

DIVISION OF BUILDING SAFETY

IDAHO BUILDING CODE
BOARD MEETING

FEBRUARY 8, 2011



IDAHO BUILDING CODE BOARD

Agenda Item No. 01

Agenda

OBJECTIVE: To approve the Agenda for the February 8, 2011 Idaho Building Code Board meeting.

ACTION: Consent

BACKGROUND:

**PROCEDURAL
HISTORY:**

ATTACHMENTS: February 8, 2011 Idaho Building Code Board tentative Agenda



TENTATIVE AGENDA

NOTICE OF PUBLIC MEETING

**IDAHO BUILDING CODE BOARD
VIDEOCONFERENCE MEETING**

**Division of Building Safety
1090 East Watertower Street, 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**

***Tuesday, February 8, 2011
9:30 a.m. – 12:00 p.m. (MT)***

(Note: Meeting Time is 8:30 a.m. PT)

- 9:30 a.m.** **CALL TO ORDER** – Ron Whitney, Chairman
- Roll Call & Introductions
 - Open Forum

CONSENT AGENDA

1. Approval of the February 8, 2011 Agenda
2. Approval of the October 19, 2010 Board Meeting Minutes

INFORMATIONAL AGENDA

3. Legislative Issues Update – Steve Keys
4. Deputy Administrator Report – Steve Keys
5. Administrator Report
 - a. CAS Update – C. Kelly Pearce and Janice Foster
 - b. Financial Report – C. Kelly Pearce and Kirk Weiskircher
 - c. Administrator – C. Kelly Pearce

NEW BUSINESS

EXECUTIVE SESSION (If required)

12:00 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. 12/23/10r

IDAHO BUILDING CODE BOARD

Agenda Item No. 02

Minutes

OBJECTIVE: To approve the Minutes from the October 19, 2010 Idaho Building Code Board Meeting.

ACTION: Consent

BACKGROUND:

PROCEDURAL HISTORY:

ATTACHMENTS: Draft minutes from the October 19, 2010 Idaho Building Code Board Meeting



IDAHO BUILDING CODE BOARD VIDEOCONFERENCE MEETING

Tuesday – October 19, 2010 – 9:30 a.m. (MDT)

Division of Building Safety
1090 East Watertower Street, 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 19, 2010 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 Ron Whitney called the meeting to order at 9:30 a.m. (MDT).

Board Members Present:

Ron Whitney, Chairman
Carol Alexander, Vice Chairman
(Teleconference)
Michael Arrington
Scott Buck
Bobby Ball
Andrew Bick
Mike Tracy
Dan Hunter
Chuck Bleth

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 Specialist, Principal
Chris Jensen, Regional Manager, Eastern Idaho
Rod Freligh, Program Supervisor, Region 1
Brad Ziel, Inspector/Advisor
Arlan Smith, Plan Review Program Manager
Renee Bryant, Administrative Assistant/Board Secretary

Board Members Absent:

Jan Welch

◆ Open Forum

No items or concerns were brought forth.

◆ Approval of the October 19, 2010 Agenda

MOTION: Mike Tracy made a motion to approve the Agenda as presented. Carol Alexander seconded. All in favor, motion carried.

◆ Approval of the June 8, 2010 Board Meeting Minutes

MOTION: Chuck Bleth made a motion to approve the Minutes as written. Andrew Bick seconded. All in favor, motion carried.

◆ Schedule 2011 Meeting Dates

In accordance to Idaho Code §39-4109(5), and in addition to the negotiated rulemaking process set forth in section 67-6221, Idaho Code, the Idaho Building Code Board is required to conduct a minimum of two (2) public hearings not less than 60 days apart.

The 2011 Idaho Building Code Board meetings are as follows: February 8th (Tuesday), April 12th (Tuesday), June 14th (Tuesday), and October 11th (Tuesday). The meetings will commence at 9:30 a.m. MT/8:30 a.m. PT.

MOTION: Andrew Bick made a motion to accept the 2011 meeting dates. Carol Alexander seconded. All in favor, motion carried.

◆ **Deputy Administrator Report**

Coeur d'Alene Tribe Agreement – The existing agreement between the DBS and Coeur d'Alene Indian Tribe has expanded to include the performance of building inspections for the housing authority, casino, and Public Works Department.

