

Central Ohio Permit Technicians  
Regular Quarterly Meeting  
Thursday July 17, 2008

Our purpose as a Permit Technician Committee is to educate, support and network those working in administrative staff positions of building code enforcement.

10:00 A.M. – City of Powell Hosted the meeting

Attending: (25)

Margie Badurina, Maureen Brady, Sioux Cramer, Patty Evans, Fred Fowler, Wendy Fox, Ken Fultz, Robyn Harp, Chris Heitz, Pam Hickok, Connie Hoblitzell, Robert Kemper, Sandy Liedtke, Diane Mays, Irene Metheney, Beverly Pitman, Mary Rinella, Mary Sampsel, Laura Scott, Pam Shaloo, Maggie Stachowicz, Carmen Tatman, Suzette Thomas, Tracee Ward and Fredena Williams.

Margie Badurina, Chairman, opened the meeting and thanked the City of Powell for hosting this quarterly meeting. She then introduced Laura Scott Vice President of Chapter Relations with the International Code Council.

Laura Scott updated the group about the Permit Technician Ad Hoc Committee and how the-committee meetings have been going and the progress that they have made.

1. Review the Permit Technician certification to see if it could be updated to a two tier level program.
2. Looking at the existing training to see if new classes could be developed.
3. Submitted a Permit Technician job description to the National Job description listing.
4. Working on revising the existing training.

Laura also commented on some other things currently happening.

1. The National Permit Technician Newsletter is attached to the ICC May Newsletter.

2. The ICC annual ABM Conference will have a booth setup for the Permit Technician Program, This conference will be held in Minneapolis, Minnesota 9/14/08 – 9/23/08.
3. The newsletter will be featuring testimonials on the Permit Technician Program. If your CBO would like to send in a testimonial please sent it to Laura for future issues of the newsletter.

### New Business

Margie updated the group with the new business:

1. COCOA is having a Golf Outing on 9/8/2008 at Champions Golf Course. She would like to put a team together, so if you are interested in participating please let her know.
2. There have been several articles about the Permit Technician program in the following newsletters: National Permit Technician Bulletin, COCOA newsletter,. Board of Building Standards and the March Safety Journal.
3. COCOA hours for Continuing Education Units (CEU's). Please be sure to keep track of all meeting you have attended. This includes any COCOA meeting, any ICC meeting and our quarterly meetings. You will get credit for these to go towards your required CEU's for the Permit Technician Certification. Keep track of the hours and dates and even agendas you will need to list then when you update your certification.
4. End of June Mary, Robyn and Margie met with Billy Phillips to discuss the feasibility of a state recognized certification for Permit Techs. To do this the Ohio Revised Code would need to be changed to include Permit Techs as additional personnel. These ladies next step will be to meet with the Education and Personnel Committee at the BBS in October 2008.
5. A request was made that each member complete an online survey before July 30th for ICC 2009 Institute schedule for training and education. Permit Tech Institute was on the list and a possible way to get a conference in the Ohio area.
6. Mary Sampsel updated the group on the possibility of the Permit Techs speaking at the OBA Conference on November 19 meeting. She also informed everyone attending a Permit Tech quarterly meeting being approved for CEU

hours by COCOA and ICC for 2.0 hours and to remind everyone to pick up their certificate of completion after each meeting. Also that COCOA is allowing the Permit Tech Group the one free (per Year) training class from ICC and it may be in lieu of the October 16<sup>th</sup> meeting hosted by Gahanna. She also suggested to partner the meeting with an ethics class offered by the state and suggested a 4 hour CEU. A minimal fee may be charged for this class, but will update the group when arrangements have been finalized. She also expanded on the June 2008 meeting with Billy Phillips on Permit Technicians being added to the paperwork for state certified building departments.

### Committee reports

#### A. Education

Robyn Harp, Committee Chair, handed out an ICC renewal certification handout and reminded everyone that has their certification that they are responsible for maintaining records of the classes that they have attended. Also, that they are looking into the fact that you may be able to earn CEU's for College classes. The Permit Tech conference is in November in Dallas, Texas. They are looking at possibly setting up another Permit Tech study group; please let her know if you are interested. There was discussion on about the Central Ohio Permit Technicians hosting a Permit Technician conference.

#### B. Membership

Sioux Cramer, Committee Chair, introduced our 2 newest members, Tracee Ward from the City of Massillon and Robert Kemper from the Village of Urbancrest. Sioux also asked one of her coworkers to come up with a few logo designs for our committee. He did 16 samples that Sioux gave to the Public Relations Committee. There was a discussion of what we are going to call ourselves, if we will stay with the "Central Ohio" or do we want to be

“Ohio.” We want to make sure there is no issue as we are presently a subcommittee of COCOA.

C. Code Consistency

Wendy Fox, Committee Chair, stated that they are collect the information from each jurisdiction to put together packets, hopefully they will be complete by our next meeting in October.

D. Public Relations

Sandy Liedtke and Linda Reigle are the co-chairs of this newly formed committee. They wanted to thank the person that helped them create and maintain the new COPT website and did it all at no charge to us!!

Guest Speaker

Lt. Sally McCann-Mirise of Liberty Township Fire Department spoke to the group about the Fire inspector’s point of view.

The next Quarterly meeting is scheduled for October 16, 2008 and details will be forwarded upon finalization.

Meeting Adjourned.