

# *Eastern Oregon Building Officials Association*

Annual Business Meeting Minutes

October 11, 2024

8 SE Court Ave

Pendleton, OR 97801

## **In Attendance:**

Heaven Doherty, City of Pendleton

Rachel Dodson, Wasco County

Wade Gibson, Oregon State Fire Marshal

Craig Andresen, Oregon State Fire Marshal

Jim Sayers, City of Oregon City

Warren Jackson, State of Oregon

Alana Cox, State of Oregon

Jose Fernandez, City of Boardman

Dawn Kitzmiller, Baker City / County

Toni Connell, City of Boardman

Tierney Cimmiyotti, Umatilla County

Kylee Ruby, Wasco County

Adele Schaffeld, Malheur County

Rick Stauffer, Harney / Grant County

Melany Klemmer, City of Cottage Grove

Katherine Denight, State of Oregon

Ted Zuk, Jackson County

Madison Yock, State of Oregon

Brady Hickman, State of Oregon

Lewis Topinka, Construction Contractors Board

Jerod Broadfoot, State of Oregon

Charlet Hotchkiss, Umatilla County

Carol Johnson, Umatilla County

## **Call to Order:**

Meeting began at 8:30am, PST.

Adele Schaffeld presented the map of Oregon with EOBO counties highlighted, asked for a roll call, and presented a brief overview of EOBO history:

- EOBO represents roughly 40% of the State.
- Next year we will be able to have an ICC Education Day at the ABM, since we will be recognized as a Chapter by then. We would also like to offer webinars so that we can reach more people in the State.
- EOBO will send someone to the 2025 ICC Leadership Academy in Florida with our points.

Adele also noted the losses of Julie, the Permit Tech from Tualatin, as well as Ken Hall from Wallowa County. Dawn Kitzmiller recalled some fond memories of Ken. Jim Sayers asked Adele to add their names to the ICC Memoriam Wall at the ABM.

We have all been waiting to see who replaces Joe Fisher in La Grande. Dawn stated that the new person should start November 1<sup>st</sup>.

## **Approval of Meeting Minutes:**

Katherine Denight motioned to approve the meeting minutes from the June 14 and September 6 QBM's. Heaven Doherty seconded. No objections. Minutes approved.

## **Guest Speaker:**

N/A

## **New Business:**

Kylee Ruby presented the Treasurer's Report:

- Account balance is \$2,337.65 as of 10/7/2024. Expenses and revenues from ABM are not included in this total.
- \$500 sponsorships were received from Wasco County, Malheur County, and Northwest Code Professionals for ABM.
- Will work on putting an actual budget together for next year.

Adele Schaffeld asked for a motion to approve the Treasurer's Report. Heaven Doherty motioned. Katherine Denight seconded. No objections. Treasurer's Report approved.

Adele Schaffeld noted that, once EOBO is recognized as an ICC Chapter, we will have our own website and be able to take payments. In the meantime, THANK YOU again to OPTA for handling our registration!

Adele also noted that the EOBO By-Laws had been updated after receiving suggestions from Jim Sayers. Updated By-Laws were read and approved at the QBM on September 6<sup>th</sup> with no objections. By-Laws were signed at ABM by all Board members, and one witness.

Jim Sayers presented the ICC Update:

- Energy Code Updates have been a lot of work to tackle with all of the different interest groups involved.
- A new CEO was hired from within ICC out of about 400 applicants. The ICC Board hired an outside firm to help whittle down the list to about 100 for review.
- ICC's 30<sup>th</sup> anniversary is this year and every past Board member has been invited to the ABM in Long Beach.
- Finances are sound. Revenue has doubled just in the time since Jim joined the Board.
- ICC has over 700 employees and touches over 100 countries with its codes.
- The Winter Board Meeting will be held in West Palm Beach.
- The 2025 ABM will be in Cleveland, OH around the same time of the month as the 2024 ABM.
- EOBO is on the Consent Agenda for the ICC ABM this year. So, barring something outlandish, EOBO will officially be recognized as a Chapter!

Adele Schaffeld commented on how awesome the ICC Premium Codes are. You can see commentaries and code change information, so that one can see how a Code actually came to be. There is also a Spanish version.

