**I**llinois **C**ouncil of **C**ode **A**dministrators

# UNIFIED TO PROVIDE

A SAFER BUILT ENVIRONMENT

## PRESIDENT JEFF STEHMAN

**City of O’Fallon**

### VICE PRESIDENT - JEFF ALBERTSON SECRETARY - DAN WESTERGAARD

**City of Batavia Retired Code Official**

**TREASURER - TOM PAHNKE SGT. AT ARMS - LONNIE SPIRES**

**Retired Code Official City of Park Ridge**

**ICCA BOARD MEETING MINUTES for January 9, 2014**

Thursday January 9, 2014 10:00 a.m.

Location: US Coliseum, (Restaurant Meeting Room) 101 S. Madison

Bloomington, IL 61701

# 

1. Meeting called to Order to by president Jeff Stehman at 10:10 AM
2. Roll Call by Secretary Dan Westergaard

Officers Present: Jeff Stehman, Jeff Albertson, Dan Westergaard, and Lonnie Spires (via conference call)

Officers absent: Tom Pahnke

1. Member Organizations - Delegates Present:

CEOSI - Jeff Stehman, Marshall Wright

FVFBIA - Jeff Albertson

IACE -

IPIA - Gerald Tienstra, Gary Howard

IPOC - Bob Coombs

ILLOWA –

NWBOCA –

SSBOA – Lonnie Spires (via conference call)

SBOC - Dan Westergaard, Keith Steiskal (via conference call)

**Quorum** was present with 4 Officers and 5 delegates representing

6 member organizations.

**Others in attendance**: Bev Potts, Exe. Director of the Illinois Plumbing, Heating,

Cooling Contractors association (PHCC)

1. Approval of Minutes for November 14, 2013

Motion to approve minutes as printed by Bob Coombs and seconded by Gary Howard. Motion approved unanimously. Secretary Dan Westergaard will forward the approved minutes to Lonnie Spires to post on the ICCA Web site

1. **Election of 2014 ICCA Board of Directors**:   
    Secretary stated that the proposed slate of 2014 Officers was e-mailed to all member organizations about 6 weeks ago and no additional candidates were received from the members. Secretary Dan Westergaard is requesting that his name be removed from the slate because of commitments to home and family and that he has served for almost two years and it is time for a change. Jeff Stehman noted that he and Dan had talked about this for the last couple of months and that there was a high degree of frustration for both of us in that commitments were made but there was a lack of follow through by the committees and members. Gerald Tienstra stated that he appreciated all the work that has been done by Dan and requested that he consider staying as Secretary until a replacement could be elected. Dan said that he would continue as Secretary through the May meeting and will help with the transition and support of the new Secretary. The slate was modified for secretary to serve through the May meeting. Jeff after reading the revised slate then asked for nominations from the floor 3 times with no additional nominations.

The vote was taken and the members voted unanimously to approve the new **ICCA Board for 2014**.

**President**: Jeff Stehman, CBO, City of O’Fallon

**Vice President**: Jeff Albertson, CBO, City of Batavia

**Secretary** (Jan to May) Dan Westergaard, Retired Code Official

**Treasurer**: Tom Pahnke, CBO, Retired Code Official

**Sergeant- at-Arms**: Lonnie Spires, City of Park Ridge

1. President Report-Jeff Stehman went over the key points of his President’s letter to members highlighting these points:

+ **Lobbyist** -get out the RFP letters ASAP to the 7 candidates

**+ State Fire Marshall** – worked on issues related to the LS101 proposal, but we

need to workwith other stake holders to limit the authority of State Fire

Marshall to adopt ordinances without stakeholders input.

+**DCEO**- work to get state to provide more energy code training

+**Tornado Assistance** – Commitment to help communities from our membership

both financially and with man power,

+**ICCA** Organization– Concerned that the membership must have more active

participation and follow through.

+**Support to Delegates**- recommend that chapters support their delegates for

reimbursement of travel, gas and overnight stay.

**Gary Howard** stated that one of the major problems is that the Cities/Municipalities do not want input from code organizations. Gary volunteered to do a monthly newsletter for ICCA. He said that he would send it out to all ICCA members and the City managers and mayors. Lonnie Spires responded by saying that if we want to send it to mayors and managers we need to create new mailing lists and that also takes a lot of maintenance to keep up to date. Dan also stated that Lonnie and I are willing to get the news out, but we request information from our members and committees, but don’t receive it.

**Gerald Tienstra** also suggested that each Chapter send a letter to their respective municipality informing them of the new ICCA Board.

