

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

October 27, 2015

The quarterly meeting of the NC Code Officials Qualification Board was held at 1:00 P.M. on Tuesday, October 27, 2015 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	Stephen Terry	Ray Rice
Bill Thunberg	Brenda Lyerly	Ken Stafford
Chris Noles	Chris Raynor	Mack Summey
Dan Brummitt	Richard Morris	

Members absent:

Taher Abu-Lebdeh	Allen Kelly	Harry Schrum
Richard Ducker	Andy Matthews	Jerry Jones
Mark Hicks	Chris Nuckolls	

*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
Tim Henshaw	City of Raleigh Fire	Raleigh, NC
David Stanley	City of Raleigh Fire	Raleigh, NC
Andy Culbreth	City of Raleigh Fire	Raleigh, NC
Brian Tirico	City of Raleigh Fire	Raleigh, NC
Jeffrey Maready	City of Jacksonville	Jacksonville, NC
Clarence D. Bryan	City of Jacksonville	Jacksonville, NC
John Harrell	Wayne County	Goldsboro, NC
James Griffin	Forsyth County	Winston Salem, 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. Ray Rice and Ken Stafford responded in the affirmative regarding the Burlington investigation. 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

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 July 28, 2015 Minutes

Dan Brummitt made a motion to approve the minutes of the July 28, 2015 Board meeting. Stephen Terry seconded the motion. The motion was voted on and approved unanimously.

Item 3: Approval of New Standard Certificate Holders

Brenda Lyerly 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. Bill Thunberg 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.

- John Harrell of the Wayne County Insp. Dept.
- Jeffrey Maready of the Jacksonville 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 met via teleconference call on October 19, 2015 to review two applications based on consideration of previous charges. Both applications were approved.

Item 6: Unfinished Business:

- A. Chairman Lutterloh stated that a ballot was taken by mail due to insufficient numbers at last meeting for a change in the current bylaws and requested a report from Mike Hejduk on the matter. The attorney received seventeen affirmative ballots. Chairman Lutterloh stated that requirements to alter and make amendments to bylaws have been sufficiently met and therefore alterations can be submitted online and in printed versions as changes to the bylaws.

Item 7: Staff Reports

Director

Mike Hejduk stated that he had notified all code officials, pursuant to statutory direction, by October 1 that changes have been made to the statutes clarifying official misconduct. The notification was mailed via postcard and electronic mail and feedback was received. The board may have to address some issues from code officials. October 31 is the deadline to submit the 93B report, of which copies were given to the board. The only change is the substance of anticipated request (item 10) and change in rules (item 11) that serves as a vehicle to communicate any anticipated requests to amend statutes and rule changes in the coming year. Chairman Lutterloh asked if the staff had discussed the definition of active, inactive and suspended to clarify their meanings. Mike Hejduk stated that there has not been anything done in-house but that the terminology should be reviewed. The previous year focused on communication with CEO's while this year's focus is competence. There is a possibility that issues concerning Code administration and enforcement, specifically changes in general statutes previously discussed with Tracy McPherson, could be placed in training packets or modules to be periodically distributed and/or available to the code officials.

Certification

Terri Tart presented the numbers of applications and probationary and standard certificates issued and expired. Tart referred to the list of names included in the staff report. Tart reported that there was still a high amount of applications and probationary certificates being submitted and they are being reviewed in a timely manner.

Examination

Kathy Williams reported exam scores for all trades and levels. Building improved while electrical and fire have declined overall. 936 exams have been administered by PSI since July 1, 2015. Williams stated that even though the failure rates for fire exams were high, the number of exam reviews was miniscule in comparison. Williams also stated that there were complaints citing long waits when phoning PSI Services LLC or having to make multiple calls to the PSI phone center. PSI submitted documentation that the average wait time is between two to three minutes. Williams has also received a few more comments about tabs and noted the PSI student bulletin that names the two types of tabs currently permitted in testing centers. Williams discussed the Education Development Committee (EDC) meetings that had already met and those scheduled. More than 100 questions have been constructed to add to PSI's test databases.

