

State of Idaho



Division of Building Safety

Strategic Plan

FY 2017 through FY 2020

History

The Division of Building Safety's regulatory mandate originates in the Idaho State Constitution. In 1899, the Bureau of Immigration Labor and Statistics was established to comply with Section 1, Article 13 of the state constitution. A commission was appointed by Governor Frank Steunenberg to direct the Bureau in its primary function of gathering information about labor in Idaho.

In 1902, the legislature was empowered to pass laws for the protection of health and safety of workers through Section 2, Article 13 of the state constitution.

In 1917, the Industrial Accident Board was created as a statutory body with quasi-judicial powers to investigate facts and arrive at conclusions regarding workplace injuries.

Following the economic collapse of 1929 the federal government sought to create a nationwide system of public employment offices in each state under the Wagner-Peyser Act of 1933 to manage labor exchange functions at the local level. In May 1935 the Idaho Legislature accepted the provisions of the Wagner-Peyser Act and the Idaho State Employment Service was opened in Boise.

In 1935, Congress enacted the Social Security Act, which established a system of employer taxation to support the unemployment insurance program. To secure administrative funding and tap the federally established trust fund, the Idaho Legislature enacted the State Unemployment Compensation Law in August 1936. Idaho law placed both the Employment Service and the Unemployment Compensation divisions under the Industrial Accident Board.

During World War II, Idaho's Employment Service Division was federalized so that unemployed workers could be placed in public service jobs. After the war, labor exchange functions were returned to the states so that the focus could be placed on finding jobs for returning veterans. Both the labor exchange and the unemployment insurance programs remained under the control of the Industrial Accident Board until 1951 when the Legislature revised the State Employment Security Law to consolidate these functions in the Independent Employment Security Agency.

In 1941, House Bill 206 created the Public Works Contractors State Licensing Board which was to consist of a heavy construction contractor, a highway construction contractor, and a building construction contractor all appointed by the Governor. The purpose of the board was to regulate and license contractors that engaged in public works contracts.

The Idaho State Electrical Board was created by the legislature in 1947 in response to industry concern over a lack of regulations and safety in electrical installations statewide. The enabling legislation provided that anyone working as an electrical contractor or journeyman must hold a certificate of competency. The act was amended

in 1955 to require inspections to ensure that electrical installations in Idaho were in compliance with the National Electrical Code.

The Idaho Plumbing Board was created by the legislature in 1957. The legislation required both the licensing of plumbers and the inspection of plumbing systems to ensure compliance with the National Plumbing Code of the American Standards Association.

The Manpower Development Act of 1962 and the Economic Opportunity Act of 1964 served to change the direction of the Idaho Employment Services Division to become more of a training organization. In response, on July 1, 1965, the agency was re-designated the Idaho Department of Employment.

In 1970, the Industrial Safety Board was designated to reach an agreement with the U.S. Secretary of Labor relative to the jurisdiction over local government and state safety matters. This resulted in a re-codification of the Workmen's Compensation Law, and replacing the Industrial Accident Board with the Idaho Industrial Commission.

A 1972 amendment to the Idaho Mobile Home and Recreational Vehicle Act required that mobile homes and recreational vehicles be built according to reasonable safety standards and that each unit be inspected and approved before being offered for sale in Idaho. The U.S. Department of Housing and Urban Development (HUD) began to regulate the construction of mobile/manufactured homes in 1976 pursuant to the provisions of the National Manufactured Housing Construction and Safety Standards Act of 1974.

Prior to 1974, the administration of certain elements of public safety were assigned to the Idaho State Electrical Board, Idaho Plumbing Board, and the Mobile Home and Recreational Vehicle and Manufactured Housing Division of the Department of Law Enforcement. In June 1975, under the Reorganization Act of 1974, the administration of those elements of public safety were moved to the Wage and Hour Section of the Department of Labor and Industrial Services.

In 1975, the Idaho Building Code Advisory Act was created by the Legislature. The Act required that all new construction be inspected for compliance with specific building codes. The act was amended in 1977 to provide that adoption of the Uniform Building Code Advisory Act be optional for county and city governments.

In 1987, the Logging Safety Program was created within the Idaho Industrial Commission to work toward reducing the frequency and severity of accidents in an industry where there existed very little control over the workplace environment.

In 1988, the Idaho Manufactured Home Licensing and Bonding program was created by the Legislature to require all manufactured home professionals to be licensed and bonded. The program also established statewide minimum installation standards and provided consumer protection.

