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

**Wednesday, May 24, 2023
10:00 a.m. – 4:00 p.m.**

Teleconference Meeting Access:

[HBSB Teams EO Committee](#)

Access Code: 221-890-890

Committee Members Present

Scott Mackey, Chair
Cody Bartley, Vice Chair
Louise Belair
Deepak Dandekar
Gary Dunger
John Griffiths
Bert Hurlbut
Marshall Lew

Consulting Members Present

John Donelan
Kelly Martinez
Bruce Rainey

HCAI Staff Present

Chris Tokas, OSHPD Deputy Director
Monica Colosi
Mike Hooper
Jamie Schnick
John Grey

HBSB Staff Present

Ken Yu, Executive Director
Evelt Torres
Veronica Yuke

1 **1. Welcome and introductions**

2 Scott Mackey, Committee Chair, called the meeting to order on May 24, 2023, at 10:00
3 a.m., and HBSB Executive Director, Ken Yu called roll.

4

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

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

4

5 Mr. Yu read the meeting rules and procedures.

6

7 **3. Review and Planning and Development of the 2023 Seminar: Guide for**
8 **Working on OSHPD Projects—Tips From the Experts**

9 **Presenter:** Scott Mackey, Committee Chair, and Mike Hooper, OSHPD

10 **Discussion and Input**

11 Mr. Hooper provided a clear breakdown of the objectives and the work that needed to
12 be done.

13 • Seminars were scheduled October 5, 2023, at DoubleTree-Newark and
14 October 10, 2023 at Hilton-Irvine.

15 • Seminar milestones:

- 16 ▪ May 24- planning
- 17 ▪ July 26 – slide presentation
- 18 ▪ August 23 – final slide presentation
- 19 ▪ September 20 – rehearsal

20 • Seminar session timeframe

- 21 ▪ 8:30a.m through 4:45p.m.
- 22 ▪ Introduction, 15 minutes
- 23 ▪ Four sessions, 90 minutes each
- 24 ▪ Closing comments, 15 minutes

25 • Resources

- 26 ▪ Updated Tips from the Experts guide
- 27 ▪ HCAI Slide format/backgrounds

28

29 Mr. Hooper communicated that the seminar would be divided into four sessions:

30 • **Session 1: HCAI/OSHPD- topics:**

- 31 ▪ The History of the Guide
- 32 ▪ HCAI/OSHPD W5 - who, what, when, where, and why?

- 1 ▪ Seven areas of OSHPD responsibility
- 2 ▪ OSHPD’s Quality of Service Survey
- 3 ▪ Appeals
- 4 ▪ Old and new services
- 5 ▪ Electronic Services Portal
- 6
- 7 • **Session 2: Tips for the owners- topics:**
- 8 ▪ Organizing the work
- 9 ▪ Project Selection and Identification Phase
- 10 ▪ Project Planning Phase
- 11 ▪ Design Phase
- 12 ▪ Permit Phase
- 13 ▪ Construction Phase
- 14 ▪ Close-Out Phase
- 15 • **Session 3: Working with OSHPD** which was divided into:
- 16 ▪ 3.1 Inspector of Record Guidelines- topics:
- 17 ▪ Certified Hospital Inspector Code of Ethics
- 18 ▪ Knowledge
- 19 ▪ Principal Duties
- 20 ▪ Documentation and Processing “Materially Alter” Items
- 21 ▪ Additional Duties
- 22 ▪ Type of Inspections Provided by the Inspector of Records
- 23 (IOR)
- 24 ▪ Other Project-Related Duties
- 25 ▪ Checklists
- 26 ▪ Coordination Concerns
- 27 ▪ Preconstruction Meetings
- 28 ▪ OSHPD Interaction
- 29 ▪ 3.2 Testing, Inspection and Observation Guidelines (TIO)- topics:
- 30 ▪ Purpose
- 31 ▪ Maintenance and Administration

