



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

**April 8, 2015 Minutes**

Chairman Loos called the meeting to order at 10:05 a.m.

**Members present:**

Building Members: Dan Loos (Chair), Mary Ann Basile, Mark Mastropasqua, Henry Miga, Michael Musco, Thomas DiBlasi, Joseph Cassidy

Fire Members: William Abbott, James DiPace, Victor Mitchell, Jeff Morrissette,

Office of Education and Data Management: Craig Russell, Lisa Rochester

A quorum was present for Building Council. Member introductions were provided by both Councils.

**Approval of November 19, 2014 Minutes:** A motion was made by Dan Loos to table the approval until both Councils had a quorum.

Communications: No communications were received.

The meeting began with **Staff Reports**.

**OFFICE OF EDUCATION AND DATA MANAGEMENT (OEDM)**

Craig Russell outlined OEDM's recent accomplishments, including their partnership with the Construction Institute in implementing the Design & Trades Conference and the complete rewrite and update of the pre-licensure and pre-certification programs.

Craig gave kudos to James Quish for his work in developing the schedule and presentation materials for the program, researching and writing the revisions and doing all of the presentations. Craig reported that OEDM has received positive feedback from participants.

Craig also noted that the Testing Unit initiated the review, update and rewrite of test bank test questions for building and fire credentialing exams in the summer of 2014, and that OEDM hosted the CBOA/CFMA Conference in November 2014 which provided 3.5 CEU's to attending building and fire officials.

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Craig recapped the legal issues surrounding on-line training for building and fire officials, the challenges of the OEDM database, the implementation of new regulations for fire marshal certification, the goal of updating the pre-certification program to comply with new fire code, and the status of OEDM's ability to hire consultants through PSA's to teach career development and pre-licensure and pre-certification classes.

**Action item: OEDM to provide Council organization chart**

Don Harwood requested an OEDM organization chart so that Council members could understand the relationship between understaffing issues and government statutes.

Bonnie Becker combined her update report with her response to the November 19, 2014 minutes. She first addressed the Council's request to identify the number of active certifications by providing breakdowns of Fire and Building cert types (attached). Bonnie then clarified that the number of fire revocations was 34, not 346 as previously reported. She also noted her conversation with Judith Dicine regarding providing liability training to municipal leaders, and that it was agreed that the training would be sponsored by the Connecticut Council of Municipalities (CCM) instead of OEDM.

Bonnie next asked Michael Fullerton to speak to the test bank revisions. Michael provided a brief summary of OEDM's approach to revising and updating the fire and building test banks. Michael discussed how the test questions were statistically analyzed and categorized as reliables, outliers and unclassifieds.

**Action Item: Identify a member of OSFM to help review fire questions**

Bonnie then asked Jim Quish to present the revisions to Pre-Licensure program. Jim gave a brief overview of the new Pre-Licensure Training program he redesigned, and advised that OEDM has received great feedback from students on the code program and considers it a success for a pilot program. He noted significant changes were made to the format, where now the residential module is followed by the commercial module, like the ICC is organized. Previously OEDM covered the IBC first and then the IRC. Jim said he based the structure of the redesign on building from something familiar to the more complex. He felt this worked out well as everyone who took the Residential Building Inspector exam passed on the first try.

Jim also noted that OEDM is starting to bring in instructors to assist with specialty areas, and to use trade specific training facilities. Dan Tierney contributed to the classes that covered the administrative portions of the IRC and IBC, which turned out to be beneficial for the students. Classes were taught at the Plumbers and Pipefitters Local 777 mechanical lab where small residential heating units were set up with non-code compliant problems, and students were given inspection check sheets prepared by Doug Schanne. Jim noted that students learned and enjoyed the process. Students also spent four days at the International Brotherhood of Electrical Workers Local 90 training facility in Wallingford where Frank Gladwin taught the NEC portion of electrical. The facility provided hands-on experiences for the students.

