

**IDAHO PLUMBING BOARD  
VIDEOCONFERENCE MEETING**

**Thursday – January 17, 2019 – 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 JANUARY 17, 2019 MEETING**

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

Chairman Matt Gardner called the meeting to order at 9:33 a.m. (MST)

**Board Members Present:**

Matt Gardner, Chairman  
Gilbert Pond, Vice-Chairman  
Rick Garrett  
Debbie Oberhofer

**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  
Adam Bowcutt, Regional Manager, Region 3  
Chuck Knapp, Regional Supervisor, Region 1  
John Nielsen, Plumbing Program Manager  
Amy Kohler, Compliance Program Specialist  
Laura Shankel, Licensing/Permitting Program Supervisor  
Renee Bryant, Administrative Assistant 2

◆ **Open Forum**

Parliamentary Procedures Manual – Kenny Calkins, Cloverdale Plumbing, provided a booklet titled *Parliamentary Procedure at a Glance* to the Chairman. The practical manual is based on Robert’s “Rules of Order”.

License Fees – Mr. Calkins stated the current cost to renew his plumbing journeyman license is \$21.60 for three years. It is his belief the Board needs to raise its license fees as it costs the Division more than the renewal fee to process the renewal application and license.

City and County Concerns – There were no new issues to address during open forum.

◆ **Approval of the January 17, 2019 Agenda and September 20, 2018 Minutes**

Chairman Gardner advised the Board based on the open meeting laws, he can make the motion to approve both the agenda and minutes.

**MOTION:** Matt Gardner made a motion to approve the January 17, 2019 agenda and September 20, 2018 minutes with any corrections or input from the Board. Gilbert Pond seconded. All in favor, motion carried.

◆ **Eliminate Specialty License for “Mobile Home Set-Up or Installers”**

Currently there are two licenses issued by DBS to make the proper connections of sewer and water to existing manufactured homes on site. One is a plumbing specialty license for mobile home installers, based on plumbing statute and rules, and the other is an installer license, based on building statute and rules. Plumbing Program Manager John Nielsen recommended eliminating the mobile home specialty license since post 1976 manufactured homes have their own installations standards and are regulated by HUD.

To begin the negotiated rulemaking process for the 2020 legislative session, the Plumbing Program Manager will bring, as an informational item, to the March 2019 meeting a proposed rule change to remove the plumbing specialty license for mobile home installers.

**ACTION:** The Plumbing Program Manager will provide a proposed rule change at the March 2019 Board meeting.

**ACTION:** The topic *Eliminate Specialty License for “Mobile Home Set-Up or Installers”* will be an informational item on the March 21, 2019 Plumbing Board Meeting Agenda.

◆ **Licensing**

In the packet was an excerpt from Governor Brad Little’s State of the State Address. The Governor’s first executive order of 2019 will be to have sunrise/sunset processes for future occupational licensing laws. In addition, the order will require state agencies to revoke two regulations for every new regulation they want to implement.

This year, the Electrical Board is proposing apprentices go back to a one-year registration. This would also include “life time” apprentices. The Plumbing/HVAC Program Manager will propose the same for the Plumbing/HVAC Boards. To renew yearly, apprentices would need to show completion certifications from school or eight hours of continuing education units (CEU). If only providing CEU’s, it would take an apprentice eight years rather than the four years of schooling to test for a journeyman license.

◆ **Practical Exam**

At the September 2018 board meeting, Board Member Rick Garrett addressed concern that there seemed to be discrepancies with the practical exam being administered throughout the state of Idaho. Mr. Garrett’s suggestion was to incorporate the practical experience into the four-years of curriculum in Idaho secondary schools. Currently, the requirement for a practical exam is in rule.

Additionally, in September 2018, Board Members Gilbert Pond and Rick Garrett attended a full-day seminar/workshop by the Idaho Career & Technical Education on unifying school curriculums.

Suggestions for a practical were: 1) One of the final exams, 2) Completion letter at end of each school year on whether a practical passed/failed, and 3) Competency exam after each section/chapter.

Upon further discussion, the Board and several audience members agreed the current practical is not working and should be removed from rule.

**MOTION:** Rick Garrett made a motion to instruct DBS to move forward with rewriting the definition and requirements of the journeyman exam.

Deputy Attorney General Spencer Holm explained this topic is informational only and does not require a motion. The Chairman requested the Board review the topic *Practical Exam* at the March 2019 meeting.

**ACTION:** The topic *Practical Exam* will be an informational item on the March 21, 2019 Plumbing Board meeting agenda.

◆ **Contractor Testing**

The current plumbing contractor exam is four hours and 100 questions on business practices only. Rather than have two separate tests, one business and one code, the Plumbing Program Manager offered to review the questions currently in the data base; creating one exam comprised of 50 business and 50 code questions. The Chairman requested the topic *Contractor Testing* be brought back to the March 2019 meeting as an informational item.

**ACTION:** The topic *Contractor Testing* will be an informational item on the March 21, 2019 Plumbing Board meeting agenda.

◆ **C.E. Broker**

New language on the *Course Approval Requirements* form was provided in the packet. Under *Revocation of Approval*, if a provider fails to submit class rosters to C.E. Broker in a timely manner, the Division may revoke, suspend or cancel the approval of the instructor. The reference to CEUs for attending board meetings and other board activities has been added under *General Information* as well. The updated document has been sent to all approved course providers.

◆ **Program Manager Report**

Plumbing and HVAC Programs – The Division has split the Plumbing and HVAC programs and inspectors. Based on revenue from the HVAC program, there are now five full-time HVAC inspectors.

Promotion – Adam Bowcutt has been promoted to Regional Manager, Region 3.

◆ **Compliance Program Report**

Compliance Program Specialist Amy Kohler had nothing new to report.

◆ **Administrator Report**

Financial Report – The financial report is in good health with revenue slightly exceeding one year of budget.

Reappointment – Administrator Chris L. Jensen was reappointed by Governor Little.

Budget – The Division’s proposed budget has gone through the Governor’s office. The only major change is Governor Little wants to consolidate the state of Idaho’s IT staff; specifically, by having IT employees within several agencies work under the Department of Administration. There will be 48 state employees affected by this change, and only 36 being rehired.

◆ **Old/New Business**

Permit Issue – Chairman Gardner explained a recent mishap where DBS changed a plumbing permit on a gas job to a mechanical permit without authorization from himself or representatives of his company. Licensing/Permitting Program Supervisor Laura Shankel offered to research this issue and get back to him.

◆ **Adjournment**

**MOTION:** Rick Garrett made a motion to adjourn the meeting. Debbie Oberhofer seconded. All in favor, motion carried.

The meeting adjourned at 11:27 a.m. (MST)

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MATT GARDNER, CHAIRMAN  
IDAHO PLUMBING BOARD

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CHRIS L. JENSEN, ADMINISTRATOR  
DIVISION OF BUILDING SAFETY

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