

**DAMAGE PREVENTION BOARD
SPECIAL MEETING**

Monday – February 12, 2018 – 9:30 a.m. (MST)

**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 FEBRUARY 12, 2018 MEETING

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

Chairman Mark Van Slyke called the meeting to order at 9:31 a.m. (MST)

Board Members Present:

Mark Van Slyke, Chairman
Jeanna Anderson
Jerry Piper
Jeffrey Diehl
Linda Phillips
Bob Chandler
Scott Spears

DBS Staff Members Present:

Chris L. Jensen, Administrator
Ron Whitney, Deputy Administrator
Spencer Holm, Deputy Attorney General
Patrick J. Grace, Regional Manager, Region 2
Jerry Peterson, Energy Program Manager
Larry Jeffres, Regional Manager, Region 1
Jeff Egan, Regional Manager, Region 3
Amy Kohler, Compliance Program Specialist
Renee Bryant, Administrative Assistant 2

◆ **Presentation**

Damage Prevention Board – Complaint Overview – Jerry Peterson, Damage Prevention Education and Outreach Specialist, gave a PowerPoint Presentation titled *Damage Prevention Board – Complaint Overview*. The presentation, approximately 15 minutes with an additional five minutes for questions and answers, will be provided at industry-related meetings. For training, Mr. Peterson will create a one-hour course.

The following suggestions were offered to help improve the presentation: 1) Virtual Private DIRT – Instructions on how to enter information, emphasize reporting requirements, navigate to DIRT program from DBS website, and add link to DIRT’s training tutorials, 2) Use Idaho Code § 55-2203 for introduction of Board, 3) Identify Administrator from DBS, and 4) Clarify reasons to file a complaint.

Training Calendar/Request Form – The DBS Damage Prevention Training Calendar is on the Board’s website. The calendar will be color coded to identify public vs. private meetings. A business card with Mr. Peterson’s information, as well as information on 811 was distributed.

A fillable training request form is on the Board’s website. Mr. Peterson asked the Compliance Program Specialist to look into whether it is feasible to add a “submit” box to the form in order for him to receive the forms directly by email.

ACTION: The Compliance Program Specialist will research to see if it is possible to add a “submit” box to the Training Request Form.

Statute and Rules – The printed statutes and rules are available for distribution, and will be part of Mr. Peterson’s handouts at meetings/trainings.

Frequently Asked Questions (FAQ) – Currently, there are three pages of FAQ and one-page of acronyms. The Division and Board’s websites will include those documents. In addition, the Board’s main page will have a “link” back to the Division’s website.

ACTION: The FAQ and acronyms pages to be included on the Division and Board websites.

ACTION: A “link” to the Division’s website will be added to the Board’s webpage.

MOTION: Jerry Piper made a motion to approve the presentation with modifications addressed at today’s meeting. Jeffrey Diehl seconded. All in favor, motion carried.

◆ **Adjournment**

The Chairman adjourned the meeting at 10:12 a.m. (MST)

MARK VAN SLYKE, CHAIRMAN
DAMAGE PREVENTION BOARD

CHRIS L. JENSEN, ADMINISTRATOR
DIVISION OF BUILDING SAFETY

DATE

DATE

02/28/2018rb