



# International Code Council

## FIRST COMMITTEE MEETING MINUTES

### Off-Site Construction Mechanical, Electrical and Plumbing Standard Consensus Committee (IS-OSMEP)

(pending committee approval)

The first meeting of the ICC Off-Site Construction Mechanical, Electrical and Plumbing Standard Consensus Committee (IS-OSMEP) was convened on December 15, 2021 to initiate the process of developing the ICC 1210 standard. The teleconference meeting was conducted through Webex.

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 2:01 pm CT and welcomed all committee members and ICC staff. Mr. Aittaniemi noted that an orientation meeting was held on November 17, 2021 to explain ICC procedures to the committee members present on the call. This first official 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 and section 5.1.10 Representation of Interests in Council Policy #7 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-OSMEP with the following members registering attendance. Mr. Aittaniemi noted that 6 of 11 committee members is required for a quorum in order to conduct business which was exceeded for the meeting. He noted that the composition of this committee is not to be confused with OSMC committee which developed the ICC 1200 & 1205 standards earlier this year.*

NAME	2021 IS-OSMEP COMMITTEE MEETING			
	intro 11/17/2021	#1 12/15/21	#2 01/19/22	#3 02/09/22
Amit Ghosh [h]	X	X		
Jon Hannah-Spacagna [d]	X	X		
Christopher Jensen [c]	X	X		
Kevin Kalakay [h]		X		
Lawrence Kotewa [d]	X	X		
Kimberly Llewellyn [a]	X	X		
Andie Lorenz [h]	X	X		
James Morse [b]	X	X		
Shanti Pless [c]	X	X		
Ralph Tavares [d]	X			
Jeremy Zeedyk [b]	X			
<b>TOTAL</b>	10/11	9/11		

c. The agenda was approved for the meeting.

2. 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 [off-site construction](#) committees and public to view the latest news, meeting notices and working documents*

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 on the interested party list and join a work group please contact Karl Aittaniemi. Note that the OSMC interested party list is carried over to the OSMEP.*

*b. An infographic has been recently created to help visualize the ICC standards development process for creating a standard intended for ANSI Approval. The document will be posted on the committee OneDrive file share.*

3. 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".*

*Committee action is as follows:*

*Chair: Amit Ghosh (7 votes for)*

*Vice Chair: Chris Jensen (8 votes for)*

4. Discussion of the work plan:

*A draft work plan has been created for discussion with the chair and vice-chair. The purpose of the work plan is to guide the committee work with the expectation of completing the standard and having published & readily available by Sept 2023. The work plan may be revised as needed.*

5. Discussion of work groups:

*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.*

*Mr. Ghosh accepted a motion from the committee to create the following work groups which was approved. Included are the committee members who have volunteered so far:*

*Electrical: Chris Jensen (chair), JD Morse*

*Mechanical: Kevin Kalakay (chair), Kimberly Llewellyn (vice chair), Jon Hannah-Spacagna*

*December 15, 2021*

*Plumbing: Amit Ghosh (chair), JD Morse*

*Energy Efficiency: Shanti Pless (chair), Larry Kotewa, JD Morse*

*Water Resources Conservation: open (chair), Shanti Pless*

*A scope statement for each work group will be considered by the committee for the next meeting.*

6. Discussion of document to become the initial draft of the standard(s):

*Mr. Aittaniemi discussed providing 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. This document along with a guide for writing verbiage in enforceable language is available on the OneDrive file sharing platform.*

*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 that contain technically substantive changes will be posted for public comment but shall be restricted to underline/strikethrough revisions only.*

7. Next Meeting:

*The second public in-person meeting will be held on January 19, 2022 at 2 pm CT. Future meetings will be conducted on three-week intervals. 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 work group folders on OneDrive</i>	<i>Aittaniemi</i>
<i>Create committee resource documents folder on one drive</i>	<i>Aittaniemi</i>
<i>Prepare work group scope statement drafts for 1/19/22 meeting</i>	<i>Committee</i>

*With no other questions or comments before the committee Mr. Ghosh adjourned the meeting at 3:07 pm CT.*