

OSHPD Office of Statewide Health Planning and Development



Hospital Building Safety Board

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

**Wednesday, July 14, 2021
9:00 a.m. - 3:00 p.m.**

**Teleconference Meeting Access:
HBSB GoToMeeting EO Committee
Access Code: 712-342-029**

Committee Members Present:

Mike Hooper, Chair
Pete Kreuser, Vice-Chair
Louise Belair
Deepak Dandekar
Bert Hurlbut
David Khorram
Bruce Macpherson
Bruce Rainey

Consulting Members:

John Donelan
Gary Dunger
Bill Zellmer

OSHPD Staff:

Paul Coleman, FDD Deputy Director
Chris Tokas, FDD Deputy Division Chief
Monica Colosi
Mickey Fong
Bill Gow
Joe LaBrie
Cesar Ponce
Diana Scaturro
Richard Tannahill
Nanci Timmins
James Yi, OSHPD Attorney

HBSB Staff:

Ken Yu, Executive Director
Joanne Jolls
Evelt Torres

- 1 **1. Welcome and Introductions**
- 2 Facilitator: Mike Hooper, Committee Chair (or designee)
- 3 Committee Chair, Mike Hooper called the meeting to order on July 14, 2021, at
- 4 9:00 a.m. and OSHPD Executive Director, Ken Yu, called roll.

1 Six members of the Committee present constitutes a quorum. There being eight
2 present at the time of roll, a quorum was established.

3 Mr. Yu read the public announcement regarding COVID-19, meeting rules, and
4 procedures.

5 **2. Review the February 10, 2021, final meeting report/minutes approved at the**
6 **April 22, 2021 Full Board Meeting**

7 Facilitator: Mike Hooper, Committee Chair (or designee)

8 Mr. Hooper moved to agenda item two and summarized the meeting report,
9 which was approved at the previous full board meeting.

10 **3. Facilities Development Division's Educational Webinar Update**

11 Facilitator: Richard Tannahill, OSHPD (or designee)

12 Mr. Hooper moved to agenda item three and turned to Richard Tannahill, OSHPD
13 Building Standard Supervisor, to go through all the suggested topics and put a list
14 together.

15 Mr. Tannahill presented a consolidated list of webinar topics to have done by the
16 end of the year. So far they have completed the 2019 Intervening Code,
17 Engineering Judgments and Code Application Notice (CAN)-108 webinars. The
18 OSHPD 3 Clinics webinar will be given in two sessions, in collaboration with the
19 Primary Care Association. The goal is to reach out to clinic owners and potential
20 owners in an effort to assist with the comprehension "how to make their building
21 OSHPD 3 compliant." Webinars for Accessibility CAN 2-11B and Policy Intent
22 Notice (PIN) 50 Integrated Review, will be presented once they are done.

23 Mr. Tannahill remarked that there was a slight decrease in attendance in the
24 webinars compared to last year, but still averaging over 400 attendees per
25 session. He assured the committee that they will keep an eye on attendance as
26 they move forward.

27 Mr. Tannahill presented some of the modifications that were made to the OSHPD
28 website. FDD implemented a web page specifically for webinars and changed it
29 to make it a little easier to access. It will also show the user what is coming, as well
30 as past webinars.

31 Mr. Tannahill mentioned they are posting some of the webinars on YouTube and
32 they range between 122 to 937 views. There was a big jump in the number of
33 viewers, but it's something that a lot of people are not aware of yet. He informed

1 the Committee that they are considering doing some additional fliers and
2 notifications.

3 Mr. Tannahill presented the list of topics that was put together and separated into
4 two sections: Inspection Services Unit (ISU) and BSU. Currently, both ISU and
5 BSU are short staffed and looking for this committee to help contribute. He would
6 like to get the committee back involved and encouraged all to not only assist in the
7 decision making on topics but also with developing presentations.

8 Mr. Hooper asked if the list they were provided mimics the list Mr. Tannahill was
9 presenting. Mr. Tannahill stated his presentation is more extensive.

10 Mr. Yu reminded the committee that Mr. Tannahill's presentation is different from
11 the list that was distributed to the committee and is a separate agenda item.

12 Pete Kreuser asked if in observation of the aforementioned list of topics, there was
13 an expectation/prioritization of the list; if the goal is to have six webinars between
14 now and the end of year.

15 Mr. Hooper responded that the intent was to go through the list, send out the
16 suggested educational topics, and post them on the website for the public to
17 observe as well, then discuss such topics and determine which ones OSHPD
18 should proceed with and any involvement that they would like the committee to
19 take as well. Thereafter, go into a development phase on exactly who would do
20 what, set timeframes, etc. Mr. Hooper mentioned that was his vision and
21 expressed interest in any other suggestions from the committee members and the
22 public.

23 Bill Zellmer agreed all the topics are good ones and for the need to go through all
24 of them starting with those of highest priority first.

25 Mr. Hooper explained the reason why he is doing this is because the public and
26 the committee had not seen this presentation slide until now. Therefore, the need
27 to go to the next agenda topic is pertinent because the list should have been
28 reviewed by the committee and the public.

