

COMMERCIAL BUILDING CODE WORKSHOP

Commissioners' Office; Board Room

1/7/2020 4:00PM

Meeting Minutes

In Attendance: see sign in sheet

- **Introduction of Committee Members** – Those in attendance went around the room and introduced themselves.
- **History on forming the Building Code Department** – Kay E Reiter presented the first presentation of a Building Code Department to the County Commissioners in 2006. The Commissioners at that time turned the idea down and were not interested in the concept. There were three concerns the Commissioners presented and Kay read those three concerns. Tom Hoffman was part of the original group who presented the idea and he talked about his thoughts of why it was turned down. Kay continued to update the group on the history of the project.
- **Purpose of the Advisory Committee** – The department will begin with Industrial and Commercial Inspections. The Advisory Committee will assist in hiring the Chief Inspector and begin putting together procedures, filing with the State, and focusing on State Codes the Department will be following and getting the department up and running.
- **Timeline of events in opening the Department** – A timeline was presented to the group. Most of this will be done prior to hiring the Chief Inspector and once the Inspector is hired some of this will be handled by that individual. Tom Hoffman asked if they are strictly doing Industrial and Commercial inspections. Russ noted for the first two or three years it will be just Industrial and commercial and then move to residential once the department is up and running. This Committee will help in making the decision on when to move forward to residential. Martha Bowen noted the Health Department has current plumbing inspections contracted with Erie County. This contract can be terminated once the Sandusky County Department is up and running and able to do these inspections.
- **Hiring Staff** (review position description) – Theresa Garcia discussed the current hiring process through the Commissioner's Office. The Position Descriptions were sent to the Committee for review and return in three days. The Chief Inspector will be posted this week or early next week with a deadline for applications being 1/23/2020 or until the position is filled. The applications will be forwarded to the Committee for review and discussion will take place on the applicants at the next meeting. The posting will be available for anyone on the Committee to post at locations they feel will bring the best pool of applicants.
- **Office set-up and location** - Russ Zimmerman talked about the office location. The office will be out on Fifth Street where the Facility Management Office is located. Renovations are being done on the building to accommodate the department. He talked about the visit to Ottawa County Building Code Department and the suggestions made from Ottawa County.
- **General Discussion** – City of Bellevue has used Richland County for inspections in the past. Mike Lantz, Bellevue Safety Service Director, has had discussion with officials in Bellevue

and they would not be opposed to working with the Sandusky County Department when opened.

- **Appointing Committee Chair and Vice Chair** – Kay Reiter asked Tom Hoffman if he would be willing to Chair the Committee. Tom will be in his busy season and would rather not make that commitment. Dave Wellington is retired and felt if he had a good vice-chair he would be willing to chair. Tom Hoffman agreed to sit as vice chair. The group agreed with the decision of chair and vice chair. The Commissioners will approve a resolution appointing the Committee.
- The next meeting will be scheduled for February 6th at 4:00pm at EDC.

2/9/2020 Advisory meeting

Motion to approve – Dean Schneider

Second – Craig Davis Motion carried