Chairman Lutterloh asked if any code books were being provided for individuals who arrive at testing centers without one. There are jurisdictions that have purchased the electronic books. Inspectors take laptops etc. into the field and cannot take the electronic device while taking the test. Instead they have to spend money on the physical book in addition to the fee to take the exam. Williams stated that the only way to allow the use of electronic code books during the state exams would be to have them on the computers at the testing center to maintain the integrity of the exam and the consistency and fairness of the tests' administration. Hejduk suggested that the issue be turned over to the Education and Research Committee so that it can be more closely reviewed. Accumulative supplements are currently being brought into exams although their contents have yet to be added to the actual test.

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 has a standard course instructor workshop scheduled for November 16, 2015 and presented information on standard and continuing education courses. Yelverton discussed some basics of education theory focusing on the number of instructors who teach both standard and continuing education courses. Electrical manuals will be reinstated for students and had contacted current level 3 Electrical CEO's to review and rework the manual previously utilized. Chairman Lutterloh asked if the Standard course Instructor workshop would be for all trades and Yelverton stated it would. Yelverton discussed the need for professional outreach, competency, consistency and the upcoming addition of Moodle's engaging learning modules.

Investigations

Chairman Lutterloh asked Bobby Croom if those board members whom had previously recused themselves would prevent a quorum. Croom replied they would count for the purpose of reaching the quorum if needed but not actively participate.

Mike Hejduk presented case #445 involving Tasmin Bomar and the city of Burlington. Electrical work was initially performed without a permit although one was issued later. Insufficient basis to indicate that the three CEO's named did not perform their duties as assigned. Chairman Lutterloh requested a motion to accept or reject report. A motion to accept the report with a conclusion of no basis was made by Dan Brummitt and seconded by Bill Thunberg. .

Sam Whittington addressed case #450 involving John Kinder and Surry County recommending a finding of no basis due to the fact that neither are code enforcement officials. The complaint alleges that permits were not issued properly due to departmental consolidation and permits were issued without being under the supervision of someone holding a valid certificate. Since the complaint, certified officials have been hired to the department and those issuing the permits are currently pursuing Building Level 1 certificates. The issues that prompted the complaint have been alleviated so Whittington recommends finding of no basis. Member Noles recused himself. Chairman Lutterloh requested a motion to accept or reject report. A motion to accept the report with a conclusion of no basis was made by Bill Thunberg and seconded by Brenda Lyerly.

Sam Whittington addressed case #452 involving Bonnie Mabe and New Bern Department of Inspections recommending a finding of no basis. The owner was acting as their own contractor therefore requiring no design contractor. All of the necessary permits were acquired. Chairman Lutterloh requested a motion to accept or reject report. A motion to accept the report with a conclusion of no basis was made by Dan Brummitt and seconded by Ray Rice.

Chairman Lutterloh asked about the future actions to be taken by the New Bern inspection department. Whittington stated that the contractors who performed work without proper documentation would be reported to the appropriate board.

Bobby Croom addressed docket #106 regarding a hearing originally scheduled for today concerning Raymond Adams. The parties have reached an agreement where the board will accept a dismissal in the charges against Mr. Adams. The allegations were technically complex involving an addition to a building in Greensboro, particularly the occupation classification and the allowable square footage calculations based on the classification. Carl Martin, chief commercial building code consultant for OSFM, advised that the occupancy classification in question was allowable under the code. Chairman Lutterloh requested a motion to accept or reject the consent agreement. A motion to accept the consent agreement dismissal was made by Bill Thunberg and seconded by Ray Rice.

