



2020 West El Camino Avenue, Suite 800
Sacramento, CA 95833
hcai.ca.gov



**HOSPITAL BUILDING SAFETY BOARD
Education and Outreach Committee**

**Thursday, February 8, 2024
10:00 a.m. – 4:00 p.m.**

Teleconference Meeting Access:

HBSB Teams EO Committee
Access Code: 749-343-732

Committee Members Present

Scott Mackey, Chair
Cody Bartley, Vice Chair
Louise Belair
Janice Cheung
Michael Davis
Gary Dunger
Teresa Endres
Bert Hurlbut
Jim Malley

Consulting Members Present

Kelly Martinez
Bruce Rainey

HCAI Staff Present

Chris Tokas, OSHPD Deputy Director
Richard Tannahill
Arash Altoontash
Monica Colosi
Joe LaBrie
Mia Marvelli
Jamie Schnick
John Gray

HBSB Staff Present

Veronica Yuke, Acting Executive Director
Marcus Palmer
Evelt Torres

1. Welcome and Introductions

- 2 Scott Mackey, Committee Chair, called the meeting to order on February 8, 2024, at
- 3 10:00 a.m., and HBSB Acting Executive Director, Veronica Yuke called roll.

1 **2. Roll Call and Meeting Advisories/Expectations**

2 Seven members of the Committee present constitute a quorum. There being eleven
3 present at the time of roll, a quorum was established.

4

5 Ms. Yuke read the meeting rules and procedures.

6

7 **3. Committee review of 2023 accomplishments**

8 **Presenter:** Scott Mackey, Committee Chair

9 **Discussion and Input**

10 Mr. Mackey stated that in 2023, the Education and Outreach committee held three
11 webinars and two seminars:

- 12 • OSHPD 3 Clinics webinars.
 - 13 ▪ Session 1: Special Code Provisions for Clinics—May 16, 2023.
 - 14 ▪ Session 2: Considerations for Design & Construction—May 18, 2023.
 - 15 ▪ Presenters: Richard Tannahill, Gary Dunger, Nanci Timmins, and
 - 16 David Khorram.
- 17 • Robots & Robotics in Hospitals webinar.
 - 18 ▪ June 29, 2023.
 - 19 ▪ Presenter: Nanci Timmins.
- 20 • Guide for Working on OSHPD Projects—Tips from the Experts seminars.
 - 21 ▪ Newark/Fremont—October 5, 2023.
 - 22 ▪ Irvine—October 10, 2023.
 - 23 ▪ Presenters: Chris Tokas, Richard Tannahill, Gary Dunger, Kelly Martinez,
 - 24 Bert Hurlbut, Marshall Lew, Scott Mackey, Jim Malley, Louise Belair, John
 - 25 Griffiths, Joe LaBrie, Monica Colosi, and Mia Marvelli.

26

27 **Informational and Action item**

- 28 • None

29

30 **4. Update on the Guide for Working on OSHPD Projects—Tips from the Experts**

31 **Presenter:** Paul Coleman and Mia Marvelli, HCAI

32 **Discussion and Input**

1 Ms. Marvelli mentioned that in March 2024, Mr. Tannahill, Mr. Dunger, and Ms. Endres
2 would present the Planning and Preparing for Disasters Guide at the 2024 International
3 Summit and Exhibition on Health Facility Planning, Design, and Construction in San
4 Diego, scheduled for March 17th to the 20th.

5 Mr. Coleman highlighted that the changes made to the Guide for Working on OSHPD
6 Projects—Tips from the Experts were:

- 7 • **Preamble** - Identified code that was reflected in the version being published.
- 8 • **How to Use This Guide** - New section was added.
- 9 • **Section 1: Introduction to the Office of Statewide Hospital Planning and**
10 **Development.**
 - 11 ▪ Added commentary regarding the renaming of OSHPD to HCAI and FDD to
12 OSHPD.
 - 13 ▪ Moved information regarding processes from Subsection 1.0 to Subsection
14 1.5 and made revisions.
 - 15 ▪ OSHPD Structure retitled to OSHPD Organization and added additional
16 Support Section Unit and expanded on HBSBs role.
 - 17 ▪ Expanded information in Subsection 1.6 regarding the eSP.
- 18 • **Section 3: Plan Design and Review Guidelines**
 - 19 ▪ Added information regarding Incremental Submittals and Integrated Review
20 for large projects.
 - 21 ▪ Added Subsection 3.2B regarding time limitations.
 - 22 ▪ Added subsection 3.3.E – Added architectural drawing content.
 - 23 ▪ FLS - eliminated most detailed checklists and referenced Quality Assurance
24 Checklists, PINs, CANs, applicable code sections, etc.
 - 25 ▪ Changed Equipment Anchorage subsection to Anchorage and Bracing of
26 Equipment and Systems.
 - 27 ▪ Added new subsection 3.9 – Part 6 of Title 24 – Energy Code Compliance
28 (CESC).
 - 29 ▪ Added new subsection 3.10 – Seismic Compliance.
 - 30 ▪ Added new subsection 3.14 - Building Information Modeling (BIM).
 - 31 ▪ Added new subsection 3.15 – Project Closure.
 - 32 ▪ Contents updated and new Sections/Subsections drafted by OSHPD Experts.

