

**CALIFORNIA COUNCIL OF TESTING AND INSPECTION AGENCIES**  
**Minutes of the General Meeting–October 30, 2003**  
Holiday Inn Oakland Airport, 550 Hegenberger Road, Oakland, CA

**1. Introductions – Attendees**

Al McManus called the meeting to order at 3:06 PM. Attendees were:

Al McManus – Earth Systems Consultants  
David Chippero– Signet Testing Labs  
Miki Craig – DCI  
Cliff Craig - DCI  
Kurt Siggard - BSK  
Bill Cale – Construction Testing Services  
Terry Egland – Testing Engineers  
Corey Dare – Fugro

**2. Review of Minutes of the September, 2003 Meeting**

Minutes were approved with no exceptions.

**3. Treasurer’s Report (David Chippero)**

- Account Balance as of 10/30/03: \$ 11,863.64
- Withdrawals of \$349.93 were made for the September, 2003 meeting expense.

**OLD BUSINESS**

***Committee Reports***

**1. ICBO Committee – SIC**

The Cal Council website has been updated with a new list for Special Inspection Committee package deadlines. If you are not sure when your company’s renewal date is please check the website.

The ICC will try to fight the new NFPA standards. They have given up their “non-profit” status and have opened up an office in Sacramento. They will use this office as their headquarters to lobby the powers to be.

**2. ASTM E-36**

New ballots are out and one special item of interest is that they are proposing to put a masonry checklist into E329. The checklist looks very similar to the one published in our bluebook and if this item passes it is possible there will be a checklist for all special inspections. The CCTIA board has authorized to pay for Terry Egland to attend the next meeting in Tampa, Florida.

**3. Membership**

No Action

**4. Newsletter**

Issam still needs two new articles in order to publish the next edition of the newsletter.

**5. DSA**

Fee increases are going to happen in the very near future for the LEA program. It has not been determined yet what the new fees will be the next time you renew your LEA certification.

**6. Scholarship Program**

No Action

**7. New Member Facility Audit Checklist (E329)**

The new member facility checklist has been finished and will be submitted to the board for approval next month. Once the checklist has been approved it will be posted on the website. The board also needs to pick out about 15-20 items that can be used when auditing potential new member facilities.

**8. Internal Auditing Checklists**

No Action

**9. Structural Engineers QC Meeting**

The aggregate database is almost finished.

**10. Program Director**

Eric France from DSA will be next month's guest speaker. Eric will address problems he has encountered when performing laboratory inspections. The floor will then be opened up for a question and answer session. A motion was passed to open the meeting up to all non-member testing firms.

**11. Standards and Practices Committee**

In ICC's renewal package there is a list that explains how to obtain Continuing Education Credits (CEU). There are a few discrepancies in the list that needed further clarification.

- Item #8 states employment must be continuous, however they will prorate for a break in service.
- Take home renewal exams will count towards .5 CEU's.

- You will receive credit for taking the ACI exam but not for taking other exams. Miki has agreed to write ICC a letter to challenge why you are awarded credit for taking the ACI exam but are not awarded credit for taking other exams such as the AWS exam, Cal-Trans exams, Masonry exam etc.

If you need help keeping track of your inspector's certification expiration dates Day Timer is a great software package for \$49.95.

## **NEW BUSINESS**

### **Officer Nominations**

The board will nominate new candidates to fill the vacant positions at November's board meeting. The nominees will be announced in December and the winners will be announced in January.

### **Annual Business Meeting**

The ABM has been set for February 6-8 at Bally's in Las Vegas. There has been a block of rooms reserved at a special rate for CCTIA members. To obtain a room you must call the hotel at (702) 946-7000 by no later than January 7, 2004. If you plan on attending please RSVP to David Chippero by e-mail at [david\\_chippero@urscorp.com](mailto:david_chippero@urscorp.com) or by phone at (510) 887-8484 X143. Once I have a list of members attending I can calculate the cost for each firm.

### **Website**

The domain name for our web site is expiring in January, 2004. Miki will renew the domain name for 9 years at a cost of \$15.00 per year. CCTIA will cut Miki a check for her expenses.

### **ICC Exam Committee**

They are working on an upgrade to the fireproofing test. The new test will include a section on intumescent fireproofing coating.

## **ADJOURNMENT**

The meeting was adjourned at 5:12 PM.

Next Meeting:	November 20, 2003
Time:	Board Meeting 1:00 PM General Meeting 2:00 PM
Where:	Holiday Inn Oakland, CA