

Industrialized Buildings Commission

◆ An Interstate Compact ◆

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MINUTES

Industrialized Buildings Commission
Wednesday, July 17, 2002
Herndon, Virginia

Richard Osworth called the annual meeting of the Industrialized Buildings Commission to order on Wednesday, July 17, 2002, at 1:15 p.m. at the Days Hotel Conference Center in Herndon, Virginia. Attendance was taken as noted below:

Members Present: Bob Blatchford, Dynamic Homes
Joseph A. Cirillo, State of Rhode Island
Stephen Hernick, State of Minnesota
Richard Osworth, State of New Jersey

Others Present: Kathryn Arner, NTA
Debbie Becker, NCSBCS
Pete Blaser, NCSBCS
Ujjval K. Dave, State of Maryland
N. Kevin Egilmez, NCSBCS
Bob Gorleski, PFS
Gary Higbee, State of New York
Robert Johnson, RADCO
Jim Rothman, PFS Corporation,
Judy Smith, Modular Building Institute
Bob Tanger, T. R. Arnold & Associates
Robert Wible, NCSBCS

Approval of Minutes

On a motion by Joe Cirillo, seconded by Steve Hernick, the minutes of the July 18, 2001, meeting were unanimously approved as submitted.

Correspondence

The secretariat noted that a list of correspondence received since the last meeting was available.

Old Business

Chairman Rothman reported on RDC recommendations to the Commission:

1. Part VI, Section 4(B) of the UAP, Certification Requirements, be amended to include a formal waiver process.
2. Part VI, Section 4(G)(1) of the UAP, Renewal of Certifications, be amended to require an IBC seminar to renew a certificate.
3. Draft TQM regulations be issued as Formal Interpretation to allow production personnel to perform compliance assurance functions.
4. Part IV, Section 2(B) of the UAP be amended to exempt low-production facilities from meeting all compliance assurance program requirements.

Chairman Rothman reported that the RDC was in favor of amending the MRR to include electrical panel size on data plate pending the State of North Dakota's participation in IBC.

On a motion made by Joe Cirillo, seconded by Bob Blatchford, the Commissioners accepted the RDC's report and agreed to take appropriate action.

The Commission accepted the nominations of Neil Moss, Terry Slade, and Craig Simpson as new members to the RDC.

Steve Hernick advised the Commission that Minnesota ended their relationship with Canadian manufacturers and that it looked like North Dakota was moving ahead with full reciprocity in 2003 but had a few concerns regarding electrical and plumbing issues. Richard Osworth advised that he and Kevin Egilmez visited North Dakota in January 2002 and had given a half day presentation at Richard Gray's request. Robert Johnson questioned whether a licensed electrician would still be required in North Dakota manufacturing plants or in plants shipping into North Dakota after adoption of the Compact. Richard Osworth and Kevin Egilmez didn't think so but also indicated it was "subject to change."

Richard Osworth solicited comments regarding allowing production personnel to perform compliance assurance functions. (See Attachment C.) Kevin Egilmez advised that the new policy would be issued as a Formal Interpretation. A question arose as to whether there would be a grandfathering period. Richard Osworth felt that it was an inspection agency issue and would be evaluated by IBC as part of the monitoring process. The motion to approve the Formal Interpretation, made by Bob Blatchford and seconded by Steve Hernick, passed unanimously.

Joe Cirillo made a motion, seconded by Bob Blatchford, to accept the language to amend Section 4(B) of the UAP, Certification Requirements, to formalize the waiver process (Attachment A). The motion was approved with Steve Hernick abstaining.

Joe Cirillo moved, seconded by Steve Hernick, to require IBC seminars for renewing certificates. The motion passed unanimously. Richard Osworth suggested a fee to cover the cost of the seminar with a higher fee for the videotape to encourage attendance. The mandatory seminar would essentially carry forward the IBC briefing session lasting five contact hours for .5 CEUs. It was agreed that the seminar would be mandatory at this time but would be revisited again in two or three years.

Certifications expire in December and June. Kevin Egilmez suggested the timing of the seminars should be one month before expiration. Richard Osworth expected the first seminar to be held in Spring 2003.

New Business

Richard Osworth discussed the Commission's concerns with proprietary information. Since 9/11, states have been advised that anything that compromises security cannot be given out. Joe Cirillo said that the IBC is only the keeper of records and that the states, not IBC, must decide which information to release.