Item 8: New Business from Board Members

- A. Chris Noles addressed HB255 concerning elements of willful misconduct, specifically section 6 “The habitual failure to provided requested inspections in a timely manner.” Inspectors are seeking assurance from the board that issues arising from HB255 will be considered on a case by case basis. Chairman Lutterloh stated that the board is not in the position to define ‘timely manner’ and the definition should come from the Building Code Council or the General Assembly. Chairman Lutterloh asked the board if they feel they should or could release a statement on how the board defines and addresses HB255 terminology. Bobby Croom stated that he is not aware of any history of the board releasing advisory letters or opinions concerning statutory rules on what the interpretation may be and advises caution in this matter. The board has an adjudicatory function. In response to a complaint, with basis in fact, the board could make a determination in *that* case, as part of an order of the complaint, within the proper forum. Due to the nature of the board, giving general advisory opinions would be difficult due to the variances of specific facts from case to case. Chairman Lutterloh asked if it would be appropriate to give notification that complaints arising from HB255 would be addressed on a case by case basis. Dan Brummitt stated that different counties can respond within a few days while others can take a week based on staffing and availability, and that the issue is if the work is done outside the time frame given upon original request. Chairman Lutterloh stated that it is a legal issue on the jurisdiction level. Bill Thunberg stated that jurisdictions are outside of purview of board but CEO’s are within the board’s jurisdiction. Croom stated that the issue is not only with the term “timely” but “habitual” as well.
- B. Chris Noles stated there have been inquiries about reciprocity of certification from ICC even though the codes are not the same. There is a provision for comity. This issue will be brought back for full board discussion in the next meeting.
- C. There has been a request for information and guidance from the city of Greenville which Bobby Croom has not had a chance to review. This issue will be brought back for full board discussion in the next meeting.
- D. Chairman Lutterloh requested that Mack Summey and the Education Research Committee investigate the prospect of code books and the use of electronic media in the testing facilities, as stated previously by Bill Thunberg.

Public Comments

Timothy Henshaw, a fire code enforcement officer for the city of Raleigh and an approved instructor addressed the board. Henshaw stated that the time constraints as both a CEO and an instructor is limiting. Henshaw stated that the established course hours only allow for payment from the community college for that specific amount although all instructors have to spend additional hours preparing for the class. The set hours also do not allow the instructor time to stray off topic in the outline presented by NCDOI. Henshaw stated that the course hours should be extended and that the certification program for standard course instructors should be re-evaluated. Henshaw had approached local community colleges which would accommodate extended hours but not additional pay unless DOI increases the minimum hours. Henshaw asks that the instructors be reeducated and contemplate extending the 2 year probationary period to better educate the enforcement officers.

Adjournment

There being no further business, Dan Brummitt made a motion to adjourn the meeting. Ray Rice seconded the motion. The motion was approved unanimously.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Chris Noles", enclosed in a thin black rectangular border.

Chris Noles,
Secretary,
North Carolina 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.

ATTACHMENT A

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

Canterbury, Carl Edward
Carey, Stacey Wayne
Cunningham, Joseph Anthony
Guy, Toby Scott
Ingle, David Wayne
Kennedy, Otis Wayne
Knittel, Molly Clair
Lester, Joshua Ray
Nottingham, Mark Austin
Scearce, David Lea
Smith, Eric Ronald
Somerset, Donald Kevin
Whittington, Dennis Randal
Winchester, William Thomas

Building Level II

Allman, Jacob Tyrell
Baker, Jason Dean
Baker, Kyle Derek
Green, Thomas Wayne
Hogan, Michael Corey
Norris, Charlie Wayne

Building Level III

Atwell, Brian Trenton
Caraballo Luccioni, Eurilynn
Gieser, David Alan
Hall, John Norris
Harrell, John Ellis
Ivey, David Dwayne
Lloyd, James L.
Mattingly, Stephen Scott
Miller, Grant Robert
Murphy, Michael Eugene
Whittington, Samuel Allen

Electrical Level I

Hunt, Carl Douglas
McInturf, Scott David
Winchester, William Thomas

Electrical Level II

Levi, Kimberly Susan
Rooks, Laura Stimpson

Electrical Level III

Beck, Adrian Sean
Beeson, Luke James
Benton, James Bradley
Benton, Tony Lyndon

Electrical Level III (Cont.)

