



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



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

**Wednesday, January 18, 2023
10:00 a.m. – 4:00 p.m.**

Teleconference Meeting Access:

[HBSB Teams EO Committee](#)

Access Code: 171-107-436

Committee Members Present

Mike Hooper, Chair
Scott Mackey, Vice Chair
Cody Bartley
Louise Belair
Deepak Dandekar
Gary Dunger
Bert Hurlbut
David Khorram

HCAI Staff Present

Chris Tokas, OSHPD Deputy Director
Arash Altoontash
Richard Tannahill
Joe LaBrie
Nanci Timmins
John Grey

Consulting Members Present

John Donelan
Kelly Martinez
Bruce Rainey
Bill Zellmer

HBSB Staff Present

Ken Yu, Executive Director
Evet Torres

1 1. Welcome and introductions

2 Mike Hooper, Chair, called the meeting to order on January 18, 2023, at 10:00 a.m.,
3 and HBSB Executive Director, Ken Yu called roll.

4 2. Roll Call And Meeting Advisories/Expectations

5 Seven members of the Committee present constitute a quorum. There being twelve
6 present at the time of roll, a quorum was established.

1 Mr. Yu read the meeting rules and procedures.

2

3 **3. Update on Educational Webinars – Establish Curriculum and calendar dates**

4 **Presenter:** Mike Hooper, Committee Chair

5 **Discussion and Input**

6 Mr. Hooper requested an update for the webinars.

7 **A. Offsite Fabrication/Pre-assembled**

8 Mr. Mackey said that a formulation for the materials for developing what would be
9 covered in the webinar would be ready for presentation in the next committee meeting
10 in March.

11 Mr. Yu asked if three committee members meeting would be in violation of the Bagley-
12 Keen. Mr. Yi replied that if the committee appointed three or more persons that would
13 be considered a subcommittee and under the Bagley-Keene regulations. He suggested
14 that two members could meet for discussion.

15 **B. California Administrative Code**

16 Mr. Tannahill said that they were yet to meet for the discussion.

17 Mr. Hooper asked if the webinar should be put on hold. Mr. Tannahill proposed that the
18 webinar be put on hold until later in the year.

19 Mr. LaBrie suggested a webinar that could also be presented as a seminar. Mr. Hopper
20 said that the committee would develop the webinar and a separate seminar on the topic.

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

22 Mr. Tannahill communicated that the presentation for the webinar was ready and
23 waiting for coordination and scheduling. Mr. Tannahill said that the presentation would
24 be in the next committee meeting in March.

25 Mr. Tokas asked if the public webinar could be presented two weeks after the next
26 committee meeting. Mr. Tannahill said that the webinar could be presented a month
27 after the committee meeting.

28 **D. Emergency Process Design Guide**

29 Mr. Tannahill briefed that they were in the final stage of preparing a presentation.

30 Mr. Hooper asked if the presentation would be done in March. Mr. Dunger said that they
31 would give an update on that.

32 **E. OSHPD 3 Clinics**

33 Mr. Dunger stated that the presentation was 90% complete.

1 Mr. Tannahill asked if the format had been decided. Mr. Dunger answered that there
2 were two webinars planned on the topic. Mr. Tannahill suggested May and July dates
3 for the two webinars.

4 **F. Testing, Inspection and Observation Program**

5 Mr. LaBrie communicated that the presentations on the topic were done in 2022.

6 Mr. LaBrie suggested a seminar on the topic at the end of the year.

7 **G. PINs and Code Application Notices (CANs)**

8 Ms. Timmins mentioned that there was a language change in the 2022 code, so what
9 was there needed to be redone.

10 Mr. Hooper asked if there would be a presentation in March for the committee to review.

11 Ms. Timmins answered that the presentation on CAN 2-508 would be done by March.

12 **Informational and Action item**

- 13 • None

14

15 **4. Planning and Development of the 2023 Seminar: Guide for Working on OSHPD** 16 **Projects—Tips from the Experts**

17 **Presenter:** Mike Hooper, Committee Chair

18 **Discussion and Input**

19 Mr. Dunger recommended that the committee break it up into topics and have groups
20 work on each section.

21 Mr. Hurlbut recommended that after the experts update the guide, the report should be
22 re-read by a non-expert in that field to ensure the language is understandable to the
23 public.

24 Mr. Hooper said the subject matter experts from the committee would work on the
25 document and produce suggestions to be presented in the next committee meeting.

26 Mr. Hooper stated that the committee should consider which portions of the document
27 could be used for the seminar. Mr. Hooper suggested that topics be broken into
28 sections and assigned to members so they could develop the presentations.

29 Ms. Martinez recommended receiving a guideline to Working on Projects Under OSHPD
30 Jurisdiction. Mr. Tokas said there would be a guide by the next committee meeting.

31 Mr. Hooper said they would expect an outline for developing the seminar from HCAI by
32 the next committee meeting.

33 Mr. Hooper asked for volunteers for the different topics in the document.

1 Ms. Belair said the EO committee's role was to use the guide to prepare the seminars
2 and not necessarily update the document. Mr. Tokas said that to prepare the seminar,
3 the committee would note references, topics, and concepts to be updated. So, the
4 committee would be reviewing the document and making suggestions to update the
5 document. Mr. Hooper explained that the committee was to render opinions on what
6 was needed to be updated within the document so HCAI for could update it.

7 The volunteers were:

- 8 • Scott Mackey – Architecture and design section
- 9 • Mike Hooper – Inspector of record guideline section
- 10 • Bert Hurlbut – Chapter 7
- 11 • Joe LaBrie – TIO section
- 12 • Chris Tokas – Guideline for working with OSHPD, and Geological hazard
13 sections
- 14 • Bill Zellmer – Chapter 1, Introduction chapter
- 15 • Gary Dunger – Hospital best practices and Fire and Life Safety drawings.
16 Mr. Dunger suggested that electrical service section be added to the
17 document
- 18 • Louise Belair – Mechanical and plumbing section

19

20 Mr. Tokas said the in-person seminar was planned for the second week of October.

21

22 **Informational and Action item**

- 23 • None.

24

25 **5. Comments from the public/committee members on issues not on this agenda**

26 **Presenter:** Mike Hooper, Committee Chair

27 Future Education and Outreach Committee meetings:

- 28 • March 8, 2023
- 29 • May 24, 2023
- 30 • July 26, 2023
- 31 • August 23, 2023
- 32 • September 20, 2023
- 33 • October 11, 2023

1 • November 1, 2023

2

3 Mr. Hooper thanked the committee members for their input.

4 **Discussion and input**

5 • None.

6

7

8 **Informational and Action item**

9 • None.

10

11 **6. Adjournment**

12 Mr. Hooper adjourned the meeting on January 18, 2023, at approximately 11:46 a.m.