

OKLAHOMA UNIFORM BUILDING CODE COMMISSION

REGULAR MINUTES

UNIFORM BUILDING CODE COMMISSION CONFERENCE ROOM

2401 NW 23RD STREET, SUITE 82

OKLAHOMA CITY, OK 73107

NOVEMBER 18, 2024 – 1:30 P.M.

COMMISSION MEMBERS PRESENT:

Todd Booze, Bradley Flatt, Warren Goldmann (left at 4:00 p.m.), Paul Gunderson, Dee Hays, Mitchell Hort, Anthony Reed, Zachary Tippet, Scott Tucker, and Justin Willett

COMMISSION MEMBERS ABSENT:

Wayne Allen; Daniel Favata, and Kyle Lombardo

OTHERS PRESENT:

David Adcock (OUBCC Staff), Kathy Hehnlly (OUBCC Staff), Caitlin Taylor (OUBCC Staff), Niki Batt (Oklahoma Attorney General's Office), Wynn Tyson-Kramer (Office of Management and Enterprise Services, Agency Business Services - OMES ABS), Amber Armstrong (A & E Code Professionals), Joe Williford (City of Broken Arrow), Marcia Gallant (MA+ Architecture), and Chris Thompson (Oklahoma Department of Transportation)

CALL TO ORDER:

Mr. Mitchell Hort, Chairman of the Commission, called the regular meeting of the Oklahoma Uniform Building Code Commission to order at 1:30 p.m. in the Oklahoma Uniform Building Code Commission Board Room at Shepherd Center, 2401 NW 23rd St., Suite 82, Oklahoma City, OK 73107.

CONFIRMATION OF COMPLIANCE WITH THE OPEN MEETING ACT:

Mr. Adcock stated the meeting was in compliance with all requirements of the Open Meeting Act.

REPORTS:

CEO Report

Mr. David Adcock addressed the Commission. He introduced Ms. Caitlin Redding Taylor as the new OUBCC assistant. He noted the Budget, Fees and Rules and Strategic Planning committees had met related to other items in the agenda. He added an ad-hoc meeting between members of both the FGMP and BEBF committees had met to collaborate on one issue so the codes would correlate and that would be addressed in the next presentation. He stated he was interviewed by FLASH, the Federal Alliance of Safe Homes regarding virtual video inspections and his experience with them when he worked for the City of Oklahoma City. He noted the information was going to be used as part of a study on them adding, in his experience they could be helpful in some situations but didn't work in others.

Mr. Adcock noted staff was working with OMES to explore options for a new reporting system for jurisdictions and it looked like they might be writing it in-house. There was some discussion

on the current system, the costs associated with that and that it had not been updated in 10 years. He noted he would like a much more automated system rather than using manual tracking. He discussed the training that was held in Tulsa in August. He added there was another class for non-structural plan review that had been scheduled for November 4th and 5th in Oklahoma City, as well as some seminars that were being sponsored by OMES related to the Open Meeting Act and Open Records Act. He reviewed when and where the seminars would be held and noted they were free and open to the public, but a registration was required. He added if anyone was interested, to reach out to him or Ms. Hehnlly to facilitate their registration. There was some discussion on the November training class, and follow-up on a previous discussion regarding making the rules easier to read and that ICC was now providing a digital version of their codes as amended by the OUBCC.

Financial Reports

Mr. Wynn Tyson-Kramer, Financial Manager with OMES/ABS addressed the Commission. He reviewed the reports provided. He reviewed the agency budget, encumbrances and expenses for the two agency funds (administration and IT). He added the agency's available cash balance was \$1,650,744.18. At the end of his review there were no questions.

Technical Review Committee Reports

Building, Existing Building and Fire Technical Committee

Presentation by the Building, Existing Building and Fire Technical Review Committee (FGMP) on proposed changes to the 2024 editions of the International Building Code®, International Existing Building Code® and International Fire Code®.

