

**ICC Professional Development Council
Certification Committee Meeting**

**January 8, 2021
11:00 AM CT
WebEx**

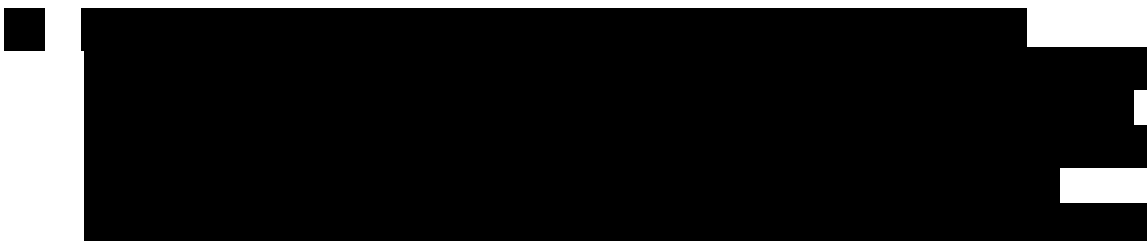
MEETING MINUTES

- 1.0 Gerard Cattani called the meeting to order at 11:02 AM CT.
- 2.0 Mr. Cattani requested that Autumn Saylor call roll. A quorum was established with attendees noted as below.

Name	City, State	Present
Gerard Cattani – Chair	Orlando, FL	Y
Rick Hopkins – Vice-chair	Port Charlotte, FL	Y
Hakim Bayyoud	Beaufort, SC	Y
Lance Simms	College Station, TX	Y
Laura Pellizzi	Stony Brook, NY	Y
Peter Zvingilas	Groton, CT	Y
Donny Phipps – BOD liaison	Roebuck, SC	Y
Nancy Springer – PDC chair	Sacramento County, CA	X
ICC Staff		
Mark Johnson	Brea, CA	Y
Ron Piester	Birmingham, AL	Y
Autumn Saylor	Birmingham, AL	Y
Lee Ellen Ramsey	Birmingham, AL	Y

- 3.0 Motion made and seconded to approve the agenda as presented. Motion passed unanimously.
- 4.0 Motion made and seconded to approve the October 30, 2020 minutes. Motion passed unanimously.

5.0 **EXECUTIVE SESSION (ACTION ITEMS)**



- [REDACTED]

[REDACTED]

- [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

- [REDACTED]

- 

6.1 Ms. Saylor presented staff recommendations, application information, and applicable documentation. CC members reviewed the recommendations and made the following motions:

- 3

- Ronald Hall
- Commercial Building – motion made and seconded to approve new EDC members and alternate as listed below. Motion passed unanimously.
 - Alternate
 - Shaina Abney
- Portable/Pre-Engineered Fire Extinguishing Systems – motion made and seconded to approve new EDC members and alternate as listed below. Motion passed unanimously.
 - Full Member
 - Arnold Harner
 - Diane Pein
 - J.R. Nerat
- Sustainability – motion made and seconded to approve new EDC members and alternate as listed below. Motion passed unanimously.
 - Full Member
 - Kyle Parag
 - Alternate
 - Amrinder Singh
 - Ty Chapman
- Property Maintenance and Housing/Zoning – motion made and seconded to approve new EDC members and alternate as listed below. Motion passed unanimously.
 - Full Member
 - Dedric Knox
 - Alternate
 - Kecia Lara
 - Cindy Berglund
- Fire Services – motion made and seconded to approve new EDC members and alternate as listed below. Motion passed unanimously.
 - Full Member
 - Scott Keeley
 - Jason Rizzi
 - Alternate
 - Michael Rons
- Residential Building – motion made and seconded to approve new EDC members and alternate as listed below. Motion passed unanimously.
 - Full Member
 - Dean Kuenzi
 - William McShan
 - Alternate
 - Robert Wallace
- Soils Special Inspector – motion made and seconded to approve new EDC members and alternate as listed below. Motion passed unanimously.

