



CODE TRAINING AND EDUCATION FUND BOARD OF CONTROL ANNUAL MEETING

June 23, 2015 Unofficial Minutes

Father Edward Hyland called the meeting to order at 1:08 p.m.

Members present: Mary Ann Basile and Father Hyland

Attending from the Office of Education and Data Management: Joseph Cassidy and Bonnie Becker

There were no communications.

Approval of June 26, 2014 Minutes: Unable to approve because lack of a quorum

Review of OEDM FY 15/16 Career Development Training Schedule

Bonnie Becker reviewed the 2015/2016 training schedule, and reported that Pre-Licensure classes will resume in September, and that the Fire Investigation and Fire Code modules will be offered twice as usual. The training schedule also includes the CBOA/CFMA Conference in the fall of 2015, and the Design and Trades Conference in May 2016. Bonnie said that she plans to expand the CBOA/CFMA Conference to a full day of training with lunch provided, and that she increased the budget line item accordingly.

Staff Reports – OEDM Accomplishments for FY 14/15

Content

Bonnie Becker reported that 40 Fire Code Inspector students and 55 Fire Investigation students graduated from the Pre-Certification program (two semesters), and that the Pre-Licensure training program graduated 22 students (12 BO, 4 ABO, 5 RBI, 1 HCI) and had 12 auditors.

She included statistics on the number of outside credit classes OEDM reviewed (2,262), the number of code and allied trades professionals trained (6,030), the number of career development classes offered (106 classes in 23 subject areas), the number of attendees at the CBOA/CFMA Conference (176), and the number of participants at the Design and Trades Conference (226). She also reported on the number of exams developed (140 distinct) and administered (1,112). Bonnie provided numbers about Building Official and Fire Official credentialing, including the number of three-year cycle roll-overs (333 fire, 284 building), the number of training cycle extensions (22 fire, 24 building), the number of revocations (27 fire, 32 building) and the number of retirements (15 fire and 17 building).

Bonnie Becker reported that Jim Quish, OEDM Trainer, completed the research, development and delivery of the Pre-Licensure Training Program, updated to the 2012 ICC family of codes and the 2014 NEC. Doug Schanne, OEDM Training Program Supervisor, taught mechanical, energy code and plan review. She said that all students passed the final; overall mean scores were nearly ten points higher than the scores earned in the quarterly exams.



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Bonnie Becker reported that she was part of a work group comprised of Mary Ann Basile, Dan Loos, Dan Veronick, and Michael Fullerton, OEDM Research Analyst, charged with reviewing the building test banks to determine the quality and relevance of the existing questions, and writing new questions to meet the 2012 code.

Bonnie Becker reported that OEDM Trainers Michael Gilbertie and Sheila Taridona, in collaboration with John Doucette from the Office of State Fire Marshal, taught the revised Pre-Certification Training Program in fall 2014 and spring 2015.

Administration

Bonnie Becker reported that because of the changes to Fire Marshal certification, she and her group have been working with BEST to update the OEDM database, application forms and workflow to ensure compliance with the new statute.

Michael Fullerton has been working with the agency-wide website committee to ensure that OEDM web content is consistent with the new state standards.

Staff Reports – OEDM Goals for FY 15/16

Bonnie Becker reported that Michael Fullerton will continue to work with the website committee to ensure that OEDM is ready for the new state website rollout. She said that OEDM workflow, business rules and requirements are being evaluated with the intent of becoming part of a state-wide RFP for an e-licensing database. Bonnie reported that efforts continue to provide online career development training are progressing, with Michael Fullerton enrolled in the Professional Certificate in Online Education program from the University of Wisconsin. OEDM will continue to use Survey Monkey to evaluate all aspects of OEDM training and administration.

Bonnie Becker also reported that steps are underway to obtain learning objectives from the Pre-Certification training to support the reorganization and update of the fire test bank, and strategies are being developed to evaluate the validity of our fire testing.

Review of Proposed Code Training and Education Fund FY 15/16 Budget

Bonnie Becker presented the budget proposal and provided the Code Education Fund account balances from FY 2012 through FY 2018. She also reviewed a detailed budget proposal and budget summary.

The current code fund fee charged to municipalities will remain at \$.26 per \$1,000 of construction value assessed for FY 15/16.



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Approval of Code Training and Education Fund FY 15/16 Budget

Because of a lack of a quorum, the FY 15/16 budget was not approved. Mary Ann Basile and Father Edward Hyland did agree to extend the current FY 14/15 budget with the following modifications from the proposed FY 15/16 budget:

Salaries and Wages

1. Add a Director position
2. Make Michael Gilbertie's Trainer position 100% Code Training and Education Fund (previously 50% Code Training and Education Fund/50% General Fund)
3. Make Norma Ruiz's Processing Technician position 50% Code Training and Education Fund (previously 100% General Fund)
4. Remove one of the two vacant Trainer positions

Overtime

5. Keep the Advanced Fire Investigation School overtime coded to the General Fund

Educational Services

6. Keep the Advanced Fire Investigation School and Vehicle Fire Investigation School outside instructor payments coded to the General Fund

General

7. Change office supplies split to 80%/20% between the Code Training and Education Fund and the General Fund to cover NFIRS expenses (previously 75%/25% split).

Conferences/Seminars

8. Increase the CBOA/CFMA Conference line item from \$4,500 to \$15,000 so that a full-day program, including lunch, can be provided to code officials

Equipment & Data Support

9. Add the Copier Lease monthly charges to the Code Training and Education Fund effective July 1, 2015, under the stipulation that only OEDM staff use the equipment for code-related items
10. Keep the CFIRS Online Information System Maintenance fee coded to the General Fund

Both Mary Ann and Father Hyland agreed to submit their written support for extending the FY 14/15 budget to Joseph Cassidy, Acting State Building Inspector, by June 30, 2015.

Adjournment

Meeting adjourned at 2:27 p.m.