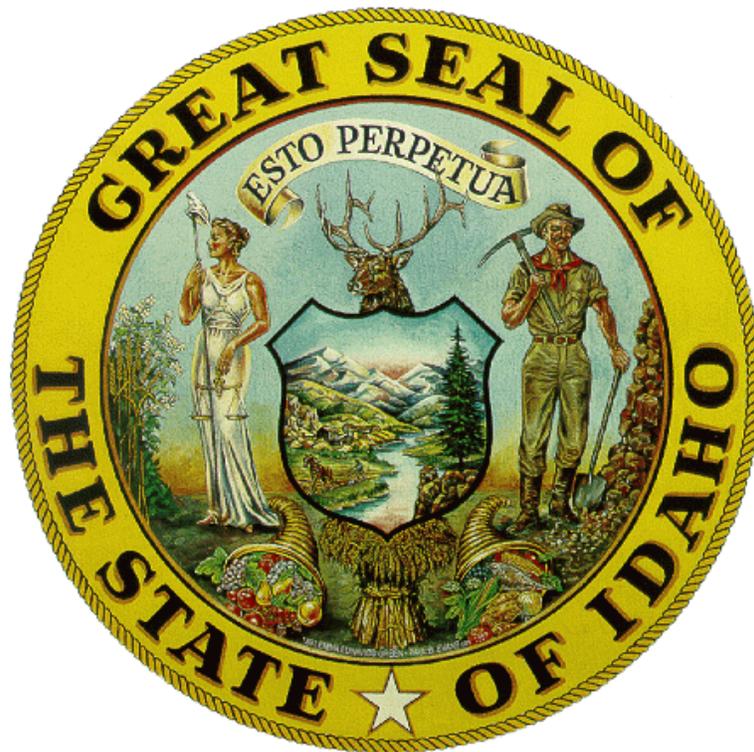


DIVISION OF BUILDING SAFETY

DAMAGE PREVENTION BOARD
VIDEOCONFERENCE MEETING

NOVEMBER 10, 2016



DAMAGE PREVENTION BOARD

Agenda Item No. 01

Agenda

PRESENTER: Mark Van Slyke, Chairman

OBJECTIVE: Approve agenda for the November 10, 2016 Damage Prevention Board meeting.

ACTION: Consent

BACKGROUND:

PROCEDURAL HISTORY:

ATTACHMENTS: Tentative agenda



TENTATIVE AGENDA

NOTICE OF PUBLIC MEETING/PUBLIC HEARING

**DAMAGE PREVENTION BOARD
VIDEOCONFERENCE MEETING**

**Division of Building Safety
1090 East Watertower Street, Suite 150, Meridian
1250 Ironwood Drive, Suite 220, Coeur d'Alene
2055 Garrett Way, Building 1, Suite 4, Pocatello**

**Thursday, November 10, 2016
9:30 a.m. - 3:00 p.m. (MT)**

(Note: North Idaho - Meeting Commences @ 8:30 a.m. PT)

9:30 a.m. CALL TO ORDER – Mark Van Slyke, Chairman

- Roll Call & Introductions
- Open Forum

CONSENT AGENDA

1. Approval of the November 10, 2016 Agenda
2. Approval of the September 8, 2016 Board Meeting Minutes and September 22, 2016 “Special” Board Meeting Minutes

PUBLIC HEARING

3. Temporary/Proposed Rule (Review of comments, data, views, or presentations submitted in response to the temporary/proposed rulemaking regarding the fee rate and collection on notices to one-number notification services.) – Patrick Grace

ACTION AGENDA

4. **Schedule 2017 Board Meetings – Mark Van Slyke**
5. **Formation of Committees; Statutory Tasks – Mark Van Slyke**

INFORMATIONAL AGENDA

6. Pipeline & Hazardous Materials Safety Administration (PHMSA) – Joe Leckie
7. Damage Information Reporting Tool (DIRT) Report – Steve Keys
8. Larsen Farms Complaint – Vaughn Rasmussen
9. Open Meeting Law – Patrick Grace
10. Administrator Report - C. Kelly Pearce
 - a. Financial Report – Fred Sisneros

3:00 p.m. ADJOURN

All times, other than beginning, are approximate and are scheduled according to Mountain Time (MT), unless otherwise noted. Agenda items may shift depending on Board preference. 10/24/2016

DAMAGE PREVENTION BOARD

Agenda Item No. 02

Minutes

PRESENTER: Mark Van Slyke, Chairman

OBJECTIVE: Approve minutes from the September 8, 2016 Damage Prevention Board meeting and minutes from the September 22, 2016 “Special” Damage Prevention Board meeting.

ACTION: Consent

BACKGROUND:

PROCEDURAL HISTORY:

ATTACHMENTS: Draft minutes



IDAHO DAMAGE PREVENTION BOARD
VIDEOCONFERENCE MEETING

Thursday, September 8, 2016 – 9:30 a.m. (MDT)

Division of Building Safety
1090 East Watertower Street, Suite 150, Meridian
1250 Ironwood Drive, Suite 220, Coeur d'Alene
2055 Garrett Way, Building 1, Suite 4, Pocatello

***DRAFT MINUTES OF THE SEPTEMBER 8, 2016 MEETING**

NOTE: The following report is not a verbatim transcript of the discussions at the meeting; however, is intended to record the significant features of those discussions.

Administrator C. Kelly Pearce called the meeting to order at 9:30 a.m. (MDT)

Board Members Present:

Mark Van Slyke, Chairman
Vaughn Rasmussen, Vice-Chairman
Jeanna Anderson
Bob Chandler
Jeffrey Diehl
Roy Ellis
Joe Leckie
Linda Phillips
Nichole Rush
Scott Spears
Jerry Piper, Teleconference

DBS Staff Members Present:

C. Kelly Pearce, Administrator
Steve Keys, Deputy Administrator
Ron Whitney, Deputy Administrator
Patrick Grace, Deputy Attorney General
Bill Hatch, Public Information Officer
Caria Nakano-Jensen, Program Specialist
Larry Jeffres, Regional Manager, Region 1
Adam Bowcutt, Regional Supervisor, Region 3
Laurie Jilbert, Executive Assistant

♦ **Welcome:**

C. Kelly Pearce, Division of Building Safety Administrator, called the meeting to order at 9:30 a.m. with a request for review and approval of the proposed agenda for the September 8, 2016 Damage Prevention Board meeting.

♦ **Approval of the September 8, 2016 Agenda:**

MOTION: Vaughn Rasmussen made a motion to accept the agenda as presented. Linda Phillips seconded. All in favor, motion carried.

♦ **Welcome: (Continued)**

Mr. Pearce provided an introduction of the Division of Building Safety (DBS) facilities, and discussed the videoconference system used to facilitate the meeting in the regional offices of Coeur d'Alene and Pocatello. Board Members may connect to the meetings via the regional offices through the videoconference system for future meetings. Kelly requested Board Members be considerate of staff and take telephone calls outside to not interrupt the staff working in the area. Badges have been provided for Board Members and should be worn while in the building as a form of identification.

- ◆ **Introduction of Board Members:**

Mr. Pearce requested first introductions from each Board Member and asked each to offer both personal and professional information, to assist others in getting to know them a little more.

- ◆ **Introduction – Review of Administrative Legal – Patrick J. Grace, Deputy Attorney General:**

The Administrator introduced the Deputy Attorney General (DAG), Patrick Grace, and asked him to provide a brief review of his role and function to the Board. Patrick introduced himself as the Deputy Attorney General with the Attorney General's office assigned to the Division of Building Safety as legal counsel. Patrick will serve as legal counsel to the Board.

- ◆ **Introduction – DBS Support Staff:**

The DBS staff identified their names, positions, and roles they will fulfill for the Damage Prevention Board. Kelly also introduced himself and provided a brief bio of his work experience and noted he was in his tenth year as the Administrator of the Division of Building Safety.

- ◆ **Introduction of Attendees:** (This agenda item was delayed until later in the meeting.)

Chairman Van Slyke called upon the attendee in the audience and asked if he would like to introduce himself. Lynn Tominaga is a legislative advisor for the Idaho Ground Water Appropriators, Idaho Ground Water Association, Idaho Irrigation Pumpers Association and the Idaho Rural Water Association. Chairman Van Slyke welcomed Lynn to the meeting.

- ◆ **Recognition of Neil Colwell and Ron Law:**

Administrator Pearce introduced Ron Law as the 'Thomas Jefferson' of the Damage Prevention Board and exclaimed, "It's a historic day!" Ron shared some of his experiences with the four-year process working with the damage prevention coalition. Ron discussed the members of the coalition included a collection of 45 different companies and state agencies. This coalition worked diligently to craft the legislation which eventually was accepted by the legislature and became law in the 2016 Legislative Session. Ron emphasized the lessons learned along the way and noted most importantly how the collective body learned to work

together. Ron discussed the important role the Damage Prevention Board will have with education. Education will need to be effective to compel the reduction of damages to underground facilities.

Kelly made the introduction of Neil Colwell, and recognized him as the ‘George Washington’ of the Damage Prevention Board! Neil provided a history of how he became involved with the development of the Damage Prevention Board concept, noting he was the Legislative Advisor for Avista Corp., with an interest in the motivation of designing a body to educate the community on safety measures available to prevent damages to underground facilities. Neil discussed the review of other state entities for placement of the board, but ultimately concluded the Division of Building Safety was the appropriate agency for hosting the responsibility. Discussion was held on consideration of the Contractor’s Board as a possible entity, but determined the board needed to be created outside the contractor’s board to provide an impartial environment. Neil went on to reveal the path travelled to create the board and subsequent program. Appreciation was afforded to Kelly Pearce and his staff at the Division of Building Safety for their assistance with formulating the legislation that formed the Damage Prevention Board. Neil recognized the grant obtained by DBS, noting DBS made application for start-up monies to get the Board established in the absence of any immediate funding. The award was in excess of \$83,000, but monies will not be appropriated until after October 1st. Neil expounded upon the immediate urgency for the state of Idaho to establish a program for protection of underground facilities before the federal government came in and took over. In the absence of an approved program for Idaho, the feds were prepared to take responsibility, which the general consensus was, it would not have been ideal for Idaho.

