

*This is a Draft*

**STATE OF OREGON**  
**Department of Consumer and Business Services**  
**Building Codes Division**

**TRI-COUNTY BUILDING INDUSTRY SERVICE BOARD**

**Regular Meeting Minutes**

**February 12, 2003**

**MEMBERS PRESENT:**

Terry Dieter, Chair  
Jim Chapman  
Michael Cliburn  
Jim Ferris  
Jeffery Grunewald  
Ray Kerridge  
John Lape  
John Leeper  
Linda Lindsten  
Forrest Soth

**MEMBERS ABSENT:**

Ronald Murray  
Rob Yorke

**STAFF PRESENT:**

Joanie Stevens-Schwenger, Tri-County Service  
Center Manager and Board Secretary  
Maureen Pointer, Tri-County Board  
Coordinator/Recorder  
Andrea Simmons, Interim Manager Policy and  
Technical Services of Building Codes Division

**GUESTS PRESENT:**

Bob Poskin, City of Lake Oswego  
Guy Sperb, City of Oregon City  
Charles Parker, City of Cornelius  
Chuck Day, Adair Homes  
John Wheeler, City of Happy Valley  
Clint Hilman, for City of Gresham

## **I BOARD BUSINESS**

### **A Call to Order**

Chairman Terry Dieter called the Tri-County Building Industry Service Board to order at 9:35 a.m. The meeting was held at NECA, 601 NE Everett, Portland, OR. Chairman Dieter introduced Linda Lindsten, PHCC Executive Director, as a new board member.

### **B Roll Call**

The position of Public Member is vacant.  
Ron Murray, excused.  
Rob Yorke, excused.

### **C Approval of Agenda and Order of Business**

**MOTION** by Forrest Soth to approve the agenda.  
Chairman Dieter **RULED** the agenda approved as submitted.

### **D Approval of the December 11, 2002, Minutes**

**MOTION** by Forrest Soth to approve the minutes.  
Chairman Dieter **RULED** the minutes approved as submitted.

### **E Next Regularly Scheduled Meeting**

April 9, 2003  
9:30 a.m.  
NECA  
601 NE Everett  
Portland, OR  
**MOTION** by Forrest Soth to accept meeting date, time, and location.  
**MOTION CARRIED UNANIMOUSLY.**

### **F Recognition of Mike Cliburn's Outstanding Service to the Board**

Deferred until June 11, 2003.

### **G Recognition of John Lape's Outstanding Service to the Board**

Deferred until April 9, 2003.

## **II PUBLIC COMMENT**

None

## **III STAFF REPORTS**

### **A BCD Update**

Andrea Simmons, Acting Manager, Policy and Technical Services gave an update on Building Codes Division activity including program changes and current legislative actions. Key division activity highlights were the electrical program's three-year rule review, the adoption of the International Residential Codes for the new One- and Two-Family Dwelling Code effective April 1, 2003, and public

outreach efforts by managers and staff. It was noted that new codebooks would soon be available for the jurisdictions. Ms. Simmons also reported that the code review committee had completed its review of international codes, NFPA codes, and the structural and fire code. The report is final and available for distribution. The committee's recommendation was to adopt the International Building Code and the International Fire Code.

## **B Legislative Update**

Ms. Simmons distributed a handout (Exhibit A) on current bills that the building codes division is tracking and gave an overview of the division's legislative issues. Highlighted bills included HB 2447, requiring certain building code professionals to wear visible identification when providing professional services and HB2524, allowing private individuals authorized by Department of Consumer and Business services to request proof of credentials by persons engaged in trade activities regulated under state building code. Ms. Simmons gave an overview of additional bills related to compliance, boards, licenses, and regulatory issues. Another bill in draft will require the division to adopt ANSI-based codes, becoming effective January 1, 2004 if passed by the legislature. Ms. Simmons noted that the latest date for introducing new bills or legislative concepts is February 17, 2003. She also confirmed discussion concerning BCD moving to BOLI, but noted a bill has yet to be introduced.

Ms. Simmons noted that updated information about bills the division tracks will be available on BCD's web page and that the division will notify the board members by e-mail when this link is established. Until the new program is up and running the best source of information will be the Legislature's home page. Ms. Simmons also responded to questions on BCD's recent budget presentation that included asking for approval of fees implemented during the last biennium. Members asked if any of these fees would affect the Tri-County office. Ms. Simmons said if the fees were not approved, other programs would be affected, but not Tri-County. Ms. Stevens-Schwenger provided additional information indicating that the statewide minor label program could be discontinued if legislature does not approve the proposed fees.

## **C Fee Methodology Committee**

Mike Cliburn gave an overview of the committee meeting held to review the request by Chuck Day from Adair Homes to establish a separate fee methodology for "basic structure" homes. Mr. Day requested the fees be lowered from the present fee for single family residences given the simplicity of "basic structure" dwellings. Prior to the meeting the committee received direction from Building Codes Division that the agency adopts fees by code categories, and dividing One - and Two-family dwellings into various categories would be inappropriate. After much discussion, the fee methodology committee, at Dave Davies motion, did not support forwarding the issue to the board for further discussion. Mr. Day did receive suggestions for other possible cost lowering alternatives. The motion passed 4-1 with Mr. Chapman opposing. The committee's recommendation to the

board was to not further consider the proposal from Adair Homes.