1. Vice-President Report-No report
2. Secretary Report-I will continue to provide information to all the members through the ICCA web site as soon as I receive it. The organizations are keeping me informed as to changes in delegate and president information so I can update files asap.
3. Treasurer Report- No report
4. Illinois Legislative Update and Discussion Items
   1. IML News – no update
5. ICC Updates and information-Bob Neale He was at another meeting and no

Update.

1. Committee Reports   
    a) ISO Committee –No Report or update.  
    b) Lobbyist Committee – J. Stehman, K. Steiskal

Jeff stated that the committee was supposed to have the RFP out to the 7 candidate 6 weeks ago, however this has not been done. Jeff said that 2 candidates called him asking where the RFP was. The next task is get the RFP out to them and Jeff will work with Keith Steiskal to accomplish this ASAP. Gary Howard stated that he had done background checks on the 7 candidates and that 5 of them have large Insurance companies as their primary client and wanted to share this with the committee and members.

1. Old Business
   1. Update on Radon Task Force – J. Albertson stated that he had attended a radon class in Elgin that was one of 5 training sites. Pat Daniels from IEMA is the only person providing this training. The radon law took effect June of 2013 and references Appendix F of the 2012 IRC for guidelines and enforcement with some minor amendments from the state.
   2. Update of IEMA- **Facility Assessment Support Team (FAST)** Alliance (formerly Emergency Response Advisory team) – J. Stehman

Jeff stated that at the August meeting the committee made changes based on the Missouri ordinance, but no recent meeting.

* 1. **ICCA By-Laws –Draft Revision** D. Westergaard/J. Albertson

Dan stated that two copies of Final Draft document of proposed ICCA By-laws was handed out to all members present today. The one copy is a clean non marked version with the changes included. The other copy has the proposed changes underlined in red and the deleted language lined through in blue. These copies will be forwarded to all member organizations after the Council approves the distribution. Then forwarded to all their members. We ask that any individual comments, modifications be collected by each Chapter and then submitted to the ICCA Secretary. Jeff Albertson and Dan will review the changes and modify the final draft of the By-Laws. Then everyone at the next meeting in March can comment and review with the final vote taken at the at the May meeting.

There was then discussion related to how to amend the by-laws to allow for a retired code official to serve on the ICCA Board. Both Dan and Tom were active code officials when they came on the board as delegates from their chapters. The consensus was to have Dan and Jeff propose some language to address a retired code official and then send this amendment draft out to the member organizations. Dan will send out the two completed drafts of the By-Laws. Jeff and Dan will proceed to draft revised language addressing the retired code official and e-mail them out after they complete them.

* 1. Illinois Terrorism Task Force – T. Pahnke -No update

e**) Web page and ICCA e-mail** – L. Spires

Lonnie is working on a new look and some changes have been made to the ICCA web site which is admin@ ICCA-10.org.

f) ITTF – T. Pahnke will now remain on the taskforce since SSBOA will still

have him serve as a delegate. Gerald Tienstra has volunteered to serve if

Tom cannot serve.

g) IEMA - FAST group, T. Pahnke has to resign this position because he does

not work as a Building Official since his retirement. This position has to be

filled with an active Building Official. I recommend and nominate Scot Wolf

from IPOC. Jeff Stehman said that he is trying to find out the specific

requirements for this position and then will get back to the board.

1. New Business
   1. Washington Tornado – Update on activities  
      1. Volunteer plan reviewers, inspectors and administrative staff have been volunteering their services including Downers Grove; Northbrook, Carpentersville and others.   
      2. Chapter’s monetary commitments include $2000 from IPOC; $2000 from SBOC and $1000 from CEO. We still do not have a contact to send these funds to nor a format established to follow. Scott has been working with them along with Dan Culkin.   
      3. Setting up a statewide volunteer network. Not in the scope of the IEMA plan. Could coordinate with ICC. The AIA is involved as IEMA is working with the Cities that need help and support.
   2. Fundraising ideas – raffle similar to State of New Jersey Code Officials – J. Stehman
   3. Joint training to use free ICCA training day in late February or March possibly in Bloomington.
   4. **Next Meeting**, meeting dates and locations

**+ March 14, 2014 FRIDAY** at SBOC Training Institute in Woodridge

**+ May**- Peoria

**+ July-** Springfield

**+ September-** Bloomington

**+ November-** Homer Glen

* 1. Open forum and discussion

1. Adjournment: Motion to adjourn by Gerald Tienstra and Seconded by Jeff Albertson.

Motion passed meeting adjourned at 12:18 PM.

Respectfully submitted,

Dan Westergaard

ICCA Secretary