



# LOS ANGELES BASIN CHAPTER

## INTERNATIONAL CODE COUNCIL

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

P.O. Box 1099  
 Alhambra, CA 91802  
 @LABC\_ICC



### ADMINISTRATION COMMITTEE MEETING MINUTES

**MARCH 7, 2018, WEDNESDAY, 3:00PM-5:00PM**

2018

#### 1.0 CALL TO ORDER

**BOARD OF DIRECTORS:**

**PRESIDENT**

JESSE DE ANDA

Permit & Development Services Manager  
 Community Development  
 City of Beverly Hills, CA

**1ST VICE PRESIDENT**

SHAHEN AKELYAN, SE

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**SECRETARY**

CIARA BARNETT, PE, CASp

Senior Civil Engineer  
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 County of Los Angeles, CA

Meeting called to order at approximately 3:10 pm.

Committee Member	Jurisdiction/Chapter/Company	Present
Amir Hamidzadeh	Agoura Hills	X
Jonathan Lam	Los Angeles County	X
Jesse De Anda (Board Liaison)	Beverly Hills	X
Truong Huynh (Chair)	Long Beach	X
Interested Parties	Jurisdiction/Chapter/Company	Present
Ali Fattah	San Diego	X
Crystal Sujeski	OSFM	X
Dennis Richardson	AWC	X
Greg Andersen	OSFM	X
Jay Hyde	SVABO	X
Jonathan Cook	OSHPD	X
Susan Dowty	ICC	X

#### COMMITTEES: 2.0 APPROVAL OF PREVIOUS MINUTES

**ADMINISTRATION CHAIR**

TRUONG HUYNH, PE, CBO

General Superintendent of Development  
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**DISABLED ACCESS CHAIR**

FARUK SEZER, MS, PE, CASp

Building Civil Engineer I  
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**EMERGING LEADER CHAIR**

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EUGENE BARBEAU, PE

Structural Engineering Associate III  
 City of Los Angeles, CA

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VACANT

**STRUCTURAL CHAIR**

GREGORY BOWSER, SE

Building Plans Examiner  
 City of Long Beach, CA

2.1 Review and approve meeting minutes for February 28, 2018. Motion by Jesse. Second by Crystal. Unanimously approved.

#### 3.0 COMMUNICATION

3.1 Chapter Meeting. Truong announced that tomorrow the LABC will be having their monthly meeting and the topic is NPDES/Stormwater/LID.

3.2 April 11<sup>th</sup> Meeting. Truong will need to attend the April SEAOSC meeting and will need to find someone to assist in carrying the meeting on April 11<sup>th</sup>.

#### 4.0 NEW BUSINESS

4.1 None at this time.





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**5.0 EXISTING BUSINESS**

**5.1 Electronic Plan Submittal and Review.**

Discussion Point(s):

- Draft guideline was circulated to the members and comments are being sought.
- Truong provided comments.

Action Item(s):

- Committee members to provide comments back to Jesse on draft electronic plan submittal and review document by **3/21**. **[ALL]** **[PENDING]**

**5.2 Intermodal Shipping Container Repurposed as Buildings or Structures.**

Discussion Point(s):

- Structural Committee is taking a similar track to develop a guideline on the topic.
- Most agreed that this task can be deferred to the Structural Committee.

Action Item(s):

- Request that the Structural Committee take on the task to develop best practice document for the use of intermodal shipping container. **[TRUONG]** **[PENDING]**

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

Discussion Point(s):

- Attendance at CAH – April 15 to 23. [\[Click Here for Link to Schedule\]](#)  
No additional names added for attendance to the hearing.
- Outreach to Organizations, Chapters, Committees or Jurisdictions.  
SD Chapter will be represented by Ali. Amir indicated that he will reach out to Ventura Regional Chapter. Truong updated that he did reach out to Ron and he think they will try to be involved but challenge is getting members involved. Jonathan will check to see if LA County will have a column in the excel file to reflect their position.
- Update on Online Shared Excel File.  
Truong indicated that a new column added towards the end to assist with filtering code change proposals submitted by a CA member. All the code change numbers have been entered. Truong hopes to update the excel file and is working towards putting it online. Truong needs to seek feedback on whether to share the file through Google or Microsoft. He will seek feedback from committee members.
- Work Schedule.





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No addition discussion. Each member will work with their respective group on reviewing the proposed code changes. This committee will be meeting weekly leading up to the hearing.

- Discuss Code Change Proposals. [\[Click Here for Link to Code Proposal\]](#) Dennis discussed the heavy timber construction. Truong highlighted code change proposals submitted by CA members. Truong requested members to let him know in advance code change proposals they would like to discuss to agendize the discussion at the next meeting. To get the ball rolling, it was agreed that each committee member representing other groups should start uploading their position on code change proposals by 3/21. Truong to send a notice to members not present during the meeting to reiterate this request.

Action Item(s):

- Upload shared online excel file for code coordination prior to the upcoming CAH. **[TRUONG] [ON-GOING]**
- Committee members to specify if they need a column in the excel file to reflect their recommended action on specific code change proposals. **[JONATHAN L] [AMIR] [PENDING]**
- Committee members to upload onto the shared excel file their respective group's recommended action on the various code change proposals by **3/21. [ALL] [PENDING]**

5.4 Triennial Code Adoption for 2019 California Building Standards Code. **[TO BE DISCUSSED ON TBD]**

Discussion Point(s):

- Update on LARUCP Amendments.
- Update on State Agencies Proposals.

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 method to access the online web conference meeting, audio call-in number, and meeting number (access code).

Audio Call-in Number: 408-792-6300

Date	Time	Meeting Number	Weblink
03-14-18	3:00-5:00	808 816 369	<a href="#">Start Your Meeting</a>
03-21-18	3:00-5:00	803 035 496	<a href="#">Start Your Meeting</a>
03-28-18	3:00-5:00	804 707 980	<a href="#">Start Your Meeting</a>





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04-04-18	3:00-5:00	809 366 510
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

[Start Your Meeting](#)

**7.0 ADJOURNMENT**

Meeting adjourned at approximately 4:05 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>.***