- Full Member
 - Frank Munoz
 - William Kenneth Johnson
 - Macamon Tyree
- Alternate
 - David Price
- Fire Sprinkler– motion made and seconded to approve new EDC members and alternate as listed below. Motion passed unanimously.
 - Full Member
 - Dorothy Booth
 - Karl Thompson
 - William McShane
 - Andrew Bevis
 - Russell Rogers
 - Michael Jackson
 - Eddie Lewis
 - Alternate
 - Dave Clemens
 - Fernando Cardenas
- Commercial Fire Alarm – motion made and seconded to approve new EDC members and alternate as listed below. Motion passed unanimously.
 - Full Member
 - Scott Adams
 - Richard Soltis
 - Dominic Cuffel
 - Neil Hutzol
 - Vincent Anderson
 - Jake Zlomie
 - Chuck Altvater
 - Alternate
 - Darrel Miller

7.0 Mr. Cattani proposed to the CC that they continue to schedule meetings using the Doodle Poll rather than set meeting dates in advance. The CC agreed that using that approach was preferable with at least a 2-week lead time. [REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED] ICC staff will work with the CC to set up the next teleconference in early April unless a disciplinary hearing is needed.

8.0 There being no further business to discuss, the meeting was adjourned at 2:02 PM CT.

**ICC Professional Development Council
Certification Committee Meeting**

**May 19, 2021
10:30 AM CT
WebEx**

MEETING MINUTES

- 1.0 Gerard Cattani called the meeting to order at 10:33 AM CT.
- 2.0 Mr. Cattani requested Autumn Saylor call roll. A quorum was established with attendees noted as below, with Rick Hopkins arriving at 11:00 AM CT.

Name	City, State	Present
Gerard Cattani – Chair	Orlando, FL	Y
Rick Hopkins – Vice-chair	Port Charlotte, FL	Y
Hakim Bayyoud	Charleston, SC	Y
Lance Simms	College Station, TX	Y
Laura Pellizzi	Stony Brook, NY	Y
Peter Zvingilas	Groton, CT	Y
Donny Phipps – BOD liaison	Irmo, SC	Y
Nancy Springer – PDC chair	Sacramento County, CA	Y
ICC Staff		
Mark Johnson	Brea, CA	Y
Ron Piester	Birmingham, AL	Y
Autumn Saylor	Birmingham, AL	Y
Lee Ellen Ramsey	Birmingham, AL	Y

- 3.0 Motion made and seconded to approve the agenda as presented. Motion passed unanimously.
- 4.0 Motion made and seconded to approve the January 8, 2021 minutes. Motion passed unanimously.
- 5.0 REGULAR SESSION (ACTION ITEMS)
 - 5.1 Ms. Saylor advised the committee there were three current EDC members who employment had changed since being appointed to the committee. The committee discussed the effects of job changes on the committees, types of changes (job duties, employer, retirement) as well as the impacts and requirements as stated in CP-45 and CC Rules of Procedure.

Ms. Saylor presented staff recommendations, application information, and applicable documentation due to employment changes. CC members reviewed the recommendations and made the following motions:

- Fire Services – motion made and seconded to approve the request for Kevin Hall to remain on the EDC as a full member after a change of employment. Motion passed unanimously.
- Mechanical– motion made and seconded to approve the request for Kevin Brenton to remain on the EDC as a full member after a change of employment. Motion passed unanimously.
- CBO/CFM – motion made and seconded to approve the request for Johnathon Hurst to remain on the EDC as a full member after a change of employment. Motion passed unanimously.

5.2 Ms. Saylor presented a request by Jeffrey Rettberg to increase the time to pass all three required examinations for the CBO from 18-months back to 3-years. At Mr. Cattani's request, Ms. Saylor provided background on the following changes to the CBO program as well as the associated BIPS/CC meeting minutes.