Kelly and the Board applauded the efforts of Neil Colwell and Ron Law for their leadership with the arduous task of successfully designing and implementing, by law, the Damage Prevention program in the state of Idaho!

◆ **Statutory Review – Role of Board, Role of DBS:**

Patrick Grace confirmed Neil’s overview was accurate and informative, it was a wonderful look at how it began and the fruition of the four-years’ labor by both Neil Colwell and Ron Law.

Patrick reviewed the statutes governing the underground facilities damage prevention. Patrick confirmed Neil was accurate with the feds’ ability to come in and take over the program if the program doesn’t comply with federal requirements. Concern was expressed by Board Members that the state of Idaho plan needs to comply with requirements to avoid the intervention of the federal government. Patrick advised the federal government reviews the program annually for compliance.

Patrick provided a handout to the Board with a list of statutory tasks for the Board's review.

◆ **Open Discussion – Board:**

Caria Nakano-Jensen provided a handout of the grant award and break-out budget. The total of the grant award amounted to \$83,637.50. Discussion ensued on the expenses the grant affords and the management of the grant budget. Caria is the administrator of the grant, however, the allocation of monies within said expense categories resides with the Board.

The Administrator requested a modification to the agenda to move the election process up on the agenda.

◆ **Elections:**

The DAG reviewed the election process from a procedural perspective and identified assets for the position of Chairman and Vice-Chairman and the responsibilities of these roles. Discussion on the nomination process and members' current obligations and whether they would have the time to serve in the capacity of Chairman and Vice-Chairman.

MOTION: Vaughn Rasmussen nominated Mark Van Slyke for Chairman, Nichole Rush seconded the nomination, vote taken.

ACTION: Mark Van Slyke has been elected as Chairman of the Damage Prevention Board.

MOTION: Roy Ellis nominated Vaughn Rasmussen for Vice-Chairman, Linda Phillips seconded the nomination, vote taken.

ACTION: Vaughn Rasmussen has been elected Vice-Chairman of the Damage Prevention Board.

◆ **Promulgation of Emergency Fee Rule – Enabling Collection of Fees to Support Operations:**

Steve Keys presented a 'draft' rule for the purpose of promulgating a temporary rule establishing the fee rate, and the ability for the Board to collect fees for generation of cash flow to support the Board's activities. Steve acknowledged Linda's assistance with input on the contents of the rule. The fee rate has been established at ten cents as a result of numerous coalition discussions. Discussion continued on the process that would transpire with the collection of fees and the payment timeframe to the Damage Prevention Board. Linda recommended a 70-day period to allow a 10-day processing period for payment to the Board. Steve advised, the sooner the rule is promulgated; the sooner the Board can establish a cash flow. Today's review will allow the Board opportunity to consider the draft

temporary rule, but the Board will have to schedule a ‘special’ meeting to take action on the ‘draft’ rule as the agenda item is not an action item.

Mr. Pearce asked the Chairman for some time to preview public service announcements (PSAs) the agency has created in the past that could be recreated for educational awareness specific to the Damage Prevention Board. Bill Hatch, Public Information Officer, offered several PSAs for past promotions/focus subjects; dangers of carbon monoxide, hire a licensed contractor; electrical and plumbing, and the ‘See, Tell, Now!’ campaign for school safety. Mr. Pearce offered these samples as ‘food for thought’ on promotional activities for the underground facilities campaign.

◆ **Setting Calendar – Future Meetings:**

Discussion was held on future meetings of the Board, first and foremost, the meeting to take action on the ‘draft’ rule establishing the fee rate and enabling collection of fees. The DAG offered information on the process required for rulemaking. At minimum, the process will take approximately one month. The DAG encouraged the Board to set the ‘special’ meeting sooner rather than later to get the proposed rule going. Discussion continued on potential dates for a special meeting.

MOTION: Vaughn Rasmussen made a motion to schedule a ‘special’ meeting for discussion on the draft rule establishing the fees for the Damage Prevention Board on Thursday, September 22, 2016 commencing at 9:30 a.m. Roy Ellis seconded the motion. Vote taken, motion passed.

ACTION: The Damage Prevention “Special” Board meeting will be held on Thursday, September 22, 2016 at 9:30 a.m. to address one item, the promulgation of the emergency fee rule enabling collection of fees to support Operations.

MOTION: Vaughn Rasmussen made a motion to schedule the next regular meeting of the Board on Thursday, November 10, 2016 from 9:30 a.m. – 3:00 p.m. Joe Leckie seconded the motion. Vote taken, motion carried.

ACTION: The next Damage Prevention Board meeting is scheduled for Thursday, November 10, 2016, commencing at 9:30 a.m.

◆ **Administrator Report:**

Mr. Pearce discussed the standard format for board meetings includes a program manager report, which Steve Keys will be the program manager for this program. Additionally, a financial report will be provided by the Financial Manager, Fred Sisneros. Fred handed out a ‘sample’ format of the financial report that is an illustration of the financial statement for the

program. Fred identified funding sources for the Damage Prevention Board will be dedicated funds and a federal grant, which are broken out separately. Fred reviewed the current financial statement for the Board and welcomed any questions. Discussion was held on the loan provided by the Public Works Contractor's License (PWCL) Board to assist the Damage Prevention Board with start-up costs. The monies generated from the ten cent fee from the letters will be used to reimburse the PWCL Board. Discussion continued on the repayment of the loan, and the ability to use grant monies. Definitive information on expenses and revenues is not available as there is no data available to assist with the projections.

◆ **Identification of Action Items for November Board Meeting:**

- Calendar Meetings for 2017
- More Information on the Pipeline & Hazardous Materials Safety Administration (PHMSA)
- Underground Utility Council, Common Ground Alliance. Discussion on who else is out there, neighbors on this effort.
- Damage Information Reporting Tool (DIRT) Report
- Informational Brochures (Tri-fold publication)
- Formation of Committees
- Open Meeting Law

◆ **Adjournment**

The meeting adjourned at 2:47 p.m. (MDT)

MARK VAN SLYKE, CHAIRMAN
IDAHO DAMAGE PREVENTION BOARD

C. KELLY PEARCE, ADMINISTRATOR
DIVISION OF BUILDING SAFETY

DATE

DATE

*These DRAFT minutes are subject to possible correction and final approval by the Idaho Damage Prevention Board. 10/06/16llj

IDAHO "SPECIAL" DAMAGE PREVENTION BOARD
VIDEOCONFERENCE MEETING

Thursday, September 22, 2016 – 9:30 a.m. (MDT)

Division of Building Safety
1090 East Watertower Street, Suite 150, Meridian
1250 Ironwood Drive, Suite 220, Coeur d'Alene
2055 Garrett Way, Building 1, Suite 4, Pocatello

***DRAFT MINUTES OF THE SEPTEMBER 22, 2016 MEETING**

NOTE: The following report is not a verbatim transcript of the discussions at the meeting; however, is intended to record the significant features of those discussions.

Chairman Mark Van Slyke called the meeting to order at 9:30 a.m. (MDT)

Board Members Present:

Mark Van Slyke, Chairman
Vaughn Rasmussen, Vice-Chairman
Jeanna Anderson
Bob Chandler
Jeffrey Diehl - Absent
Roy Ellis
Joe Leckie
Linda Phillips
Nichole Rush
Scott Spears - Teleconference
Jerry Piper

DBS Staff Members Present:

C. Kelly Pearce, Administrator
Steve Keys, Deputy Administrator
Ron Whitney, Deputy Administrator
Patrick Grace, Deputy Attorney General
Bill Hatch, Public Information Officer
Fred Sisneros, Financial Manager
Larry Jeffries, Regional Manager, Region 1
Laurie Jilbert, Executive Assistant

♦ **Call to Order**

The Chairman called the meeting to order at 9:30 a.m. (MDT). Roll call taken, Jeffrey Diehl absent. Quorum established.

♦ **Open Forum**

Nichole Rush offered an agenda item for the November 10, 2016 Board meeting relative to the process for filing notification of violations. Nichole has received questions on the process for the current Board and noted Idaho Power currently has two violations that need to be filed. The subject has been noted for the November 10, 2016 agenda.

♦ **Approval of the September 22, 2016 Agenda:**

MOTION: Jerry Piper made the motion to approve the agenda, motion seconded by Nichole Rush. Vote called, all in favor, motion carried.

♦ **Promulgation of Emergency Fee Rule – Enabling Collection of Fees to Support Operations:**

This item has been introduced to review a ‘draft’ temporary rule for the purpose of establishing the fee rate and enabling the collection of fees to support Board operations. The floor was opened for discussion.

Jerry Piper noted in Section 004 reference to the Logging Safety Program.

MOTION: Jerry Piper made a motion to correct the reference to the Logging Safety Program in Section 004 to the Damage Prevention Board, seconded by Jeanna Anderson, vote called, all in favor, motion carried.

ACTION: Reference to the Logging Safety Program in Section 004 of the draft temporary rule will be corrected to the Damage Prevention Board.

Jerry Piper continued with section 007 (Audit of One-Number Center Records). Jerry had sent an e-mail communication expressing the need for an audit and wanted to clarify his intent; the audit relates to records of one-call notification centers not the DBS. Due to the absence of an established track record, Jerry would like to include in the ‘draft’ rule an official audit in the months of January and June to assist with forecasting for the next period.

Steve Keys clarified the audit relates to records of the one-call centers, the Board will receive a financial report identifying revenues and expenses related to the actions of the Board. The audit included in the draft rule is a verification audit to verify the numbers submitted by one-call centers. Discussion continued. Financial reporting by the agency will be provided routinely at Board meetings. Mr. Piper’s concern was satisfied.

Scott Spears recognized the use of the term “one-number notification service” and also “one-number notification center”, he recommended it be consistent throughout the rule as service rather than center.

MOTION: Nichole Rush made a motion to change the word ‘center’ to ‘service’ throughout the rule, Jerry Piper seconded, vote called, all in favor, motion carried.

