**­ADMINISTRATION COMMITTEE**

MEETING MINUTES

**JANUARY 13, 2021, WEDNESDAY, 3:00PM–5:00PM**

1. **CALL TO ORDER**

1.1 Meeting start time: 3:00 pm

|  |  |  |
| --- | --- | --- |
| **Committee Member** | **Jurisdiction/Chapter/Company** | **Present** |
| Amir Hamidzadeh | Agoura Hills | X |
| Ara Sargsyan (Past President) | Santa Monica | X |
| Ariana Vito | Santa Monica |  |
| Ben Galan | West Hollywood | X |
| Ciara Barnett (President) | Los Angeles County | X |
| Eugene Barbeau | Los Angeles |  |
| Foster McLean | Glendale |  |
| Gabriel Reza | Glendale | X |
| Gregory Bowser | Long Beach |  |
| Jonathan Lam | Los Angeles County |  |
| Josh Costello | Los Angeles County | X |
| Joshua Hussey | Los Angeles County |  |
| Kristin Norman | Los Angeles County |  |
| Laura Macias | CCC |  |
| Mostafa Kashe | Los Angeles County |  |
| Paul Armstrong | TBR |  |
| Quan Nghiem | Los Angeles |  |
| Razmig Shamim | Los Angeles County |  |
| Ron Takiguchi | Burbank |  |
| Shahen Akelyan (Chair) | Los Angeles | X |
| Truong Huynh (Vice Chair) | Long Beach | X |
| Victor Cuevas | Los Angeles |  |
| **Interested Parties** | **Jurisdiction/Chapter/Company** | **Present** |
| Ali Fattah | San Diego | X |
| Adria Reinertson | Riverside County/CalChiefs |  |
| Crystal Sujeski | OSFM | X |
| David Tyree | AWC | X |
| Emily Withers | HCD |  |
| Doug Evans | Clark County, NV/ Region I | X |
| Greg Andersen | OSFM | X |
| Homer Maiel | Tri-Chapters |  |
| Jay Hyde | SVABO | X |
| John Taecker | UL |  |
| John Westfall | HCD |  |
| Jonathan Cook | OSHPD | X |
| Kevin Reinertson | Riverside County/CalChiefs | X |
| Kyle Kraus | HCD |  |
| Michael Frasure | Rancho Cucamonga |  |
| Les Lazareck | Home Energy Connection | X |
| Sam Palmer | Clark County, NV/ Region I | X |
| Stephen DiGiovanni | Clark County, NV/ Region I | X |
| Susan Dowty (ICC Staff Liaison) | ICC |  |

1. **APPROVAL OF PREVIOUS MINUTES**

2.1 Review and approve meeting minutes for December 9, 2020. [Truong] Motion to approve minutes. No objection noted.

1. **COMMUNICATION**

3.1 Chapter Meeting on January 14, 2021. [Ara] ABM will be from 10:30 am – 12:30pm. Installation of new board. Chairs for different committee to provide report.

3.2 Committee Goal for FY2021. [Shahen] Recap goals stated for FY21 with primary focus on code development, expanding outreach to other groups, and training on code development.

3.3 Schedule. [Truong] Discuss potentially changing meeting times from 3:00-5:00 to 4:00-5:00 or 4:00-5:30.

3.4 ISO Rating. [Ali] Discuss ISO rating. Receive feedback on who else done it. Brought up related concerns or issues others may have had in doing it.

3.5 Safety Assessment Program. [Ciara] CALOES will be hosting a virtual training on March 2, 3, and 4 from 2:00-4:00. More information to be posted on Chapter’s website.

1. **NEW BUSINESS**

4.1 None.

1. **EXISTING BUSINESS**

5.1 Tiny Houses/Mobile Tiny Houses/ADUs. [Truong/Shahen] [1/13]

*Discussion Point(s):*

* Adoption/Application – CRC Appendix Q.
* Tiny Home as FBH.
* Update on status of LA City’s ordinance/implementation. [Eugene]
* Update on status of SD City’s ordinance/implementation. [Ali]

*Action Item(s):*

* Submit questions regarding ADU/JADU to Shahen and Truong by end of Jan. [All Members]
* Notify Kyle/HCD on member’s interest in discussing these questions. [Shahen/Truong]
* Collect all questions and submit to Kyle/HCD. [Shahen/Truong]
* Work with Kyle/HCD to determine date when to have this meeting. [Shahen/Truong]

5.2 Continuity of Operation Plan – COVID19 [Truong/Shahen] [1/13]

*Discussion Point(s):*

* Update by jurisdictions on their latest operation or re-opening plan. Several discussions centering on vaccination protocols for jurisdictions, latest re-opening, questions on COVID testing booth or mobile unit and what to do regarding permitting (or not), etc.