- 2 examination modules to 3 examination modules,
- increase of examination attempts from 2 times in 6 months to 6 times in 6 months, and
- reducing the time a module is active from 3-years to 18-months.

After an in-depth discussion, a motion was made and seconded to deny the request.

Ms. Saylor then requested the CC discuss grandfathering in the examination modules taken prior to January 1, 2020. This would mean that modules taken prior to January 1, 2020 would remain active for 3-years and any modules taken on or after January 1, 2020, would remain active for 18-months. As such, some candidates will have modules that expire in 3-years and others in 18 months. Those candidates will have until the earliest expiration date to pass all three modules. After discussion, a motion was made and seconded to allow modules taken prior to January 1, 2020 to remain active for 3-years.

6.0 INFORMATIONAL ITEMS

6.1 Ms. Saylor advised the committee the Assessment Center is on schedule to launch the remaining 2021 I-Code/2020 NEC based examination in Q3 of 2021.

6.2 Ms. Saylor notified the committee of the upcoming retirement of the 2012 National Contractor examinations now that the 2018 National Contractor examination suite is available. She advised this does not impact jurisdiction specific examinations.

6.3 Ms. Saylor presented the new PDC webpage to the CC. Hakim Bayyoud advised his

contact information was incorrect on the roster. Ms. Saylor advised it would be updated after the meeting.

6.4

[REDACTED]

6.5

[REDACTED]

6.6 Mr. Johnson advised that ICC and IAEI are on the steering committee for the Sustainable Energy Action Committee (SEAC), which is aimed at streamlining the deployment of renewables and storage through various solutions. As part of this, ICC and IAEI have submitted a proposal to create a joint renewable energy training and certification program. Funding for the project would come from the DOE.

7.0 Mr. Cattani requested direction from the committee on the frequency and length of future Certification Committee meetings. He asked the members if they preferred fewer but longer meetings versus shorter and more frequent meetings. Ms. Saylor then asked the members the maximum length they preferred for a virtual meeting. After discussion, the committee members decided they preferred shorter and more frequent meetings, with a maximum length of 2 hours.

Mr. Cattani then advised the next committee meeting will be to review, modify if needed, and approve the Disciplinary Actions guidelines developed by the focus group. In addition, there will be two disciplinary hearings to be reviewed. As such, Mr. Cattani requested each member review the document, which will be sent out prior to the next meeting. A Doodle Poll will be sent.

8.0 There being no further business to discuss, the meeting was adjourned at 11:52 AM CT.

**ICC Professional Development Council
Certification Committee Meeting**

**June 16, 2021
WebEx**

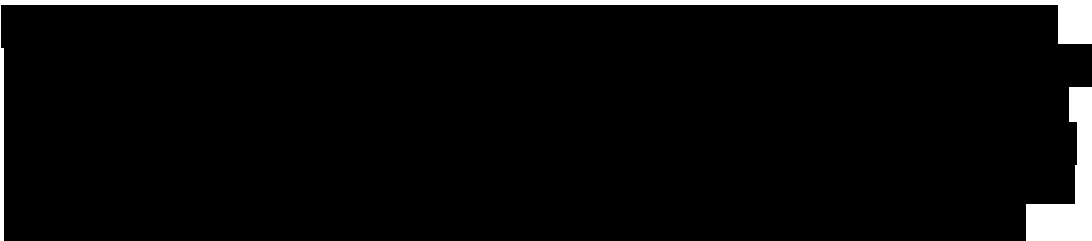
MEETING MINUTES

- 1.0 Gerard Cattani called the meeting to order at 12:03 PM CT.
- 2.0 Mr. Cattani requested Autumn Saylor call roll. A quorum was established with attendees noted as below, with Nancy Springer arriving at 12:20 PM, Hakim Bayyoud arriving at 12:25 PM, Donny Phipps leaving at 1:00 PM and Autumn Saylor leaving at 2:38 PM CT.

