



# Washington State Association of Permit Technicians

## Minutes

General Business Meeting  
May 8, 2009  
Ocean Shores, Washington

Meeting called to order by President Judy Pozarich at 8:30 a.m.

Pledge of Allegiance

Introduction and recognition of Board and Committee Chairs

Recognition of newly certified members

- Kari Murphy, City of Camas
- Sandy Nelson, SeaTac
- Linda Williams, City of Chelan

Recognition of first time attendees

- Corinne Schakel, City of Stanwood
- Kelly Ecklund, City of SeaTac
- Nick Holland, City of Bothel

President's Report – Judy Pozarich

- National Permit Tech Newsletter – has been emailed to all members 2<sup>nd</sup> Edition has been published
- Steve Burger's article, Survival of the Most Valuable, is a must read! Crux of article: educate yourself, volunteer; obtain as much knowledge as you can. Do all that you can to make yourself a more valuable employee.
- Permit Tech Education Certification Development Committee News – Request for Permit Tech II Cert forwarded to BIPS; response received back that a PTII was not necessary. Request will be reviewed/rephrased and resubmitted.
- Webinar Training topics: OR Permit Techs (OPTA) has requested WSAPT to give input on training specific to Tech needs. WSAPT suggestions: How to Read Residential/Commercial Plans, Building Components of a Project Submittal, Project Coordination – Managing a Project from Intake to Certificate of Occupancy, Legal Aspects and Responsibilities of a Permit Technician, Counter Plan Review, Overview of the Codes, Overview of the Inspection Process for Residential, and Overview of the Inspection Process for Commercial. Members are encouraged to forward other webinar training ideas to email [judy.pozarich@co.yakima.wa.us](mailto:judy.pozarich@co.yakima.wa.us). *Action item: add suggestions to website*
- Permit Tech Study Guide updated by Steve Burger with release sometime later Fall 2009. Encourage your jurisdiction to purchase; WSAPT lending library will have available.
- New Green Building Section on the ICC Website – members encouraged to check out information
- 2009 Chapter Awards Program, WSAPT will be submitting application at 2009 Baltimore Conference. Items to be touted: Certification, Education, Training, and creation of lending library.
- 2009 ICode Webinar – free webinars listed on ICC site – members encouraged to check out
- Webinar Training Topics hosted by WSAPT, *four* locations throughout State, \$25/members-\$35/non-members – *Note – revised after meeting to five (5) locations: City of Burlington/Federal Way/Richland/Vancouver and Yakima County - August 7 – 3 topics offered: Managing Distressed Property for Code Officials, 2006 IBC Mixed Occupancies, 2006 Accessibility for Residential Properties. \$25.00 membership voucher can be used.*
- Patty Bond, former ICC employee, sent congratulations email on the 2<sup>nd</sup> Edition of the National Permit Technician Newsletter. She was also thankful for the kind words President Judy Pozarich wrote (re: Patty) in her article and states working with Permit Techs to increase our awareness was a highlight of her career.
- Cathy Wojtowicz, Co-Chair Membership Committee – Cathy relays good cheer for a successful conference and stresses importance of education. Cathy also shared that due to health problems; she will not be attending and will not be able to have active involvement with WSAPT. WSAPT will be sending Cathy flowers and a card. Cathy is a wonderful WSAPT member and her involvement will be sorely missed.
- Members who keep current WSAPT Dues (Retired) will be allowed to attend Seminars for free except cost of food and lodging/mileage 2009 and 2010.

## Treasurer Report

- Report given by Ellena Hazen for dates 10-12-08 / 04-27-09 – End Balance Checking \$37,308.96 / Scholarship Savings \$2,593.40. See attached Treasurer's Report.
- Four (4) scholarships were given for Spring 2009 Semi-Annual Meeting / total amount \$425.00 which needs to be deducted from ending Savings balance – leaving about \$2,100. Raffle monies from Spring 2009 need to be added.

