

OKLAHOMA UNIFORM BUILDING CODE COMMISSION

BUILDING, EXISTING BUILDING, AND FIRE TECHNICAL COMMITTEE MEETING MINUTES UNIFORM BUILDING CODE COMMISSION CONFERENCE ROOM

2401 NW 23RD STREET, SUITE 82

OKLAHOMA CITY, OK 73107

SEPTEMBER 13, 2023 – 1:30 P.M.

COMMITTEE MEMBERS PRESENT:

Cal Cornwell, Marcia Gallant, Kyle Lombardo, Bryant VanFossen, Brandon Wilkerson, Cary Williamson, Joe Williford, Scott Wise

ALTERNATE COMMITTEE MEMBERS PRESENT:

Bob Kolibas

COMMITTEE MEMBERS ABSENT

Paul Gunderson and Donny Williamson

ALTERNATE COMMITTEE MEMBERS ABSENT:

None

OTHERS PRESENT:

David Adcock (OUBCC Staff), Kathy Hehnly (OUBCC Staff), Alisha Davidson (OUBCC Staff)

CALL TO ORDER:

Mr. David Adcock called the meeting to order at 1:33 p.m.

WELCOME AND INTRODUCTIONS:

Mr. Adcock greeted the attendees and introduced agency staff. He had each member introduce themselves and provide a bit of their background. He shared his goal of adopting consistent statewide codes by including more of the local amendments where appropriate into the OUBCC adoption and by getting more volunteers involved in the code review process.

TECHNICAL COMMITTEE REVIEW PROCESS:

Review of code book loan policy

Ms. Hehnly noted the state was not allowed to give a "gift" of value, so the code books in front of each member were for their use. She added they could write or mark in them as needed, but at the end of the review, they would need to be returned to the OUBCC.

Review and discussion, if any, of the technical committee review procedure

Mr. Adcock reviewed the Procedure Manual for technical committees touching on staff and committee member responsibilities, public comments, public comment forms, single subject technical committees, product evaluations, the need for the committee to take a specific action on each comment form and each chapter, and the committee presentation to the Commission.

Discussion of travel reimbursement process

Ms. Hehny noted committee members were eligible for mileage reimbursement, but they need to register with the State through the PeopleSoft system first. She added if anyone was interested, to let her know and she would provide them with the information to get registered. She stated after they were registered, she would prepare a travel reimbursement form for them for each meeting.

ACTION AND DISCUSSION ITEMS:

Discussion and possible action on election of committee officers

Mr. Adcock asked if there were any volunteers or recommendations for the committee officers. There was some discussion that Mr. Williford and Ms. Gallant had previously served on one or more of the OUBCC committees. Mr. Adcock noted most of the people on the committee were new and that it was done on purpose to get more people involved. Mr. Williford and Ms. Gallant were asked if they would be comfortable serving as Chair and Vice-Chair. Both agreed they would be willing to serve in those positions.

Chairman

MR. KYLE LOMBARDO MADE A MOTION WITH A SECOND BY MR. CAL CORNWELL TO NOMINATE MR. JOE WILLIFORD AS CHAIRMAN FOR THE BUILDING, EXISTING BUILDING, AND FIRE TECHNICAL REVIEW COMMITTEE (BEBF)

VOTING AYE:	Cal Cornwell	Brandon Wilkerson
	Marcia Gallant	Cary Williamson
	Kyle Lombardo	Joe Williford
	Bryant VanFossen	Scott Wise

VOTING NAY: None

ABSTAIN: None

ABSENT:	Paul Gunderson	Donny Williamson
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Vice-Chairman

MR. CARY WILLIAMSON MADE A MOTION WITH A SECOND BY MR. SCOTT WISE TO NOMINATE MS. MARCIA GALLANT AS VICE-CHAIRMAN FOR THE BUILDING, EXISTING BUILDING, AND FIRE TECHNICAL REVIEW COMMITTEE (BEBF)

VOTING AYE:	Cal Cornwell	Brandon Wilkerson
	Marcia Gallant	Cary Williamson
	Kyle Lombardo	Joe Williford
	Bryant VanFossen	Scott Wise

VOTING NAY: None

ABSTAIN: None

ABSENT:	Paul Gunderson	Donny Williamson
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Mr. Adcock turned the meeting over to Mr. Williford.

Discussion and possible action on setting a future meeting schedule to include:

- (1) Review of code adoption timeline
- (2) Meeting dates
- (3) Meeting times

There was discussion on the dates and times that would work best for the members; how often committees met in the past; and if it was possible to conduct hybrid meetings where some members could attend virtually. Mr. Adcock noted the OUBCC would work with members if the only way they could attend a particular meeting was virtually, that they could host a Teams meeting for that individual, but there would probably not be a way to communicate. He added the attendee would be able to hear the meeting, but the room was not set up for an interactive meeting. He requested the members not make that their normal way of attending meetings. After discussion, the consensus was to meet monthly on the first Thursday of each month at 10:00 a.m.

