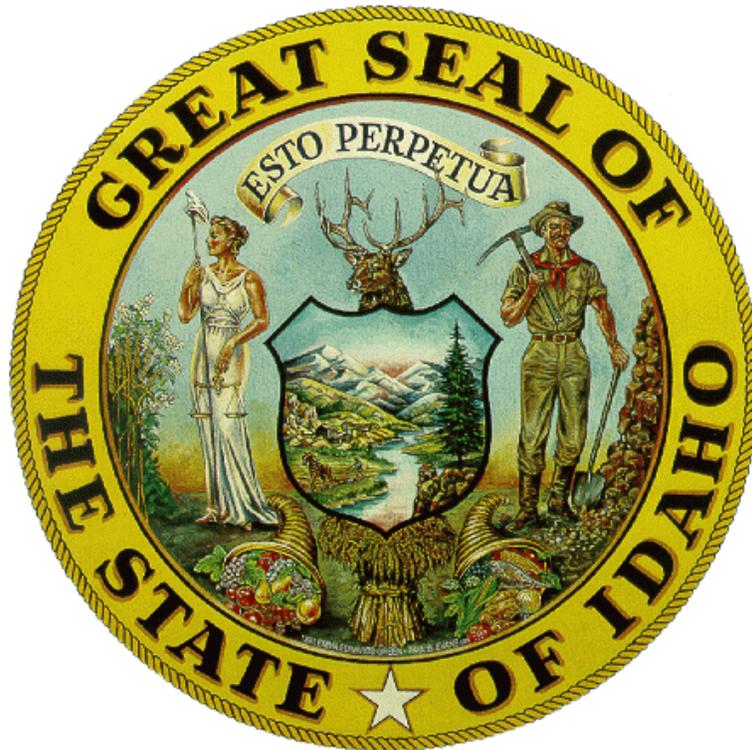


DIVISION OF BUILDING SAFETY

IDAHO ELECTRICAL BOARD
VIDEOCONFERENCE MEETING

JANUARY 26, 2012



IDAHO ELECTRICAL BOARD

Agenda Item No. 01

Agenda

PRESENTER: Chairman Bob Scott

OBJECTIVE: To approve the agenda for the January 26, 2012 Idaho Electrical Board Videoconference meeting.

ACTION: Consent

BACKGROUND:

**PROCEDURAL
HISTORY:**

ATTACHMENTS: January 26, 2012 Idaho Electrical Board meeting tentative Agenda



TENTATIVE AGENDA

NOTICE OF PUBLIC MEETING

**IDAHO ELECTRICAL BOARD
VIDEOCONFERENCE MEETING**

**Division of Building Safety
1090 East Watertower Street, Suite 150, Meridian, Idaho
1250 Ironwood Drive, Suite 220, Coeur d'Alene, Idaho
2055 Garrett Way, Building 2, Suite 7, Pocatello, Idaho
dbs.idaho.gov – (208) 332-7137**

***Thursday, January 26, 2012
9:00 a.m. – 3:00 p.m. (MT)***

(Note: Meeting Commences at 8:00 a.m. PT)

9 a.m. CALL TO ORDER – Bob Scott, Chairman

- Roll Call & Introductions
- Open Forum

CONSENT AGENDA

1. Approval of January 26, 2012 Agenda
2. Approval of October 18, 2011 Board Meeting Minutes

INFORMATIONAL AGENDA

3. Journeyman/Master Exams – Caria Nakano-Jensen
4. Schooling Update – Irene Vogel
5. Property Owner Exemption – Rob Foster
6. Legislation and Rules – Steve Keys
7. Program Manager Report – Rob Foster
8. Operational Report – Steve Keys

12 p.m. LUNCH BREAK *(If needed)*

9. Administrator Report
 - a. Financial Report – C. Kelly Pearce and Kirk Weiskircher
 - b. Administrator – C. Kelly Pearce

NEW/OLD BUSINESS

EXECUTIVE SESSION *(If needed)*

3 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. 01/03/12r

IDAHO ELECTRICAL BOARD

Agenda Item No. 02

Minutes

PRESENTER: Chairman Bob Scott

OBJECTIVE: To approve the minutes from the October 18, 2011 Idaho Electrical Board Videoconference meeting.

ACTION: Consent

BACKGROUND:

**PROCEDURAL
HISTORY:**

ATTACHMENTS: October 18, 2011 Idaho Electrical Board draft Minutes



IDAHO ELECTRICAL BOARD VIDEOCONFERENCE MEETING

Tuesday – October 18, 2011 – 9:00 a.m. (MT)

Division of Building Safety
1090 East Watertower Street, Suite 150, Meridian, Idaho
1250 Ironwood Drive, Suite 220, Coeur d'Alene, Idaho
2055 Garrett Way, Building 2, Suite 7, Pocatello, Idaho

***DRAFT MINUTES OF THE OCTOBER 18, 2011 MEETING**

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

Chairman Bob Scott called the meeting to order at 9:03 a.m. (MT).

