



International Code Council

INTRO COMMITTEE MEETING MINUTES

OFF-SITE AND MODULAR CONSTRUCTION COMMITTEE (IS-OSMC)

An introductory meeting of the ICC Off-Site and Modular Construction Committee (IS-OSMC) was convened on October 3, 2019 as an orientation for the committee to initiate the process of developing the ICC 1200 and ICC 1205 standards.

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 11:02 AM EDT 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 scheduled for November 19 and 20, 2019 will be open to the public in accordance with ICC policy.

b. Quorum and membership review:

Mr. Aittaniemi called the roll of the IS-OSMC with the following members registering attendance. Mr. Aittaniemi noted that 8 of 15 committee members is required for a quorum in order to conduct business which was exceeded for the meeting. He noted that committee positions and contingency positions were appointed by the ICC Board of Directors and Mr. Ryan McIntosh accepted the position previously held by Mr. Klint Cleveland who resigned. According to ICC Consensus Procedures no single interest category should constitute more than 1/3rd of the membership of the committee.

NAME	2019 IS-OSMC COMMITTEE MEETING			
	intro 8/19/2019	#1 11/19/2019	#1 11/20/2019	#2 tbd
John Barrot [D]	X			
Kenneth Bland [C]	X			
Jeffrey Brown [H]	X			
Vaughan Buckley [B]	X			
Jay Daniels [A]	X			
Tom Hardiman [D]				
Brett Jones [A]	X			
Kelly Kelly [H]	X			
Ryan McIntosh [B]	X			
Chuck Michalesko [A]				
Jonathon Paradine [H]	X			
Dennis Pilarczyk Jr [C]	X			
Craig Sedlacek [H]	X			
Ralph Tavares [D]	X			
David Tompos Sr [C]				
TOTAL	12/15			

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 [IS-OSMC](#) committee 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".

There were three members, Mr. Tompos, Mr. Brown and Mr. Hardiman that were unanimously nominated by the committee to serve as Chair. Since Mr. Tompos and Mr. Hardiman were not present, the nomination for Vice Chair was reserved based on the outcome of the Chair position.

Secretariat note: On October 4, 2019 Mr. Tompos accepted the Chair and Mr. Hardiman accepted the Vice Chair.

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 provided 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 in November 2019. Mr. Jones discussed an NBS document that may provide good input. There was discussion that Chapter 2 "Definitions" might be a good starting point to standardize terms used in the industry. There was discussion that ICC 1205 which addresses regulatory issues could be developed concurrent with / or before ICC 1200.

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 will be posted for public comment but shall be restricted to underline/strikethrough revisions.

6. Next Meeting:

The first public in-person meeting will be held on Tuesday, November 19, 2019 and Wednesday, November 20, 2019 at the Four Points Sheraton Chicago O'Hare, 10249 W Irving Park Rd, Schiller Park, IL. An email was sent to all committee members with Hotel Information and Confirmation. An official meeting notice and agenda will be posted forthcoming.

It was suggested that committee members be prepared to briefly discuss their understanding of the "state of the industry" so that committee members in the various interest categories can have a broader appreciation.

7. Other Business:

None

8. Action Items & Adjournment

The action items from the meeting were summarized as follows:

<i>Post PINS statements on webpage</i>	<i>Karl Aittaniemi</i>
<i>Look into deadlines required for adoption in the I-Codes</i>	<i>Karl Aittaniemi</i>

With no other questions or comments before the committee Mr. Aittaniemi adjourned the meeting at 12:08 PM EDT.