#### **D Public Outreach Committee**

Guy Sperb, for Jim Muir, gave an update on public outreach committee's activities. The committee is organizing the staffing of a booth in the Housing Resource Center at the Spring Home and Garden Show on Feb 19<sup>th</sup> - 23<sup>rd</sup> held at the Expo Center. The location will provide an opportunity for attendees to speak with inspectors and have questions answered. Washington County has volunteered to schedule inspectors from plumbing, electrical, and building departments to work the booth. The Convention Center has been contacted with possibility of a display at its grand opening in April. The public outreach committee is also organizing a booth for the Fall Home and Garden Show in October. Other projects include having a booth or display to provide brochures at the Street of Dreams in July (a month long show) (possibly partnering with the Master Builder program), and contacting retail outlets, such as Lowes, Sears, and Home Depot about having displays of Permits Protect brochures at the stores, and the including inspectors in some demonstrations to answer questions, with a goal of increasing compliance and providing better information to the homeowner. The committee is also considering organizing an effort to have code officials educate retail outlet sales staff to insure customers receive correct information. Mr. Sperb also mentioned the committee's ongoing media strategy that includes placing more radio slots to promote the Permits Protect program. Mr. Sperb noted that for the public outreach initiative to be really effective, it needed an ongoing funding source. On a positive note, Mr. Sperb reported that the Tri-County building officials have committed to provide some funding to the program though their professional organization, the Oregon Building Officials Association to offset the costs of needed items for further public outreach.

#### **E Processes and Forms Committee**

Ms. Stevens-Schwenger, for Dave Davies, gave brief update on the committee's most recent meeting and read the mission statement, that states the committee's ongoing commitment to standardize forms and processes to enhance customer service in the region. John Lape commented on the mission statement, and clarified that the committee is working on forms and processes that interact with the customer at the front counter and does not seek to change any internal processes or "behind the counter" practices of the jurisdictions. Ms. Stevens-Schwenger noted that the restricted energy issue discussed by the committee was currently being handled by the electrical board, and that there are no current issues. She reported the building officials are working on a roofing/re-roofing process. Mr. Cliburn responded that building officials did adopt a common format form and process several months ago which is in place although it had not been brought to the Processes and Forms committee.

#### **IV COMMUNICATIONS**

Ms. Stevens-Schwenger updated members on the most recent editions of Tri-County newsletters including News Splash, News Flash, and News Connect. |

Ms. Stevens-Schwenger reported on her meeting with the state Electrical Board to discuss the Tri-County publication, News Flash. The board stated it's preference for statewide, rather than regional consistency and directed that the Tri-County code forum answers be approved by John Powell, Building Codes Division Chief Electrical Inspector, for statewide application unless the answers are site specific in nature. The center will catalog past code forum questions and resubmit to Mr. Powell for statewide-approved answers. Chairman Dieter inquired where code inconsistencies occurred in the electrical program. Ms. Stevens-Schwenger responded that many inspection inconsistencies surfaced most noticeably when the state minor label program started. The electrical board is addressing provisions to expand, define, and clarify the program so the program is used correctly. Ms. Stevens-Schwenger also reported she had met with an industry focus group for each code forum. She gave a brief overview on her findings. Only the building code forum focus group recommended a number of process revisions to improve the forum and to get better participation. Chairman Dieter commented on the City of Portland's code guide, Portland's process to document code applications, and the value in taking advantage of this learning tool for use in the tri-county area. Mr. Poskin inquired how the information would be disseminated to the jurisdictions if budget cuts eliminated the minor label program. Ms. Stevens-Schwenger reiterated this would only affect the state minor label program and there would be a communications plan when and if needed.

## **V. UNFINISHED BUSINESS**

Ms. Stevens-Schwenger distributed a handout (Exhibit B) summarizing the board's discussion of building department concepts. Chairman Dieter stated this was a follow up on the brainstorming sessions and discussions and that currently the recommendation was to forward this report to Building Codes Division Administrator Mark Long. Chairman Dieter entertained comments and recommendations from the board relating to the summary and what the next step might be. The board concluded the report was too personalized and needed reorganizing before forwarding. Recommendations for the new report included summarizing in a more narrative form, depersonalizing, reorganizing the format including the flip chart notes, and more detailed pros and cons with explanatory introductions for each segment. It was noted the board had previously agreed not to make recommendations or to choose a specific plan. The board would like the opportunity to review and give feedback prior to finalizing or forwarding the revised report.

**Motion** by Jim Ferris for Ms. Stevens-Schwenger to complete/disseminate a draft based on the board's discussion for the board's review by the end of two weeks with a one-week turnaround for comments.

**Motion Carried Unanimously.**

Clint Hilman suggested including an "as is" model with continuous improvement. He commented on the continuing improvement being made by the board and in the tri-county area. Chairman Dieter asked Ms. Steven-Schwenger to consider and

to incorporate Mr. Hilman's comments.

**NEW BUSINESS**

None.

**VI. ANNOUNCEMENTS**

Tri-County Building Industry Service Board Vacancies:

§ Public Member

§ County Building Official

John Lape will resign from the board on April 1, 2003.

**Meetings:**

Public Outreach **CANCELED**

February 7, 2003

1:30-3:30 p.m.

Tri-County Service Center

123 NE 3<sup>rd</sup> Avenue, Suite 440

Portland

**Code Forums:**

Mechanical Code Forum

February 12, 2003

Multnomah Building

501 SE Hawthorne Blvd.

Portland

Building Code Forum

February 20, 2003

Tri-County Service Center

1<sup>st</sup> floor conference room

123 NE 3<sup>rd</sup> Avenue

Portland

**VII. ADJOURNMENT**

Chairman Dieter adjourned the meeting at 11:20.

Maureen Pointer

Boards Coordinator/Recorder

*Exhibits:*

A. Legislative Status Report, Building Codes Division

B. Summary Report of Board's Discussion of Building Department Concepts