



International Code Council

FIRST COMMITTEE MEETING MINUTES

Off-Site Construction Tiny Houses Standard Consensus Committee

(IS-OSMTH)

(Committee approved 2/21/24)

The first meeting of the ICC Off-Site Construction Tiny Houses Standard Consensus Committee (IS-OSMTH) was convened on January 31, 2024 to initiate 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 2:01 pm CT and welcomed all committee members and ICC staff. Mr. Aittaniemi noted that an orientation meeting was held on January 10, 2024 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, 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. He noted that the composition of this committee is not to be confused with previous OSMC and OSMEP committees which developed the ICC 1200, 1205 & 1210 standards in the previous years.

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

Dena Paschke [h]	X			
Jay Richards [h]				
Matt Rozzell [h]	X			
Abby Shank [d]	X			
David Tompos Sr [c]	X			
Alaska Wagoner [f]	X			
Brad Wiseman [d] v chair	X			
TOTAL	15/18	0/18		

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.

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. Discussion of the work plan:

A draft work plan has been created with input from 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 it published & readily available. If it is intended for reference in the 2027 Group B I-Codes, a consensus draft must be completed and submitted with the code change proposal by January 2025 for code committee consideration.

4. 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. Paradine accepted a motion from the committee to create the following work groups which was approved unanimously. Included are the committee members who have volunteered so far: The remaining groups will elect the respective chair and vice chair.

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

WG 2 – Design (chap 3)

WG 3 – (chap 4, 7 & 8)

WG 4 – (chap 5 & 6)

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

5. Next Meeting:

The second public meeting will be held on February 21, 2024 at 2 pm CT. Future meetings will be considered on a different day of the week and possibly in two-week intervals. An official meeting notice and agenda will be posted forthcoming.

6. Other Business:

None

7. 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 work group tables of participants</i>	<i>Aittaniemi</i>
<i>Prepare work group scope statement drafts for committee approval</i>	<i>Committee</i>

With no other questions or comments before the committee Mr. Paradine adjourned the meeting at 4:02 pm CT.