ACTION: The term “one-number notification service” will be consistent throughout the rule.

Joe Leckie asked for clarification on 006.02 (Funding of Board Activities), specific to late payments: Is late payment supposed to be defined by 006.04? Does this define the penalty that will be included with the payment? Patrick Grace qualified, the statute doesn't address late payments, it states a payment must be made by the one-number notification service and if someone doesn't pay the call service in a timely manner, but does pay, the one-number notification service shall include payment with the next payment to the Damage Prevention Board. Discussion continued.

Patrick Grace clarified, if payment was never made to the call service, it would be subject to the discipline or remedies defined within the statute for any violation of the statute.

Steve Keys contributed, civil penalties would be at the discretion of the Board, there is no automatic civil penalty, only applied at the discretion of the Board.

Vaughn Rasmussen noted another housekeeping change to the draft rule specific to 006.02, reference to 'one-notification center', should be "one-number notification service".

Linda Phillips directed the Board's attention to the timeline established in the draft rule under 007.01; "...the board shall provide no less than a two (2) business day advance notice..." Linda would request the timeline be extended to five (5) days to allow the one-number notification service to gather pertinent data. No objections to the extended timeline.

MOTION: Jerry Piper made the motion to accept the rules with the changes made today, Joe Leckie seconded, vote called, all in favor, motion carried.

ACTION: The Board has accepted the draft rule with the noted changes.

◆ **Open Discussion**

Chairman Van Slyke recognized an audience member, Lynn Tomanaga. Lynn expressed he knew most everyone on the Board from his work with agricultural groups, the well drilling community, and small cities. Lynn is a legislative consultant and was present to monitor the activity of the Board.

Linda Phillips asked the Chairman a procedural question relative to the responsibility of the Board Members' obligation to notify respective interest groups on the activities of the Board.

Laurie Jilbert advised, DBS has an interested party distribution group for the Damage Prevention Board, which is utilized to disseminate Board information; agendas, minutes, etc. If anyone would like to be added to the list, they may contact Laurie via e-mail or phone, her information is on the Damage Prevention Board page on the DBS website.

Patrick Grace clarified, DBS will be the centralized location for disseminating information specific to the Board's activities. The Board Members do not have that obligation.

Joe Leckie stated he would like to suggest the Board direct DBS to research if there is an economic indicator that might run parallel to what the Board can expect to the number of tickets. Linda Phillips qualified; number of complaints or tickets. Joe confirmed tickets, that could help the Board establish a budget. Discussion continued. Steve Keys believes he understands what Joe is looking for and believes there are projected construction reports available, however, cautioned the information can be inaccurate.

Patrick discussed with the Board the timeline for publishing the temporary rule, and protocols associated with the process, effective date might be December 1st. Discussion included notification process to the public for comment period.

Discussion on agenda items for the November 10, 2016 Damage Prevention Board meeting. Laurie will prepare a 'draft' agenda and distribute to the Board for comments/input. Agenda items will need to be forwarded to the Chairman as the Chairman sets the agenda.

◆ **Adjournment**

The Chairman asked for a motion to adjourn.

MOTION: Joe Leckie made a motion to adjourn the meeting, Jerry Piper seconded. Vote taken, all in favor, motion carried.

The meeting adjourned at 10:31 a.m. (MDT)

MARK VAN SLYKE, CHAIRMAN
IDAHO DAMAGE PREVENTION BOARD

C. KELLY PEARCE, ADMINISTRATOR
DIVISION OF BUILDING SAFETY

DATE

DATE

*These DRAFT minutes are subject to possible correction and final approval by the Idaho Damage Prevention Board. 10/21/16llj

DAMAGE PREVENTION BOARD

Agenda Item No. 03

Public Hearing

PRESENTER: Patrick J. Grace, Deputy Attorney General

OBJECTIVE: Review of comments, data, views, or presentations submitted in response to the temporary/proposed rulemaking regarding the fee rate and collection on notices to one-number notification services.

ACTION: Informational

BACKGROUND:

**PROCEDURAL
HISTORY:**

ATTACHMENTS: Temporary/Proposed Rule



**IDAPA 07
TITLE 10
CHAPTER 01**

**07.10.01 - RULES GOVERNING THE DAMAGE PREVENTION BOARD, DIVISION OF
BUILDING SAFETY**

000. LEGAL AUTHORITY.

The Idaho Damage Prevention Board of the Division of Building Safety is authorized under Section 55-2203, Idaho Code, to promulgate rules consistent with the act for the administration of Title 55, Chapter 22, Idaho Code, to effectuate the purposes thereof. (12-1-16)T

001. TITLE AND SCOPE.

01. Title. These rules shall be cited as IDAPA 07.10.01, "Rules Governing the Damage Prevention Board, Division of Building Safety." (12-1-16)T

02. Scope. These rules shall be applicable to underground facilities, and facility owners as established in Title 55, Chapter 22, Idaho Code. (12-1-16)T

002. WRITTEN INTERPRETATIONS.

In accordance with Section 67-5201(19)(b)(iv), Idaho Code, this agency may have written statements that pertain to the interpretation of the rules of this chapter, or to compliance with the rules of this chapter. Any such documents are available for public inspection and copying at cost at the Idaho Division of Building Safety offices. (12-1-16)T

003. ADMINISTRATIVE APPEALS.

IDAPA 04.11.01, "Idaho Rules of Administrative Procedure of the Attorney General," Section 100, *et seq.*, shall apply to contested cases, in addition to the provisions of Title 55, Chapter 22, Idaho Code. (12-1-16)T

004. INCORPORATION BY REFERENCE.

There are no documents incorporated by reference into these rules. (12-1-16)T

005. OFFICE – OFFICE HOURS – MAILING ADDRESS AND STREET ADDRESS.

The principal place of business of the Damage Prevention Board is at the Division of Building Safety office located at 1090 E. Watertower Street, Suite 150, Meridian, Idaho 83642. The Damage Prevention Board may also be contacted at 1250 Ironwood Drive, Suite 220, Coeur d'Alene, Idaho 83814, and at 2055 Garrett Way, Building 1, Suite 4, Pocatello, Idaho 83201. All locations are open from 8:00 a.m. to 5:00 p.m., except Saturday, Sunday and legal holidays. The telephone number of the office is (208) 334-3950. The facsimile number of the office is 1-877-810-2840. The Department website is <http://dbs.idaho.gov>. (12-1-16)T

006. PUBLIC RECORDS ACT COMPLIANCE.

The rules contained herein have been promulgated according to the provisions of Title 67, Chapter 52, Idaho Code, and are public records. (12-1-16)T

007. FUNDING OF BOARD ACTIVITIES.

Each owner of an underground facility shall pay a fee of ten cents (\$.10) each time such owner receives notice from a one-number notification service as required by Section 55-2205, Idaho Code. The fee assessed upon the underground facility owner shall be collected by the one-number notification service, and shall be payable to the board in accord with the following schedule: (12-1-16)T

01. Fee Assessed. The fee shall be assessed on an underground facility owner for each notification issued by the one-number notification service to the underground facility owner, with the one-number notification service required to submit a summary of the number of notices issued in a given month to the board no later than fifteen (15) days following the end of the month in which the notices were issued. (12-1-16)T

02. Payment Submission. The one-number notification service shall submit payment to the board for all payments received from underground facility owners no later than seventy (70) days following the end of the month in which the notices were issued to the facility owners. In those cases where the payment from the underground utility owner is received after the seventy (70) day period, the one-notification service shall include late payments in its next payment to the board. (12-1-16)T

03. Notices Issued. The one-number notification service shall also submit a detailed list of notices issued, including the facility owner's contact information, for which payment has not been received within the seventy (70) day period following the end of the month in which the notices were issued. Such list shall be updated on a monthly basis to reflect the status of all past-due payments due from underground utility owners that have not been received. (12-1-16)T

04. Civil Penalties. Underground facility owners failing to submit payment to the one-number notification service in a timely manner shall be subject to the imposition of civil penalties and other remedies referenced in Title 55, Chapter 22, Idaho Code. (12-1-16)T

008. AUDIT OF ONE-NUMBER SERVICE RECORDS.

The board shall have the right to review and audit the payment records of any one-number notification service relating to the collection of the ten cent (\$.10) fee imposed on underground facility owners. In the event the board wishes to conduct a review and/or audit of a one-number notification service, the board shall provide no less than a five (5) business day advance notice of the intended action. The board may delegate any responsibilities contained herein this chapter to the Division of Building Safety. (12-1-16)T

DAMAGE PREVENTION BOARD

Agenda Item No. 04

Schedule 2017 Board Meetings

PRESENTER: Mark Van Slyke, Chairman

OBJECTIVE: Schedule meetings in 2017.

ACTION: Select meeting dates for 2017 for the Damage Prevention Board.

BACKGROUND:

PROCEDURAL HISTORY: In accordance with Idaho Code §55-2203(4) the board shall hold at least two (2) regular meetings per year.

ATTACHMENTS: 2017 Calendar



DBS BOARD MEETINGS - 2017

DAMAGE PREVENTION BOARD

FACTORY BUILT STRUCTURES ADVISORY BOARD

IDAHO BUILDING CODE BOARD

IDAHO ELECTRICAL BOARD

IDAHO HEATING VENTILATION & AIR COND. BOARD

IDAHO PLUMBING BOARD

PUBLIC WORKS CONTRACTORS LICENSE BOARD

SCHOOL SAFETY & SECURITY ADVISORY BOARD

Board Meetings will be held at each
Division of Building Safety regional office
either in person or through video

1090 E WATERTOWER ST
SUITE 150

MERIDIAN, ID 83642

1250 IRONWOOD DR

SUITE 220

COEUR D'ALENE, ID 83814

2055 GARRETT WAY

BLD 1, SUITE 4

POCATELLO, ID 83201

JANUARY							FEBRUARY							MARCH							APRIL							MAY							JUNE													
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JULY							AUGUST							SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER											
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8	9	10	11	12	13	14	8	9	10	11	12	13	14	8	9	10	11	12	13	14	8	9	10	11	12	13	14	8	9	10	11	12	13	14	8	9	10	11	12	13	14					
15	16	17	18	19	20	21	15	16	17	18	19	20	21	15	16	17	18	19	20	21	15	16	17	18	19	20	21	15	16	17	18	19	20	21	15	16	17	18	19	20	21					
22	23	24	25	26	27	28	22	23	24	25	26	27	28	22	23	24	25	26	27	28	22	23	24	25	26	27	28	22	23	24	25	26	27	28	22	23	24	25	26	27	28					
29	30	31					29	30	31					24	25	26	27	28	29	30	24	25	26	27	28	29	30	24	25	26	27	28	29	30	24	25	26	27	28	29	30					

Holidays outlined & highlighted in gray -- Management meetings outlined in blue -- Unavailable dates blacked out

DAMAGE PREVENTION BOARD

Agenda Item No. 05

Formation of Committees

PRESENTER: Mark Van Slyke, Chairman

OBJECTIVE: Formation of three (3) subcommittees for completion of statutory tasks for the Damage Prevention Board.

