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CODE  
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**EXISTING BUILDING SAFETY – A GUIDELINE FOR INSPECTION  
GUIDELINE DEVELOPMENT COMMITTEE**

**Friday, June 14, 2024**  
3:00 –4:30 pm Eastern

**MS TEAMS VIRTUAL MEETING**

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Meeting ID: 286 911 984 707  
Passcode: SrdVko

**MEETING MINUTES**

- 1. Roll Call:
  - a. Committee:

Sergio Ascunce	x	Phil Line	
John Catlett	x	Steve Orlowski	x
Dwayne Garriss	x	Don Scott	x
Mark Graham	x	Gus Sirakis	
Jennifer Goupil		Steve Szoke	x
Bryan Holland		Kenneth Wagner	x
Ryan Kersting	x		
A quorum requires 7 in attendance.			

- b. ICC Staff: Kevin McOsker
- 2. Meeting Conduct was discussed as follows:
  - a. Identification of Representation
  - b. Ethical Conduct
  - c. Antitrust Compliance Guideline
- 3. Previous Meeting Minutes Review and Approval – A motion was made and seconded to approve the minutes from the May 23, 2024, meeting; approved by the committee unanimously.

#### 4. Work Groups reports and possibly act on recommendations:

##### a. Structural – Ryan Kersting

The Structural Working Group (SWG) has not formalized any recommendations for any specific Public Comments. The SWG is suggesting that some areas for the guideline that are not assigned them, may need to be considered by the SWG.

This group is proposing to revise the specific sections of the guideline based on the multiple public comments for each section. They will consolidate them into revised language and provide an updated section back to the committee for review.

A question was raised about the process with respect to reporting out exact disposition of the public comment with committee comments, like what is done at the code hearings. Chair Garriss, noted that we will need to create tracking that staff could report out that all the public comments were considered. A second public comment period is not required per the applicable Council Policy.

##### b. Building Elements – Sergio Ascunce

Sergio noted that given the wide range of this group, the subject matter experts were then assigned to review and provide a recommended action on the Public Comments.

John Catlett's recommendation was considered at meeting by the committee as follows:

- PC 75: Considered, No Action
- PC 76: Hold for further review.
- PC 77: Considered, No Action
- PC 79: Deferred to Work Group, may need to look at the entire document.
- PC 80: Approved w/ Intent to Modify, with minor editorial correction.
- PC 81: Considered, No Action, see action on PC 80.
- PC 82: Approved as Submitted, may need correlation w/ PC 80.
- PC 156: Considered, No Action.
- PC 157: Considered, No Action.
- PC 158: Considered, No Action.
- PC 160: Approved with Intent to Modify, medication to delete the last sentence.
- PC 161: Considered, No Action.
- PC 166: Approved as Submitted.
- PC 162: Considered, No Action.
- PC 163: Considered, No Action.
- PC 164: Approved as Submitted.
- PC 165: Hold, pending action to be taken on Section 5.3.
- PC 197: Considered, No Action.

The recommendation from the rest of the BEWG recommendation were not considered as time expired for the scheduled meeting.

c. Scope/Implementation – Dwayne Garriss

The public comments assigned to the Scope/Implementation Work Group (SIWG) were reviewed by the committee; due to time constraints, they were not discussed at the meeting. Garriss noted that PC #2 should be reviewed by the BEWG. Ascunce noted the BEWG would review PC #2

5. New Business –Those public comments that are: “Considered, No Action Taken” and “Approved as Submitted” from the work groups will be proposed for a consent agenda for the July meeting. There may be some considered for the consent agenda that may require further discussion. These could be removed from the agenda, as needed. Public comments that have modifications will need to be further discussed by the committee.
6. Schedule of Upcoming Meetings:
  - July 19, 2024 – Wednesday (Time TBD): The date was corrected from the agenda from July 17<sup>th</sup> to the 19<sup>th</sup>, as scheduled.
7. Good of the Order. Shout to John Catlett for being prepared and organized, by Ryan Kersting.
8. Adjourn – Meeting adjourned at 1:36 ET.