



**INTERNATIONAL
CODE
COUNCIL®**

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

Thursday, February 22nd, 2024
2:00 – 3:30 pm Eastern

MS TEAMS VIRTUAL MEETING

Meeting ID: 266 515 150 093

Passcode: BCTYF8

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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			
A quorum requires 7 in attendance.			

- b. ICC Staff:
 - i. 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 – A motion was made and seconded to approve the minutes from the February 13, 2024, meeting; voted unanimously. Note: Steve Orlowski was not present for the vote.

4. Tabled Items from the Previous Meeting:

- a. Section 5.3: More detail regarding recommendations?

Modifications were made during the meeting to correct items with respect to the final report of condition assessments, who is responsible to maintain and how long to keep the records of condition assessments. These changes will be provided in the next version of the draft.

- b. Appendix A: Add building permit to list.

The committee agreed to add Building Permits to the list of documents in Appendix A. This change will be provided in the next version of the draft.

- c. Appendix A: Add As-Built Drawings to list.

The committee agreed to add As-Built Drawings to the list of documents in Appendix A. This change will be provided in the next version of the draft.

- d. Appendix B: Delete RDP in copies of assessment results.

The committee agreed to delete Registered Design Professional in item 8 in Appendix B. This change will be provided in the next version of the draft.

- e. Appendix E: Confirm all element in flowchart have provisions in guideline (orange circles w/ pointers).

Tabled to later in the meeting.

- f. Appendix E: Update/Size/Format.

Tabled to later in the meeting.

- g. Appendix F: Transition schedule, updated for the 15 vs. 30-year intervals; confirm.

Kevin updated the transition document to reflect the 15-year interval based on the document vs. the Sergio's original document that was developed assuming a 30 year interval. No comments were provided.

5. New Items from Last Meeting Tabled:

- a. Mandatory vs. Non-Mandatory language (Bonnie Manley).

Kevin volunteered to update the language with mandatory vs. non-mandatory language, with the idea that we would explore a "should [shall]" type language that is used in other ICC documents.

b. Flowchart Update and Comments (Steve Orłowski).

Tabled to later in the meeting.

c. Edits and Comments (Sergio Ascunce)

Additional edit to include an As-Built Conditions language that the guideline does not confirm the building was construction to original design document.

The table no longer addresses which buildings are subject to the assessment in the guideline (i.e. risk category, height, occupant load), except were exempted in section 4.1.1. It was decided earlier to allow the AHJ to decide the threshold for implementation. Kevin will put together applicable language for the committee and interested parties to review if the language is adequate to provide the necessary guidance in the document.

d. "Milestone" references in document (Julie Furr).

Kevin will update the term "milestone" in the document as it applies in the document and adjust the draft as needed.

6. Update on Items Assigned at Last Meeting:

a. Planning/Documentation (Michael Fillion, Ryan Kersting, Don Scott).

The group looked at the Planning and Preparation issue and recommended new language for the draft guideline. This change will be provided in the next version of the draft.

b. Preface/Scope (Heather Anesta and All).

The new Preface for the document was considered; the third sentence received a slight modification. This change will be provided in the next version of the draft.

c. Visual Assessment vs. operational or testing of equipment (Kevin McOsker, Julie Furr)

This item was tabled for the next meeting, as Kevin didn't have the opportunity to review the revised language with Julie Furr.

d. Section 4.1.4.2: We need a lead-in/conclusion for this paragraph and tie to environmental table, Section 4.1.1.1, or other (Julie Furr, Steve Szoke)

The information in this draft was too extensive for consideration at his time. Chair Garriss asked for this work to be sent for review and consideration.

e. Table 4: Footnotes and other notes clean up (Dwyane Garriss).

This item was deferred due to time constraints to allow discussion on the flowcharts; and then deferred to the next meeting.

Tabled 4e, 4f, and 5e with respect to the flowchart:

Steve Orłowski updated the Milestone to Periodic Assessment in the flowchart and an update for the supplemental assessment when a dangerous condition exists requires the assessor to notify the Building Official, in lieu of delivering a report. The supplemental condition section number needs to be updated in the chart. The document requires all reports to be submitted to the code official. Steve will update the flowchart as needed.

7. New items for consideration. None
8. Schedule of Future Meetings – It was noted that the next meeting is scheduled for Tuesday, February 27th.
9. Good of the Order -None
10. Adjourn – Meeting adjourned at 3:38 pm ET.