**ADMINISTRATION COMMITTEE**

MEETING MINUTES

**JANUARY 8, 2020, WEDNESDAY, 3:00PM–5:00PM**

1. **CALL TO ORDER**

1.1 Meeting called to order approximately 3:10 pm.

|  |  |  |
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| **Committee Member** | **Jurisdiction/Chapter/Company** | **Present** |
| Amir Hamidzadeh | Agoura Hills |  |
| Arnold Barreda | Pasadena |  |
| Ben Galan | West Hollywood |  |
| Clara Astua | Long Beach |  |
| Giancarlo Moral | Long Beach |  |
| Eugene Barbeau | Los Angeles | 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 | X |
| Mostafa Kashe | Los Angeles County |  |
| Paul Armstrong | TRB |  |
| Razmig Shamim | Los Angeles County |  |
| Ron Takiguchi | Burbank |  |
| Shahen Akelyan (President) | 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 |  |
| Crystal Sujeski | OSFM |  |
| David Hansen | Ventura County |  |
| Dennis Richardson | AWC |  |
| Emily Withers | HCD |  |
| Greg Andersen | OSFM |  |
| Greg Anderson | Citrus Heights | X |
| Homer Maiel | Tri-Chapters | X |
| Jay Hyde | SVABO |  |
| Jennifer Reiss | OSFM |  |
| John Taecker | UL |  |
| John Westfall | HCD |  |
| Jonathan Cook | OSHPD |  |
| Kevin Reinertson | Riverside County |  |
| Kyle Kraus | HCD |  |
| Susan Dowty | ICC |  |

1. **APPROVAL OF PREVIOUS MINUTES**

2.1 Meeting minutes for December 11, 2019 approved.

1. **COMMUNICATION**

3.1 Meeting Schedules for 2020. Truong discuss the upcoming schedule for the rest of the year.

3.2 Chapter ABM January 18, 2020. Truong mentioned the upcoming ABM. Shahen provided additional information.

3.3 Committee Roster Update 2020. Truong reminded everyone to send him updates to the roster info.

3.4 Outcome of OGCV for the Group B 2021 I-Codes. No comparison has been made yet regarding the recommendation made by the committee vs the actual outcome of the OGCV. Truong will ask someone to perform this quick comparison.

3.5 Vice Chair for Administration Committee. Shahen graciously agreed to serve as vice chair for this coming year. Truong will continue to stay on until (or if) a new chair is selected.

3.6 Ventura Chapter ABM 2/8/20. Laura mentioned the upcoming ABM for the VR Chapter. Additional info can be located on their website.

1. **NEW BUSINESS**

4.1 Intervening Code Cycle.

*Discussion Point(s):*

* Will need to check what changes are being proposed for the intervening code cycle. Viewed the timetable outline on CBSC website for when public comments will be available. May need to check individual state agencies to determine initial express terms and findings.

*Action Item(s):*

* None at this time.

4.2 Administrative Amendments.

*Discussion Point(s):*

* Discussed whether there are certain types of administrative amendments to consider for future ICC or LABC code adoption.
* Plan review expiration. Not at this time.
* Permit expiration. Not at this time.
* Record retention. Not fully discussed.

*Action Item(s):*

* Email everyone to suggest ideas of common administrative amendments.

4.3 Specialty Topic.

*Discussion Point(s):*

* Discuss whether specialty topic should be on the agenda.
* ADU/JADU (AB68). Yes.
* Tiny Houses CRC Appendix Q. Yes.
* Emergency Shelters CRC Appendix X. Yes.
* Prefabricated Structures (wood modular, containers, not HCD approved type). TBD.
* Much of the eventual discussion was on whether adoption of the various appendices by HCD meant it was applicable for local enforcement OR local adoption is still required before it can be enforced?

*Action Item(s):*

* Truong will email Kyle to clarify this question on the enforceability of the appendices adopted by HCD or if additional action is required by local jurisdiction to enforce it.
* Email everyone to suggest ideas of specialty topic to discuss, provided however, it is predominantly administrative in nature and not necessarily leaning heavily on either structural or fire-life safety.
1. **EXISTING BUSINESS**

5.1 Tiny Mobile Home.

*Discussion Point(s):*

* Eugene indicated no update at this time. Still working through the ordinance.

*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).

Audio Call-in Number: **408-792-6300**

 Date Time Meeting Number Click Hyperlink Below

01-08-20 3:00-5:00 804 939 226 [Start Your Meeting](https://longbeach.webex.com/longbeach/j.php?MTID=mef9090074efcdb9c2a44f486f3ffc603)

02-12-20 3:00-5:00 802 817 014 [Start Your Meeting](https://longbeach.webex.com/longbeach/j.php?MTID=m266ee2b356e2032d8e9e5598cc649cc3)

03-11-20 3:00-5:00 808 439 053 [Start Your Meeting](https://longbeach.webex.com/longbeach/j.php?MTID=mcd272438de56f0d981a73935c0a70073)

04-08-20 3:00-5:00 806 198 145 [Start Your Meeting](https://longbeach.webex.com/longbeach/j.php?MTID=m9c1f1de385104fae5d06826cedae1ff5)

05-13-20 3:00-5:00 804 942 967 [Start Your Meeting](https://longbeach.webex.com/longbeach/j.php?MTID=md0028b3e7c408c073597112268fc9acc)

06-10-20 3:00-5:00 TBD Start Your Meeting

07-08-20 3:00-5:00 TBD Start Your Meeting

08-12-20 3:00-5:00 TBD Start Your Meeting

09-09-20 3:00-5:00 TBD Start Your Meeting

10-14-20 3:00-5:00 TBD Start Your Meeting

11-11-20 3:00-5:00 TBD Start Your Meeting

12-09-20 3:00-5:00 TBD Start Your Meeting

1. **ADJOURNMENT**

7.1 Meeting adjourned approximately at 4:40 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:***

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