

**MINUTES OF THE
NORTH CAROLINA CODE OFFICIALS QUALIFICATION BOARD**

January 26, 2016

The quarterly meeting of the NC Code Officials Qualification Board was held at 1:00 P.M. on Tuesday, January 26, 2016 at the Board's office at 322 Chapanoke Road in Raleigh, NC.

The following members of the NC Code Officials Qualification Board were present:

Hayden Lutterloh	Richard Ducker	Ray Rice	Allen Kelly
Bill Thunberg	Chris Nuckolls	Ken Stafford	Brenda Lyerly <small>via teleconference</small>
Chris Noles	Chris Raynor	Richard Morris	Mack Summey <small>via Skype</small>

Members absent:

Taher Abu-Lebdeh	Harry Schrum	Stephen Terry
Andy Matthews	Dan Brummitt	
Mark Hicks	Jerry Jones	

*note: The appointment role of Elected Official, County < 40,000 pop is vacant.

Others in attendance were as follows:

<u>Name</u>	<u>Affiliation</u>	<u>Location</u>
Mike Hejduk	Department of Insurance	Raleigh, NC
Kathy Williams	Department of Insurance	Raleigh, NC
Terri Tart	Department of Insurance	Raleigh, NC
Jessica Yelverton	Department of Insurance	Raleigh, NC
Sam Whittington	Department of Insurance	Raleigh, NC
Dan Dittman	Department of Insurance	Raleigh, NC
Don Sheffield	City Of Greensboro	Greensboro, NC
Doug Maples	City Of Fayetteville	Fayetteville, NC
Tomas Hosey	City of Raleigh	Raleigh, NC
Hamid Dolikhani	City Of Raleigh	Raleigh, NC
Leon Skinner	City Of Raleigh	Raleigh, NC
Kent Jackson	Town of Apex	Apex, NC
Tony Beasley	Town Of Garner	Garner, NC
Chris Hinnant	Town Of Fuquay-Varina	Fuquay, NC
Ricky Blackmon	Holly Springs	Holly Springs, NC
Daniel Pope	Holly Springs	Holly Springs, NC
Greg Parr	Johnston County	Johnston, NC
Greg Vance	Wake County	Raleigh, NC
Barry Mooneyham	Wake County	Raleigh, NC
Colin Triming	Charlotte Fire Department	Charlotte, NC

Preliminary Matters

Chairman Hayden Lutterloh presided over the meeting and welcomed guests.

Item 1.A.: Roll Call/Conflict of Interest Reminder

Chairman Lutterloh asked each member of the Board to introduce themselves for the roll call. Chairman Lutterloh asked each member of the Board to state whether they had actual or potential conflicts of interest that needed to be made known for any items on the agenda. Chris Noles responded in the affirmative regarding investigations. Chairman Lutterloh directed the minutes show that the members have been asked and there was only one possibility and that it would be brought up later in the meeting at that particular agenda item.

Chairman Lutterloh stated that by statute, Richard Ducker shall remain on the board until a replacement is elected and presented Mr. Ducker a plaque of appreciation for his many years of service to the Board.

The State Ethics Commission has cited the potential for a conflict of interest for members of the Board who are serving in the following appointments.

- Code officials, because they serve on the Board that certifies them.
- Elected officials, because local government entities employ code officials.
- Licensed contractors, because their companies regularly work with code officials.
- UNC School of Government, because the school provides educational services for code officials who are subject to the jurisdiction of the Board.

Board members should exercise appropriate caution in the performance of their public duties should issues involving their certifications 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.

Item 2: Approval of the October 27, 2015 Minutes

Bill Thunberg made a motion to approve the minutes of the October 27, 2015 Board meeting. Chris Nuckolls seconded the motion. The motion was voted on and approved unanimously.

Item 3: Approval of New Standard Certificate Holders

Chris Raynor made a motion that the Board award Standard Inspection Certificates to those applicants presented to the Board who have met the education, experience, and examination requirements. Ray Rice seconded the motion. The motion was voted on and approved unanimously. The list of applicants is Attachment A to the minutes.

Item 4: Recognition of Fifth Level III Standard Inspection Certificate

Chairman Lutterloh reported there were two code officials receiving their fifth Level III certificate and invited them to meet and receive congratulations from the Board members.

- Daniel Pope of the Holly Springs Insp. Dept.
- Gregory Parr of the Johnston Insp. Dept.

Item 5: Committee Reports:

Executive Committee:

Chairman Lutterloh stated the committee had not met and had no report.

Policies and Procedures Committee:

Ken Stafford stated the committee had not met and had no report.

Education and Research Committee:

Mack Summey stated the committee had not met and had no report.

Qualification and Evaluation Committee:

Bill Thunberg stated the committee had not met but does have an application to review via teleconference and will report back to the board.

Item 6: Unfinished Business:

Chris Noles referenced the October Board meeting minutes Item 8.A and discussed the need for a draft memo meant for code enforcement officers referencing how House Bill 255 would be addressed by the Board. Lutterloh acknowledged Noles attending various association meetings to educate code officials but requested a memo still be drafted. Mike Hejduk stated that there was a mention of House Bill 255 being addressed on a case by case basis in the COCO News. Lutterloh stated that the two approaches can complement each other and to send out notification to all inspectors via listserv.

Item 7: Staff Reports

Director

Mike Hejduk referenced the annual report on the Chapter 93B requirements to the legislative oversight committee. The numbers of both certificates and CEOs are increasing. Comity is, by general statute, a “one-way” courtesy method to qualify an applicant’s experience from another state and not an agreement between states. Each applicant requesting comity is evaluated on a case by case basis. Of the 135 suspended certificates, there were none that were due to disciplinary rather all were the result of 2 years of unpaid renewal fees. There are statute and rule changes anticipated by the board in the future. N.C. Gen. Stat. § 143-151.8 includes the following clarification to the grounds for disciplinary action in paragraph (c)(6): *“The habitual failure to provide requested inspections in a timely manner.”* After mailing out notification of the amendment via postcards and email, Hejduk received questions on how the term ‘timely manner’ will be defined. Although each case brought before the board will have to be examined individually, using BCEGS data as a starting point might provide a base of reference for determining timely manner in the future. Using ISO’s Building Code Effectiveness Grading System (BCEGS®) summary data courtesy of Christopher Miller (Verisk Analytics), Hejduk reviewed statistical data from some of the 431 jurisdictions that voluntarily participate throughout North Carolina and 23 jurisdictions that submitted their ISO evaluation reports. Examining the comparisons between North Carolina and other states, North Carolina jurisdictions that have an ISO rating of 1 or 2 also have a higher percentage of certified personnel performing both commercial and residential duties than the rest of the country. Inspector certification appears to mirror the rise and fall of the housing market and attention was also drawn to the future issues with staffing levels due to the approaching retirement age of Code Enforcement Officials. Bill Thunberg questioned how high levels of variation from each department and having to look to outside sources for expertise coupled with single and multi-trade inspections could be quantified by nationally gathered statistical data.

Certification

Terri Tart stated that there were 110 standard certificates approved at this meeting and that there are now 171 CEOs holding active Level 3 certificates in all 5 trades. Tart presented the numbers of expired probationary certificates and the breakdown of standard certificates awarded. Attention was drawn to the 59% increase in probationary certificates issued from January 2015 through January 2016 and inferred that jurisdictions are hiring more individuals who did not previously hold inspection certificates.

