



CALIFORNIA COUNCIL OF TESTING AND INSPECTION AGENCIES

November 16, 2017
Web Conference

Minutes - General Business Meeting

1. Call to Order – Colin Stock
 - a. Time
 - The meeting was called to order at 1:04 p.m. by Vice President Colin Stock.
 - b. Self-introductions
 - The following members and guests were in attendance:

Jim Auser (BSK Associates)	Ed King (Inspection Services, Inc.)
Jeffrey Cannon (Youngdahl Consulting Group)	Terri Klepp (Inspection Services, Inc.)
Cliff Craig (Retired)	Colin Stock (Testing Engineers, Inc.)
Miki Craig (CCTIA)	Linas Vitkus (Twining, Inc.)
Terry Egland (Testing Engineers, Inc.)	
2. Approval of Minutes
 - a. October 26, 2017
 - The minutes were approved as submitted.
3. Financial Report
 - a. Income Statement (*handout*)
 - Executive Secretary Craig provided the financial report as of October 31st. Revenues year-to-date are \$13,500.00, with expenses totaling \$8,195.59, leaving a net increase in reserves of \$5,304.41.
 - b. Balance of Account
 - The balance of the checking account at October 31, 2017 is \$14,113.90.
4. Committee Reports
 - a. ASTM – Jeffrey Cannon
 - No report
 - b. SEAONC CQA – Terry Egland
 - Member Terry Egland reported the CQA has reviewed the Special Inspection Guidelines to 1705. It has been a very slow process as there has been much disagreement. The committee is in need of additional members and has, therefore, contacted its SoCal counterpart, in theory to have larger and more diverse input. Meetings would likely be conducted by teleconference.
 - c. FAQs – Colin Stock
 - No report
 - d. NCAWNV ACI Certification – Chair TBD
 - x
 - e. Caltrans JTCP – Jim Auser
 - Liaison Jim Auser reported pilot programs were being scheduled in the new CSU Long Beach lab at the end of November, and at SJSU's lab in mid-December. Seats for each program are limited to 10 industry representatives so only those involved in the development efforts of the JTCP will be selected.
 - Executive Secretary Craig reminded everyone Caltrans' new Statewide Independent Assurance Database (SIAD) is now live. She recommended each firm search for their technicians' certification listing as some errors and/or missing data has been identified. If corrections or additions are required, firms should contact their local Caltrans IA. While anyone can search the database, only IA's have access to add, correct, or delete information.
 - f. DSA – Augie Smarkel
 - No report
 - g. Membership – Jim Backman/Elizabeth Clarke
 - No report
 - h. Communications – Tim Rodriguez
 - x
 - i. Professional Development – Elizabeth Clarke
 - No report
 - j. Programs – Elizabeth Clarke



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- Member Ed King described an all-inclusive reporting program his firm has had under development for several years called Greenbox. The system eliminates the need for paper reports and may be customized to the use firm. The programmers are partnered with ISI to provide technical support to each licensee. Member King noted Greenbox currently has three license holders, and is working with a fourth. Prompted by an inquiry from Member Terry Egland, Member King noted the software was being licensed at \$95/seat per month. Member King would like to provide a Greenbox presentation at the annual business meeting if the members are interested in learning more about it.

5. Old Business

a. 2018 Annual Business Meeting

- Executive Secretary Craig led the discussion of potential dates for the 2018 event. It was determined to hold the dinner on Saturday, January 27th, provided McNamara's could facilitate the group on that date.

b. Nominations for 2018 Officers & Directors

- Executive Secretary Craig reported the following nominations have been made and accepted at this time:

President	Colin Stock (Testing Engineers, Inc.)
Vice President	Augie Smarke (Mid Pacific Engineering)
Secretary/Treasurer	Elizabeth Clarke (Structure Groups)
Director – 2 yrs.	Chris Pollack (Kleinfelder)
Director – 2 yrs.	Jim Auser (BSK Associates)
Director – 1 yr.	John Atkinson (Holdrege & Kull)
Director – 1 yr.	Jeffrey Cannon (Youngdahl Consulting Group, Inc.)

