



International Code Council

THIRD COMMITTEE MEETING MINUTES

Off-Site Construction Tiny Houses Standard Consensus Committee

(IS-OSMTH)

(Committee approval pending)

The third meeting of the ICC Off-Site Construction Tiny Houses Standard Consensus Committee (IS-OSMTH) was convened on March 20, 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 03/20/24	#4 tbd
Alex Ontiveros Aguilar [d]	X	X	X	
Thomas Campbell [h]		X		
Mike Cheatham [b]			X	
Zack Giffin [f]	X	X	X	
Joshua Harmon [d]	X	X	X	
Caleb Knowles [a]	X	X	X	
Vina Lustado [d]	X			
Tracy Manchego-Baker [d]	X	X	X	
Bill McKinney [h]	X	X	X	
Nick Mosely [a]	X	X	X	
Jon Paradine [h] chair	X	X	X	
Dena Paschke [h]	X	X		
Jay Richards [h]		X	X	
Matt Rozzell [h]	X	X	X	
Abby Shank [d]	X	X	X	
David Tompos Sr [c]	X	X	X	

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

c. The previous meeting minutes and today’s 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.

Several folks volunteered to participate. The work groups table will be revised to reflect the new participants and email contact info will be forwarded to the respective chairs and vice chairs of each work group for meeting coordination.

3. Discussion of work groups:

Work group 1 reported that regular meetings are taking place every two weeks on Thursdays at 2 pm which started on Feb 29, 2024.

The following is the scope statement offered for WG1 which will be subject to committee approval.

Scope of Working Group 1

Under the direction of the IS-OSMTH Committee, Working Group 1 will create draft versions of the Administrative and Definitional chapters of the ICC/THIA 1215 Standard for Tiny Houses and deliver those draft versions to the IS-OSMTH committee for review.

Work group 2 had an initial meeting and will coordinate the interval of the next meetings.

The chairs and vice chairs for each work group are as follows:

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

WG 2 – Design (chap 3): Nick Mosely (chair), Tracy Manchego-Baker (vice chair)

WG 3 – Foundations and Transportation (chap 4, 7 & 8): David Tompos (chair), Jay Richards (vice chair)

WG 4 – Manufacturing and Fabrication (chap 5 & 6): Mike Cheatham (chair), Zack Giffan (vice chair)

4. Next Meeting:

The fourth public meeting will be held the week of April 15th, 2024 at 2 pm CT pending a doodle poll result. Future meetings will be considered at the next meeting

5. Other Business:

None

6. Action Items & Adjournment

The action items from the meeting were summarized as follows:

<i>Update work group tables of participants</i>	<i>Aittaniemi</i>
<i>Prepare work group scope statement drafts for WG 2, 3 & 4 for committee approval</i>	<i>Committee</i>

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