

**Plumbing and Mechanical Systems Examining Board  
Rules Committee Meeting Minutes  
August 28, 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

Chairperson Sue Salsman called the meeting to order at 1:02 pm.

Minutes from the previous meeting teleconference meeting August 6<sup>th</sup>, 2008 were reviewed and approved.

Agenda items.

1. Discussion about the definition of Routine Maintenance focused on the difficulty of defining the term. Concern was expressed over the definition allowing items previously not allowed to be permissible under the new definition. The committee recognized that jurisdictions currently vary in what they require permits for and there is a need to not create confusion when writing the definition. Accepted definition:

“Routine maintenance” means the repair or replacement of existing plumbing, HVAC, refrigeration, or hydronics equipment of the same size and type for which no changes in original design or construction are made. The performance of routine maintenance in itself does not require a person to obtain or hold a license defined under this chapter.

This shall not be interpreted to allow the repair or replacement of furnaces, condensing units, boilers, chillers, ductwork systems, water pipe systems, waste and vent systems or similar work.

2. Drafting criteria for ‘grandfathering’ language. Committee addressed the structure of licensing and the need for specialty licenses or endorsements to limit work that can be performed by an individual. Emphasis was placed on the need to develop rules that will set future precedence and not lower standards of industry. Special classes of licenses will be tabled due to the need for additional legislation; however the committee requested that Cindy Houlson bring the issue of endorsements placed on licenses to Heather Adams for review. The committee also tabled discussion about requiring applicants to provide proof of testing, certification, or training program results.

3. Committee came to agreement on the following criteria items for grandfathering:
  - a. Complete and signed application.
  - b. Fees paid.
  - c. Approved Waivers of Examination will be:
    - i. Applicant passed an exam provided by a city or national organization.
    - ii. Or Applicant currently holds a license issued from an existing jurisdiction.
    - iii. Or Applicant can provide proof of five (5) years of applicable experience as determined by the Board since December 31, 1998, the last two of which have to be consecutive from January 1, 2007 through December 31, 2008.
4. Committee came to agreement on the following criteria for General Qualifications Section 18, 1 for application.

Minimum requirements:

  - A. Be at least 18 years of age.
  - B. High school education thru grade 12, or GED equivalent.
  - C. No record of felony conviction relating to the profession.
  - D. Master applicant shall be a licensed journeyman professional with the state of Iowa for at least two (2) years prior to application.
5. Committee agreed to the use of Chapter 28 CEU language from the well contractors licensing. Cindy Houlson will review the language to edit for applicability to the plumbing and mechanical licensing program.
6. Committee addressed additional areas that need to be addressed.
  - A. Contractor Licensing – discussion on how legislation will be addressed. Committee agreed this is a major area of concern and it still needs to be addressed. Ken Sharp confirmed discussions are still taking place on the best approach for the needed legislative changes for this issue and other specialty licensing issues.
  - B. Committee also discussed need for a policy on Board Members speaking at public events. Ken Sharp advised members can attend speaking engagements but need to represent the Board appropriately.
7. The agenda for the next meeting was discussed. Sue Salsman will work on additional language formatting.

The next scheduled meeting/teleconference will be September 9, 2008 at 3:00 pm at the Lucas Building, Room 415.

The meeting was adjourned at approximately 2:55 pm.

Respectfully submitted,

Susan Van Horn