*Action Item(s):*

* None at this time.

5.3 2021 ICC Code Development Cycle for the 2024 I-Codes – Group A. [Truong] [1/13]

*Discussion Point(s):*

* Tentative Schedule for Group A Code Change Proposal:

Posting of code proposals 3/1/21

Register to vote 3/1/21

*Virtual CAH 4/11/21-5/5/21*

Deadline for public comment 7/2/21

Posting of public comments 8/13/21

PCH (Virtual TBD) 9/22/21-9/29/21 Pittsburgh, PA

* Establish Parameter for Online Shared Google Sheet. Truong discussed the online spread sheet. Need to determine who will have access right to edit. Provide feedback on what changes, if any, to further improve spreadsheet.
* Reports from C-BCAC and C-FCAC. Both Kevin and Truong provide updates from BCAC/FCAC. Will send around summary of the proposals that were submitted by BCAC/FCAC.
* Outreach to Organizations, Chapters, Committees or Jurisdictions.
* Work Schedule. Further information will be provided for which meeting dates in Feb and March will solely focus on discussing code change proposals.

*Action Item(s):*

* Coordinate effort with Fire-Life Safety Committee. [Shahen/Truong]
* Submit any draft code change proposal to Truong/Shahen for distribution to the rest of the committee. [All Members]
* Update on shared online excel file for code coordination for the upcoming CAH. [Truong]
* Group training for code hearing for CEU. [Ali]
* Reach out to Region I for involvement. [Susan/Shahen/Truong]
* Reach out to OEC (Khanh) for involvement. [Truong/Paul]
* Reach out to VR. [Amir]
* Reach out to SD. [Ali]
* SB City/SB County. [Amir]

5.4 2022 CA Triennial Code Adoption Cycle. [Ali] [1/13]

*Discussion Point(s):*

* Discuss Specific Amendments, if any. Ali briefly discussed what some of the committees are doing. Highlighted a few items of interest.
* State Agencies’ Update on Code Adoption: SFM, HCD, OSPHD. Greg spoke briefly on what the SFM is doing.

*Action Item(s):*

* None at this time.

1. **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).

Meeting Time: 3:00pm – 5:00pm PST

Audio Call-In #: 213-306-3065

Date Meeting # Click Hyperlink

02-10-21 146 420 9253 [Start Your Meeting](https://longbeachcity.webex.com/longbeachcity/j.php?MTID=mfc54678ad4d6b096f2704226c6f8730c)

02-24-21 146 526 3946 [Start Your Meeting](https://longbeachcity.webex.com/longbeachcity/j.php?MTID=mecbd0a86de33d07b067c7d971c3805fb)

03-10-21 146 174 1135 [Start Your Meeting](https://longbeachcity.webex.com/longbeachcity/j.php?MTID=mf270ea88ab4621ee7cbfc8a880b4f957)

03-24-21 146 114 4155 [Start Your Meeting](https://longbeachcity.webex.com/longbeachcity/j.php?MTID=m038dec2163a75d24db2deabe802b23e6)

03-31-21 146 498 7202 [Start Your Meeting](https://longbeachcity.webex.com/longbeachcity/j.php?MTID=mef31825e06546cbad6e3d61b1a01fcfa)

04-07-21 146 147 9447 [Start Your Meeting](https://longbeachcity.webex.com/longbeachcity/j.php?MTID=m2f96f2cec65cfaff477aa6511de3269e)

05-12-21 146 153 6440 [Start Your Meeting](https://longbeachcity.webex.com/longbeachcity/j.php?MTID=m24aa20a2685ef8df15f8099e1a249a6a)

06-09-21 146 153 6440 [Start Your Meeting](https://longbeachcity.webex.com/longbeachcity/j.php?MTID=m24aa20a2685ef8df15f8099e1a249a6a)

