



Department of Development Services Building Division

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Ronald L. Lynn, Director/Building Official

QUALITY ASSURANCE AGENCY (QAA) MEETING MINUTES September 19, 2007

David Durkee, Principal Engineer, Department of Development Services-Building Division (CCDDS-BD) opened the meeting at 2:05 pm. There were 25 attendees.

Dave Durkee – Principal Engineer/Jonathan Bahr – Senior Engineer

Electronic Submittal of Geotechnical Information (ESGI) Letter to industry:

1. A letter to industry requiring electronic submittal of geotechnical information was discussed. A sign up sheet listing proposed training sessions to discuss ESGI database and ESGI submittal protocol will be posted on the web. Agencies are asked to select a minimum of two dates so training dates may be finalized. If the listed dates are not convenient, agencies may also write in available dates and times.

Approved Special Inspection Personnel

2. The purpose of the posted listing "Approved Special Inspection Personnel with Complete documents was explained. Agencies wishing to add an inspector on that listing for the same approval need only submit a request letter and the listing fee. No resume, certifications or TG form are required.

cc: Ron Lynn, Director/Building Official
Dean Friedli, Assistant Director
Neil Burning, Manager of Plans Examination
Kevin McOsker, P.E., Principal Engineer
Engineering Services Group