



**INTERNATIONAL  
CODE  
COUNCIL®**

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

**Monday, June 26, 2023**  
2:30 – 4:00 pm Eastern

**MS TEAMS VIRTUAL MEETING**

Meeting ID: 215 854 898 679

Passcode: DYAQLm

[Join on the web](#)

**MEETING MINUTES**

1. Roll Call:

a. Committee:

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

Kevin McOsker will reach out to Kenneth Wagner and Mark Graham make sure they are getting noticed on the meetings.

ICC Staff attending:

Kevin McOsker  
Dorothy Mazarella

b. Interested Parties – Attended.

2. Meeting Conduct Discussed

- a. Identification of Representation ([Council Policy 7](#))
- b. Ethical Conduct ([Code of Ethics](#))
- c. Antitrust Compliance Guideline (Council Policy 50 [Antitrust Compliance Guideline](#))

3. Background of Guideline Development
  - a. Discussion of Guideline Process – currently at Step 5 Creation of a draft Guideline (based on ICC staff guideline draft)
  - b. Kevin McOsker briefed on the ICC draft Guideline, intent of overall document, and specific provisions.
  - c. Questions from Committee and Interested Parties regarding general and specific elements of the guideline.
  
4. Committee Voted on Chair and Vice Chair
  - a. Chair – Dwayne Garriss
  - b. Vice Chair – Gus Sirakis
  
5. Continued Document Development
  - a. Committee will modify existing document before public comment.
  - b. Committee discussed and agreed on work groups as follows:
    - i. Structural Work Group
    - ii. Building Element Work Group
    - iii. Scope/Implementation Work Group
  - c. The committee established work group members and leadership as follows:
    - i. Structural Work Group
      1. Ryan Kersting (Work Group Captain)
      2. Jennifer Goupil
      3. Phil Line
      4. Don Scott
      5. Steve Szoke
      6. Abi Aghayere (Interested Party)
      7. Michael Fillon (Interested Party)
      8. Kelsey Paroline (Interested Party)
    - ii. Building Element Work Group
      1. Sergio Ascunce (Work Group Captain)
      2. John Catlett
      3. Mark Graham
      4. Bryan Holland
      5. Kenneth Wagner
    - iii. Scope/Implementation
      1. Dwayne Garriss (Work Group Captain)
      2. Gus Sirakis
      3. Steve Orłowski
  - d. The committee requested work group rosters and contact information for each group.
  - e. The committee reviewed the current Guideline draft and assigned work groups to each section of the guideline (see Assignment Matrix, separate document) as the primary responsibility for development of the guideline.
  - f. The committee discussed a goal of completion of the document by the end of the year.
    - i. Committee goal to have document ready for public comment by early to mid-October.

- g. The committee suggested a Teams Channel for communication and file sharing, Kevin McOsker will see how to provide this for the committee.

6. Schedule of Upcoming Meetings:

July 11, 2023 – Tuesday

The committee cancelled this meeting to provide work groups time to begin evaluation of guideline.

July 25, 2023 – Tuesday

Meeting updates on work group progress

August 8, 2023 - Tuesday

August 22, 2023 - Tuesday

September 5, 2023 - Tuesday

September 19, 2023 - Tuesday

October 3, 2023 - Tuesday

October 17, 2023 - Tuesday

October 31, 2023 - Tuesday

November 14, 2023 - Tuesday

November 28, 2023 - Tuesday

December 12, 2023 – Tuesday

December 26, 2023 – Tuesday

\*All meetings scheduled for 2 pm ET, unless otherwise noted.

7. New Business

ICC website for the G7-202x GDC: <https://www.iccsafe.org/products-and-services/standards-development/is-ebi/>

8. Adjourn

- a. Meeting adjourned at 4:03 pm ET.