



International Code Council

SECOND COMMITTEE MEETING MINUTES

Off-Site Construction Tiny Houses Standard Consensus Committee

(IS-OSMTH)

(Committee approved March 20, 2024)

The second meeting of the ICC Off-Site Construction Tiny Houses Standard Consensus Committee (IS-OSMTH) was convened on February 21, 2024 to continue the process of developing the ICC 1215 standard. The teleconference meeting was conducted through Teams.

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 2:02 pm CT and welcomed all committee members and ICC staff. This second meeting of the committee is open to the public in accordance with ICC policy. All meeting participants were urged to read the ICC Code of Ethics, section 5.1.10 Representation of Interests in Council Policy (CP) #7 and CP #50 Antitrust provisions 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-OSMTH with the following members registering attendance. Mr. Aittaniemi noted that 10 of 18 committee members is required for a quorum in order to conduct business which was exceeded for the meeting.

| NAME | 2024 IS-OSMTH COMMITTEE MEETING | | | |
|----------------------------|---------------------------------|----------------|-----------|-----------|
| | #1 01/31/24 | #2 02/21/24 | #3 tbd | #4 tbd |
| Alex Ontiveros Aguilar [d] | X | X | | |
| Thomas Campbell [h] | | X | | |
| Mike Cheatham [b] | | | | |
| Zack Giffin [f] | X | X | | |
| Joshua Harmon [d] | X | X | | |
| Caleb Knowles [a] | X | X | | |
| Vina Lustado [d] | X | | | |
| Tracy Manchego-Baker [d] | X | X | | |
| Bill McKinney [h] | X | X | | |
| Nick Mosely [a] | X | X | | |
| Jon Paradine [h] chair | X | X | | |
| Dena Paschke [h] | X | X | | |
| Jay Richards [h] | | X | | |
| Matt Rozzell [h] | X | X | | |
| Abby Shank [d] | X | X | | |
| David Tompos Sr [c] | X | X | | |

| | | | | |
|--------------------------|-------|-------|--|--|
| Alaska Wagoner [f] | X | X | | |
| Brad Wiseman [d] v chair | X | X | | |
| TOTAL | 15/18 | 16/18 | | |

c. The agenda was approved for the meeting.

2. ICC Standard Development Process & Policies:

There were no questions regarding ICC's standards development process. An ICC webpage has been created for the [off-site construction](#) committees and public to view the latest news, meeting notices, meeting minutes and working documents for the public to view.

a. Role of Interested Parties:

Interested Parties may participate in the development process by attending the public meetings and participating on the work groups created by the committee. If anyone would like to be on the interested party list and join a work group please contact Karl Aittaniemi. Several people volunteered to participate and the work groups table of participants was updated and will be posted to OneDrive and the committee webpage.

3. Discussion of the work plan:

There was no discussion on the work plan.

4. Discussion of work groups:

Mr. Aittaniemi explained that work groups are created by the committee and require a scope which will also be approved by the committee. 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.

In response to inquiries for the committee and IPs. WGs 3 and 4 were assigned titles. WGs 2 thru 4 will receive a meeting invite to assemble and elect a chair and vice-chair. Those roles entail organizing regular meetings of the respective work group and addressing the committee as a whole on progress.

WG 1 – Administration, Definitions, Code Correlation (chap 1 & 2): Joshua Harmon (chair), Tracy Manchego-Baker (vice chair)

WG 2 – Design (chap 3)

WG 3 – Foundations and Transportation (chap 4, 7 & 8)

WG 4 – Manufacturing and Fabrication (chap 5 & 6)

5. Next Meeting:

The third public meeting will be held the week of March 18th, 2024 at 2 pm CT pending a doodle poll result. Future meetings will be considered at the next meeting. It is anticipated the Work Group meetings will be in a two-week cadence.

6. Other Business:

None

7. Action Items & Adjournment

The action items from the meeting were summarized as follows:

| | |
|---|--------------------------|
| <i>Populate the work group folders on OneDrive</i> | <i>Aittaniemi</i> |
| <i>Update work group tables of participants</i> | <i>Aittaniemi</i> |
| <i>Prepare work group scope statement drafts for committee approval</i> | <i>Committee</i> |
| <i>Arrange meeting invites to WGs 2 – 4</i> | <i>Paradine, Wiseman</i> |

With no other questions or comments before the committee Mr. Paradine adjourned the meeting at 3:05 pm CT.