



# International Code Council

## FIRST COMMITTEE MEETING MINUTES

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

The first in-person meeting of the ICC Off-Site and Modular Construction Committee (IS-OSMC) was convened on November 19 & 20, 2019 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 8:06 AM Central on November 19, 2019 and welcomed all committee members and ICC staff. Mr. Aittaniemi noted that the meeting was public in accordance with ICC policy and included many attending remotely via WebEx. Mike Peiffer, Sr. Vice President of ICC Technical Services addressed the committee to update on completion deadlines necessary for adoption in the 2024 I-Codes. Fall of 2021 is the desired time period for completion in order to be adopted in the 2024 I-Codes.*

##### 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.*

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

Mr. Bland left the 11/20/19 meeting at 11:00 am Central for travel. A quorum was maintained for the remainder of the meeting.

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.*

*It was noted from remote participants that the audio transmission was faint due in part to the size of the meeting room and microphone equipment.*

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. ANSI's Essential Requirements are also available on ANSI's website.*

2. Committee leadership, Chair & Vice Chair of the committee:

*Mr. Tompos was elected Chairman by unanimous vote of the committee.*

*Mr. Hardiman was elected Vice Chairman by unanimous vote of the committee.*

3. 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 a later 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. There was discussion that Chapter 2 "Definitions" might be a good starting point to standardize terms used in the industry. The committee outlined many issues (see attached) that are of interest to the off-site construction industry.*

5. 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.*

*Based on the issues outlined in the aforementioned paragraph 4, three work groups consisting of committee members and interested parties were created by the committee to address definitions, 1200 content and 1205 content, respectively.*

*On November 20, 2019, Mr. Pilarczyk updated the committee on the progress of definitions. It was decided that the work group will continue work to identify common terms already defined in the I-Codes. Mr. Jones and Ms. Kelly will remain as part of the work group.*

*Mr. Tompos updated the committee on 1200 content.*

*Mr. Hardiman updated the committee on 1205 content. A Model Admin Program document was presented as a framework for 1205 content.*

*It was decided to disband the 1200 and 1205 work groups in order to create new, more specific work groups to address chapters content in the each standard. IP = interested party*

*Work Group 1: Definitions*

*Lead: Dennis Pilarczyk  
Kelly Kelly  
Brett Jones*

*Work Group 2: Administration (for both Standards)*

*Lead: Tom Hardiman  
Alison Keay IP  
Megan Washnieski IP*

*Work Group 3: 1205 Plan approval, Compliance assurance, Certification, Third Party Inspection, CAA Requirements, Inspections.*

*Lead: David Tompos  
Jay Daniels  
Jeffrey Brown  
Kelly Kelly  
Craig Sedlacek*

*Work Group 4: 1200 Planning, Design*

*Lead: Vaugh Buckley  
John Barrot  
Ralph Taveres  
Bart Berneche IP  
Kenneth Bland  
Frank Pospisil IP*

*Work Group 5: Fabrication, Transport, Asssembly*

*Lead: Ryan McIntosh  
Chuck Michalesko  
Michael Gardner IP  
Vaugh Buckley  
Bart Berneche IP*

*Kenneth Bland*

6. 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.*

7. Next Meeting:

*The next meeting was agreed to be conducted remotely via WebEx which should improve the audio transmission for all meeting participants. A proposed time frame is the middle of January 2020 and a meeting notice will be posted when the date is determined. The next in-person meeting of the committee was proposed for March 2020. An official meeting notice and agenda will be posted forthcoming.*

8. Other Business:

*None*

9. Action Items & Adjournment

*The action items from the meeting were summarized as follows:*

<i>Create a work groups table showing each work group activity and the participants for better organization</i>	<i>Karl Aittaniemi</i>
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*The committee paused for the day on Nov 19 at 4:50 pm Central and resumed the next day at 8:03 am Central.*

*With no other questions or comments before the committee Mr. Tompos adjourned the meeting at 11:35 AM Central on Nov 20.*