

# **OKLAHOMA UNIFORM BUILDING CODE COMMISSION**

## **RESIDENTIAL SWIMMING POOL AND SPA TECHNICAL CODE REVIEW COMMITTEE MEETING**

### **MINUTES**

#### **UNIFORM BUILDING CODE COMMISSION CONFERENCE ROOM**

**2401 NW 23<sup>RD</sup> STREET, SUITE 82**

**OKLAHOMA CITY, OK 73107**

**MONDAY, NOVEMBER 3, 2025 – 2:00 P.M.**

#### **COMMITTEE MEMBERS PRESENT:**

Jayme Austin, Austin Horton, Bob Kolibas, Ryan Russell, Clayton Thomas, Michael Zimmerman

#### **ALTERNATE COMMITTEE MEMBERS PRESENT:**

Robin Allen (arrived at 2:06 p.m.) and Rusty Britton

#### **COMMITTEE MEMBERS ABSENT**

Todd Booze

#### **ALTERNATE COMMITTEE MEMBERS ABSENT:**

Caleb Lester

#### **OTHERS PRESENT:**

David Adcock (OUBCC Staff), Kathy Hehnly (OUBCC Staff), Caitlin Redding Taylor (OUBCC Staff), Jeff Birdwell (Zoe Pools), Salomon Fuentes (Tyler Media), and John Moore (City of Piedmont)

#### **CALL TO ORDER:**

Mr. David Adcock called the meeting to order at 2:00 p.m. The committee was informed that this was the first adoption process for a Residential Swimming Pool and Spa Code in the State of Oklahoma, as a previous statute had required a Commercial Swimming Pool and Spa Code to be adopted by the Health Department. However, coordination between agencies determined that OUBCC would take responsibility for both the commercial and residential swimming pool codes. He shared that the Commission approved the creation of the Residential Swimming Pool and Spa Technical Committee (RSPSTC) in order to develop the minimum state code for residential pools and spas.

Mr. Adcock shared that participation and public input would be encouraged throughout this process, meetings were open to the public, and that interested individuals should be invited to attend and participate. He shared the importance of transparency and public access, noting the decisions of the committee would determine the minimum safety and construction standards for the entire state. The committee was informed that all meetings would be live-streamed once new equipment was installed soon, including cameras and a digital whiteboard in the meeting room that would allow visual presentations. The intent was to increase accessibility and public engagement.

## **TECHNICAL COMMITTEE REVIEW PROCESS**

### Review of code book loan policy

Mr. Adcock shared OUBCC's book loan policies and committee responsibilities.

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

Mr. Adcock shared information about technical committee review meeting procedures. It was clarified that these technical committee meetings were open to the public but did not fall under the state's Open Meeting Act, which allowed more open discussion. It was explained that the committee would review the code chapter by chapter, take public comment, and vote on proposed changes. Staff would prepare agendas and minutes for each meeting.

The committee was reminded that staff would not vote or make direct decisions once officers were elected and the elected chair would lead discussions. Committee actions could include approval, denial, or tabling of an agenda item. It was noted that this code was smaller in scope than other building codes, but the committee was expected to review it in full rather than only in part. Mr. Adcock shared information about a continuing education class on the 2024 ISPC® that OUBCC is hosting on December 8, 2025. The class is being instructed by the International Code Council.

### Discussion of travel reimbursement process

Mr. Adcock shared the state policy and process for travel reimbursement.

## **ACTION AND DISCUSSION ITEMS:**

### Discussion and possible action on the election of committee officers

It was explained that alternates could motion and vote only when their primary member was absent. Members were reminded to review agendas and related code sections before meetings to be prepared for discussion.

### Chairman

MR. BOB KOLIBAS MADE A MOTION WITH A SECOND BY MR. RYAN RUSSELL TO ELECT MR. AUSTIN HORTON AS CHAIRMAN

VOTING AYE:           Jayme Austin  
                              Austin Horton  
                              Bob Kolibas  
                              Ryan Russell  
                              Clayton Thomas  
                              Michael Zimmerman

VOTING NAY:           None

ABSTAIN:              None

ABSENT:                None

Vice Chairman

MR. CLAYTON THOMAS VOLUNTEERED TO SERVE AS VICE-CHAIRMAN WITH A SECOND BY MR. RYAN RUSSELL

VOTING AYE: Jayme Austin  
Austin Horton  
Bob Kolibas  
Ryan Russell  
Clayton Thomas  
Michael Zimmerman

VOTING NAY: None

ABSTAIN: None

ABSENT: None

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

Review of code adoption timeline

The committee discussed the code adoption timeline. Staff explained that once the committee completed its review, draft rules would be written and presented to the Commission. The process would then move through legislative review, which could take up to two years. The earliest possible effective date for the adopted rules would be in Fall 2027.