Examination

Kathy Williams reported exam scores for all trades and levels. Building, Electrical and Fire Level 1 still had a high percentage of failure but the grades of the exams were relatively high. Plumbing and Mechanical trades continue to have a high passing rate. 160 exams were administered and 109 received a passing score. There were a low number of exams taken due to holidays and inclement weather. Williams reported the numbers of exams and the breakdown by trade and the amount of reviewed exams. Williams reported she received five complaints for the quarter four of which were in reference to contacting PSI to schedule an exam or review. There was an incident at the Raleigh location of a temporary power glitch where none of the data was lost on the examinee's terminal. The individual did not pass and requested a retest which was denied. During a visit to PSI testing center in Raleigh, it was learned that testing center proctors fill out an incident report for materials removed from codebooks before testing, including a copy of confiscated materials. Williams also noted that several types of indexes were being allowed into the testing facility. Williams directed the vendor, PSI Services LLC, to remove references to undefined "indexes" from the allowable content of code books from the PSI Candidate Bulletin. The final Exam Development Committee meetings were held through December. The updates and amendments were examined and added into the database along with new questions and all will be sent to PSI for implementation on April 1st. Code amendment packages will be available at the testing centers for those who do not print their own copy.

Chairman Lutterloh asked if Williams knew how many examinees had taken the exam with the index containing text. Williams clarified that keyword indexes were not allowed while strictly numerical tabs were permissible. Lutterloh noted the contradiction of the contracted test administrator to allow some indexes but not others. Mike Hejduk clarified that the test administrator did point out the term index in the Candidate Bulletin form and that upon examination of the incident reports of confiscated materials it was apparent that there was an effort to keep restricted materials out of the testing area.

Education

Jessica Yelverton reported on the status and number of CE and standard courses approved, scheduled, etc. for the quarter and year to date. Yelverton stated that the standard courses scheduled mirror the last quarter despite the holiday season. Association workshops had submitted continuing education courses for approval. The standard course instructor workshop for November resulted in 9 additional standard instructors with the next workshop scheduled for February. Yelverton discussed the visit with Jade Online Learning who offers interactive modules for the electrical trade and will have a link on OSFM's website. Yelverton is in the process of updating the instructor and student manuals to have them available online. The electrical standard course will be updated by electrical level 3 inspectors and instructors by February 24th. Chairman Lutterloh asked how many Law and Administration instructors are active. Yelverton stated that although there not many, the Law and Administration course is usually more readily available due to the mobility of its instructors.

Investigations

Sam Whittington reported on a phone interview concerning the Boone investigation and scheduled a visit for the following week. Whittington addressed case #451 involving Terry Sparrow, Nissa Pauley and City of Durham Department of Water Management noting these individuals were not performing inspections of work done by businesses in which they had a former financial interest. There was a clear break in employment and no overlap. Concerning conflict of interest, Sparrow had inherited stock in the company and had divested himself at the request of the Durham county board of Ethics. Concerning conflict of interest, Pauley had ceased inspecting work

in which Sparrow and Sons was contracted at the request of the Durham county board of ethics. Sparrow and Sons no longer contracts work through Pauley. Concerning willful misconduct, Whittington nor Durham County has found no evidence of improprieties or self-gain. Whittington recommended a finding of no basis. Bill Thunberg questioned if Durham Ethics requested the respondents to attend further training or additional education of any kind. Pauley's supervisor stated that she has since received additional ethics training.

A motion was made by Ken Stafford to accept the investigator's report and recommendation that there is no basis in fact on this case. The motion was seconded by Bill Thunberg and approved by voice vote. It is noted that this motion covers both Terry Sparrow and Nissa Pauley.

Sam Whittington addressed case #453 involving Keith Cook and Watauga Planning and Inspections Department. Mary McKissack had previously contracted with an unlicensed contractor to build a retaining wall adjacent a parking area and stairs. McKissack obtained a permit after construction. The retaining wall failed initial inspection since no verification could be made that the wall was constructed to code. Whittington recommends no basis based on the fact that the permit that has not passed an inspection nor been issued a certificate of compliance / occupancy. Chris Noles recused himself. Bill Thunberg asked if the permit holder had requested any additional inspections, which they had not. Accepted report motion made by Bill Thunberg made a motion to accept the report and recommendation of no basis. The motion was seconded by Ray Rice and approved by voice vote.

Bobby Croom addressed the certification of inspector Stephen Webb of Wilson County and a Notice of Hearing that was continued to the next Board meeting. The allegations of the complaint were that Webb conducted inspections on and passed work he could not view and issued a certificate of compliance. The proposed consent order directs that Webb's Building certificate be suspended for a year unless he completes a Law and Admin and Building Level 1 Standard Course in which case, the suspension could be reduced to no less than 3 months. If the consent order is rejected, Croom will return to Webb and hold an administrative hearing. When a continuance was scheduled, Croom was informed by Webb that he is no longer employed by Wilson County. Croom opined that until Webb is employed, his certificates are inactive and the board has no jurisdiction and the issue will remain unresolved. Croom noted that this has always been an unresolved issue for the Board and code official when certificates expire. Croom asks that the Board considers this advisory opinion as a way to deal with complaints or issues when an inspector is not employed during the investigation or administrative action of the complaint. Croom clarified that if Webb were to gain employment the Board would have jurisdiction. The topic on the floor was the interpretation of whether jurisdiction remains while an inspector is unemployed. If not reemployed, the official will have looming administrative issues which could effectively hinder reemployment. A motion to approve the proposed consent order was made by Ken Stafford and seconded by Chris Raynor. A vote was called by raised hand by Chairman Lutterloh in which the seven (7) members present and Mack Summey via Skype approved of the consent order. Nuckolls and Thunberg voted no and Lyerly abstained. Croom stated the approval of the consent order also covers the matter of the administrative hearing.

Chairman Lutterloh called for a short recess from 3:00 pm until 3:15 pm before new business is discussed. The Board reconvened at 3:21 pm.

Item 8: New Business from Board Members

- A. Chairman Lutterloh addressed a letter received from the City of Greenville in regards to 'Building Inspector Responsibility for Code Compliance of Nailing for Structural Sheathing.' The chairman called for Mike Hejduk to facilitate the conversation. Hejduk stated that jurisdictions define their requirements for framing and rough-in inspections differently. Noles stated the issue stems from House Bill 120 where jurisdictions could not hold inspections in excess of the list of inspections that were provided by the Building Code Council, leaving elements that are covered up in-between inspections. The inspector is left to wonder if he is responsible for aspects of the inspection that he cannot see, which is a concept mentioned in the letter from Greenville. Bobby Croom stated that the proper place for the board to offer interpretations is through administrative and disciplinary actions where each case can be examined

individually. The issue with nail patterns proposed by Greenville will be forwarded to the Building Code Council (BCC). Local jurisdictions are allowed to petition the BCC for special additional inspections. In regards to possible disciplinary action the board will examine on a case by case basis.

- B. Chairman Lutterloh stated that the question concerning 'timely manner' was posed by many jurisdictions and stated that he and staff would draft a statement on House Bill 255 as part of the explanation of willful misconduct.
- C. Chairman Lutterloh received a letter from Thomas Hosey (City of Raleigh Development Services Director), and additional jurisdictions, asking to be allowed to address the board and discuss reciprocity and comity issues.

