

COMMERCIAL/INDUSTRIAL BUILDING CODE ADVISORY COMMITTEE

Location: Commissioners Office/Historical Jail 622 Croghan Street, Fremont, Ohio 43420
or teleconference (419-333-6900 room 86100)

Date & Time: 10/6/2020 - 4:02 – 5:10 PM

MEETING MINUTES

1. Committee Chair Dave Wellington called the meeting to order at 4:02 pm - Attendees joined by in-person and via the county *via conference call line conference call line.
2. Roll call was taken and the following were in attendance: (Note: *via conference call line)
Committee Member Attendees: *Chair Dave Wellington, Community Representative; *V-Chair Tom Hoffman, Valley Electric Co.; Bob Kusmer, Trustee Ballville Township; Andy Boedeker, Mosser Construction; *Craig Davis, Fire Chief City of Clyde; Dean Schneider, Assistant Fire Chief City of Fremont; Russ Zimmerman, Commissioner; *Beth Hannam, Sandusky County Economic Development Corps.*

Other Attendees: *Kay E Reiter, Commissioner (Meeting Recorder); Scott Miller, Commissioner; *John Willey, Sandusky County Regional Planning; John Cheatham, SafeBuilt Representative*
3. Approval of Meeting Minutes – July 8th, 2020 committee meeting minutes were reviewed and approved. **Motion: Dean Schneider; 2nd the motion: Bob Kusmer; The Motion was approved.**
4. New Business:
 - a. SafeBuilt: Inspector Services/Chief Inspector/Software – John Cheatham shared with the committee that he is our lead our county's building code department. SafeBuilt is currently addressing the search for our chief inspector, they have about 50 individuals that are chief building inspectors throughout other communities in Ohio. Once they have ID'd who is a finalist they will bring them in for an interview with our committee and we will help make the decision. SafeBuilt Software - John also shared that they are working with County Administrator Garcia on moving forward with the software and they will handle all the necessary training for our staff. The commissioners did report to the committee that on 9.24.20 the board took necessary to move forward with the SafeBuilt contracts.
 - b. Sandusky County Industrial/Commercial Bldg Code Fees: *(See the attached fee structure chart.)* The proposed Sandusky County fee schedule was outlined by John Cheatham. He shared that SafeBuilt has reviewed NW and NE Ohio inspection fee structures to help determine the recommended fee schedule for the county. Andy Boedeker had numerous questions concerning re-inspection fees – John stated they are covered by the original inspection fees and there will be no extra charge throughout the project for additional needed inspections. Another question was asked on how they would handle Chapter 17 Inspections this is for special required inspections – John stated if done correctly this should not be an issue and they follow all the Chapter 17 requirements. The group also did discuss Ottawa County and State of Ohio comparison on fee structures. Tom Hoffman stated that he is concerned that we may get push back from local contractors if we don't

stay alignment with the State and Ottawa County fee structure. John discussed in detail Tom's concerns and he felt that how SafeBuilt addresses their fees and if we would compare the total fees for a project to their fees they would probably be very comparable. Other committee members did not have the same concern. Tom Hoffman did ask that this discussion be revisited as we work to finalize the fees at the next committee meeting. The group agreed.

c. Administrative Assistant hiring update: The commissioners did share with the committee that after reviewing the SafeBuilt software requirements the Administrative Assistant position may require more qualifications than we had thought. This individual has to be able to understand building code language, the technical side of being a Permit Technician, have the ability to organize a new office setting and run the front counter of a building department. Interviews are underway with 2 individuals coming to the top so far. Commissioner Zimmerman shared with the committee that he may reach out and ask for assistance with the final interviews.

5. Old Business

a. State of Ohio Approval - John did share that the county has received confirmation that we have been approved by the state to proceed. The committee had a number of questions and concerns that were shared with John: 1) John has agreed to verify that once our county's building code dept. opens all our county projects must go through our county and they cannot go through the state. This discussion caused great concern with the committee as they had understood that contractors/project owners had the options on who they could go through. 2) John did share that all school projects will be required to go through our county building code office not the state as local school officials seem to believe as true. 3) John did state that SafeBuilt will bring in needed help to assist in large projects that includes projects such as hospitals, colleges, schools, large manufacturer and large distribution center projects. He stated that they do it all the time in Lucas County - examples he sighted were FedEx and ProMedica Hospital System projects. 4) John also shared that any project that is currently underway with the state will remain with the state until completed.

b. Bldg Code Office Preparation - Commissioner Zimmerman provided the committee an update on the office construction. The committee discussed that there could be a possible delay due to the power service to the building - it was suggested by Commissioner Reiter to help us with staying on track that the county look for a temporary location for the office.

c. Identify Office Official Opening Date - The committee discussed the opening date of the building code office as **November 15th, 2020** whether it is in the new office or a short-term location. John has agreed to reach out to the State of Ohio building code office to determine how tight we need to stay on our timeline of November 15th. John believes there is a 30-day window with the state. Once we set the date we need to keep moving forward with no delays. The committee discussed how do we get the opening of the office out to local contractors and the community - the committee suggestions are 1) Have an Open House with assigned times to the invited guests. 2) Reach out to Bethany Brown w/ the Health District for guidance on how to have the Open House. 3) Create a video through David Thornbury that introduces the staff and the new office location and post it on the county website. 4) Utilize SCEDC, ClydeScope, all county chambers, and

city/village/township social media & websites to help push out to the Sandusky County Community.

6. Next meeting is scheduled for Tuesday, October 20th, 4:00 pm. w/ a call-in option made available – committee members asked to make sure minutes and the agenda is emailed out to the committee prior to the next meeting.
7. Chair Dave Wellington thanked everyone for their participation and he stated how pleased we should be with the committee's progress.
Motion to adjourn at 5:10 pm: Dean Schneider; Second: Tom Hoffman Motion carried.

Kay E Reiter, Acting Recorder