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,

Ron Takiguchi, Secretary of the Board

cec: RT