

FACTORY BUILT STRUCTURES ADVISORY BOARD
VIDEOCONFERENCE MEETING

Tuesday – February 7, 2017 – 9:30 a.m. (MST)

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

MINUTES OF THE FEBRUARY 7, 2017 MEETING

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

Chairman Markus Alley called the meeting to order at 9:34 a.m. (MST)

Board Members Present:

Markus Alley, Chairman
Spencer McLean, Secretary
Mike Jensen
Ken Clay
Ken Roche

DBS Staff Members Present:

Chris L. Jensen, Administrator
Ron Whitney, Deputy Administrator
Patrick Grace, Deputy Attorney General
Larry Jeffres, Regional Manager, Region 1
Jeff Egan, Regional Manager, Region 3
Adam Bowcutt, Regional Supervisor, Region 3
Shelly Farris, Regional Supervisor, Region 3
Renee Bryant, Administrative Assistant 2

◆ **Open Forum**

Amendment to Tri-State Agreement – Mike Wolfe, Kit Homebuilders West, stated the minutes from the November 15, 2016 Factory Built Structures Advisory Board meeting indicated Oregon and Washington generated an amendment to the tri-state agreement; requiring electricians and plumbers to be licensed to work on modular units going into their states. The amendment also addresses disciplinary actions a manufacturing state can take if individuals are not licensed.

After the November meeting, Mr. Wolfe spoke to two representatives with the Washington State Department of Labor and Industries. Neither were aware of the amendment. It was explained the amendment was created because a manufacturing factory in Oregon was not tagging their units.

Mr. Wolfe suggested, and Administrator Chris L. Jensen agreed, to contact Washington the week of February 13-17, 2017, to discuss this issue.

ACTION: Administrator Jensen will contact Washington State Department of Labor and Industries to discuss the amendment to the tri-state agreement the week of February 13, 2017; informing the Board of his conversation at the May 9, 2017 Board meeting.

ACTION: The topic *Amendment to Tri-State Agreement* will be placed on the May 9, 2017 Factory Built Structures Advisory Board meeting agenda as an informational item.

Deputy Attorney General Patrick Grace clarified the amendment stipulates an electrician/plumber of the state where the unit is manufactured must be licensed. However, Idaho law does not require a manufacturer in Idaho to have licensed individuals perform the work under the condition the unit is going out-of-state. However, licenses are required **IF** the unit stays in Idaho.

◆ **Approval of the February 7, 2017 Agenda and November 15, 2016 Board Meeting Minutes**

The Chairman called for a motion to approve the tentative agenda and draft minutes.

MOTION: Ken Roche made a motion to approve the February 7, 2017 agenda and November 15, 2016 minutes as presented. Ken Clay seconded. Vote called. All in favor, motion carried.

◆ **Manual Update**

Doug Strunk, Idaho Housing Alliance (IHA) Representative, informed the Board of the process and timeline a committee is working on to update the Idaho Manufactured Home Installation Standard Manual.

Prior to the meeting, an e-mail from Teri Ottens, IHA Executive Director, was forwarded to the Board and DBS staff. A rough draft of the manual and continuing education requirements were attached to the e-mail.

Once the committee is satisfied with the update on the manual, all building inspectors, IDABO members, and licensed contractors will receive a draft copy for review and input.

There was additional discussion on the difference between manufacturer's installation instructions, Idaho Manufactured Home Installation Standard manual and HUD guidelines.

◆ **Rule Change – Continuing Education**

In the packet was a memo from the IHA requesting the Board consider amending IDAPA 11.07.03.11.014.02 *Rules Governing Manufactured/Mobile Home Industry Licensing – Proof of Education Required* and IDAPA 12.07.03.12.018.01 *Rules Governing Manufactured or Mobile Home Installations – Minimum Training Requirements for Inspectors*. The proposed amendments change the training requirements for installers and inspectors from four (4) hours every year to eight (8) hours every three years; matching the current HUD regulations.

The Board unanimously agreed for the DBS to move forward with the negotiated rulemaking process on the proposed rule amendments.

ACTION: The Division will begin the negotiated rulemaking process on proposed amendments to IDAPA 11.07.03.11.014.02 *Rules Governing Manufactured/Mobile Home Industry Licensing – Proof of Education Required* and IDAPA 12.07.03.12.018.01 *Rules Governing Manufactured or Mobile Home Installations – Minimum Training Requirements for Inspectors*.

◆ **Administrator Report**

Financial Report – The Factory Built Structures Fund FY 2017 financial statements, as of January 31, 2017, was reviewed.

Organizational Changes – Administrator C. Kelly Pearce and Public Information Officer Bill Hatch retired at the end of December 2016. DBS Regional Manager, Region 3, Chris L. Jensen was appointed the position of Administrator.

Plan Reviews – Construction slowed down during the winter months; however, plan reviews were steady. If this is any indication, construction will be booming in Idaho come spring.

Nuclear Fuel Facility – Construction of a new \$1.6 billion facility, to process and store spent nuclear fuel from the nation’s nuclear-powered submarines and aircraft carriers, will begin in 2019. The structure will be located on the northeast side of the existing Naval Reactors Facility east of Idaho Falls, Idaho.

School Bonds – In March, a number of school bonds, across the state, will be up for election. The Boise School District has a \$172.5 million dollar bond that would facilitate improvements for all 48 schools, plus major building projects for 22 schools.

Solar Projects – Construction on several solar farms are just finishing, while others are beginning. With the adverse winter, there have been issues with electrical equipment under water.

Office of Emergency Management – With the recent extreme Idaho winter, the DBS has been involved with the Office of Emergency Management to inspect hundreds of facilities with regard to snow loads.

◆ **Adjournment**

The Chairman called for a motion to adjourn the meeting.

MOTION: Ken Roche made a motion to adjourn the meeting. Spencer McLean seconded. Vote called. All in favor, motion carried.

The meeting adjourned at 10:35 a.m. (MST)

KEN ROCHE, BOARD MEMBER
FACTORY BUILT STRUCTURES
ADVISORY BOARD

CHRIS L. JENSEN, ADMINISTRATOR
DIVISION OF BUILDING SAFETY

DATE

DATE

05/09/2017rb