

# INDIANA FIRE PREVENTION AND BUILDING SAFETY COMMISSION

## FIRE PREVENTION AND BUILDING SAFETY COMMISSION EXPLORATORY COMMITTEE FOR CODE UPDATES

### MEMBERSHIP AND BYLAWS

#### Overview

The Fire Prevention and Building Safety Commission (“Commission”), at their December 1, 2020 meeting, moved to form a committee tasked with reviewing the existing building and fire safety codes adopted by the Commission and recommending a plan forward with updating the existing codes. In response to the Commission’s order, the following committee membership and committee bylaws are submitted for approval:

1. **Establishment of the Committee.** The Exploratory Committee for Code Updates (“Committee”) is hereby formed.
2. **Duties of the Committee.** The Committee shall review the existing building and fire safety codes adopted by the Commission and recommend a plan forward with updating the existing codes. The review of the existing building and fire safety codes is limited to the following:
  - (a) the 2014 Indiana Building Code (675 IAC 13-2.6)
  - (b) the 2020 Indiana Residential Code (675 IAC 14-4.4)
  - (c) the 2012 Indiana Plumbing Code (675 IAC 16-1.4)
  - (d) the Indiana Electrical Code, 2009 Edition (675 IAC 17-1.8)
  - (e) the 2014 Indiana Mechanical Code (675 IAC 18-1.6)
  - (f) the 2010 Indiana Energy Conservation Code (675 IAC 19-4)
  - (g) the Swimming Pool Code (675 IAC 20)
  - (h) the 2014 Indiana Fire Code (675 IAC 22-2.5)
  - (i) the 2014 Indiana Fuel Gas Code (675 IAC 25-3)
  - (j) the National Fire Protection Association (NFPA) Standards (675 IAC 28-1).

In reviewing the above codes and recommending a plan forward, the Committee shall produce a report for the Commission that contains the following:

- (a) An identification of which code or codes most immediately are in need of being updated.
- (b) An identification of which codes must be adopted in conjunction with each other.
- (c) A recommendation of which codes shall be updated and how (e.g. incorporate the most recent model code edition or modify individual requirements of currently adopted codes).

(d) A statement **specifically** identifying the reasons why the code or codes recommended to be updated must be updated (the reason must be more than a general statement that newer versions of the code have been adopted or conclusory statements that new methods of construction or new products exists). The statement shall include the following:

- (1) Significant differences between the Commission's existing rule and the most recent edition of the model code being recommended to be adopted.
- (2) Specific issues the update of the code is designed to address (why the updated is needed).
- (3) Benefits of updating the rule (direct and indirect).
- (4) Whether the net effect of adopting the code will result in additional regulation or reduced regulation.
- (5) The expected fiscal impact of updating the code.
- (6) Any health or safety concerns being addressed by the rule.

Members shall provide, and keep up to date, contact information (email, phone) with the Commission Secretary.

**3. Committee Membership.** The Committee consists of seven (7) members. No proxies are permitted.

**3.1 Voting Members.** The Committee shall be composed of the following members:

- (a) **Scott Pannicke** - Indiana licensed architect.
- (b) **Donald Corson** - Indiana licensed engineer.
- (c) **Gregory Furnish** - Indiana Builders Association representative.
- (d) **Doug Elmore** - Indiana Apartment Association representative.
- (e) **Joshua Frost** - fire official.
- (f) **Michael Popich** - building official.
- (g) **Christina Collester** - code consultant.

**3.2 Committee Chairman.** The Committee Chairman is **Michael Popich**. The Committee Chairman shall control the conduct of the meetings. This authority includes: (1) the allowance or prevention of testimony from the public; (2) creating the agenda for the meeting; (3) calling for votes upon receipt of motions from other Committee members; (4) the calling of special meetings; and (5) all other actions necessary to conduct an efficient and meaningful code drafting meeting.

**3.3 Committee Secretary.** The Committee Secretary shall be a Commission staff employee provided by the Indiana Department of Homeland Security (IDHS). All submittals required to be made to the Secretary shall be delivered to [buildingcommission@dhs.in.gov](mailto:buildingcommission@dhs.in.gov). The Committee Secretary shall handle all administrative functions for the Committee. This includes, but is not limited to: (1)

the scheduling of meetings and reserving meeting spaces; (2) sending out correspondence to members; (3) posting of meeting agendas; (4) taking of meeting minutes; (5) drafting of the proposed draft rule and/or reports to fulfill the Committee's duties; and (6) the receipt and retention of filings.

4. **Quorum.** Quorum consists of 4 members. In order to conduct business, there must be a quorum of members present at the meeting.
5. **Votes Needed to Take Action.** For any action to take place, a majority of the members present and voting must vote in the affirmative.
6. **Meetings and Public Notices.** The Committee's meetings shall be scheduled and conducted in accordance with the Indiana Open Door Law (IC 5-14-1.5). The first meeting of the Committee will be scheduled at a date and time to be determined. Public notices for the Committee's meetings shall be provided on the Commission's main web page, or a web page dedicated to the Committee. Public notices shall provide details regarding the date, time, location and/or format (in person or virtual) of each meeting.
7. **Special Meetings.** Special meetings may be called by the Chairman. Special meetings must be called three days in advance of the proposed date of the special meeting and all members must receive notice of the proposed special meeting three days in advance of the proposed date of the special meeting.
8. **Member Terms.** Members are expected to attend all Committee meetings. A member's term lasts until: (1) the member resigns; (2) the member is involuntarily removed; or (3) the work of this Committee has been completed by providing notice to the Commission.
9. **Member Resignation.** If for any reason a member cannot fulfill their duties, the member, and the member only, shall provide a resignation letter to the Committee Secretary. A member is deemed to have resigned upon the member's death or infirmity.
10. **Involuntary Removal.** Involuntary removal of a member may only occur by approval of the Commission.