Public Comments

Thomas Hosey acknowledged Hejduk's statements on the aging of CEO's. Hosey stated that it is not uncommon for positions to be posted multiple times, not due to lack of qualified individuals but to the individual holding International Code Council (ICC) certifications and not North Carolina certification. Hosey states that ICC writes the base code and serves as full reciprocity for thirty states and 7 states have legacy but only North Carolina does not award ICC reciprocity. Hosey states that ICC certifications are a good indicator of technical proficiency and North Carolina has not reviewed its interpretation on reciprocity since its inception. Hosey stated that even in Raleigh there were a number of people who did not want to go through the process to become certified through the Board's process. Hosey states that he has made verbal requests from most of the staff for which specific states have received reciprocity and asserted that the Board has authority to interpret. Hosey requested some transparency of which states are approved for reciprocity. Chairman Lutterloh stated that reciprocity is not blanket and is examined on a case by case basis. By statute North Carolina does not have blanket reciprocity with any entity. Comity has been done in Florida which does not recognize North Carolina credentials. Lutterloh directed the letter to the Policies and Procedures Committee to determine what the statute allows. Hosey made a public records request for those thirteen (13) individuals listed in Board meeting minutes who qualified by reciprocity in the past. This request was forwarded to Mike Hejduk for action. Chris Noles suggested that in the interest of transparency, a documented approach to the checklist on comity and reciprocity should be online.

Adjournment

There being no further business, Chris Raynor made a motion to adjourn the meeting. Chris Nuckolls seconded the motion. The motion was approved unanimously.

Respectfully submitted,



Chris Noles,
Secretary, NC Code Officials Qualification Board

Attachments:

Attachment A List of New Standard Certificates Awarded

Attachment B Staff Report

Note: This meeting has been recorded on CD. Anyone desiring copies should contact the NC Department of Insurance, Engineering Division, Qualification Assurance Section, for reproduction costs.

NEW STANDARD INSPECTION CERTIFICATE APPLICANTS

Active City, County, and State Code Enforcement Officials

By Area and Level

The following individuals have met the certification requirements of GS 143-151.13(a). These individuals have Certificates of Employment (COEs) filed with City, County, or State inspection departments. Their certificates will become valid as of today.

Building Level I

Colelli, Thomas Dale
Drake, David Hamilton
Lassiter, Derwood Gregg
McGowan, Edward Michael
Murray, Gary Lee
Pate, Crystal Boykin
Skora, Mark

Building Level II

Nicholson, William Bradley

Building Level III

Bankowski, Andrew Gerard
Esmailian, Maryam
Price, John Ridgald
Roper, John Michael
Sauer, Kimberly T.
Wehrman, Christopher Henry

Electrical Level I

Canipe, Joseph Scott
Cyrus, Jerry Lee
Pruss, Daniel Edward
Scoggins, Keith Edward
Smith, Eric Ronald
Stout, Jeffrey Ray
Wood, Jason Michael

Electrical Level II

Baker, Jason Dean
Cunningham, Joseph Anthony
Durham, Jerry Lee

Electrical Level III

Bumb, Christopher William
Jollay, Paul Marion
Miller, Stacey Lee
Nicholson, William Bradley
Norris, William Brian
Putnam, Brandon Gene
Tine, Timothy W

Fire Level I

Aube, Kevin Scott
Barbee, Todd Dale
Clark, Glenn Owen
Hutchens, Matthew Charles
Ingwersen, Daniel Erik
Price, Bradford Allen
Sloan, Timothy Dale
Snider, Mike Dearnley

Fire Level II

Baker, Jason Dean
Bentfield, Robert James
Benton, James Bradley
Blanchard, William Eley
Davenport, Brian Kenneth
Holleman, Alan T.
Johnson, Joseph Michael
Keel, Danny Earl
Leonard, James Richard
Lynn, Robert Lee
Mitchell, Marty Allen
Palmer, Mark William
Seaman, Wayne Anthony
Wallace, Donald Banks
Wilkins, James Powell

Fire Level III

Baily, Dykeman Waldron
Cunningham, Joseph Anthony
Farley, James William
Grubbs, Patrick K.
Parr, Gregory Scott
Pope, Daniel Jeromy
Toler, Christopher Scott
Turbeville, Waylon Levi

Mechanical Level I

Bumb, Christopher William
Cannon, Timothy James
Dornauer, Donald Karl
Gates, Joseph Andrew
Hoffman, Donald Delano
Johnson, Derrick Lee
McIntosh, Jeffrey James
Miller, Jarrett Luther
Searce, David Lea
Winchester, William Thomas
Yarborough, Michael Leroy

Mechanical Level II

Baker, Jason Dean
Duncan, Kyle Anthony
Kelley, Daniel David
Pridgen, John Campbell

Mechanical Level III

Brown, Larry Lavaughn
Cranford, Michael Travis
Daly, Michael Brian
Dellinger, Lindsey Lee
Williams, Keith O'Neal

Plumbing Level I

Albright, Dennis Franklin
Allman, Jacob Tyrell
Burger, Jonathan Kyle
Carey, Stacey Wayne
Chrismon, Kevin Barrette
Davis, Jerry Wayne
Dornauer, Donald Karl
Drake, David Hamilton
Elkins, David Ray
Gates, Joseph Andrew
McIntosh, Jeffrey James
Miller, Jarrett Luther
Miller, John Alexander
Nottingham, Mark Austin

Plumbing Level II

Drake, William Henry
Pridgen, John Campbell
Scoggins, William Joseph
Somerset, Donald Kevin

Plumbing Level III

Hart, Timothy Robert
Meadows, Larry Ray
Vaughan, Timothy Glenn
Williams, Keith O'Neal
Woller, Christopher Wayne

**PRE-QUALIFICATION APPLICANTS MEETING THE STANDARD CERTIFICATION
REQUIREMENTS**

The following applicants have met all the requirements to receive their Standard certificates except being employed by a city, county, or State inspection department and being assigned the responsibility of enforcing the State Building Code. Their certificates will be issued when they are so employed.

Cherry, Ernest Gabriel	Building	1
Southerland, Edward Alonza	Building	1
Blalock, Dwayne Lee	Fire	1
Whitley, Jonathan G.	Fire	1
Marriott, Keith John	Plumbing	III

DIRECTOR (Mike Hejduk)

• **COMMUNICATION**

- # Certificates 7,450 / 7,565
- # CEOs 3,383 / 3,757
- # Certificates / CEO 2.2 / 2.0

- **Required Reports – Legislative Oversight – received October 30, 2015**
- **93B-2(a) Annual Report: July 1, 2014 to June 30, 2015**

(1a)	The total number of licensees supervised by the board [active]	3,961
(2)	The # of applications for examination	2,084
(3)	The # of applicants who were initially refused examination	742
(4)	The # who took the examination	680
(5)	The # of initial certificates issued	1,264
(5a)	The # who failed the examination.....	264
(6)	The # of applications for certificates by reciprocity or comity	145
(7)	The # of certificates granted by reciprocity or comity	0
(7a)	The # of official complaints received involving certified and non-certified activities	10
(7b)	The # of disciplinary actions taken against certificates, or other actions taken against non-certified persons, including injunctive relief	1
(8)	The # of certificates suspended*.....	135
(9)	The # of certificates terminated/revoked (voluntarily surrendered).....	0
(10)	The substance of any anticipated request by the occupational licensing board to the General Assembly to amend statutes related to the occupational licensing Board: <u>None</u>	
(11)	The substance of any anticipated change in rules adopted by the occupational licensing board or the substance of any anticipated adoption of new rules by the occupational licensing board: <u>The Board anticipates reviewing all rules as required by Session Law 2013-413 and changes to NCGS § 150B-21.3A.</u>	

NOTES TO TABLE:

- *0 certificates were suspended as a disciplinary action.
- 135 were automatically “suspended” because the renewal fee was not paid.