- 1 • **Section 4: Inspector of Record Guidelines, and Section 5: Testing,**
2 **Inspection.**
 - 3 ▪ Added information regarding the three levels of IORs that OSHPD certifies
4 and the extent of hospital construction each is permitted to inspect.
 - 5 ▪ Revised Code of Ethics to be Conduct Relative to Performance.
 - 6 ▪ Paraphrased IOR duties instead of citing CAC.
 - 7 ▪ Added subsection regarding Project Closure.
 - 8 ▪ Contents updated by the OSHPD Experts, including a former IOR, CO, and
9 RCO, and the current RCO of the ISU.
 - 10 ▪ Eliminated detailed description of the IORs Inspection Request Program as
11 these may vary widely between IORs.
 - 12 ▪ Added term Certified Hospital Inspector (CHI).
 - 13 ▪ Changed Testing Laboratory to be Approved Agency.
- 14 • **Section 6: Guidelines for Contractors Working on OSHPD Projects.**
 - 15 ▪ New Section to replace the section titled: Guidelines for working with OSHPD
16 Field Staff.
 - 17 ▪ The Section Subsections:
 - 18 ▪ Introduction.
 - 19 ▪ Overview of the Process.
 - 20 ▪ Inspector of Record.
 - 21 ▪ Testing, Inspection, and Observation Program (TIO).
 - 22 ▪ Preconstruction Meeting.
 - 23 ▪ Inspection Request Program.
 - 24 ▪ Challenges and Recommendations.
- 25 • **Section 7: Guidelines for Hospitals Working with OSHPD**
 - 26 ▪ Emphasized impacts of Amended Construction Documents throughout the
27 Section.
 - 28 ▪ Added new Subsection 7.8 – Close-out Phase.
 - 29 ▪ Added new Subsection 7.9 – Commissioning, Start-up, and
30 Occupancy/Use (Activation).
 - 31 ▪ Contents edited by an expert – former Staff Architect for a General Acute
32 Care Hospital.
- 33 • **Section 8: Guidelines for Project Closure.**
 - 34 ▪ New section added to include the following subsections:

- 1 ▪ Introduction.
- 2 ▪ Types of Project Closures.
- 3 ▪ Project Team Closure Responsibilities.
- 4 ▪ Owners Responsibilities.
- 5 ▪ Why is Closure in Compliance Important?
- 6 ▪ Re-opening Closed Projects.

- 7 • **Glossary:** Edited.

8 **5. Update on the Guide for Planning and Preparing for Disasters (formerly the**
9 **Emergency Design Guide)**

10 **Presenter:** Paul Coleman

11 **Discussion and input**

12 Mr. Coleman said the Guide name was changed from Emergency Design Guide to
13 Guide for Planning and Preparing for Disasters.

14

15 Mr. Coleman mentioned that the changes made to the Guide were:

- 16 • Format - moving from chapters to sections and sub-sections, to have standard
17 uniformity across all guides.
- 18 • New section added on planning, preparing, implementing solutions from seismic
19 events.

20 Mr. Coleman said that the Guide contained:

- 21 • Section 1- Introduction to the design guide for emergency projects.
- 22 • Section 2 - Planning, preparing, and implementing solutions for a seismic event.
- 23 • Section 3 - Emergency patient room ventilation conversion.
- 24 • Section 4 - Emergency operations for surge capacity.
- 25 • Section 5 - Spaces that can be split into multiple zones.
- 26 • Section 6 - Other considerations for surge capacity.
- 27 • Section 7 - How to handle smoke during wildfire events.
- 28 • Section 8 - Upgrading air filters.
- 29 • Section 9 - How to expedite emergency projects.
- 30 • Section 10 - OSHPDs response for disasters.
- 31 • Section 11- Coordination with other jurisdictions for temporary surge facilities and
32 alternate care sites.
- 33 • Acronyms and Abbreviations.

