



## CAPT

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# Tech Talk Newsletter

APRIL 2008

## From the President's Desk

### 10 Year Anniversary Celebration



In April of 1998, a group of men and women with a common goal and a lot of enthusiasm held a meeting to share ideas and knowledge for a position called Permit Technician.

There seemed to be a need for this group of individuals to come together and form an association. ICBO was in the process of creating a test for Permit Technician certification with the goal of moving this position into a more professional field.

Meetings were set up for the rest of the year and steering committees were formed to set up future goals. Incorporation came next and CAPT became an official corporation July 12, 1999.

To date CAPT is 108 members strong with new jurisdictions joining each year. CAPT is a recognized chapter of the International Code Council, and dedicated to training and networking.

It is hard to believe, but CAPT is celebrating their 10 year anniversary this year. On Wednesday, July 23, 2008 at the Chateaux at Fox Meadows in Broomfield, there will be a luncheon and silent auction for CAPT members and honored guests. The theme is "Honoring Our Members and Envisioning Our Future."

All current CAPT Members will be sent an invitation via email, an RSVP is requested.

Please plan on attending this celebration and continue to experience one of the greatest professional organizations available today!

*Ann Freiberg*  
*CAPT President*

(More information located on page 8 of this newsletter)

# CAPT Meeting Announcement

## AGENDA

### *The Professional Permit Technician* **Marlene Manzanares**

This class focuses on areas that will provide essential information to assist the Professional Permit Technician in the arena of Customer service, teamwork, certification and round table discussion.

**Darla Brooks, CAPT**  
**Program Chair,**  
**720-874-6609** or  
[dbrooks@co.arapahoe.co.us](mailto:dbrooks@co.arapahoe.co.us)

Registration Fee: \$35.00  
Cash or Check Payable to  
CAPT at the door  
(Registration Fee  
Includes  
Breakfast, Breaks,  
Lunch, Instructional  
Materials and is  
Non-refundable)

### *Power Against Fraud* **Cary Johnson**

Jefferson County District Attorney's Office  
presents this informative class to help better  
protect you and your customers from identity  
theft and  
other types  
of fraud.

← **Don't forget to**  
**RSVP**

## Mark Your Calendar

**Wednesday,**  
**May 14, 2008**

**Erie Community Center**  
**450 Powers Street**  
**Erie CO**  
**Briggs Room**

**Hosted by**  
**Town of Erie**



## Permit Tech Spotlight

Melinda Helmer is originally from California but has been in Colorado since she was 10 years old.

Melinda is the Senior Permit Technician for the Town of Erie in which she is also a resident. She's been employed with the Town for 6 ½ years. (In total, she's been a Permit Technician for nearly 16 years.)

When Melinda first started, the Town's population was approximately 8,400 and is currently in the vicinity of 17,000. The residential growth in Erie has been amazing and the town is looking forward to new commercial prospects. The Town's Building Department consists of 5 people; 2 Permit Technicians, 2 inspectors and one Building Official.

Melinda's first real job interview was at the Louisville Building Department in which her (soon-to-be) boss, Kirk Schweitzer, gave her the opportunity to work as a Permit Clerk. She felt very privileged and honored to work for someone who was willing to share his knowledge and training with her on the inter-workings of a building department. The experience was incredible and one that would pave the road for her future career.

Melinda became a Certified Permit Technician in 1998 and has been a member of C.A.P.T. since the beginning. The contacts and friendships she has made through the organization has been invaluable to her both personally and professionally.

Melinda has been married for 10 ½ years and has two children; a daughter, Jamisen, 3 years old and a son, Chase 9 months old.



# TALK OF THE TRADE

## 10 Things Drivers Should Do in Case of an Accident

*Government and National Safety Council statistics report that millions of Americans are involved in traffic crashes each year. Here are 10 steps for your drivers to follow when they find themselves in a crash incident.*

According to the latest available government figures, nearly 6.2 million police-reported motor vehicle crashes occurred on U.S. highways in 2005 — one every five seconds. National Safety Council statistics report that some 20 million drivers — nearly 10 percent of all U.S. drivers — were involved in an auto accident in 2006.

In the face of such numbers, even the most careful driver can suddenly encounter bad luck on the road. What should drivers do when the inevitable happens? The following 10 steps will help drivers get through the immediate aftermath of a crash while helping cover their companies' administrative and legal concerns.

### 1. STOP!

When involved in a crash, however slight, do not leave the scene until speaking with the other driver, the police, or both.

### 2. Stay Calm

Remain as calm as possible, avoid any inclination to react in anger, particularly when encountering another driver behaving irrationally.