In 1990, the Idaho Residential Energy Standard was created for the Department of Water Resources to require self-certification for single-family residential dwellings.

In 1996, the Wage and Hour Section of the Department of Labor and Industrial Services was combined with the Idaho Department of Employment. Through this combination, all responsibilities related to public safety were re-assigned to the Division of Building Safety (DBS), which was created by the Legislature in that same year.

In 1997, the Industrial Commission entered into a cooperative agreement with the Division of Building Safety to operate the Logging Safety Program. The Division of Building Safety was to perform safety inspections, and in cooperation with the Idaho Industrial Commission promote safety and safety awareness to loggers and logging contractors throughout the state of Idaho. Although administered by the Division of Building Safety, the program is funded through the Idaho Industrial Commission.

In 2001, Executive Order 2001-06 moved the Energy Codes and Standards program from the Energy Resources Division of the Idaho Department of Water Resources to the Division of Building Safety.

During the 2001 Legislative session, House Bill 305 revised the membership and terms of the Public Works Contractors Licensing Board to remain in effect till June 30, 2002. Effective July 1, 2002, the Public Works Contractor Licensing Board was established within Division of Building Safety.

Effective April 14, 2004, the Idaho Heating Ventilation and Air Conditioning (HVAC) Board was established within Division of Building Safety. The HVAC program was created to ensure that installation of HVAC systems complies with industry codes and standards and that installers are properly licensed.

On July 1, 2004, the Elevator Safety Code Act went into effect. The act established a self-funded elevator inspection program to be administered by the Division of Building Safety.

On July 1, 2007, the Modular Building Advisory Board and the modular building program were established at the Division of Building Safety. The program regulates the construction of commercial and code-compliant homes constructed in Idaho plants.

Effective July 1, 2016 two new boards were established within the Division of Building Safety and two existing boards were combined into one. The Damage Prevention Board was established to reduce damage to underground pipelines and utilities, and the School Safety and Security Board was created to improve the safety and security of Idaho's educational facilities. The Modular Building Advisory Board and the Manufactured Housing Board were consolidated to form the Factory Built Structures Board.

Context

The Division is charged with the responsibility to operate several safety programs, which include:

- The Electrical and Plumbing programs license electricians and plumbers, issue permits, approve plans, and conduct code compliance inspections. (Title 54, Chapter 10, Idaho Code) and (Title 54, Chapter 26, Idaho Code)
- The HVAC Program promotes the health, safety, and welfare of Idaho's citizens through effective administration of the laws and rules governing the installation and operation of Heating, Ventilation, and Air Conditioning systems and by ensuring that those who perform installation and/or service work involving such equipment are properly trained and licensed. (Title 54, Chapter 50, Idaho Code)
- The Building Program is responsible for issuing building permits for and performing plan reviews and inspections of construction projects owned by the state of Idaho. (Title 39, Chapter 41, Idaho Code)
- The Logging Safety Program works in cooperation with the Idaho Industrial Commission and in concert with loggers and logging contractors throughout Idaho to promote safety and safety awareness. The program also provides essential safety training at the request of contractors. Program representatives are responsible to enforce all applicable safety provisions and are available to help loggers address a wide range of on-the-job safety issues with the goal of providing workable solutions in a timely manner. (Title 67, Chapter 26, Idaho Code)
- The Industrial Safety Program administers and promotes compliance with Idaho General Safety and Health Standards to render all public buildings owned or maintained by the state reasonably free from hazards to the general public, to the state's employees, and to inmates or attendants at such buildings. (Title 67, Chapter 23, Idaho Code)
- The Elevator Safety Program provides for safety of life and limb by making sure the design, erection, installation, alteration, maintenance, inspection and repair of elevators, escalators, moving walks, platform lifts, material lifts, and dumbwaiters – and operation of same – is reasonably safe to persons and property and in compliance with the most current codes and safety standards (Title 39, Chapter 86, Idaho Code)
- The Public Works Contractor Licensing Program licenses contractors, subcontractors and construction managers for public works construction. (Title 54, Chapters 19 and 45, Idaho Code)

- Established 1 July 2016, the Factory Built Structures Program provides plan reviews and inspections of factory built homes and commercial structures constructed in Idaho plants. The Factory Built Structures Program stems from the re-designation of the Manufactured Housing and Modular Building Programs, effective June 30, 2016. (Title 39, Chapter 40; Title 39, Chapter 43; Title 44, Chapter 21; Title 44, Chapter 22; and Title 44, Chapter 25, Idaho Code)
- Established 1 July 2016, the Idaho Office of School Safety and Security performs security assessments on a triannual basis at all public schools in the state of Idaho. The office offers recommendations to enhance security of educational institutions along with technical information and training to school personnel. (Title 33, Chapter 58, Idaho Code)
- In 2015 DBS created the Energy Program to provide training and compliance assistance related to energy codes for architects, contractors, inspectors and homeowners. (Executive Order 2001-06)
- Established 1 July 2016, the Damage Prevention Program promotes a system of self-regulation and education that addresses the prevention of damage to underground facilities. (Title 54, Chapter 10; Title 54, Chapter 19; Title 54, Chapter 26; Title 54, Chapter 50; Title 55, Chapter 22; and Title 67, Chapter 26, Idaho Code)

Vision

The Division of Building Safety will promote public safety and inspire confidence in the design and construction of safe, energy efficient buildings. The Division will enhance the safety and security of Idaho's educational facilities through comprehensive security assessments and the offering of practical and technical recommendations to Idaho's education professionals. We will provide exceptional customer service while developing mutually beneficial strategic partnerships with communities, businesses, schools, and other public entities.

Mission

The mission of the Division of Building Safety is to safeguard the citizens of Idaho through responsible administration of building, logging, construction and security related safety standards while promoting a positive business climate.

Values

Our core values are integrity, credibility, respect, stewardship and collaboration. They are the principles of conduct that guide our interactions with coworkers, stakeholders and customers. These values clarify those things of uppermost importance in our organization and serve as the foundation for the actions we take and the decisions we make on a daily basis.

The Division of Building Safety embraces the following organizational values:

Integrity:

We will serve our customers with honesty and the highest standards of conduct to ensure that public trust in the Division is maintained at all times.

Credibility:

We will earn the confidence of our stakeholders through consistency, competency and accountability.

Respect:

We will maintain a climate of respect by treating our customers and co-workers with consideration in all matters.

Stewardship:

We will be good stewards of the resources entrusted to us and will honor our responsibility as public administrators through transparency, competency, and accountability.

Collaboration:

We will be open to other points of view, will be flexible enough to revise our opinions and will foster teamwork as a means of achieving excellence.

Key External Factors

- Economic change in the construction industry affects revenue flow.
- Economic upswings and downturns challenge our ability to maintain consistent levels of service.
- Legislation can alter or change the direction and focus of the Division of Building Safety.
- The large size and geographical diversity of the state combine to create a unique set of challenges in terms of personnel and equipment deployment.

Goal Number One

- 1. Make conducting business as simple as possible for our customers, stakeholders, and employees**

Objectives:

1.1. Streamline licensing and permitting processes and provide timely customer service

Strategies:

- 1.1.1. Continue to improve online licensing and permitting through enhancement of the eTRAKiT web portal.
- 1.1.2. Continue to provide eTRAKiT support to contractors, utility companies and local government entities.
- 1.1.3. Maintain and update the in-house licensing testing program.
- 1.1.4. Standardize licensure requirements among trades to facilitate the modification of licensing software to accommodate online applications and renewals.
- 1.1.5. Implement a continuing education tracking system.

Performance Measurement and Benchmarks:

- FY17: Implement an online payment system to improve the customer experience.
Benchmark: 100%
- FY17: Modify capabilities of E-Trakit to allow individual online access to CEU data. Benchmark: 100%
- FY17-20: Monthly meetings of CRT staff to provide continuing education.
Benchmark: 100%
- FY17-20: Annual updating of all database licensing exam questions. Benchmark: 100%
- FY18: Begin implementation of online renewal process, starting with renewal of apprenticeship registrations and progressing to renewal of individual trade licenses. Benchmark: 50%
- FY17: Submit enabling legislation to standardize licensing requirements among trades. Benchmark: 100%
- FY18: Implement online renewal process for trade contractor licenses.
Benchmark: 100%
- FY19: Implement online processing of original license applications where feasible. Benchmark: 100%
- FY20: Complete implementation of the online licensing process. Benchmark: 100%

1.2. Seek and implement efficiencies, improvements, innovations, and standards in agency programs and services

Strategies:

- 1.2.1. Comprehensively utilize capabilities of the Internet and emerging technologies.
- 1.2.2. Simplify production and distribution of forms and publications.
- 1.2.3. Systematize customer feedback processes.

- 1.2.4. Scrutinize and fine-tune agency business processes and policies.
- 1.2.5. Homogenize agency-specific statutes and administrative rules.
- 1.2.6. Update Idaho General Safety and Health Standards.
- 1.2.7. Enforce use of and compliance with current code.
- 1.2.8. Advocate for Idaho Codes incorporating provisions of nationally-developed codes with Idaho amendments.
- 1.2.9. Develop/employ Idaho certification of inspectors in lieu of national certification standards for state inspector/advisors.

Performance Measurement and Benchmarks:

- FY17-18: Work with governing boards and affected industries to finalize standardized licensing provisions and submit statutory modifications to the 2017 Legislature with modified administrative rules for submission to the 2018 Legislature. Benchmark: 100%
- FY17-20: Program managers prepare and distribute to trade groups written notification of code changes, including effective dates of required compliance. Benchmark: 100%
- FY17: Implement CRM-Trak across all programs. Benchmark: 100%
- FY17-20: Implement standardized licensing provisions across all trades. Benchmark: 100%
- FY18: Develop and adopt Idaho Codes & certification standards. Benchmark: 100%
- FY19: Deploy Idaho Codes & certification standards. Benchmark: 100%

1.3. Keep the IT infrastructure current

Strategies:

- 1.3.1. Annually update an agency IT Plan that projects infrastructure needs and upgrades along with anticipated new technologies.
- 1.3.2. Identify new technology needs.

Performance Measures and Benchmarks:

- FY17-20: Conduct four-year hardware refresh on desktops and laptops; five-year hardware refresh on monitors. Benchmark: 100%
- FY17-20: Annual plan to be submitted to Department of Administration by July15. Benchmark: 100%
- FY17: Transition to CIO Cisco IP phone system. Benchmark: 100%
- FY17: Identify offsite backup and disaster recovery solution that eliminates the need for tape backup and ensures up to date data replication. Benchmark: 100%

1.4. Maintain and enhance a digital records management program

Strategies:

- 1.4.1. Employ existing technology to convert paper-only records to digital format.
- 1.4.2. Increase levels of digital plans submittal.

Performance Measurement and Benchmarks:

- FY17-20: Increase percentage of license records in DocuShare to at least 95%.
Benchmark: 100%
- FY17: Encourage modular building manufacturers to increase the level of digital plans submission from 80% to 90% or more. Benchmark: 100%.
- FY17: Establish minimum level of plan submission via ProjectDox at >95%.
Benchmark: 100%.

1.5. Build and strengthen relationships with our customers and stakeholders

Strategies:

- 1.5.1. Continue and expand outreach and education efforts.
- 1.5.2. Provide trade practitioners timely and accurate information regarding changes in codes, policies, procedures and regulations.

Performance Measures and Benchmarks:

- FY17-20: Conduct meetings within trade groups at various locations statewide to cover changes in codes, policies and procedures. Benchmark: 100%
- FY17-20: Conduct ongoing review and evaluation of agency website content, updating as appropriate. Benchmark: 100%
- FY17-20: Produce and distribute at least four public service announcements relative to new programs and encouraging the public to work with licensed trade contractors. Benchmark: 100%
- FY17-20: Program managers prepare and distribute to trade groups written notification of code changes, including effective dates of required compliance. Benchmark: 100%

Goal Number Two

2. Recruit, develop, retain, and value a high quality workforce

Objectives:

2.1. Provide a work environment conducive to employee satisfaction

Strategies:

- 2.1.1. Develop an employee safety program and revise as needed.
- 2.1.2. Adhere to good performance management practices.
- 2.1.3. Ensure employees are classified appropriately.
- 2.1.4. Maintain an employee orientation program.
- 2.1.5. Provide ongoing respectful workplace training for all employees.

Performance Measures & Benchmarks:

- FY17: Form a safety committee consisting of employees and members of management with the goal of developing and implementing an agency-wide safety program. Benchmark: 100%
- FY17-20: The HR Officer conducts periodic reviews of employees' positions to ensure correct classification. Additional scrutiny will be given to positions that have been recently vacated. Benchmark: 100%
- FY17-20: The HR office gathers feedback from newly-hired employees on the effectiveness of the new hire orientation they received from the HR office when they were first employed. Benchmark: 100%
- FY17-20: The HR office delivers respectful workplace training to all employees of the agency. A different training will be delivered each year to keep the content fresh. Feedback will be received by the HR office on the effectiveness of each year's training so as to keep the material and format useful and interesting for the employees. Benchmark: 100%
- FY17-20: Gather feedback from employees on the effectiveness of supervisors' verbal and written communication skills. Newly hired or promoted supervisors to be provided performance management training at the time of hire. Benchmark:100%
- FY18-20: Safety committee meets with representatives of the State Insurance Fund for a report on workers' compensation accident rates and compares results to previous years. Plan is amended as necessary to address areas of concern. Benchmark: 100%

2.2. Institute a workforce plan

Strategies:

- 2.2.1. Implement an inspector career ladder.
- 2.2.2. Develop a succession plan.
- 2.2.3. Leverage multi-discipline inspector program where practical.
- 2.2.4. Maintain an employee training program.
- 2.2.5. Develop a quality recruitment program.

