



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

November 19, 2014 Minutes

Chairman Loos called the meeting to order at 1:36 p.m.

Members present:

Building Members: Mary Ann Basile, Joe Cassidy, Dan Loos (Chair), Henry Miga, Eric Schoonmaker

Fire Members: Donald Harwood (Chair), William Abbott, Jamie DiPace, Victor Mitchell, Susan Bransfield

Office of Education and Data Management: Doug Schanne, Lisa Rochester

A quorum was present for both Fire and Building Councils. Member introductions were provided by both councils.

Approval of March 5, 2014 Minutes: A motion was made by Dan Loos and seconded by Joe Cassidy to approve the minutes. All in favor. The motion was carried.

Communications: No communications were received. Letter of appreciation was sent to Robert Kiely for his service. Letter from retired fire marshal follow-up from Don Harwood.

The meeting began with **Staff Reports**.

OFFICE OF EDUCATION AND DATA MANAGEMENT (OEDM)

Doug Schanne reviewed the OEDM Accomplishments report prepared by Bonnie Becker for the period of January 2014 through October 2014.

Don Harwood along with council agreed that the Quarterly Exam Results were the most beneficial information in the report to help the council understand OEDM's process and educational goal setting objectives. Don noted that items to look at and compare equals a better story, while numbers were less important for lack of enhancing training program; i.e., the amount of exams administered and the pass/fail rate compared. Quarterly exam results are the same with pre-licensure class and those challenging.

Don made note of the council's role of supporting OEDM to maintain a good education program and to figuring out how to work together moving forward in order to support each other. Don also made mention of how OEDM has morphed far from what it used to be, to what it is today and if items are not of value-add throw them out.

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Don advised that items concerning programs such as Career Development, along with finding the right programs and individuals, is what needs to be reported to council because it tells council what programs OEDM is building and gives a level of expertise while exhibiting the elements involved.

Action Item: OEDM to revise Accomplishments Report

Doug Schanne discussed the preparation and redevelopment of the pre-licensure training program, and that Bonnie Becker has been working with Michael Fullerton and content committees to review the building test banks. Doug reported that Bonnie and Michael will be initiating a similar process for the fire test bank. He noted that with the adoption of the new hazmat codes, which will sunset sometime in January 2015, and the preparation to meet new requirements for the partial rewrite of part 2 of the fire code module, which will incorporate the new hazmat requirements as they are brought in, the revisions are necessary.

Don advised these item updates as key because they give a flavor of what OEDM is doing as an educator. Don also noted that he is more concerned of both council's roles in supporting OEDM in meeting their side of the statutes, in quality, and not just to meet the game of filling in the blanks.

Action Item: OEDM to prepare list of requested support from councils

OEDM's funds were discussed as an important element in discussing the number of OEDM staff. ODEM should be certain that their funds are being used for the purpose of their operation and not used for anything else. Don advised that knowing what the numbers are, how they are spent, and then if it's getting critical, maybe the joint council can influence for fees to be higher.

Action Item: OEDM to provide budget to councils

Doug mentioned the success of the annual CBOA/CFMA education program held on November 18; the seminar/discussion on the liabilities of municipalities where officials are involved with the actual undertaking of their job. Don noted that with the program's success it is a huge risk for the municipalities of what OEDM does and with the positive feedback; the benefit of whether the seminar should be repeated in 6 months. MaryAnn Basile noted that a program such as CBOA/CFMA geared towards town managers selectmen, and town attorneys would be a huge market and help council better serve their mission. Dan Loos suggested OEDM survey code officials to see if this program should be held again in the near future.

Victor Mitchell suggested that since the CBOA/CFMA seminar was so successful maybe it is time to provide online training services for this type of program. Victor advised that all of the community colleges offer registration online as a pilot program. Don suggested this as a clear and different approach to education with perfect data of a known program with substance that you know people will walk away with versus trying an item without substance and trying to make it happen.