1 Mr. Mackey stated that it would benefit the Guide to have both the hyperlinks and the
2 QR Codes.

3

4 **Informational and Action item**

- 5 • None.

6

7 **6. Update on the Policy Intent Notice (PIN) 50 – Integrated Review (IR) webinar**

8 **Presenter:** Gary Dunger, Committee Member

9 **Discussion and input**

10 Mr. Dunger stated that PIN 50 would be a one-hour webinar presentation that focuses
11 on client perspective including Accela access and contributor license information.

12 Mr. Dunger mentioned that the assumed presenters for the webinar would be himself,
13 Ms. Navarro, and Ms. Colosi as the moderator.

14 Mr. Dunger highlighted that the agenda for the webinar would include:

- 15 • Purpose.
- 16 • Background.
- 17 • Definitions.
- 18 • Procedure.
- 19 • Electronic Review Process.
 - 20 ▪ Contributor Role.
 - 21 ▪ Accessing Review Comments.
 - 22 ▪ Exporting Comments.
 - 23 ▪ Responding to Comments.
 - 24 ▪ Available Reports.

25

26 Mr. Dunger gave an outline of the webinar:

- 27 • Development of PIN 50 – discuss projects that are best suited for IR and their
28 criteria.
- 29 • Client perspective - requirements for pre-submittal meetings and Request for
30 Integrated Review (RIR) process.
- 31 • Review and approval of RIR by OSHPD.

- 1 • Submitting applications for the incremental master, identifying increments for the
2 projects, and establishing milestones that work for OSHPD and the design team.

3 Mr. Dunger discussed the content of the webinar:

- 4 • Importance of trust – importance of OSHPD to have trust in clients.
5 • Lessons learned.
6 • Eliminate/minimize duplicative review efforts.
7 • e-Plan Soft.
8 ▪ Primarily building departments.
9 ▪ Understand the key enhancements that have made IR the right option for
10 large projects with integrated project design/construction teams.

11

12

13 **Informational and Action item**

- 14 • None.

15

16 **7. Update on the Offsite Fabrication/Preassembled Components webinar**

17 **Presenter:** Cody Bartley and Teresa Endres, Committee Members

18 **Discussion and input**

19 Mr. Bartley stated that the TIO draft was waiting on some input on fire life safety
20 considerations regarding prefabrication.

21 Mr. Bartely suggested a subcommittee meeting on February 28, 2024.

22 Mr. Mackey proposed having the PIN 50 webinar in late spring and the Offsite
23 Fabrication/Preassembled Components webinar in early summer.

24 Ms. Belair asked if it would make sense to have the Offsite Fabrication/Preassembled
25 Components webinar before the PIN 50 webinar. Mr. Tokas answered that there would
26 be a clear schedule for the webinar after the subcommittee meeting.

27 **Informational and Action item**

- 28 • None.

29

30 **8. New opportunities for educational events or programs**

31 **Presenter:** Scott Mackey, Committee Chair

32 **Discussion and input**

1 Ms. Martinez talked about thoughts and ideas for events or programs to consider for
2 2024 and beyond:

- 3 • Classification of imaging procedures into Class 1, 2, and 3.
- 4 • Revisiting Inspect-to-Pass approach to field inspections.
- 5 • OSHPD 6 roll out.
- 6 • Tips on how to work with HCAI in the field.
- 7 • Working with photovoltaics, microgrids, battery systems, and fire alarms.
- 8 • How to write a functional program and operational program, and how to make it
9 easy for the California Department of Public Health (CDPH) to approve.
- 10 • Develop a formal design professional mentorship program with HCAI.
- 11 • Discussion and public input.

12
13 Ms. Endres suggested the CDPH-approved approach on the acuity adjustable patient
14 unit be added to the list.

15 Mr. Tokas emphasized the importance of bringing key topics to the industry and
16 proposed that the Education and Outreach Committee prioritize specific items to deliver
17 more effectively through individual webinars or seminars.

18 **Informational and Action item**

- 19 • None.

20
21
22 **9. Comments from the public/committee members on issues not on this agenda**

23 **Presenter:** Scott Mackey, Committee Chair

24
25 Future Education and Outreach Committee meetings:

- 26 • May 22, 2024.
- 27 • August 1, 2024.
- 28 • September 26, 2024.

29
30 **Discussion and input**

- 31 • None.

32
33 **Informational and Action item**

1 • None.

2

3 **10. Adjournment**

4 Mr. Mackey adjourned the meeting on February 8, 2024, at approximately 12:07 p.m.