Name	City, State	Present
Gerard Cattani – Chair	Orlando, FL	Y
Rick Hopkins – Vice-chair	Port Charlotte, FL	Y
Hakim Bayyoud	Charleston, SC	Y
Lance Simms	College Station, TX	Y
Laura Pellizzi	Stony Brook, NY	Y
Peter Zvingilas	Groton, CT	Y
Donny Phipps – BOD liaison	Irmo, SC	Y
Nancy Springer – PDC chair	Sacramento County, CA	Y
ICC Staff		
Mark Johnson	Brea, CA	Y
Ron Piester	Birmingham, AL	Y
Autumn Saylor	Birmingham, AL	Y
Lee Ellen Ramsey	Birmingham, AL	Y

- 3.0 Motion made and seconded to approve the agenda as presented. Motion passed unanimously.
- 4.0 Motion made and seconded to approve the May 19, 2021 minutes. Motion passed unanimously.
- 5.0 EXECUTIVE SESSION

5.1



[REDACTED]

[REDACTED]

5.2

[REDACTED]

5.2

[REDACTED]

[REDACTED]

5.2

[REDACTED]

6.0 Due to time constraints, Ron Piester requested to adjourn the meeting and carry over the remaining action items until the next meeting. Ms. Ramsey to send out a doodle poll for availability.

7.0 A motion was made to adjourn the meeting at 2:52 PM CT. Motion passed unanimously.

3.2

[REDACTED]

4.0 Staff will send out a Doodle Poll for the next meeting.

5.0 There being no further business to discuss, the meeting was adjourned at 2:49 PM CT.

**ICC Professional Development Council
Certification Committee Meeting**

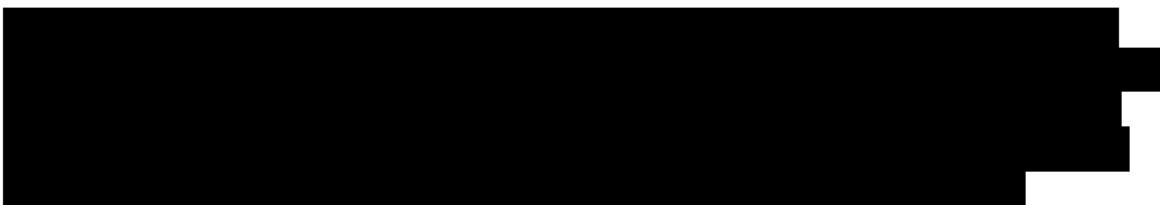
**August 20, 2021
WebEx**

MEETING MINUTES

- 1.0 Gerard Cattani called the meeting to order at 10:02 AM CT.
- 2.0 Mr. Cattani requested Autumn Saylor call roll. A quorum was established with attendees noted as below, with Nancy Springer arriving at 10:15 AM and Hakim Bayyoud arriving at 10:30 AM.

Name	City, State	Present
Gerard Cattani – Chair	Orlando, FL	Y
Rick Hopkins – Vice-chair	Port Charlotte, FL	Y
Hakim Bayyoud	Charleston, SC	Y
Lance Simms	College Station, TX	Y
Laura Pellizzi	Stony Brook, NY	Y
Peter Zvingilas	Groton, CT	Y
Donny Phipps – BOD liaison	Irmo, SC	Y
Nancy Springer – PDC chair	Sacramento County, CA	Y
ICC Staff		
Mark Johnson	Brea, CA	Y
Ron Piester	Birmingham, AL	Y
Autumn Saylor	Birmingham, AL	Y
Lee Ellen Ramsey	Birmingham, AL	Y
Margaret Awokoya	Birmingham, AL	Y

- 3.0 Motion made and seconded to approve the agenda as presented. Motion passed unanimously.
- 4.0 Motion made and seconded to approve the June 16, 2021 & June 24, 2021 meeting minutes. Motion passed unanimously.
- 5.0 EXECUTIVE SESSION



5.1

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



6.0 INFORMATIONAL ITEMS

- 6.1 Ms. Saylor presented the AC Administrative Rules and Policies PowerPoint and Word documents to the CC. She advised the document(s) were requested by Mr. Cattani in order to have one place for candidates to go to have all of the rules and policies. Ms. Saylor advised the document will be supplemental to the website as once the document is finalized, she will create a webpage that will also contain all of the same information. The CC discussed the documents at length and provided some initial feedback. Ms. Saylor requested they review the documents and provide feedback on which document they prefer as well as any modifications they would like to see.