MR. SCOTT WISE MADE A MOTION WITH A SECOND BY MR. BRANDON WILKERSON TO MEET THE FIRST THURSDAY OF EACH MONTH AT 10:00 A.M.

VOTING AYE:	Cal Cornwell	Brandon Wilkerson
	Marcia Gallant	Cary Williamson
	Kyle Lombardo	Joe Williford
	Bryant VanFossen	Scott Wise

VOTING NAY: None

ABSTAIN: None

ABSENT:	Paul Gunderson	Donny Williamson
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Discussion and possible action on technical committee goals/direction to be taken and assignment to be reviewed for the next committee meeting

The committee discussed which book they wanted to start with; the comment forms to be reviewed; the comment form tracking spreadsheet; providing links to the agency rules on the meeting invites; how many comment forms were provided from staff and how many were from the public; and how agendas were formed. There was further discussion on the overall goal of the committee; how the review of the 2024 code would be handled; single subject committees; and deadlines set by the Office of Administrative Rules related to the review schedules. After discussion, the goal was the committee would finish the review by the September 2024 meeting. There was further discussion on the fact there was not currently a structural engineer on the committee.

MR. BRYANT VANFOSSEN MADE A MOTION WITH A SECOND BY MR. SCOTT WISE TO START THE REVIEW PROCESS WITH THE 2021 INTERNATIONAL EXISTING BUILDING CODE (IEBC)

VOTING AYE:	Cal Cornwell Marcia Gallant Kyle Lombardo Bryant VanFossen	Brandon Wilkerson Cary Williamson Joe Williford Scott Wise
VOTING NAY:	None	
ABSTAIN:	None	
ABSENT:	Paul Gunderson	Donny Williamson

There was further discussion on the IEBC and the few comment forms and that committee may need to add on more to the agenda in case they finished that review in the first hour or so. Committee consensus was to add the first three chapters of the International Building Code (IBC) to the agenda. There was some discussion on how the OUBCC adopted Chapter 1 of each code, which was a limited adoption recognized as best practices, but jurisdictions had the authority to set up their code enforcement offices how they wanted so long as they were not going against Oklahoma law. There was further discussion on the language in Chapter 1 of the IBC that discussed an appeals board and how to handle it.

Mr. Williford asked the committee how they wanted to handle voting, either using the "all in favor" style or individual roll-call votes. Committee consensus at the end of the discussion was to utilize an "all in favor" format unless a roll call vote was needed.

MR. BRYANT VANFOSSEN MADE A MOTION WITH A SECOND BY MR. SCOTT WISE TO USE THE ALL IN FAVOR STYLE OF VOTING AND USE A ROLL CALL VOTE ONLY IF NEEDED ON SPECIFIC ISSUES

VOTING AYE:	Cal Cornwell Marcia Gallant Kyle Lombardo Bryant VanFossen	Brandon Wilkerson Cary Williamson Joe Williford Scott Wise
VOTING NAY:	None	
ABSTAIN:	None	
ABSENT:	Paul Gunderson	Donny Williamson

There was discussion on the passage of a vote and if all it took was a simple majority of the committee; that commissioner liaisons had a vote on the committee, but not staff; and that at the beginning of each meeting, there would be an item to recognize any alternates and if they would be allowed to vote during that meeting. The committee discussed the open positions on the committee which included an engineer, large commercial contractor, small commercial contractor, alternate architect, alternate contractor and alternate engineer positions. There was further discussion on a deadline for applying to serve. The committee discussed the process used for committee notebooks; outpacing of one code over another; how to address

changes through public comments to the Commission; overlapping authority from different state agencies and how to address that in the review process; and how to address the energy code.

ADJOURNMENT: (3:13 P.M.)

MR. CARY WILLIAMSON MADE A MOTION WITH A SECOND BY MS. MARCIA GALLANT TO ADJOURN

VOTING AYE:	Cal Cornwell	Brandon Wilkerson
	Marcia Gallant	Cary Williamson
	Kyle Lombardo	Joe Williford
	Bryant VanFossen	Scott Wise

VOTING NAY: None

ABSTAIN: None

ABSENT:	Paul Gunderson	Donny Williamson
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Minutes approved in the regular meeting on the 5th day of October 2023.

JOE WILLIFORD

Joe Williford, Chairman

Building, Existing Building, and Fire Technical Committee

PREPARED BY: KATHY HEHNLY

Kathy Hehnly, Building, Existing Building, and Fire Technical Committee Secretary

Official Copy: Original with signatures in office file.