HUD Meeting – In September Steve Keys attended a HUD meeting in Washington D. C. to discuss the state administrative agency and inplant inspection programs. Over the last few years the volume of new manufactured homes has diminished by 81%. While struggling to maintain the Manufactured Housing program, the Division continues to work with the manufacturers to schedule inspections.

Rulemaking – Only one rulemaking, a rule to amend the codes, will be presented at the 2011 Legislature on behalf of the Board.

Cross-Training – Cross-training has proven to be a great tool/resource saver. Inspectors have taken on increased responsibilities relating to the Industrial Safety program and the Elevator program. This allows the Division to better utilize the resources it has available.

◆ **Administrator Report**

Energy Code Compliance Database – The American Recovery and Reinvestment Act became effective in 2009. Part of the requirement to receive the stimulus funds is, within eight years, to adopt the 2009 Energy Code and be 90% in compliance with the code.

The code has been adopted by the Board. The DBS, in partnership with the Office of Energy Resources (OER), has begun the process to create a database that will provide local jurisdictions the tools to reach the compliance requirements.

A lengthy discussion ensued as to what constitutes 90%. The Division will host a pilot program, comprised of approximately five jurisdictions, to analyze the database. The city of Moscow and Canyon County have agreed to participate. Jurisdictions interested are asked to contact the DBS at 1-800-955-3044.

FTE Positions – In 2007, the DBS was authorized 152 full-time positions. As of today, there are 33 vacancies within the Division.

Retirement – With more than 30 years of state service, Building Bureau Chief Jack Rayne retired. Mr. Rayne was known as the Division's historian.

Regional Managers – Chris Jensen was introduced as the Division's new Regional Manager for eastern Idaho. Rod Freligh is the Acting Regional Manager in north Idaho.

Building Safety Program Manager Positions – The Bureau Chief and Plans Examiner positions have been combined to create three Building Safety Program Manager positions in the HVAC, Plumbing, and Electrical Programs. Kelly Pearce familiarized the Board with the new program managers; Al Caine, Electrical; Jerry Peterson, HVAC; and John Nielsen, Plumbing.

Cross-Training Inspectors – Kelly Pearce reiterated, as previously addressed in the Deputy Administrator Report, that the DBS staff has taken on additional responsibilities during this tough economic time.

Bulletin System – A bulletin system has been created and will be used by the respective program managers for the Electrical, Plumbing, HVAC, and Building Programs to interpret code questions as they arise. Bulletins will be distributed to staff and posted on the Division's website.

Plan Review Position – Arlan Smith is the program manager for all plan review activity.

Regional Office – In August the Division reopened a regional office in Pocatello.

Videoconferencing – The videoconference capabilities among the Division's three locations have allowed the agency an opportunity to conduct meetings and training throughout the state.

Electronic Telephone System – A new electronic telephone system will be installed within the Division's three regional offices. The system will allow the customer resource team (CRT) to perform "back up" services to one another. Calls will be answered by the next available CRT member regardless of their location; thus, offering two additional hours of service to customers each work day.

Newsletter – The Division's newsletter has been published electronically; eliminating the cost of producing 18,000 copies twice a year.

Coeur d'Alene Tribe Agreement – As previously stated, the Coeur d'Alene Tribe has contracted with the DBS to conduct various inspections on its casino and two housing projects.

"Choosing a Contractor" Brochures/Public Service Announcements (PSA) – The DBS and Better Business Bureau (BBB) have collaborated on the creation of brochures specific to the Idaho Electrical, HVAC, and Plumbing contractors. The brochures are currently accessible through the Division's three offices and the BBB offices across the southern half of Idaho and eastern portion of Oregon. The Division is working with the BBB, North Idaho Chamber and Washington Chamber, for their endorsements and distribution of the brochures to the north Idaho BBB office, which is located in Spokane, Washington.

Building Rental – The Department of Labor, through the efforts of the DBS and the Department of Administration, will rent approximately 47 percent of the space in the Division's Meridian office. Kelly Pearce gave a brief description of possible changes within the building.

Financial Report – The Division operates within two budgets. The FY 2010 appropriation was compared to the actual expenditures, for a total reduction in expenditures of 21.7%.

Kirk Weiskircher reviewed the Idaho Building Code Fund Fiscal Year 2011 Financial Statements as of August 31, 2010.

Compliance/Outreach Program – A large number of out-of-state contractors are working in Idaho without obtaining the proper Idaho licenses. The Division recognizes compliance as an issue and is in the process of creating an Outreach Program. One suggestion is to have an outreach advisor in each of the Division’s three regions working with local government.

CAS – There was no new information to report.

◆ **Old/New Business**

Carbon Monoxide – Andrew Bick questioned whether the 2009 codes require carbon monoxide detectors to be installed in residential units.

The requirement for carbon monoxide detectors has never been removed from the code, and is required, along with smoke detectors, to be installed in one and two family residences with attached garages or fuel burning appliances. Combination smoke/carbon monoxide units can be used as well. If a smoke detector is in a bedroom, a carbon monoxide detector can be installed adjacent to the sleeping area. There is no definition as to whether a detector is required to be tied into the wiring system.

ADA Guidelines – The U.S. Department of Justice recently adopted the ADA guidelines for accessible design; replacing the 1991 ADA.

Idaho Transportation Department’s (ITD) Annual Safety Fest Conference – In January 2011, the ITD will hold its annual safety fest conference. Bobby Ball will make a presentation on how the ADA fits into other building codes.

◆ **Executive Session**

An Executive Session was not required.

MOTION: Chuck Bleth made a motion to adjourn. Andrew Bick seconded. All in favor, motion carried. The meeting adjourned at 11:20 a.m. (MDT).

RON WHITNEY, CHAIRMAN
IDAHO BUILDING CODE 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 Building Code Board 12/07/10rb

IDAHO BUILDING CODE BOARD

Agenda Item No. 03

Legislative Issues Update

OBJECTIVE: To inform the Board on the status of pending rules to be presented to the 2011 Legislature.

ACTION: Informational

BACKGROUND: At the April 2010 Idaho Building Code Board meeting, proposed amendments were presented to the Board along with public testimony. The amendments were reviewed and a final vote was made at the June 2010 meeting. The proposed rules were submitted to the Division of Financial Manager and the Governor's office for approval prior to being submitted to the 2011 Legislature.

PROCEDURAL HISTORY:

ATTACHMENTS: No documentation



IDAHO BUILDING CODE BOARD

Agenda Item No. 04

Deputy Administrator Report

OBJECTIVE: To report on the Bureau's recent activities.

ACTION: Informational

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

PROCEDURAL HISTORY:

ATTACHMENTS: No documentation



IDAHO BUILDING CODE BOARD

Agenda Item No. 5a

CAS

OBJECTIVE: To update the Board on current changes to the Division's computer program.

ACTION: Informational

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

PROCEDURAL HISTORY:

ATTACHMENTS: No documentation



IDAHO BUILDING CODE BOARD

Agenda Item No. 05b

Financial Report

OBJECTIVE: To review the Idaho Building Code Board Financial Report.

ACTION: Informational

BACKGROUND: This topic is discussed at all regularly scheduled Idaho Building Code Board meetings.

PROCEDURAL HISTORY:

ATTACHMENTS: Idaho Building Code Board Financial Report





Division of Building Safety
 IDAHO BUILDING CODE FUND
 Fiscal Year 2011 Financial Statements
 As of 12/31/2010

Statement of Revenues and Expenditures

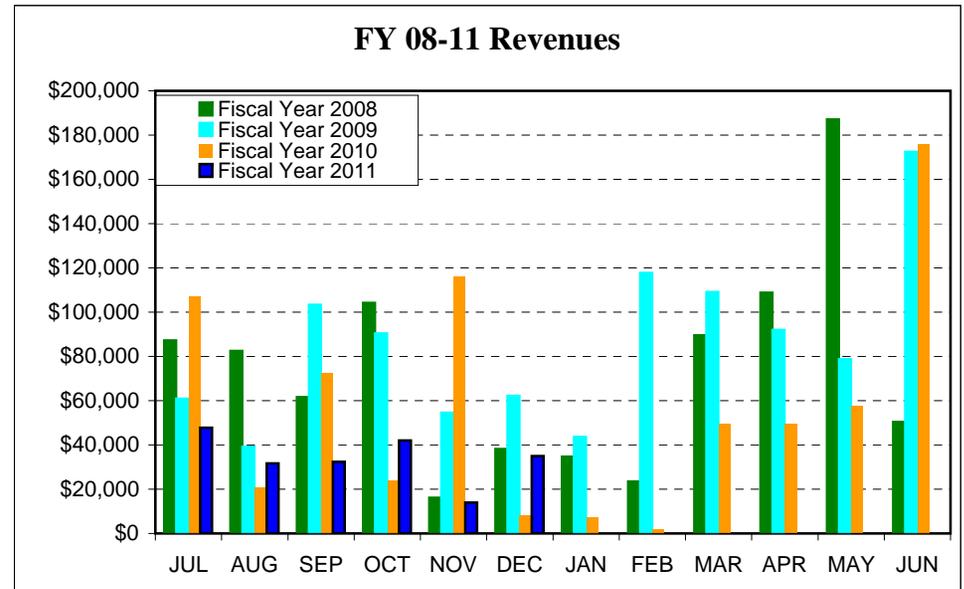
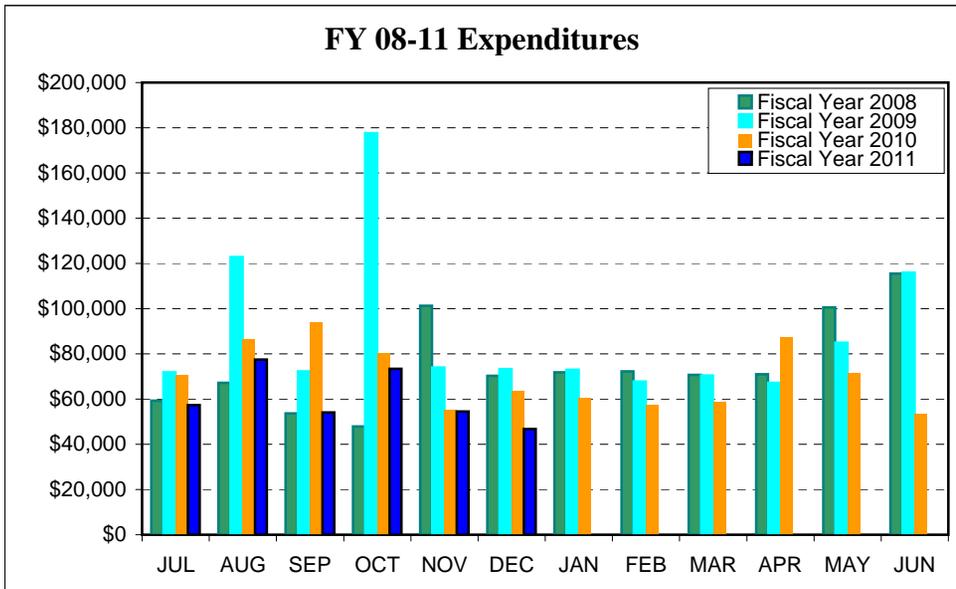
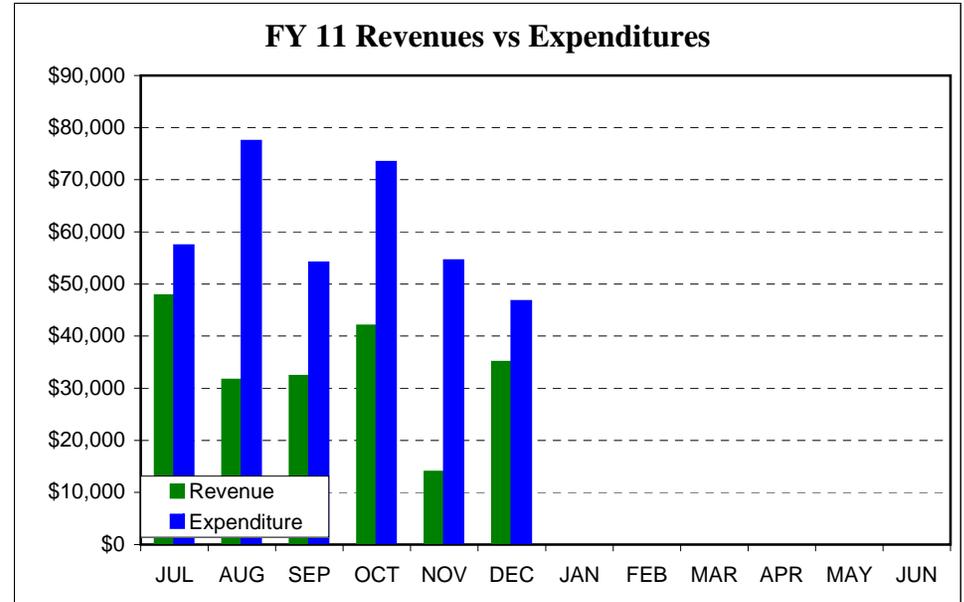
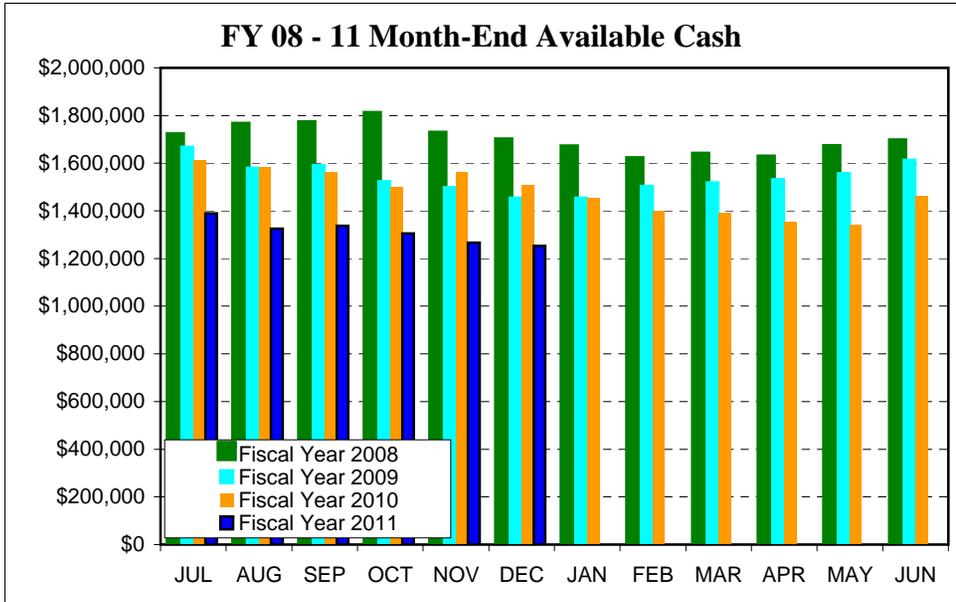
Class	Budget	Fiscal Year To Date	YTD as a % of Budget *	Remaining Budet	Projected for Remainder of Projected Year	Projected End Totals	Projected Total as a % of Budget
Revenues:	322,500	202,593	62.8%	119,907	215,000	417,593	129.5%
Expenditures							
Personnel:	430,000	261,165	60.7%	168,835	171,038	432,202	100.5%
Operating:	200,000	97,353	48.7%	102,647	78,000	175,353	87.7%
Capital:	15,000	4,917	32.8%	10,083	10,000	14,917	99.4%
Total Expenditures	645,000	363,434	56.3%	281,566	259,038	622,472	96.5%
Net for FY 2008	(322,500)	(160,841)			(44,038)	(204,879)	

Statement of Cash Balance

Beginning Cash Available	Revenues	Expenditures	Other Changes in Cash	Available Cash	Projected Change in Cash for Remainder of Year	Projected Year End Available Cash
1,413,056	202,593	(363,434)	1,204	1,253,418	(44,038)	1,209,381

* Percent of Fiscal Year Completed 50.0%

IDAHO BUILDING CODE FUND



IDAHO BUILDING CODE BOARD

Agenda Item No. 05c

Administrator

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 Building Code Board meetings.

PROCEDURAL HISTORY:

ATTACHMENTS: No documentation

