



Office of Statewide Health Planning and Development

**Hospital Building Safety Board**

400 R Street, Suite 200
 Sacramento, California 95811-6213
 (916) 440-8453
 Fax (916) 324-9118
<http://www.oshpd.ca.gov/Boards/HBSB/index.html>

**HOSPITAL BUILDING SAFETY BOARD
 Board Procedures Committee**

**Monday, December 14, 2015
 2:00 p.m. - 4:00 p.m.**

Office of Statewide Health Planning and Development
 400 R Street, Suite 452
 Sacramento, CA 95811
 (916) 440-8453

Committee Members Present

Michael Foulkes, Chair
 Trailer Martin, Vice-Chair
 Scott Karpinen
 Bruce Macpherson
 Carl Scheuerman

OSHPD Staff

Robert P. David, OSHPD Director

HBSB Staff

Kathi Zamora, Acting HBSB Executive Director
 Krista Harrington
 Evett Torres

1

2 **1. Welcome and Introductions**

3 Committee Chair Michael Foulkes called the meeting to order. He invited everyone
 4 present to introduce themselves.

5 He noted that some items had been removed by OSHPD from the agenda. One of
 6 them concerned ex officio members and how to deal with them, while the other
 7 concerned meeting attendance. Mr. Foulkes was not aware of the reasons for the
 8 removal.

9 **2. Review and approve the September 22, 2015 Administrative Processes and**
 10 **Code Changes + Board Procedures Joint Committee Meeting Report / Minutes**



1 **and discuss proposed changes to the appeal process of the *Hospital Building***
2 ***Safety Board Policy and Procedures***

3 The item was temporarily tabled until later in the meeting.

4 **3. Review the “Committee Meetings” section of the *Hospital Building Safety***
5 ***Board Policy and Procedures* for conducting a Committee meeting when neither**
6 **the Committee Chairperson nor Vice-Chairperson are in attendance**

7 Mr. Foulkes stated that the issue had come up at a recent meeting of who should
8 conduct committee meetings when neither the Chair or the Vice-Chair are present.

9 • **Discussion and Public Input**

10 Mr. Scheuerman stated that he had not found the answer to this question in the *Policy*
11 *and Procedures*. He brought up another question: During a joint meeting of two
12 committees, how is the Chair determined?

13 Mr. Foulkes noted that better communication with OSHPD would be helpful.

14 Mr. Macpherson suggested a solution where the Chair or Vice-Chair of the Board could
15 step in and chair any committee whose Chair and Vice-Chair are not present. If the
16 Board Chair or Vice-Chair are not present, a volunteer from the committee could lead,
17 or the committee could choose someone to lead. This would enable the committee's
18 business to proceed.

19 Mr. Scheuerman found in the *Policy and Procedures* that the Board Chair can designate
20 Committee Chairs – so the Board Chair has the authority to designate himself. The
21 same authority is stated for the Board Vice-Chair.

22 Mr. Scheuerman suggested that in the case of a joint committee meeting, it would fall to
23 the Board Chair and Vice-Chair to decide how that meeting would be conducted.

24 **4. Discuss 2016 committee structure, issue areas and meeting dates**

1 Mr. Karpinen, who serves as Board Chair, stated that Paul Coleman wanted to delay
2 discussion on committee structure until early 2016.

3 Mr. Foulkes stated that during the past year, the work of the Education and Outreach
4 Committee has been great, as has the work of the Technology Committee.

5 • **Discussion and Public Input**

6 Mr. Foulkes noted that in the past, there have been periods of having standing
7 committees versus periods of having committees solve a particular problem and then
8 disband.

9 Mr. Karpinen reported that FDD intended to continue having the Education and
10 Outreach Committee develop seminars. Next year the Codes and Regulations
11 Committee will wind down on the new code and focus more on issues.

12 Mr. David commented that as long as SBC 4D gets moved along by the Building
13 Standards Commission, FDD will start taking applications on January 1. He assumed
14 that hospitals would show a lot of interest.

15 Mr. Karpinen stated that Eric Johnson does not wish to continue as Chair of the
16 Technology Committee.

17 Mr. Karpinen continued that the Structural/Non-Structural Committee will continue with
18 possibly two meetings this year. He hoped to focus on issues such as seismic bracing,
19 OSHPD Special Seismic Certification Preapprovals (OSPs), seismic certification, and so
20 on.

21 He explained that during his term as Chair, he wished to focus on construction issues.
22 He saw the biggest complaint to be the waiting time spent in the field during
23 construction.