Davis, Junior Frank
Fincher, Michael DeRay
Jones, Kenneth Earl
Langdon, Seth Garrett
Littles, Gerald Francis
Phillips, Keynan Roy
Slate, Michael Joseph

Fire Level I

Brendle, Josh Lee
Clark, Matthew Joseph
Craig, Wendy Michelle
Dean, Jeffrey Thomas
Dillon, Anthony Lee
Gray, Randal Lee
Harris, Ashley Hope
Oliver, Joseph Paul
Rawls, Kevin A
Schaecher, Ronald Anthony
Waycaster, Dustin Eugene
West, Steven Bradley

Fire Level II

Andrews, Zonnie Benjamin
Arledge, Bobby Joe
Bryant, Jonathan Lee
Burkett, Dustin Ray
Craig, Stephen Thomas
Hobbs, Timothy Bryan
Marsh, Taylor Alexander
Raper, Thomas David
Roten, Daniel Steven
Stowe, Robert Christopher

Fire Level III

Culbreth, Andy Garland
Daniels, Rodney Keith
Duncan, Alston Keith
Maready, Jeffrey
Thompson, Buddy Ray
Troublefield, Mark James

Mechanical Level I

Allred, Richard Floyd
Barlow, Paul Lester
Davis, Jerry Wayne
Guy, Toby Scott
Jarman, Ronald Dale
Jones, Christopher Brian
Judy, Russell Lee

Schaecher, Ronald Anthony

Wilson, Devin Kirk

ATTACHMENT A

Mechanical Level I (Cont.)

Kennedy, Otis Wayne
Libby, Robert Stanley
Meares, Bobby Ray
Murray, Gary Lee
Neal, Robert E.
Parks, Scott Eugene
Quinn, Daniel Edward
Smith, Eric Ronald
Welischar, Eugene Lawrence
Wood, Jason Michael

Mechanical Level II

Canipe, Joseph Scott
Houser, Clint Keith
Hyman, John Andrew
Ricks, David Eugene

Mechanical Level III

Harrell, John Ellis
Langdon, Seth Garrett
Lloyd, James L.
Parr, Gregory Scott
Richardson, Michael Ray
Slate, Michael Joseph

Plumbing Level I

Godwin, Marshall Darrell
Judy, Russell Lee
Kennedy, Otis Wayne
Matthews, David Watson

Plumbing Level I(Cont.)

McAllister, Jason Lee
Neal, Robert E.
Penner, Grady Eugene
Sandridge, Joseph Eugene
Scearce, David Lea
Smith, Eric Ronald
Wilson, Devin Kirk

Plumbing Level II

Baker, Jason Dean
Hepler, Kenneth Brian
Levi, Kimberly Susan
Ryan, Kevin Patrick

Plumbing Level III

Anderson, David Eugene
Botelho, Steven
Cranford, Michael Travis
Foxy, Robbie Derick
Knopf, William Andrew
Langdon, Seth Garrett
Lloyd, James L.
Miller, Grant Robert
Parr, Gregory Scott
Roper, John Michael
Slate, Michael Joseph
Winslow, Mark Dunlap

PRE-QUALIFICATION APPLICANTS MEETING THE STANDARD CERTIFICATION REQUIREMENTS

The following applicant 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.

Sapp, Michael Eugene	Building	1
Powers, James Daniel	Electrical	3
Bull, Paul Martin	Fire	1
Cox, Matthew Steele	Fire	1
Godsey, Richard Allan	Fire	1
Jasper, Timothy Clayton	Fire	1
Powell, Troy Dean	Fire	1
Sutherland, Terry W.	Fire	1

ATTACHMENT B

DIRECTOR (Mike Hejduk)

- **COMMUNICATION**

- 3,383 CEOs
- 7,450 Certificates
- 2.2 Certificates / CEO

- **Session Law 2015-145 H255** - CEO Notification by email listserv and postcards by October 1, 2015

September 4, 2015 ATTN: NC Code Enforcement Official: Session Law 2015-145, PART III, Section 3.(b) requires the NC Code Officials Qualification Board to notify all Code enforcement officials in the State, no later than October 1, 2015, of the clarification to the grounds for disciplinary action for OFFICIAL MISCONDUCT.

