



**Advisory Committee for the South Carolina Building Codes Council, Loss Mitigation Grant Program and South Carolina Comprehensive Hurricane Damage Mitigation Grant Program**

Location: Independent Insurance Agents and Brokers of SC, 800 Gracern Road, Columbia, SC 29210

**Meeting Minutes**

**July 21, 2010**

**Call to Order:**

Ann Roberson called the meeting to order at 2:00 p.m. The following committee members were in attendance: Bruce White, Andy Brandenburg, Frank Sheppard, Ann Roberson, Gary Mason and Gary Wiggins. Emily Dziuban, Carl Simmons, John Reich, Jon Boettcher and Allison Dean Love assigned their proxies to Ann Roberson and Frank Sheppard.

Ms. Roberson took a moment to request that moving forward, all Committee Members announce their name when making a comment or motion so that it will be easier to detect and recognize the individual when transcribing the meeting minutes. Everyone in attendance agreed and the members moved to the approval of the June 16, 2010 meeting minutes.

**Approval of June 16, 2010 Minutes:**

The Advisory Committee reviewed the minutes from the June 16<sup>th</sup> meeting. There being one minor typographical change noted, Frank Sheppard made a motion to approve the minutes. The motion carried and the minutes were approved as submitted.

**Review of Applications:**

Ms. Roberson requested that two additional Advisory Committee members consider joining Todd Hiott on the Grant Review Subcommittee since there were presently two vacancies on the subcommittee. Ms. Roberson explained that if two members did not offer to serve she would have to assign two individuals as the need for input from committee members was critical when reviewing the applications.

Ms. Roberson discussed Application #1349 and said that depending on the desire of the Advisory Committee members, this application could be considered with the others on the synopsis or voted on separately. She explained that the applicant and the contractor both misunderstood that the call from the staff regarding a request for updated information was not an approval of the application and the applicant moved forward and contacted the contractor. Ms. Roberson explained that the contractor proceeded with the retrofit project and followed the guidelines established for contractors but unfortunately overlooked the first step of the process which was to get a copy of the award letter. Other than that, he proceeded in the correct manner, obtaining a permit, documenting the work and installing the retrofit as prescribed. Ms. Roberson explained that the application met all of the guidelines and requirements but in this instance, we had both an overzealous homeowner and an overzealous contractor. She asked how the committee would like to proceed. Following a brief discussion, it was determined that Application #1349 would be included with the synopsis currently under review.

Ms. Roberson reviewed the synopsis with the committee members. Regarding applications for opening protection, Ms. Roberson requested assistance from Mr. Wiggins in developing a list for staff to be able to quickly identify when the individual coastal counties adopted the version of the code that required some sort of shuttering system. She explained that this would greatly assist staff during the application review process.

Following a brief discussion, a motion to adopt all applications listed in the synopsis including application #1349 was made by Frank Sheppard. There being no objections, the motion carried.

#### **Old Business:**

Ms. Roberson asked if there was any old business. Ms. Roberson brought up the annual meeting and training session that we plan to have this late summer or early fall. Ms. Roberson explained that she was looking for a location in Columbia. She asked what dates worked for everyone. It was determined that mid-late September would be the best time to schedule the meeting. Ms. Roberson also announced that Joseph McDonald will be conducting more than 100 random re-inspections within the next couple of months. She added that the department was working to fill the open position and hoped to introduce the new employee at next month's meeting. There was no other old business discussed.

#### **New Business:**

Ms. Roberson asked if there was any new business. She announced that the next meeting date will be August 18, 2010. There being none, the meeting was adjourned.

Respectfully submitted,

Ann Roberson