

Board of Housing and Community Development (BHCD)  
Board Retreat  
600 E. Main Street, 12<sup>th</sup> Floor  
Richmond, VA 23219  
October 25, 2018

Members Present

Sonny Abbasi  
John Patrick “J.P.” Carr  
Susan Dewey  
Sean Farrell  
Andrew Friedman  
Richard Gregory  
Helen Hardiman  
Abigail Johnson  
Keith Johnson (arrived at 2 pm)  
Earl Reynolds  
Jeff Sadler  
Steve Semones  
Patricia Shields

Members Absent

Mimi Elrod

- 12:00 p.m. - 1:15 p.m. – Introductions

Board of Housing and Community Development members and staff discussed their backgrounds and their interests and the different perspectives and expertise they offer to the Board.

- 1:15 p.m. – 2:00 p.m. – Department of Housing and Community Development (DHCD) Tour

Staff led board members on a tour of DHCD offices to meet the staff of the agency.

- 2:00 p.m. – 4:30 p.m. - Building and Fire Regulations (BFR)/Code adoption process

Mr. Rick Witt, Building Official for Chesterfield County, provided an overview of how his office reviews permits and coordinates with other departments in Chesterfield County from permit to certificate of occupancy. Mr. Witt also noted the role of his office in damage assessments after disasters.

Mr. Keith Chambers, Fire Marshal for Chesterfield County, provided an overview of how the fire marshal’s office provides oversight and protection of buildings for the life of the building. He noted inspection priorities and discussed the inspection cycle as well as discussing that fire inspectors are embedded within the building plan review process in Chesterfield County.

Mr. Sean Farrell, Development Project Manager for Prince William County, provided an overview of how the Property Maintenance Code is used in Prince William County. Mr.

Farrell stated that the locality has to take official action to adopt the Maintenance Code. He also noted that in most localities, the property maintenance code is complaint based and not proactive like the Fire Code. He added that a maintenance inspector has to know the evolution of the code to know how to inspect a building based upon when it was built.

Ms. Cindy Davis, Deputy Director of Building and Fire Regulation for DHCD, provided the history of codes and model codes up to the formation of the International Code Council in 2000.

Mr. Jeff Brown, State Building Codes Director for DHCD, provided an overview of Virginia's code adoption process and the specific codes that the Board promulgates. Mr. Kyle Flanders, Senior Policy Analyst at DHCD, discussed the Administrative Process Act and its relationship to the codes.

Ms. Sandi Morris, Director of the Jack Proctor Virginia Building Code Academy (VBCA), presented on the VBCA's 32 certifications that are offered and funded through the two percent levy on building permits. She discussed mandated certifications and continuing education.

- 4:30 - 5:00 p.m. - BHCD/DHCD History, Department overview

Mr. Erik Johnston, Director of DHCD, provided an overview of the agency, the Board, and as his role as the director of the agency.

- 5:00 p.m. – 5:30 p.m. - Virginia Department of Fire Programs/Virginia Fire Services Board

Chief Mike Reilly, Executive Director of the Virginia Department of Fire Programs, provided an overview of the Department of Fire Programs and the Virginia Fire Services Board. He elaborated on how the Fire Services Board and the Board of Housing and Community Development overlap and work together.