NC General Statute § 143-151.8 is amended with a new subsection as follows:

(c) For purposes of this Article, "willful misconduct, gross negligence, or gross incompetence" in addition to the meaning of those terms under other provisions of the General Statutes or at common law, shall include any of the following:

- (1) The enforcement of a Code requirement applicable to a certain area or set of circumstances in other areas or circumstances not specified in the requirement.
- (2) For an alternative design or construction method that has been appealed under G.S. 143-140.1 and found by the Department of Insurance to comply with the Code, to refuse to accept the decision by the Department to allow that alternative design or construction method under the conditions or circumstances set forth in the Department's decision for that appeal.
- (3) For an alternative construction method currently included in the Building Code, to refuse to allow the alternative method under the conditions or circumstances set forth in the Code for that alternative method.
- (4) The enforcement of a requirement that is more stringent than or otherwise exceeds the Code requirement.
- (5) To refuse to implement or adhere to an interpretation of the Building Code issued by the Building Code Council or the Department of Insurance.
- (6) The habitual failure to provide requested inspections in a timely manner.

- **93B-2(a) Annual Report: July 1, 2014 to June 30, 2015**

- Substance of any anticipated requests to amend statutes or adoption of new rules?

- **COMPETENCE**

- Education Coordinator, Jessica Yelverton

Standard Course Instructor Workshop

- Continuing Education

Code Administration and Enforcement

ATTACHMENT B

93B-2(a) Annual Report: July 1, 2014 to June 30, 2015

- (1) The Board is located at 322 Chapanoke Road, Raleigh, NC 27603
The Board consists of twenty (20) officers and members as listed below:

Hayden Lutterloh, Chairman.....	Fire Inspector
Bill Thunberg, Vice-Chairman.....	Citizen
Chris Noles, PE, Secretary	Commissioner of Insurance Designee
Taher Abu-Lebdeh, PhD, PE	NC A&T State University, School of Engineering
Chris Nuckolls.....	Building Official
Richard Ducker	NC Institute of Government at Chapel Hill
Mack Summey, PE.....	Professional Engineer
Mark Hicks.....	Licensed General Contractor
Richard Morris	County Manager
Jerry Jones	Elected Official, City
Allen Kelly	Licensed Mechanical Contractor
Brenda Lyerly	Elected Official, City
Andy Matthews	Licensed General Contractor
Tracy McPherson	NC Community College System
Ray Rice.....	Building Official
Harry Schrum.....	Licensed Electrical Contractor
Dan Brummitt	Elected Official, County
Ken Stafford.....	Architect
Stephen Terry, PhD, PE	NC State University, College of Engineering
Vacant	Elected Official, County

- | | | |
|------|--|---------|
| (1a) | The total number of licensees supervised by the board [active]. | 3,961 |
| (2) | The # of applications for examination | 823 |
| (3) | The # of applicants who were initially refused examination..... | no data |
| (4) | The # who took the examination..... | 680 |
| (5) | The # of initial certificates issued | 1,254 |
| (5a) | The # who failed the examination..... | 264 |
| (6) | The # of applications for certificates by reciprocity or comity | 0 |
| (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* | 145 |
| (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:

*0 certificates were suspended as a disciplinary action. 145 were automatically “suspended” because the renewal fee was not paid.