Alana Cox presented the DCBS/BCD Update:

- WARREN IS RETIRED! Blane Curry from Polk County is his replacement and will start November 1<sup>st</sup>.
- BESA launched this week. This will help jurisdictions be better able to assist each other without having to create new IGA's. BESA will not override existing agreements or IGA's. Madison Yock passed around the BESA FAQ's and can be contacted with questions.
- Jerod Broadfoot has an ePermitting form that he can send to jurisdictions, that will help them show what their capacities are for assisting, and where they need assistance.
- Board approved OSSC Code package. Adele Schaffeld was instrumental in representing Eastern Oregon during the Code Change process.
- The new OSSC will align more with the ORSC in regards to detached, non-habitable accessory structure size exemptions. Trash enclosure requirements/exemptions will remain the same.

- Board upheld Code Committee rejection of the single-stair option in multi-family buildings over three stories tall. The intent is to develop an Appendix in the OSSC that local jurisdictions can adopt if they have the capacity to do so. This will need sign-off from local Building Officials AND Fire Departments.
- BCD will be looking for volunteers for a work group on this.
- Wildfire hardening grant is extended. Process is hoped to be less formal than the 2020 process. This will apply to both homes and businesses.
- A report was written advising that OSFM administer the fire hardening grant program, as they have the knowledge and capacity to do so.
- Letters will be going out to WUI high-hazard areas. The fire map will not be finalized until all appeals are settled.
- Fire hardening standards in ORSC will not apply retroactively to existing homes. Any upgrades or additions will need to meet the new requirements.
- Permit requirements will not change based on new rules.

Adele Schaffeld and Dawn Kitzmiller expressed the need for Malheur and Baker Counties to have access to the grant money for losses sustained in 2024.

Dawn asked if there was a State path for putting displaced people in “emergency cottage” sheds. There seems to be some misinformation floating around about this. Alana Cox and Warren Jackson expressed that there can be a lot of flexibility in emergency housing as long as fire and life safety factors are addressed, but there is no State-appointed program for “emergency cottages”.

Alana stated that it has been challenging to get folks back into homes since 2020, and some of the challenge is in knowing where all of the losses have occurred. Adele stated that OREM has a map of all losses and she can send the link.

- Last spring the Oregon Design Criteria Hub was launched. State is working to add both fire map and OSSC informational layers.
- During the last legislative session, the Governor’s new housing bill created a new office between BCD and DLCD in order to try and improve the building/planning processes so that they are more predictable. This requires more coordination between BCD and DLCD, so BCD restructured a bit to allow this.

Dawn Kitzmiller and Adele Schaffeld commented that it would be helpful for other agencies to have stricter timelines in order to speed up the building process.

- Ready-Build or “Permit Ready Plans” are still being updated. BCD is looking into what customers would really use before diving in.
- 3-4 family dwellings may be brought into the ORSC. Tony Rocco is also working on a stacked townhome proposal. The hopes is that both of these will help with density problems.
- Tiny home statues will sunset in January 2026. BCD will be incorporating them into the pre-fab program. BCD will put out a white paper on this.
- BCD can also help jurisdictions who have problems keeping other departments out of their dedicated funds.
- The economy is starting to restrict, so electrical and plumbing trades may not be willing to increase the number of apprentices to journeyman.
- BCD is expanding partnerships with CCB and BOLI on license enforcement. They are also hoping to increase local jurisdiction’s licensing enforcement activities.

Rick Stauffer stated that he has issues with journeymen actually being on-site with their apprentices.

Jerod Broadfoot asked if BCD still gave a percentage of their licensing ticket revenues to local jurisdictions. Alana stated that it isn't typical anymore since local jurisdictions defer licensing issues to BCD.

Dawn Kitzmiller expressed the frustration that CCB does not represent Eastern Oregon, and that fining non-licensed contractors doesn't work because they don't have a license to lose if they don't pay the fines.

Adele Schaffeld described a four-year-old complaint that is still not resolved with CCB. Small jurisdictions do not have adequate staff to do constant license checks. Some of us also have issues with contractors coming in from out of state.

Rick's advice was to do everything you can and gather as much evidence as possible to make the case for BCD and CCB.

