



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

Tuesday, December 12<sup>th</sup>, 2023  
2:00 – 3:30 pm Eastern

### MS TEAMS VIRTUAL MEETING

Meeting ID: 293 801 643 784

Passcode: rKmpZC

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### MEETING MINTUES

1. Roll Call:

a. Committee:

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

b. ICC Staff:

- i. Dorothy Mazzarella
- ii. Kevin McOsker

2. Meeting Conduct discussed as follows:

- a. Identification of Representation:
- b. Ethical Conduct:
- c. Antitrust Compliance Guideline:

3. Previous Meeting Minutes Review and Approval

Meeting Minutes November 28, 2023 – Motion was made to approve with modification, to correct the number of items from three to four in the eighth paragraph; unanimously voted to approve as amended, the minutes of the November 28th meeting.

4. Review and discuss the two options for Table 4.1 (Structural and Envelope Assessment Frequencies).

Chair Garriss gave Bill McHugh an opportunity to speak on his suggested modification to the current guideline draft with respect to fire protection systems and roofing elements. At the previous meeting, we ran out of time to bring Mr. McHugh's comments forward.

The committee began working on finalizing Table 4.1 from the version that Sergio Ascunce updated. A Maintenance Assessment column was added with a notion that this occurs on a yearly basis, this is also noted in the body of the draft guideline. The discussion continued regarding the environmental and construction material columns, specifically the special column for material (wood) specific for milestone inspection intervals.

Phil Line discussed wood structural elements, with different risks and vulnerabilities, but also when used properly, like all materials, wood should have similar aging characteristics than the other construction materials. It was decided to eliminate the wood construction column and identify the environmental factors that may warrant special consideration. The weather exposure and other factors are conditions that may warrant an earlier assessment, that should be included in the document. The footnotes, specifically footnote c., may need to be revisited to make sure we capture all the vulnerabilities buildings are subjected to.

The structural group suggested including a periodic assessment at either a 10- or 15-year interval. A column was added to include a Periodic Assessment. The definition of the periodic assessment needs to be revisited, along with who performs the assessment. A fifteen-year interval is provided as a compromise for the time frame. As well as consistency in the language between the other Table (4.2 and 4.3) that use periodic assessments.

The group decided to remove the Risk Category I row in the table. The overwhelming point was that single family residential (SFR) is exempt, Risk Category I buildings are generally considered a lesser risk than SFR's. Other assessments may be considered for specialized building components or features (deck, balconies, cornices). Inclusion of Mr. Szoke's table of other inspection program throughout the country could be used for the inclusion into the guide. This could prompt the reader/user of the document to consider those types of features in addition to an overall building assessment. Mr. Szoke agreed to allow inclusion of the table. A footnote can be considered for the user to consider unusual Risk Category I building for assessments.

Table 4.1 will include the building envelope as the scope for the assessment process for governed by this table.

5. Discuss decision tree for timeframes of assessment/inspections.

Steve Orłowski and Heather Anesta met offline to develop time frames and flow charts for the process. Heather provided an overview of the three flow charts for the condition assessment with a timeline, the assessment flow chart (based on process), and the supplemental conditional assessment process flow chart including distress or dangerous condition and reporting the Building Official and/or AHJ. Some concerns about earlier notification to the Building Official to drive evaluation and/or corrective measures were brought up. The group feels the flow charts may be a helpful tool for the user/reader of the document.

The supplement assessment will accelerate the resolution of issues discovered in any of the assessments (maintenance, periodic, or milestone). These assessments may be location specific for elements discovered with some level of discrepancy or distress.

6. Review and discuss the consolidated draft committee draft guideline.

This element was deferred/tabled with respect to time remain for this meeting.

7. Schedule of Upcoming Meetings:

~~July 11, 2023—Tuesday~~  
~~July 25, 2023—Tuesday~~  
~~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 2:00 pm ET, unless otherwise noted.

8. Schedule additional meetings.

The committee agreed upon scheduling meetings on January 9<sup>th</sup>, 16<sup>th</sup>, 23<sup>rd</sup>, and the 30<sup>th</sup>. Kevin will send out appointments for these meetings, after the meeting.

9. New Business

An update draft is pending from Kevin to move the Table into the document and consider the footnotes, we will need to look for any gaps with the new Table, and other action steps that have been edited on the committee working document relevant to Table 4.1.

10. Good of the Order – None

11. Adjourn – The meeting was adjourned at 3:38 pm ET.