ATTACHMENT B

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. 86 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>
Alleghany Co. (J8)	Roten, Daniel Steven	F 2	Knightdale (J228)	Privette, Ronnie Wayne	F 2
Apex (J12)	Saunders, Reid Hill	B 3	Lexington (J241)	Loflin, Daniel Robert	F 1
Apex (J12)	Saunders, Reid Hill	E 2	Lexington (J241)	Ryggs, Laura Rose	F 1
Apex (J12)	Saunders, Reid Hill	M 2	Lexington (J241)	Skeen, Eric Hugh	F 1
Apex (J12)	Saunders, Reid Hill	P 2	Lexington (J241)	Swart, Jeffrey Adam	F 1
Asheville (J18)	Levi, Kimberly Susan	E 2	Lexington (J241)	Welch, David Dewayne	F 1
Asheville (J18)	Levi, Kimberly Susan	P 2	Mecklenburg Co. (J263)	Gomez, Jaime L.	M 1
Asheville Fire (J19)	Bernath, William Robert	F 1	Montgomery Co. (J268)	Norris, William Brian	E 3
Beaufort (J26)	Keefe, David Charles	P 3	Morehead City Fire (J274)	Blaine, Richard James	F 2
Belmont (J32)	Hardee, Alexander Ray	F 2	Morrisville (J277)	Messer, David Michael	B 1
Brunswick Co. (J49)	Moorer, Stephanie Linwood	E 2	Morrisville (J277)	Padgett, Shandra Kathleen	B 1
Cabarrus County (J61)	Bost, Jackie Loyd	P 1	Mount Airy (J280)	Simmons, Kenneth Brent	F 3
Cabarrus County (J61)	Foxx, Robbie Derick	P 3	Nags Head (J284)	Moseman, James Dennis	F 3
Catawba Co.Fire (J79)	Roseman, Bruce Martan	F 3	Nags Head (J284)	Poulin, Hayden C	F 2
Charlotte (J86)	Moorer, Stephanie Lorraine	B 1	New Hanover Co. (J290)	Peplow, Charles Derek G.	P 1
Chatham Co. (J87)	Smith, Eric Ronald	B 1	Newton (J293)	Barlow, William Russell	F 2
Chatham Co. (J87)	Smith, Eric Ronald	E 1	Newton (J293)	Huffman, Kenneth Ray	F 2
Chatham Co. (J87)	Smith, Eric Ronald	M 1	Newton (J293)	Lail, Jackie Lynn	F 2
Chatham Co. (J87)	Smith, Eric Ronald	P 1	Pine Knoll Shores (J317)	Bachtler, Matthew William	F 1
Cherokee Co. (J89)	Ricks, David Eugene	B 2	Pine Knoll Shores (J317)	Jones, David Edward	F 1
Davidson Co. (J112)	Hepler, Kenneth Brian	B 2	Raleigh (Housing) (J606)	Buchanan, Tracy L	B 2
Davidson Co. (J112)	Hepler, Kenneth Brian	E 2	Raleigh (Housing) (J606)	Buchanan, Tracy L	E 2
Davidson Co. (J112)	Hepler, Kenneth Brian	P 2	Raleigh (Housing) (J606)	Buchanan, Tracy L	M 2
Dunn (J117)	Lockamy, Oliver Brian	E 1	Raleigh (Housing) (J606)	Buchanan, Tracy L	P 2
Durham (J121)	Taperek, James Joseph	M 1	Raleigh (Housing) (J606)	Leclair, James Edward	E 1
Durham (J124)	Pesce, Daniel Anthony	F 3	Raleigh Building (J327)	Neal, Robert E.	M 1
Eden (J127)	Galloway, Debbie White	B 1	Raleigh Building (J327)	Neal, Robert E.	P 1
Eden (J127)	Galloway, Debbie White	E 1	Rowan Co. (J619)	Troublefield, Mark James	F 3
Eden (J127)	Galloway, Debbie White	M 1	Salisbury (J354)	Bost, William Eric	F 1
Eden (J127)	Galloway, Debbie White	P 1	Salisbury (J354)	Moss, Chad S	F 1
Elizabeth City (J134)	Fletcher, Jason Theodore	F 1	Shelby (J367)	Coggins, Chris Warren	F 1
Fayetteville (J144)	Hall, Tommy	M 2	Spring Lake (J377)	Porter, Tony Wayne	B 1
Forest City (J148)	Hinson, Jerry Palmer	F 3	Spring Lake (J377)	Porter, Tony Wayne	E 1
Gastonia Fire (J160)	Stowe, Robert Christopher	F 2	Spring Lake (J377)	Porter, Tony Wayne	M 1
Graham (J167)	Lloyd, James L.	E 3	Surf City (J473)	Hall, Jonathan Eric	F 2
Greensboro (J177)	Crump, Bridget Hampton	F 3	Surf City (J473)	Hall, Thomas Isaac	F 2
Halifax Co. (J183)	Myrick, Perry Lee	E 3	Surf City (J473)	Hobbs, Timothy Bryan	F 2
Holly Springs (J209)	Henderson, Robert Dean	F 1	Tarboro (J465)	Perkins, Kevin Ray	F 1
Iredell Co. (J213)	Baxley, Melvin George	F 3	Union Co. (J403)	Matthews, David Watson	P 1
Jackson Co. (J215)	Brown, Larry Lavaughn	M 3	Wake Co. (J410)	Drake, William Henry	P 2
Johnston Co. (J218)	Norris, Charlie Wayne	B 2	Wilkesboro (J430)	Clark, Glenn Owen	F 1
Kill Devil Hills (J222)	Hunt, Carl Douglas	E 1	Winston-Salem (J440)	Mitchell, Marty Allen	F 2
Kinston (J449)	Baker, Jason Dean	F 2	Winston-Salem (J440)	Watson, Brandon G.	F 2