- Any other members interested in serving should express their desire for nomination to President Mark Hahle or Executive Secretary Craig prior to the December meeting.

6. New Business

a. Intertek Qualified Personnel (IQP) Program per OSHPD PIN 67

- Member Linus Vitkus introduced the topic and let the ensuing discussion. Firestopping, if it has been inspected at all, has typically been performed by IOR's. In 2016 it became a special inspection item, but the code did not define how to become qualified as an inspector. OSHPD wrote Policy Intent Notice (PIN) 67 to address the lack of direction. Two certifications have been identified as acceptable, depending on the construction type. For existing buildings, the International Firestop Council (IFC) Premier Certification is acceptable. For new construction, the Intertek Qualified Personnel (IQP) program is required. Member Vitkus remarked the IFC program requirements appeared to be pretty reasonable. The Intertek program, however, is charging a whopping \$1,200 to get certified, and \$1,200 every year thereafter to maintain the certification. It is unknown if the author (Paul Coleman), or anyone else at OSHPD, was aware of the exorbitant level of IQP's fees when PIN 67 was drafted and adopted. Member Ed King volunteered to reach out to his OSHPD contacts to see if a discussion could be arranged for a future CCTIA meeting.

b. AASHTO Updated Procedures re Testing Environment

- Executive Secretary Craig noted an email she and Director Jeffrey Cannon had received from Member Chris Pollack. She requested Director Cannon explain the content and lead the discussion. Recently, AASHTO has updated its procedures manual to include the following requirement:

e) The laboratory shall have the test areas, energy sources, lighting, heating, cooling, and ventilation necessary to facilitate performance of tests. The testing environment when workers are present in normally occupied spaces inside facilities (fixed, mobile, or temporary) shall be maintained at 60 to 85°F.

- Director Cannon noted the above requirement is currently being enforced in assessments by AASHTO and CCRL.

7. Adjournment

a. Time



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- *There being no further business, the meeting was adjourned at 1:41 p.m. by Vice President Stock.*
- b. Next meeting
 - *The next meeting will be Thursday, December 14, 2017, 1 p.m. at the Hilton Stockton.*

Respectfully submitted,
Miki Craig
Executive Secretary

CCTIA
Operating Statement

	2017	
	<u>Actual</u>	<u>Budget</u>
	<u>YTD 10/31/17</u>	<u>YE 12/31/17</u>
Revenues		
Dues & Initiation Revenues	\$11,700.00	\$13,000
ABM Registrations	1,800.00	1,875
ABM Sponsorships		
General Meeting Guest Registrations		
Education Programs		
<i>Total Revenues</i>	<i>13,500.00</i>	<i>14,875</i>
Expenses		
Education Programs		
Executive Secretary Services		1,000
Professional Services	3.95	
Hemsley Award Expenses		
ABM Expenses	3,108.03	2,500
General Meetings	4,751.08	7,560
Webinar Services	157.09	240
Credit Card Processing Fees	22.90	360
Newsletter		
Office Supplies	53.04	100
Postage		50
S I Guidelines		
Stationary & Printing		
Taxes & Licenses		20
Website	99.50	120
<i>Total Expenses</i>	<i>8,195.59</i>	<i>11,950</i>
Net Reserves/(Losses)	\$5,304.41	\$2,925

Nine Months Ended
October 31, 2017



Facilities Development Division

Office of Statewide Health Planning and Development

400 R Street, Suite 200 • Sacramento, CA 95811 • (916) 440-8300

700 N. Alameda Street, Suite 2-500 • Los Angeles, CA 90012 • (213) 897-0166

POLICY INTENT NOTICE (PIN)

SUBJECT

Fire-Resistant Penetrations and Joints – Special Inspections

PIN: 67

Effective: 3/06/2017



POLICY

Special Inspections conducted by an approved inspection agency are required for fire-resistant penetrations and joints, and shall be in accordance with the 2016 California Building Code (CBC) Section 1701A.4, ASTM E 2174, and ASTM 2393. Individuals conducting the special inspections shall have OSHPD approved training and certifications.