Set the meeting dates and times

After discussion, the committee agreed to meet December 4, 2025, from 9:00 a.m. to 12:00 p.m. and then after that, on the third Thursday each month from 9:00 a.m. to 12:00 p.m. The committee was reminded that alternates would count toward quorum and voting only when serving in place of their absent primary member.

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 whether information from the Commercial Swimming Pool and Spa Technical Code Review Committee (CSPSTC) would influence the residential committee's code review. It was noted that commercial pool requirements included safety and emergency features not applicable to residential installations, such as automatic shutoffs. The two committees would review separate chapters but would collaborate on any overlapping sections.

The committee was informed that Chapters 1 through 3, Chapters 7 through 11, and Appendix A were applicable to residential pools. Staff clarified that appendices were typically not adopted because they were non-mandatory. Chapter 1 would be reviewed but only partially adopted because it generally addressed jurisdictional procedures already covered by local ordinances. The committee was advised that no public code change proposals had been submitted at the time of the meeting. Existing language in the International Residential Code® that referenced pool safety, fencing, and entrapment prevention would later be reviewed for integration with the new swimming pool code.

The committee discussed the process for submitting code change proposals. Members were encouraged to begin reviewing the code and submit forms for any sections they believed should be revised. Staff explained that discussion of any chapter could occur in an open meeting, but official action could not be taken unless a formal proposal was already on the agenda. The deadline for submitting proposals would likely be in early May to allow completion by July.

The committee was reminded that proposals could be discussed and revised during meetings but would not become official until approved as part of a full chapter motion. It was noted that once all proposed revisions in a Chapter were discussed, the committee would make a motion to approve the entire Chapter with amendments. Chapters could be reopened later if additional changes became necessary before final presentation to the Commission.

There was further discussion and confirmation of the committee meeting again on December 4, 2025, and then after that, on the third Thursday each month beginning in January.

MR. RYAN RUSSELL MADE A MOTION WITH A SECOND FROM MR. CLAYTON THOMAS TO HOLD THE NEXT MEETING IN EARLY DECEMBER BEFORE THE TRAINING CLASS ON DECEMBER 8, 2025

VOTING AYE:           Jayme Austin  
                              Austin Horton  
                              Bob Kolibas  
                              Ryan Russell  
                              Clayton Thomas  
                              Michael Zimmerman

VOTING NAY:           None

ABSTAIN:              None

ABSENT:                None

MR. RYAN RUSSELL MADE A MOTION WITH A SECOND FROM MR. BOB KOLIBAS TO SET RECURRING MEETINGS FOR THE THIRD THURSDAY OF EACH MONTH STARTING IN JANUARY 2026

VOTING AYE:           Jayme Austin  
                              Austin Horton  
                              Bob Kolibas  
                              Ryan Russell  
                              Clayton Thomas  
                              Michael Zimmerman

VOTING NAY:           None

ABSTAIN:              None

ABSENT:                None

The committee reviewed the class schedule for December 8. Members who had not registered were encouraged to do so. Staff shared a reminder that members should notify staff in advance if unable to attend any scheduled meeting to avoid quorum issues.

**PUBLIC COMMENT:**

There were no public comments.

**ADJOURNMENT: (10:43 A.M.)**

MR. MIKE ZIMMERMAN MADE A MOTION WITH A SECOND BY MR. RYAN RUSSELL TO ADJOURN

VOTING AYE:           Jayme Austin  
                          Austin Horton  
                          Bob Kolibas  
                          Ryan Russell  
                          Clayton Thomas  
                          Michael Zimmerman

VOTING NAY:           None

ABSTAIN:             None

ABSENT:              None

Minutes approved in the regular meeting on the 17<sup>th</sup> day of December, 2025.

AUSTIN HORTON

Austin Horton, Chairman

Residential Swimming Pool and Spa Technical Code Review  
Committee

PREPARED BY: CAITLIN REDDING TAYLOR

Caitlin Redding Taylor,  
Residential Swimming Pool and Spa Technical Code Committee Secretary

*Official copy: Original with signature in office file.*