Board Members Present:

Bob Scott, Chairman
Kreg Davis
Tim Phillips
Jeff Wheeler
Al Frieze
Allan Perman
Mark LaBolle
Denis Duman
Troy Mortensen

DBS Staff Members Present:

C. Kelly Pearce, Administrator
Steve Keys, Deputy Administrator, Operations
Janice Foster, Deputy Administrator, Administration
Patrick Grace, Deputy Attorney General
Kirk Weiskircher, Financial Manager
Bill Hatch, Public Information Officer
Rod Freligh, Regional Manager, Region 1
Ron Whitney, Regional Manager, Region 2
Chris Jensen, Regional Manager, Region 3
Renee Bryant, Administrative Assistant 2/Board Secretary

◆ Open Forum

Journeyman/Master Exams – Bret Stoddard, city of Rexburg inspector, inquired on the status of the Division's in-house testing for journeyman/master electricians.

DBS staff member Caria Nakano-Jensen is in the process of developing internal exams. She has been working closely with professors at BSU with regard to the actual test development. A group of experts, including journeymen, have been and will continue to work with DBS; providing input and reviewing exams for content.

Janice Foster offered, and the Board accepted for Ms. Nakano-Jensen to provide a presentation at the January 2012 Board meeting on her progress and working relationships with the various entities.

ACTION: At the January 2012 Idaho Electrical Board meeting, Caria Nakano-Jensen will provide a short presentation on the current development of the Division's testing program.

Electrical Program Manager – Jim Thorpe with Thorco Electric questioned, and Kelly Pearce replied that DBS will announce the new Electrical Program Manager on Friday, October 21, 2011.

ACTION: Administrator Pearce will send an announcement on the new Electrical Program Manager to Jim Thorpe.

◆ **Approval of the October 18, 2011 Agenda**

MOTION: Tim Phillips made a motion to approve the Agenda as presented. Denis Duman seconded. All in favor, motion carried.

◆ **Approval of the July 19, 2011 Board Meeting Minutes**

MOTION: Mark LaBolle made a motion to approve the Minutes as presented. Allan Perman seconded. All in favor, motion carried.

◆ **Administrative Appeals Hearing**

Robert Loper–NOV ELE1105-0012 – Robert Loper represented himself, Deputy Administrator of Operations Steve Keys represented the Division of Building Safety (DBS), Mark Wenig, DBS Electrical Inspector, was a witness, and Deputy Attorney General Patrick Grace was the facilitator. Deputy Attorney General Grace provided the nature of the violation for the hearing. All parties provided testimony and argument on NOV ELE1105-0012, IDAPA 07.01.11.011.01 “Civil Penalties – Electrical Contractor”.

MOTION: Mark LaBolle made a motion to uphold the penalty as issued. Kreg Davis seconded. All in favor, motion carried.

ACTION: Patrick Grace will create a Final Written Order for Chairman Scott’s signature and provide a signed copy to Mr. Loper.

◆ **Electrical Apprenticeship Curriculum**

The Idaho Electrical Board approved the Electrical Apprenticeship Curriculum in 2006. In the fall of 2010, PTE offered to create a committee to review the current curriculum outlines and competencies. At the request of PTE, the College of Western Idaho (CWI) led the review process. The curriculum was examined by the committee and met the required criteria. CWI asked for the Board’s consent.

As a statewide system, PTE guides the six technical colleges. New codes are integrated into the curriculum, which is competency-based. PTE awards a grant to one of the six institutions to work with the committee to update the curriculum as codes change. CWI received the grant.

MOTION: Mark LaBolle made a motion to approve the updated Electrical Apprenticeship Curriculum. Denis Duman seconded. All in favor, motion carried.

◆ **Schedule 2012 Meeting Dates**

The 2012 Idaho Electrical Board meeting dates are as follows: January 26th, April 19th, July 19th, and October 18th. The meetings will commence at 9:00 a.m. (MT)/8:00 a.m. (PT).

MOTION: Jeff Wheeler made a motion to approve the 2012 Idaho Electrical Board meeting dates. Kreg Davis seconded. All in favor, motion carried.

ACTION: The 2012 Board Meeting Calendar will be placed on the Division's website under "Board" page.

◆ **Presentation to Mark LaBolle**

Bob Scott presented Mark LaBolle with a letter of recognition and certificate from the Governor thanking him for 20 years of service with the state of Idaho.