29 **4. Future Educational Webinar Opportunities**

30 Facilitator: Mike Hooper, Chair (or designee)

31 Mr. Hooper provided members of the committee and public with an update on the
32 list that was prepared by Joe LaBrie, ISU Supervisor, Richard Tannahill, and Nanci
33 Timmins, Chief Fire Life Safety Officer, and Roy Lobo, Principal Structural

1 Engineer. Mr. Hooper explained that the full list was compiled from all the
2 suggestions made by past webinar and seminar attendees.

3 Mr. Hooper expressed his appreciation for Joe LaBrie and the ISU because he felt
4 that they have been addressing many of the topics on the list already. He
5 acknowledged that he approached the list from an inspector's perspective and that
6 one theme he hears frequently in the field, especially from new Inspectors of
7 Record (IORs), is difficulty understanding all documentation that is required by
8 OSHPD field staff. Mr. Hooper provided real-life examples of things new IORs have
9 trouble with, such as Request for Information Forms and who is responsible for
10 them, who is supposed to present Amended Construction Documents, and what
11 their role is during special inspections. He said another important topic on the list
12 is Emergency Projects and Other Field Observed Conditions, not only for the IORs
13 but for the field staff who are seeing the same mistakes repeatedly.

14 Mr. Hooper moved to open up review and discussion of the list of suggested
15 educational topics to the rest of the committee.

16 Bill Zellmer expressed that accessibility and path of travel can potentially account
17 for 20% of a project's budget, and since OSHPD is close to issuing the latest CAN
18 2-11B for the 2019 codes cycle, one of his top three topics is Accessibility in
19 Healthcare.

20 Bruce Macpherson agreed with Mr. Zellmer that accessibility is always a good topic
21 for discussion because it must be addressed on every project and the more
22 education on it, the better. Mr. Macpherson went on to select Emergency Design
23 Guide, and California Administrative Code (CAC) and OSHPD as his top two
24 topics.

25 Mr. Kreuser asked if the Emergency Projects and Other Field Conditions topic was
26 the same as the Emergency Design Guide topic. Paul Coleman answered that they
27 are related but that one has to do with the field side of emergency projects and the
28 other one from the plan review side. Mr. Coleman explained that the intent was to
29 attack it from two different viewpoints depending whether the project is under
30 construction.

31 Louise Belair stated that her understanding is that the Emergency Design Guide
32 is related more to emergency events than to emergency projects. Mr. Coleman
33 stated that there was an Emergency Design task force that worked on what
34 impacts disasters such as pandemics, wildfires, and earthquakes have on hospital
35 design and is a part of the Emergency Design Guide as well.

1 Mr. Kreuser's last pick was the OSP: Process, Requirements, and Equipment
2 Anchorage. He expressed that in his experience with vendors no one has a clear
3 understanding of what the process is, why it is in place and why getting their
4 equipment ready should be so hard. Mr. Tokas expressed that perhaps it was time
5 to "dust off" the 2007 presentations that OSHPD made to industry and acquaint
6 the new generation to the process.

7 John Donelan stated that all the topics are very important, but felt that many topics,
8 such as Skilled Nursing Facilities, Psychiatric Hospitals, and even Fire Separation
9 Requirement for 1R Buildings, are so specialized that although there's a need for
10 them, it is not universal. Mr. Donelan went on to express his agreement with Mr.
11 Zellmer about the importance of the Accessibility in Healthcare topic and the need
12 for an updated Accessibility CAN. He shared that when he left OSHPD and worked
13 as a Fire Marshall for the University of California, 30 percent of his time was spent
14 answering accessibility questions.

15 Mr. Tokas stated that the Accessibility CAN 2-11B is very close to being completed
16 and that OSHPD will be ready to schedule webinars soon after it is. Mr. Tannahill
17 concurred and indicated that the presentations are done and ready to go as soon
18 as the CAN is done. They just need a final review and few minor tweaks to make
19 sure they are in alignment. He added that the presentations are actually very close
20 to Mr. Zellmer's program.

21 Ms. Belair commented that she liked the way the list was organized by unit and
22 that each section has at least one key topic that addresses the items that were
23 discussed previously. She agreed with Mr. Donelan that some of the topics are
24 very narrow. Since all the topics were suggested by the public, Ms. Belair wanted
25 to know if it was possible to have a webinar that would address each unit and
26 therefore each of the topics listed, so as to not leave out any topics. She suggested
27 possibly breaking out into more specific training for some of the topics that might
28 deserve more time.

29 Joe LaBrie explained that the list being presented was created by combining all
30 the topics suggested by the public with all of the personal observations made within
31 each unit, then distilled into a list of the most logical and highest priority items
32 observed by OSHPD and recommended by the public. Mr. LaBrie then asked the
33 Committee for direction on how the training should be rolled out.

34 Ms. Belair explained that her thought was to address each of the sections
35 individually; perhaps creating longer webinars to address each of the topics. She
36 also mentioned that perhaps there was a need to begin planning an in-person
37 seminar now that everything has started opening back up. Ms. Belair noted that

1 there needs to be a timeline developed to know which of the sections has the most
2 pressing need for training.