ATTACHMENT B

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	31	1	0
Electrical	16	1	0
Fire	28	6	0
Mechanical	27	0	0
Plumbing	<u>27</u>	<u>0</u>	<u>0</u>
Totals	129	8	0

Standard and Limited Late Renewals

309 Standard and 1 Limited certificate late renewals have occurred since July 24, 2015.

Fifth Level III Standard Inspection Certificate

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

- Jeffrey Maready of the Jacksonville Insp. Dept.
- John Harrell of the Wayne County Insp. Dept.

The total number of code enforcement officials who have ever achieved this level of certification is 239. The number of active code enforcement officials who have five level III certificates is 167.

These are currently active certificates in all trades as of October 23, 2015.

Active Trades	All Levels	Probationary Certificates	Standard Certificates	Limited Certificates	Total
Building	I, II, & III	257	1,045	6	1,308
Electrical	I, II, & III	213	835	2	1,050
Mechanical	I, II, & III	230	886	5	1,121
Plumbing	I, II, & III	206	905	4	1,115
Fire	I, II, & III	473	2,380	32	2,885
Totals		1,379	6,051	49	7,479

ATTACHMENT B

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 other quarters within calendar year 2015. As shown below, the number of applications submitted is still at a high level compared to the first two quarters.

Quarter/Year	Probationary Applications	Standard Applications	Pre-Qualification Applications	Total
October 2015	282	135	212	629
July 2015	254	156	265	675
April 2015	196	147	181	524
January 2015	138	115	133	386

ATTACHMENT B

STANDARD CERTIFICATE TESTING –July 23, 2015 – October 22, 2015

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

Area/Level	Number Taking	Number Passing	% Passing	High Score	Low Score	Average Score
Building Inspector I	27	15	55.6	89.0	51.0	70.7
Building Inspector II	7	6	85.7	81.0	51.0	72.7
Building Inspector III	15	11	73.3	81.0	61.0	72.9
Electrical Inspector I	8	3	37.5	87.0	49.0	64.5
Electrical Inspector II	4	2	50.0	82.0	51.0	65.7
Electrical Inspector III	14	12	85.7	87.0	67.0	75.9
Fire Inspector I	46	18	39.1	93.0	50.0	67.0
Fire Inspector II	15	10	66.7	93.0	61.0	76.1
Fire Inspector III	7	6	85.7	90.0	67.0	76.0
Mechanical Inspector I	22	17	82.4	93.0	65.0	77.5
Mechanical Inspector II	5	4	71.4	95.0	57.0	73.8
Mechanical Inspector III	7	6	100.0	89.0	67.0	78.6
Plumbing Inspector I	12	11	91.7	89.0	57.0	79.2
Plumbing Inspector II	4	4	100	92.0	72.0	85.5
Plumbing Inspector III	12	12	100	95.0	75.0	84.3
Totals	205	137	66.8			

ATTACHMENT B

Exam Administration Summary

PSI began offering the state exams on July 1, 2014. The first state exam was administered July 5, 2014. As of October 22, 2015, PSI has conducted 922 exams. The number and type of exams taken are listed below. A total of 40 exams have been scheduled through December 10, 2015. Based on an exam fee of \$125.00 per exam, \$117,000 has been collected by PSI Services, LLC.