Actions: Ms. Saylor made the discussed changes to the documents and sent them to the CC immediately following the meeting. The CC members are to provide feedback by the end of this August. After which Ms. Saylor will finalize the document and create the webpage both of which will be presented at the next CC meeting.

- 6.2 Mark Johnson provided an update on the IAEI and ICC joint proposal for a renewable energy training and certification program. He advised the project is underway and that we will begin finalizing the training and working on the certification in the near future. Mr. Johnson advised there was no action needed at this time by the CC.

- 7.0 Mr. Cattani requested Ms. Saylor discuss with the CC the need for regularly scheduled meetings. Members of the CC discussed the preference for having set meeting dates/times for future meetings, Doodle Poll preference, and the need for adhoc meetings. Ms. Saylor proposed the following:

- Meet the first week of every other month, beginning in October to discuss regular business as well as any disciplinary hearings, if time allows.
- A Doodle Poll will be sent out three weeks prior to identify the date and time of the meeting.
- Disciplinary hearings will be handled as Adhoc meetings if needed to ensure cases are heard within 45 days of staff notification of incident.

- 8.0 A motion was made to adjourn the meeting at 12:10 PM CT. Motion passed unanimously.

**ICC Professional Development Council
Certification Committee Meeting**

**November 18, 2021
WebEx**

MEETING MINUTES

- 1.0** Gerard Cattani called the meeting to order at 11:02 AM CT.
- 2.0** Mr. Cattani requested Autumn Saylor call roll. A quorum was established with attendees noted as below.

Name	City, State	Present
Gerard Cattani – Chair	Orlando, FL	Y
Rick Hopkins – Vice-chair	Port Charlotte, FL	Y
Hakim Bayyoud	Beaufort, SC	Y
Lance Simms	College Station, TX	N
Laura Pellizzi	Stony Brook, NY	Y
Peter Zvingilas	Groton, CT	Y
Jim Brown – BOD liaison	Gillette, WY	Y
Nancy Springer – PDC chair	Sacramento County, CA	N
ICC Staff		
Mark Johnson	Brea, CA	N
Ron Piester	Birmingham, AL	Y
Autumn Saylor	Birmingham, AL	Y
Lee Ellen Ramsey	Birmingham, AL	Y
Margaret Awokoya	Birmingham, AL	Y

- 3.0** Motion made and seconded to approve the agenda as presented. Motion passed unanimously.
- 4.0** Motion made and seconded to approve the August 20, 2021 meeting minutes. Motion passed unanimously.
- 5.0** **EXECUTIVE SESSION**



[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

6.0 INFORMATIONAL ITEMS

- 6.1 Ms. Saylor advised the Assessment Center Rules and Policies page and documents were finalized. Ms. Saylor presented the new webpage, the new interactive button that was created and added to various AC webpages, the new examination granted email, as well as the links within the store and the PRONTO agreements.
- 6.2 Ms. Saylor advised the upcoming implementation of automatic CEU entry. Ms. Saylor advised this is phase 1 and will include courses taken through the Learning Center. Future phases will include PPN courses, committee participation, and code hearing attendance.

[REDACTED]

- 7.0 Ms. Saylor will send out a Doodle Poll for the week of January 10th to review and approve new EDC members.

- 8.0 A motion was made to adjourn the meeting at 12:33 PM CT. Motion passed unanimously.