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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 **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

- 1 • Deliverables and progress metrics:
 - 2 ▪ Updated Guide: Tips from the Experts- underway
 - 3 ▪ Finalize Participants/Presenters - completed
 - 4
- 5 • Slide development:
 - 6 ▪ Session 1, HCAI/OSHPD- Mr. Tokas and Mr. Tannahill
 - 7 ▪ Session 2- Tips from the Owners – Mr. Dunger, Mr. Hurlbut, and
 - 8 Ms. Martinez
 - 9 ▪ Session 3- Working with HCAI in the Field – Mr. LaBrie, Mr. Hooper,
 - 10 and Ms. Colosi
 - 11 ▪ 3.1 Inspector of Record Guidelines
 - 12 ▪ 3.2 Testing, Inspection and Observation Guidelines (TIO)
 - 13 ▪ 3.3 Working with HCAI/OSHPD Field Staff
 - 14 ▪ Session 4- Submittals, Design and HCAI Review
 - 15 ▪ 4.1 HCAI/OSHPD Roles and Jurisdiction- Mr. Tannahill
 - 16 ▪ 4.2 Geologic Hazards- Mr. Lew
 - 17 ▪ 4.3 Architect’s Roles and Responsibilities- Mr. Mackey and Mr.
 - 18 Dunger
 - 19 ▪ 4.4 The Structural Engineer’s Roles and Responsibilities- Mr.
 - 20 Malley
 - 21 ▪ 4.5 Mechanical, Electrical, and Plumbing (MEP) Roles and
 - 22 Responsibilities- Ms. Belair and Mr. Griffiths
 - 23 ▪ Closing comments – Mr. Tokas.

24

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

- 26 • Project Selection and Identification Phase – facility master plan to identify
- 27 upcoming project, budget, then identify the project in terms of an overall
- 28 schedule.
- 29 • Project Planning, Scheduling, & Budgeting Phase – construction permit
- 30 status, regulatory environment, strategies to ensure feasibility.
- 31 • Design Phase – design problems that impact the satisfactory completion of
- 32 HCAI process.
- 33 • 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.

- 1 • Distinctions between offsite prefabrication – Mr. Bartley and
- 2 Mr. Tannahill.
 - 3 ▪ Location – adjacent to site or out of State.
 - 4 ▪ Purpose – project specific or product specific requiring
 - 5 preapproval.
- 6 • Purpose – Mr. Asgari.
- 7 • The Why – Mr. Bartley and Ms. Endres.
- 8 • Goals of PCS (Prefabricated Components and Systems) – Mr. Bartley.
- 9 • Design for manufacture and assembly – Ms. Endres and Mr. Mackey.
- 10 • Timing to integrate PPCS (Preapprove Prefabricated Components and
- 11 Systems) into design – Ms. Endres and Mr. Mackey.
- 12 • PPCS approval process – Mr. Sumer.
- 13 • Offsite project specific prefabrication – Mr. Bartley.
- 14 • Offsite prefabrication inspection process – Mr. Bhatia
 - 15 ▪ Offsite inspection at prefabrication site
 - 16 ▪ On-site inspections
 - 17 ▪ Weatherization
 - 18 ▪ Change management
 - 19 ▪ Examples of PPCS on HCAI projects
- 20 • The Ask – point of putting up the webinar – Mr. Bartley
- 21

22 **B. California Administrative Code**

23 Currently on hold.

24

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

26 Mr. Dunger said that he had already submitted the slides that focused on electronic plan

27 review contributor role and how owners or designers would interface with the program.

28

29 **D. Emergency Process Design Guide**

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

31

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

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13 **Discussion and input**

- 14 • None.

15

16 **Informational and Action item**

- 17 • None.

18

19 **7. Adjournment**

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