MEETING OF THE
ICC BOARD COMMITTEE ON THE LONG
TERM CODE DEVELOPMENT PROCES
DRAFT MINUTES

August 27, 2019
Hilton New Orleans Riverside

August 27, 2019: 8:00 am – 3:00 pm Central

1. **Roll call - staff**
   See Appendix A for a list of attendees.

2. **Call to Order- Chair Wich**
   2.1   Welcoming remarks
   Chair Wich called the meeting to order at approximately 8:10 am on August 27, 2019, noting the following:
   - Thanks in advance for your active participation. This is a very important activity that will set the future for ICC's Code Development Process.
   - It's not just the committee, an integral part of this effort will be the inclusion of participants in the process.
   - If there is an issue to be discussed, please be sure to:
     o Identify the issue
     o Document why it is an issue that warrants further study
     o Identify potential solutions
     o Support such solutions with noted improvements to the process
   - The findings of this effort will include:
     o The identification of the issue(s) supported by the recommendation of this committee to the ICC Board of Directors
     o In some cases, maintaining the current process for the given issue may be the recommendation
   - The ICC Board has spent a considerable amount of time reviewing feedback on issues which was implemented in the 2018/2019 Cycle. Such issues may not be re-visited unless there is a compelling need and solution.
   - Staff noted that as the formal kick-off of this effort, the purpose of the meeting is to get the committee situated and initial issues identified and potential work plan going forward. Follow-up meetings will be open to outside participants and posted.

3. **Approve Agenda**
   Agenda approved as written.

4. **CP28** *Code Development*

   4.1 Rules governing ICC's Code Development Process (as developed and updated by the ICC Board)
   See website link below for links to Council Policies.

   Staff introduced the following:

   - Steps in the code development process (see Appendix B)
   - 2108/2019 Cycle schedule
   - 2019 Public Comment Hearing schedule
   - Historical code change volume (see Appendix C)

5. **Issues identified to date:**

   5.1 Issues identified during "open discussion" on the May 21st kick-off conference call
        a. cdpACCESS
        Staff noted that code text like exceptions, numbered lists, tables and figures continue to be investigated.

b. Collaboration on code changes/public comments
- Emails were used in the past to collaborate. Now there is a collaboration tool in cdpACCESS.
- Collaboration tool not being used. Multiple code changes on identical issues burdens the process
- Similar code changes are not being withdrawn, just proponents requesting Disapproval

c. Tabling of code changes (CAH and PCH)
- It's working and not being abused

d. Assembly Motion vote following the Committee Action Hearing
- Staff cited the history. This provides an opportunity for all ICC members to weigh in on a code change proposal.
- Some felt this was a meaningless vote – all you need to do is submit a public comment to get the item on the PCH agenda.
- Provides a "check" on the committee.
- Deleting this process would result in the Report of Committee Action Hearing (ROCAH) being posted earlier as staff does not need to wait on the results in order to post the ROCAH.

e. Distribution of voting guides at the Public Comment Hearing
- Voting guides are often placed on the back table at the PCH
- Voting guides are also disseminated via email and website links prior to the OGCV
- Voting guides have been around even before the OGCV.
- ICC does not provide email lists

f. Online Governmental Consensus Vote
- One of the goals of the cdpACCESS committee was to increase participation in the process
- OGCV agenda is set at the PCH
- Some felt that the OGCV is a dis-incentive to participate at the PCH
- Staff noted that the Board approved the identification of the number of eligible voters by state once the validation process is completed for the 2019 Cycle

i. Real time online vote at Public Comment Hearing
- Board elections via real time is being studied
- 2019 PCH will consider 388 code changes
  - Multiple votes occur prior to the vote that sets the ballot for the OGCV. It is not just one for each code change.
  - What is the impact on time to complete the PCH with real time voting.
  - Is a combination of real time voting at the PCH to set the agenda plus the OGCV a possibility?
  - Technology exist to support real time voting?

g. Publication time frame of the I-Codes
Staff noted that the third year in the cycle provides the necessary time to complete the publication process with I-Codes being published in Sept/early Oct of the third year.

h. Additional items identified at the meeting:

- Emergency Action (CP 28 Sect. 2.4.1) vs Interim Critical Amendment (CP 28 Sect. 2.4.2)
- Modification of referenced standards via the code (e.g. ACI 318 in IBC 1905)
- Adoption time frames and the Coalition for Current Safety Codes
- At the CAH, some proponents request "Disapproval" as the change is not "ready for prime time". This does not allow for the committee to comment, thus passing the committee expertise. Then it resurfaces at the PCH and there is no committee response to assist in the evaluation of the code change.
- Calling the question per Roberts Rules of Order (not provided for in CP28)
- Strong support for the "me too wave" as a form of testimony to move the hearings along

5.2 Long term feedback received by the ICC Board
See website link below to the LTCDP site which includes the history of the Board feedback process and links to documents.

- Link to specific long term feedback – link "**proposed structural changes**"
- Common among the restructuring suggestions is that the code development committee acts twice:
  - On the original code change
  - On follow-up public comments submitted
- The following is a summary of the benefits noted by the proponents of the submitted "Revised Process Nos. 1, 2, 3 and 4":
  - Expanded role of committee (2 hearings for each cycle) will result in a reduction in Public Comment Hearing volume.
  - Expanded role of committee, utilizing their expertise to review initial changes and then follow up with review and action on public comments, will result in improved I-Codes
  - Two CAH's per cycle will reduce the number of modifications submitted since they can submit a public comment that is then considered by the same committee.
  - Better vetting of the code changes: Allows proponents two opportunities to make their case to the same committee.
  - Enhances the role and responsibilities of the Code Development Committees.
- Staff noted that consideration of any structural changes to the process which impact meeting/hearing logistics/time frames must be coordinated with existing ICC commitments with hotels and convention centers for scheduled hearings. These commitments are often at least 3 years out.

6. **Identification of new issues**
- With a committee action of "As Submitted", some proponents are reluctant to submit a public comment that further improves the code but at the risk of the code change failing at the PCH/OGCV
- Inconsistent Chair rulings on modifications being ruled in or out of order.
  - Staff noted that this is one of the topics that is practiced and discussed at length at the in-person "Chair/Vice Chair/Moderator" meeting at the beginning of each cycle.
- Scoping matrix developed by the Code Correlation Committee which determines which committee is responsible for considering code changes that cross committee/code lines

7. **Creation of Work Groups (WG)**

7.1 WG logistics (attached)
7.2 Interested party participation

Separate document entitled "Board Committee on the Long Term Code Development Process – Work Groups" under development. Keys to a successful Work Group effort are:

- Charged with investigation, reporting and developing work product for consideration by Board LTCDP.
- The Board LTCDP is the final authority in making decisions/recommendations to be considered by the ICC Board of Directors.
- Chaired by a Board LTCDP committee member
- Prefer committee members participate on at least one WG
- Meet via conference calls
- Any interested party can participate
- Operate informally with the goal of reaching consensus (not necessarily unanimity)

