



**Region V**  
**2012 Region of the Year**  
**Battlefield Chapter**

**MEETING MINUTES**  
**March 21, 2013**

---

**Call to Order**

- Charlie Black, Chair - called the meeting to order

**Establish Quorum**

- Quorum was established, jurisdictions in attendance - City of Alexandria, Arlington County, Fairfax County, Prince William County, City of Falls Church, City of Fairfax, City of Manassas and Stafford County.

**Introduction & Guest Recognition**

- Charlie Black recognized and thanked Paula Johnson and Steve Higginbotham for their “Hoarding - Things We Should Know” presentation today, 96 were in attendance.
- Charlie Black recognized and thanked Vernon Hodge with DHCD for attending and participating in today’s presentation and region V meeting.

**Presentation of Minutes**

- November 2012 Minutes – Secretary will complete and post on VBCOA Region V website for membership review and approval for May 2013 meeting, membership concurred.

**Treasurer’s Report**

- Savings: \$10,592.33
- Checking: \$11,839.64
- Motion passed to accept the treasurer’s report

**Chair/Officer Report, Charlie Black**

- The Mid Year Conference is scheduled for April 7-8, 2013 at the Holiday Inn University Area & Conference Center, 1901 Emmet Street, Charlottesville, Virginia. It is free this year to all members, The cost is being taken from the budget and gives all members who have had difficulty obtaining funds for attendance to this type of activities, only need a way of transportation to participate.
- The Mid Year Conference will start on April 7, 2013 with the VBCOA Region Chairs Meeting, followed by the Board of Directors Meeting. This is an all- day event. The second day, April 8, 2013, is scheduled for the morning welcoming, introductions, presentations and special announcements to our members. It will be followed by our training, which will last

until about 4:00 p.m. Of course, following the training is the closing of the event. The training topics for the conference are:

*Track 1: Passive Fire Protection Elements of the IBC*

*Track 2: Active Fire Protection Elements of the IBC*

*Track 3: Fire and Life Safety Elements of the IRC*

- The Region Chairs have met twice since our last training seminar on January 17, 2013. Both events focused on changes and adjustments to the budget. This budget will be completed by the Mid-Year Conference and at that time, presented to the Board for approval. Our intent was to shift funds from one line item to another and ensure we have the funds available for code hearings, training and conferences. Thanks to all who participated in this endeavor.
- At the end of January, John Catlett, Co-Chair of the Admin Committee, requested assistance in obtaining information concerning the permit and inspection requirements for the replacement of gas appliances in Region V. Thanks to all that participated and responded to the request.
- In late January and early February, 2013, we were able to assist in expediting the review and approval of the lot grading plan, septic plan, and building plans for the Homes for Our Troops project in Broad Run, Virginia. It was simply providing excellent customer service and the right thing to do for our disabled veterans. Thanks to all who participated.
- During the first Region Chairs Meeting in Chesterfield County on February 1, 2013, the initial adjustments to the budget were considered. It was noted by Region V Chair that our VBCOA Strategic Plan was five years out-of-date. A request was made to have the Second VP, Sean Farrell, provide the Chairs with a State of the Union type presentation at our next Region Chairs Meeting, since the budget should be in align with our Strategic Plan.
- The second Region Chairs Meeting was conducted at the Louisa County Government Building on February 25, 2013. Second VP, Sean Farrell, provided an excellent power point presentation concerning where we stand with our Strategic Plan. He was also able to provide insight as to guide us appropriately with concerns about where we want to be in years to come. It was suggested that a committee be formed to bring the Plan up-to-date. Thanks to Sean Farrell for his knowledge and mentoring.
- On February 11, 2013, the Property Maintenance Committee met in Charlottesville, Virginia. Charlie noted that this is probably one of the most active and productive state committees in the VBCOA. There were eight (8) Region V members in attendance. We continue to be well represented in this committee. Thanks to Kevin Woodward, Phil Pugh, Art Bailey, Jorge Flor, John Catlett, Tom Regan, Charlie Black and Jeff Blackford for attending and representing Region V.
- On February 20, 2013, Mr. John Johnson, Sr. from the Encore Construction Company, the builder of the HFOT, stopped by to thank everyone who assisted in expediting the reviewing process for the dwelling they are building in Broad Run.
- On February 26, 2013, Region V members should have received an electronic copy of the VBCOA Brand Manual, the Strategic Plan Report, the Canon of Ethics and the By-Laws for information purposes.
- On March 7, 2013, Region V received a request to provide electronic support for the PM Committee Monograph Meeting on the 15<sup>th</sup>. We also received a request to assist in electronic support for the Mid Year Conference. Both requests were approved.
- On March 15, 2013, Second Vice President Sean Farrell conducted a meeting in PWC for Region V and the PM State Committee members to discuss and determine position or not on

the numerous items affecting the IPMC. Representing Region V was Charlie Black, Sean Farrell, Phil Pugh, Tom Regan, Jeff Blackford, and Mike Congleton. Thanks to all who participated.

- We have at least 3 or 4 new members since our last meeting:

- Charlie Smith, Loudoun County

- Steve Silveus, Loudoun County

- Jennifer Sexton, Fauquier County

We wish to welcome you all. Thank you for joining us.

- We also had a call from Tim Walocha of ECS Mid-Atlantic LLC in Chantilly, VA. He advised that he had relocated to this area and had previously been involved with the building officials and been a board member and was very involved with the ICC, International Code Council.
- Lastly, the Dallas Hearings are April 21-29, 2013. Several of our members will be attending. If you are going to request for a scholarship, please send them to Gregg Fields as soon as possible.

## **Committee Reports**

- **Administrative (Ad Hoc) — John Catlett**

- No Report

- **Awards & Resolutions - Gregg Fields**

- Applications for “Region of the Year” are due March 25, 2013 to the Awards and Resolutions Committee

- **Building Code – Bill Ertumen**

- No Report

- **Educational Committee**

- Audrey Clark, the final 2013 training schedule is available on the VBCOA Region V website. Still finalizing the presenters for the July ‘Energy & Green Building’ training.

- **Energy Committee - Steve Turchen**

- Discussed committee’s work in preparation for upcoming hearings

- **IRC Committee**

- No Report

- **Legislation Committee**

- No Report

- **PMG Committee - Shawn Strausbaugh (not present, sent in report)**

- Report attached:

- **Property Maintenance Committee**

- Charlie Black, Tom Regan, Jorge Flor, Phil Pugh, John Catlett, Kevin Woodward, Art Bailey and Jeff Blackwood.
- A PM Meeting was conducted on February 15, 2013 in Charlottesville with eight (8) Region V members present to represent us.
- The Advanced Building Official Module was discussed, a training session was conducted by Phil Pugh, a secretary for the keeping of the minutes was announced and a great lunch was provided by the Charlottesville members. Thanks to all that participated.
- **Time & Place** - Audrey Clark
  - The Mid-year Conference is scheduled for April 7-8, 2013 at the Holiday Inn University Area & Conference Center, 1901 Emmet Street, Charlottesville, Virginia.
- **Permit Technician Committee** — Jennifer Sexton
  - No meeting as of this time.
- **Public Information** — Gregg Fields, Chair
  - Edited an article on the HFOT ground breaking ceremony in Broad Run for submission to VBCOA State Officers, DHCD personnel and ICC headquarters. All organizations are interested in our endeavors.
- **Small Jurisdictions** — Gregg Fields
  - No Report
- **Nominations Committee** — Past President Jim Collins
  - No known nominations being made at this time.

#### **Unfinished Business**

- Homes for Our Troops – Charlie Black plans to attend and represent VBCOA Region V at the upcoming ground breaking ceremony on December 8, 2012.
- T-Shirt Sales – a few t-shirts are left for sale. VBCOA Region V bought the shirts upfront, so we need to sell the remaining to break even.
- Conference Pins available from first two conferences at \$7.50 each.
- Continue to urge Permit Techs to join, participate and benefit as a VBCOA member.

#### **New Business**

- Building Safety Month is May 2013. We need volunteers, projects and ideas.
- The next Region V Training and Meeting is May 16, 2013, “A Practical Approach to Disaster Assessment”
- The third puzzle pin will be available for free at the Mid-year Conference for those attending. Previous conference pins can be purchased for \$7.50 each.
- Consider Purchase of (2) Banners and promotional items. Motion passed to purchase items.

#### **Adjourn**

- Motion to adjourn was presented and passed.