

NORTH CAROLINA CODE OFFICIALS QUALIFICATION SPECIAL BOARD MEETING MINUTES DRAFT



August 19, 2025 - 9:00 AM

The quarterly meeting of the N.C. Code Officials Qualification Board (“Board”) was held via WebEx at 9:00 AM on August 19, 2025.

ITEM 1 – INTRODUCTIONS, ROLL CALL and CONFLICT OF INTEREST STATEMENT

Chairman Thunberg called for a roll call. Thunberg asked each member of the Board to state whether they had actual or potential conflicts of interest for any items on the agenda.

The State Ethics Commission has cited the potential for a conflict of interest for members of the Board who are serving in the following appointments.

- Code officials because they serve on the Board that certifies them.
- Elected officials because local government entities employ code officials.
- Licensed contractors because their companies regularly work with code officials.
- UNC School of Government, because the school provides educational services for code officials who are subject to the jurisdiction of the Board.

Board members should exercise appropriate caution in the performance of their public duties should issues involving their certifications or that of any of their employees who come before the Board. This would include recusing themselves to the extent that their interests would influence or could reasonably appear to influence their actions.

No conflicts were noted.

The following members of the Board participated in the meeting and provided a quorum:

Bill Thunberg	Danny Couch	Jeff Tracey
Montrena Hadley	Rob Roegner	James Steele
Adam Lovelady	Les Everett	Fleming El-Amin
Andy Matthews	Richard White	Mark Smith
Kenny Weatherington	Michael Slate	Mark Patterson

The following members of the Board were absent:

Mack Summey, Russell Fox, Allen Kelly, Dr. Sajjad Bigham, and Dr. Ahmed Megri.

Board legal counsel Nick Sorensen, N.C. Department of Justice (DOJ), and Office of the State Fire Marshal (OSFM) Assistant General Counsel Kyle Heuser.

OSFM Staff in attendance:

Beth Williams	Rich Hall
Terri Tart	Kathy Vincent
Sarah Barcenas	Jeff Johnson
Jeff Griffin	Joe Starling
Jennifer Hollyfield	Anna Basile

Approximately 19 individuals attended via Webex including inspection staff of state and local governments.

ITEM 2 – Rules Updates

Kyle Heuser went over the proposed amendments. The North Carolina Code Officials Qualification Board (NCCOQB) has voted to initiate temporary and permanent rulemaking to amend the below-listed rules in Title 11, Chapter 08 of the North Carolina Administrative Code.

Rob Roegner made a motion to approve the changes to the temporary and permanent rulemaking. Fleming El-Amin seconded the motion. No one opposed the motion. The motion was adopted by acclamation.

Below is a list of the rule changes:

- 11 NCAC 08 .0706;
- 11 NCAC 08 .0737;
- 11 NCAC 08 .0738;
- 11 NCAC 08 .0739;
- 11 NCAC 08 .0740; AND
- 11 NCAC 08 .0741

The rules will become effective January 1, 2027.

A notice was sent out regarding the temporary rulemaking action of the board.

Heuser went over form .0700 to be filed with the Office of Administrative Hearing. Heuser and Nick Sorensen submitted language for the justification for the Temporary Rulemaking.

Public Comment Period: August 26-September 19, 2025.

Public Hearing:

- Date: Thursday, September 4, 2025.
- Time: 10:00 am
- Location: Office of State Fire Marshal, 1429 Rock Quarry Road., Raleigh, NC 27610.

Notice of Text was sent out for the Permanent Rulemaking. The proposed effective date: January 1, 2026.

Publication in the NC Register: September 15, 2025.

Public Comment Period: September 15-November 16, 2025.

Public Hearing:

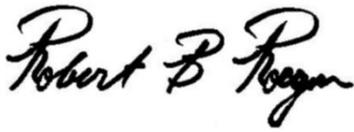
- Date: Monday, October 13, 2025.
- Time: 10:00 am
- Location: Office of State Fire Marshal, 1429 Rock Quarry Road, Raleigh, NC 27610.

ITEM 3 - PUBLIC COMMENT

No comments were made.

ITEM 4 -- ADJOURNMENT

Thunberg adjourned the meeting.

A handwritten signature in black ink that reads "Robert B. Reagan". The signature is written in a cursive style with a large, prominent 'R' at the beginning.

Secretary, NCCOQB

DRAFT