

CALIFORNIA COUNCIL OF TESTING AND INSPECTION AGENCIES

March 24, 2005 3:00 PM General Meeting Fremont-Newark Hilton
39900 Balentine Drive
Newark, CA 94560

Minutes

Time: 2:00 PM

SPECIAL MEETING

1. Introductions
 - 1.1 Attendees: Reference attached listing of all who attended.
 - 1.2 Dick Stubendorf with the City of Santa Cruz gave a brief background of how the disbandment of the Monterey Peninsula chapter happened. It was decided at their last ABM to pull the Recognized List of Labs from their website.
2. Agency Accreditation
 - 2.1. DSA/LEA & IAS: reciprocity in-place for the lab level services
 - 2.3. Potential Alternatives: Pay one fee for the program by all agencies.
Tri Chapter holds their next meeting in June and they are interested in putting together a subcommittee to work on a new program that would benefit all parties. All agreed that they do not want to through out the entire program as it would diminish the quality of staff/inspections.
3. SIC Concerns
 - 3.1 Protecting the individual Chapters and reduce the risk of being sued.
4. ID Card Guidelines
 - 4.1. Usage: lack of training has led to several agencies not using the program.
 - 4.2. Enforcement: has not been used to the full potential of the program through the Cities. Discussion was made on the intent to have a thorough in-house QA program + ID program for it work.
5. Existing Program
 - 5.1. Continuation: It was discussed that the various Cities may continue to use the existing list of approved labs on their own City logo.
 - 5.2. All parties (Cities & CCTIA) want to see the program continue through a combined effort.
 - 5.3. Concerns: A disclaimer could/should be issued as well as liability insurance issues. Prime concern by Chapters is to reduce liabilities. Some agencies were not providing a package to meet minimum guidelines or standards. SIC felt they could not control recognition standards while protecting chapters.
 - 5.4. Improvements: Possibilities were discussed and all agreed on putting together a brain trust of ideas of how the program can continue at minimal expense to all parties.

GENERAL MEETING

6. Treasurers Report; None. Elizabeth to bring to April 2005 meeting
7. Review of minutes

7.1 Approved with corrections.

Committee Reports

8. ASTM E-36 (Terry Eglund)

8.1 ASTM committee has (3) members w/out voting status listed

8.2 Membership to review from posting FAQ from website + add disclaimer

8.3 The Board reviewed/recommends to pay for Terry's trip to represent us on committee.

9. Membership (Chip Moore)

9.1 Audits taking place on (3) Labs

10. Newsletter (Issam Makdissy)

10.1 Miki to give summary of SIC Committee issues/status and Dave to give notes from ABM to publish.

11. DSA (Jim Backman)

11.1 No activity

12. Internal Auditing Checklists / QC Guidelines for Lab Work (Terry Eglund)

13. Structural Engineers QC Meeting (Ross Esfandiari/Cliff Craig)

13.1 The board reviewed/recommends to pay for Cliff Craig's trip to represent us on committee.

14. Program Director (Bill Cale)

14.1 Discussion about June 2005 San Diego; tabled for next meeting

15. Standards and Practices Committee (Miki Craig)

Next Meeting:

April 28, 2005

3:00 PM General Meeting

Clarion Hotel Oakland Airport

500 Hegenberger Road

Oakland, CA 94621