



LOS ANGELES BASIN CHAPTER

INTERNATIONAL CODE COUNCIL

Established 1957
www.icclabc.org

P.O. Box 1099
 Alhambra CA 91802



FY 2014

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ADMINISTRATION COMMITTEE MEETING MINUTES

April 3, 2014
1:30 PM – 2:30 PM

Teleconference Call

Call-in toll number: 1-408-792-6300

Access code: 574 215 707

1.0 CALL TO ORDER. Meeting began at 1:38 pm.

Member	Jurisdiction	Present	Absent
Addison Smith	JAS		X
Ali Fattah	San Diego		X
Amir Hamidzadeh	Agoura Hills		X
Charles Russell	VCA Code Group	X	
Chris Lee	Santa Monica		X
David Khorram	Long Beach		X
Gabriel Linares	La Brea		X
Hadi Tabatabaee	County of Orange		X
Henry Huang	Bureau Veritas		X
Jesse DeAnda	Beverly Hills		X
Jing Reyes	Los Angeles		X
Karyn Beebe	APA		X
Mark Campbell	Redondo Beach	X	
Neville Pereira	Transtech	X	
Paul Armstrong	CSG		X
Peter Kim	Los Angeles		X
Sarkis Nazerian	Pasadena		X
Steve Ikkanda	ICC		X
Truong Huynh	Long Beach	X	
Victor Cuevas	Los Angeles		X

2.0 APPROVAL OF PREVIOUS MINUTES. Review and approve:

2.1 Motion by Mark to approve Meeting Minutes for May 28, 2013, June 11, 2013, and July 23, 2013. Second by Neville to approve the minutes. All members present in favor of approval.

3.0 COMMUNICATION

3.1 Truong discussed this year's goal, 2 of which are continuation of last year's goal for e-plan review and water conservation plumbing fixture self



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certification, and a 3rd goal of coordinating code adoption activity statewide for the 2015 ICC ABM in Long Beach.

4.0 EXISTING BUSINESS

4.1 Electronic Plan Review. Truong outlined how he envisioned the committee would complete this item. Phase 1 is to discuss and receive inputs from participating jurisdictional members. Phase 2 is to discuss and receive inputs from the vendors. And Phase 3 is to discuss and receive inputs the design and construction community (i.e., AIA, SEAOSC, CBIA, etc.). After gathering all feedback/comments, the information would be consolidated into a document to reflect current or best practices. After some discussion, there was a general agreement on the approach. Truong will email to the rest of the members to ensure everyone is aware and buy into the approach as well. Also, to speed up the time to consolidate the information, Truong will email everyone to provide feedback on each of the subject identified below, including a questionnaire. The following subjects are:

- Types of software/vendor
- File and document types for electronic submittal
- Naming convention for uploaded files
- Standard size for uploaded files
- Method of uploading files
- Pre-requisite for electronic submittal
- Prescreening of uploaded files
- Payment of plan review fees
- Voluntary or mandatory electronic plan submission
- Over the counter plan review
- Standard electronic correction list
- Design professional's stamp and signature
- Other agency approvals required
- Procedure for revisions of construction documents
- Method of approving construction documents
- Agency approval stamp, content and location
- Approved construction documents for inspection staff
- Payment of permit fees
- Archiving and retrieval of electronic approved construction documents
- Pre-requisite for system and installation requirements
- Interoperability with other systems
- Training and technical support
- Support from stakeholders
- General concerns to overcome
- Funding source

4.2 SB 407 Water Conservation Plumbing Fixtures. The discussion centered on how the committee wants to complete this task. It was initially taken on by Truong in an attempt to develop a uniform document to facilitate self-



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certification by those jurisdictions that might want to take this approach in dealing with SB 407. Since then, other documents and guidelines by other jurisdictions or organizations began circulating. The committee members were unsure whether to take more of an active role or just complete the initial task. It was generally agreed that each member reach out to a few jurisdictions within their area or that they know of to survey their level of interest in using self-certification. Additionally, it was discussed that the committee gather the info and have it posted at a single location on the website for all to see and make their own decision on level of enforcement.

5.0 NEW BUSINESS

5.1 2015 ICC ABM Code Coordination. There was a general consensus that CA has an opportunity to rally members in the state towards supporting each other for common amendments to the model code of interest to most of us. The committee was not sure to what extent this is done or whether to coordinate it with others such as CALBO. Further discussion was warranted.

6.0 ESTABLISH NEXT MEETING

6.1 It was generally agreed to keep the meeting time to once a month, 1st of each Thu from 1:30 to 2:30.

6.2 The next meeting will be May 1, 2014 from 1:00 to 2:00 via teleconference call.

7.0 ADJOURNMENT

7.1 Meeting adjourned at 2:35 pm.