



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



HOSPITAL BUILDING SAFETY BOARD Education and Outreach Committee

**Wednesday, August 30, 2023
10:00 a.m. – 4:00 p.m.**

Teleconference Meeting Access:

[HBSB Teams EO Committee](#)

Access Code: 878-061-056

Committee Members Present

Scott Mackey, Chair
Cody Bartley, Vice Chair
Louise Belair
Michael Davis
Gary Dunger
Teresa Endres
John Griffiths
Bert Hurlbut
Marshall Lew
Jim Malley

HCAI Staff Present

Arash Altoontash
Richard Tannahill
Monica Colosi
Mike Hooper
Mia Marvelli
Nanci Timmins
John Grey

Consulting Members Present

Kelly Martinez
Belinda Young
Bill Zellmer

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 August 30, 2023, at
- 3 10:00 a.m., and HBSB Acting Executive Director, Veronica Yuke called roll.

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

2 Eight members of the Committee present constitute a quorum. There being thirteen
3 present 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 July 26, 2023, meeting report/minutes**

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

9 Mr. Mackey reviewed the July 26, 2023, meeting minutes. The following topics were
10 discussed:

- 11 • Planning and Development of the 2023 Seminar: Guide for Working on OSHPD
12 Projects—Tips From the Experts
13 • Seminar session time frames - the seminar dates October 5 and October 10
14 • Webinar slide developments
15 • Update on the education webinars.

16
17 **Discussion and Input**

- 18 • None
19

20 **MOTION: [Bartley/Lew]**

21 The committee unanimously voted to accept and approve the July 26, 2023, meeting
22 reports/minutes.

- 23 • Cody Bartley – Yes.
24 • Louise Belair – Yes.
25 • Michael Davis – Yes.
26 • Gary Dunger – Yes.
27 • Teresa Endres – Yes.
28 • John Griffiths – Yes.
29 • Bert Hurlbut – Yes.
30 • Marshall Lew – Yes.
31 • Jim Malley – Yes.
32 • Kelly Martinez – Yes.

- Belinda Young – Yes.
- Bill Zellmer – Abstain.

Informational and Action item

- None

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

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

Discussion and Input

Mr. Hooper announced that the seminar would be based on "The Guide for Working on Projects Under OSHPD Jurisdiction: Tips from the Experts."

Mr. Hooper said that the seminar rehearsal was scheduled for 27th September 2023.

Ms. Martinez outlined Tips for Owners organizing the work by phase.

- Project Selection and Identification Phase – understanding the overall masterpiece facility plan and program and assisting hospitals in interpreting clinic building code requirements properly – CAN 1-7-2100.
- Project Planning Phase – Develop a full understanding of the regulatory environment that affects the project.
- Design Phase – requires that the design team of architects and engineers design the current California Building Code.
- Permit Phase – monitoring the progress of plan review process through OSHPD. All needed forms can be obtained from the OSHPD website.
- Construction Phase – California Building Standard Administration Code required that all hospitals contractions be observed continuously by an OSHPD-certified IOR (Inspector of Records). The IOR performs inspections of all alterations, modifications, and existing and new hospital buildings.
- Close-Out Phase – OSHPD field staff must approve the work before a substantial compliance, certificate of occupancy or construction final for the construction.
- Owner Considerations – infection control risk assessment (ICRA) Pre-construction Risk Assessment (PCRA), AND Interim Life Safety Measures (ILSM) be posted at job sites to ensure activities can be monitored and inspected for compliance throughout the duration of the project.

1 Marshall Lew stated that Geologic Hazards would be based on Note 48, which are standards
2 employed by the California Geological Survey (CGS) to accurately evaluate the
3 geology, seismic activity, and geologic hazards that are assessed in reports prepared
4 under the California Code of Regulations (CCR) Title 24, California Building Code.

5
6 Mr. Lew gave an updated version of Note 48 checklist for the review of Engineering
7 Geology and seismology reports.

- 8 • Project location.
- 9 • Engineering geology and site characterization.
- 10 • Seismology and calculation of earthquake ground motion.
- 11 • Time histories / fault rupture eval.
- 12 • Liquefaction / settlement analysis.
- 13 • Slope stability analysis.
- 14 • Other hazards / adverse site conditions.
- 15 • Report documentation.

16
17 Richard Tannahill gave an overview of the roles and responsibilities of the registered
18 design professional in responsible charge- architectural.

- 19 • Keys to teams success.
- 20 • Meeting with OSHPD, CDPH (California Department of Public Health) and the
21 local jurisdictions.
- 22 • Defining the project scope and the anticipated submittals
- 23 • OSHPD jurisdiction and how it relates to CDPH.
- 24 • Submittal documents.
- 25 • Engineering judgments.
- 26 • Collaboration between internal SE, design team and project team.

27
28 Jim Malley talked about the structural engineer's roles and responsibilities.

- 29 • Analysis – analysis modelling and calculations.
- 30 • Design - Interconnection of primary structure to complete load path.
- 31 • Collaboration – between Internal SE team, design team, and project team.

- Coordination - Synchronize analysis, design, detailing. BIM/Drawings, testing, and specifications.
- Plan review – treating OSHPD as a partner.
- Construction support.
- Deferral approval process – prioritize deferral approval.
- QA/QC and TIO (Testing, Inspection and Observation) – develop TIO program and working OSHPD field staff.

Ms. Belair stated the Mechanical, Electrical, and Plumbing (MEP) roles and responsibilities will cover:

- Design phase – mechanical, electrical, and plumbing tips.
- OSHPD review – coordinate with OSHPD staff.
- Construction – importance of TIO, field visits.

Mr. Hurlbut asked if the slides for the seminar were being created simultaneously with the updating of The Guide, as some of the slides required The Guide to be completed. Mr. Hooper answered that the Guide would be completed and available for slide development before September 27th.

Mr. Tannahill recommended presenting session 4 before session 3, in accordance with The Guide sequence.

Mr. Griffiths asked if the seminar would be streamed or recorded. Ms. Torres confirmed that the HCAI Public Affairs Office team would record the seminar.

Mr. LaBrie asked if there could be a panel discussion with HBSB board members to answer questions from the public. Mr. Tannahill answered that there would be a session dedicated to Q and A.

Ms. Torres asked how the microphones would be handled, especially in the Q and A session. Mr. Mackey suggested that the participants could use cards to write questions and then the presenters to answer.

Informational and Action item

- None

1 **5. Update on Educational Webinars**

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

3 **Discussion and input**

4
5 **A. Offsite Prefabrication and Preapproved fabricated components**

6 Mr. Bartely stated that the committee was still working on The Guide- Tips from Experts.

7 Ms. Young stated that the TIO was in draft format and was still under review.

8
9 **B. Policy Intent Notice (PIN) 50: Integrated Review**

10 On progress.

11
12 **C. Emergency Process Design Guide**

13 Ms. Endres said they were waiting for the end of publication of the emergency design
14 guide to develop the webinar.

15
16 **Informational and Action item**

- 17 • None.

18
19 **6. Comments from the public/committee members on issues not on this agenda**

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

21 Future Education and Outreach Committee meetings:

- 22 • September 27, 2023
23 • November 1, 2023

24
25 **Discussion and input**

- 26 • None.

27
28 **Informational and Action item**

- 29 • None.

1 **7. Adjournment**

2 Mr. Mackey adjourned the meeting on August 30, 2023, at approximately 1:00 p.m.