

**FACTORY BUILT STRUCTURES ADVISORY BOARD
VIDEOCONFERENCE MEETING/PUBLIC HEARING**

Tuesday – July 11, 2017 – 9:30 a.m. (MDT)

**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 JULY 11, 2017 MEETING

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

Chairman Markus Alley called the meeting to order at 9:36 a.m. (MDT)

Board Members Present:

Markus Alley, Chairman
Jeff Chrisman, Vice-Chairman
Mike Jensen
Brian Mattson
Michael Hampton
Ken Roche
Spencer McLean

DBS Staff Members Present:

Chris L. Jensen, Administrator
Ron Whitney, Deputy Administrator
Patrick Grace, Deputy Attorney General
Spencer Holm, Deputy Attorney General
Arlan Smith, Building Program Manager
Larry Jeffres, Regional Manager, Region 1
Jeff Egan, Regional Manager, Region 3
Renee Bryant, Administrative Assistant 2

◆ **Open Forum**

Vacancy– The dealer position on the Board is vacant. Anyone who knows of an individual interested in the position should contact Administrator Jensen.

◆ **Approval of the July 11, 2017 Agenda**

MOTION: Ken Roche made a motion to approve the agenda as presented. Mike Jensen seconded. All in favor, motion carried.

◆ **Approval of the May 9, 2017 Board Meeting Minutes**

MOTION: Jeff Chrisman made a motion to approve the minutes as written. Mike Jensen seconded. All in favor, motion carried.

◆ **Negotiated Rulemaking**

This is the second of two hearings to discuss proposed amendments.

IDAPA 07.03.11 Rules Governing Manufactured/Mobile Home Industry Licensing – The proposal requires an individual to complete eight hours of continuing education in a three-year period rather than four hours every year. If approved, it becomes effective upon adjournment of the 2018 legislature. The Idaho Housing Alliance (IHA) and Idaho Association of Building Officials support the change.

IDAPA 07.03.12 Rules Governing Manufactured or Mobile Home Installations – The 2004 edition of the Idaho Manufactured Home Installation Standard is currently in rule. A

committee comprised of the IHA, DBS, manufactured/mobile home installers and building inspectors has updated the standard to the 2018 edition.

◆ **Vote on Proposed Amendments**

IDAPA 07.03.11 Rules Governing Manufactured/Mobile Home Industry Licensing

MOTION: Spencer McLean made a motion to approve the proposal. Michael Hampton seconded. All in favor, motion carried.

IDAPA 07.03.12 Rules Governing Manufactured or Mobile Home Installations – Board Member Brian Mattson addressed sections of the standard needing clarification. IHA Representative Doug Strunk asked Board Member Mattson to e-mail his concerns to the Administrative Assistant. Upon receipt, the e-mail will be forward to Mr. Strunk to discuss with the committee and make the necessary changes.

MOTION: Mike Jensen made a motion to approve the Idaho Manufactured Home Installation Standard currently on the Division’s website with the clerical changes made as addressed at this meeting. Ken Roche seconded. All in favor, motion carried.

ACTION: The Administrative Assistant will forward to Mr. Strunk the concerns of Board Member Matson on the installation guide.

◆ **Schedule 2018 Board Meetings**

The 2018 Factory Built Structures Advisory Board meeting dates are February 13, May 8, and July 10.

MOTION: Ken Roche made a motion to approve the scheduled meetings for 2018 as noted. Mike Jensen seconded. All in favor, motion carried.

◆ **Replacement of Damaged Units in a Multiplex**

Chairman Alley brought forth a recent incident where a middle unit in an older five-unit complex was destroyed when moved. The owner’s asset is now worth nothing and the insurance company only wants to pay for the damaged unit although the complex is unusable.

The Division has provided guidance on this issue. Each unit in the complex has a tri-state tag, and while it is part of the tri-state agreement, each state looks at it differently. With no standard or procedure, the manufacturer has to go by the code.

◆ **Energy Recovery Ventilation Systems**

Recently, a rule passed in the state of Washington where the installation of an Energy Recovery Ventilation System must be in all manufactured/modular buildings. The system does not replace mechanical systems from wall-hung units, nor economizers.

The Chairman recognized the state of Idaho for being business friendly, and working with industry to come up with solutions prior to adding anything to statute or rule.

◆ **Administrator Report**

Financial Report – The projected year-end cash exceeds the beginning year’s balance. With over one million in revenue, the Chairman suggested hiring more plant inspectors. The Division will pursue the request.

Personnel – Deputy Attorney Patrick General Grace recently accepted the position of Southwest Idaho Regional Manager with DBS. New legal counsel for the Division is Deputy Attorney General Spencer Holm.

Hired were four new employees to assist the Customer Resource Team in the issuance of permits and licenses, as well as inspector support.

Compliance Program Supervisor Terry Blessing officially retires at the end of July 2017. Amy Kohler, DBS employee for almost 20 years, has accepted the position of Compliance Program Specialist. Regional managers will become more involved in all aspects of compliance.

Effective July 1, 2017, the Division will have seven (7) new inspector positions available. The starting pay for a new inspector increased from \$18.31 to \$21.00.

Tiny Homes – The Idaho Building Code Board recently approved an appendix to the International Residential Code on tiny homes that will go before the 2018 legislature. This is just the beginning of moving toward safety standards. The appendix is not enforced; however, cities/counties will be able to adopt it into their ordinances. Tiny homes are under the recreational vehicle designation. Administrator Jensen discussed a “factory” in eastern Idaho not wiring to code nor using a licensed electrician to build units. The Administrator will pursue this issue with the Department of Transportation (DOT) since it is responsible for tiny homes.

ACTION: The Administrator will meet with DOT on this issue; bringing his findings to the Board’s February 13, 2018 meeting.

Paperless Board Packets – Beginning September 2017, board packets will only be available electronically through the Division’s website. This will be great cost-savings for the Division’s eight (8) boards.

◆ **Adjournment**

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

The meeting adjourned at 10:50 a.m. (MDT)

MARKUS ALLEY, CHAIRMAN
FACTORY BUILT STRUCTURES
ADVISORY BOARD

CHRIS L. JENSEN, ADMINISTRATOR
DIVISION OF BUILDING SAFETY

DATE

DATE

10/12/2017rb