◆ **Insulation Contractors--Blowing Insulation Over Knob and Tube Wiring**

Thomas Brodbeck, Energy Conservation Consultant and Contractor, asked the Board to consider an amendment to the Idaho Electrical Code; allowing insulation contractors to install insulation over and around knob and wire tubing.

Mark LaBolle addressed fire safety. The National Fire Protection Agency (NFPA) always refers to the local codes. Mr. Brodbeck offered to provide the Board with information from NFPA.

ACTION: Thomas Brodbeck will provide the requested NFPA information to Renee Bryant for distribution to the Board.

It was suggested, and Mr. Brodbeck agreed, to create a proposed statute change; bringing the proposal to a future Idaho Electrical Board meeting.

ACTION: At a future Board meeting, Mr. Brodbeck will present a proposed statute change for the Board to review.

◆ **Electrical Contractor License and Changes in Business Entities**

The business entity is the holder of the electrical contractor license. When the structure of the entity changes from a sole proprietorship to a corporation or LLC, the grandfathering provision governing the qualifying Master Electrician loses effect. The new entity must employ a signing master electrician in lieu of the signing journeyman who may have been grandfathered in under the previous business entity.

◆ **SAC Update**

Aaron White, IBEW 291, provided the following information on State Apprenticeship Councils (SAC): Two types of councils, regulatory and advisory; all apprentices would be required to register with the Bureau of Apprenticeship Training (BAT); and the only way to implement a council is by legislative action or proposal by the governor.

It was suggested, prior to meeting with the governor, additional information should be obtained, specifically legislative language from states with different councils. Kelly Pearce also suggested the following parties be involved in the process: Idaho HVAC and Plumbing Boards, Idaho Department of Labor (IDOL), and PTE. Aaron White and Administrator Pearce agreed to meet to further discuss this issue.

ACTION: Aaron White will meet with Kelly Pearce to further discuss the topic "SAC Update".

◆ **Schooling Update**

Irene Vogel, PTE, provided a handout to the Board on the number of apprentices across the trades in attendance at the six technical colleges. Currently, there are approximately 400 students.

ACTION: DBS staff will e-mail Irene Vogel's apprenticeship list to Troy Mortensen.

Kreg Davis requested the pass rates be provided by Irene Vogel and posted on the Division's website indefinitely.

ACTION: For the January 2012 Board meeting, Ms. Vogel will provide the pass rates of the Electrical apprentices.

ACTION: As a standing request by the Board, the pass rates will be posted to the Division's website.

◆ **Operational Report**

Revenue – So far this year revenue receipts are ahead of last year.

Reorganization/Inspector Relocation – The reorganization of the regional structure and changes to inspector reporting locations has been working well.

Layoff Process – The layoff process for inspectors is complete. Staff is working hard to provide timely coverage.

Electrical Program Manager – The hiring selection process is nearly complete, with DBS going through two rounds of interviews. A decision will be made by Friday, October 21, 2011.

The first responsibilities of the new Electrical Program Manager will be to continue inspector training, respond to code questions, issue code determinations, and create bulletins.

Property Owner Exemption – The question has been raised whether a property owner of a manufactured home or mobile home can install service from the pedestal to the home. Based on a strict interpretation of Idaho Code § 54-1016(2)(a), it appears the owner can only perform electrical work in their primary or secondary residence or associated outbuildings. The Division will complete an analysis; bringing the information to the Board for input.

ACTION: Upon the completion of an analysis on the statutory exemption, the topic "Property Owner Exemption" will be brought back to a future Board meeting.

City of Meridian Contract – Under contract, DBS has assumed responsibility for electrical inspections only for the city of Meridian. The city retains the legal responsibility for enforcement and their program.

Appeals Process – Changes have been made to the appeals process. The Division will provide the background for the case and the inspectors will present their information.

◆ **Administrator Report**

Financial Report – Kirk Weiskircher reviewed the Electrical Board fund FY 2012 financial statements as of August 31, 2011.

Customer Resource Team (CRT) – Since 2007, the Division has installed a new phone system; Interactive Voice Response (IVR) system, used for inspection requests; and fax server.

In September 2011, CRT answered 7,344 phone calls, approximately 350 per day; processed 3,299 permit applications, 5.5% over September of last year; processed 942 incoming faxes, majority related to permit applications; and processed 857 license applications, 407 were renewals. Approximately 60% of permits were purchased on the Division's website, a 32% increase from 2010.

By the end of the year, contractors who have provided DBS with e-mail addresses should receive an automatic notification by e-mail when a permit has been finalized.

Contractor Orientation – The fall session of the Division's contract orientation program has begun. Staff will travel throughout the state of Idaho; introducing the Division's updated software and processes to inspectors and contractors.

Electrical Program Manager – The Division received 34 applications for the position. On Friday, October 21, 2011, an announcement will be made on the new Electrical Program Manager.

City of Meridian Contract – DBS recently signed a contract with the city of Meridian to provide electrical inspections in their jurisdiction.

Nez Perce Tribe Contract – Upon the approval of the Nez Perce Tribal Council, DBS will provide plan review, building, electrical, HVAC, and plumbing inspections on the addition of a gaming casino south of Lewiston and a \$2.5 million truck stop.

City of Ketchum Contract – DBS has a contract with the city of Ketchum to provide the following services: Plan review, building, electrical, HVAC, and plumbing inspections. Ketchum's Planning and Zoning Department recently approved a downsized modification to a major hotel complex. The complex has been reduced from 750,000 to 500,000 square feet, golf course from 36 to nine holes, and number of condos. It is estimated construction will begin the spring of 2012.

Areva – Areva has passed all the required criteria from DEQ and environmental groups. It is anticipated ground breaking will commence in the spring of 2012.

Assigned Work Stations – In the past, inspectors have worked from their residences. DBS has contracted with IDOL to rent work stations from 12 of their facilities throughout Idaho. The Division's three locations will provide accommodations to inspectors as well. The majority of inspectors will commute, by personal transportation, to their assigned facilities. Work hours will be 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding holidays. During non-business hours, state vehicles will be parked at the designated facilities.

Inspections by Zip Code – With the use of electronic systems, staff can now search inspections by zip code; calculating the areas of need for inspectors.

◆ **New/Old Business**

There was no new/old business to discuss.

◆ **Executive Session**

An Executive Session was not required.

MOTION: Mark LaBolle made a motion to adjourn the meeting. Tim Phillips seconded. All in favor, motion carried. The meeting adjourned at 12:30 p.m. (MT).

BOB SCOTT, CHAIRMAN
IDAHO ELECTRICAL 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 Electrical Board 11/09/11rb

IDAHO ELECTRICAL BOARD

Agenda Item No. 03

Journeyman/Master Exams

PRESENTER: Caria Nakano-Jensen

OBJECTIVE: To report to the Board the Division's progress on a new internal exam program.

ACTION: Informational

BACKGROUND: DBS staff member Caria Nakano-Jensen is in the process of developing internal exams. Ms. Nakano-Jensen will provide a presentation at the January 2012 Board meeting on the current development of the Division's testing program.

PROCEDURAL HISTORY:

ATTACHMENTS: No documentation



IDAHO ELECTRICAL BOARD

Agenda Item No. 04

Schooling Update

PRESENTER: Irene Vogel, PTE

OBJECTIVE: To update the Board on Professional Technical Education's (PTEs) current school activities, enrollment, etc.

ACTION: Informational

BACKGROUND: This topic is usually addressed at the spring and fall Board meetings.

**PROCEDURAL
HISTORY:**

ATTACHMENTS: No documentation



IDAHO ELECTRICAL BOARD

Agenda Item No. 05

Property Owner Exemption

PRESENTER: Rob Foster

OBJECTIVE: To determine whether a manufactured or mobile home owner can install service from the pedestal to the home.

ACTION: Informational

BACKGROUND: The question has been raised whether a property owner of a manufactured home or mobile home can install service from the pedestal to the home. Based on a strict interpretation of Idaho Code § 54-1016(2) (a), it appears the owner can only perform electrical work in their primary or secondary residence or associated outbuildings. The Division will complete an analysis; bringing the information to the Board for input.

PROCEDURAL HISTORY:

ATTACHMENTS: No documentation



IDAHO ELECTRICAL BOARD

Agenda Item No. 06

Legislation and Rules

PRESENTER: Steve Keys

OBJECTIVE: Update the Board on the status of proposed legislation and rules presented at the 2012 legislature.

ACTION: Informational

BACKGROUND: **Legislation** - Elect a standing vice-chairman who statutorily would preside at board meetings in the event the chairman is not present, and perform other board duties in the absence of the chairman.

Docket 07-0103-1101 - Allow an initial renewal of an apprentice registration upon demonstration the applicant has made some progress toward the requirements for a journeyman license (two years of approved schooling and two years (4,000 hours) of work experience); limit renewals to no more than one without recommendation from the board; and require the Division and board to consider any extenuating circumstances which may prevent an applicant from completing the schooling and/or work requirements.