• **COMPETENCE (aka EFFECTIVENESS?)**

Outreach letter dated November 2, 2015 to all jurisdictions

A recent legislative amendment to NCGS § 143-151.8 includes the following clarification to the grounds for disciplinary action in paragraph (c)(6): *“The habitual failure to provide requested inspections in a timely manner.”* The above change prompted some discussion among CEOs regarding the meaning of the term “timely” used in this legislation. One aspect of this issue may be whether inspection departments across the state are sufficiently staffed to meet construction activity demand. ISO appears to be using 10 inspections per day per inspector as a benchmark for workload [based upon evaluation of over 14,000 code enforcement departments across the United States]. COQB staff is a part of this process in receiving applications and determining eligibility to take the State exams and/or pre-qualification, and issuing probationary and standard certificates.

In order to consider some sort of applicable benchmarks for various size departments an initial source of data might be existing reports by ISO BCEGS@.

The image of the following page is a screen shot from the web page for participating North Carolina jurisdictions showing the BCEGS Classification distribution for a total of 431 jurisdictions.

The screenshot shows the ISO Mitigation website interface. At the top, there is a navigation menu with links: Home, About ISO, PPC Program, BCEGS, Emergency Communications, Water Resources, Order Documents, and Contact ISO Mitigation. Below the menu, there is a search bar and a section titled 'Facts and figures about BCEGS grades around the country'. A red box highlights the text '431 Jurisdictions'. To the right, there is a bar chart titled 'Distribution of Communities by BCEGS Class Number within Classification' for North Carolina. The chart shows the number of communities for each BCEGS class (1-10) for Personal Lines (yellow) and Commercial Lines (orange). The data is as follows:

BCEGS Class	Personal Lines	Commercial Lines
1	1	0
2	2	0
3	15	33
4	121	123
5	24	22
6	3	1
7	13	23
8	27	19
9	1	1
10	0	0

Below the chart, there is a dropdown menu set to 'North Carolina'. Text below the chart explains that the personal lines classification addresses building code adoption and enforcement for 1- and 2-family dwellings, while commercial lines classification is for all other buildings. There is also a section for 'Customized reports' and a URL at the bottom: <http://www.isomitigation.com/index.php/bcegs/facts-and-figures-about-bcegs-grades-around-the-country>

A document available through the ISO web site states:

“Plan review staffing – A community receives points based on whether the department has sufficient staffing to complete a maximum of one commercial or two residential plan reviews per day per plan reviewer over the course of a year. An increased workload – as indicated by more plan reviews – can mean fewer points earned.”

“Inspection staffing - A community receives points based on whether the department has sufficient staffing to complete a maximum of ten inspections per day per inspector over the course of a year. An increased workload – as indicated by more inspections – can mean fewer points earned.”

ISO uses several other criteria to develop an overall rating.

ISO reviews jurisdiction performance on a 5 year cycle and issues a Building Code Enforcement Evaluation Report organized in the following seven (7) sections:

1. Executive Summary
2. Background Information
3. Code Adoption; Education, Training and Certification
4. Staffing levels
5. BCEGS Point Analysis
6. Natural Hazards

Responding Jurisdictions:

[Survey year (Residential/Commercial) rating]

CITIES	COUNTIES
Apex 2009 (4/4)	Camden 2012 (4/3)
Asheboro 2009 (5/4)	Cleveland
Clayton 2014 (4/3)	
Durham City-County 2009 (3/3)	
Emerald Isle 2013 (4/3)	
Fuquay-Varina 2013 (3/2)	
Graham 2014 (4/4)	
Greensboro 2013 (4/3)	
Greenville (questionnaire only)	
	Haywood
	Henderson 2014 (4/4)
Madison 2007 (5/5)	
Charlotte-Mecklenburg 2012 (2/1)	
	Nash 2012 (4/4)
	Northampton 2012 (4/4)
Ocean Isle Beach 2014 (7/7)	
Raeford 2012 (4/4)	
	Union 2009 (9/4)
Washington (questionnaire only)	Wayne
13	10

Summary data courtesy Christopher Miller, Verisk Analytics

	Total Inspections	Total Full Time Inspectors*	Annual Inspections per Inspector
Commercial			
Building	242284	88.93	2724.43
Electric	133249	67.63	1970.26
Mechanical	74540	42.01	1774.34
Fuel Gas	11001	16.35	672.84
Plumbing	69853	46.19	1512.30
Residential			
Building	579958	183.68	3157.44
Electric	270491	127.1	2128.17
Mechanical	227781	87.35	2607.68
Fuel Gas	41383	33.28	1243.48
Plumbing	185334	95.25	1945.76
Total	1835874	787.77	2330.47

*One full time inspector is equivalent of one inspector working 40 hours

<http://www.verisk.com/>

Factors affecting ratings:

- Residential Code: Adopt latest edition without amendments and implement within 5 years of publication.
 - i.e. state modifications to wind borne debris provisions of IRC & IBC
 - i.e. non-enforcement of the sprinkler provisions in the IRC
- Staffing Certifications: full versus probationary
 - Reduced staffing levels
- Staffing Continuing Education: number of years allowed to earn for renewal, or required at all
 - Less training hours and expenditures

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Table 1 details the points your department earned during the most recent survey as well as the points earned in the previous survey including a comparison of the two. This information may be used to track local trends or pin-point improvement target areas.

Table 1

	Building Code Effectiveness Grading Point Comparison						
	Point Totals					Difference	
	Current Grading Yr:		Maximum Point Possible	Previous Grading Yr:			
	2012	2012		2007	2007	Com	Res
	Com	Res	Com	Res	Com	Res	
Section I - Administration of Codes	50.36	49.76	54.00	49.43	49.43	0.93	0.33
Section 105 - Adopted Codes	8.00	7.60	8.00	8.00	8.00	0.00	-0.40
Section 108 - Additional Code Adoptions	4.00	4.00	4.00	3.35	3.35	0.65	0.65
Section 110 - Modification to Adopted Codes	4.00	3.80	4.00	4.00	4.00	0.00	-0.20
Section 112 Method of Adoption	0.00	0.00	1.00	0.00	0.00	0.00	0.00
Section 115 - Training	13.22	13.22	13.00	12.83	12.83	0.39	0.39
Section 120 - Certification	11.69	11.69	12.00	11.63	11.63	0.06	0.06
Section 125 - Building Official's Qualification / Exp/ Education	4.00	4.00	4.00	4.00	4.00	0.00	0.00
Section 130 - Selection Procedure for Building Official	0.50	0.50	0.50	0.50	0.50	0.00	0.00
Section 135 - Design Professionals	0.07	0.07	2.00	0.24	0.24	-0.17	-0.17
Section 140 - Zoning Provisions	1.00	1.00	1.00	1.00	1.00	0.00	0.00
Section 145 - Contractor / Builder Licensing & Bonding	0.68	0.68	1.00	0.68	0.68	0.00	0.00
Section 155 - Public Awareness Programs	2.50	2.50	2.50	2.50	2.50	0.00	0.00
Section 160 - Participation in Code Development Activities	0.50	0.50	0.50	0.50	0.50	0.00	0.00
Section 165 - Administrative Policies & Procedures	0.20	0.20	0.50	0.20	0.20	0.00	0.00

