**­ADMINISTRATION COMMITTEE**

MEETING MINUTES

**MAY 12, 2021, WEDNESDAY, 3:00PM–5:00PM**

Online Web Conference Meeting

1. **CALL TO ORDER**

1.1 Meeting start time tentatively: 3:05 pm

|  |  |  |
| --- | --- | --- |
| **Committee Member** | **Jurisdiction/Chapter/Company** | **Present** |
| Amir Hamidzadeh | Agoura Hills |  |
| Ara Sargsyan (Past President) | Santa Monica | X |
| Ariana Vito | Santa Monica |  |
| Ben Galan | West Hollywood |  |
| Ciara Barnett (President) | Los Angeles County | X |
| Eugene Barbeau | Los Angeles |  |
| Foster McLean | Glendale |  |
| Gabriel Reza | Glendale |  |
| Gregory Bowser | Long Beach |  |
| Jonathan Lam | Los Angeles County |  |
| Johnny Goetz | 4 Leaf Inc. |  |
| 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 & Associates / Signal Hills |  |
| Quan Nghiem | Los Angeles | X |
| Razmig Shamim | Los Angeles County | X |
| Ron Takiguchi | Burbank |  |
| Shahen Akelyan | Los Angeles |  |
| Truong Huynh (Chair) | Long Beach | X |
| Victor Cuevas  | Los Angeles |  |
| **Interested Parties** | **Jurisdiction/Chapter/Company** | **Present** |
| Ali Fattah | San Diego | X |
| Adria Reinertson | Riverside County / CalChiefs |  |
| Claudia Torres-Cayetano | Fresno |  |
| Crystal Sujeski | OSFM | X |
| David Tyree | AWC |  |
| Emily Withers | HCD |  |
| Doug Evans | Clark County, NV / SNBO | X |
| Greg Andersen | OSFM | X |
| Homer Maiel | Tri-Chapters |  |
| Jay Hyde | SVABO |  |
| John Taecker | UL |  |
| John Westfall | HCD |  |
| Jonathan Cook | OSHPD | X |
| Kevin Reinertson | Riverside County / CalChiefs | X |
| Khanh Nguyen | CSG / Anaheim |  |
| Kyle Kraus | HCD |  |
| Michael Frasure | Rancho Cucamonga |  |
| Robina Wright | ICC San Joaquin Valley Chapter |  |
| Sam Palmer | Clark County, NV / Region I | X |
| Stephen DiGiovanni | Clark County, NV / Region I |  |
| Susan Dowty (Staff Liaison) | ICC | X |
| Valarie Evans | North Las Vegas, NV / SNBO |  |

1. **APPROVAL OF PREVIOUS MINUTES**

2.1 Review and approve meeting minutes for April 7, 2021. Approved with no objection or comment.

1. **COMMUNICATION**

3.1 Chapter Meeting. Ciara highlighted topic of discussion for tomorrow’s regional chapter meeting and the theme of building safety month. Upcoming trainings and events were highlighted.

3.2 ICC Board of Directors Candidate. Truong mentioned that Randy Metz was running for Board. Others chimed in on what some chapters support were for the candidates. Stuart is running for ICC Secretary/Treasurer.

3.3 CBSC Considering Print of All CEBC Chapters. Several spoke on this topic and expressing concerns they have it these other chapters are included when they are not adopted by state agencies.

3.4 Additional Meeting(s) in Aug/Sept prior to Public Comment Hearings. Truong recommended 3 additional dates (9/1, 9/8, and 9/15] leading up to the PCH. No objection was noted. Truong to set up meetings.

3.5 Virtual Hearings. Many expressed how well virtual meetings went. Some would like to see this carried forward in some form during the PCH. Truong will follow up with Stuart to see what direction the ICC Board is taking on this topic and whether it might be retained.

1. **NEW BUSINESS**

4.1 Survey of Plan Submittal Process (before, concurrent, or after Entitlement approval).

*Discussion Point(s):*

* Allowing a project to be submitted for plan check before, during, or after Planning entitlement approval.
* Not enough interest generated.

*Action Item(s):*

* Drop from future discussion.

4.2 Vehicle Lift.

*Discussion Point(s):*

* There was robust discussion regarding the use of vehicle/parking lift.
* There is enough interest to keep this as a topic.

*Action Item(s):*

* Add topic to an upcoming meeting agenda.

4.3 Triennial Code Adoption and LARUCP.

*Discussion Point(s):*

* Logistic on when to gear up committee(s) to commence review for the next triennial code adoption.
* Truong suggested that action on this topic will likely pick up towards the later part of the year and likely after the PCH.

*Action Item(s):*

* None at this time.
1. **EXISTING BUSINESS**

5.1 Tiny Houses/Mobile Tiny Houses/ADUs/JADUs.

*Discussion Point(s):*

* Brief discussion regarding mobile tiny house and status of SD and LA on their ordinances. Ali said no one has applied. Quan will do a follow up to see what LA’s status is on this.

*Action Item(s):*

* No objection to closing out this item/topic.
* Quan to report back to group at next meeting.

5.2 Continuity of Operation Plan – COVID19

*Discussion Point(s):*

* Update by jurisdictions on their latest operation or re-opening plan.
* Long Beach is starting to re-open by appointments this week.
* Los Angeles is tentatively targeting some type of re-opening June 15 in line with Governor’s recommendation for the state.
* Others indicated their operation has not changed at this time.

*Action Item(s):*

* None at this time.

5.3 2022 CA Triennial Code Adoption Cycle. [Ali] **[TBD]**

*Discussion Point(s):*

* None at this time.

*Action Item(s):*

* None at this time.

5.4 2021 ICC Code Development Cycle for the 2024 I-Codes – Group A.

*Discussion Point(s):*

* Review upcoming schedule: Deadline to submit public comments is 7/2. Suggestion by group to set up maybe 2 or more meetings to coordinate public comments. Truong will send out potential dates to consider.
* Progress report or sharing of information from representative of each participants: Ali, Crystal, and Doug spoke about their respective group’s proposals, what was approved or disapproved.
* Review online shared google spreadsheet: updated to reflect the results of the CAH, Truong emphasized the need to update or enter each group’s positions as time permit, encourage having positions in other groups’ proposals.

*Action Item(s):*

* Group training for code hearings for CEU. TBD. [Ali]
* Reach out to VR. TBD. [Amir]
* Reach out to SB City/SB County. TBD. [Amir]
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

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 tentatively: 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:*

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