## Minutes – Fall 2008 – Sun Mountain

Motion to accept Fall 2008 Semi-Annual Meeting Minutes as written made by Kim O'Hara, City of Burlington, seconded by Janie Watkins, City of Lynnwood; motion approved by membership.

## Committees

- a. Administration - Maria Reyes
  - Fall 2009 Semi-Annual Meeting to be held at Best Western Icicle Inn, Leavenworth WA, Oct. 4-5 (*Note: Dates have been revised to Sunday/Monday, Sept. 27-28*). Arrive Sunday with p.m. business meeting / Monday education.
  - 2010 - WSAPT will celebrate its 15 year anniversary
- b. Bylaws
  - No Report
- c. Code Development – Judy Pozarich for Marlei Brennan
  - Code Development/Legislation has been added to website – requests for code proposal forms will be posted. Please check out this section on website
- d. Education – Judy Pozarich for Kari Cimmer
  - Current EC Projects
    - Purchasing a flash drive for education materials
    - 2009 summer Webinar series coordinated with ICC - August 7<sup>th</sup> in Burlington, Federal Way, Richland, and Yakima
    - Fall 2009 conference – 2009 IRC Update presented by Steve Thomas / full day class
  - Goals
    - Revise the existing EC Chairperson checklist to a current
    - To complete written EC committee policy for “hired” speakers
    - Create electronic templates for Thank You cards/CEU certificates for speakers. CEU certs will be emailed week following conference. If anyone has a talent for creating greeting cards, please contact [kari.cimmer@cityoffederalway.com](mailto:kari.cimmer@cityoffederalway.com).
    - Members needed for Education Committee. Please contact Kari if interested.
    - Membership survey for educational needs – looking at posting on website with link emailed to members
- e. Membership – Kim O'Hara
  - Thanked members for becoming WSAPT members and encourages members to extend invitation to join to co-workers.
  - Reports 252 members as of May 2009
  - Membership list available in paper format
  - Member incentive - 2009 (planner-calendar/pens) – if you did not attend seminar, you will receive one in mail.
  - The Professional Permit Technician and Chapter Member Guide Books available for all new members
  - President Pozarich reported membership has dropped from 280 (something) in 2008. Thanked members for rejoining and supporting WSAPT; Education Voucher will be continued for 2010 in the amount of \$25.00.
- f. Newsletter – Brenda Reifsnyder
  - Next newsletter August or mid-July
  - Requests members forward via email events and jurisdiction happenings
  - Requests members join committee

President Pozarich thanked Brenda for a spectacular newsletter.
- g. Peer – Judy Pozarich for April Schrader
  - Calls for members – duties of committee are to research/purchase member incentives (pins, shirts, etc). Contact [ashrader@ci.dupont.wa.us](mailto:ashrader@ci.dupont.wa.us).
  - Ideas for future incentives – suggestion made for pins which are ‘event’ specific (e.g., spring 2009 Conference, etc), thumb drives. Kansas City Metro PTA had bags of marbles with note attached, ‘Lost your marbles? A Permit Tech can help!’
- h. Scholarship – Judy Pozarich for Marilyn Macias/ Cheryl McGee
  - Reminder that education scholarship was developed to be awarded to those pursuing continuing education in field related to building construction/administration. Second scholarship for reimbursement of

certification fees. If your jurisdiction does not cover this expense, WSAPT will once you pass the test and submit a letter from your jurisdiction stating they do not cover this expense.

#### Old Business

- a. Permit Technician Focus Group Report- Judy Pozarich – briefly touched on it in President's Report. John Darnall to cover additional information.
- b. Permit Technician Certification Test Development Committee Report – Judy Pozarich, same information from President's Report regarding PTII which was turned down by BIPS.