24 Mr. Scheuerman noted that the new language on appeals should help. Also,
25 compliance technology is a component of the Technology Committee, and many of the
26 productivity gains that Mr. Coleman has discussed with this group have been coming in
27 through the Technology Committee.

1 Mr. Macpherson commented that energy usage/conservation should also be addressed
2 during this downtime between the code cycles. It has the potential to impact hospitals
3 negatively. Regulatory agencies outside OSHPD have placed this issue in the forefront,
4 with hospitals being such large energy users.

5 Mr. David agreed; the current Governor is very interested in energy and climate issues.
6 He noted that the new San Francisco General Hospital has been certified LEED Gold.
7 Mr. Scheuerman commented that Santa Rosa has also been certified LEED Gold in
8 large part because of installation of a fuel cell that reduces demand on grid power.

9 Mr. Macpherson suggested that providing more direction to hospitals regarding seismic
10 certification requirements would be beneficial.

11 Mr. Foulkes commented on the significance of energy storage for hospitals.

12 The committee agreed that OSHPD should take the lead in protecting the people it is
13 responsible for, but also protecting the environment.

14 An Interested Party stated the California Hospital Association (CHA) is aware that
15 energy conservation discussions are occurring, but is concerned that OSHPD has not
16 been involved in some of them. The CHA is a strong proponent that OSHPD be a
17 leader representing the industry and community.

18 Mr. Karpinen felt that the Board should hold two or possibly three meetings in 2016.

19 Mr. David stated that once OSHPD moves into the new building, there will be plenty of
20 meeting space with free parking.

21 Mr. Scheuerman inquired about whether the energy discussion should also include
22 water resources. At some point in time, we need to look responsibly at how to balance
23 the need for infection control against water demand.

24 **5. Discuss committee consulting member planning for 2016**

25 Mr. Foulkes pointed out the need to ensure that consulting members are not replacing
26 Board members; consulting members come in to address a specific issue.

1 • **Discussion and Public Input**

2 Mr. Karpinen noted that some consulting members are important to the committees in
3 speaking up at meetings and taking up tasks and roles; we would want to keep those
4 on. Some consulting members are not as helpful and we may want to let them go.

5 Mr. Foulkes stated that the commitment lasts for a year; a letter is sent yearly to the
6 consulting members thanking them for their service and if appropriate, extending their
7 service for another year.

8 Mr. Karpinen stated that he would be meeting individually with the committee chairs to
9 discuss which consulting members they wanted to retain.

10 Mr. Foulkes mentioned that chair training has been done in the past as part of Board
11 meetings – it is helpful when there are new members.

12 **(2.) Review and approve the September 22, 2015 Administrative Processes and**
13 **Code Changes + Board Procedures Joint Committee Meeting Report / Minutes**
14 **and discuss proposed changes to the appeal process of the *Hospital Building***
15 ***Safety Board Policy and Procedures***

16 The committee noted that the Meeting Report had been approved at the full Board
17 meeting.

18 Mr. Scheuerman stated that without a copy of the express terms that are proposed for
19 Part 1 of Title 24 in hand, it would be difficult for the committee to take those regulations
20 and build them into the *Board Policy and Procedures*. He recommended carrying this
21 item over to the next agenda, when those materials could be made available. Mr.
22 Foulkes agreed.

23 Mr. Foulkes referred to meeting attendance. The Board Chair and Executive Director
24 have records of attendance; they can speak to committee members with poor
25 attendance about improving their attendance or possibly leaving the committee.

26 Mr. Foulkes commented that the ex officio item needs to be discussed; OSHPD needs
27 to provide clarity.

1 **6. Comments from the Public/Board Members on Issues not on this Agenda**

2 Mr. Macpherson asked about any recourse the committee has if the final version of the
3 Express Terms do not include the amendments that the Board suggested. Mr.
4 Scheuerman answered that there is no recourse; the HBSB is an advisory body only.

5 Mr. Foulkes and Mr. Karpinen agreed that the committee will meet again soon if the
6 document is ready and Mr. Coleman can meet with Mr. Karpinen for planning.

7 Mr. Martin commented that the meeting agenda submittal time should be posted in the
8 *Board Procedures*. Other members did not want that codified. Ms. Zamora stated that
9 the requirement has been to send agendas to the Legal Office one week before they
10 are to be posted.

11 Mr. Foulkes suggested a discussion on whether some consultation with the committee
12 should be involved in setting the meeting agendas. It is helpful for the committee to
13 know beforehand if items have been removed. In general, the more communication the
14 better.

15 **7. Adjournment**

16 Mr. Foulkes adjourned the meeting at 2:56 p.m.