Docket 07-0104-1101 - Allow an initial renewal of a specialty electrical trainee registration upon demonstration the applicant has made some progress toward the requirements for a specialty journeyman license (one year (2,000 hours) of work experience); limit renewals to no more than one without recommendation from the board; and require the Division and board to consider any extenuating circumstances which may prevent an applicant from completing the schooling and/or work requirements.

Docket 07-0104-1102 - Establish an electrical specialty license category for the installation, maintenance, and repair of photovoltaic electrical DC systems and micro-inverter/AC systems to include all electrical equipment, wires and accessories.

Docket 07-0105-1101 - Eliminate the 30-day waiting period after a first or second failed journeyman examination attempt.

Docket 07-0106-1101 - Adopt the 2011 edition of the National Electric Code (NEC); eliminating the amendment to the NEC which only requires arc fault circuit interrupter (AFCI) breakers to be used in dwelling unit bedrooms.

Docket 07-0107-1101 - Add a requirement that continuing education providers, who apply to have their programs and instructors approved by the Division, pay a \$50 fee to the Division.

ATTACHMENTS: No documentation



IDAHO ELECTRICAL BOARD

Agenda Item No. 07

Program Manager Report

PRESENTER: Rob Foster

OBJECTIVE: To update the Board on the Electrical program's current activities.

ACTION: Informational

BACKGROUND: This topic is addressed at all regularly scheduled Idaho Electrical Board meetings.

**PROCEDURAL
HISTORY:**

ATTACHMENTS: No documentation



IDAHO ELECTRICAL BOARD

Agenda Item No. 08

Operational Report

PRESENTER: Steve Keys

OBJECTIVE: To update the Board on the operations of the Electrical program and Division.

ACTION: Informational

BACKGROUND: This topic is addressed at all regularly scheduled Idaho Electrical Board meetings.

PROCEDURAL HISTORY:

ATTACHMENTS: No documentation



IDAHO ELECTRICAL BOARD

Agenda Item No. 09a

Financial Report

PRESENTER: C. Kelly Pearce and Kirk Weiskircher

OBJECTIVE: To review the Idaho Electrical Board's Financial Report

ACTION: Informational

BACKGROUND: This topic is addressed at all regularly scheduled Idaho Electrical Board meetings.

PROCEDURAL HISTORY:

ATTACHMENTS: Financial Report





Division of Building Safety
ELECTRICAL BOARD FUND
 Fiscal Year 2012 Financial Statements
 As of 12/31/2011

Statement of Revenues and Expenditures

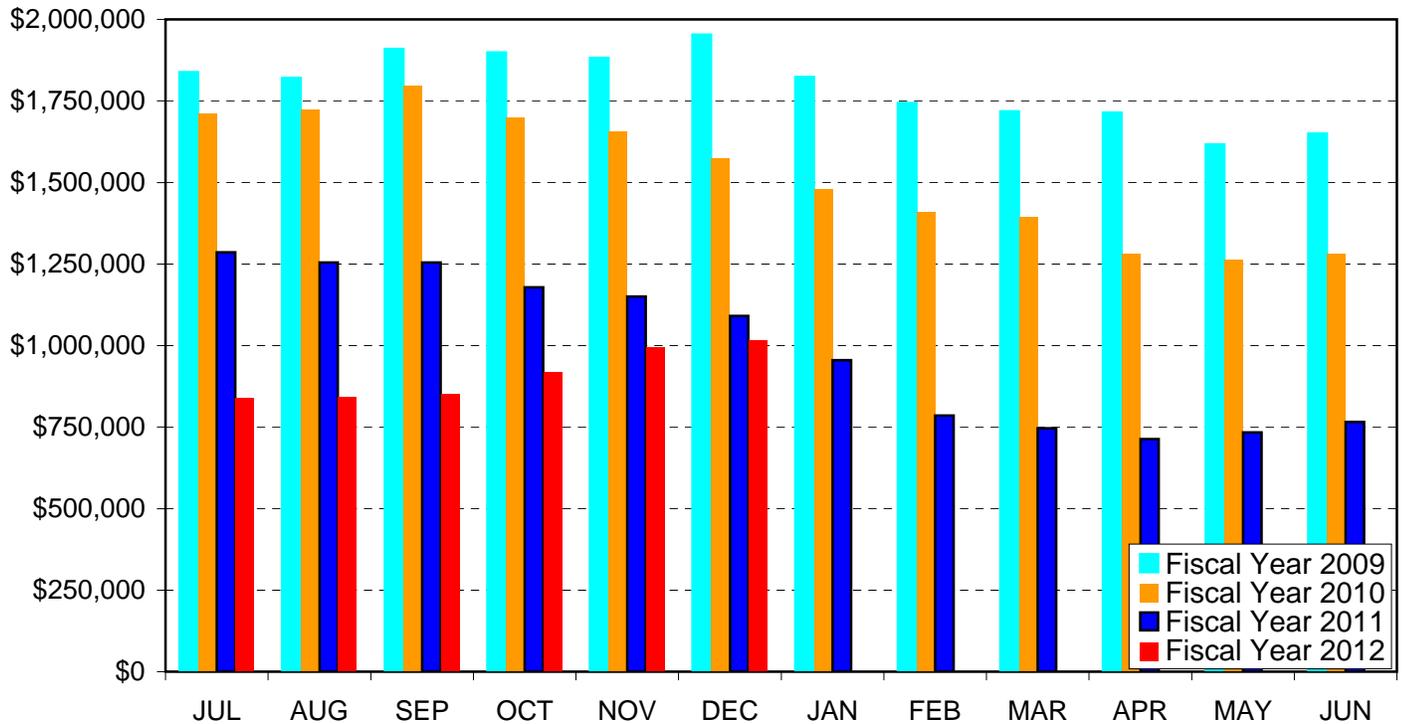
Class	Budget	Fiscal Year To Date	YTD as a % of Budget *	Remaining Budget	Projected for Remainder of Year	Projected Year End Totals	Projected Total as a % of Budget
Revenues:	2,555,000	1,606,900	62.9%	948,100	1,300,000	2,906,900	113.8%
Expenditures							
Personnel:	1,900,000	1,043,272	54.9%	856,728	948,500	1,991,772	104.8%
Operating:	505,000	291,257	57.7%	213,743	222,000	513,257	101.6%
Capital:	82,000	2,498	3.0%	79,502	60,000	62,498	76.2%
Total Expenditures	2,487,000	1,337,027	53.8%	1,149,973	1,230,500	2,567,527	103.2%
Net for FY 2012	68,000	269,873			69,500	339,373	

