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**BOARD OF BUILDING REGULATIONS AND STANDARDS VIRTUAL
MEETING MINUTES
11th Edition Process Subcommittee**

October 16, 2024, Meeting called to order 11:02 am.

Meeting Minutes

1. Roll Call

Sy Nguyen - Absent

Lisa Davey - Present

Tarika Leskiw - Present

Luke McKneally - Present

John Nunnari - Present

2. Approval of Minutes from 09/23/24 - John Nunnari made a motion to approve the minutes seconded by Luke McKneally, all in favor, motion passes unanimously.

3. 11th edition drafting

Lisa Davey commenced the meeting by discussing the tracking code change proposals. During discussion, she identified a need to establish procedures to track different code change proposals covering multiple different areas. Luke McKneally suggested that when reviewing additional proposals for a chapter, additional rows should be added to the tracking checklist, which the committee would be discussing later.

Thereafter, the committee discussed how to ensure code changes are accurate. Chris Rogers suggested that each subcommittee needs to designate a scribe who would be responsible for maintaining version control at the subcommittee level and will present the finalized version to the BBRS, the subcommittee's work product could ultimately become an attachment to the tracking checklist.

Lisa Davey suggested a naming convention for documents by including subcommittee name and date submitted.



John Nunnari presented the updated tracking checklist for board member review. He indicated the log would be more manageable by being broken down by chapter with MA amendments / code change proposals and not every section within the chapter unless it contains a MA amendment / code change proposal. Board members noted that there were a large number of columns, which might be reduced as a further way to simplify this document.

Board members discussed when this chart will be used, for drafting the initial 11th edition draft or if it will be utilized during / after the public hearings as well. Charles Kilb clarified the process for promulgation.

Board members discussed who would be filling out this document for the BBRs, a lengthy discussion was had, and it was decided that staff and one designated “secretary” of the BBRs would have access to this document and the BBRs Secretary would fill this document out during the BBRs meetings. Staff will link correct version of code change proposal to the tracking checklist

Lisa Davey suggested a simplified version of the tracking checklist be created and used for subcommittee use only.

The board members had a lengthy discussion on how to accurately track each individual code change proposal submitted as well as the differentiating them from the finalized proposal sent back to the BBRs from the Subcommittee. A suggestion was made to link each individual code change proposal form under the relevant chapter and section on the tracking checklist. A further discussion was had on how to track code change proposal forms that address changes to multiple chapters and sections. It was decided that the form will be linked to each pertinent chapter and section referenced in the code change proposal form. Lisa Davey pointed out the potential issue that code change proposals may not be able to be separated into individual chapters and sections because they all may not go together to work as the full proposal. Further discussion will be had on this issue.

4. Matters not reasonably anticipated 48 hours in advance of meeting.

None

Adjournment

At 1:02 p.m, Luke McKneally made a motion to adjourn seconded by John Nunnari, all in favor, motion passes unanimously.

Items Relied upon

-Agenda

Draft minutes

Draft tracking log