### 3. Keep Safety First

When involved in a minor accident with no serious injuries, move the vehicles and occupants safely to the side of the road, out of the way of traffic. If a vehicle cannot be moved and no injuries have occurred, drivers and passengers should remain in the vehicle with seat belts fastened until help arrives. Turn on hazard lights and if safe to do so, place cones, flares, or warning triangles.

### 4. Call for Medical Assistance

Call for emergency medical help if anyone involved in the crash is bleeding, feels lightheaded, or is suffering any physical injury. Always err on the side of caution and call for help. Unless someone at the scene is specifically trained in emergency medical procedures, wait until help arrives before attempting to move a person or perform emergency aid.

### 5. Contact the Police

Calling the police from the crash site is the best action. If the driver cannot contact the local law enforcement, he or she should instruct someone else to do so. Police officers can address traffic infractions and take notes for the incident record.

### 6. Do Not Admit Fault

Do not discuss specific details of the accident with anyone except the police. Be polite, but don't admit fault to the other driver or the police, even if the driver's actions led to the crash.

### 7. Contact Your Employer

Call the company fleet manager, the accident management company representative, or, if applicable, the insurance company as soon as possible. If your employer's fleet policy mandates, file a state vehicle accident report. A police report often helps insurance companies speed up the claims process.

*(cont on page 4)*

## 10 Things Drivers Should Do in Case of an Accident *(cont from page 3)*

### 8. Photograph and Document the Accident

Carry a disposable camera in the car to photograph the damage to all vehicles involved. Include photos that reveal the overall context of the crash — road conditions, intersection site, traffic signs or lights, etc.

Record in writing all pertinent information concerning the incident, including:

- The **Incident**. The time and date, a description and exact location of the accident scene and any recollection of your vehicle's handling or mechanical functioning immediately prior to the crash.
- Involved **Parties**. Names, addresses, telephone numbers, vehicle and driver's license numbers, and insurance carriers.
- **Witnesses**. Names, addresses, and contact information.
- **Police Officers**. Names, badge numbers, where to obtain a copy of the police report, and issuance of any citations.

### 9. Be Prepared

Place in the vehicle glove compartment copies of such important documents as:

- Insurance company ID card.
- Valid vehicle registration.
- Medical alerts detailing personal allergy or health conditions that may require special attention if you are seriously injured.
- Keep an emergency kit in your vehicle. At a minimum, this kit should include:
  - Road flares or warning triangles.
  - Brightly colored cloth to tie to the driver-side door.
  - Disposable camera.
  - Flashlight with fully charged batteries.
  - First aid kit.
  - Basic tool kit.
  - Duct tape.
  - Pad of paper and pen.

### 10. When Providing Assistance

If the driver encounters an accident scene and wishes to offer immediate help, pull the vehicle off the road ahead of the crash site. Do not park in back of the accident; your vehicle will be vulnerable to traffic and could block the view of emergency or police vehicles as they arrive at the scene. Determine first if anyone has sustained injuries and, if needed, immediately call for medical assistance.

## Building Safety Week

Now is the perfect time for you to begin planning Building Safety Week activities for the constituents you serve. Set for the week of May 5-11, this year's theme is "Building Safety: Where You Live, Work And Play."

<http://www.iccsafe.org/safety/BSW>





**to renew your  
membership dues for 2008!**

**How sleep affects safety. Irregular working hours, monotonous work, long shifts, vibrations and drugs increase drowsiness and reduce alertness. The costs are devastating in human terms, and the economic consequences are enormous. Worldwide, the National Institute for Working Life, a Swedish organization, estimates that sleep-deprived workers cost \$350 billion per year. Sleep is as basic to survival as food and water. Losing as little as two hours of sleep can negatively affect alertness and performance. Sleep deprivation affects a person's carefulness and ability to respond to an emergency. Symptoms can include decreased judgment, decision-making and memory; slower reaction time; lack of concentration; fixation; and worsened mood.**

**Studies monitoring brain activity show that one shift worker in five dozes off during the shift. Often they do not realize afterwards that they have done so. Drowsy drivers, according to sleep researchers, may cause as many crashes as impaired drivers. Regardless of motivation, professionalism, training or pay, an individual who is very sleepy can lapse into sleep at any time, despite the potential consequences of inattention.**

*(From: Safetycouncil.org)*

**From the Membership Committee Chair—Carrie Vogt**

**We currently have 108 members in the CAPT organization. This includes 18 new members! Thank you to everyone that has renewed their membership for 2008! If you have not yet renewed, please send it in as soon as possible.**

