ADMINISTRATION COMMITTEE
MEETING AGENDA

JANUARY 16, 2019, WEDNESDAY, 3:00PM–5:00PM

Online Web Conference Meeting

1.0 CALL TO ORDER

Due to technical difficulty, the meeting did not start until approximately 3:30 pm.

<table>
<thead>
<tr>
<th>Committee Member</th>
<th>Jurisdiction/Chapter/Company</th>
<th>Present</th>
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</thead>
<tbody>
<tr>
<td>Amir Hamidzadeh</td>
<td>Agoura Hills</td>
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<tr>
<td>Arnold Barreda</td>
<td>Pasadena</td>
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<tr>
<td>Ben Galan</td>
<td>West Hollywood</td>
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<tr>
<td>Eugene Barbeau</td>
<td>Los Angeles</td>
<td>X</td>
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<tr>
<td>Giancarlo Moral</td>
<td>Long Beach</td>
<td>X</td>
</tr>
<tr>
<td>Gregory Bowser</td>
<td>Long Beach</td>
<td>X</td>
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<tr>
<td>Jesse De Anda</td>
<td>Beverly Hills</td>
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<tr>
<td>Jonathan Lam</td>
<td>Los Angeles County</td>
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<tr>
<td>Josh Costello</td>
<td>Los Angeles County</td>
<td>X</td>
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<tr>
<td>Kristin Norman</td>
<td>Los Angeles County</td>
<td>X</td>
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<tr>
<td>Razmig Shamim</td>
<td>Los Angeles County</td>
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<tr>
<td>Ron Takiguchi</td>
<td>Burbank</td>
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<tr>
<td>Truong Huynh (Chair)</td>
<td>Long Beach</td>
<td>X</td>
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<tr>
<td>Victor Cuevas</td>
<td>Los Angeles</td>
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<table>
<thead>
<tr>
<th>Interested Parties</th>
<th>Jurisdiction/Chapter/Company</th>
<th>Present</th>
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<tbody>
<tr>
<td>Ali Fattah</td>
<td>San Diego</td>
<td></td>
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<tr>
<td>Adria Reinertson</td>
<td>Moreno Valley</td>
<td></td>
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<tr>
<td>Brad Wungluck</td>
<td>Manteca</td>
<td></td>
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<tr>
<td>Crystal Sujeski</td>
<td>OSFM</td>
<td></td>
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<tr>
<td>Dennis Richardson</td>
<td>AWC</td>
<td></td>
</tr>
<tr>
<td>Emily Withers</td>
<td>HCD</td>
<td></td>
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<tr>
<td>Greg Andersen</td>
<td>OSFM</td>
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<tr>
<td>Homer Maiel</td>
<td>Tri-Chapters</td>
<td></td>
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<tr>
<td>Jay Hyde</td>
<td>SVABO</td>
<td>X</td>
</tr>
<tr>
<td>Jennifer Reiss</td>
<td>OSFM</td>
<td></td>
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<tr>
<td>John Taecker</td>
<td>UL</td>
<td></td>
</tr>
<tr>
<td>John Westfall</td>
<td>HCD</td>
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</tr>
</tbody>
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2.0 APPROVAL OF PREVIOUS MINUTES

2.1 Meeting minutes for September 26, 2018, October 10, 2018, October 17, 2018, November 14, 2018, November 28, 2018, and December 12, 2018 were approved.

3.0 COMMUNICATION

3.1 Chapter ABM. Members were reminded of the upcoming ABM on Jan. 26th.

3.2 Update on 2018 Group A Code Development Cycle. Truong believed that 95% of the consensus recommendation reflected the final results of the voting.

3.3 Committee Roster. Make sure contact information of participants are completed. Notify Truong with any update. Info has been posted to the Chapter’s website.

4.0 NEW BUSINESS

4.1 ADUs. See Jay H’s email dated 1/3/19. A few members voice support to discuss this topic. Truong wanted to be sure that the topic is administrative in nature. If fire-life safety or structural, the other respective committees would need to be the lead. Jay to follow up with Greg Mahoney to determine the scope/focus of the ADU discussion.

5.0 EXISTING BUSINESS

5.1 ICC Code Development Cycle for the 2021 I-Codes – CAH Group B.

Discussion Point(s):

- Tentative Schedule for Group B Code Change Proposal:
  - Submittal: 1/14/19
  - Web posting: 3/4/19
  - Register to vote: 3/28/19
  - CAH: 4/28/19-5/8/19 Albuquerque, NM
  - Public comment: 7/24/19
  - Register to vote: 9/23/19
  - PCH: 10/23/19-10/30/19 Vegas, NV
2019

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CELINE SARKISLOO

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Building Plans Examiner
City of Long Beach, CA

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- Outreach to Organizations, Chapters, Committees or Jurisdictions. Each participant to outreach others and see if they can participate on this committee.
- Establish Parameter for Online Shared Excel File. Some updates were discussed. The criteria for “MAJORITY” was discussed but more is needed. An additional column for priority was established, but not agreed upon yet.
- Work Schedule. Nothing to discuss yet.
- Discuss Tentative Code Change Proposals. Jay talked briefly about weather resistant barrier proposals.

Action Item(s):
- Identify code change proposal submitted to Truong for distribution to the rest of the committee. [PENDING]
- Update on shared online excel file for code coordination for the upcoming CAH. [PENDING]
- Specify if the groups you represent will need a column in the shared online excel file to reflect your recommended action on code proposals. [PENDING]
- Develop message and promotional material to disseminate to the membership. [PENDING]

5.2 Triennial Code Adoption for 2019 California Building Standards Code. [NOT DISCUSSED]

Action Item(s):
- Truong to distribute template of the 2019 LARUCP Code Amendment document to the respective committees and their members for their review by 1/16. [PENDING]

5.3 Electronic Plan Submittal and Review. [NOT DISCUSSED]

Action Item(s):
- Complete draft electronic plan submittal and review document by 1/16. [JESSE] [PENDING]

6.0 ESTABLISH NEXT MEETING

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 | Hyperlink
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2019

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City of Long Beach, CA

7.0 ADJOURNMENT

Meeting adjourned at 4:36 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: