

**DAMAGE PREVENTION BOARD
VIDEOCONFERENCE MEETING**

Thursday – August 1, 2019 – 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 AUGUST 1, 2019 MEETING

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

Chairman Jeffrey Diehl called the meeting to order at 9:32 a.m. (MDT)

Board Members Present:

Jeffrey Diehl, Chairman
Jerry Piper, Vice-Chairman
Jeanna Anderson
Roy Ellis
Julie Maki
Vaughn Rasmussen
Scott Spears
Bob Chandler

DBS Staff Members Present:

Chris L. Jensen, Administrator
Ron Whitney, Deputy Administrator
Spencer Holm, Deputy Attorney General
Larry Jeffres, Regional Manager, Region 1
Patrick J. Grace, Regional Manager, Region 2
Amy Kohler, Compliance Program Specialist
Renee Bryant, Administrative Assistant 2
Jamie Buckingham, D. P. Program Representative

◆ **Open Forum**

There were no new issues to discuss under open forum.

◆ **Recognition**

Joe Leckie and Mark Van Slyke were recognized with plaques for their years of service on the Damage Prevention Board.

◆ **Approval of the August 1, 2019 Agenda**

MOTION: Roy Ellis made a motion to approve the agenda as presented. Bob Chandler seconded. All in favor, motion carried.

◆ **Approval of May 23, 2019 Meeting Minutes and May 2, 2019 Special Meeting Minutes**

MOTION: Jerry Piper made a motion to approve the minutes as written. Roy Ellis seconded. All in favor, motion carried.

◆ **Approval of Pending Rules as Part of Reauthorization**

Regional Manager Patrick J. Grace recapped the issue behind the Governor’s office reauthorizing all rules in the state of Idaho. The temporary rules became effective July 1, 2019. The proposed rules were published in the Administrative Bulletin and are now in the pending

stage. To complete the rules reauthorization process, the Board must approve the pending rules, which will then go before the 2020 legislature.

MOTION: Vaughn Rasmussen made a motion to approve the pending rules as part of the reauthorization process. Scott Spears seconded. All in favor, motion carried.

◆ **Education and Training Subcommittee Update**

Board Member Jeanna Anderson addressed several questions/answers that were brought up at the Education and Training Subcommittee meeting in July. Briefly mentioned were the following documents; which are in the packet: 1) National Excavator Initiative (Mike Rowe Campaign), 2) 2019 State Damage Prevention Grant Application, 3) State Budgeting Procedures, and 4) Public Procurement in Idaho.

When asked, Energy Program Manager Jerry Peterson is no longer employed with DBS. The Board agreed to discuss the possibility of a Damage Prevention Program Manager. It was recommended the conversation continue under the “Administrator Report”.

To accommodate an individual’s schedule, it was recommended the “Financial Report” and “Administrator Report” be moved in front of the “Damage Prevention Training Report”.

◆ **Financial Update**

Reviewed was a year-end summary of FY2019, as well as projected costs for FY2020. Grant monies for FY2020 by the Pipeline and Hazardous Materials Safety Administration (PHMSA) and Public Utility Commission have not yet been determined; however, once obtained, the Board will have supplemental spending authority.

◆ **Administrator Report**

Funding involved with the Damage Prevention Board is adequate to facilitate a program manager. Chairman Diehl asked, and Administrator Chris L. Jensen agreed, to provide a position description to the Board for review and input. The Division’s Human Resources will be involved with the classification of a program manager.

ACTION: DBS will provide the Board with a position description for a Damage Prevention Program Manager.

The Division’s FY2021 budget is due at the Governor’s office by September 1, 2019. For the Finance Subcommittee’s consideration, Deputy Administrator Ron Whitney proposed that since the Board has a history of collecting civil penalties, DBS will ask for an additional \$100,000 spending authority, as well as request an additional full-time position for a program manager.

◆ **Damage Prevention Training Report**

The second half of the 2019 monies from PHMSA was released. In 2018, 788 individuals attended training and/or educational events. This year, there have been 1,099 participants.

There is a mentor/mentee group about to launch called *Emerging Damage Prevention Leaders*. The group, backed by Infrastructure Resources LLC, will train emerging leaders in the trade, and motivate young professionals to get involved in the damage prevention world. Within the group will be a “task team” comprised of individuals from the industry and government. Jamie Buckingham, Damage Prevention Program Representative was asked to be the government representative.

For future meetings, Chairman Diehl would like insight into upcoming trainings scheduled with DBS.

ACTION: At the September 2019 meeting, the Damage Prevention Representative will include in the *Damage Prevention Training Report* upcoming classes/training to be provided by DBS.

◆ **Volume Based Considerations**

The Idaho Associated General Contractors is interested in partnering with industry to be a facilitator as the industry is the best champion for legislative changes. Chairman Diehl has made himself available to help industry stakeholders articulate what it is they are interested in and try to provide guidance on how that change should be progressed.

◆ **Common Ground Alliance**

Each board member received the 16.0 version of the Common Ground Alliance (CGA) Best Practices booklet. Copies are available for viewing at the Division’s three office locations. A link to CGA’s website, as well as a link to the online magazine, dp-PRO, has been added to the Board’s website. When asked, DBS is not a member of CGA.

The CGA 811 Excavation Safety and Expo, an annual event dedicated to providing educational content about protecting buried assets, will be held March 24 - 26, 2020 in Palm Springs California.

◆ **Compliance Report**

Complaints are being reviewed more thoroughly. By adding check-off boxes to the Damage Prevention Complaint Form, there has been a decrease in incomplete forms and is generating a more accurate account on what are truly the violations.

To clarify, the numbers under “Training Assessed” and “Training Completed”, on the DP STATS AS OF JULY 8, 2019 Report, are per entity, not attendees.

In July, Compliance Program Specialist Amy Kohler traveled to north Idaho; introducing herself, as well as reconnecting with city and county representatives. Kudos to Board Member Bob Chandler as every office had brochures on every aspect of damage prevention.

Regional Manager Patrick J. Grace asked, and Chairman Diehl agreed, to add the topic *PHMSA Audit* to the September 2019 agenda as an informational item.

ACTION: The topic *PHMSA Audit* will be added as an informational item to the September 26, 2019 board meeting agenda.

◆ **Adjournment**

Chairman Diehl adjourned the meeting at 11:40 a.m.

JEFFREY DIEHL, CHAIRMAN
DAMAGE PREVENTION BOARD

CHRIS L. JENSEN, ADMINISTRATOR
DIVISION OF BUILDING SAFETY

DATE

DATE

09/10/2019rb