



## **BOARD OF BUILDING AND FIRE CODE APPEALS - CITY OF BURBANK**

### **BOARD MINUTES**

Meeting of Wednesday, August 29, 2018 at 3:00 pm  
City Council Chamber, City Hall  
275 E. Olive Ave, Burbank, CA 91502

#### **BOARD MEMBERS PRESENT:**

Ernest Dellinger, Chair  
Sophia Ngo-Conn, Vice Chair  
Steve Baghoomian, Member  
Walt Brennan Jr., Member  
Thomas Smith, Member

#### **BOARD MEMBERS ABSENT:**

None

#### **STAFF PRESENT:**

Ron Takiguchi, Secretary of the Board, Asst. Dir/Bldg Official  
Thomas Lim, Plan Check Manager  
Mark Saucedo, Building Inspector Manager  
Christopher Thompson, Code Enforcement Manager  
Mario Osuna, Sr. Plan Check Engineer  
Albert Lopez, Sr. Plan Check Engineer  
Russell Freesland, Sr. Plan Check Engineer  
Taj Graham, Plan Check Engineer  
Lilly Arevshatyan, Permit Coordinator  
Cherie DiCrescenzo, Administrative Analyst I  
Sona Ovayan, Clerical Worker  
Laurie Brightwell, Fire Inspector I  
James Sorowice, Fire Inspector I

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#### **ITEM A – CALL TO ORDER**

Chair Dellinger called the meeting to order at 3:01pm

#### **ITEM B - ROLL CALL:**

All Board Members were present. Board Member Baghoomian arrived at 3:03pm

#### **ITEM C – ANNOUNCEMENTS:**

No announcements from staff.

**ITEM D – PUBLIC COMMENT:**

No members of the public were in attendance.

**ITEM E – APPROVAL OF MINUTES FOR THE MEETING OF JANUARY 24, 2018:**

The minutes were moved for approval by Board Member Brennan, seconded by Board Member Thomas and carried 5-0 to approve the minutes of January 24, 2018, as submitted.

**ITEM F – ELECTION OF OFFICERS FOR THE 2018-2019 TERM:**

It was moved by Board Member Brennan, seconded by Vice Chair Ngo-Conn and carried 5-0 to re-elect Mr. Dellinger as Chair. It was moved by Board Member Brennan, seconded by Board Member Smith and Board Member Baghoomian and carried 5-0 to re-elect Ms. Ngo-Conn as Vice Chair.

**ITEM G – INTRODUCTION OF AGENDA ITEMS:**

No Agenda Items were introduced.

**ITEM H – MEETING FREQUENCY (REQUESTED BY CHAIR DELLINGER):**

Chair Dellinger requested to leave the frequency of the meetings up to the Building Official or Fire Marshal, and to meet on an as needed basis.

**ITEM I – REPORTS TO BOARD:**

1. Board Member Training:  
Mr. Takiguchi introduced himself to new Board Members Smith and Baghoomian and informed the Board that the City Clerk's Office will schedule training on the Brown Act this fall, based on the availability of staff.
2. City Council Expectations:  
Mr. Takiguchi informed the Board about upcoming training from the City Clerk's office on City Council's expectations of Boards, Commissions, and Committees.
3. Building Official's Report to Board-  
Mr. Takiguchi provided the Board with Building and Safety Division statistics for the 2017-18 Fiscal Year. He also provided information on the California Building Standards Commission, 2018 Intervening Code Cycle, and the timeline and process of building code adoption.
4. Overview of Building and Fire Code Appeals Board-  
Mr. Takiguchi provided an overview of the duties of the Board, which included Building, Fire, Housing, and Code Enforcement appeals for the 2019 California Building Standards Code.
5. Fire Marshal's Report to Board:  
Fire Marshal Briggs was not in attendance.

**ITEM J – ADJOURN:**

Chair Dellinger adjourned the meeting at 4:13 pm.

Respectfully submitted,

A handwritten signature in cursive script that reads "Ron Takiguchi". The signature is written in black ink and is positioned above a horizontal line.

Ron Takiguchi, Secretary of the Board

cec: RT