

**Plumbing and Mechanical Systems Board Meeting  
Tuesday, October 19, 2010**

Iowa Department of Public Safety Building, Conference Room 125  
215 East 7<sup>th</sup> Street, Des Moines, IA 50319

**Board Members Present:** Stuart Crine, Thomas Day, Mick Gage, Jane Hagedorn, Ron Masters, Dennis Molden, Ken Sharp, Chuck Thomas and Brita Van Horne

**Board Members Absent:** Susan Salsman

**Staff Attending:** Cindy Houlson, Matt Oetker, Susan Van Horn, Dan Hostetler and Mary Swinehart

**Call to Order** – Chair Jane Hagedorn

**Minutes dated September 21, 2010**

Ron Masters made motion to approve minutes

Chuck Thomas seconded

No further discussion was held

Vote: All ayes

Motion: Carried

**Consent to Sales and Leases of Good and Services** Matt Oetker

Matt reported pursuant to Iowa Code Section 68B.4 in order for a board member to enter into a sales or lease agreement with individuals regulated by this board, or regulated by the Department of Public Health the individual must obtain consent from this governing body first. This is a standard motion or resolution our office has created for all licensing boards to address those situations.

Under this motion or resolution Paragraph one gives universal consent to all members of this board to enter into sales and lease agreements with any individual association or corporation regulated by any division within the Iowa Department of Public Health. Idea being that universal consent is given; those individual sales or lease agreements would not affect those board members. Paragraph two provides that same consent, except this universal consent is given for individual entities and corporations that are regulated by this board. In the event a person files a complaint at point of sale that board member is prohibited from participating in the contested case. Paragraph three provides that the universal consent applies, however there may be specific or unique facts surrounding a particular sale or lease that could give that board member an unfair advantage. If that is the case the board member would have to bring the situation to this board to seek individualized consent. Paragraph four provides that if individualized consent is necessary to follow administrative rules set forth by the Iowa Ethics and Campaign Disclosure Board.

Matt requested board approval of this consent by chairs signature on the form. The signed copy will be forwarded to the Iowa Ethics and Campaign Disclosure Board with acknowledge that this will service as consent for this licensing board.

Denny Molden made a motion that Consent to Sales and Leases of Goods and Services be accepted by this board.

Ron Masters seconded

No further discussion was held

Vote: All ayes

Motion: Carried

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## Committee Reports and Recommendations for Actions:

Administrative Rules Committee Sue Salsman, committee chair

Chuck reported during Susan Salsman's absence. This committee met on September 21<sup>st</sup> following the board meeting. We also had an abbreviated meeting on October 13<sup>th</sup>; we ironed out three items to be incorporated into Chapter 23 Practice Chapter. Another meeting has not been scheduled as yet to finalize Chapter 23.

Application & Fee Committee Jane Hagedorn, committee chair

Jane reported this committee has not met this last month.

CEU Committee Jane Hagedorn, committee chair

Jane reported that this committee met yesterday continuing with the approval process for instructors and courses. To date:

843 total applications received

290 instructors approved

412 courses approved

7 E courses approved

72 applications in an incomplete status

62 no further information received within 30 days

We continue to receive additions to incorporate into Chapter 30. Hope to complete Chapter 30 during this next month.

It is this committee's intention, as it has been from the beginning that post approval for courses will discontinue when renewals begin. The very latest this committee will look at post approvals will be March 2011. The committee would like to get back to the preapproval process, therefore applications and information needs to be submitted at least 60 days in advance of the date the course would be held.

Chapter 29 Ron Masters, committee chair

Ron reported this committee has not met.

Code Committee Tom Day, committee chair

Tom reported this committee has not had a meeting. Every licensed plumber should receive the code amendments booklet for the 2009 Uniform Plumbing Code in the mail. This committee basically took the 2009 International Plumbing Code fixture counts and incorporates those into our Uniform Plumbing Code. If anyone did not get a copy, there are additional copies available.

Testing/ Credentials Committee Chuck Thomas, committee chair

Chuck reported that October 8, 2010 the exams were updated to use the 2009 Uniform Plumbing Code with amendments and the 2009 International Mechanical Code. There was an issue with the testing center in Iowa City. There was a computer communication malfunction at the testing center in Iowa City, had not received the bulletin about the reference updates. This has been resolved.

Candidate information bulletin still says hardbound books only, needs to be changed to loose-leaf. Susie and/or Cindy will contact Prometric.

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Susie and Cindy have not heard of any other glitches. Andy Parker, Prometric was going to contact all state of Iowa test sites and then out of state test sites. As clarification, loose-leaf is only for code books. The committee will need to discuss loose-leaf for NFPA as there is a downloadable version that can be printed.

Question was asked do the OSHA regulations need to be that big book or could there be specific session. It is online as well.

Reciprocity Committee Ron Masters, committee chair  
Ron reported this committee has not met

Discipline Committee Jane Hagedorn, committee chair  
Jane reported this committee had Julie Bussanmas, Assistant Attorney General attend the last meeting to clarify a couple of points about what could actually be done in complaints that advance to some sort of action.

Dan has completed the complaint page on the website and it is up and running.

We began the process of reviewing complaints and taking those forward with intent. .Dan has been working with complaints in order of receipt. Later on this meeting will go to a closed session for discussion of complaints reviewed by the committee.

### **Licensing Report** – Cindy Houlson

Cindy reported the numbers are very similar to what was presented last month. The Plumbing and Mechanical Licensing staff has processed applications for a total of 15,873 total licensees with a total of 26,670 licenses. The distributed report indicates total number of licensees and licenses by category.

*Tom Day asked: "60 days before expired license will a notification via mail will be sent out?"*  
Yes, that is correct, it is stated in the rules that we will provide that notification.

*Jane: Is the software up and running for renewals?*

Susie reported that we just got to see the prototype of the CEU portion. We started testing while they are still developing. We found several things we would like changed. They would like to get that information completed because we will have to back enter manually all the course and instructor information. They hope to have that to use within the next two weeks. When a licensee signs in for he/she renewal, types in a number of a course, if the wrong number is entered, they will not be able to complete renewal. They will receive an error message, telling which segment is incorrect

*Denny: Would you be able to go back and renew after obtaining the correct number?*  
Yes, the system will allow that.

*Jane: What is the next project with software?*

Susie: Sheri went through the prototype as well and between the two of us we came up with a list of changes that would need to be made. They are working on that. From Friday, he hoped to have ready next week to test again in prototype. After it completes that it will go to test to see if it is connecting with

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the current code right. At the same time they are working on all the other criteria for renewals to be set up so there is actually a form to complete. There is still quite a bit to do. They wanted to get the CEU component built first because we have 400 approved courses and close to 300 approved instructors. That is a lot of data entry for staff to get entered correctly. If we do not have that entered in time, licensees will not be able to renew.

*Jane: Is there a time deadline when that needs to be complete? That could affect our course approval and instructor approval.*

Susie: That will be something we will have to deal with continuously. That will be a problem going forward as far as meeting staffing needs.

*Denny: Just need to have course number not the instructor?*

Licensee does not need to know the instructor to renew license.

### **Other Business**

No other business presented

### **Public Comment**

Mike Macula: I've started working with the DOL. When an individual is registered for an apprenticeship they are assigned an IA number, so they are a registered apprentice with an IA number. When they graduate, they are issued a blank completion certificate. They can be as fictitious as you would like them to be. There is no number or anything. I am trying to get that changed to help the licensing board with an indicator that an apprenticeship program has been completed.

Right now we are working with 2009 code updates. Everyone's license expires in 2011. I have brought this up a couple of times because the electrician license is three years and their code books run in a three year cycle. Our code books run on a three year cycle, but our state licenses are only good for two years. So for 2011 license we give a 2009 code update. Everyone will expire in 2013, so we will give them a 2012 code update. In 2015 when licenses expire again, unless they hurry and come up with that new code book, we will give them a 2012 code update again. It is going to get worse every two year period thereafter because we will be ahead of the code cycles. At some point, during your two-year licensing period, for your two hours of code update you will be stuck taking the same class twice. I don't see why that should happen. I've brought that up before because it does not make sense to me. I don't know if there is anything that we can do about it, but I at least wanted to bring it up again, as it is going to be an issue.

