**­ADMINISTRATION COMMITTEE**

MEETING MINUTES

**JULY 14, 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** |
| Ara Sargsyan (Past President) | Santa Monica | X |
| Ariana Vito | Santa Monica | X |
| Ben Galan | West Hollywood |  |
| Ciara Barnett (President) | Los Angeles County |  |
| Eugene Barbeau | Los Angeles |  |
| Foster McLean | Glendale |  |
| Gabriel Reza | Glendale |  |
| 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 |  |
| Mostafa Kashe | Los Angeles County |  |
| Paul Armstrong | TBR & Associates / Signal Hills |  |
| Quan Nghiem | Los Angeles | X |
| Razmig Shamim | Los Angeles County |  |
| 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 |  |
| Adria Reinertson | Riverside County / CalChiefs |  |
| Crystal Sujeski | OSFM | X |
| David Tyree | AWC |  |
| Emily Withers | HCD |  |
| Doug Evans | Clark County, NV / SNBO |  |
| 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 |  |
| Khanh Nguyen | CSG / Anaheim |  |
| Kyle Kraus | HCD |  |
| 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 June 16, 2021. Minutes was not ready to review.

1. **COMMUNICATION**

3.1 Chapter Meeting. Ara indicated that the Chapter’s first in person meeting will be held on August 11th in conjunction with SoCal FPO at the Rose Bowl. Topic to be covered is Chapter 7A. Other upcoming training will be on Chapter 11A.

3.2 CFC Handbook on CA Amendments. Crystal shared that a handbook on CA CFC amendments is now available. See link below:

<https://shop.iccsafe.org/2019-california-fire-code-amendments-handbook.html>

3.3 ICC Region 1. Sam shared that the next meeting is on July 27th at 4 pm.

3.4 Surfside. Susan shared that LACO’s Board of Supervisors will be looking to review and evaluate the potential cause of the collapsed building at Surfside. They are potentially looking to have similar buildings under the County’s jurisdiction to be evaluated and inspected for safety assessment. An inspection program may be considered. Truong mentioned that the Structural Code committee has been asked to start having similar conversation on this topic and solicit feedback from SEAOSC members that are participating in that committee. See link below for addition info:

<https://www.sgvtribune.com/2021/07/13/l-a-county-calls-for-study-of-high-rise-inspection-program-following-surfside-collapse/>

1. **NEW BUSINESS**

4.1 If any. None at this time.

1. **EXISTING BUSINESS**

5.1 2021 ICC Code Development Cycle for the 2024 I-Codes – Group A. [Truong] **[TBD-9/1]**

*Discussion Point(s):*

* Reminder on deadline to submit public comments is 7/2.
* Review, discuss and/or propose public comments on any code change proposals.
* Review online shared google spreadsheet.

*Action Item(s):*

* Group training for code hearings for CEU. TBD. [Ali]

5.2 Continuity of Operation Plan – COVID19.

*Discussion Point(s):*

* Update by jurisdictions on their latest operation or re-opening plan. Several discussed their latest update.

*Action Item(s):*

* None at this time.

5.3 2022 CA Triennial Code Adoption Cycle.

*Discussion Point(s):*

* State Agencies’ Update on Code Adoption: SFM, HCD, OSPHD. Greg noted that the 45-day notice is underway.

*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] **[7/14]**

*Discussion Point(s):*

* Criteria or condition for allowing the use of vehicle/parking lift. Truong discussed several areas of the COLB’s policy on parking lift and solicited some feedback. Crystal suggested taking a look at NFPA-88A which covers standards for parking structures to see if there is anything that may be applicable.
* Recognized or accepted standards to consider. Truong referenced ALI standard referenced in CBC Chapter 31. Standard may not be applicable or too stringent to apply to parking lift.
* Policy by other jurisdictions. Quan briefly noted that COLA has a bulletin that covers parking lift. Sam referenced NYC as the only other jurisdiction that he has seen a policy from. See link below:

<https://www1.nyc.gov/assets/buildings/bldgs_bulletins/bb_2015-015.pdf>

*Action Item(s):*

* None at this time.

5.6 SB721 Balcony Inspection.

*Discussion Point(s):*

* Development of Information Bulletin on best practices. Quan indicated that he has developed a draft bulletin that consolidated several information related to balcony inspection. Indicated that their Housing agency is the lead when it comes time to conduct the inspection required by 2025 in the senate bill.

*Action Item(s):*

* Provide feedback on the draft bulletin developed by COLA. [All]

5.7 Outdoor Business Temporary Use Becoming Permanent Use. [Ali] **[TBD]**

*Discussion Point(s):*

* Discussion on best practices.

*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

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: 4:25 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)

***TEAMS FOR ICC-LABC ADMINISTRATION COMMITTEE:***

*For access to Teams for the committee, including copies of past meeting minutes and other related documents produced by this committee, please click on the following* [*link*](https://teams.microsoft.com/l/team/19%3a55PqWfNFy_Db5auk2zvD4eYaENsTcpyDLWY7seh1DvI1%40thread.tacv2/conversations?groupId=549ac423-7b7b-439e-b9cb-2c084b85463e&tenantId=313f11c3-4268-4f6a-8d3b-c7e650183e78)*. You must have been invited as guest member first to access the Teams link.*