Area/Level	Number of Exams Taken
B1	89
B2	30
B3	73
E1	59
E2	25
E3	54
F1	195
F2	99
F3	57
M1	73
M2	33
M3	34
P1	49
P2	30
P3	36
Total	936

ATTACHMENT B

Exam Reviews July 24, 2015 – October 15, 2015

24 exam reviews have been performed. 7 exam challenges were forwarded to code consultants for review. Three of the challenges resulted in a status change. Exams 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 7/24/2015	# of Exams Failed Since 7/24/2015	# of Exams Reviewed This Quarter	% of Failed Exams Reviewed This Quarter
B1	26	11	8	72.7
B2	11	2	2	100.0
B3	12	3	2	66.7
E1	7	4	3	75.0
E2	4	2	1	50.0
E3	12	2	0	0.0
F1	43	25	6	24.0
F2	16	5	0	0.0
F3	7	1	0	0.0
M1	21	4	1	25.0
M2	5	1	1	100.0
M3	6	1	0	0.0
P1	11	1	0	0.0
P2	4	0	0	0.0
P3	11	0	0	0.0
Total	196	62	24	

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 five 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.

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.

ATTACHMENT B

Exam Development Committee Meetings

The Building Exam Development Committee (EDC) met October 13-14th. The committee met to review the approved amendments to the Codes by the Building Code Council which took the majority of one day. The Committee reviewed code changes for the past two years. There were many code changes and new sections added. The second day was spent writing new questions to correlate with the new code sections as well as increase the number of residential questions in the database. The Committee also discussed the exam blueprint and the number of commercial and residential questions on the exam blueprint. PSI was able to provide data that showed that the Building I exam may be a little heavy on the commercial side. The Committee discussed this issue and made a recommendation to increase the number of NC Residential Code questions and reduce the number of NC Building Code questions.

Staff has been actively promoting the ability to join the EDCs. Staff attended both, the NC Mechanical Inspector's Association Annual Meeting and the NC Plumbing Inspector's Association Annual Meeting and made a presentation regarding the current activities of the Board. During the presentation, inspectors were encouraged to contact staff if interested in working with exams. Four individuals asked to participate during the meetings. Due to outreach efforts, staff has been able to recruit a total of 8 new members to join the EDCs. Staff will continue to seek new volunteers to enlarge the number of technical experts available for exam development projects.

The format of the exams has not changed and grouping of the exam questions has not been performed at this time. It will occur at the next new exam publications. The next publication should be in the second quarter of 2016 and will include the Amendment code changes as well.

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.

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

EDUCATION

Standard Code Courses – Statistics: July 28, 2015 to October 23, 2015

Standard Courses Scheduled for Period	61
Law and Administration	10
Fire	14
Building	13
Electrical	13
Plumbing	6
Mechanical	5
Standard Courses Canceled for Period	11
Standard Courses Rosters Received for Period	36
Standard Course Rosters Pending for Period	14

Continuing Education Courses – July 28, 2015 to October 23, 2015

New Continuing Education Courses Approved for Period	38
New Continuing Education Courses Approved Year to Date	100
New Continuing Education Instructors Approved for Period	6
New Continuing Education Sponsors Approved for Period	3
Continuing Education Course Rosters Submitted for Period	36

Instructor Certification Workshop:

A Standard Code Course Instructor Certification Workshop will be held November 16, 2015. Thirteen are scheduled to attend. The next workshop is scheduled for February 23, 2016.

Meeting Attendance:

COCO Board Meeting September 1, 2015

Building Inspector's Association Education Meeting August 27, 2015

Building Inspector's Association Exam Development Committee Meeting October 13, 2015

Mechanical Inspector's Association Education Committee Meeting October 15, 2015

Course Observations:

Electrical Standard 1 held at WTCC September 18, 2015

Fire Code Continuing Ed held at OSFM September 3, 2015

Upcoming Course:

Law and Administration October 31, 2015

INVESTIGATIONS

Investigations Begun – Not completed

9/22/14 444 City of Boone
7/22/15 451 Pauley & Sparrow

Investigations – Completed

3

No Basis in Fact

445 Burlington (Bomar)
450 Surry Co (Kinder)
452 Wilson & Wells (Mabe)

Basis in Fact

None