Statement of Cash Balance

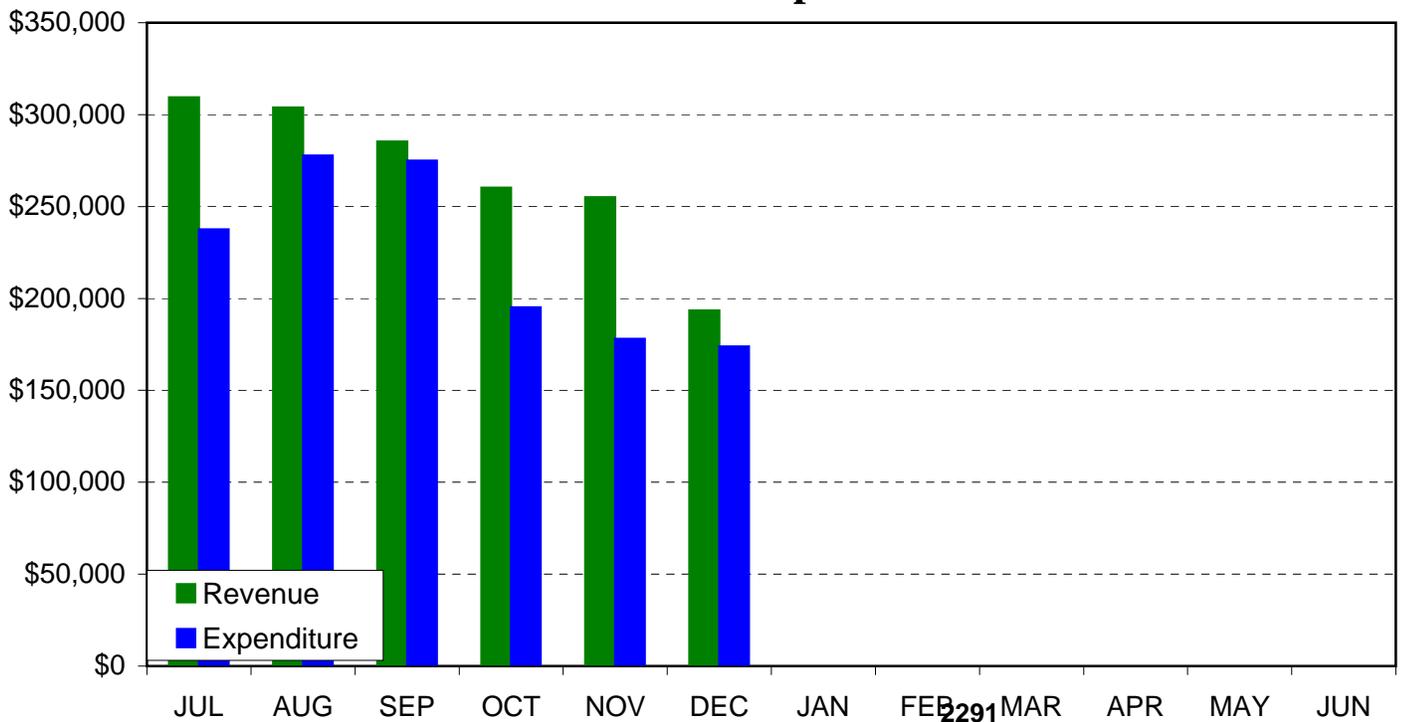
July 1, 2010 Beginning Cash Available	Fiscal Year to Date Revenues	Fiscal Year to Date Expenditures and Encumbrances	Other Changes in Cash	Available Cash as of November 30, 2010	Projected Change in Cash for Remainder of Year	Projected Year End Available Cash
763,150	1,606,900	(1,337,027)	(16,535)	1,016,488	69,500	1,085,988