Alana added that BCD is working with DOJ's Elder Abuse Section to help go after non-licensed contractors who prey on the elderly.

Jerod Broadfoot presented the BCD ePermitting Update:

- BlueBeam is not integrated with Accela yet like DigiPlans is.

Adele Schaffeld stated that she felt DigiPlans is more user-friendly than BlueBeam. She offered to help jurisdictions with electronic plan reviews if needed. The State also offers some reimbursement for those signing up for DigiPlans over BlueBeam.

Katherine Denight stated that OPTA will offer a BlueBeam class in 2025.

- Jerod can come out to jurisdictions to do BlueBeam and Accela training. BlueBeam licenses are free through the State.
- Reminder that all jurisdictions must have some form of electronic permitting by the end of the year.
- If you set up a "studio session" through BlueBeam, you can have multiple users access documents for however long you like, and they can review and make comments from anywhere.
- BlueBeam University has a lot of different trainings, and older training videos are free to anyone.

Jim Sayers asked if Jerod could provide BlueBeam training for jurisdictions that do not use Accela. Jerod stated that he could probably walk everyone through the basics, but he probably couldn't get very in-depth since different systems operate differently than Accela.

Heaven Doherty stated that Dan Carlson is a certified BlueBeam trainer.

- The Inspector App new release has a true "offline" mode. Inspectors need to download their information while in service, but can view and enter everything even if they are outside of service range. The app will save everything and send once you come back into service.
- A bug was fixed that had a delay in adding new Inspectors to the drop-down list.
- Jerod can also give trainings for the Inspector App to jurisdictions and Contractors. CCB gives 1 hour of CEU time to Contractors for Inspector App training.
- Jerod also reminded everyone that you can correct ANY mistake you make on the Inspector App, so don't panic if you mess something up.

Jim Sayers added to his ICC Update by advising that there is a new Mentorship link on the ICC member page. This link helps connect people who want to be a mentor, or find a mentor, to help improve our field.

Craig Andresen presented the OSFM Update:

- Wildfires have cost Oregon roughly \$300 million to date in 2024.
- OSFM is prepping for how they may be involved in the Governor's housing initiatives.
- OSFM is working with BCD on the fire hazard map. All appeals must be settled before the map goes live, so this will take time. It will probably be one or two years before enforcement actions will be taken, in order to allow time for education of the public.
- The OFC is in its renewal process. Input from Building Codes is appreciated.
- OFMA is working through the single-stairway exiting issue in multi-family buildings less than three stories high. It is generally opposed by OFMA.
- OFMA is building its relationship with OBOA. Both entities offer membership rates to each other's members for meetings and conferences.
- The next OFMA Technical Education Conference will be at DPSST on October 23<sup>rd</sup>.
- The 2025 OFMA ABM will be in Bend at the Riverhouse.
- OFMA is an ICC Preferred Provider for CEU's. They will start hosting a monthly one-hour training in November.

Lewis Topinka presented the CCB Update:

- CCB has 10-11 Investigators, four of which work solely in the Portland area. Please send everything to Lewis that you would like investigated, and he will send it where it needs to go. All enforcement information is sent to the CCB DA, who decides what cases to take action on. CCB Investigators are the middle-men, not the decision-makers.
- CCB has four sections: Licensing, Enforcement, Compliance, and Dispute Resolution.
- CCB is not given a lot of training on looking at apprentice requirements.
- The CCB process goes roughly as follows....
  - CCB receives information from jurisdiction and will make a site visit with the Inspector.
  - Information is sent to Compliance, who will fine the unlicensed Contractor.
  - The fine is sent to collections because unlicensed Contractors do not pay them, since they do not have a license to lose.
- CCB is not inspecting to find "fault" on jobsites. They are there solely for licensing issues.
- The Dispute Resolution is typically mediation between a Homeowner and Contractor where the Homeowner wants to go after the Contractor's bond. Dispute Analysts will work through these cases.
- There are specific timelines that need to be adhered to in order for restitution to be paid.
- CCB will not be filling Eastern Oregon position. This position was shifted over to the Portland area.

