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

**Wednesday, July 26, 2023  
10:00 a.m. – 4:00 p.m.**

### **Teleconference Meeting Access:**

[HBSB Teams EO Committee](#)

Access Code: 745-662-458

#### **Committee Members Present**

Scott Mackey, Chair  
Cody Bartley, Vice Chair  
Louise Belair  
Gary Dunger  
Bert Hurlbut  
David Khorram  
Marshall Lew

#### **HCAI Staff Present**

Richard Tannahill  
Monica Colosi  
Mike Hooper  
Jamie Schnick  
James Yi

#### **Consulting Members Present**

Kelly Martinez  
Bruce Rainey  
Belinda Young

#### **HBSB Staff Present**

Veronica Yuke, Acting Executive Director  
Evet Torres

### **1. Welcome and introductions**

- 2 Scott Mackey, Committee Chair, called the meeting to order on July 26, 2023, at 10:00
- 3 a.m., and HBSB Acting Executive Director Veronica called roll.

4

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

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

4  
5   Ms. Yuke read the meeting rules and procedures.

6  
7   **3. Review and approve the draft May 24, 2023, meeting report/minutes**

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

9  
10   **Discussion and Input**

- 11   • None

12  
13   **MOTION: [Bartley/Hurlbut]**

14   The committee unanimously voted to accept and approve the May 24, 2023, meeting  
15   reports/minutes.

16  
17   **Informational and Action item**

- 18   • None

19  
20   **4. Planning and Development of the 2023 Seminar: Guide for Working on OSHPD**  
21   **Projects—Tips From the Experts**

22   **Presenter:** Scott Mackey, Committee Chair, and Mike Hooper, HCAI

23   **Discussion and Input**

24   Mr. Hooper updated that the seminar dates were October 5 and October 10.

- 25   • Seminar session timeframes:
- 26       ▪ 8:30AM through 4:45PM, (2-15 Minute Breaks) (1-75 Minute Lunch)
  - 27       ▪ Introduction, 15 Minutes
  - 28       ▪ Four Sessions, 90 Minutes Each
  - 29       ▪ Closing Comments, 15 Minutes
- 30
- 31   • Resources to be used:
- 32       ▪ Updated Guide: “Tips form the Experts”
  - 33       ▪ HCAI Slide format/backgrounds.
- 34

- Deliverables and progress metrics:
  - Updated Guide: Tips from the Experts- underway
  - Finalize Participants/Presenters - completed
- Slide development:
  - Session 1, HCAI/OSHPD- Mr. Tokas and Mr. Tannahill
  - Session 2- Tips from the Owners – Mr. Dunger, Mr. Hurlbut, and Ms. Martinez
  - Session 3- Working with HCAI in the Field – Mr. LaBrie, Mr. Hooper, and Ms. Colosi
    - 3.1 Inspector of Record Guidelines
    - 3.2 Testing, Inspection and Observation Guidelines (TIO)
    - 3.3 Working with HCAI/OSHPD Field Staff
  - Session 4- Submittals, Design and HCAI Review
    - 4.1 HCAI/OSHPD Roles and Jurisdiction- Mr. Tannahill
    - 4.2 Geologic Hazards- Mr. Lew
    - 4.3 Architect's Roles and Responsibilities- Mr. Mackey and Mr. Dunger
    - 4.4 The Structural Engineer's Roles and Responsibilities- Mr. Malley
    - 4.5 Mechanical, Electrical, and Plumbing (MEP) Roles and Responsibilities- Ms. Belair and Mr. Griffiths
  - Closing comments – Mr. Tokas.

Mr. Mackey gave an overview of work by phase for owners.

- Project Selection and Identification Phase – facility master plan to identify upcoming project, budget, then identify the project in terms of an overall schedule.
- Project Planning, Scheduling, & Budgeting Phase – construction permit status, regulatory environment, strategies to ensure feasibility.
- Design Phase – design problems that impact the satisfactory completion of HCAI process.
- Permit Phase – plans can be reviewed through HCAI website.

- 1 • Construction Phase – The California Building Standards Administrative Code  
2 requires that all hospital construction be continuously observed by an HCAI-  
3 certified Inspector of Record (IOR).
- 4 • Close-Out Phase – Before the hospital can use a newly constructed building,  
5 the work must be approved by HCAI field staff, and a certificate of occupancy  
6 must be issued.
- 7 • Owner Considerations - To ensure compliance throughout a construction  
8 project, it is important to post and save the Infection Control Risk  
9 Assessment, Pre-Construction Risk Assessment, and Interim Life Safety  
10 Measures, at the job site as part of the project documents. This will allow for  
11 proper monitoring and inspection of the activity.

