UNIFORM BUILDING CODE/FIRE CODE BOARD OF APPEALS Minutes of the June 25, 2003 Meeting Page 1

A meeting of the Uniform Building Code/Fire Code Board of Appeals was scheduled for 4:00 p.m. on Wednesday, June 25, 2003 in the Building Department Conference Room, 2621 Northgate Lane, Suite 6, Carson City, Nevada.

PRESENT: Chairperson William Miles

Vice Chairperson Thomas Young

Scott Breeding

STAFF: John Symons, Plans Examiner

Steve Mihelic, Assistant Fire Chief Kathleen King, Recording Secretary

NOTE: A tape recording of these proceedings is on file in the Clerk-Recorder's Office and is available for review during regular business hours.

- 1. CALL TO ORDER, DETERMINATION OF A QUORUM (1-0011) Chairperson Breeding called the meeting to order at 4:00 p.m. Roll was called; a quorum was present. Member Barrett was absent. Chairperson Breeding introduced Chief Mihelic and Mr. Symons for the record.
- **2. SWEARING IN OF NEW MEMBERS** (1-0039) Ms. King administered the oath to the newly appointed/reappointed members.
- 3. ELECTION OF CHAIRMAN AND VICE-CHAIRMAN (1-0095) Chairperson Breeding opened the floor for nominations for chairman. Member Young nominated Member Miles. Chairperson Breeding seconded the nomination. Nomination carried 2-0-1, Member Miles abstaining. Chairperson-elect Miles opened the floor for nominations for vice chair. Member Breeding nominated Member Young for vice chairman. Chairperson Miles seconded the nomination. Member Young acknowledged his acceptance of the nomination. Chairperson Miles called for a vote on the nomination; nomination carried 3-0.
- **4. APPROVAL OF MINUTES April 30, 2002** (1-0174) Member Breeding moved to approve the minutes, as drafted. Vice Chairperson Young seconded the motion with the caveat that he was not present at the April 30, 2002 meeting and could not attest to the accuracy of the minutes. Motion carried 3-0.
- **5. HANDOUT BOARD OF APPEALS MEMBERSHIP AND RESOLUTION (RESOLUTION #2002-R-59) STAGGERING THE TERMS AND TERM DISCUSSION** (1-0232) Mr. Symons referred to copies of the membership list and the resolution included in the agenda materials. He advised that no qualified applicant had yet responded to the advertised vacancy. He requested the Board members to encourage any Nevada-licensed architect, who is a resident of Carson City, to apply. Mr. Symons reviewed the resolution providing for staggered membership terms.
- **6. HANDOUT BOARD OF APPEALS, POLICIES AND PROCEDURES** (1-0347) Mr. Symons referred to the policies and procedures included in the agenda materials and the Board members reviewed

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them.

7. HANDOUT OPEN MEETING LAW MANUAL (1-0394) - Mr. Symons referred to the manual which was included in the agenda materials. In response to a question, Ms. King advised that revisions made during the last Legislative session had not yet been published. Chairperson Miles provided a brief overview of the meeting requirements.

8. BUILDING DEPARTMENT PRESENTATION:

- 8A. FUTURE CODES DISCUSSION (1-0426) Mr. Symons discussed the new International Codes which were first published in their entirety in 2000. Some Southern Nevada jurisdictions are in the process of adopting them. The 2003 edition was recently published. The City of Reno, and perhaps Washoe County, are considering adoption in the beginning of 2004. Carson City anticipates adopting the codes at the beginning of 2005. The International Codes replace the three different systems of building codes: the National Building Code, the Standard Building Code, and the Uniform Building Codes. Chief Mihelic discussed the role of the State Fire Marshall and the Public Works Board in adopting codes. He advised that the Fire Department tries to stay in sync with the Building Department. He acknowledged that Fire Department staff will be communicating with the State Public Works Board and the State Fire Marshall. Discussion took place with regard to past cooperation among and between jurisdictions to adopt the same codes, the authority of the State Fire Marshall, and the City's plans regarding the new codes.
- **8B.** BOARDS, COMMISSIONS, AND COMMITTEES HANDBOOK HANDOUT (1-0827) Mr. Symons referred to the handbook included in the agenda materials and the Board members briefly reviewed it.
- 9. FUTURE ITEMS FOR NEXT MEETING (1-0865) None.
- **10. PUBLIC COMMENTS** (1-0912) None.
- **11. NEXT MEETING** (1-0922) Consensus of the Board was to tentatively schedule the next meeting for June 2004.
- **12. ADJOURNMENT** (1-0950) Vice Chairperson Young moved to adjourn the meeting at 4:35 p.m. Member Breeding seconded the motion. Motion carried 3-0.

ALAN GLOVER, Clerk-Recorder

Respectfully submitted this 25th day of June, 2003.

By:	
•	Kathleen M. King, Deputy Clerk/Recording Secretary
	to the Board of Appeals