Performance Measures & Benchmarks:

- FY17-20: Perform a cost analysis on implementation of an Inspector career ladder and present this information to senior management. If the cost is

affordable, implement the career ladder. If the cost is prohibitive, delay the plan an additional year, or consider a phased-in approach to implementation. Benchmark: 100%

FY17: Implement a federally-registered apprenticeship program for training and developing inspector/advisors. Benchmark: 100%

FY17-20: Produce reports showing projected retirements within the agency over the next five years. Identify those positions within the agency that are difficult to fill and/or require significant training to bring up to competency. Develop recruitment strategies and training plans for positions known to be vacating within one year, or those seen as high risk for vacating. Repeat this process each year. Benchmark: 100%

FY17-20: Upon occasions of vacancies in inspector positions, or when a new Inspector position is created, perform an analysis to determine the feasibility of certifying an existing inspector to absorb the work. Benchmark: 100%

FY17-20: The HR office and the various program managers within the agency will determine the ongoing training needs of the employees, and will develop and deliver training to staff as needed. Benchmark: 100%

FY17-20: The HR office will continue to utilize a creative and cost-effective approach to recruitment. Recruitment strategies will consist of utilizing online job posting websites such as state government sites (DHR, Idaho Works, etc.), trade-specific websites (ICC, IAEI, etc.), and other commonly used websites (Craigslist, Monster, etc.). Other strategies will consist of using social networking sites (Facebook, Twitter, etc.), attending public events (career fairs, job fairs, etc.), developing advertisements (classified ads, etc.), and internal development (succession planning). Benchmark: 100%

Goal Number Three

3. Establish the Office of School Safety and Security within the Division of Building Safety

Objectives:

3.1. Staff and equip positions as defined in statute.

Strategies:

3.1.1. Implement job classifications developed in anticipation of the program coming online.

3.1.2. Recruit and select qualified candidates for all positions.

Performance Measures & Benchmarks:

FY17: Post job announcements on state of Idaho and other relevant websites.
Benchmark: 100%

FY17: Satisfactory hiring of all positions. Benchmark: 100%

3.2. Fill all positions for new Idaho School Safety and Security Advisory Board

Strategies:

- 3.2.1. Outreach to Governor's Office and other entities charged with responsibility to nominate board members.
- 3.2.2. Provide designated board members standard training afforded other hosted boards.

Performance Measures and Benchmarks:

FY17: Satisfactory selection, appointment and training of 13-member advisory board. Benchmark: 100%

3.3. Provide statewide educational facilities with security assessments, training, systems and resources to enhance the safety and security of students, faculty, staff and guests

Strategies:

- 3.3.1. Expand the role of safety inspectors to include security observations during annual inspections.
- 3.3.2. Provide in depth triennial safety/security assessments at all public educational institutions.
- 3.3.3. Enhance the safety and security resources available to public educational institutions.
- 3.3.4. Promote the use of technical methods, devices and improvements to school security.
- 3.3.5. Encourage the recognition of security design in future construction or renovation of public educational institutions.
- 3.3.6. Provide written reports of security assessments to appropriate officials.

Performance Measures and Benchmarks:

FY17-20: Progress reports to the School Safety and Security Advisory Board.
Benchmark: 100%

FY17-20: Conduct exit interviews with school administrators for feedback on implementation and success of recommendations carried out. Benchmark: 100%

FY17-20: Collect participant training program evaluations. Benchmark: 100%

FY17-20: Summarize progress and prepare legislative reports.
Benchmark: 100%.

FY20: Utilize results of triennial assessment reports to benchmark security enhancements achieved. Benchmark: 100%

Goal Number Four

4. Manage and evaluate safety programs to ensure relevance and viability in changing environments

Objectives:

4.1. Improve photovoltaic (PV) training for electrical inspectors and supervisors

Strategies:

- 4.1.1. Arrange "Train the Trainer" PV training.
- 4.1.2. Staff trainers to deliver training to electrical staff.