**Administration of Codes:
54% of the analysis**

Building Code Effectiveness Grading Point Comparison (continued)

	Building Code Effectiveness Grading Point Comparison (continued)						
	Point Totals					Difference	
	Current Grading Yr:		Maximum Point Possible	Previous Grading Yr:			
	2012	2012		2007	2007	Com	Res
	Com	Res	Com	Res	Com	Res	
Section II - Plan Review	23.00	20.33	23.00	19.75	6.23	3.25	14.10
Section 205 - Existing Staffing	9.00	7.83	9.00	6.27	0.00	2.73	7.83
Section 210 - Experience of Personnel	1.50	1.50	1.50	0.98	0.98	0.52	0.52
Section 215 - Detail of Plan Review	11.50	10.00	11.50	11.50	4.25	0.00	5.75
Section 220 - Performance Evaluation for Quality Assurance	1.00	1.00	1.00	1.00	1.00	0.00	0.00
Section III - Field Inspection	22.94	21.26	23.00	19.95	19.44	2.99	1.82
Section 305 - Existing Staffing	9.00	7.84	9.00	7.29	6.78	1.71	1.06
Section 310 - Experience of Personnel	2.94	2.94	3.00	2.76	2.76	0.18	0.18
Section 315 - Managing Inspection and Re-inspection activity	1.00	1.00	1.00	0.00	0.00	1.00	1.00
Section 320 - Inspection Checklist	2.00	1.48	2.00	2.00	2.00	0.00	-0.52
Section 325 - Special Inspections	1.00	1.00	1.00	0.90	0.90	0.10	0.10
Section 330 - Inspections for Natural Hazard Mitigation	1.50	1.50	1.50	1.50	1.50	0.00	0.00
Section 335 - Final Inspections	2.50	2.50	2.50	2.50	2.50	0.00	0.00
Section 340 - Certificate of Occupancy	2.00	2.00	2.00	2.00	2.00	0.00	0.00
Section 345 - Performance Evaluations for Quality Assurance	1.00	1.00	1.00	1.00	1.00	0.00	0.00
Subtotal:	96.30	91.35	100.00	89.13	75.10	7.17	16.25
The final score is determined by a relationship between Item 105 and the balances of the scoring.							
Final Score:	96.30	87.16	100.00	89.13	75.10	7.17	12.06

**Plan Review:
23% of the analysis**

**Field Inspection:
23% of the analysis**

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Section 4 Education, Training, and Certification

The Building Code Effectiveness Grading Schedule reviews the tools available to a building code department to determine what level of protection the jurisdiction has decided to offer. In this section we review the qualifications of the code enforcement personnel. By maintaining highly qualified, well trained staff the building code enforcement department is better equipped to encourage the construction of code compliant buildings.

The BCEGS program does not mandate any level of training certification or experience but it does recognize the technical and evolving nature of construction code enforcement. Therefore, 39% of the available points in the analysis are dependent on education, training and experience. The evaluation is much diversified. For instance, credit can be earned for hours of training taken, dollars spent on training, incentives for outside training, and hiring requirements. After review of this information a building code department may determine that a higher caliber employee or more incentives to current employees could assist them in performing their duties more efficiently and professionally.

The number of personnel is an important factor when comparing and correlating education and training. To standardize these numbers this report converts all employees to full time. Therefore a department with two full time code enforcers the number of employees will be two. If a department has five full time code enforcers and seven part time code enforcers each working twenty hours per week the department will show as eight and one half employees.

Mecklenburg Co employs 108.15 code enforcement personnel. This staffing level is equal to one code enforcement personnel for each 8,503 citizen or one code enforcement personnel for each 743.56 permits issued. If the jurisdiction was divided equally, each code enforcer would be responsible for an area of 4.85 square miles.

Table 4-1 displays the total and the average number of hours spent in training by code enforcement personnel in Mecklenburg Co. Training is broken down into four categories; a maximum of 1.25 points may be earned for the first 12 hours of training in administrative aspects of code enforcement, legal aspects of code enforcement, and being mentored in code enforcement. The first 60 hours of training in technical aspects of code enforcement may also earn maximum credit of 4.25 points. To receive the maximum available points in this area each employee must train a minimum of 96 hours per year and the subject must follow the details above.

Ocean Isle Beach employs 1.00 code enforcement personnel. This staffing level is equal to one code enforcement personnel for each 550 citizen or one code enforcement personnel for each 889.00 permits issued. If the jurisdiction was divided equally, each code enforcer would be responsible for an area of 3.39 square miles.

Union Co employs 12.65 code enforcement personnel. This staffing level is equal to one code enforcement personnel for each 7,496 citizen or one code enforcement personnel for each 854.78 permits issued. If the jurisdiction was divided equally, each code enforcer would be responsible for an area of 50.39 square miles.

Hiring only certified code enforcement employees or allowing a short probationary period for new hires to earn their certification are valued practices which elevate the quality and consistency of the code enforcement process. The following two charts compare your jurisdiction's policies regarding certification with those of other departments within your county, state and across the country. The charts represent the percent of plan reviewers and inspectors that held appropriate certification for the duties they performed at the time of the latest BCEGS survey. Chart 4-5 represents commercial work and Chart 4-6 represents residential work.