ACTION: Identify Board members for the three (3) subcommittees.

BACKGROUND:

PROCEDURAL HISTORY:

ATTACHMENTS: Breakout of statutory tasks for three (3) subcommittees.



DAMAGE PREVENTION BOARD

Statutory Tasks Formation of Subcommittees

SUBCOMMITTEE 1

- 55-2203(9) – The board, by rule, may adopt or create training programs on all pertinent underground damage prevention topics, which may include, but are not limited to, safe excavation, locating and marking of facilities, determining facility damage, emergency procedures, excavator downtime, pre-marking of intended excavation areas, and procedures used when encountering unmarked facilities, for general use or for remedial training that may be ordered by the board pursuant to section 55-2211, Idaho Code.
- 55-2203(13) – The board shall adopt, by rule, a process for reviewing the adequacy of underground facility owners' use of internal performance measures for those locating underground facilities and recommending changes to improve such performance.
- 55-2203(14) – The board shall adopt, by rule, a process for reviewing and promoting the use, by all appropriate stakeholders, of improving technologies that may enhance communications, underground facility locating capability and the gathering and analysis of appropriate data.

SUBCOMMITTEE 2

- 55-2203(17) – The board may establish by administrative rule the fines to be paid for penalties issued for violations of this chapter. In no case shall the penalty exceed the limits prescribed in section 55-2211, Idaho Code.

SUBCOMMITTEE 3

- 55-2208(4) – The board shall adopt by rule a procedure for the processing of claims related to damages to underground facilities,
- 55-2208(5) – Underground facility owners and excavators who observe, suffer or cause damage to an underground facility or observe, suffer or cause excavator downtime related to a failure of one (1) or more stakeholders to comply with applicable damage prevention regulations shall report such information to the board in accordance with the rules promulgated by the board.
- 55-2211(1) – Complaints shall include the name and address of the complainant and the alleged violator, and the violation alleged. If the alleged violation involves facility damage or a downtime event, the complaint must be submitted on such forms and contain such information as required by the board in rule.

- 55-2211(1) – Upon review of the complaint, and any investigation conducted therewith, the administrator shall notify the person making the complaint and the alleged violator, in writing, of the administrator's recommended course of action to the board. The administrator shall recommend that a training course adopted by the board, by rule, be successfully completed for a first violation of this chapter.

DAMAGE PREVENTION BOARD

Agenda Item No. 06

PHMSA

PRESENTER: Joe Leckie, Board Member

OBJECTIVE: Who is PHMSA? What is the federal law and regulations governing the operation of the DPB; beyond and in addition to the State Statutes.

ACTION:

BACKGROUND:

**PROCEDURAL
HISTORY:**

ATTACHMENTS: Handouts will be presented at Board Meeting.



DAMAGE PREVENTION BOARD

Agenda Item No. 07

DIRT Report

PRESENTER: Steve Keys, Deputy Administrator

OBJECTIVE: Evaluate potential use of “Virtual Dirt” Report to accommodate incident reporting.

ACTION: Informational

BACKGROUND:

**PROCEDURAL
HISTORY:**

ATTACHMENTS: CGA documentation regarding “Virtual Dirt”.



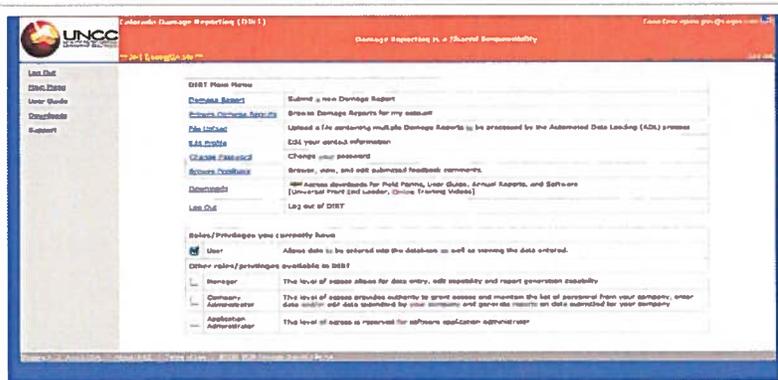
Your Own Customized Database

- Do you want to aid in the campaign to reduce damages to underground facilities?
- Do you want your own database system to monitor damages in your service territory without the high cost of development?
- Do you need the ability to customize a database with additional fields of information?
- Do you want to submit your data into DIRT (Damage Information Reporting Tool) North America, steering the direction of damage prevention efforts?
- Do you wish that the data submission process were easier and less duplicative?

If you answered "YES" to any of these questions, **Virtual Private DIRT is the tool for you!**

Colorado Damage Reporting (DIRT) The First Virtual Private DIRT Instance

"With this exciting news, UNCC and our membership will be taking a quantum leap forward to align ourselves with DIRT North America. Colorado users will be familiar with the web form data entry. Automated Data Loader & File Upload Spec. These areas of DIRT North America are more robust now and offer a clearer and friendly user experience."
J.D. Maniscalco



Virtual Private DIRT is your own version of DIRT customized for your company or organization. It starts with all the data fields in DIRT North America and then allows you to create additional "Flex Fields" to capture data that is applicable only to you. The visual appearance of the screens can be customized with four of your company's or organization's colors so that it is consistent with the rest of your applications. The data in the DIRT North America fields is shared with the full DIRT North America – no uploading hassles. The data in your "Flex Fields" is not shared with DIRT North America and remains private and confidential.

Your Virtual Private DIRT will be located on secure servers maintained by CGA personnel and is accessed by you through a standard web browser. Each company or organization will

have its own unique Virtual Private DIRT. No other company or organization can look at your data without your permission. Since the data and the application do not reside on your computers or servers, your IT personnel will not be burdened with DIRT maintenance.

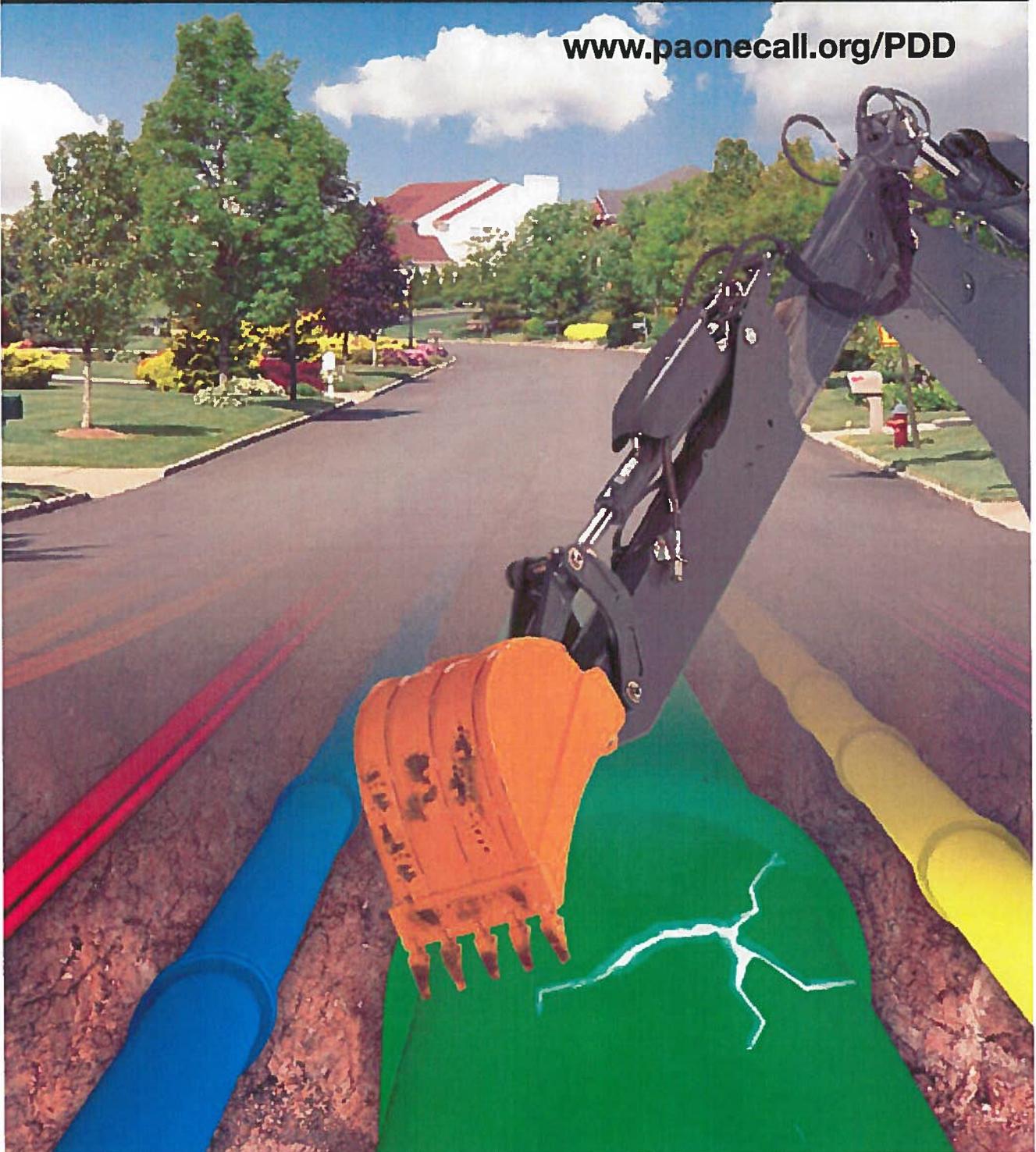
Virtual Private DIRT is the ideal data collection solution for One-Call Centers and trade associations, even for municipalities and larger organizations with data collection needs. It is available to all stakeholders for an initial set-up fee of \$500 and a \$500 per year maintenance agreement. The initial set up fee is waived for CGA Corporate Sponsors.

