



International Code Council

INTRO COMMITTEE MEETING MINUTES

Off-Site Construction Mechanical, Electrical and Plumbing Standard Consensus Committee (IS-OSMEP)

An introductory meeting of the ICC Off-Site Construction Mechanical, Electrical and Plumbing Standard Consensus Committee (IS-OSMEP) was convened on November 17, 2021 as an orientation for the committee to initiate the process of developing the ICC 1210 standard.

1. Meeting Opening

- a. Opening remarks, objective of the meeting, and housekeeping:

Director of Standards and Staff Secretariat, Karl Aittaniemi called the meeting to order at 2:01 pm CT and welcomed all committee members and ICC staff. Mr. Aittaniemi noted that the meeting was introductory to the committee members and ICC staff present on the call. The first official in-person meeting of the committee to be scheduled will be open to the public in accordance with ICC policy. All meeting participants were urged to read the ICC Code of Ethics and section 5.1.10 Representation of Interests in Council Policy #7 in the spirit of code of conduct. These documents are on ICC’s website under Corporate Governance.

- b. Quorum and membership review:

Mr. Aittaniemi called the roll of the IS-OSMEP with the following members registering attendance. Mr. Aittaniemi noted that 6 of 11 committee members is required for a quorum in order to conduct business which was exceeded for the meeting. He noted that committee positions were appointed by the ICC Board of Directors. According to ICC Consensus Procedures no single interest category should constitute more than 1/3rd of the membership of the committee.

NAME	2021 IS-OSMEP COMMITTEE MEETING			
	intro 11/17/2021	#1 tbd	#2 tbd	#3 tbd
Amit Ghosh [h]	X			
Jon Hannah-Spacagna [d]	X			
Christopher Jensen [c]	X			
Kevin Kalakay [h]				
Lawrence Kotewa [d]	X			
Kimberly Llewellyn [a]	X			
Andie Lorenz [h]	X			
James Morse [b]	X			
Shanti Pless [c]	X			
Ralph Tavares [d]	X			
Jeremy Zeedyk [b]	X			
TOTAL	10/11			

c. Use of Webex platform to conduct teleconference meetings:

Mr. Aittaniemi explained the basics of using Webex for holding remote teleconference meetings. He emphasized the use of the mute device during conversations to reduce background noise and interference from call-in users.

d. ICC Standard Development Process & Policies:

Mr. Aittaniemi noted that the ICC Consensus Procedures for standards development as well as ICC Council Policies CP-7 and CP-12 that govern how ICC committees function were distributed to committee members at the time of appointment. ICC procedures adhere to ANSI's Essential Requirements for developing a consensus document for eventual submittal to ANSI as an American National Standard. An ICC webpage has been created for the [off-site construction](#) committees and public to view the latest news, meeting notices and working documents.

2. Committee leadership, Chair & Vice Chair of the committee:

Mr. Aittaniemi indicated those committee members who had interest in the positions of Chair and Vice Chair as per the individual applications received at the time of the "Call for Committee".

3. Discussion of work groups and work plan:

Mr. Aittaniemi explained that work groups are created by the committee and require a scope. Work groups may consist of committee members and interested parties in an effort to address specific technical topics in the standard development. The purpose of the work groups is to report to the committee as a whole with recommendations. Interested parties may address the committee at the pleasure of the Chair but cannot vote on committee matters.

A work plan will be constructed by Mr. Aittaniemi with input from the Chair and Vice Chair and will be discussed with the committee at the first meeting.

4. Discussion of document to become the initial draft of the standard(s):

Mr. Aittaniemi discussed providing a starting document that contained required ICC statements and caveats. A suggested Table of Contents was provided as a means to begin the construction of the initial draft for the first public meeting. This document along with a guide for writing verbiage in enforceable language will be available on the OneDrive file sharing platform.

5. Discussion of Initial Public Input:

Mr. Aittaniemi explained that when the committee is comfortable with the initial draft, it will be posted for initial public input (comment) at which point public proposals will be received. All topics in the initial draft are eligible for public input. The secretariat will compile a public input agenda for the committee to adjudicate in future meetings. Subsequent drafts of the standard that contain technically substantive changes will be posted for public comment but shall be restricted to underline/strikethrough revisions only.

6. Next Meeting:

The first public in-person meeting will be held on December 15, 2021 at 2 pm CT. An official meeting notice and agenda will be posted forthcoming.

7. Other Business:

None

8. Action Items & Adjournment

The action items from the meeting were summarized as follows:

<i>Transmit list of committee officer candidates for committee consideration at next meeting</i>	<i>Aittaniemi</i>
<i>Transmit link to OneDrive to committee members</i>	<i>Aittaniemi</i>

With no other questions or comments before the committee Mr. Aittaniemi adjourned the meeting at 3:08 pm CT.