PROCEDURE

In order to be considered acceptable by OSHPD, training and certifications are required for individuals to conduct special inspections on fire-resistant penetrations and joints. The following are required:

Special Inspectors conducting inspections for an approved inspection agency
or

Hospital Inspector Class “A”, “B” or “C” certification,
and

The following training or certifications;

1. Intertek Qualified Personnel (IQP) Program - (For any hospital construction project including new buildings and additions)

- 40-60 hour IFC online training course
- 2 hour proctored exam
- Hands-on product training from at least four firestop product manufacturers
- Hands-on inspector training seminar
- Intertek review and Field Audit

Please see the following links for further program and contact information:

<http://www.intertek.com/IQP/firestop-inspector>

<http://www.firestop.org/inspection>

2. International Firestop Council (IFC) Premier Certificate - (For any hospital construction project, except new buildings and additions, but may include build-out of shelled spaces in an existing building)

- 40-60 hour IFC online training course
- 2 hour proctored exam
- Hands-on product training from at least four firestop product manufacturers

Please see the following link for further program and contact information:

<http://www.firestop.org/inspection>

3. Hands-on Product Training from at least 4 Firestop Product Manufacturers - (For remodel/renovation projects only)

Such training or certifications shall, for the purposes of the office, be considered as acceptable for a period not to exceed three years.

BACKGROUND

ASTM E 2174 and ASTM E 2393 are the standards adopted by the CBC for special inspections of through-penetrations, membrane penetration firestops, fire-resistant joint systems, and perimeter fire barrier systems.

- ASTM E 2174-10AE1 Standard Practice for On-Site Inspection of Installed Fire Stops
- ASTM E 2393-10A Standard Practice for On-Site Inspection of Installed Fire Resistive Joint Systems and Perimeter Fire Barrier

The CBC requires inspections to be conducted by an approved inspection agency. OSHPD is often asked whether Hospital Inspectors (certification as Class "A", "B" or "C") can act as special inspectors; what qualifications are required for fire-resistant penetrations and joints special inspectors; and whether certification listed in Table 1 of AC 291: Minimum Qualification for Special Inspection Agencies are acceptable to OSHPD.

Table 1 of AC291-Minimum Qualifications for Special Inspection Agencies indicates the UL Firestop Examination or the FM Firestop Examination as the minimum required certifications for firestop agencies. This minimum qualification serves as a training program that is focused on the design and selection of firestopping assemblies. This training and this exam do not address training for the purpose of qualifying inspectors. ASTM E 2174 and ASTM E 2393 each identify the minimum qualifications for an inspector. Each of these referenced standards requires an inspector be acceptable to the AHJ (Authority Having Jurisdiction).

The OSHPD Preapproved Agency (OPAA) program is a voluntary program for approval of testing agencies and special inspection agencies.

Exclusions from the OPAA program include:

Special inspections permitted to be performed by the registered design professional in responsible charge, and engineer of record involved in the design of the project in accordance with CBC Sections 1704.2.1 and 1704A.2.1 are also outside the scope of the OPAA program.

Special inspections under the registered design professional in responsible charge and engineer of record involved in the design of the project in accordance with CBC Sections 1704.2.1 and 1704A.2.1 shall be permitted.

POLICY INTENT NOTICE (PIN)

On a case-by-case basis, special inspections performed by a Certified Class "A", "B" or "C" Hospital Inspector under the responsible charge of the registered design professional and engineer of record shall be permitted.

Inspector's approval shall be limited to the specialty for which the inspector is qualified, as verified by valid license, certification, and/or experience.

Original signed	3/06/17
Paul Coleman	Date