#### New Business

- a. Guest Speaker, John Darnall, Board of Directors-ICC, Building Official for City of Tumwater, WA, welcomed. John gave thanks for being invited to speak to WSAPT. *Congratulations, John, on your new Granddaughter, Natalie Rose!* John just returned from WA DC for Building Safety Week (BSW) and encourages any members who get a chance to go, to visit the ICC office (two blocks from the Hill); staff can work to set you up with a visit to Representative from your area.
  - BSW focus is to raise awareness of what we do as Building/Safety/Fire Code Officials around the country. John reports there are 30 proclamations submitted from governors around the country proclaiming BSW Week where there used to be only 2-3. By presence in Washington DC during BSW, ICC is raising awareness of what we do.
  - A bill was recently introduced to the House and Senate, the Community Building Code Grant Act, which is to provide funding for training and/or personnel on a needed basis (competitive grant program); funding in the amount of \$20mil/year for 5/yr has been requested. Encouraged members to contact State Legislature to bring need for funding to their attention. The Building Foundation has a new scholarship program which can be used for education related to field, can also be used for travel to ABM – encouraged WSAPT to check this out. *Action Item: distribute brochures to membership.*
  - During BSW, 'Raising the Profile' award was presented to Ruth Hamel, Overland Park, KS. Ruth is Support Services in her jurisdiction. John had the honor of bringing this award forward to ICC two years ago as a new award. The award premise is that Code Officials need to be brought into the forefront for recognition. Kudos given to Ruth for being second recipient of this award and a woman in a support role. *Action: John to send Judy Ruth's email address.*
  - Board of Directors meeting items: restructuring of ICC to deal with layoff of 100 employees in last six months; how to keep education program running. Some program dropped will not be restored.
  - ICC recently changed code development process to five (5) day hearings no more than 12 hrs a day. Codes will be split in half – half one year/half the next. Please see ICC website for more information.
  - Permit Tech II certification – disappointment; John does not feel case was presented properly or at right degree of BIPS level. John stated he does not have much input at that level; however, after hearing the results he did send out an email to the Chairman of the committee and voiced his disappointment and has asked for reconsideration. If reconsideration is not granted, he will continue to push for this and move forward. John gave kudos to Judy for being a strong advocate for the PTII certification.
  - PT education – has discussed with Mike Armstrong, ICC, regarding additional training for PT. Mike stated there are beginning BI classes. John is promoting PT as a profession, not a transition position. John feels it will take time to re-educate that PT is a profession and specific education needs to be developed.
  - ABM – Permit Techs have permission for a booth – ad hoc committee will furnish brochures – suggested WSAPT assist with finance for members to attend and assist with booth or donate for giveaways. Judy is chair for ICC booth. John states he will be able to help man booth as well.
  - Green Building Code – to be developed. LEADS/ACG is not a building code, simply standards. Over the next 6-8 months plans are to develop and enforceable building code. Encouraged membership to speak with their leaders how this will be an additional tool for code use.
- b. Nomination Committee for fall 2009 - Nettie Wagner to Chair. Committee Members: Janie Watkins, City of Lynnwood, Cyd Donk, City of Sultan, and Helen Parks, City of Tacoma.
- c. Grand Prize Drawings: Hanging flower basket, won by Marie Hutson; \$200 gift certificate for Quinault Beach Resort, won by Corinne Schakel, City of Stanwood.
- d. Members encouraged to sign up for committees.

Motion to adjourn meeting made by Alicia Bridges, City of Ocean Shores, seconded by Maria Reyes, City of Wenatchee; approved by membership.

Adjournment: 8:40 a.m.

Respectfully submitted by: Cindi Somers, Immediate Past President

Treasurer's Report from October 12, 2008 to April 27, 2009

WSAPT Checking Account:

Balance forward October 12, 2008 \$ 33,062.41

Total Cash Income \$ 16,848.62

Total Cash Paid Out (\$ 12,602.07)

**Balance WSAPT Checking \$ 37,308.96**

April 27, 2009

WSAPT Scholarship Savings Account:

Balance forward October 12, 2008 \$ 2,619.48

Donations from Raffle \$ 420.00

Interest Income \$ 3.92

To checking account for scholarship awards \$ (450.00)

**Balance WSAPT Scholarship Savings Account \$ 2,593.40**

April 27, 2009

Respectfully submitted for 2009 Spring Business Meeting May 8, 2009

Ellena Hazen, Treasurer WSAPT