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

**Tuesday, March 26, 2024
10:00 a.m. – 4:00 p.m.**

Teleconference Meeting Access:
[HBSB Teams EO Committee](#)
Access Code: 944-364-209

Subcommittee Members Present

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

HCAI Staff Present

Richard Tannahill
Alireza Asgari
Joe LaBrie
Ali Sumer
Nanci Timmins

HBSB Staff Present

Veronica Yuke, Acting Executive Director
Marcus Palmer
Evelt Torres

1 **1. Welcome and Introductions**

2 Cody Bartley, Subcommittee Chair, called the meeting to order on March 26, 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 Two members of the Committee present constitute a quorum. There being three present
7 at the time of roll, a quorum was established.

8

9 Ms. Yuke read the meeting rules and procedures.

1 **3. Review and approve the draft February 28, 2024, meeting report/minutes**

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

3

4 **Discussion and Input**

5 Mr. Bartley noted that the previous meeting involved discussing and refining the draft
6 content, including adding definitions, examples, and fire alarm placements.

7

8 **Informational and Action item**

- 9 • None

10

11 **MOTION: [Endres/Mackey]**

12 The committee unanimously voted to approve the February 28th, 2024, meeting
13 report/minutes.

14

15

16 **4. Review of new content for Offsite Fabrication/ Preassembled Components**
17 **webinar**

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

19

20 **Discussion and Input**

21 Ms. Timmins talked about the added Offsite Fabrication/Preassembled Components
22 webinar topics:

- 23 • Fire and life safety – different setups would be determined by the type of
24 construction that the preassembled units are in.
- 25 • Materials – reviewing and making sure the materials in the preassembled units
26 are what was permitted.
- 27 • Protection of fire-resistance-rated assemblies – consideration of timing and
28 logistics.
- 29 • Exiting – considerations of where the unit would be in the building, its impact on
30 egress routes, travel distances, and intervening rooms.
- 31 • Fire alarm - Provide details for fire alarm coverage.
- 32 • Sprinklers - Provide details and dimensions for sprinkler protection per CBC
33 /CFC 903 and NFPA 13.
- 34 • Other considerations like shipping and delivery and preplan route and watch
35 overpass height limitations.

1 Mr. Bartley pointed out some editorial changes on the slides:

- 2 • Slide 65, Kaiser Riverside – added pictures of offsite fabrications, headwall, and
- 3 footwall prefabrications.
- 4 • Slide 7, Prefabricated systems – editorial comments.
- 5 • Additional comments on slide 12, purpose of HCAI preapproved prefabricated
- 6 components and systems PCS.
- 7 • Language change on slide 39, submittal requirement slide
- 8 • Added content and speaking points on slide 44, what should the document
- 9 show?
- 10 • Added summary slide of inspection and process.

11

12 Mr. Mackey suggested reducing the amount of text on slides and opting for key bullet
13 points instead.

14 Mr. Mackey asked if the message on the TIO slide was delivered correctly. Mr. LaBrie
15 answered that the message on the slide addressed the issue and suggested including a
16 narrative describing how stakeholders gain personal knowledge, considering the
17 differences between offsite and traditional construction methods.

18 Mr. Tannahill asked if the presentation could be divided into three sections: 1) offsite
19 construction, 2) onsite construction, and 3) examples. Mr. Bartley agreed, stating it was
20 a good idea to have one section on offsite inspection at the shop, followed by on-site
21 inspection upon receipt, and final inspection post-installation.

22 An interested party asked if some clarification could be made regarding a vendor that
23 was doing pre-assembly components. Mr. Tannahill answered that pre-manufactured
24 products undergoing pre-approval required a separate process, ensuring approval for
25 project placement based on location and usage without the need for re-review.

26 **Informational and Action item**

- 27 • None

28

29 **4. Review of speaking roles and proposed presenters**

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

31 **Discussion and Input**

32 Mr. Bartley mentioned that presenters were identified on each slide for easy reference.

33 Mr. Mackey asked about the anticipated timeframe for distributing the final slide deck.

34 Mr. Bartley answered that the final slide deck would be ready before the next meeting.

35

1 **Informational and Action item**

- 2 • None

3

4 **5. Set agenda for April 24, 2024, sub-committee meeting/dry-run**

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

6

7 **Discussion and Input**

8 Mr. Bartley said the focus of the meeting would be conducting dry run of the
9 presentation, starting with a summary of each slide and then two full dry runs to refine
10 the presentation delivery.

11 The meeting is scheduled for April 24, 2024.

12

13 Mr. Bartley stated that an updated version of the draft would be available in two weeks,
14 aligning with their timeline for finalization.

15 **Informational and Action item**

- 16 • None

17

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

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

20 **Discussion and input**

- 21 • None.

22

23 **Informational and Action item**

- 24 • None.

25

26 **6. Adjournment**

27 Mr. Bartley adjourned the meeting on March 26, 2024, at approximately 10:56 a.m.