A motion was made by Joe Cirillo, seconded by Bob Blatchford, and unanimously approved to change the wording in Part IV, Section 9 of the UAP (See Attachment E). The language "notify the submitter of the determination and the anticipated release date" was approved rather than "release them to the requester". The UAP will now read: "The Commission, after receiving this information from the submitter, will determine which, if any, records or parts thereof should be released and notify the submitter of the determination and the anticipated release date."

The Commission decided not to take any action regarding specifying electrical panel sizes on data plates. The commissioners were requested to check with their states' requirements for making changes to their adopted MRR.

Draft language to Part IV, Section 2(B) of the UAP to allow exemptions for low production facilities was discussed. (See Attachment D.) The RDC's recommendation modified the language by changing "selected by the Commission" to "accepted by the Commission." A motion was made by Joe Cirillo, seconded by Steve Hernick, and approved unanimously to accept the language as recommended by the RDC.

Kevin Egilmez updated the Commission on the status of the new IBC web label software. Phase one is currently under development which will allow designated agencies to enter plant information. In phase two, manufacturers will have the ability to order labels on line, and in phase three, monthly production reports will be able to be submitted on line. A working model will be available at the end of 2002. There was a question regarding payment by manufacturers who may not have access to the Internet. Richard Osworth indicated that because the IBC is a government organization, it will always accept paper. Richard Osworth also informed the Commission that, based on his experience, the rough cost for the IBC web label software (\$20,000) was very reasonable.

Richard Osworth informed the IBC that there was currently \$20,000 set aside for marketing and outreach in the IBC's 2003 draft budget. He felt that the marketing/outreach effort was most beneficial when such services were requested by state or other organizations. In his opinion, rather than a 10-year progress report, an expanded annual report would be more appropriate.

Bob Wible suggested the following items as IBC's marketing/outreach efforts:

1. Maintain streamlining project. He invited the Commission to speak at NCSBCS's upcoming annual meeting in Kentucky.
2. IT, a 7/14 press release was distributed. (See Attachment F.)
3. Host a meeting in Minnesota for Iowa, North Dakota, and Wisconsin expounding on the benefits of joining the Compact.
4. Revise IBC's annual report to be used as marketing tool.

Financial Report and Approval of FY '03 Budget

Richard Osworth noted there were no findings in the IBC's audited financial statements for FY 2001. He did point out that there was a "concentration of credit risk" due to cash being held by financial institutions in excess of Federal insurance limits. It was proposed that the Commission invest \$500,000 in government bonds and securities at no fee for 18 months. There is a one percent penalty for early withdrawal with a return of approximately 7-1/2 percent. On a motion by Joe Cirillo, seconded by Bob Blatchford, the Commissioners agreed to invest \$500,000 in government bonds and securities.

The IBC discussed the draft fiscal year 2003 budget. Richard Osworth pointed out the low label fee estimate was based on a rolling 12-month average. On a motion by Joe Cirillo, seconded by Steve Hernick, the draft FY '03 budget for the IBC was unanimously approved..

Secretariat's Work Assignments

1. First mandatory IBC seminar to be held in May 2003.

Date and Location of Next Meeting

The next IBC annual meeting is tentatively scheduled for July 16, 2003. The secretariat reported that notice would be sent regarding the location.

Joe Cirillo made a motion to enter executive session to discuss designated agency performances and to review requests for waivers. The motion, seconded by Steve Hernick, carried and the IBC entered executive session. The motion to reconvene into open session made by Joe Cirillo and seconded by Steve Hernick, carried unanimously.

Joe Cirillo made a motion, seconded by Steve Hernick, to redesignate A. N. Vendola, Inc. The motion carried.

Joe Cirillo made a motion, seconded by Steve Hernick, to redesignate Modular Code Consultants. The motion carried.

Joe Cirillo made a motion, seconded by Bob Blatchford, to redesignate Radco. The motion carried.

Bob Blatchford made a motion, seconded by Joe Cirillo, to approve Steve Hernick's request for waiver and grant certification after submission of current CEU information. The motion carried with Steve Hernick abstaining. The Commission agreed to reevaluate Randy Vogt's request for waiver after a more current application is submitted.

On a motion by Joe Cirillo, seconded by Steve Hernick, the Commissioners adopted the independent auditors' report for FY 2001. It was noted that bank statements were not being reconciled but that is now being done.

Bob Wible informed the Commission that a public hearing was taking place today in New Mexico to amend their administrative procedures to accept IBC units.

Joe Cirillo, seconded by Bob Blatchford, moved to adjourn the meeting and the motion carried. The meeting adjourned at 4:20 p.m.

Respectfully submitted,

N. Kevin Egilmez
Secretariat Staff

Attachments