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Action Item: OEDM to renew efforts to provide on-line training

OFFICE OF STATE FIRE MARSHAL (OSFM)

Bill Abbott advised that four of his staff helped in the rewrite of the Fire Marshal certification class and that one staff member was teaching the certification class. Bill noted that he has a full staff down to 5-7 people with clerical down, 6-1.

Bill also noted that the Fire Prevention Code that's come out of the governor's office is posted on the Secretary of the State's web site for a public hearing scheduled on Wednesday, December 3 from 10-12pm. at the SOB room G38. Bill hopes that once the bill is passed they will be able to move along and get to hazmat codes before they sunset. Bill is checking with staff attorneys to find out if the codes will actually be sunseted.

Action Item: Bill to report on status of hazmat codes

Bill reported that certain small communities of part-time fire marshals have requested that OEDM present evening certification classes. Bill contacted Craig Russell and went to county meetings to see if there is a need for it. Bill noted that his office did a food truck propane safety item with Inside Edition. Video may be used in some of the certification classes.

OFFICE OF STATE BUILDING INSPECTOR (OSBI)

Joe Cassidy noted that the Codes & Standards Committee is just about finished with the proposed 2015 State Building Code, anticipating that early in 2015 it will get into the legislative process and be in effect before the end of 2015. Joe also noted that he is working with Bill Abbott's people to get the Fire Safety Code coordinated so that building and fire codes will come out at the same time.

The meeting then moved to **Old Business**.

Dan Loos advised how he, Michael Fullerton, Mary-Anne Basile, Bonnie Becker, and Dan Veronick were reviewing the test bank questions; rewriting them, and purging certain questions because they were too easy, inconsistent, and/or confusing.

Dan mentioned that they are updating the new code sections as they have been meeting weekly for the last 8-9 weeks for 2 hours, getting through 15-20 questions each time. Dan considered this a good exercise as it enables them to see where the inconsistencies are, etc. Problem question updates were the concern as these are the outliers.

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Joe Cassidy advised that the test bank needs to reflect the new teaching model.

Henry Miga noted that test results changes are an important factor for council to know.

Don suggested that a comparative report between the new PLTP and older programs be processed.

Joe Cassidy pointed out the need to obtain a more rounded building official; one useful right out of the gate to avoid having to be taught the basics.

Don noted that the Building Official website was very helpful and easy to navigate where the Fire Marshal web site was the total opposite; there is a need to seek BO and FM sites over the country and see what they have on their websites.

Henry Miga recommended that OEDM redevelop the "State Wide One Page" along with a Power Point presentation that would be helpful and consistent across CT and accessible for the website.

Action Item: OEDM to post reference code materials on website

Council inquired about the letter to Municipal Officials regarding the duties of the local building official. Joe Cassidy advised that it is still in process.

Action Item: Joe Cassidy to provide update on letter to municipalities re: BO duties

The meeting then moved to **New Business**.

MaryAnn Basile discussed feedback from Survey Monkey where they lumped the courses and instructors together which is not the information they were looking for. MaryAnne noted that composite reports are not useful and that it takes time for someone to have to develop the report that doesn't accurately represent instructors in the courses they are teaching.

Action Item: OEDM to revise Survey Monkey evaluation summaries

MaryAnn mentioned the appointments for the Financial Board of Control and about her appointment being up by the end of this year.

Don noted the need to figure out the Fire Marshal's obligation and appointment identified in **CGS 29-298a** and **29-251(b)(c)** the role of the Fire Marshal in reference to the council and attendance at the BO and FM meetings.

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Action Item: OEDM to provide list of appointments and term end dates, and Fire Marshal Training Council Guidelines

Confirmation of next meeting: Wednesday, January 14, 2015 9:30-11:30 a.m.

A motion was made and seconded to adjourn. All in favor. Motion carried. Meeting adjourned at 3:08 p.m.

Dan Loos, Chair
Building Code Training Council

Donald Harwood, Chair
Fire Marshal Training Council

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