



LOS ANGELES BASIN CHAPTER

INTERNATIONAL CODE COUNCIL

Established 1957
www.icclabc.org

P.O. Box 1099
 Alhambra CA 91802



FY 2018

ADMINISTRATION COMMITTEE MEETING MINUTES

JANUARY 24, 2018, WEDNESDAY, 3:00PM-5:00PM

Online Web Conference Meeting: <https://longbeach.webex.com>

Meeting Date: **January 24, 2018**

Meeting Time: **3:00 pm – 5:00 pm**

BOARD OF DIRECTORS:

PRESIDENT

JESSE DE ANDA
 e-Government Manager
 City of Beverly Hills, CA

1ST VICE PRESIDENT

SHAHEN AKELYAN, MS, PE, SE
 Assistant Chief of Permit and
 Engineering Bureau
 City of Los Angeles, CA

2ND VICE PRESIDENT

ARA SARGSYAN, PE, CBO, LEED
 Chief Development Services Case
 City of Los Angeles, CA

TREASURER

PHILIP YIN, SE, CASp
 Senior Structural Engineer
 City of Long Beach, CA

SECRETARY

CIARA BARNETT, PE, CASp
 Senior Civil Engineer
 County of Los Angeles, CA

COMMITTEES:

ADMINISTRATION CHAIR

TRUONG HUYNH, PE, CBO
 City of Long Beach, CA

DISABLED ACCESS CHAIR

Faruk Sezer, MS, PE, CASp
 City of Los Angeles, CA

FIRE-LIFE SAFETY CHAIR

EUGENE BARBEAU, PE
 City of Los Angeles, CA

INSPECTION CHAIR

FOUAD BARAKAT, PE, MSCE
 County of Los Angeles, CA

STRUCTURAL CHAIR

GREGORY BOWSER, PE, SE
 City of Long Beach, CA

1.0 CALL TO ORDER

Meeting called to order at approximately 3:05 pm.

Committee Member	Jurisdiction/Chapter/Company	Present
Amir Hamidzadeh	Agoura Hills	X
Ben Galan	West Hollywood	X
Eugene Barbeau	Los Angeles	
Gregory Bowser	Long Beach	X
Jonathan Lam	Los Angeles County	X
Jesse De Anda (Board Liaison)	Beverly Hills	X
Ron Takiguchi	Burbank	
Truong Huynh (Chair)	Long Beach	X
Victor Cuevas	Los Angeles	
Interested Parties	Jurisdiction/Chapter/Company	Present
Ali Fattah	San Diego	X
Adria Reinertson	Moreno Valley	
Crystal Sujeski	OSFM	X
David Hansen	Ventura County	
Dennis Richardson	AWC	X
Emily Withers	HCD	
Greg Andersen	OSFM	
Homer Maiel	Tri-Chapters	X
Jay Hyde	SVABO	X
John Westfall	HCD	
Jonathan Cook	OSHPD	X
Kevin Reinertson	Riverside County	X
Kevin Scott	KH Scott & Associate LLC	
Susan Dowty	ICC	X

2.0 APPROVAL OF PREVIOUS MINUTES

2.1 Review and approve of meeting minutes for October 25, 2017, November 29, 2017 and December 20, 2017 deferred until the next meeting.

3.0 COMMUNICATION



FY 2018

BOARD OF DIRECTORS:

PRESIDENT

JESSE DE ANDA
e-Government Manager
City of Beverly Hills, CA

1ST VICE PRESIDENT

SHAHEN AKELYAN, MS, PE, SE
Assistant Chief of Permit and
Engineering Bureau
City of Los Angeles, CA

2ND VICE PRESIDENT

ARA SARGSYAN, PE, CBO, LEED
Chief Development Services Case
City of Los Angeles, CA

TREASURER

PHILIP YIN, SE, CASp
Senior Structural Engineer
City of Long Beach, CA

SECRETARY

CIARA BARNETT, PE, CASp
Senior Civil Engineer
County of Los Angeles, CA

COMMITTEES:

ADMINISTRATION CHAIR

TRUONG HUYNH, PE, CBO
City of Long Beach, CA

DISABLED ACCESS CHAIR

Faruk Sezer, MS, PE, CASp
City of Los Angeles, CA

FIRE-LIFE SAFETY CHAIR

EUGENE BARBEAU, PE
City of Los Angeles, CA

INSPECTION CHAIR

FOUAD BARAKAT, PE, MSCE
County of Los Angeles, CA

STRUCTURAL CHAIR

GREGORY BOWSER, PE, SE
City of Long Beach, CA

- 3.1 Message from Board of Director – Liaison to this Committee. Jesse briefly discussed the upcoming year and his support for the work of the Committee towards the Chapter’s overall goal. Suggested that the Committee should work with the ICC Region 1 to assist with code coordination effort.
- 3.2 Recap Activity from 2017. Truong discussed the work of the past year, many of which are still on the upcoming agenda for 2018.
- 3.3 Review Agenda. Truong discussed the agenda for the year and asked members if additional business should be included to let him know at any time during the year.

4.0 NEW BUSINESS

- 4.1 Selection of Vice-Chair. Truong announced he is seeking a member who may be interested in taking on the vice-chair role. This role would assist the chair, take his place in coordinating the meeting if he is unavailable, take notes and assist as needed. No one volunteered at this time. Truong to reach out to select individuals separately.
- 4.2 Goals for 2018. Truong discussed the overall goal this year. The main focus would be on code coordination effort. Time permitting, the Committee would then focus on developing a best practice guideline for containers and hope to finish work related to best practice document for electronic plan check.
- 4.3 ICC Code Development Cycle for the 2021 I-Codes – CAH Group A.

Discussion Point(s):

- Work Schedule. The specific work schedule for the hearing is not available until end of February. Committee will discuss how to divide the work up in the next few weeks leading up to when the monograms are released by ICC.
- Participation/Outreach to Other Committees or Organizations. Other participants suggested for outreach are ICC Region 1 (Randy Metz as the liaison) and SFPE (Cyrstal to find out who the right contact may be).
- Register Through ICC cdpACCESS to Vote as Governmental Member. Truong discussed the importance of each member to reach out to their respective organization, chapter, or jurisdiction to emphasize the important of registering their members to vote prior to the March 16th deadline. Jesse indicated that ICC Region 1 is working on a promotional material to urge members to register.
- Attendance at CAH – April 15 to 25. Those looking to attend should start booking rooms now.
- Code Change Proposals. Homer and Ali both discussed proposals they submitted on behalf of their jurisdiction, chapter or themselves.

Action Item(s):



FY 2018

BOARD OF DIRECTORS:

PRESIDENT

JESSE DE ANDA
e-Government Manager
City of Beverly Hills, CA

1ST VICE PRESIDENT

SHAHEN AKELYAN, MS, PE, SE
Assistant Chief of Permit and
Engineering Bureau
City of Los Angeles, CA

2ND VICE PRESIDENT

ARA SARGSYAN, PE, CBO, LEED
Chief Development Services Case
City of Los Angeles, CA

TREASURER

PHILIP YIN, SE, CASp
Senior Structural Engineer
City of Long Beach, CA

SECRETARY

CIARA BARNETT, PE, CASp
Senior Civil Engineer
County of Los Angeles, CA

COMMITTEES:

ADMINISTRATION CHAIR

TRUONG HUYNH, PE, CBO
City of Long Beach, CA

DISABLED ACCESS CHAIR

Faruk Sezer, MS, PE, CASp
City of Los Angeles, CA

FIRE-LIFE SAFETY CHAIR

EUGENE BARBEAU, PE
City of Los Angeles, CA

INSPECTION CHAIR

FOUAD BARAKAT, PE, MSCE
County of Los Angeles, CA

STRUCTURAL CHAIR

GREGORY BOWSER, PE, SE
City of Long Beach, CA

- Develop shared online excel file to capture code change proposal recommendation for the upcoming CAH. [TRUONG] [ON-GOING]
- Develop message and promotional material to disseminate to the membership, get copy of material from ICC Region 1. [JESSE] [PENDING]
- Reach out to Region 1 to coordinate effort. [TRUONG] [PENDING]
- Reach out to SFPE to coordinate effort. [CRYSTAL] [PENDING]
- Submit code change proposals, if any, to Truong for dissemination to the rest of the members. [ALL] [PENDING]

5.0 EXISTING BUSINESS

5.1 Electronic Plan Submittal and Review.

Discussion Point(s):

- Draft guideline of best practices. Truong discussed whether this should be kept on for this year’s task. Generally, it was agreed to keep on until the draft developed by Jesse is reviewed by members for feedback and input.

Action Item(s):

- Send draft to committee members to review and comment and due back to Jesse by 2/28. [JESSE] [PENDING]

5.2 Intermodal Shipping Container Used as Buildings or Structures.

Discussion Point(s):

- Progress of ICC BCAC Code Change Proposal. The proposal has been submitted. No further action until it is posted along with all the other proposed code changes. Crystal suggested that we work with the state agencies to get this proposal submitted at the state level. Kevin indicated the difficulty with this approach as there would be no lead state agencies for this particular topic.
- Progress of Interim Guideline. Truong asked whether the focus of this topic should now be changed to developing an interim guideline or best practices. There is no guarantee that the code change proposal will get approved. Members agreed to develop this for local use.

Action Item(s):

- None at this time.

6.0 ESTABLISH NEXT MEETING

6.1 The tentative schedule for future meetings are noted below, including the main webpage, audio call-in number, and meeting number (access code).

<u>Date</u>	<u>Time</u>	<u>Meeting Number (Access Code)</u>
02-14-18	10:00-12:00	805 223 245
02-28-18	3:00-5:00	808 156 386



FY 2018

BOARD OF DIRECTORS:

PRESIDENT

JESSE DE ANDA
e-Government Manager
City of Beverly Hills, CA

1ST VICE PRESIDENT

SHAHEN AKELYAN, MS, PE, SE
Assistant Chief of Permit and
Engineering Bureau
City of Los Angeles, CA

2ND VICE PRESIDENT

ARA SARGSYAN, PE, CBO, LEED
Chief Development Services Case
City of Los Angeles, CA

TREASURER

PHILIP YIN, SE, CASp
Senior Structural Engineer
City of Long Beach, CA

SECRETARY

CIARA BARNETT, PE, CASp
Senior Civil Engineer
County of Los Angeles, CA

COMMITTEES:

ADMINISTRATION CHAIR

TRUONG HUYNH, PE, CBO
City of Long Beach, CA

DISABLED ACCESS CHAIR

Faruk Sezer, MS, PE, CASp
City of Los Angeles, CA

FIRE-LIFE SAFETY CHAIR

EUGENE BARBEAU, PE
City of Los Angeles, CA

INSPECTION CHAIR

FOUAD BARAKAT, PE, MSCE
County of Los Angeles, CA

STRUCTURAL CHAIR

GREGORY BOWSER, PE, SE
City of Long Beach, CA

Table with 3 columns: Date, Time (3:00-5:00), and Phone Number (e.g., 807 881 562, 808 816 369, etc.)

7.0 ADJOURNMENT

Meeting adjourned at approximately 4:52 pm.

NOTES:

Please inform the Chairperson at any time prior to the next scheduled meeting if you wish to introduce new business for discussion with the committee. With adequate notice, items requesting committee discussion can be included in the next meeting agenda that will be distributed to the members.

For copies of past meeting minutes and other related documents produced by this committee, please refer to the Los Angeles Basin Chapter's website at http://www.icclabc.org/Administration.html.