12  
13 Mr. Hooper gave a summary on session 3: Inspector of Record. The topics include:

- 14 • Certified Hospital Inspector Code of Ethics - Hospital Inspectors of Record  
15 should adopt and follow the Code of Ethics to provide high ethical standards  
16 to safeguard the public, the profession, and the state's physical healthcare  
17 infrastructure.
- 18 • Knowledge – what the IOR needs to know in terms of Policy Intent Notices  
19 (PINs), Code Application Notices (CANs), contract document requirements,  
20 project schedules, and instructions issued by design professionals of records.
- 21 • Principal Duties to the project – personal knowledge, continuous inspection,  
22 maintain detailed files of documents.
- 23 • Materially Alter or Not– code language and documentation of changes.
- 24 • Additional Duties – keeping up a detailed record.
- 25 • Types of Inspections Provided by the IOR – requirements of documentation,  
26 inspection request programs.
- 27 • Other Project-Related Duties – attending preconstruction meetings,  
28 collaborating with owners and contractors.
- 29 • Checklists – importance of checklists.
- 30 • Coordination Concerns – correspondence and importance of communication  
31 with the team; understanding hospital related activities.
- 32 • Preconstruction Meetings – attendees, details within the guide for working on  
33 projects under HCAI jurisdiction.
- 34 • HCAI Interaction – relationship between OSHPD, IOR, and the design  
35 professionals.

- Testing Inspection and Observation Guidelines (TIO) – management of TIO, sample reports, advantages of TIO, and benefits of the projects, special inspections, milestones, and intervals.
- Working with HCAI Field Staff – relationship between OSHPD, IOR, and AOR; aspect of the project, design team responsibilities.

Mr. Tannahill stated that the topic would address roles and responsibilities of design professionals, meeting with OSHPD, CDPH, and the Local Jurisdictions CAN 2-0, submittal documents, engineering judgements.

Mr. Tannahill asked if there was going to be any mention of when the TIO is supposed to be filled out. Mr. Hooper responded that it would be addressed in the webinar.

#### **Informational and Action item**

- None

### **5. Update on Educational Webinars**

**Presenter:** Scott Mackey, Committee Chair

#### **Discussion and input**

##### **A. Offsite Prefabrication and Preapproved fabricated components**

Mr. Bartely gave an update on the education webinars.

- HCAI's view of prefabrication and preapproved fabricated components – Importance of prefabrication to the industry - Mr. Tannahill or Mr. Tokas.
- Architect view of offsite prefabrication and preapproved fabricated components – Benefits of prefabrications - Ms. Endres or Mr. Mackey.
- Contractor view of offsite prefabrication and preapproved fabricated components – Mr. Bartley.
- Background of prefabrication from HCAI website – Mr. Tannahill or Mr. Tokas.
- Definitions – Mr. Tannahill or Mr. Tokas.
- Prefabricated systems- examples and options – Mr. Asgari and Mr. Sumer.
- Examples of preassembled or prefabricated options – Mr. Bartley and Ms. Endres.

- Distinctions between offsite prefabrication – Mr. Bartley and Mr. Tannahill.
  - Location – adjacent to site or out of State.
  - Purpose – project specific or product specific requiring preapproval.
- Purpose – Mr. Asgari.
- The Why – Mr. Bartley and Ms. Endres.
- Goals of PCS (Prefabricated Components and Systems) – Mr. Bartley.
- Design for manufacture and assembly – Ms. Endres and Mr. Mackey.
- Timing to integrate PPCS (Preapprove Prefabricated Components and Systems) into design – Ms. Endres and Mr. Mackey.
- PPCS approval process – Mr. Sumer.
- Offsite project specific prefabrication – Mr. Bartley.
- Offsite prefabrication inspection process – Mr. Bhatia
  - Offsite inspection at prefabrication site
  - On-site inspections
  - Weatherization
  - Change management
  - Examples of PPCS on HCAI projects
- The Ask – point of putting up the webinar – Mr. Bartley

## **B. California Administrative Code**

Currently on hold.

## **C. Policy Intent Notice (PIN) 50: Integrated Review**

Mr. Dunger said that he had already submitted the slides that focused on electronic plan review contributor role and how owners or designers would interface with the program.

## **D. Emergency Process Design Guide**

Mr. Tannahill stated that the guide was in the final review and formatting stage.

1           **E. PINs and Code Application Notices (CANs)**

2   Mr. Tannahill updated that the presentation on this would be done soon.

3  
4   Mr. LaBrie asked what the intent of the webinar was. Mr. Bartley stated that the purpose  
5   of the webinar is to provide education and increase awareness about the PCS program.  
6

7   **Informational and Action item**

- 8   • None.  
9

10   **6. Comments from the public/committee members on issues not on this agenda**

11   **Presenter:** Scott Mackey, Committee Chair  
12

13   **Discussion and input**

- 14   • None.  
15

16   **Informational and Action item**

- 17   • None.  
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19   **7. Adjournment**

20   Mr. Mackey adjourned the meeting on July 26, 2023, at approximately 12:05 p.m.

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