**­ADMINISTRATION COMMITTEE**

MEETING MINUTES

**JUNE 9, 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 |  |
| Ariana Vito | Santa Monica | X |
| Ben Galan | West Hollywood | X |
| 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. | X |
| Josh Costello | Los Angeles County |  |
| Joshua Hussey | Los Angeles County |  |
| Kristin Norman | Los Angeles County | X |
| 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 | X |
| Truong Huynh (Chair) | Long Beach | X |
| Victor Cuevas | Los Angeles |  |
| **Interested Parties** | **Jurisdiction/Chapter/Company** | **Present** |
| Ali Fattah | San Diego |  |
| Adria Reinertson | Riverside County / CalChiefs |  |
| Claudia Torres-Cayetano | Fresno |  |
| Crystal Sujeski | OSFM |  |
| 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 | X |
| 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 May 12, 2021. Minutes approved with no objection.

1. **COMMUNICATION**

3.1 Chapter Meeting. Ciara discussed upcoming chapter meeting and mass timber training, shipping container presentation had 114 participants in attendance, and overview of the joint chapter meeting in May.

3.2 Use of Microsoft Teams. Truong discussed the creation of the Teams group for this committee. Any interested participant should let him know so they can be added to the Teams.

3.3 SB 721 – Balcony Inspection 6-Year Interval. Truong noticed this as a topic in a CALBO list server. Kristin, Quan and Johnny provided some feed. Possibly develop a bulletin with COLA being the lead. Keep topic as a recurring business item.

3.4 ICC Board for Stuart and Randy. Kevin emphasized the importance for those who can to attend the ABM so as to vote for both candidates to be on the Board.

3.5 LACO Standardize Plan for ADU. Kristin indicated that the Board of Supervisor is asking her agency to explore developing standard ADU plans to assist homeowners. Truong provided some feedback on a limited version of what COLB did. Kevin suggested checking members from the Tri-Chapter for their experience on this, if any.

1. **NEW BUSINESS**

4.1 None at this time.

1. **EXISTING BUSINESS**

5.1 2021 ICC Code Development Cycle for the 2024 I-Codes – Group A. [Truong] **[6/9]**

*Discussion Point(s):*

* Deadline to submit public comments on 7/2.
* Additional 3 meetings (9/1, 9/8, 9/15) prior to PCH on 9/22.
* Review, discuss and/or propose public comments on any code change proposals. Both Kevin and Truong discussed public comments to be submitted for G196, G198, G104, and F8.
* Review online shared google spreadsheet.
* Format of PCH. No change as of this time. All voting and testimony will be in person with web viewing for everyone else as in previous years. Links provided below for those interested in attending.

<https://www.iccsafe.org/events/conference/why-ac21/>

<https://www.iccsafe.org/events/conference/hotel-travel-ac21/>

<https://www.iccsafe.org/events/conference/register-ac21/?utm_medium=email&_hsmi=132259569&_hsenc=p2ANqtz--tB6Fo3GVehGMAXThu3agNAl23TnuQpdncI4Qcho2Xgnnm8X1BdBziDJiHsOFlFwmH6sERZtKfFmxbTx28vh3cyE8gS2R-0TYOtGj_PkBgq2jIW10&utm_content=132259569&utm_source=hs_email>

*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]~~
* Reach out to Stuart Tom RE: retention of any portion of the virtual hearing for the PCH. [Truong]

5.2 Continuity of Operation Plan – COVID19 [Truong] **[6/9]**

*Discussion Point(s):*

* Update by jurisdictions on their latest operation or re-opening plan. Truong, Sam and Quan provided current state of their operations.

*Action Item(s):*

* None at this time.

5.3 2022 CA Triennial Code Adoption Cycle. [Ali] **[6/9]**

*Discussion Point(s):*

* State Agencies’ Update on Code Adoption: SFM, HCD, OSPHD.
* Discuss Specific Amendment(s), if any.
* Discuss Specific Area of Concern RE: Fire Hazard Zone. Kevin discussed the important of the fire maps and related regulations potentially changing. See link for additional information.

<https://osfm.fire.ca.gov/divisions/wildfire-planning-engineering/wildland-hazards-building-codes/fire-hazard-severity-zones-maps/>

<https://frap.fire.ca.gov/>

*Action Item(s):*

* None at this time.

5.4 Triennial Code Adoption and LARUCP. [Truong] **[TBD-10/13]**

*Discussion Point(s):*

* Logistic on when to gear up committee(s) to commence review for the next triennial code adoption.

*Action Item(s):*

* None at this time.

5.5 Vehicle/Parking Lift. [Truong] **[TBD-7/14]**

*Discussion Point(s):*

* Criteria or condition for allowing the use of vehicle/parking lift.
* Recognized or accepted standards to consider.
* Policy by other jurisdictions.

*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

06-16-21 187 007 3000 [Start Your Meeting](https://longbeachcity.webex.com/longbeachcity/j.php?MTID=ma38c425a01fddcaf273beb27f0a50645)

06-30-21 187 013 5786 [Start Your Meeting](https://longbeachcity.webex.com/longbeachcity/j.php?MTID=m16e4da37bba4e3f245c0183aa692c327)

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)

09-01-21 187 513 5029 [Start Your Meeting](https://longbeachcity.webex.com/longbeachcity/j.php?MTID=m340fc7b6954adeeeb8971288e30444f1)

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

09-15-21 187 963 2438 [Start Your Meeting](https://longbeachcity.webex.com/longbeachcity/j.php?MTID=mfa37c5d3fcb4cf7c52845473d1b0650b)

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: 4:10 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)