Dawn Kitzmiller asked if CCB, BCD and local jurisdictions could find ways to be more cooperative and check for both licenses and permits. Rural Contractors deserve the same protections as urban ones.

- Lewis advised that we can contact him ANY time we have an issue. He will do his best to help. He also reminded us that CCB reports are based on "reasonable doubt", not "probable cause."
- Permits pulled by "owners doing their own work" are VERY hard to investigate. The only way to go through mediation is with a licensed Contractor.

Alana Cox stated that the head of CCB used to work for BCD. They are working hard on their partnership, but resources are limited. They are aware that border-area enforcement is a big request among Contractors.

Jurisdictions can do their best to help by checking licenses when possible, because sometimes Contractors do not realize their license has expired.

Ted Zuk expressed that he felt the licensing enforcement piece should be separate from what Inspectors do. It is hard for Inspectors to foster good relationships with Contractors, if they are also the ones fining them.

Adele Schaffeld stated that some Contractors – both licensed and unlicensed – will offer financing to customers.

Lewis advised that those cases are also very hard to work through, because the financing isn't actually coming from the Contractor's company, so Homeowners cannot go after a Contractor bond for the financing piece.

Melany Klemmer presented the OPTA Update:

- Serena Locke is getting the Meritorious Service Award at the ICC ABM this year.
- PTN is the only national Permit Tech group through ICC.
- OPTA is sending four members from the Board to ICC, and Katherine Denight received a scholarship through PTN to go.
- The PTN and WICED Day of Service is the Saturday before the ICC ABM.
- OPTA Fall Education Conference and ABM will be November 6-8 in Salem. They are partnering with Chemeketa again for classes.
- The Spring Conference should be virtual.
- Katherine redesigned the OPTA site and it is AWESOME!
- PTN is hosting a Code Specialist webinar in November. OPTA members are automatically PTN members and can get their member pricing.
- Katherine added that the OPTA class at their ABM this year is for Realtors and Homeowners about the importance of permitting. This class will be free to other jurisdictions to use for educational purposes.

Ted Zuk presented the ICC Region II Update:

- Region II ABM will be in Long Beach on the Sunday before the ICC ABM.
- There are contested elections this year. Make sure to get your clickers so you can vote!
- Ted passed around flyers for the Region II raffle as well as the hosted mixer in Long Beach. The raffle winner will be drawn at the mixer.
- Ted listed several sponsors of the Region II mixer. It has gotten very big. Please bring your spouse if you are coming. EOBO Members are all Region II members.
- Region II will be presenting the outgoing ICC CEO, Dominic Simms, with a Sage fly rod.
- There is an upcoming "When Disaster Strikes" training in November. This is a nationwide certification equivalent to the California OES cert. It is a two-day course and is very intensive.
- WICED is working to make a new chapter to mirror the Region II setup. Email Ted if you would like to join.
- Region II meetings are the second Wednesday of every month at 10am.
- EOBO will be mentioned in the ICC Building Safety Manual next week.

Jim Sayers added that there are already more than 80 people signed up to help at the PTN/WICED Day of Service before the ICC ABM. They will be working on a playground this year.

Heaven Doherty presented the Chemeketa Update:

- Heaven will be graduating from the Chemeketa BIT program next June.
- There will be no first-year fall cohort this year, due to low enrollment.

- Heaven got to attend the ICC Leadership Academy in Florida this year, and will be in Long Beach on a Building Safety Scholarship.
- Chemeketa Chapter is working on their setup to see how it will function moving forward.
- There are growing concerns of what mentorship will look like in the future, with so many Code Officials set to retire in the next 5 years.

Heaven presented a pre-recorded video from Dan Carlson:

- Chemeketa graduated 14 students this year from the BIT program. There are 7 students returning for their second year.
- Thank you to jurisdictions who allowed students to intern over the summer!
- OPTA is partnering with Chemeketa Chapter to help students network and grow.
- The Chemeketa Scholarship Fund is over \$37,000. Thank you to chapters who donated!
- The plan is to start the next first-year cohort in the fall of 2025.
- Because of the statewide problem of finding employees, Chemeketa is creating new short-term certifications such as Permit Tech, Residential Plans Examiner, and Residential Inspector. These should launch this winter. They are non-credit classes, but they can be enrolled into a 2-year degree.
- Classes are at night via Zoom.

