

**IDAHO DAMAGE PREVENTION BOARD  
SPECIAL VIDEOCONFERENCE MEETING**

**Thursday – April 27, 2017 - 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**

**MINUTES OF THE APRIL 27, 2017 SPECIAL 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 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  
Joe Leckie  
Jeffrey Diehl  
Nichole Rush  
Roy Ellis - Absent  
Scott Spears  
Linda Phillips  
Jerry Piper  
Bob Chandler

**DBS Staff Present:**

Chris L. Jensen, Administrator  
Ron Whitney, Deputy Administrator  
Patrick Grace, Deputy Attorney General  
Caria Nakano-Jensen, Program Specialist  
Kayla Harris, Administrative Assistant 1

◆ **Tom Scott Advertising Agency**

Tom Scott, Tom Scott Advertising, presented the company's marketing strategies, as well as discussed media marketing for the Board via Facebook and Public Service Announcements through television and radio statewide. Program Specialist Caria Nakano-Jensen went over the budget analysis for marketing. After a discussion among the Board, Sub Committee #1 and Tom Scott Advertising will meet to discuss budget options and packages. At the May 25, 2017 Board meeting, Mr. Scott will present an official advertising proposal.

**ACTION:** The topic *Tom Scott Advertising Agency* will be placed on the May 25, 2017 Board meeting agenda as an informational item.

◆ **Define Flex Fields for Virtual Private Dirt (VPD) Data Collection Program**

Board Member Linda Phillips presented copies of the Damage and Prevention Reporting Tool Field form and additional field option forms she found on other state call center websites. Board Member Phillips recommended the Board follow Idaho code on collecting, analyzing and storing data.

Currently, not all underground facility owners are reporting; therefore, there will have to be an effort made by the Board to ensure those owners are properly reporting. For accountability, there is a way to report even if there is no damage incident to report. Board Member Phillips explained how to fill out the field form, what data is mandatory and what fields Idaho would like to focus on. There is an “unknown/other/data not collected” option on the form for ease of submittal. She shared training videos from the DIRT website.

Board Member Phillips explained the requirements of registration, the roles for agency staff for the website and the suggested titles for each registered agency. Also shown was the customization options for the web page through Common Ground Alliance (CGA). The Board was asked whether it would like to use the reporting tool, through the DBS website, or use the CGA customized web page for submission purposes. Chairman Van Slyke asked what the advantage of reporting through the CGA website versus the DBS website. Board Member Phillips explained either site could work as long as everyone is directed to the correct site. She proceeded to discuss the possibilities of duplications and the scenarios of where it could take place.

Board Member Nichole Rush walked the Board through the Virtual Dirt website to show what it takes to grant access to the Damage Prevention Board. Deputy Attorney General Patrick Grace asked if there would be a legal agreement between the CGA and Damage Prevention Board if access to the website were purchased. Board Member Phillips stated yes, and she would request a copy for DAG Grace.

Board Member Rush gave a presentation on an example excel data sheet from Idaho Power of what incident tracking functions are like. Board Member Jeanna Anderson had a question regarding the field on the form that states there was no damage to a facility, and how often would there be a report where damages had not occurred. Board Members Rush and Phillips shared examples of what no damages would look like. Chairman Van Slyke read the statute stating it is currently mandatory to report damages. Board Member Scott Spears queried what the timeline was to report damage. Board Member Rush explained the Board would need to implement a timeline; however, currently under CGA guidelines, it has a March 31 deadline for the previous year’s damages. Board Member Spears encouraged a new requirement to complete the reports within 30 days or quarterly. Board Member Rush explained with the investigative process monthly, it would be difficult to maintain; however, she offered the end of each quarter for each previous quarter. Linda Burger, Avista Representative, explained you could make changes to the report after uploading the forms to the website. Member Rush stated she was unsure whether most facility administrators would update the information on the website after it was submitted. She also requested Board Member Phillips ask the CGA representative about the use of ‘Sandbox’, which is a training option for the website. Board Member Rush explained the Board could vote on fields that could be mandatory fields. DAG Grace wanted to know if there was an option of a hard-copy submission, due to contractors who are unwilling or unable to file electronically. Administrator Chris L. Jensen explained that currently the DBS permits are eighty percent electronic and twenty percent hard copies. There was discussion over whether the Board would allow the use of hard-copy forms to DBS, then a further discussion DBS Staff submitting the information from those forms to the actual website. DAG Grace explained the

method could be tested temporarily, as long as the budget can cover paying DBS Staff members. Board Member Rush stated it would be worthwhile to have an option and recommended purchasing the website. Board Member Phillips will get the legal agreement to DAG Grace; stating it would need to be decided on who would be the website administrators from DBS.

◆ **Adjournment**

The Chairman called for a motion to adjourn.

**MOTION:** Board Member Diehl made a motion to adjourn the meeting. Board Member Rush seconded. All in favor, motion carried.

The meeting adjourned at 11:28 a.m. (MDT).

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MARK VAN SLYKE, CHAIRMAN  
DAMAGE PREVENTION BOARD

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CHRIS L. JENSEN, ADMINISTRATOR  
DIVISION OF BUILDING SAFETY

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DATE

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