- 1 ▪ Format
- 2 ▪ Instruments
- 3 ▪ Contract Drawings
- 4 ▪ Instructions
- 5 ▪ Responsible Personnel
- 6 ▪ Tests and Inspections
- 7 ▪ Milestones and Intervals
- 8 ▪ Samples
- 9 ▪ TIO Modifications
- 10 ▪ Approval
- 11 ▪ 3.3 Working with HCAI/OSHPD Field Staff- topics:
- 12 ▪ Steps, Process and Procedures
- 13 ▪ Inspection Team
- 14 ▪ Challenges and Recommendations
- 15 ▪ Contractor
- 16 ▪ Design Team
- 17 ▪ Owner
- 18 • **Session 4: HCAI/OSHPD Roles and Jurisdiction**
- 19 ▪ 4.1 HCAI/OSHPD Roles and Jurisdiction
- 20 ▪ 4.2 Geologic Hazards
- 21 ▪ 4.3 Architect's Roles and Responsibilities- Topics:
- 22 ▪ Submittal Documents
- 23 ▪ Coordination, Consistency, Clarity, Correctness
- 24 ▪ Renovations, Additions and Special Conditions
- 25 ▪ Accessibility
- 26 ▪ Details
- 27 ▪ EJ's
- 28 ▪ 4.4 The Structural Engineer's Roles and Responsibilities- topics:
- 29 ▪ Primary Structure
- 30 ▪ Building Systems
- 31 ▪ 4.5 MEP Roles and Responsibilities

1 Mr. Lew discussed the importance of California Geological Survey - Note 48. This note
2 is used to assess geological, seismological, and geological hazards in reports prepared
3 under the California Code of Regulations (CCR) Title 24, California Building Code (2022
4 CBC).

5

6 Mr. Mackey inquired about the Fire Life Safety topic. In response, Mr. Tokas confirmed
7 that the topic had been allocated a specific seminar, but it would also be covered in the
8 context of architectural and mechanical designs.

9

10 Mr. Hooper asked if the seminar would be broadcasted virtually. Ms. Torres answered
11 that the seminar would be recorded but not broadcast virtually.

12

13 **Informational and Action item**

- 14 • None

15

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

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

18 **Discussion and Input**

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

20 The webinar was scheduled to be presented on July 26, 2023.

21 Mr. Bartley proposed that there be three meetings before the presentation.

- 22 • The first meeting scheduled for June 13, 2023. Topics to be discussed:

23 ▪ Discussion of media for the webinar.

24 ▪ Story board for the webinar

25 ▪ Definitions

26 ▪ Design speaking points and roles

27 ▪ Time frame

28

- 29 • Second meeting – June 27, 2023, topic:

30 ▪ Review of slides from the first meeting

31

- 32 • Third meeting – July 11, 2023, topics:

33 ▪ Run through slide deck and ready for presentation

1 **B. California Administrative Code**

2 The webinar was on hold until year's end.

3

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

5 Mr. Dunger said that the presentation material would be ready by the July 26, 2023, the
6 committee meeting.

7

8 **D. Emergency Process Design Guide**

9 Mr. Dunger updated that the final draft of the design guide has been submitted for
10 review and approval before the scheduled committee meeting on July 26, 2023.

11

12

13 **E. OSHPD 3 Clinics**

14 Mr. Dunger said that the presentation was completed. An in-person seminar was
15 scheduled in the spring of 2024.

16

17 **F. PINs and Code Application Notices (CANs)**

18 The topic will be discussed and reviewed at the upcoming committee meeting.

19

20 **Informational and Action item**

- 21 • None

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23

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

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

26 Future Education and Outreach Committee meetings:

- 27 • July 26, 2023
- 28 • August 23, 2023
- 29 • September 20, 2023
- 30 • October 11, 2023
- 31 • November 1, 2023

32

1 **Discussion and input**

- 2 • None

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4 **Informational and Action item**

- 5 • None

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7 **6. Adjournment**

8 Mr. Mackey adjourned the meeting on May 24, 2023, at approximately 11:54 a.m.