Months		74.133	76	8.442Y		11 N		4	73.333
	One Year		69.000	68	4.583Y		1 N		2	33.333
	Two Years		68.000	67	9.570Y		7 N		13	35.000
	Three Years									
	Four Years		69.532	71	9.544Y		73 N		51	58.871
	Five Years									
	Third Party									
Military										
License										

Fire Level I	
avg. course	82.477
course stdev	14.972
course std. error	1.078
avg. exam	70.523
% diff course & exam	14.493
exam stdev	9.994
exam std. error	0.719
exam skew	-0.541
exam kurt	1.502
avg. la score	91.447
la stdev	7.592
la stderror	0.280
# people	193

Investigations Sam Whittington

Complaints Filed by Year



Election of Officers

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Bylaws – nominations?

- Chairman – Bill Thunberg
- Vice-Chair – Fleming El-Amin
- Secretary – Rob Roegner
- P&P – Richard White
- Q&E – Tom Bender
- E&R – Karen Tikkanen

Adjournment

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