07-14-21 146 153 6440 [Start Your Meeting](https://longbeachcity.webex.com/longbeachcity/j.php?MTID=m24aa20a2685ef8df15f8099e1a249a6a)

08-11-21 146 153 6440 [Start Your Meeting](https://longbeachcity.webex.com/longbeachcity/j.php?MTID=m24aa20a2685ef8df15f8099e1a249a6a)

09-08-21 146 153 6440 [Start Your Meeting](https://longbeachcity.webex.com/longbeachcity/j.php?MTID=m24aa20a2685ef8df15f8099e1a249a6a)

10-13-21 146 153 6440 [Start Your Meeting](https://longbeachcity.webex.com/longbeachcity/j.php?MTID=m24aa20a2685ef8df15f8099e1a249a6a)

11-10-21 146 153 6440 [Start Your Meeting](https://longbeachcity.webex.com/longbeachcity/j.php?MTID=m24aa20a2685ef8df15f8099e1a249a6a)

12-08-21 146 153 6440 [Start Your Meeting](https://longbeachcity.webex.com/longbeachcity/j.php?MTID=m24aa20a2685ef8df15f8099e1a249a6a)

1. **ADJOURNMENT**

7.1 Meeting end time: 4:35 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, please refer to the Los Angeles Basin Chapter’s website at:***

[***https://icclabc.org/administration***](https://icclabc.org/administration)

[***https://icclabc.org/code-coordination***](https://icclabc.org/code-coordination)

**CODE CHANGE PROPOSAL**

|  |  |
| --- | --- |
| **Code Change Number** | **Topic/Discussion** |
| GXXX-21 | 3D Printed Building Construction – IRC Appendix U [UL-Chris Jensen]  7/15/20: Revisit proposal that introduced Appendix U into the IRC that was disapproved during CAH while the same proposal in the IBC was approved. |
| EXXX-21 | Occupiable Roof [Gary Ehlich/Ali Fattah]  7/15/20: Revisit proposal that introduced definition for “occupied roof” that was disapproved 10-4 during CAH.  10/14/20: New definition for “occupiable roof” was proposed and discussed at the BCAC Occupancy workgroup meeting. |
| GXXX-21 | Temporary Use [TBD]  7/15/20: Concerns about certain type of temporary use under the IBC 3103: (1) large fabric skinned dormitory structures, (2) overnight stays in churches or other occupancies that are not approved for or equipped as required for residential uses, and/or (3) storm shelters.  10/9/20: Term “emergency” further defined. Code official granted authority to determine when requirements are applicable to temporary uses during an emergency. |
| GXXX-21 | Shipping Container [Truong Huynh]  7/15/20: Consider potential updates to the 2021 IBC 3115.  9/9/20: Container workgroup schedule to meet virtually on 9/11 every 2 weeks for the next 6 meetings. Draft proposal circulated to workgroup; partially based on 2019 LARUCP recommended amendment.  10/9/20: 4th draft version discussed. SCSC provided preliminary feedback concerning inclusion of SDC E for simplified design procedure.  10/14/20: The code change proposal was discussed at the BCAC General workgroup meeting. Voted to move it forward to the full BCAC for their consideration. |
| GXXX-21 | Horizontal Building Separation [Homer Maiel]  9/9/20: Evaluate issue related to the vertical offset.  10/13/20: Proposal was schedule to be heard by BCAC, but was not discussed due to lack of time. Scheduled for the next BCAC meeting.  10/14/20: Summarized some of the items that made up part of the proposed change to the vertical offset. Vertical portion to be designed like a fire barrier. Several discussion ensured and Homer provided responses to several questions. |
| GXXX-21 | Accessory Dwelling Unit [Alison Cook]  9/30/20: Discussed focus of regulations to address ADU, how to define it, some examples from CA was presented. |
| GXXX-21 | Fire-Retardant Treated Wood for Type III-A Construction [Homer Maiel/David Tyree]  10/14/20: Discussed potential code change proposal on this item. |
|  | Type IV [Ali Fattah]  10/14/20: Discussed potential code change proposal on this item. |
| EXXX-21 | Egress Balcony [Ali Fattah]  10/14/20: Discussed potential code change proposal on this item. |
| FSXXX-21 | Smoke Proof Enclosure [Ali Fattah]  10/14/20: Discussed potential code change proposal on this item. |