

FACTORY BUILT STRUCTURES ADVISORY BOARD MEETING

February 8, 2022 – 9:30 a.m. (MT)

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

MINUTES OF THE FEBRUARY 8, 2022 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 Jeff Chrisman called the meeting to order at 9:32 a.m. (MT)

Board Members:

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

DBS Staff Members:

MiChell Bird, Bureau Chief
Michael Hyde, Executive Officer
Lisa Stover, Building Program Supervisor
Renee Bryant, Board Support Supervisor
Linda Pratzner, Board Support Specialist

DOPL Org Chart Update

The organization chart is a combination of 11 individual agencies, including DBS, and 48 boards. The chart was distributed to all board members in November 2021. The Building, Construction, and Real Estate (BCRE) Bureau has 16 boards. There are four Executive Officers; working closely with their boards.

Executive Officer Introduction

Michael Hyde is the Executive Officer for the Faculty Built Structures Advisory Board, as well as supporting four other boards.

Public Comment

There was no public comment.

Approval of the Minutes from the September 28, 2021, and December 7, 2021 (Special) Board Meetings

MOTION: Board Member Jensen made a motion to approve the minutes as presented. Board Member Roche seconded. All in favor, motion carried.

Legislative Update on Pending Rule Chapter IDAPA 24.39.31

The Executive Officer provided an update to the Legislative rule, consolidating four rule chapters into one rule chapter. The rule has been approved by the Senate and is set to be heard by the House Business Committee. The Executive Officer will update the board on the status of the rule.

Approval Process for Local Jurisdictions to Perform Manufactured Home Installation Inspections on Behalf of DOPL

Currently, IDAPA rule reads the division has the authority to approve any program or any local authority that is currently conducting manufactured home installation inspections. DOPL is working on a simple user-friendly process for local jurisdictions that wish to assume these responsibilities on the state's behalf, which is in direct relation to our State Administering Agencies (SAA) agreement with the federal regulations for manufactured home installations. The rule states DOPL will ensure city/county inspectors performing installations are attending the most recent continuing education course every three-year cycle. In addition, DOPL will monitor their inspection processes. Tags will still be issued and DOPL will work with local authorities to ensure an easy, simple process. The goal is to have the approval process implemented by July 1, 2022. This will help the locals work with the state to ensure compliance and manufactured home installations are receiving inspections and tags are being issued. There may be areas in the state where the division will assume more responsibility if the local jurisdictions will not be performing the inspections.

In 2021, there were approximately 200 tags issued; however, there are a lot more manufactured home installations throughout the state. At the next board meeting, the application and outreach information will be presented for review. If the local jurisdictions will assume these inspections, then the division will ensure their inspectors have attended the continuing education training developed by the Idaho Manufacturing Housing Association (IMHA). The division is at the initial stages of putting its processes together with outreach being the second step. This is where we find out who will assume responsibility for the inspections. DOPL has inspectors across the state that are planning to become certified with these types of installations. DOPL is creating an online permitting system, as well. Board Member Mike Jensen encouraged the state to look at technology to expedite the process, i.e., face time video inspections, as there needs to be a service expectation as the state takes this on.

Idaho Manufactured Home Installation (IMHI) Standards & Continuing Education Course Update with Idaho Manufactured Housing Association (IMHA)

DOPL is working with IMHA, as well as with the Idaho Association of Building Officials, to address the IMHI Standards to be brought up to the current installation standards and to produce continuing education that is relevant and up to date. This collaborative will ensure all inspectors are receiving the same training. More information to be presented at the May 2022 board meeting. Board Member Jensen commented the current four hour training every three years is redundant and the eight-hour online training does not seem to meet the comprehensive test requirement. The collaborative will review these trainings and bring the outcome to the board for further discussion. The goal is to have a better training course in place by Fall 2022.

Financial Update

The Financial department is working on creating a financial report for the board, to include permit and tag activity, number of violations, disputes, and resolutions.

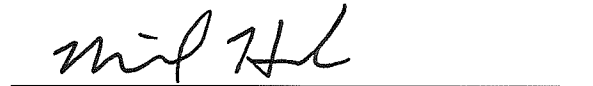
Adjournment

MOTION: Board Member Jensen made a motion to adjourn the meeting. Board Member Roche seconded. All in favor, motion carried.

The meeting adjourned at 10:17 a.m. (MT)



JEFF CHRISMAN, CHAIRMAN
FACTORY BUILT STRUCTURES
ADVISORY BOARD



MICHAEL HYDE, EXECUTIVE OFFICER
DIVISION OF OCCUPATIONAL &
PROFESSIONAL LICENSES

8-10-22

DATE

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**These minutes are subject to possible correction and final approval by the Board. 05/10/2022lp*