Chart 4-5 Comparison of Certified Personnel Performing Commercial Duties

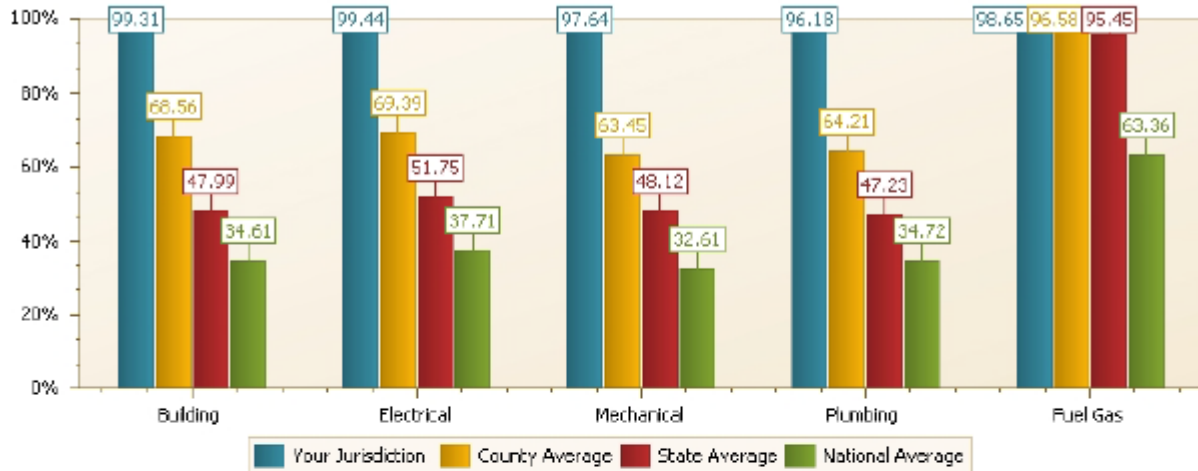
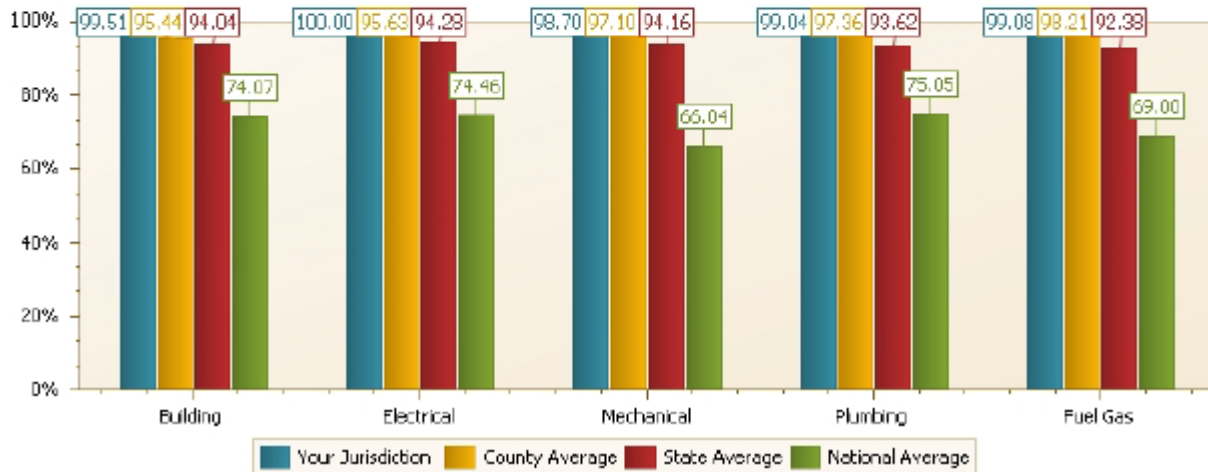


Chart 4-6 Comparison of Certified Personnel Performing Residential Duties



Requiring certification as a condition of employment is an important factor. However, the evolving nature of the building technology and the wide variety of situations encountered by plan reviewers and inspectors dictate the need for continuing education. The following two charts are based on the period of time allowed to complete the required amount of continuing education requirements for building inspectors in order for them to renew their license / certification. Information in these charts represents data gathered across the country.

Chart 4-7 Building Certification Renewal Period Commercial

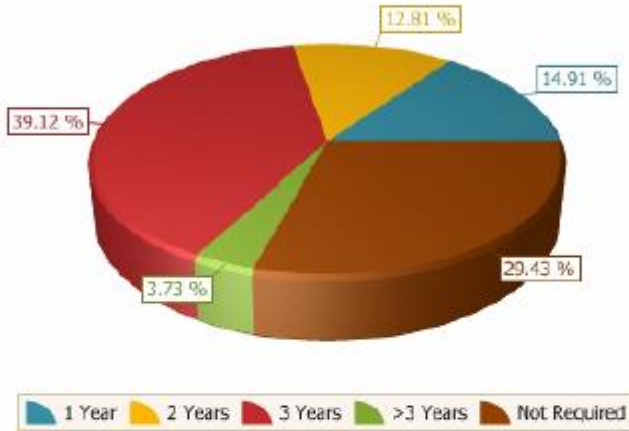
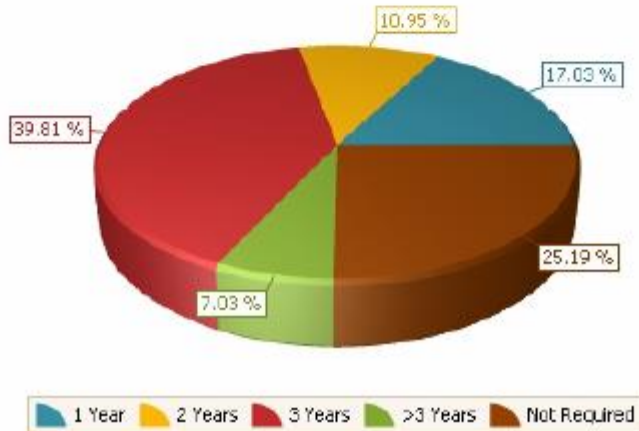


Chart 4-8 Building Certification Renewal Period Residential



Section 5 Staffing Levels

One of the most frequently asked questions from community administrators and building officials is: How many inspectors and plan reviewers do we need to supply the desired level of service to our community? This section will provide valuable information to assist in this vital decision. The BCEGS schedule uses the following benchmarks to calculate the staffing levels:

- 10 inspections per day per full time inspector
- 1 commercial plan review per day per full time plan reviewer
- 2 residential plan review per day per full time plan reviewer

These are average numbers of the entire department over the course of a year. Some inspectors because of the type of work they are assigned will exceed these benchmarks while others will not be able to reach them, the same is true of plan reviewers. The fact is that these benchmarks have proved to be realistic over the course of surveying 14,000 code enforcement departments.

However, we realize that your community may have varying circumstances and may want to base staffing decision on other information. In the following set of charts we have scoured our database to find communities that are of similar size, and population to your community to provide data that may be helpful in your decision process. The next key element of staffing decision is the workload; again we queried our records to find communities with similar number of permits issued, inspections and plan reviews completed. This data can be useful in further defining your staffing levels. Realizing that some jurisdictions cover vast area while others are metropolitan we did some calculations and arrived at a unique category of permits per square mile. You may find that this category affords benchmarking opportunities that take into account workload and travel time for your inspecting staff.

Table 5-1

Your community falls into the following ranges

Population	>25,000
Square Miles	>38
Permits Issued	>2,000
Number of inspections conducted	>5,700
Building Plan reviews conducted	>1,400
Permits per Square Mile	>17

Benchmarking Information

The information in Charts 5-3 through 5-14 depicts the staffing levels of your jurisdiction along with the average staffing levels of all the communities that fall within the range for each category as defined in Table 5 -1. To standardize these numbers this report converts all employees to full time equivalents. Therefore, in a department with two full time employees the number of personnel will be two. If a department has five full time code enforcers and seven part time code enforcers each working twenty hours per week the department is considered to have eight and one half full time employees. The data is further broken down by the responsibilities of each code enforcer. For example a department may allocate time as follows:

Table 5-2 Time Allocation Example

	Time allocation (hrs) employee #1 40 hrs per week	Time allocation (hrs) employee #2 30 hrs per week	Time allocation (hrs) employee #3 20 hrs per week	No. of equivalent full time employees
Commercial Plan Review	16	1.5	0	0.44
Residential Plan Review	8	1.5	0	0.24
Commercial Inspection	14	24	2	1.00
Residential Inspection	2	3	18	0.58
Total equivalent full time employees				2.25

The calculations used to make up the graphs for the example above would be the number of commercial plan reviews conducted in your jurisdiction divided by 0.44 (the number of commercial plan reviewers employed by your jurisdiction). Similarly assuming 732 residential inspections divided by the number of residential inspectors (0.58) returns a workload of 1,262 inspections per full time inspector per year. The calculation for the control group is the same except that the results are averaged.

Section 7 Natural Hazards

Different parts of the country are subject to a variety of potential natural hazards. The map below is an overview of those potentials:



In cooperation with AIR (an ISO company) we have prepared the following hazard report using the municipal building address you supplied during the survey meeting. A full explanation of how to read and interpret the following profiles can be found in Appendix A.