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To give Council members a sample of the class, Jim introduced the **Connecticut Building Code – Smoke & Fire Protection, Chapter 7** student program packet which includes general and specific objectives. Jim explained that the packet includes activities, each of which last about 5-15 minutes and are designed to get students moving, working in groups, and digging into the code book. Students are given a break, following which activity items are discussed and solutions given.

Jim also gave an overview of the take-home **Unit Quiz 1-201-CGS/SBC Chapters 1 & 2** which is typically given to students at the end of the day and developed based on learning objectives. Jim said that he reviews the questions with the group on the next class day. Students have advised Jim that the packets are very helpful. Jim also noted that the use of open-ended questions, as opposed to multiple-choice, are more beneficial to guide students through the code process and that they prompt students to contribute more to class.

Mary Ann Basile suggested that OEDM might consider paying for ICC pre-licensure training because it is available online, and have OEDM trainers teach the Connecticut amendments in the future, which might make sense monetarily.

Bonnie Becker noted that students are emailed slide presentations one week prior to class, and that students either print handouts or upload the presentations to their laptops and follow during class. Jim said he encourages students to bring laptops because of the excessive printing of paper and waste involved.

Jim noted the soon-to-be 2015 Connecticut Building Code and the challenges the pending amendments present. Students were provided a confidential draft copy of the amendments.

Don Harwood told Jim that he was very impressed with Jim's work and that he found it refreshing. Don made mention of the extensive number of amendments and the challenges they present to the program.

In response to an inquiry regarding standards, Jim noted that by the end of class students understand how to find a reference standard and know that access to every portion of each listed standard is not practical. Jim also noted that concept is taught first in class, specifics of the code next, and then how it all relates to the code.

Bonnie next presented the **OEDM Accomplishments Report: November 2014-Dec-2014** (attached). The report included Career Development class statistics, Quarterly Exam data, Outside Credit counts, Updates on the May 2015 Design & Trades Conference and an Update on securing larger training venues. In response to Council's request to revise the accomplishments report, Bonnie asked if the current format was more in keeping with what the Council wanted. Chairman Harwood confirmed that it was.

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Following Bonnie's report that there is a 45.6% no-show rate for career development classes, Craig Russell suggested charging a fee for students who do not show up for class. Council suggested that more specifics were required in order to address the problem, and it was recommended that OEDM compile no-show information on facility location, day of week, time of day, instructor and topic. It was suggested that OEDM consider the implementation of Saturday classes from 7:30-3:00 p.m.

**Action Item: OEDM Report to provide more specification regarding Career Development no-show data**

Mike Musco suggested using the meeting planning RSVP function in Outlook to capture "declines" as available space. Bonnie explained that by the time the open spot becomes available, the class has already been "closed" as full-to-capacity.

Bonnie then discussed what OEDM needs from the Council and Council Guidelines, two issues introduced at the previous Joint Council meeting. Bonnie shared 2002 Fire Marshal Training Council Guidelines that Doug had provided, and explained that perhaps the greatest contribution the Council could make to OEDM would be to reinstate the Education sub-committee. This sub-committee could support OEDM by identifying training topics and instructions.

Also in response to a request at the previous meeting, Bonnie provided Council members with a copying of the OEDM budget. Michael Fullerton had revised the survey monkey evaluation report, and the Council liked the new format.

**OFFICE OF STATE FIRE MARSHAL (OSFM)**

William Abbott, State Fire Marshal, reported that the hazmat codes did not sunset. He noted that when the Fire Prevention Code is adopted in February or March, new requirements will be updated at that time. Bill also advised, in response to comments from the previous meeting, that the Office of State Fire Marshal web site was still being revised.

**Confirmation of next meeting:** Wednesday, April 8, 2015 10:00 a.m.

A motion to adjourn was made by Donald Harwood and seconded by Henry Miga. All in favor. Motion carried. Meeting adjourned at 11:45 a.m.



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Dan Loos, Chair  
Building Code Training Council

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Donald Harwood, Chair  
Fire Marshal Training Council

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