



# International Code Council

**(DRAFT pending committee approval)**

## **SECOND COMMITTEE MEETING MINUTES**

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

The second meeting of the ICC Off-Site and Modular Construction Committee (IS-OSMC) was convened on January 16, 2020 to continue the process of developing the ICC 1200 and ICC 1205 standards. 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 11:01 AM Central on January 16, 2020 and welcomed all committee members, ICC staff and interested parties.*

- b. Quorum and membership review:

*Mr. Aittaniemi called the roll of the IS-OSMC with the following members registering attendance. Mr. Aittaniemi noted that 7 of 14 committee members is required for a quorum in order to conduct business which was exceeded for the meeting.*

NAME	IS-OSMC COMMITTEE MEETING			
	#1 11/19/2019	#1 11/20/2019	#2 01/16/2020	#3 03/11/2020
John Barrot [D]	X	X	X	
Kenneth Bland [C]	X	X		
Jeffrey Brown [H]	X	X	X	
Vaughan Buckley [B]	X	X	X	
Jay Daniels [A]	X	X	X	
Tom Hardiman [D] <b>VICE CHAIR</b>	X	X	X	
*Brett Jones [A]	X	X		
Kelly Kelly [H]	X	X		
Ryan McIntosh [B]	X	X		
Chuck Michalesko [A]				
Jonathon Paradine [H]			X	
Dennis Pilarczyk Jr [C]	X	X		
Craig Sedlacek [H]				
Ralph Tavares [D]			X	
David Tompos Sr [C] <b>CHAIR</b>	X	X	X	
<b>TOTAL</b>	11/15	11/15	11/15	

\* Mr Jones was unable to continue on the committee after the first meeting. Applications are being accepted to fill the vacancy in the manufacturing interest category.

- c. The meeting agenda was approved by the committee.
- d. The meeting minutes from the Nov 19 & 20, 2019 meeting were approved by the committee.

2. Brief recap on work groups:

*Mr. Aittaniemi presented and explained a document that offers additional information on work groups and their role in the development process. Also a table that lists the committee members and interested parties that participate in the respective work groups that were created by the committee during the Nov 2019 meeting. Each work group has a chair that speaks on behalf of the work group when updating progress to the committee. A vice chair is recommended. The chair should be a committee member, a vice chair may be an interested party. The table shall be updated periodically to reflect additional participants to the work groups. These documents are posted to the OSMC committee webpage for reference.*

3. Discussion of work plan and deadlines:

*Mr. Aittaniemi presented a work plan that was reviewed by the chair and vice chair. The work plan is dependent on a Sept 2021 deadline. The next milestone will be when the initial draft of the standards are posted for public input. The work plan was posted on the OneDrive for reference by the committee.*

4. Work groups update to the committee:

*The work group chairs updated the committee on progress to date.*

*A discussion was held on "tiny homes", the IRC including Appendix Q and the ICC standards under development.*

*A motion to delete the exclusion of tiny homes in the Foreward statement of the standards was unanimously approved by the committee as shown below:*

**This Standard includes componentized, panelized and modularized elements and will not apply to HUD Manufactured Housing or "tiny homes".**

5. OneDrive file sharing system:

*Mr. Aittaniemi requested that any committee member having difficulty accessing the shared documents on the Office 365 OneDrive file sharing system please contact him.*

6. Next Meeting:

*Mr. Hardiman has reserved a meeting room for the next in-person meeting of the committee at the MBI World of Modular Conference in Orlando, FL as outlined below:*

The Modular Building Institute will host the ICC/ANSI 1200 and 1205 Standards Committee meeting on Wednesday, March 11th from 11:30am-4:30pm and (if needed) on Thursday, March 12th from 10:30am-1:30pm. The meeting will take place at the Rosen Shingle Creek Resort in Orlando, Florida in conjunction with MBI's World of Modular Annual Conference & Tradeshow. Committee members and interested parties do not

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have to register for World of Modular to attend the ICC Standards Committee meeting, but should RSVP to Karl Aittaniemi at [kaittaniemi@iccsafe.org](mailto:kaittaniemi@iccsafe.org). Please note however that separate registration is required to participate in World of Modular events, sessions, and receptions. A limited number of one-day-pass scholarships are available from MBI for any building code or public official wanting to participate in World of Modular. Travel and lodging to be covered by the attendee. For more information about the one-day-pass, please email [jon@modular.org](mailto:jon@modular.org).

*Mr. Aittaniemi requested that any committee member that for sure cannot attend the meeting, please contact him so as to anticipate a quorum. ICC travel reimbursement policy would apply to the governmental committee participants the same as the last meeting in Chicago. Please look for the official ICC Meeting Notice that would be posted at least 30 days prior to the meeting.*

7. Other Business, Action Items & Adjournment:

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

<i>Communicate with ANSI with respect to the PINS statement that has now been revised with respect to "tiny homes"</i>	<i>Karl Aittaniemi</i>
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*With no other questions or comments before the committee Mr. Tompos adjourned the meeting at 12:07 AM Central.*