3 Bert Hurlbut expressed his agreement with Mr. Zellmer on the importance of
4 accessibility training and also with Mr. Kreuser and Mr. Tokas on the need to
5 educate the new generation on the OSP Process.

6 Mr. Hooper asked Ms. Timmins what format she envisioned her topics being
7 presented and she stated that some topics could be given in a short, 15-minute
8 session but others would require more time, such as the topic related to fire alarm
9 testing requirements. She indicated that there are a lot of guide lists available
10 online that could potentially be turned into their own webinar topics.

11 Mr. Tannaill brought up that many of the topics are already being addressed on an
12 ongoing basis by each unit. ISU, BSU and FPU have ongoing webinars and
13 continuing outreach. He explained that what OSHPD is hoping to get from the
14 Committee is participation as well as input to create a training opportunity that is
15 exciting and that people will want to attend and listen to. Mr. Tannaill mentioned
16 that the seminars of the past were always so well received, and he wants to see
17 that level of participation and engagement again.

18 Mr. LaBrie remarked that when members of the industry hear fellow industry
19 leaders are involved in the presentation material, it adds an additional level of
20 importance and value that people appreciate. He added that the messaging that
21 comes solely from OSHPD is good and important, but the value of Committee
22 involvement and the messaging that goes with a presentation that is put on by
23 OSHPD and HBSB, should not be underestimated.

24 An Interested Party asked the Committee to comment on the confusion on the part
25 of the facilities when selecting equipment to meet the various structural sections
26 of the code; facilities are not looking for OSPs until late in their projects. Mr. Tokas
27 responded by saying that although the OSP program has not changed since it was
28 implemented in 2005, he recognized that there a lot of new players in the industry
29 now and that OSHPD will take on the task of putting together a new set of seminars
30 that will hopefully illustrate some of the misconceptions and whatever questions
31 are out there regarding OSP.

32 Deepak Dandekar made a couple of suggestions to OSHPD. The first one was to
33 make clear when/if a presentation has changed since the last time it was given
34 because someone may not attend a webinar thinking they have already taken it
35 before, and not realize that new material has been added since the last time the

1 session was offered. Mr. Dandekar's second suggestion was to put the word out
2 to the industry about all of the checklists that are available on the OSHPD website
3 for many of the processes that are required on a project. Mr. Tannahill addressed
4 Mr. Dandekar's suggestion by revealing that BSU is working with Mr. Yu's staff to
5 send out an email blast to listserv subscribers whenever a new CAN, PIN or Guide
6 is made available online.

7 After further discussion, Committee members agreed in assisting with the
8 development, materials, and participation in future educational webinars by
9 bringing their expertise to specific topics.

10 Action Items

11 Topics and volunteers:

- 12 • Bruce Macpherson:
 - 13 ○ OSHPD 3
 - 14 ○ Accessibility in Healthcare
 - 15 ○ California Administrative Code and OSHPD
 - 16 • Louise Belair:
 - 17 ○ OSHPD 3
 - 18 ○ Emergency Design Guide
 - 19 ○ Owner, IOR, DPOR, GC, LAB: Personal Knowledge,
20 Duties, and Responsibilities During Construction
 - 21 • Bill Zellmer:
 - 22 ○ Accessibility in Healthcare
 - 23 • Bert Hurlbut:
 - 24 ○ OSP: Process, Requirements, and Equipment
25 Anchorage
 - 26 • Pete Kreuser:
 - 27 ○ Emergency Projects and Other Field Observed
28 Conditions
 - 29 ○ Integrated Review PIN 50
 - 30 ○ Emergency Design Guide
 - 31 ○ OSP: Process, Requirements, and Equipment
32 Anchorage
 - 33 • Mike Hooper:
 - 34 ○ Any ISU topics
 - 35 • Gary Dunger:
 - 36 ○ Any FPU topics
- 37

- 1 • John Donelan:
- 2 o Any FPU topics

3 Cesar Ponce asked that any Committee member who would like to volunteer to
4 help ISU with presenting on a specific topic, to please reach out to
5 OSHPD.FDDISU@oshpd.ca.gov.

6 Mr. Hooper asked who the technical leads will be on the OSHPD side and Mr.
7 Tannahill responded that each unit supervisor will be the technical lead for their
8 respective topic and the technical leads will reach out to each volunteer to
9 coordinate the collaboration. Mr. Hooper asked if Committee members can do
10 the work outside HBSB and begin working on developing their topic
11 presentations individually with OSHPD technical leads. Mr. Tokas responded in
12 the affirmative.

13 Mr. Hooper concluded agenda item 4 by clarifying that OSHPD technical leads will
14 reach out to the Committee member volunteers and work on the presentations
15 outside of the Committee meetings. Richard affirmed that was correct.

16 **5. Comments from the Public/Committee members on issues not on this**
17 **agenda**

18 Facilitator: Mike Hooper, Chair (or designee)

19
20 Mike Hooper opened for comments from committee members, and the public on
21 matters to be considered at next board meeting. No issues arose and the
22 committee meeting adjourned at 10:38 am.