You can check out Virtual Private DIRT at <https://sandbox.damagereporting.org>.

PENNSYLVANIA DAMAGES DATABASE

Add Your Voice and Help Make Digging Safer for All

www.paonecall.org/PDD



Excavators/Designers



As an Excavator/Designer it is important for you to know that you have a voice through The Pennsylvania Damages Database (PDD) which ultimately contributes to the body of knowledge for excavation, project planning, and design best practices. Through the PDD you now have a forum to add your voice and help make digging safer for all as well as protecting valuable infrastructure. When you complete a damage report with the fullest detail possible, your information, while remaining confidential, will provide quality data to be tracked and analyzed for trends. By sharing your experiences and lessons learned, you will have helped reduce damages over time for all stakeholders. Your data will lead to identifying the contributing factors behind occurrences, interpreting what went wrong, and then applying prevention efforts for others to learn by.

What Every Excavator/Designer Needs To Know

The Pennsylvania Damages Database:

- serves as the PA clearinghouse for damage data reporting, evaluation, and analysis
- is secure and confidential data collection that helps focus education and resources to keep damages from happening again
- submission increases awareness of the Damage Prevention mission and Best Practices – and this awareness encourages safe digging
- is an opportunity to share damage and near-damage stories
- encourages collaboration between excavators/designers interested in underground infrastructure protection
- is an easy way to contribute to damage studies in PA and nationally via CGA DIRT and enforcement reports required by law
- data submission is encouraged by PA One Call, various associations, and sponsors

An Introduction to the Pennsylvania Damages Database

PA One Call has created The Pennsylvania Damages Database in an effort to track meaningful data regarding the occurrence of damages from excavations. By adding your voice and providing detailed information, this data will help us to better understand the causes that have led to damage and to develop plans to minimize the risk of future occurrences for all stakeholders in Pennsylvania.

The goals of the Pennsylvania Damages Database are:

- Fostering a sense of shared responsibility for the protection of underground facilities, human lives, and nearby structures.
- Providing comprehensive data in order to support research.
- Serving as Pennsylvania's clearinghouse for damage data collection, analysis, and dissemination for use by other similar organizations.

The valuable data that you report is also provided to the Common Ground Alliance (CGA). They have been striving to gather more complete data from a greater cross section of national stakeholders in order to produce a clearer picture of damage prevention challenges in their Damage Information Reporting Tool (DIRT) Report. The report presents a more well-rounded view of the current state of damage prevention.

PA One Call is asking all parties, the excavator, designer and the facility owner, to participate and use the Pennsylvania Damages Database so that everyone benefits from the data. With your shared information and perspectives, we can work together on the important aspects of damage prevention issues.

Confidentiality

The information you provide is voluntarily, but valuable and we understand that you may feel hesitant to report specifics about a particular event. We are conscious that any personal and damage information that you provide is ultra-sensitive and needs to be handled with exceptional care and consideration. We adhere to the same confidentiality standards as the CGA and guarantee your identity will remain confidential and will be anonymous in all reports. The PA Damages Database is a secured application and access is only available by a login/password protected registration system. This registration process helps to ensure the integrity of database.

Facility Owners

As a Facility Owner, it is important for you to know that you have a voice through The Pennsylvania Damages Database (PDD) which ultimately contributes to the body of knowledge for mapping, locating, and marking. Through the PDD you now have a forum to add your voice and help



make digging safer as well as protecting valuable infrastructure. When you complete a damage report with the fullest detail possible, your information, while remaining confidential, will provide quality data to be tracked and analyzed for trends. By sharing your experiences and lessons learned, you will have helped reduce damages over time for all stakeholders. Your data will lead to identifying the contributing factors behind occurrences, interpreting what went wrong, and then applying prevention efforts for others to learn by.

What Every Facility Owner Needs To Know

The Pennsylvania Damages Database:

- serves as the PA clearinghouse for damage data reporting, evaluation, and analysis
- is secure and confidential data collection that helps focus education and resources to keep damages from happening again
- submission increases awareness of the Damage Prevention mission and Best Practices – and this awareness encourages safe digging
- is an opportunity to share damage and near-damage stories
- encourages collaboration between facility owners and excavators interested in underground infrastructure protection
- is an easy way to contribute to damage studies in PA and nationally via CGA DIRT and enforcement reports required by law

Other features when using the Pennsylvania Damages Database:

- while not required in the online form, starting an entry with an existing One Call Serial Number pre-populates company information and dig site fields
- all of the CGA DIRT questions are included
- submitter has control as to where submissions are sent (CGA DIRT or enforcement, insurance, or internal forms)
- submitter has online access to submitted damage reports (a history for claims, insurance, or billing) without cost or hassle for database setup and maintenance
- online learning tools and a user's guide
- can be used as a one-stop damage data entry point for compliance reports required by regulatory agencies

As more excavators/designers submit data to the database, we will gain insight and a clearer view of how to make improvements in the system and help educate all stakeholders so that damages can be reduced through effective practices and procedures.

To see for yourself how simple and easy it is to file a damage report, turn to page 7 for a brief introduction to the Pennsylvania Damages Database online features.



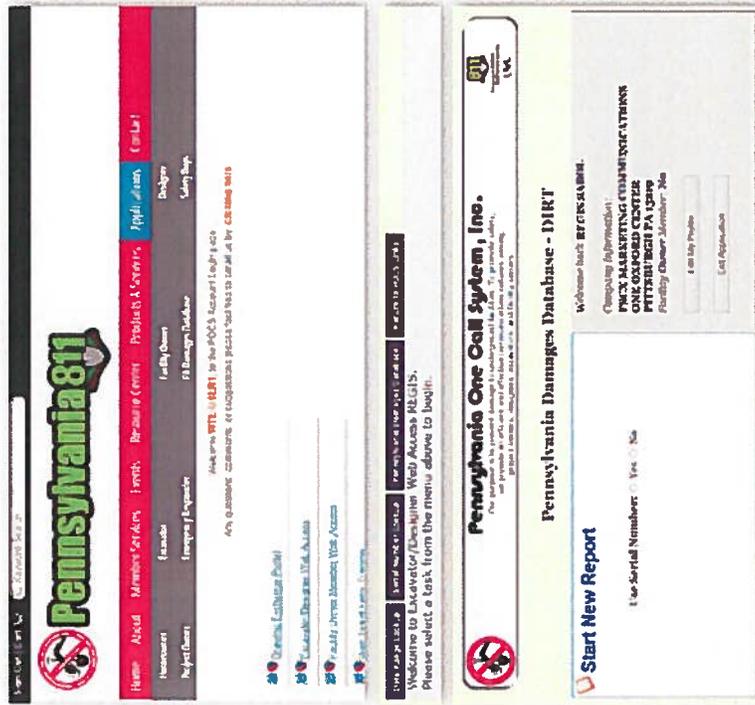
PA Damages Database

The PA Damages Database, located at www.paonecall.org/PDD, is a quick and easy tool to shortcut entry of statistical information about damages. The following pages provide step-by-step instructions and page screen views to make it simple for you to follow along and report your information. We urge you to provide accurate and comprehensive data. Remember, the site is secured and your identity will remain anonymous in all reports.

Sign In/Create Account
<http://www.paonecall.org/PDD>

Start a New Report

Click Applications then select the applicable link (Excavator/ Designer Web Access or Facility Owner Member Web Access). Pennsylvania Damages Database is a tab across the top menu from within these applications.



Other features when using the Pennsylvania Damages Database:

- while not required in the online form, starting an entry with an existing One Call Serial Number pre-populates company information and dig site fields
- all of the CGA DIRT questions are included
- submitter has control as to where submissions are sent (CGA DIRT or enforcement, insurance, or internal forms)
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As more facility owners submit data to the database, we will gain insight and a clearer view of how to make improvements in the system and help educate all stakeholders so that damages can be reduced through effective practices and procedures.

To see how easy it is to file a report, turn to page 7 for a brief introduction to the Pennsylvania Damages Database online features and see for yourself how simple and easy it is to create a report.



6'1" Pennsylvania Damages Database - Rhino-Marking & Protection System.

Navigational Tools

- Show Heading and Hide Answers
- Show Heading and Answers
- Go Back to Previous Page
- Reset/Last Saved
- Begin or Go to Next Page
- Incomplete
- Complete

Add Answers: 6 Easy Screens

1. Identify by Industry

Damage/Near-Miss Report : PA DR2013107878

Who is submitting
Data, Location, Affected Facility
Excavation, Notification, and Marking
Excavator Downtime
Description of Damage
Cause and Comments

Who is providing this information?

KEY

Complete Incomplete

Email Feedback

2. Damage date, Location, and Facility type

Damage/Near-Miss Report : PA DR2013107878

Date, Location, Affected Facility

Date of Event

Country

Municipality

County required first

Street Address

Nearest Interstate Loc.

Right of Way where event occurred

What type of facility operation was affected?

KEY

Complete Incomplete

3. Excavation, Notification, and Marking

Damage/Near-Miss Report : PA DR2013107878

Excavation, Notification, and Marking

Type of Excavator

Type of Excavation Equipment

Type of Work Performed

Was the call notification event qualified prior to the start of the excavation?

