

**IDAHO BUILDING CODE BOARD  
VIDEOCONFERENCE MEETING**

**Tuesday – April 15, 2014 – 9:30 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 1, Suite 4, Pocatello, Idaho**

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

Chairman Andrew Bick called the meeting to order at 9:30 a.m. (MT).

**Board Members Present:**

Andrew Bick, Chairman  
Chuck Bleth  
Scott Buck  
Travis Beck  
Jan Welch, P.E.  
Dennis Schaffner  
Mike Tracy  
Michael Arrington  
Dan Hunter  
Jason Blais

**DBS Staff Members Present:**

C. Kelly Pearce, Administrator  
Steve Keys, Deputy Administrator-Operations  
Ron Whitney, Deputy Administrator-Administration  
Adam Warr, Deputy Attorney General  
Kathleen Watkins, Financial Manager  
Arlan Smith, Program Manager  
Terry Blessing, Regional Manager, Region 1  
Chris Jensen, Regional Manager, Region 3  
Adam Bowcutt, Regional Supervisor, Region 3  
Bill Hatch, Public Information Officer  
Renee Bryant, Administrative Assistant 2/Board Secretary

**DBS Staff Members Absent:**

Patrick Grace, Deputy Attorney General

◆ **Open Forum**

Proclamation – May 2014 is Building Safety Month in Idaho. Chairman Bick read the Governor's Proclamation.

Code Amendments – As part of the negotiated rulemaking process, Board Member Hunter suggested the Board set dates for submission of any proposed amendments to the codes.

◆ **Approval of the April 15, 2014 Agenda**

MOTION: Jan Welch made a motion to approve the agenda as presented. Dan Hunter seconded.

It was suggested if the Board wants to accept proposed amendments to the codes, the topic *Solicitation of Proposed Code Changes* should be added to the agenda for further discussion.

Board Member Hunter withdrew his second. Chairman Bick stated the topic would be added as item 4.5 under the informational agenda. Board Member Welch removed her initial motion.

**MOTION:** Jan Welch made a motion to add the topic *Solicitation of Proposed Code Changes* to the informational agenda as item 4.5 for further discussion. Mike Tracy seconded. All in favor, motion carried.

◆ **Approval of the February 18, 2014 Board Meeting Minutes**

**MOTION:** Mike Tracy made a motion to approve the minutes as written. Scott Buck and Dennis Schaffner seconded. All in favor, motion carried.

◆ **Indoor Air Quality/Combustion Air**

Intermountain Gas will host a collaborative meeting to discuss combustion air and air quality impacts. The meeting will be held April 30, 2014, from 1–4 p.m. in the Hospitality Room of the Boise Intermountain Gas building. To receive an invitation, contact Robert Peterson, Intermountain Gas; Jerry Peterson, DBS; or Steve Keys, DBS.

A PowerPoint presentation on residential indoor air quality was presented by the HVAC Program Manager. DBS created and played a public service announcement on carbon monoxide poisoning.

The HVAC Program Manager will provide the Indoor Air Quality PowerPoint presentation at the May 14, 2014 HVAC Board meeting. Building Code Board members were encouraged to attend.

◆ **IRC Bed and Breakfast Rule-Correction**

In July 2013, the Board approved the following proposed amendment to the International Residential Code (IRC) Section R101.2: “Owner-occupied lodging houses with five or fewer guestrooms shall be permitted to be constructed in accordance with the International Residential Code for One- and Two-family Dwellings.”

When submitted to the 2014 Legislature, the amended language was incorrect; stating three or fewer guestrooms. A proposed amendment to correct the language from *three or fewer* to *five or fewer guestrooms* was submitted to the Board for review.

The Division will bring to the July 17, 2014 Board meeting a temporary/proposed rule for the Board’s vote.

**ACTION:** DBS will provide a temporary/proposed rule with regard to IRC Section R101.2, owner-occupied lodging house occupancies (bed and breakfasts), at the July 17, 2014 Board meeting.

**ACTION:** The topic *IRC Bed and Breakfast Rule-Correction* will be placed on the July 17th agenda as an action item.

◆ **Solicitation of Proposed Code Changes**

At the encouragement of the Board, DBS will publish the Notice of Intent to Promulgate Rules in the Administrative Bulletin and notify the 13 entities recognized in statute.

**ACTION:** DBS will have the Notice of Intent to Promulgate Rules published in the Administrative Bulletin and notify the 13 entities recognized in statute.

The Deputy Administrator of Administration offered himself and Leon Duce, Association of Idaho Cities (AIC) Representative, to provide the Notice to the Collaborative Group.

**ACTION:** The Deputy Administrator of Administration and AIC Representative will provide the Collaborative Group with the Notice of Intent to Promulgate Rules.

