



# LOS ANGELES BASIN CHAPTER

## INTERNATIONAL CODE COUNCIL

Established 1957  
[www.icclabc.org](http://www.icclabc.org)

P.O. Box 1099  
 Alhambra, CA 91802



2018

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GREGORY BOWSER, PE, SE  
 Building Plans Examiner  
 City of Long Beach, CA

## ADMINISTRATION COMMITTEE MEETING MINUTES

**FEBRUARY 14, 2018, WEDNESDAY, 10:00AM-12:00PM**

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

Meeting Date: February 14, 2018

Meeting Time: 10:00 am – 12:00 pm

### 1.0 CALL TO ORDER

Meeting called to order at approximately 10:10 am.

Committee Member	Jurisdiction/Chapter/Company	Present
Amir Hamidzadeh	Agoura Hills	
Ben Galan	West Hollywood	X
Eugene Barbeau	Los Angeles	X
Gregory Bowser	Long Beach	
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	X
Interested Parties	Jurisdiction/Chapter/Company	Present
Ali Fattah	San Diego	
Adria Reinertson	Moreno Valley	
Crystal Sujeski	OSFM	
Dennis Richardson	AWC	X
Emily Withers	HCD	
Greg Andersen	OSFM	
Homer Maiel	Tri-Chapters	X
Jay Hyde	SVABO	
John Westfall	HCD	
Jonathan Cook	OSHPD	
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 meeting minutes for January 24, 2018. Motion by Victor. Second by Jesse. Unanimously approved. Meeting minutes for December 20, 2017 deferred until the next meeting.



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**3.0 COMMUNICATION**

3.1 Chapter meeting for February 15, 2018 was announced.

3.2 Truong suggested that he will introduce a new business item in the next few month relating to starting the triennial code adoption process early, perhaps in the summer.

**4.0 NEW BUSINESS**

4.1 None at this time.

**5.0 EXISTING BUSINESS**

5.1 Electronic Plan Submittal and Review. **[DISCUSS ON 2/28]**

Action Item(s):

- Send draft document to committee members to review and comment. **[JESSE] [PENDING]**
- Members to provide comments back to Jesse by **2/28**. **[ALL] [PENDING]**

5.2 Intermodal Shipping Container Repurposed as Buildings or Structures. **[DISCUSS ON 2/28]**

Action Item(s):

- None at this time.

5.3 ICC Code Development Cycle for the 2021 I-Codes – CAH Group A.

Discussion Point(s):

- Attendance at CAH – April 15 to 25. Status of committee members who plan to attend are as follows:

Committee Member	Status
Amir Hamidzadeh	TBD
Ben Galan	TBD
Eugene Barbeau	YES
Gregory Bowser	NO
Jonathan Lam	NO
Jesse De Anda (Board Liaison)	YES
Ron Takiguchi	TBD
Truong Huynh (Chair)	YES
Victor Cuevas	YES
Ali Fattah	YES
Adria Reinertson	YES
Crystal Sujeski	TBD
Dennis Richardson	YES
Emily Withers	TBD



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Greg Andersen	TBD
Homer Maiel	YES
Jay Hyde	TBD
John Westfall	TBD
Jonathan Cook	TBD
Kevin Reinertson	YES
Kevin Scott	TBD
Susan Dowty	NO

- Outreach to Organizations, Chapters, Committees or Jurisdictions. Truong discussed outreach to the SFPE and ICC Region 1; no progress. Susan suggested that Ron Beehler would like to represent northern chapters; Truong to outreach.
- Update on Online Shared Excel File. Further discussion on what constitute a “majority” for purpose of determining a consensus. Truong will email committee members for last comment before final decision will be made at the next meeting.
- Work Schedule. It was discussed that committee members that represent or work with other groups should start planning on how to divide up the code proposal review.
- Discuss Code Change Proposals. Dennis briefly discussed code change proposals on tall wood buildings developed by the ICC Ad Hoc Committee on Tall Wood Buildings.

Action Item(s):

- Update shared online excel file for purpose of capturing code change proposal recommendation by various participating groups for the upcoming CAH. [TRUONG] [ON-GOING]
- Provide feedback on any proposed changes to the shared online excel file by 2/28. [ALL] [ONGOING]
- Develop message and promotional material to disseminate to the membership, get copy of material from ICC Region 1. [JESSE] [PENDING]
- Send draft copy of code coordination message to committee members for their use with the groups that they represent. [TRUONG] [PENDING]
- Reach out to Region 1 to coordinate effort. [TRUONG] [ONGOING]
- Reach out to SFPE to coordinate effort. [TRUONG] [ONGOING]
- Reach out to Ron B. to coordinate effort. [TRUONG] [PENDING]
- Submit code change proposals, if any, to Truong for dissemination to the rest of the members. [ALL] [ONGOING]

**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).

WebEx Website: <https://longbeach.webex.com>  
 Help Website: <http://help.webex.com>  
 Audio Call-in Number: 408-792-6300



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<u>Date</u>	<u>Time</u>	<u>Meeting Number (Access Code)</u>
02-28-18	3:00-5:00	808 156 386
03-07-18	3:00-5:00	807 881 562
03-14-18	3:00-5:00	808 816 369
03-21-18	3:00-5:00	803 035 496
03-28-18	3:00-5:00	804 707 980
04-04-18	3:00-5:00	TBD
04-11-18	3:00-5:00	TBD
05-09-18	3:00-5:00	TBD
05-23-18	3:00-5:00	TBD
06-27-18	3:00-5:00	TBD
07-25-18	3:00-5:00	TBD
08-22-18	3:00-5:00	TBD
09-05-18	3:00-5:00	TBD
09-12-18	3:00-5:00	TBD
09-19-18	3:00-5:00	TBD
09-26-18	3:00-5:00	TBD
10-03-18	3:00-5:00	TBD
10-10-18	3:00-5:00	TBD
10-17-18	3:00-5:00	TBD
11-14-18	3:00-5:00	TBD
11-28-18	3:00-5:00	TBD
12-12-18	3:00-5:00	TBD

**7.0 ADJOURNMENT**

Meeting adjourned at approximately 11:25 am.

**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>.***