If Yes, please provide the ticket number

Type of Location

KEY

Complete Incomplete

4. Excavator downtime

Damage/Near-Miss Report : PA DR2013107878

Excavator Downtime

Did the excavator incur downtime?

If Yes, how much time?

Estimated Cost of Downtime

KEY

Complete Incomplete

5. Damage description

Damage/Near-Miss Report : PA DR2013107878

Description of Damage

Was there damage to the facility?

Did the damage cause an interruption of service?

If yes, duration of the interruption

Approximately how many customers were affected?

Estimated cost of damage repair/replacement

Number of people injured

Number of fatalities

KEY

Complete Incomplete

6. Damage cause

Damage/Near-Miss Report : PA DR2013107878

Cause and Comments

Choose a first level root cause

If applicable, choose a second level cause

For Other: Near of the above, please explain

Additional Comments

KEY

Complete Incomplete

Select Sites and Transmit

Transmit Damage/Near-Miss Report : PA DR2013107878

Site Name

CGA DIRT

Federal DOT

Energy & Industry Safety Reporting

PA PUC Gas Safety

PA VPP

Date & Time Transmitted

Transmit

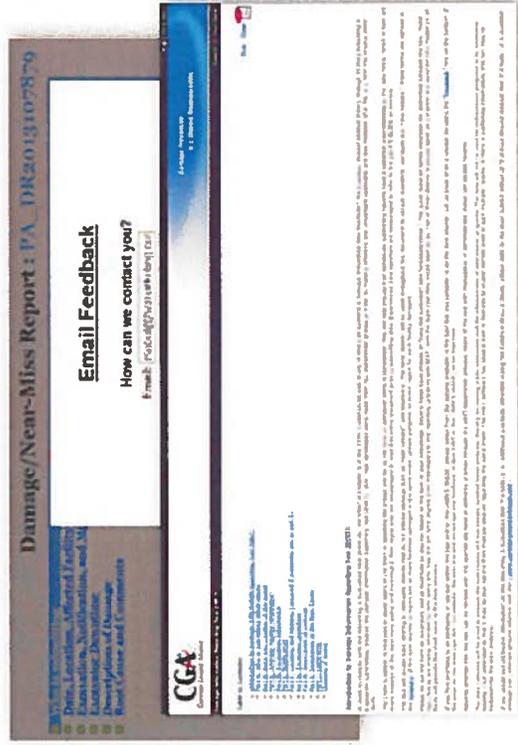
Manage Saved Reports

Click Report ID to open and review



More Tools

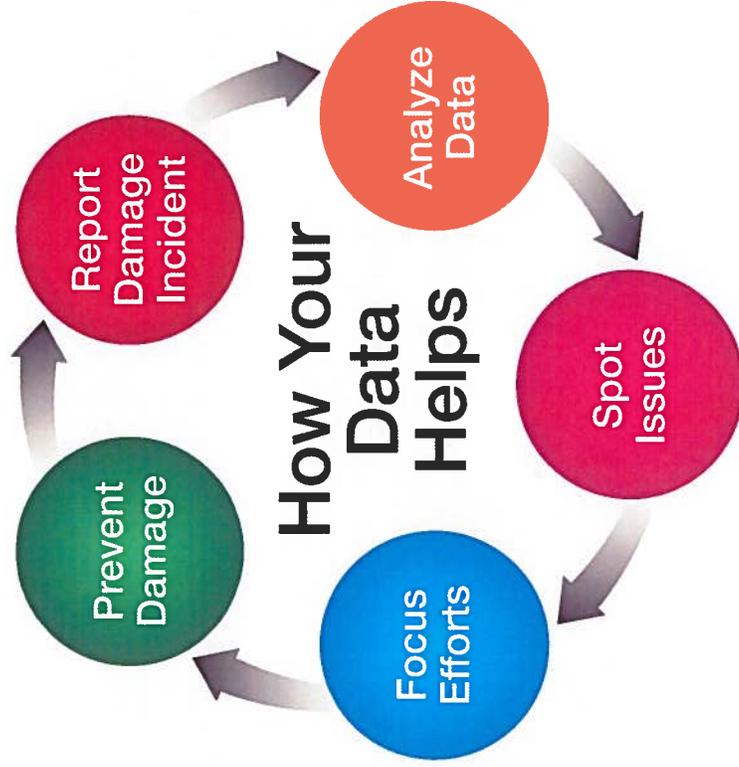
Email Feedback and Users Guide



More Features

Pennsylvania Virtual Private DIRT
<http://damagereporting.org/pa1call>

- Additional Features and Customization:**
- Addition of user-defined "Flex" fields
 - Query data
 - Reporting
 - Grant data access to other organizations



**Damage Prevention
 is Good Business**



For additional help, contact us.

<http://www.paonecall.org/PDD>

email: contact@pa1call.org

call: 1-800-248-1786 ext.7168

PROVIDED BY



Pennsylvania811

**Know what's below.
Call before you dig.®**

DAMAGE PREVENTION BOARD

Agenda Item No. 08

Larsen Farms Complaint

PRESENTER: Vaughn Rasmussen, Board Member

OBJECTIVE:

ACTION: Informational

BACKGROUND:

**PROCEDURAL
HISTORY:**

ATTACHMENTS: None



DAMAGE PREVENTION BOARD

Agenda Item No. 09

Open Meeting Law

PRESENTER: Patrick J. Grace, Deputy Attorney General

OBJECTIVE: Overview of the Open Meeting Law. Responsibilities of Board Members and DBS Staff to ensure compliance therewith.

ACTION: Informational

BACKGROUND: At the Board Meeting held on September 8, 2016, members of the Damage Prevention Board requested Patrick revisit the Open Meeting Law.

PROCEDURAL HISTORY:

ATTACHMENTS: Open Meeting Law Manuals (Distributed at Meeting)



DAMAGE PREVENTION BOARD

Agenda Item No. 10

Administrator Report

PRESENTER: C. Kelly Pearce, Administrator

OBJECTIVE: Provide an overview of the Division's current activities.

ACTION: Informational

BACKGROUND: This topic is addressed at all regularly scheduled Damage Prevention Board meetings.

PROCEDURAL HISTORY:

ATTACHMENTS: No documentation



DAMAGE PREVENTION BOARD

Agenda Item No. 10a

Financial Report

PRESENTER: Fred Sisneros, Financial Manager

OBJECTIVE: Review financial report for the Damage Prevention Board.

ACTION: Informational

BACKGROUND:

**PROCEDURAL
HISTORY:**

ATTACHMENTS: Financial Report





Division of Building Safety
UNDERGROUND FACILITIES DAMAGE PREVENTION
 Fiscal Year 2017 Financial Statements
 As of 09/30/2016

Statement of Revenues and Expenditures - 0229-27 Dedicated Fund

Class	Budget	Fiscal Year To Date	YTD as a % of Budget	Remaining Budget	Projected for Remainder of Year	Projected Year End Totals	Projected Total as a % of Budget
Revenues:	50,000	25,116	50%	24,884	24,884	50,000	100%
Expenditures							
Personnel:	-	-	0%	-	-	-	0%
Operating:	50,000	3,727	7%	46,273	14,907	18634.1	37%
Capital:	-	299	0%	(299)	(299)	-	0%
Total Expenditures	50,000	4,026	8%	45,974	14,608	18,634	37%
Net for FY 2017	-	21,090			10,276	31,366	

Statement of Cash Balance - 0229-27 Dedicated Fund

July 1, 2016 Beginning Cash Available	Fiscal Year to Date Revenues	Fiscal Year to Date Expenditures and Encumbrances	Other Changes in Cash	Available Cash as of Sep 30, 2016	Projected Change in Cash for Remainder of Year	Projected Year End Available Cash
-	25,116	4,026	215	21,305	10,276	31,581

