

**Plumbing and Mechanical Systems Examining Board
Rules Committee Meeting Minutes
September 09, 2008**

Committee Members Present:

Sue Salsman, Chairperson
Ronald Masters
Dennis Molden
Stuart Crine
Ken Sharp

Staff Attending:

Cindy Houlson, Executive Officer
Susan Van Horn, Program Planner

Guest:

Chris Downs – Intern DPS

Chairperson Sue Salsman called the meeting to order at 3:02 pm.

Agenda items.

1. Discussion if there was a need to further define homeowner exemption and what the intention of legislation had been. The committee decided not to include language in Chapter 29 rules at this time, but defer to exemption language already in statute.
2. Discussion of non-transferable licenses and the issue of individuals who request permits for inappropriate jobs were agreed on as valid concerns in the trade. However, committee decided to not include language in the rules at this time due to language in the statute that already covers the issue.
3. Discussion of Invalidation: Committee agreed to definition as provided in agenda with the addition of language referring to “subject to disciplinary action pursuant to Chapter 31”. Committee also noted that they will need to begin to draft rules for the disciplinary process.
4. Committee then moved to discussion on Suspension and Revocation.
 - a. Power to Suspend/Revoke - Committee agreed to pull language from statute section 105.22 to establish rules.
 - b. Notice and Hearing – Committee agreed to pull language from statute section 105.24 to establish rules.
 - c. Revocation Period –
 - i. Committee agreed board should have authority to set rules for time periods of revocation.
 - ii. Committee also discussed the need for the Board to work with the Iowa Dept. of Public Health to allow designated IDPH staff to make decisions in regards to the review process and then report those decisions to the Board for final review.

- iii. Committee discussed the range of complaints that may be received. Stuart Crine and Ken Sharp provided an explanation that the Board only has the authority to act on complaints based on the written Code. Contractual and other issues will need to be referred to Consumer Affairs or other appropriate agency.
 - iv. Language was adopted as provided in agenda with addition of clause to add to the period of revocation an 'expiration of the minimum of six (6) months following the date of revocation.' And that the licensee will then have to submit a new application for review.
- d. Non Refundable Fees – Committee agreed there should be no refund of fees and accepted the proposed language. While discussing the refund of fees the committee focused on the need for an application fee for initial applications and test candidates. It was determined a non refundable fee should be included for these items. The committee accepted the following fees:
- Application for new license Master & Journey level - \$35.00
 - Application for new license Apprentice level - \$10.00
 - Application for exam candidate any level - \$35.00
 - Fee Waiver - Fees Exemption: Licensing fees shall be waived for Plumbing and Mechanical licenses for inspectors in the jurisdictions when the license is required by the jurisdiction, or the employed inspector would like to maintain the license. Continuing education requirements must be maintained according to licensing requirements.

5. At this point the committee decided to table the following agenda items until the next meeting:

- Death of Insured
- Identification of next issues and establishment of timelines
- Chapter 30 CEU rule

Chairperson Sue Salsman agreed to work on additional language formatting for the next committee meeting.

The next scheduled meeting/teleconference will be September 26, 2008 at 2:30 pm at the Lucas Building, Room 517.

The meeting was adjourned at approximately 5:10 pm.

Respectfully submitted,
Susan Van Horn