Performance Measures and Benchmarks:

FY17-20: Provide competency evaluations to maintain inspector proficiency
Benchmark: 100%

4.2. Evaluate viability of existing programs

Strategies:

- 4.2.1. Evaluate Manufactured Housing Program for ways to more efficiently meet the needs of a declining industry.

Performance Measures and Benchmarks:

FY17: Conduct cost-benefit analysis of current in-plant inspection practices.
Benchmark: 100%

4.3. Establish a leadership role in the adoption and enforcement of cost effective, common sense energy codes for Idaho while providing training and compliance assistance for architects, contractors, inspectors and homeowners.

Strategies:

- 4.3.1. Provide a regional training facility at the Meridian Office for ongoing training in the Treasure Valley.

- 4.3.2. Secure training equipment and materials, develop curriculum and deliver code related training to the major populated regions of the state.

Performance Measures and Benchmarks:

FY17-20: Training courses will be approved for AIA and International Code Council continuing education credits. Benchmark: 100%

FY17-20: Maintain a leadership role with the International Code Councils energy code development committee and the Northwest Energy Efficiency Alliance. Benchmark 100%

Infrastructure Assessment

The Division is organized by safety program, each with a designated program manager reporting to a centralized administration. The Division's centralized administration provides administrative, fiscal, personnel and support services. (Title 67, Chapter 26, Idaho Code).

An advisory board, members of which are drawn primarily from the industries served, directs each program. The Governor appoints board members.

- The Idaho Electrical Board consists of nine members appointed to four-year terms and represents all facets of the electrical industry. The board establishes fees for permits and licensing requirements and advises the administrator on policies. (Title 54, Chapter 10, Idaho Code)
- The State Plumbing Board is made up of five members appointed to three-year terms. The board advises the administrator with regard to rules and regulations necessary to carry out the provisions of the plumbing code and oversee licensing requirements. The Board also sets permit fees. (Title 54, Chapter 26, Idaho Code)
- The Idaho Building Code Board consists of ten members appointed to four-year terms. The board advises the administrator on matters involving building codes and acts as an appeals board for interpretation of those codes. (Title 39, Chapter 41, Idaho Code)
- The Public Works Contractors Licensing Board consists of seven members serving three-year terms, for up to two terms. The board advises the administrator with regard to rules and regulations necessary to carry out the provisions of the Public Works Contractors License Code. (Title 54, Chapter 19; and Title 54, Chapter 45, Idaho Code)
- The Idaho Heating, Air conditioning and Ventilation (HVAC) Board is comprised of seven members serving two-year terms. The board advises the administrator regarding rules and regulations necessary to carry out the provisions of

applicable codes and licensing requirements. The Board also sets permit fees. (Title 54, Chapter 50, Idaho Code)

- Established 1 July 2016, the Factory Built Structures Advisory Board stems from the re-designation of the Manufactured Housing Board and the Modular Building Advisory Board, effective June 30, 2016. The Board consists of 8 members serving 3 year terms. The Board advises the administrator regarding rules and regulations pertaining to licensing, set up procedures for manufactured homes, Idaho Health and Safety code, and establishes a fee structure for services provided according to law. (Title 39, Chapter 43, Idaho Code)
- Established 1 July 2016, the School Safety and Security Advisory Board consists of 13 members serving 3 year terms for gubernatorial appointees and 2 year terms for all others. The Board is charged with annual review and modification, if necessary, of school safety and security guidelines. (Title 33, Chapter 58, Idaho Code)
- Established 1 July 2016, the Damage Prevention Board consists of 11 members serving initial terms of 2 to 4 years. After the initial staggered terms, all terms shall be 4 years. (Title 55, Chapter 22, Idaho Code)

It is the assessment of management that the organizational structure noted above, given referenced Legislative modifications, adequately enables the Division to achieve the goals set forth in this strategic plan.

Disseminate Plan

This plan is submitted to the Division of Financial Management for internet posting. It is also disseminated to employees and stakeholders by means of the Division of Building Safety website.

Monitoring

The Division Administrator and key management meet on a weekly basis to discuss agency operations, policies, procedures, and financial condition. In addition, program managers and supervisors meet on a monthly basis to discuss operational matters, technical guidance and personnel issues. Regulatory boards convene on a regular basis to provide oversight of agency operations, policies, procedures, and finances. The School Safety & Security Board and Damage Prevention Board meet on an as-needed basis but in no case less than once per year.