8. **Old Business**
None

9. **New Business**
None

10. **Next Meeting – TBD**

TBD

11.   Adjourn
Chairman Wich adjourned the meeting at approximately 2:30 pm on August 27, 2019.
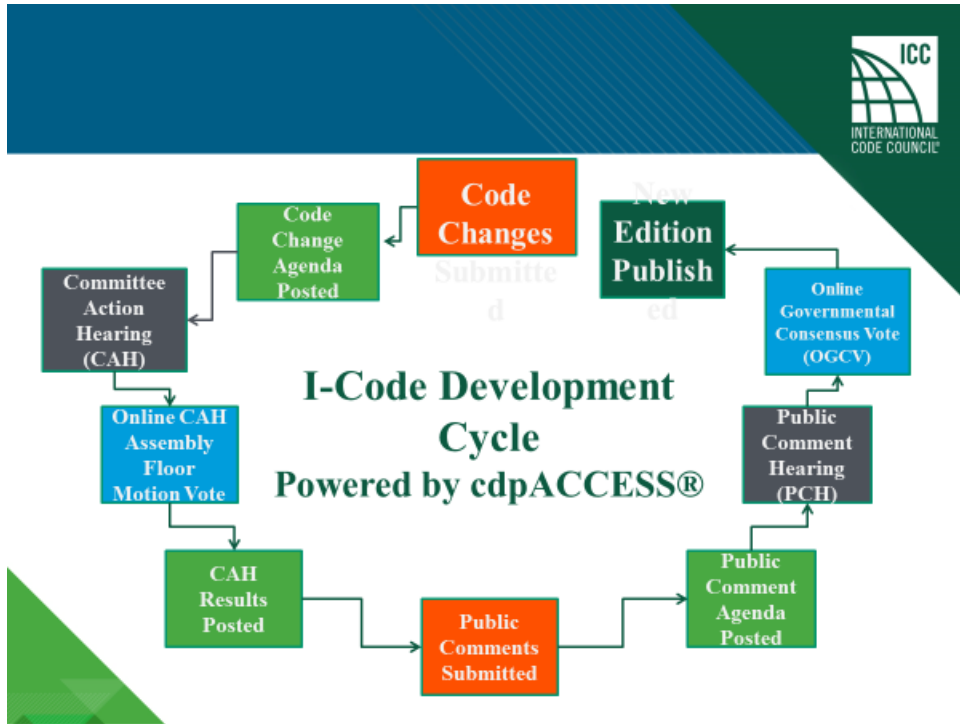
Websites/Links

Board Committee on the Long Term Code Development Process

Council Policies/Code of Ethics

Appendix A

LTCDP Meeting Attendees
August 27, 2019

Name	**Representation**
Mike Wich, Chair	ICC Board of Directors
Suzanne Alfono	NEMA
John Catlett	BOMA
Christopher Chwedwyk	AIA
Bill Dupler	Chesterfield County, VA (retired)
Craig Drumheller	NAHB
Jenifer Goupil	Structural Engineering Institute
Mike Graham	Smart Vent Products
Eric Lacey	RECA
Steve Mawn	ASTM
John Terry	State of New Jersey, DCA (retired)

Via phone:

Paula Cino	NMHC
John Taecker	Industry Advisory Committee
Bill Schock	Building Officials Association of Florida

ICC staff:

Mike Pfeiffer	Staff

Appendix B

I-Code Development Cycle Powered by cdpACCESS®

- Code Changes Submitted
- Code Change Agenda Posted
- Committee Action Hearing (CAH)
- Online CAH Assembly Floor Motion Vote
- CAH Results Posted
- Public Comments Submitted
- Public Comment Agenda Posted
- Public Comment Hearing (PCH)
- Online Governmental Consensus Vote (OGCV)
- New Edition Published

Appendix C

HISTORICAL CODE CHANGE VOLUME

CYCLE	EDITION	CAH	PCH
2000	2000 Supp	1172	167
2001	2001 Supp	1009	133
2002	2003	1735	357
2003/2004	2004 Supp	1623	380
2004/2005	2006	2124	560
2006/2007	2007 Supp	2257	634
2007/2008	2009	2213	778
2009/2010	2012	2529	842
2012/2013	2015	3686	1271
2015/2016	2018	3351	1129
2018/2019	2021	2627	796

CODE CHANGE VOLUME RANGE FOR CODE SINCE 2003 I-CODES

CODE	MAX	MIN
ADMIN (Start 09/10)	84 (15/16)	34 (09/10)
IBC-E	258 (12/13)	145 (03/04)
IBC-FS	227 (12/13)	181 (03/04)
IBC-G	236 (15/16)	131 (18/19)
IBC-S/IEBC-S	426 (12/13)	106 (03/04)
IEBC	115 (18/19)	29 (09/10)
IECC	660 (12/13)	56 (03/04)
IFC/IWUIC	438 (15/16)	219 (03/04)
IFGC	64 (06/07)	26 (18/19)
IMC	215 (12/13)	79 (03/04)
IPC/IPSDC	278 (15/16)	110 (07/08)
IPMC/IZC	44 (06/07)	9 (15/16)
IRC-B	493 (12/13)	269 (09/10)
IRC-MP	287 (12/13)	92 (07/08)
ISPSC (Start 09/10)	100 (09/10)	33 (15/16)