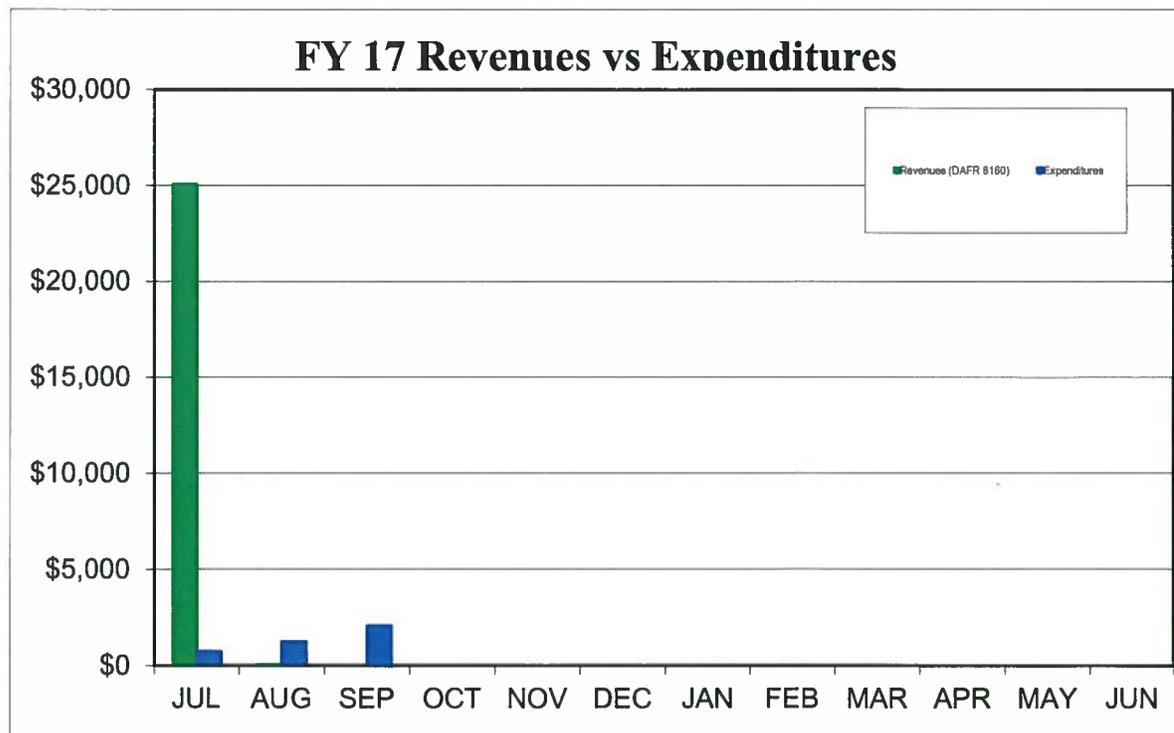
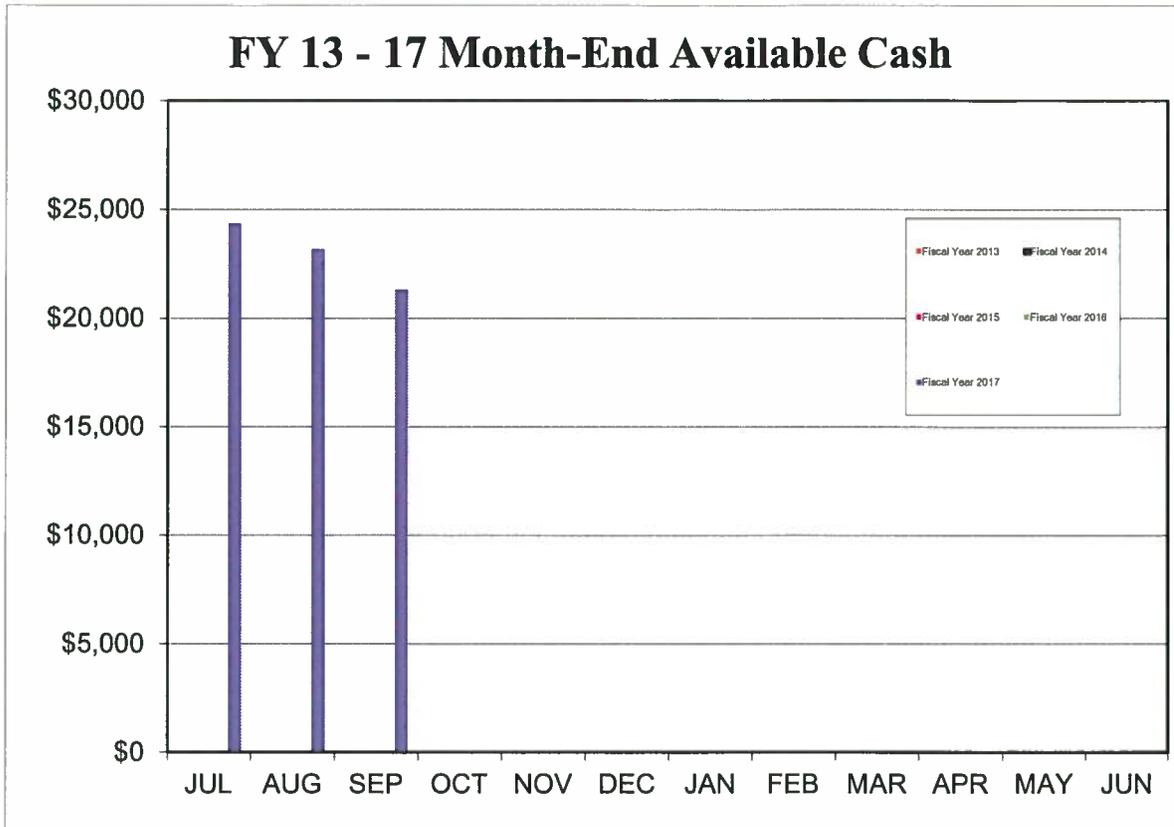
Statement of Revenues and Expenditures - 0348-00 Federal Grant (State Damage Prevention Program Grant - 2016)

Class	Budget	Fiscal Year To Date	YTD as a % of Budget	Remaining Budget	Projected for Remainder of Year	Projected Year End Totals	Projected Total as a % of Budget
Revenues:	83,638	0	0%	83,637	0	0	0%
Expenditures							
Personnel:	23,611	-	0%	23,611	0	0	0%
Operating:	60,027	0	0%	60,026	0	0	0%
Capital:	-	-	0%	-	0	0	0%
Total Expenditures	83,638	0	0%	83,637	0	0	0%
Net for FY 2017	-	-			-	-	

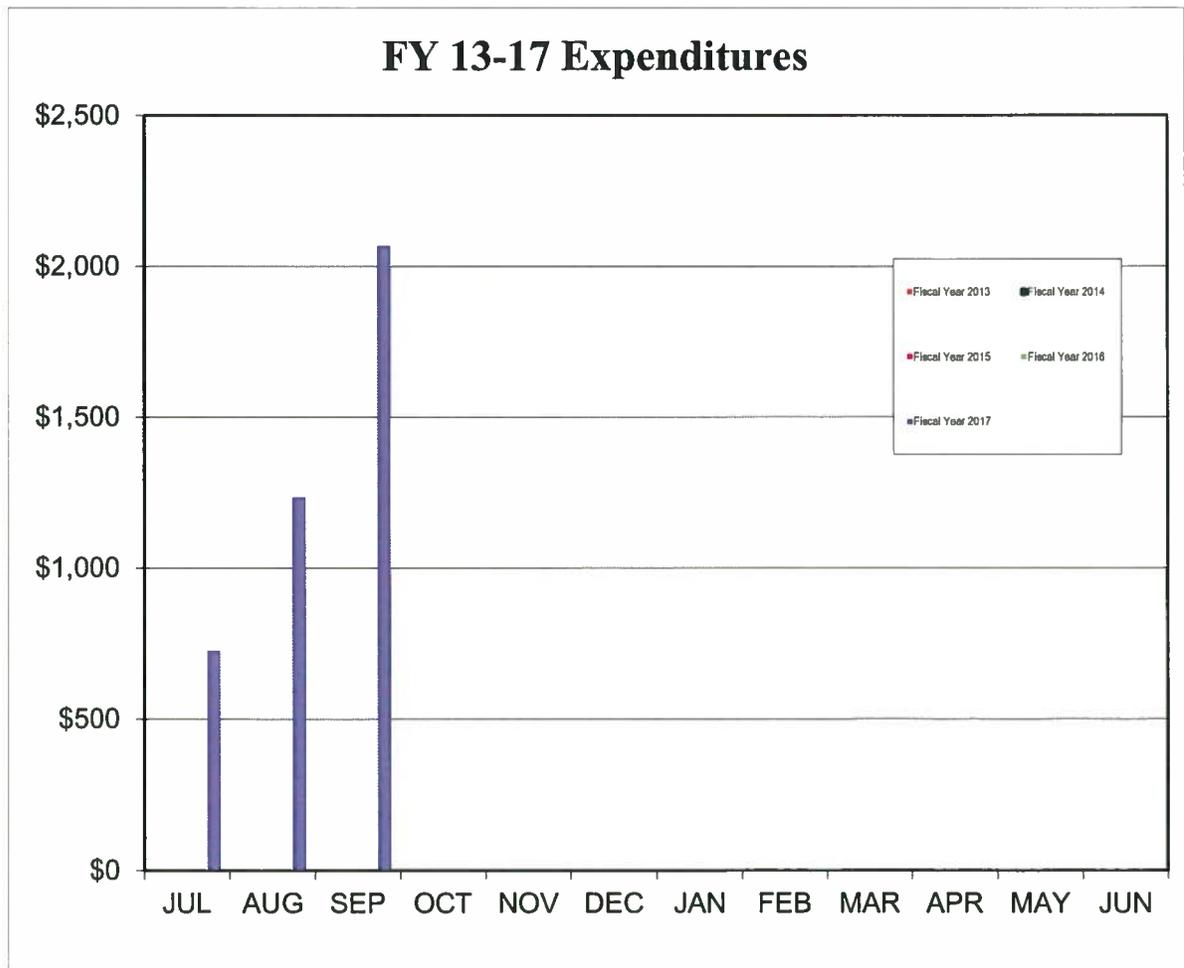
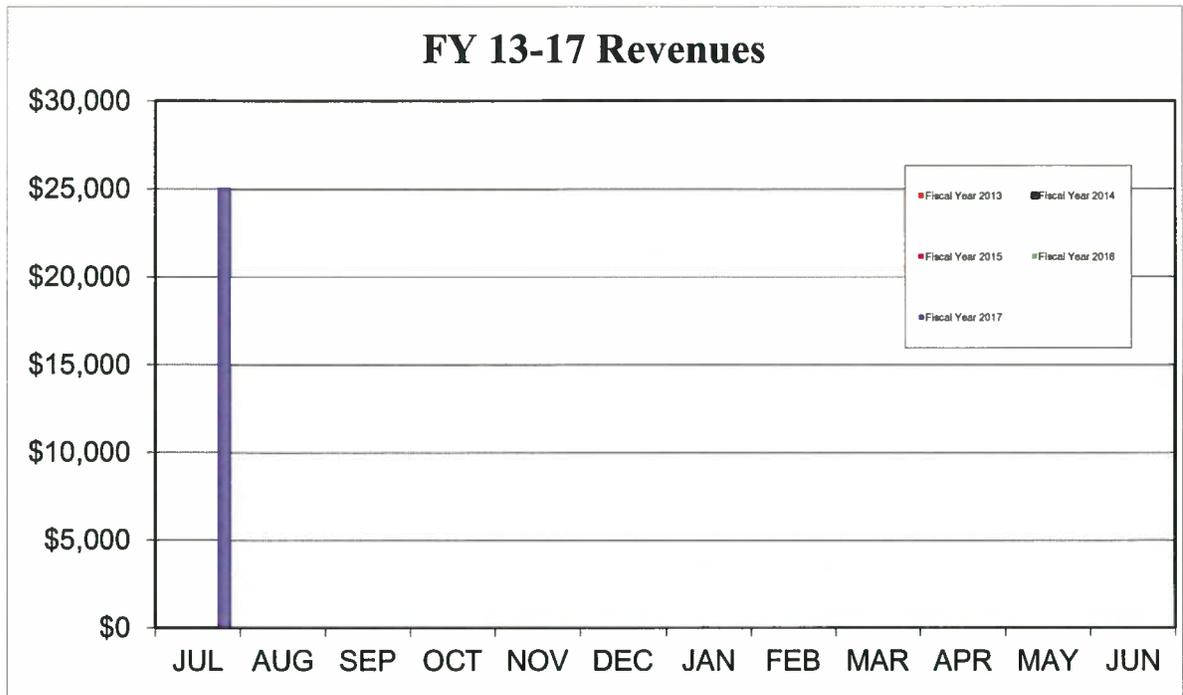
Statement of Cash Balance - 0348-00 Federal Grant (State Damage Prevention Program Grant - 2016)