DBS staff discussed the following: 1) Negotiated rulemaking process, 2) Procedure in which the Idaho Residential and Idaho Energy Codes were created, 3) Method to amend the Codes, 4) Means to incorporate amendments into the Codes, 5) Publication, cost, and effective date of the new code book, and 6) Possible placement of the Code online.

It was suggested the Code Collaborative meet on an annual basis; bringing any code changes to the Board for consideration at its fall meeting.

The Administrator offered to provide a sample of the new Idaho Building Code and cost estimates at the July 17th Board meeting.

**ACTION:** At the July 17th Building Code Board meeting, the Division will provide a sample of the new Idaho Building Code and cost to purchase the book.

To assist the Board in understanding the legislative process for the new Idaho Building Code and future amendments, Board Member Schaffner requested the Division provide the Board with a chart or an outline of the protocol.

**ACTION:** DBS will provide the Board with a step-by-step procedure on the legislative processes to promulgate temporary/pending rules with regard to the new Idaho Building Code and future amendments.

◆ **Legislative Update**

This item was addressed under the topic *Solicitation of Proposed Code Changes*.

◆ **Idaho State Residential and Idaho Energy Codes**

Update – This item was addressed under the topic *Solicitation of Proposed Code Changes*.

Rulemaking – This item was addressed under the topic *Solicitation of Proposed Code Changes*.

◆ **Program Manager Report**

Project DOX – The Division’s Project DOX computer program has been updated and is now compatible with Apple computers.

Activity/Applications – There has been an increase in activity and applications within the Division’s contract areas of Ketchum, Hailey, and Lincoln County.

2012 IBC – The Division has been using the 2012 International Building Code (IBC) for several months and has not seen any “big” negative effects of the new code.

◆ **Operational Report**

Revenue – As part of the Building program, DBS acts as the in-plant inspection agency (IPIA) and state administrative agency for the U.S. Department of Housing and Urban Development (HUD) in relation to manufactured housing.

Since February 2014, the funding DBS has received in the IPIA role, not including funds received from HUD, is approximately 19% of the revenue for the Building Code fund. Ketchum and Hailey projects amount to over a quarter of the revenue for the fund.

◆ **Administrator Report**

Financial Report – The Idaho Building Code fund, FY 2014 financial statement as of February 28, 2014, was reviewed.

Legislative Audit – An audit of the Division’s business practices has been completed.

Salmon School District – Salmon Middle School has been condemned due to the roof structure. Administrator Pearce explained the process to refurbish the Salmon elementary and high schools to include the middle school. The estimated project cost is \$1.4 million.

Salaries and Wages – The Joint Finance Appropriations Committee has approved a 1% increase, on a permanent basis, to all eligible state employees and an additional 1% bonus to each unit of state government to use as bonuses on a one-time basis.

Per Capita Production – Information from July 2010 to January 2014, based on quarterly per capita production for each full-time DBS employee, was provided.

Permits – As of today, 68% of permits purchased through DBS are done electronically.

School Inspections – Every year, DBS provides physical sight inspections on all schools in the state of Idaho. The Division looks for work hazards related to work safety; however, the top priority is to look for any indication of structural problems. Should problems fall into an imminent or serious hazard, the Administrator has specific authority to enforce the districts to address the issue(s).

Earthquakes and Public Buildings – Southeastern Idaho is one of the most earthquake prone regions of Idaho. With the recent earthquake in Challis, the question arose whether the Division needs to begin to assess public buildings in that region for damages.

The Bureau of Homeland Security (BHS) is the only source of funding specific to earthquake evaluations. DBS has been working closely with BHS and would ultimately like to compile information on every school/public building in the state of Idaho, particularly the southern half.

A year ago, the Division performed a rapid visual assessment on a targeted number of school buildings following the Applied Technology Council (ATC)-20 process which is for seismic event survivability and safety of buildings.

It was suggested, and DBS agreed, to send a notice to schools in the areas recently affected by the earthquakes; offering to provide visual evaluations.

**ACTION:** The Division’s public information officer will create/send a notice to schools in southeastern Idaho affected by the recent earthquakes; offering visual evaluations of their structures.

◆ **Adjournment**

**MOTION:** Dan Hunter made a motion to adjourn the meeting. Dennis Schaffner seconded. All in favor, motion carried.

The meeting adjourned at 11:30 a.m. (MT).

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ANDREW BICK, CHAIRMAN  
IDAHO BUILDING CODE BOARD

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C. KELLY PEARCE, ADMINISTRATOR  
DIVISION OF BUILDING SAFETY

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DATE

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DATE

05/29/14rb