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**HOSPITAL BUILDING SAFETY BOARD
Offsite Fabrication/Preassembled Components Webinar Development
Subcommittee**

**Wednesday, February 28, 2024
10:00 a.m. – 4:00 p.m.**

**Teleconference Meeting Access:
HBSB Teams EO Committee
Access Code: 233-292-155**

Sub-Committee Members Present

Cody Bartley, Subcommittee Chair
Scott Mackey, Vice-Chair
Teresa Endres

HBSB Staff Present

Veronica Yuke, Acting Executive Director
Marcus Palmer
Evelt Torres

HCAI Staff Present

Chris Tokas
Richard Tannahill
Joe LaBrie
Mia Marvelli
Ali Sumer
Nanci Timmins
John Gray

1 **1. Welcome and Introductions**

2 Cody Bartley, Subcommittee Chair, called the meeting to order on February 28, 2024, at
3 10:00 a.m., and HBSB Acting Executive Director, Veronica called roll.

4

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

6 Three members of the Committee present constitute a quorum. There being three
7 present at the time of roll, a quorum was established.

8

9 Ms. Yuke read the meeting rules and procedures.

1 **3. Discussion on additional draft content for Offsite Fabrication/Preassembled**
2 **Components webinar**

3 **Presenter:** Cody Bartley, Subcommittee Chair

4 **Discussion and Input**

5 Mr. Bartley provided updates on the progress of the webinar topics:

- 6 • HCAI view of prefabrication and preapproved fabricated components –
7 working with Mr. Tokas and Mr. Tannahill on getting the final quote.
 - 8 • Architect view – Ms. Endres or Mr. Mackey
 - 9 • Contractor view– Mr. Bartley
 - 10 • Background of prefabrication – Mr. Tannahill or Mr. Tokas
 - 11 • Definitions – Mr. Tannahill or Mr. Tokas
 - 12 • Prefabricated systems – Mr. Asgari and Mr. Sumer
 - 13 • Examples of preassembled or prefabricated options – Mr. Bartley and
14 Ms. Endres
 - 15 • Distinctions between offsite prefabrication – Mr. Bartley and Mr. Tannahill
 - 16 • Purpose – Mr. Asgari
 - 17 • The Why – Mr. Bartley and Ms. Endres
 - 18 • Goals of Preapproved Prefabricated Components and Systems (PPCS) –
19 Mr. Bartley
 - 20 • Design for manufacture and assembly – Ms. Endres and Mr. Mackey
 - 21 • Timing to integrate PPCS into design – Ms. Endres and Mr. Mackey
 - 22 • PPCS approval process – Mr. Sumer
 - 23 • Offsite project-specific prefabrication – Mr. Bartley
 - 24 • Offsite prefabrication inspection process – Mr. Bhatia
 - 25 • Offsite inspection at prefabrication site
 - 26 • On-site inspections
 - 27 • Weatherization
 - 28 • Change management
 - 29 • Examples of PPCS on HCAI projects
 - 30 • The Ask – point of putting up the webinar – Mr. Bartley
- 31

1 Mr. Tokas emphasized the need for the TIO to address all relevant items, not just
2 specific projects.

3 Mr. Bartley suggested adding a summary slide outlining the steps of inspections and
4 fabrications.

5 Mr. Tokas suggested using UCSF as an example model for preassembling components
6 due to limited space on the site, which would facilitate both preassembly and delivery to
7 the site.

8 Mr. Mackey proposed addressing the difference between prefabrication and
9 preassembling earlier in the presentation. Ms. Endres recommended using flow charts
10 to graphically represent the difference between the two.

11 Mr. Bartley said that the Kaiser Roseville slide was missing some pictures. Ms. Endres
12 said that Ms. Young had more pictures to be added to the slide. Ms. Endres suggested
13 adding mockups that were created in the warehouse to the bullet points on the Kaiser
14 Roseville slide.

15 Mr. Tokas asked when the seminar would take place. Mr. Tannahill answered that the
16 seminar would be either in the spring or early summer of 2024.

17

18 **Informational and Action item**

- 19 • None

20

21 **4. Discuss Next Steps to Finalize Webinar**

22 **Presenter:** Cody Bartley, Subcommittee Chair

23 Mr. Bartley suggested a two-week deadline to have all the slides presentation in place.

24 Mr. Bartley said there should be a subcommittee meeting in the middle of March for a
25 final draft review and another at the end of March or the beginning of April for a dry run
26 through the webinar content.

27 **Discussion and Input**

- 28 • None

29

30 **Informational and Action item**

- 31 • None

32

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

34 **Presenter:** Cody Bartley, Subcommittee Chair

1 **Discussion and input**

- 2 • None.

3

4 **Informational and Action item**

- 5 • None.

6

7 **6. Adjournment**

8 Mr. Bartley adjourned the meeting on February 28, 2024, at approximately 10:47 a.m.