ELECTRICAL BOARD FUND

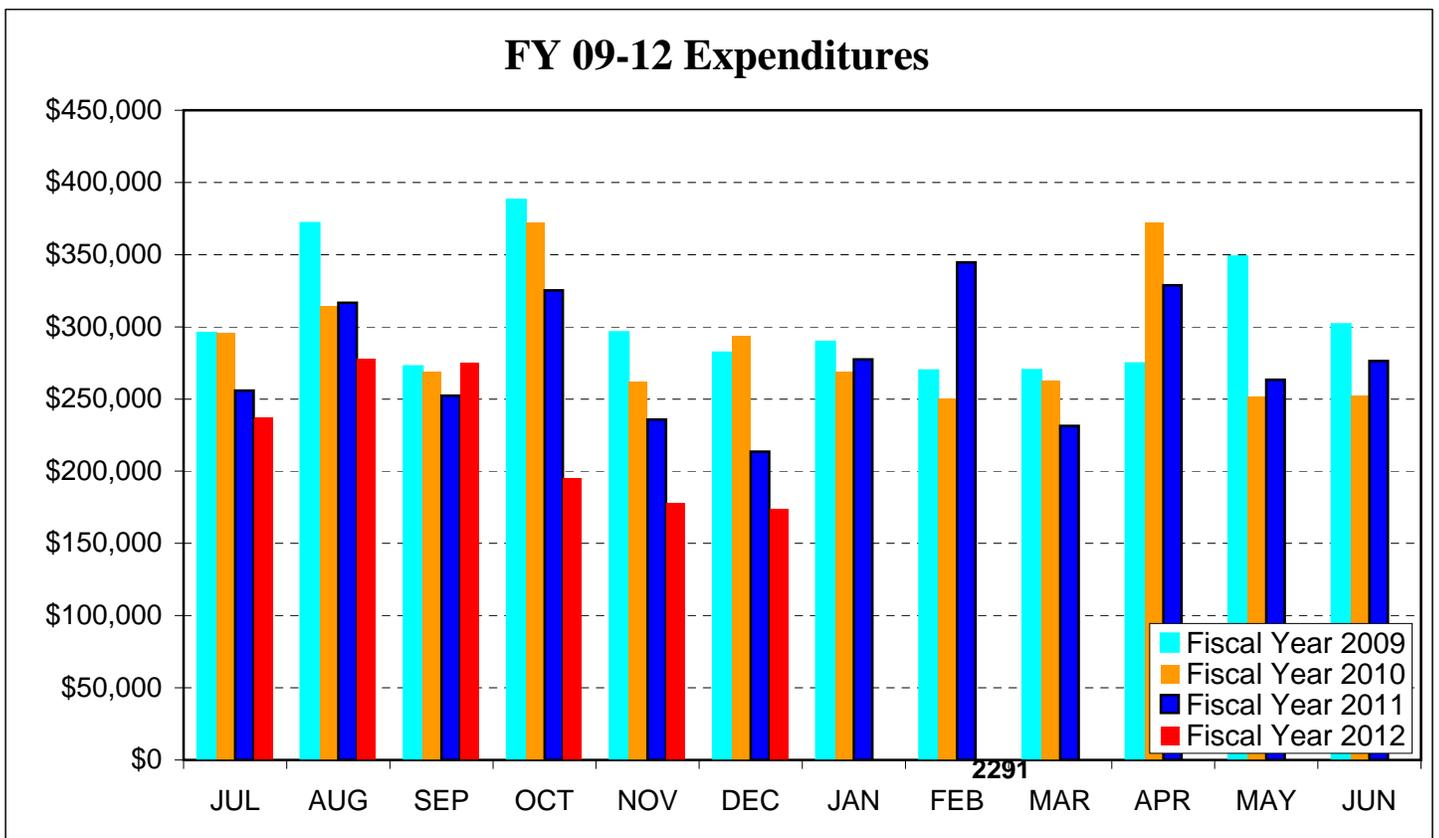
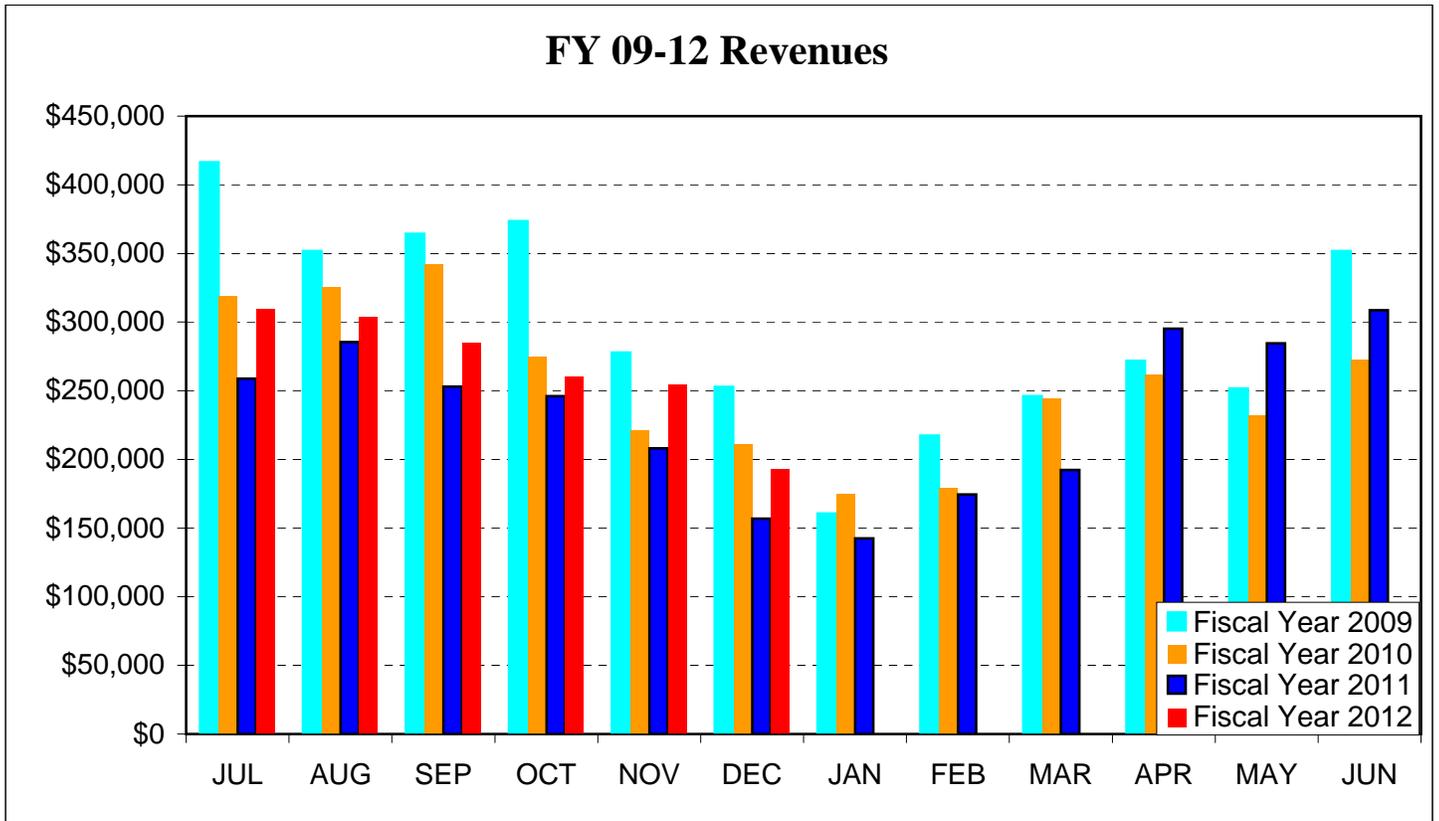
FY 09 - 12 Month-End Available Cash



FY 12 Revenues vs Expenditures



ELECTRICAL BOARD FUND



IDAHO ELECTRICAL BOARD

Agenda Item No. 09b

Administrator

PRESENTER: C. Kelly Pearce

OBJECTIVE: To provide the Board with an overview of the Division's current activities.

ACTION: Informational

BACKGROUND: This topic is addressed at all regularly scheduled Idaho Electrical Board meetings.

**PROCEDURAL
HISTORY:**

ATTACHMENTS: No documentation