Mr. Joe Williford, chairman of the Building, Existing Building and Fire (BEBF) Technical Review Committee, greeted the Commission and began the review of the proposed changes to the 2024 editions of the International Building Code®, International Existing Building Code®, and International Fire Code®. He noted the committee looked at 161 code change proposals of which 101 addressed existing agency rules. He reviewed how many were withdrawn, approved and denied. He stated that all the errata from the 2018 rules was reviewed and after verifying they were corrected in the 2024 codes; those existing rules were recommended for deletion. He noted because there were so many, they are all grouped on a summary page and did not exist elsewhere in the presentation. He stated that in the 2018 adoption, Chapter 12 of the IFC® was amended significantly to match what had been approved for the 2021 codes. He noted, those revisions were all addressed in the 2024 code and the committee voted to remove them all from the agency's rules and were not listed elsewhere in the presentation.

He reviewed each of the proposed recommendations, starting with the changes that affected more than one code. He noted when that happened, they amended each code the same way. There was some discussion on the recommended changes related to storm shelters for schools and what was required when building an addition to an existing school building; egress windows and the change that would allow a local jurisdiction to specify the height of the rescue openings based on the equipment the local jurisdiction had available; and the reasoning behind the committee's recommendation to remove an existing rule that clarified what could be called a

storm shelter from the agency's rules. There was discussion on a disapproved code change proposal that required all retaining walls to be engineered; the height requirements for when a permit was required for retaining walls; that if the retaining wall failed, engineered or not, it was a civil issue; and the enforceability of the change. There was some discussion on what changes were submitted related to roofing. After Mr. Williford finished the presentation there were no further questions for him.

ACTION AND DISCUSSION ITEMS:

Discussion and possible approval of the August 20, 2024, regular meeting minutes

MR. SCOTT TUCKER MADE A MOTION WITH A SECOND BY MR. PAUL GUNDERSON TO APPROVE THE AUGUST 20, 2024, REGULAR MEETING MINUTES

VOTING AYE:	Todd Booze	Mitchell Hort
	Bradley Flatt	Anthony Reed
	Warren Goldmann	Zachary Tippet
	Paul Gunderson	Scott Tucker
	Dee Hays	Justin Willett

VOTING NAY: None

ABSTAIN: None

ABSENT:	Wayne Allen	Kyle Lombardo
	Daniel Favata	

Discussion and possible action to approve the BEBF presentation to begin writing draft rules

There was discussion on the process for making a modification to the presentation with staff recommending a separate motion and vote for any changes made before approving the presentation as modified. The Commission discussed the storm shelter requirements including the history of the 2018 adoption and emergency rules related to that change; the discussions that took place during the committee review of the storm shelter requirements; that the adoption by the Commission was the state minimum code; and the history of when the change was made and where the 200 number came from. There was further discussion on the proposed change for retaining walls that the committee didn't recommend be included; what would be an acceptable height before a retaining wall was required to be engineered, and possible ways to modify the language.

MR. TODD BOOZE MADE A MOTION WITH A SECOND BY MR. PAUL GUNDERSON TO APPROVE BEBF-111 AS MODIFIED TO READ: "RETAINING WALLS SHALL BE DESIGNED TO ENSURE STABILITY AGAINST OVERTURNING, SLIDING, EXCESSIVE FOUNDATION PRESSURE AND WATER UPLIFT. ANY RETAINING WALL GREATER THAN 4 FEET FROM THE BOTTOM OF THE FOOTING TO THE TOP OF THE WALL SHALL INCLUDE PREPARED PLANS, SIGNED AND SEALED BY A PROFESSIONAL ENGINEER LICENSED IN THE STATE OF OKLAHOMA"

VOTING AYE:	Todd Booze Bradley Flatt Warren Goldmann Paul Gunderson Dee Hays	Mitchell Hort Anthony Reed Zachary Tippet Scott Tucker Justin Willett
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VOTING NAY: None

ABSTAIN: None

ABSENT:	Wayne Allen Daniel Favata	Kyle Lombardo
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MR. PAUL GUNDERSON MADE A MOTION WITH A SECOND BY MR. ZACHARY TAYLOR TO APPROVE THE BEBF PRESENTATION AS AMENDED TO BEGIN WRITING DRAFT RULES