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Probationary Certificates

Probationary certificates are available to code enforcement officials (CEOs) who are newly employed or those who need to achieve a higher level of certification. The purpose of the probationary certificate is to allow code enforcement officials the ability to perform code enforcement while receiving on-the-job training, taking required standard courses and passing the state examination. Probationary certificates are valid for a period of two years and not renewable.

Notices of expiration are sent to each inspector and his or her City or County Manager. 67 probationary certificates expired this quarter and are listed below with their corresponding jurisdiction.

<u>Jurisdiction</u>	<u>Inspector</u>	<u>Area/Level</u>	<u>Jurisdiction</u>	<u>Inspector</u>	<u>Area/Level</u>
Beasley, Stephen Dale	Jackson Co. (J215)	B 1	Huskins, Samuel C.	Mecklenburg Co. (J263)	F 1
Bartholomew, Joel J.	Henderson (J193)	F 2	Johnson, Evalyn Jane	State Const.Office (J381)	B 3
Bentfield, Robert James	Wilmington (J432)	F 2	Johnson, Evalyn Jane	State Const.Office (J381)	F 3
Bibey, Gregory Wayne	Aberdeen (J2)	F 1	Jordan, Sara Catherine	Wrightsville Beach (J443)	F 2
Blanchard, William Eley	Hertford Co. (J199)	F 2	Keefe, David Charles	Beaufort (J26)	M 3
Boone, Norwood Dee	Wallace (J463)	F 2	Kennedy, Edmund Carl	Kure Beach (J229)	F 2
Bowers, Jody Ray	Mecklenburg Co. (J263)	B 2	Kimball, Edward Chester	Raleigh City Inspections (J327)	B 3
Boyd, Joshua Michael	Shelby (J367)	F 1	Mabe, Michael Clay	Rockingham (J342)	F 2
Budge, Peter Robert	Belhaven (J31)	B 1	McGervey, Walter Charles	Iredell Co. (J213)	E 1
Budge, Peter Robert	Belhaven (J31)	E 1	McGervey, Walter Charles	Iredell Co. (J213)	M 3
Canipe, Joseph Scott	Gastonia (J159)	P 2	McGervey, Walter Charles	Iredell Co. (J213)	P 3
Carroll, Brian Davis	Pine Knoll Shores (J317)	F 1	McQueen, Jordan Chesley	Laurinburg (J233)	F 1
Caughorn, Carl Edward	Asheville Fire Dept. (J19)	F 2	Merritt, James Thomas	Wilmington (J432)	F 1
Clay, William Aubrey	Rutherford Co. (J350)	B 2	Morgan, Shannon Dale	Asheville (J18)	B 1
Clay, William Aubrey	Rutherford Co. (J350)	E 2	Morgan, Shannon Dale	Asheville (J18)	E 1
Clay, William Aubrey	Rutherford Co. (J350)	F 2	Murray, Gary Lee	Franklin Co. (J152)	B 1
Clay, William Aubrey	Rutherford Co. (J350)	M 2	Penner, Grady Eugene	Mecklenburg Co. (J263)	B 2
Clay, William Aubrey	Rutherford Co. (J350)	P 2	Penner, Grady Eugene	Mecklenburg Co. (J263)	M 1
Cleaton, Jeremy Bryan	Greenville (J179)	F 2	Perry, Martin Ross	Iredell Co. (J213)	B 2
Cottrell, John David	Oxford (J305)	F 2	Potter, Jason Gary	Caldwell Co. (J65)	F 2
Cunningham, Joseph A.	Fayetteville (J144)	F 3	Preddy, Clifton Jameson	Henderson (J193)	F 2
Davis, Glenn Paul	Sunset Beach (J386)	P 2	Price, John Ridgald	Durham (J121)	B 3
Gardner, Jeffrey Scott	Salisbury (J354)	F 1	Riley, Michael Patrick	Asheville Fire Dept. (J19)	F 2
Gillis, Harry Leroy	Asheville (J18)	B 1	Roberts, Joshua Joseph	Holly Springs (J209)	F 1
Gillis, Harry Leroy	Asheville (J18)	E 1	Sandridge, Joseph Eugene	Mecklenburg Co. (J263)	B 2
Gobbel, Michael Parker	Lexington (J241)	F 1	Sandridge, Joseph Eugene	Mecklenburg Co. (J263)	M 2
Gray, Randal Lee	Onslow Co. (J300)	B 2	Stone, Jonathan Cory	Lexington (J241)	F 1
Gray, Randal Lee	Onslow Co. (J300)	E 2	Whittaker, Janet L.	Risk Management Div. (J382)	B 1
Habersham, Chadd Robert	Winston-Salem (J440)	F 1	Whittaker, Janet L.	Risk Management Div. (J382)	F 1
Hall, Tommy	Fayetteville (J144)	P 2	Whittaker, Janet L.	Risk Management Div. (J382)	M 1
Harris, Clarence Lamonte	City of Durham NIS (J604)	B 2	Whittaker, Janet L.	Risk Management Div. (J382)	P 1
Hicks, Martin Anthony	Winston-Salem (J440)	F 2	Wood, Jason Michael	Franklin Co. (J152)	E 1
Holroyd, Christopher G.	Asheville Fire Dept. (J19)	F 1			
Hooker, Edward R.	Mount Airy (J280)	F 2			
Hoosier, Halsey Matthew	Salisbury (J354)	F 1			

Standard Certificates by Area Earned This Quarter

Area	Active Inspectors	Pre- Qualification	Comity
	GS 143-151.13(a)	GS 143-151.13(a)	GS 143-151.14
Building	14	2	0
Electrical	17	0	0
Fire	31	2	0
Mechanical	20	0	0
<u>Plumbing</u>	<u>23</u>	<u>1</u>	<u>0</u>
Totals	105	5	0

Renewals and Reactivations for Standard and Limited Certificates

33 Standard and 1 Limited certificate late renewals have occurred since October 23, 2015.

Fifth Level III Standard Inspection Certificate

There are two Code Enforcement Officials receiving their fifth level III certificates today:

- Gregory Parr of the Johnston Insp. Dept.
- Daniel Pope of the Holly Springs Insp. Dept.

The total number of code enforcement officials who have ever achieved this level of certification is 241. The number of active code enforcement officials who have five level III certificates is 169.

These are currently active certificates in all trades as of January 22, 2016.

Active Trades	All Levels	Probationary Certificates	Standard Certificates	Limited Certificates	Total
Building	I, II, & III	266	1,066	6	1,338
Electrical	I, II, & III	221	845	3	1,069
Mechanical	I, II, & III	236	907	5	1,148
Plumbing	I, II, & III	216	992	4	1,212
Fire	I, II, & III	490	2,404	31	2,925
Totals		1,429	6,214	49	7,692

Applications Processed

Staff processes three types of applications each day. An applicant can apply for a maximum of 5 trades per application. Below is the total number of applications processed during the last quarter as well as the 4th quarter. As shown below, the number of probationary applications increased by 59 percent. This may indicate that jurisdictions are hiring new code enforcement officials who do not have any prior certifications.

Quarter/Year	Probationary Applications	Standard Applications	Pre-Qualification Applications	Total
January 2016	220	98	56	364
January 2015	138	115	133	386

STANDARD CERTIFICATE TESTING –October 23, 2015 – January 21, 2016

The Board offers 15 different exams, one for each area and level and are administered by computer. Each exam contains 150 multiple choice questions and has a 3 ½ hour time period. Exams are open book. Examinees are allowed to use their own code books but are not allowed to bring in any supplemental materials.

