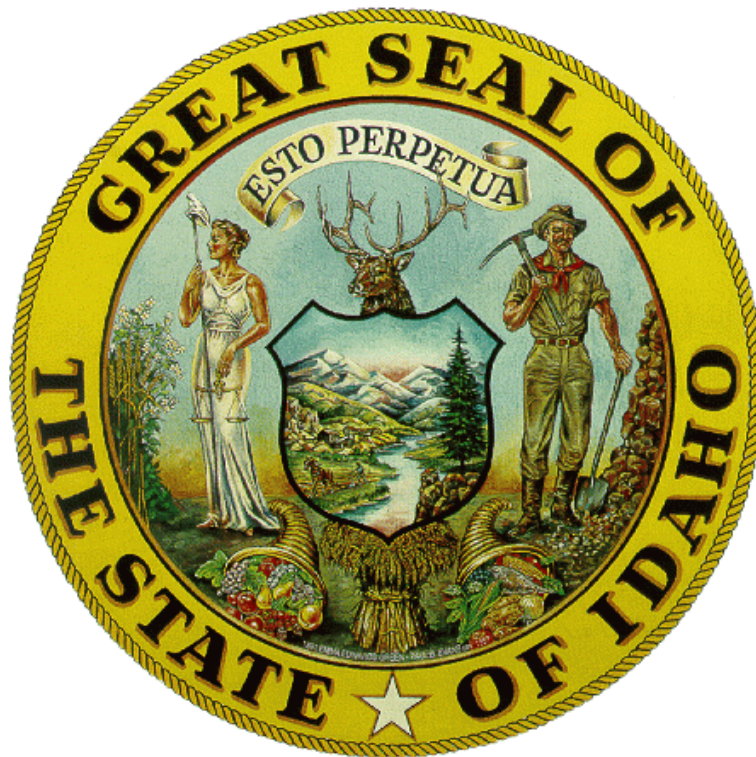


DIVISION OF OCCUPATIONAL AND  
PROFESSIONAL LICENSES

FACTORY BUILT STRUCTURES  
ADVISORY BOARD MEETING

FEBRUARY 8, 2022



# FACTORY BUILT STRUCTURES ADVISORY BOARD

## Agenda Item No. 01

Minutes

**PRESENTER:** Jeff Chrisman, Chairman

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**OBJECTIVE:** Approve the Factory Built Structures Advisory Board's September 28, 2021 and December 7, 2021 (Special) Board Meeting Minutes

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**ACTION:** Consent

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**BACKGROUND:** Minutes from the September 28, 2021 Board Meeting will be provided at the meeting.

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**PROCEDURAL HISTORY:**

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**ATTACHMENTS:** December 7, 2021 Special Draft Meeting Minutes

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**FACTORY BUILT STRUCTURES ADVISORY BOARD  
SPECIAL TELECONFERENCE MEETING**

**Tuesday – December 7, 2021 – 9:30 a.m. (MST)**

**Division of Occupational and Professional Licenses  
1090 East Watertower Street, Suite 150, Meridian**

**\*DRAFT MINUTES OF THE DECEMBER 7, 2021 SPECIAL 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 Jeff Chrisman called the special meeting to order at 9:32 a.m. (MST)

**Board Members Present:**

Jeff Chrisman, Chairman  
Mike Jensen, Vice-Chairman-Telecon.  
Markus Alley-Telecon.  
Ken Roche-Telecon.  
Brian Mattson-Telecon.  
Spencer McLean-Telecon.  
Kenna Draper-Telecon.

**DBS Staff Members Present:**

MiChell Bird, Executive Director-Telecon.  
Ron Whitney, Administration  
Michael Hyde, Executive Officer/Operations Mgr.  
Spencer Holm, Deputy Attorney General-Telecon.  
Lisa Stover, Building Program Supervisor  
Renee Bryant, Board Support Supervisor  
Brenda Arteaga, Administrative Assistant 1

◆ **Omnibus Pending Rule Chapter Proposal---IDAPA 24.39.31**

Executive Officer/Operations Manager Michael Hyde explained what was before the Board was a proposed set of rules, where the three previous rule chapters were consolidated into one chapter consisting of three subchapters. All duplicative language has been removed from the rules and other chapters due to the consolidation, as well as any duplicative language between the rules and statute. Since the discussion at the September 4, 2021 board meeting, the Division has received no comments or opposition of this consolidation.

◆ **Vote to Adopt Pending Omnibus Rule Chapter---IDAPA 24.39.31**

Hearing no questions, Chairman Chrisman asked for a motion to approve the Omnibus pending rule chapter proposal, IDAPA 24.39.31.

**MOTION:** Ken Roche made a motion to vote on the adoption of Omnibus rule chapter IDAPA 24.39.31. Kenna Draper seconded. All in favor, motion carried.

◆ **Adjournment**

The Chairman asked for a motion to adjourn the meeting.

**MOTION:** Mike Jensen made a motion to adjourn. Spencer McLean seconded. All in favor, motion carried.

The meeting adjourned at 9:36 a.m. (MST).

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JEFF CHRISMAN  
CHAIRMAN  
FACTORY BUILT STRUCTURES  
ADVISORY BOARD

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MICHELL BIRD  
EXECUTIVE ADMINISTRATOR  
DIVISION OF BUILDING, CONSTRUCTION  
AND REAL ESTATE

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DATE

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DATE

*\*These DRAFT minutes are subject to possible correction and final approval by the Factory Built Structures Advisory Board.  
12/07/2021rb*

# FACTORY BUILT STRUCTURES ADVISORY BOARD

**Agenda Item No. 02A**

**Division Business**

**PRESENTER:** Michael Hyde, Executive Officer

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**OBJECTIVE:** Legislative Update on Pending Rule Chapter IDAPA 24.39.31

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**ACTION:** Informational

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**BACKGROUND:**

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**PROCEDURAL  
HISTORY:**

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**ATTACHMENTS:** No Documentation

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# FACTORY BUILT STRUCTURES ADVISORY BOARD

**Agenda Item No. 02B**

**Division Business**

**PRESENTER:** Michael Hyde, Executive Officer

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**OBJECTIVE:** Approval Process for Local Jurisdictions to Perform Manufactured Home Installation Inspections on behalf of DOPL

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**ACTION:** Informational

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**BACKGROUND:**

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**PROCEDURAL HISTORY:**

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**ATTACHMENTS:** No Documentation

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# FACTORY BUILT STRUCTURES ADVISORY BOARD

**Agenda Item No. 02C**

**Division Business**

**PRESENTER:** Michael Hyde, Executive Officer

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**OBJECTIVE:** Idaho Manufactured Home Installation Standards & Continuing Education Course Update with Idaho Manufactured Housing Association.

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**ACTION:** Informational

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**BACKGROUND:**

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**PROCEDURAL HISTORY:**

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**ATTACHMENTS:** No Documentation

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# FACTORY BUILT STRUCTURES ADVISORY BOARD

**Agenda Item No. 02D**

**Division Business**

**PRESENTER:** Michael Hyde, Executive Officer

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**OBJECTIVE:** Financial Update

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**ACTION:** Informational

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**BACKGROUND:** Update Board on the Financial Status.

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**PROCEDURAL  
HISTORY:**

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**ATTACHMENTS:** No Documentation

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