**We distributed the CAPT Membership Directory by email this year. This will help us keep it current and allow us to send out revisions as needed. If you did not receive a copy please contact Carrie Vogt at [cvogt@cityofgolden.net](mailto:cvogt@cityofgolden.net), look for updated directories throughout the year.**

**CELEBRATING 10 YEARS..... CAPT 1998-2008**

**WWW.COAPT.COM**

**TECH TALK NEWSLETTER**

**REMINDER** job openings can be posted on the CAPT Web Site. Email the job description, when the job opens and the closing date to [lcarpent@jeffco.us](mailto:lcarpent@jeffco.us)



# 2008 CCICC Educational Institute

## **"Creating a Hazard Mitigation & Emergency Management Plan" - Terrell Stripling**



An ICC class designed to assist building department administration in laying the groundwork for developing a hazard mitigation and emergency management plan. The class identified potential hazards to the built environment, mitigation strategies to address those hazards and operational procedures to follow in the event of a disaster and help coordinate the efforts of the building department and the jurisdiction's emergency operation center. The class was well attended by Permit Technicians, building and construction professional.

## **"The Complete Permit Technician" – Steve Burger**

Steve's class was very informative and educational. It is an excellent class for the Permit Technician who is studying for the permit tech exam as there are areas that Steve discusses, such as Zoning, Legal Aspects, Egress etc.... It was a class thoroughly enjoyed by all who attended.



## **"The Over the Counter Plan Review" - Steve Thomas, Colorado Code Consulting LLC**

With 66 registrants, the class was well represented by Permit Technicians, plan reviewers, and others from city and county building departments, fire departments, contractors, as well as the Federal Government. Attendees hailed from Colorado, California, Kansas, Wyoming, Utah, and Washington.

The class was fast paced, and provided essential information to assist in plan review for items such as basement finishes, patio covers, decks, and detached garages. Steve, as always, was very spirited and did an excellent job providing examples of what NOT to do as well as helpful advice to take back to our day to day jobs.



## Newly formed ICC Permit Technician Ad Hoc Committee!

The International Code Council (ICC) recognizes Permit Technicians as valuable contributors to the day to day operation of permit offices across the nation. John Darnell, ICC Board of Directors, and Laura Scott, ICC Vice President Chapter Relations, have assembled an Ad Hoc Committee comprised of representatives from community development and/or permit offices from as far south as Florida and as far north as Canada to actively review the needs of Permit Technicians and explore ways for ICC to meet those needs.

Committee members were brought together for the first meeting November 8-9, 2007 in St. Louis, Missouri. This provided an opportunity for committee members to meet one another. John Darnell took this opportunity to speak to the committee collectively and share his vision and the task at hand.

Under the guidance of John and Laura, the committee members defined the committee's mission:

1. Review current certification practices to determine if the needs of Permit Technicians are being met and/or if additional certification is recommended.
2. Review current training programs to determine if the material is sufficient and explore additional training opportunities.
3. Examine avenues to raise the awareness of the profession and to encourage certification.
4. Explore ways to recruit new ICC members and chapter members. Promote new Permit Technician chapters.

To tackle the tasks at hand, members organized smaller working groups focusing on specific areas of need and concern. The following working groups were created:

- Certification for Permit Technicians
- Needs of Permit Technicians and How Can ICC Assist
- Training Needs of Permit Technicians

Each committee member was assigned to one of the working groups with one member designated as the chair. Much brainstorming and sharing of ideas occurred. The time in St. Louis was a starting point for discussions. After the initial face to face meeting, the groups continued to work diligently via e-mail exchanges and conference calls.



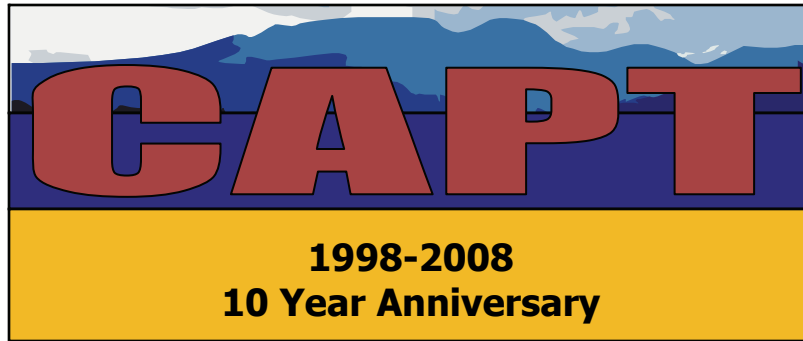
The Ad Hoc Committee reconvened in Palm Springs, California, February 19-20, during the 2008 Codes Forum – Code Development Hearings. After each group presented their collective thoughts and ideas the following list of recommendations was formulated:

- Sell Permit Technician certification study materials as a set. Therefore, reducing the cost.
- Encourage new chapters. Request ICC provide each new chapter with a set of study materials, encouraging the chapter to form a lending library.
- Compile a national list of Permit Technician job descriptions and propose ICC create a uniform recognized job description for the permit technician.
- Create a new ICC Permit Technician certification to include plan review for intake documents.
- Create a national Permit Technician mentor program to share ideas and networking.
- Create a new ICC brochure entitled "Career as a Permit Technician".
- Create a "National Permit Technician Bulletin" for distribution throughout the US and Canada. Propose ICC post on their website as a link.
- Add a Permit Technician web page to ICC's website with direct links to certification, training, ICC Permit Technician chapter websites.
- Update ICC "Careers in Code Enforcement" brochure to include Permit Technicians.
- Increase the Fundamentals of I-Codes for Permit Technicians training from a 1 day class to a 2 day class.
- Request additional ICC training for Permit Technicians with an emphasis on residential plan review and front counter/supervisor administration with an in-depth review of legal aspects and code administration.

John Darnell will present the recommendations to the ICC Board of Directors in May 2008.

Based on the information compiled by the Ad Hoc Committee, it is the committee's desire that ICC acknowledge and promote the value of a Permit Technician to the building industry.

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*Honoring our Members and  
Envisioning our Future*

*CAPT Members please join the  
Officers and Board of Directors in  
celebrating the 10 year anniversary of the  
Colorado Association of Permit Technicians.*

*Wednesday, July 23, 2008  
11 am to 2 pm (lunch will be served)  
The Chateaux at Fox Meadows  
13600 Xavier Lane  
Broomfield CO*

*Please RSVP by July 2  
303-430-2400 ext 2074 or  
[nmontgom@ci.westminster.co.us](mailto:nmontgom@ci.westminster.co.us)*









*Baskets for the Silent Auction donated by ICC, CCICC,  
CAPMO, FMAC, Colorado Code Consulting LLC and  
CAPT.*



# CAPT Library

Study Materials available for  
Checkout to CAPT Members



-  2006 International Building Code
-  2006 International Zoning Code
-  2002 Legal Aspects of Code Administration
-  2002 Legal Aspects Workbook
-  Basic Code Enforcement
-  VHS Video/World Trade Center: A Modern Marvel (1973-2001)
-  VHS Video/The Quiet Heroes
-  DVD People Helping People

## Contact::

Leslie Carpenter at [lcarpent@jeffco.us](mailto:lcarpent@jeffco.us) or  
303-271-8287 if you would like to check  
out materials from the library.

## How to Become a Certified Permit Technician

### Books needed for the test

2006 IBC (chapters 1-3, 6, 12 and 34)  
2006 IZC  
2002 Legal Aspects  
Basic Code Enforcement 8th printing

### Additional Study Material

2006 Permit Technician Study Companion  
ICC Campus Online Course

## Exam Details and Fees

\$170.00 computerized  
60 multiple-choice questions—  
Open Book—2 hour limit  
General Administration 39%  
Legal Aspects 22%  
Plans and Documents 25%  
Zoning and Site Development 14%

Number to call to schedule an exam  
1-800-275-8301

<http://www.iccsafe.org/certification>

***Take a moment each day to appreciate the good things – you never know  
what tomorrow will bring!***

# Chapter Information



## Colorado Chapter of the ICC Meeting Announcement

Date: Friday, April 25, 2008

Location: Morgan County

Visit [www.coloradochaptericc.org](http://www.coloradochaptericc.org) for meeting agenda, map and information.



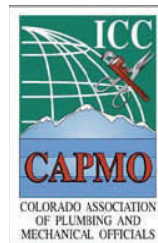
### Fire Marshal's Association of Colorado

Doug Hall  
President

303.430.2400

[dhall@ci.westminster.co.us](mailto:dhall@ci.westminster.co.us)

[www.co-fmac.org](http://www.co-fmac.org)



### Colorado Association of Plumbing And Mechanical Officials

Sam Dardano  
President

(303) 441-4283

[dardanos@ci.boulder.co.us](mailto:dardanos@ci.boulder.co.us)

Next meeting May 15, 2008  
Jefferson County

### ICC CONTACTS

1-888-ICC-SAFE (422-7233)

Web address: [www.iccsafe.org](http://www.iccsafe.org)

### International Code Campus:

[www.icccampus.org](http://www.icccampus.org)

### ICC Regional Office

Jason vonWeller

Regional Manager, Government Relations

888-422-7233



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**CAPT is an official Chapter of the International Code Council.**