Adele Schaffeld presented the OBOA Update:

- OBOA is updating their strategic plan for unity and inclusion.
- Please sign up for committees. OBOA needs representation from the entire state.
- The Fall QBM is coming up November 8<sup>th</sup>. This overlaps with the OPTA ABM. OBOA is trying to better coordinate with other entities so this overlap does not happen again.
- Adele will email EOBO members if any legislation applies to us.

Ted Zuk presented the SOICC Update:

- SOICC is presenting ATC-20/ATC-45 Post-Disaster Building Safety Evaluator Training & ORSAP on November 21<sup>st</sup>.
- SOICC ABM was in August.
- Kudos to Adele Schaffeld for advocating so hard for Eastern Oregon!

**\*\*LUNCH BREAK\*\***

Jim Sayers performed the swearing-in of Heaven Doherty to the EOBO Board as Vice President. She fills the vacancy previously held by Joe Fisher, who moved to Alaska earlier this year.

Open Discussion:

- Rick Stauffer has taken over Building Official duties for Harney and Grant Counties from BCD now for the past 6 months. He is working to get the Building Departments self-sufficient and is hiring a new A-Level Electrical Inspector. He looks to build a regional department.
- Melany Klemmer stated that Cottage Grove is growing with lots of new developments.
- Brady Hickman has been overseeing plan review meetings. He is working on the new BlueBeam Studio to help on review training. He is also a movie star.
- Madison Yock has been busy learning her new position and traveling to different jurisdictions. She also passed her OIC class/exam. She has been dropping in on other classes to learn the fields and working on the BESA.
- Warren Jackson stated that, for the moment, BCD is FULLY staffed with Inspectors and Plans Examiners. They have been helping multiple jurisdictions.

- Katherine Denight has been working on all sorts of OPTA and PTN education and forms. (And being the EOBO Design Executive.)
- Heaven Doherty will be the only employee in the City of Pendleton Building Department by the end of the month. They have 7 subdivisions going in.
- Kylee Ruby's office is busy with the second phase of the data center site. Her newest Inspector just passed his Residential Electrical Exam and will soon be certified to do all residential inspections. She has also been busy with EOBO.
- Wade Gibson has been traveling a lot for OSFM to build relationships with jurisdictions. He has also been working with local fire departments on training needs.
- Craig Andresen expressed that he is glad local fire departments are able to handle their own workloads better now, so that OSFM can spend more time with other groups to help with planning issues.
- Ted Zuk is having issues in his jurisdiction with a subdivision of townhomes being advertised as 3-family apartments. They are in the process of revoking Certificates of Occupancies. They have been very involved in middle-housing legislation, but have slowed down for now due to hunting season.
- Jim Sayers' jurisdiction is dealing with middle housing, cottage clusters, and detached triplex issues. He stated that this can speed up the land-use process, but it can get complicated in the future if the owner then wants to divide the property. They are also battling FEMA floodplain map issues for developing in flood zones.
- Jose Fernandez graduated from Chemeketa this June.
- Toni Connell stated that Boardman has four new subdivisions going in. They are very busy.
- Umatilla County Planning ladies stated that they very much appreciate the working relationship they have with BCD. Katherine stated that the feeling is mutual.
- Adele Schaffeld's 3-D printed house project in Malheur County was halted due to severe cracking in the mortar mixes. There was also never any truss or mechanical design submitted. She is excited to be using DigiPlans electronic plan review. Her office is also moving at the end of the year.
  - She lost one Permit Tech, but her A-Level Plumbing Inspector came on full-time, which helps alleviate the workload. She may also hire a part-time Permit Tech next year.
  - City of Ontario is moving to Accela and have a great new Building Official.
  - She is working with OSFM on refrigeration issues at food processing plants.
  - Malheur County lost four structures in the 2024 wildfires and LOTS of cattle. Adele even got to do a damage assessment report for her Senators on a flow control building for a local dam.

Adele Schaffeld asked for a motion to adjourn the meeting. Dawn Kitzmiller motioned. Melany Klemmer seconded. No objections.

**Meeting adjourned at 1:20pm.**