CENTRAL IOWA CODE CONSORTIUM

EXECUTIVE COMMITTEE

Tuesday, November 2, 2021

Johnston City Hall, 6221 Merle Hay Road

MINUTES

1. CALL TO ORDER

Lund called the meeting to order at 10:06 a.m.

1. ROLL CALL

|  |  |  |
| --- | --- | --- |
| **MEMBER** | **PRESENT** | **ABSENT** |
| Jonathan Lund, Chair | X |  |
| Luke Nelson, Vice-Chair |  | X |
| Jim Sanders, Secretary | X |  |
| Brian Bishop | X |  |
| Jamie Letzring | X |  |
| Ryan Mayer | X |  |
| Clint Robinson | X |  |
| Roger Schemmel | X |  |
| Mike Whitsell | X |  |

1. AGENDA APPROVAL

Moved by Whitsell, seconded by Bishop to approve the agenda:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **MEMBER** | **YEA** | **NAY** | **ABSTAIN** | **ABSENT** |
| Jonathan Lund, Chair | X |  |  |  |
| Luke Nelson, Vice-Chair |  |  |  | X |
| Jim Sanders, Secretary | X |  |  |  |
| Brian Bishop | X |  |  |  |
| Jamie Letzring | X |  |  |  |
| Ryan Mayer | X |  |  |  |
| Clint Robinson | X |  |  |  |
| Roger Schemmel | X |  |  |  |
| Mike Whitsell | X |  |  |  |

1. PUBLIC COMMENT

No public comments

1. APPROVE MINUTES FROM THE OCTOBER 12, 2021 MEETING

Moved by Whitsell, seconded by Schemmel to approve the minutes:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **MEMBER** | **YEA** | **NAY** | **ABSTAIN** | **ABSENT** |
| Jonathan Lund, Chair | X |  |  |  |
| Luke Nelson, Vice-Chair |  |  |  | X |
| Jim Sanders, Secretary | X |  |  |  |
| Brian Bishop | X |  |  |  |
| Jamie Letzring | X |  |  |  |
| Ryan Mayer | X |  |  |  |
| Clint Robinson | X |  |  |  |
| Roger Schemmel | X |  |  |  |
| Mike Whitsell | X |  |  |  |

1. REPORT ON THE STATUS OF COMMUNITIES ADOPTING THE UPDATED MEMORANDUM OF UNDERSTANDING (MOU) (Sanders)

Sanders reported that twelve communities have approved the MOU, notably Des Moines and West Des Moines have submitted their approved documents. Waukee approved the MOU last night and Clive plans to participate which increases the total approvals to fourteen.

1. DISCUSS 2021 CODE REVIEW COMMITTEE APPOINTMENTS
2. Fire code Committee
3. International Building Code (IBC)/International Existing Building Code (IBEC) Committee
4. International Residential Code (IRC) Committee
5. Fire/Building Joint Committee

Lund reported we have received nine applications to serve on code committees, there have been no applicants representing private industry. Lund reviewed the list of committee appointments reserved for private industry representatives. Lund will send an email to past committee members to see if they are interested in serving again. Building representatives on the Executive Committee will contact industry representatives they work with to see if they can get volunteers to serve on the committees. Fire officials will follow-up with people they work with.

The estimated time commitment to serve on a committee is 2 – 3 hours, every other week for 3-6 months.

A good source of volunteers are companies that have contracts with CICC communities. They also need to realize how the work of the consortium can benefit their companies by reducing conflicts in building and fire codes across the metro.

The most difficult industry professional to find are general contractors, architects, and mechanical and fire protection engineers.

Committee members should also reach out to and encourage building officials, inspectors, and fire code officials in participating communities to participate.

Capital Crossroads will be asked to place a call for volunteers on Twitter.

1. DISCUSS FORMATTING FOR THE CODE PROPOSAL SUBMITTAL FORM

The committee reviewed the form and suggested some minor tweaks.

1. DISCUSS HOW TO DE-CONFLICT CODE PROPOSALS

The Executive Committee will decide whether a code section review is by the building code committee, fire code committee or the joint committee.

Chapters 4 & 5 have sections that should be de-conflicted

Chapters 7 & 8 also have shared sections.

Chapters 9 and 10 should be reviewed by the joint committee.

Committee members are encouraged to review and suggest specific code sections that should be reviewed by the joint committee to make sure they are de-conflicted.

1. DISCUSS INSTRUCTIONS TO THE COMMITTEES REGARDING REVIEWING AND RECOMMENDING CODE PROPOSALS
2. REVIEW DRAFT POLICY ON AN APPEALS PROCESS

The committee reviewed the draft appeals policy. This was on the agenda for discussion in June 2020, but the committee was not able to discuss it at that meeting.

The committee discussed if there is an appeal of a code committee decision, the appeal should go to the Executive Committee. The Executive Committee will review and decide on the appeal. The result of the appeal will be included in the codes that are adopted and sent to participating communities for consideration. The Executive Committee does not set policy, which is the responsibility of the local jurisdiction. If the appellant does not agree with the decision of the Executive Committee, they have the option to make their arguments to the local authority prior to formal adoption of the code

1. OTHER BUSINESS
2. Discuss tasks that need completed before the next meeting
* Recruitment of code committee volunteers
* Committee members should submit their comments on how to de-conflict the building and fire codes.
* Review instruction for the code committees.
* Consider the appeals process
1. Schedule next meeting date

November 30, 2021 at 2:00 p.m.

1. ADJOURNMENT

Moved by Whitsell, seconded by Mayer to adjourn the meeting at 10:56 a.m.