Examination Grade Summary

<u>Area/Level</u>	<u>Number Taking</u>	<u>Number Passing</u>	<u>% Passing</u>	<u>High Score</u>	<u>Low Score</u>	<u>Average Score</u>
Building Inspector I	19	8	42.1	85.0	49.0	67.0
Building Inspector II	1	1	100.0	81.0	81.0	81.0
Building Inspector III	9	6	66.7	49.0	61.0	72.0
Electrical Inspector I	18	7	38.9	97.0	34.0	64.7
Electrical Inspector II	4	3	75.0	81.0	48.0	69.7
Electrical Inspector III	9	7	88.9	89.0	64.0	77.1
Fire Inspector I	22	10	45.5	85.0	49.0	69.2
Fire Inspector II	16	15	93.7	87.0	69.0	76.9
Fire Inspector III	12	8	66.7	90.0	67.0	75.0
Mechanical Inspector I	14	11	78.6	92.0	57.0	74.7
Mechanical Inspector II	5	4	80.0	89.0	57.0	75.8
Mechanical Inspector III	6	5	83.3	83.0	65.0	77.8
Plumbing Inspector I	15	14	93.3	93.0	65.0	80.4
Plumbing Inspector II	4	4	100	89.0	85.0	86.0
Plumbing Inspector III	6	6	100	91.0	73.0	80.8
Totals	160	109	68.1			

Exam Administration Summary

PSI began offering the state exams on July 1, 2014. The first state exam was administered July 5, 2014. As of January 21, 2015, PSI has conducted 1096 exams. The number and type of exams taken are listed below. A total of 58 exams have been scheduled through March 28, 2016. Based on an exam fee of \$125.00 per exam, \$137,000 has been collected by PSI Services, LLC.

Area/Level	Number of Exams Taken
B1	108
B2	31
B3	82
E1	77
E2	29
E3	63
F1	217
F2	115
F3	69
M1	87
M2	38
M3	40
P1	64
P2	34
P3	42
Total	936

Exam Reviews October 16, 2015 – January 11, 2016

21 exam reviews have been performed. 12 exam challenges were forwarded to code consultants for review. None of the challenges resulted in a status change. Exam reviews are available to those examinees who do not score at least 70 and are free. The review must be scheduled through PSI just as when scheduling an exam.

Area/Level	#of Exams Taken Since 10/16/2015	# of Exams Failed Since 10/16/2015	# of Exams Reviewed This Quarter	% of Failed Exams Reviewed This Quarter
B1	20	11	7	63.6
B2	1	0	0	0.0
B3	13	4	0	0.0
E1	20	12	6	50.0
E2	4	1	0	0.0
E3	11	2	1	50.0
F1	25	15	5	33.3
F2	17	1	0	0.0
F3	12	4	0	0.0
M1	15	4	1	25.0
M2	5	1	0	0.0
M3	9	2	1	50.0
P1	16	1	0	0.0
P2	4	0	0	0.0
P3	7	0	0	0.0
Total	179	58	21	

Exam Complaint/Comment Summary

Staff received five complaints and several comments concerning exams conducted this quarter. The types of complaints and comments are listed below:

Scheduling issues:

Staff has received four complaints regarding the amount of time on the phone trying to schedule an exam or exam review. When staff receives this type of complaint, our client manager is contacted and has a scheduler call the candidate directly. PSI has been very responsive and the issues were handled quickly, typically within the same day or the next. This seems to be a sporadic issue.

Testing center issue:

Staff received one complaint regarding an exam taken at the Raleigh PSI Center. During the first part of the exam, the computer shut down or “flickered” and then resumed the exam. The proctor checked with the candidates and was told the exam started right where it left off. Staff discussed this issue with the candidate and agreed there was not enough justification for a re-examination.

Comments:

- Staff has received a few comments and questions regarding the use of tabs and registration issues. Candidates are informed of the approved types of tabs and directed to the Candidate Information Bulletin which contains information regarding tabs and registration procedures.

Staff members Mike Hejduk and Jessica Yelverton visited the Raleigh PSI office on December 11, 2015. While discussing the intake process with the proctor, they discovered that CEOs were allowed to use an

index that doesn't contain any specific information other than page numbers. The proctor also mentioned that incident reports are created when any materials removed from code books and copy the removed pages. PSI forwarded a copy of the removed pages for staff review. Upon review, the pages contained law and administration notes and examples of electrical fill problems. To reduce further confusion regarding the use of indexes, the wording in the Candidate Information Bulletin was changed and the word "index" was removed.

Staff was unaware of the allowed use of any type of index

Exam Development Committee Meetings

The Electrical, Mechanical, Plumbing and Fire Exam Development Committees (EDC) met in October, November and December, 2015. The committees met to review the approved amendments to the Codes by the Building Code Council which took half of one day. The Committees reviewed code changes for the past two years. The rest of the two day meeting was spent writing new questions to correlate with the new code sections as well as increase the number of questions in the database. The Committees also discussed the exam blueprint. The Committees reviewed data provided by PSI.

The format of the exams has not changed and grouping of the exam questions has not been performed at this time. The expected next publication date for these exams and the regrouping will begin April 1, 2016. This also coincides with the effective date of the 2014 NEC code

In March, 2015 the EDC Committees agreed to allow the exam candidates to bring in their own copies of the code change amendments and to also provide copies at the testing centers. Copies of code changes will be divided by trade.

As a reminder, the current exam structure consists of five technical disciplines for building, electrical, mechanical, plumbing, and fire. There are three distinct levels within each discipline. There are two forms for each exam which provides a total of 30 exams. There is a 30% to 50% overlap of questions between forms, which comes out to 50 to 75 common questions out of 150 on each exam.

ATTACHMENT B

Standard Code Courses – Statistics: October 24, 2015 to January 25, 2016

Standard Courses Scheduled for Period	47
Law and Administration	9
Fire	13
Building	6
Electrical	8
Plumbing	6
Mechanical	5
Standard Courses Canceled for Period	6
Standard Courses Rosters Received for Period	24
Standard Course Rosters Pending for Period	23

Continuing Education Courses – October 24, 2015 to January 25, 2016

New Continuing Education Courses Approved for Period	42
New Continuing Education Courses Approved FY to Date	96
New Continuing Education Instructors Approved for Period	11
New Continuing Education Sponsors Approved for Period	7
Continuing Education Course Rosters Submitted for Period	42

Instructor Certification Workshop:

There were nine new standard course instructors certified on November 16, 2015.

The next Standard Code Course Instructor Certification Workshop is scheduled for February 17, 2016 with 3 approved to attend.

Meeting Attendance:

Jade Online Learning Facility December 11, 2015

PSI Testing Facility Raleigh location December 11, 2015

Educational Materials:

Electrical Standards Instructor Manual and Student Worksheets to be updated to 2014 NEC and completed February 15, 2016.

100% Assigned for review with 70% received for final approval.

Electrical Standard Course Presentations to be updated to 2014 NEC on February 24, 2016.

INVESTIGATIONS

Investigations Begun – Not completed

9/22/14 444 City of Boone (Gardiner)

Investigations – Completed

2

No Basis in Fact

451 Sparrow and Pauley (Merritt)
453 Cook (McKissack)

Basis in Fact

None