VOTING AYE:	Todd Booze Bradley Flatt Warren Goldmann Paul Gunderson Dee Hays	Mitchell Hort Anthony Reed Zachary Tippet Scott Tucker Justin Willett
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VOTING NAY: None

ABSTAIN: None

ABSENT:	Wayne Allen Daniel Favata	Kyle Lombardo
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Discussion and possible action on the FY26 Proposed Budget due to OMES by October 1, 2024

There was some discussion on the revenue and that a graph with budget information was provided at the last meeting; that there were items in the budget that might not be spent, such as the funds for insurance deductibles if there was a claim that were budgeted. There was further discussion on funds that would be spent.

MR. PAUL GUNDERSON MADE A MOTION WITH A SECOND BY MR. TODD BOOZE TO APPROVE THE FY26 BUDGET REQUEST

VOTING AYE:	Todd Booze Bradley Flatt Paul Gunderson Dee Hays Mitchell Hort	Anthony Reed Zachary Tippet Scott Tucker Justin Willett
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VOTING NAY: None

ABSTAIN: None

ABSENT:	Wayne Allen Daniel Favata	Warren Goldmann Kyle Lombardo
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Discussion and possible action on the FY26 Strategic Plan due with the FY26 Proposed Budget

MR. TODD BOOZE MADE A MOTION WITH A SECOND BY MR. BRADLEY FLATT TO APPROVE THE FY26 STRATEGIC PLAN

VOTING AYE:	Todd Booze	Anthony Reed
	Bradley Flatt	Zachary Tippet
	Paul Gunderson	Scott Tucker
	Dee Hays	Justin Willett
	Mitchell Hort	

VOTING NAY: None

ABSTAIN: None

ABSENT:	Wayne Allen	Warren Goldmann
	Daniel Favata	Kyle Lombardo

Discussion and possible action to approve the OUBCC Internal Purchasing Procedure

Ms. Hehnly noted there was a requirement to submit the agency internal purchasing procedure to OMES every two years with updates related to state purchasing statutes. She noted the document before the Commission was sent to OMES for review, and they changed the word "committee" to "program" in the section related to the State Use Program. She added the final version needed to be approved by the Commission and after that approval would be formally submitted to OMES. She stated the deadline to submit was the end of the month.

MR. BRADLEY FLATT MADE A MOTION WITH A SECOND BY MS. DEE HAYS TO APPROVE THE OUBCC INTERNAL PURCHASING POLICY

VOTING AYE:	Todd Booze	Anthony Reed
	Bradley Flatt	Zachary Tippet
	Paul Gunderson	Scott Tucker
	Dee Hays	Justin Willett
	Mitchell Hort	

VOTING NAY: None

ABSTAIN: None

ABSENT:	Wayne Allen	Warren Goldmann
	Daniel Favata	Kyle Lombardo

NEW BUSINESS:

There was no new business.

PUBLIC COMMENTS:

There were no public comments.

ADJOURNMENT: (4:04 P.M.)

MR. TODD BOOZE MADE A MOTION WITH A SECOND BY MR. PAUL GUNDERSON TO ADJOURN

VOTING AYE:	Todd Booze	Anthony Reed
	Bradley Flatt	Zachary Tippet
	Paul Gunderson	Scott Tucker
	Dee Hays	Justin Willett
	Mitchell Hort	

VOTING NAY: None

ABSTAIN: None

ABSENT:	Wayne Allen	Warren Goldmann
	Daniel Favata	Kyle Lombardo

Minutes approved in the regular meeting on the 19th day of November, 2024.

MITCHELL HORT

Mitchell Hort, Chairman

Oklahoma Uniform Building Code Commission

PREPARED BY: KATHY HEHNLY

Kathy Hehnly, Executive Assistant

Oklahoma Uniform Building Code Commission

Official Copy: Original with signatures in agency file.