July 1, 2016 Beginning Cash Available	Fiscal Year to Date Revenues	Fiscal Year to Date Expenditures and Encumbrances	Other Changes in Cash	Available Cash as of Sep 30, 2016	Projected Change in Cash for Remainder of Year	Projected Year End Available Cash
0	0	0		0	-	-

UNDERGROUND FACILITIES DAMAGE



UNDERGROUND FACILITIES DAMAGE



DAMAGE PREVENTION BOARD

Calendar/Directory



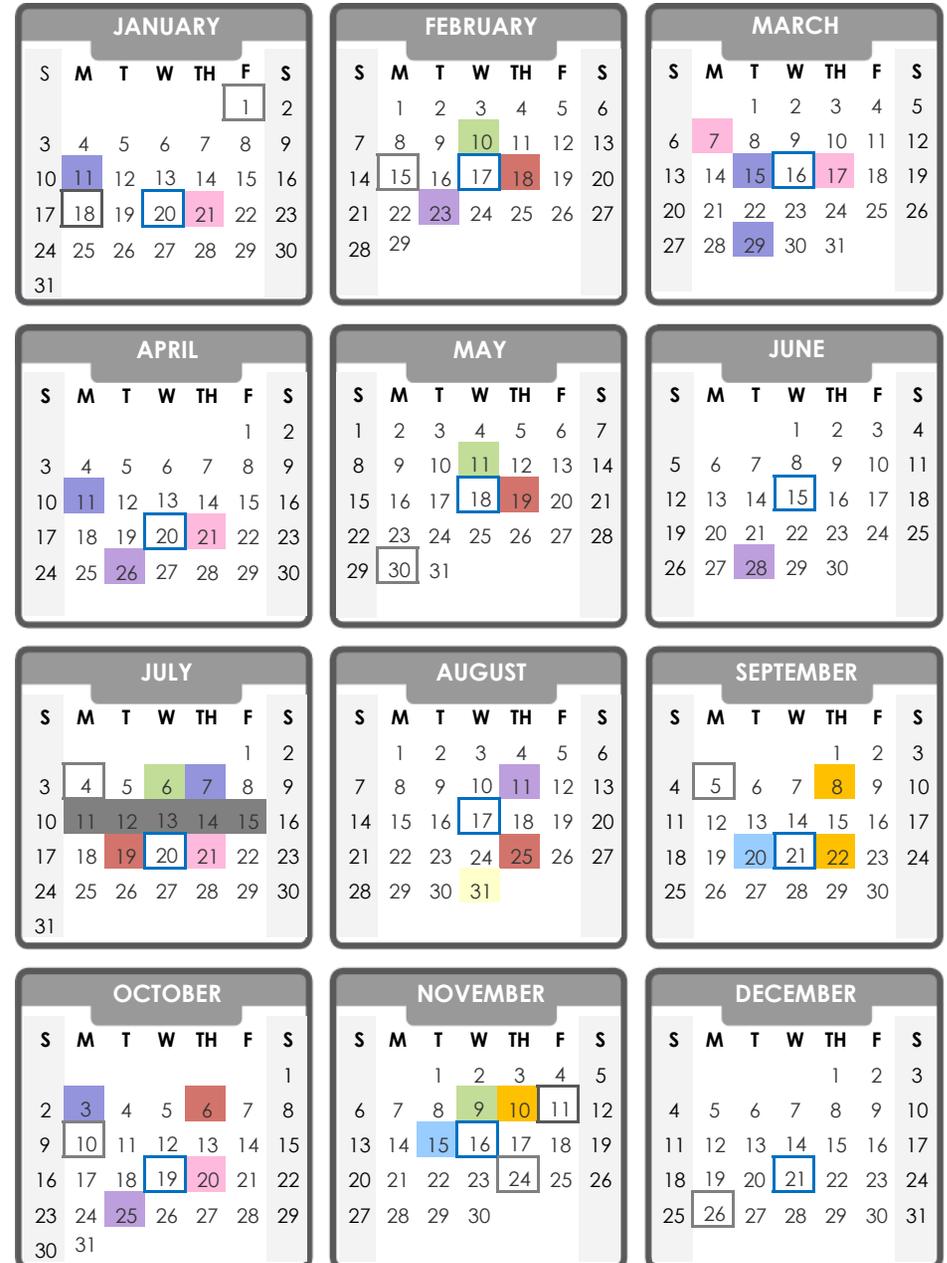
DBS BOARD MEETINGS - 2016

2016

Board Meetings will be held at each
Division of Building Safety regional office
either in person or through video conferencing

1090 E WATERTOWER ST SUITE 150 MERIDIAN, ID 83642	1250 IRONWOOD DR SUITE 220 COEUR D'ALENE, ID 83814	2055 GARRETT WAY BLD 1, SUITE 4 POCATELLO, ID 83201
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Idaho Building Code Board meetings begin at 9:30 am (mt)	FEB 23 APR 26 JUN 28 AUG 11 — SPECIAL OCT 25
Idaho Electrical Board meetings begin at 9:30 am (mt)	JAN 21 MAR 7, 17 — SPECIAL APR 21 JUL 21 OCT 20
Idaho HVAC Board meetings begin at 9:30 am (mt)	FEB 10 MAY 11 JUL 6 NOV 9
Idaho Plumbing Board meetings begin at 9:30 am (mt)	FEB 18 MAY 19 JUL 19 AUG 25 — SPECIAL OCT 6
Public Works Contractors Licensing Board meetings begin at 9:30 am (mt)	JAN 11 FEB 18 — SPECIAL MAR 15, 29 — SPECIAL APR 11 JUL 7 OCT 3
Factory Built Structures Advisory Board meetings begin at 9:30 am (mt)	SEP 20 NOV 15
Damage Prevention Board meetings begin at 9:30 am (mt)	SEP 8 SEP 22 — SPECIAL NOV 10
Office of School Safety & Security Board meetings begin at 9:30 am (mt)	AUG 31



Holidays outlined & highlighted in gray. Management meetings outlined in blue. Unavailable dates blacked out

DAMAGE PREVENTION BOARD

(Idaho Code 55-2201)

Member	Company/Representing	Mailing Address	Business Phone	Original Appointment	Term Expires
Jeanna Anderson	Badger Daylighting Excavator	7801 W. Lemhi Street, #3 Boise ID 83646	208.258.0378 208.573.4667 cell	7/1/2016	7/1/2018
		Jeannabratt@gmail.com			
Bob Chandler	Avondale Irrigation District Irrigation	P. O. Box 81 Hayden ID 83835	208.772.5657 208.691.3428 cell	7/1/2016	7/1/2019
		bobchandlercda@gmail.com			
Jeffrey Diehl	ESI Construction Commercial Contractor	3330 E. Louise Drive, #300 Meridian ID 83642	208.362.3040 208.860.7637 cell	7/1/2016	7/1/2020
		jeffreydiehl@esiconstruction.com			
Roy Ellis	Residential Contractor	4160 E 500 N Rigby ID 83442	208.745.6753 208.521.1475 cell	7/1/2016	7/1/2018
		Ellis.C.Roy@gmail.com			
Joe Leckie	Public Utilities Commission PUC Employee	472 W. Washington Boise ID 83720	208.334.0330 208.914.8895 cell	7/1/2016	7/1/2019
		joe.leckie@puc.idaho.gov			
Linda Phillips	Dig Line, Inc. One Number Notification	50 S. Cole Road Boise ID 83709	208.850.4963 cell	7/1/2016	7/1/2018
		lphillips@digline.com			
Jerry Piper	Cambridge Telephone Co. Rural Underground Facility	130 N. Superior PO Box 88 Cambridge ID 83610	208.257.3314 208.566.2355 cell	7/1/2016	7/1/2020
		jpiper@ctctele.com			
Vaughn Rasmussen	Rocky Mountain Power County Official - IAC	24852 US Highway 89 Montpelier ID 83254	208.847.1803 208.221.3870 cell	7/1/2016	7/1/2020
		vrsmussen@aol.com			
Nichole Rush	Idaho Power Underground Facility	1221 W. Idaho Street Boise ID 83707	208.388.5426 208.608.4119 cell	7/1/2016	7/1/2019
		nrush@idahopower.com			
Scott Spears	Ada County Hwy District Highway District	3775 Adams Street Garden City ID 83714	208.387.6182 208.890.7712 cell	7/1/2016	7/1/2020
		sspears@achdidaho.org			
Mark Van Slyke	Intermountain Gas Underground Pipeline Facility	555 South Cole Road Bosie ID 83709	208.377.6836 208.841.6175 cell	7/1/2016	7/1/2019
		Mark.vanslyke@intgas.com			

DIVISION OF BUILDING SAFETY
1090 East Watertower Street, Suite 150
Meridian, Idaho 83642
Office: (208) 334-3950 – Fax: (208) 855-2164

dbs.idaho.gov

Personnel	Title	E-Mail	Phone
C. Kelly Pearce	Administrator	kelly.pearce@dbs.idaho.gov	208-332-7100
Steve Keys	Deputy Administrator, Operations	steve.keys@dbs.idaho.gov	208-332-8986
Ron Whitney	Deputy Administrator, Administration	ron.whitney@dbs.idaho.gov	208-332-7150
Patrick Grace	Deputy Attorney General	patrick.grace@ag.idaho.gov	208-334-4525
Laurie Jilbert	Executive Assistant	laurie.jilbert@dbs.idaho.gov	208-332-7107