Tom Day responded: We have discussed that and we acknowledge that that could be a problem. We have other things that we needed to address first. That is something that we will address. Also, knowing the 2009 code was adopted in 2010, so the 2012 will not be adopted until 2013, we will always be running a year behind. You are correct that sometime someone will run into (when it is time to renew their license) taking the same update class again. It will be re-addressed.

Jane: Couldn't it also be as a licensee right now we were in the 2006 and then we changed. If I had waited to do my code update until closer to my renewal date I would be doing a 2009 code

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update rather than 2006. 2009 was adopted in 2010. You as a licensee could help yourself out most every renewal cycle by waiting to do the code update.

Mike: Except it could catch you to where you have to because your license will expire and the new code is not out yet. That is why I am looking at 5-6 years down the road.

NFPA 31 is one book you can take in for the HVAC exam. All of the NFPA books, that I found so far, when they refer to putting a cooling coil on an air handler or furnace they call it refrigeration. This goes back to the definition of refrigeration where it strikes out not for comfort heating and cooling.

Tom Day: That is another thing, we looked at 105 again and that was one of the things that was brought up and one of the things the legislature chose not to address. That has been brought up. The definitions we are working under were from the legislature and we cannot change them.

*Mike: Can the definitions be changed?*

As long as the legislature changes the definitions.

The books they are giving us to test guys on the definitions don't match.

Tom: If you look at using refrigerant to transfer heat no matter how you want to look at it – it is refrigeration whether it is comfort cooling or processed cooling. For some reason we cannot get anyone to understand.

Mike thanked the board for the Plumbing Amendment book.

Mike has several suggestions he would like to see in the mechanical code.

Processed piping is not addressed in the International Code Book. I think processed piping, if using a tube and shell, condenser and an evaporator; you have processed product right alongside hydronic or steam product. So I think processed piping should be included. Chapter 14 of the Uniform Mechanical Code is processed piping. I think an amendment to the International Mechanical Code book should include Chapter 14 from the Uniform Mechanical Code. It has definitions, permits, plans required, workmanship, inspections-general, required inspections, other inspections, piping, tubing, hazardous processed piping and requirements for hazardous processed piping.

ASME Section IX-2010 ASME Boiler and Pressure Vessel Code, Section IX: Welding  
Section IX of the ASME Boiler and Pressure Vessel Code relates to the qualification of welders, welding operators, brazers and brazing operators and the procedures employed in welding or brazing in accordance with the ASME Boiler and Pressure Vessel Code and the ASME B31 Code for Pressure Piping. Section IX establishes the basic criteria for welding and brazing which are observed in the preparation of welding and brazing requirements that affect procedure and performance. The purpose of the Welding Procedure Specification (WPS) and Procedure Qualification Record (PQR) is to determine that the weldment proposed for construction is capable of having the required properties for its intended application.

ASME B31.1 Power Piping: It is intended for piping associated with power plants, but also district heating systems, which we did have in Cedar Rapids. I think there are other areas in Iowa that use district heating. Also it covers geothermal heating systems.

ASME B31.3 Processed Piping: Have the broadest coverage; it covers fluid categories to assure the proper degree of regar, is assigned to various types of piping.

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ASME B31.4 Liquid Transportation Systems: Basically underground piping.

ASME B31.5 Refrigeration Piping

ASME B31.9 Building Services Piping

*Jerry Hintz: When you are talking about renewal of licenses are they going to have to type in the course number? Is a date required, I have presented the same class six times.*

The date will need to be supplied. It is not necessarily required as long as that course was approved during their two year license period.

*Greg Ploeger: Question was covered previously.*

*Jana Byrom: Are we going to be required to present an actual certification of completion during renewals or how is it going to be verified that we actually attended the classes?*

Matt: There is a certification of completion for every class and a roster submitted to the state.

Jane: You will not be required to produce a certification of completion with renewal but you should have all that documentation ready to be submitted should there be an audit.

*Jana Byrom: Chapter 29 specialty licenses and contractor licenses when will those becoming effective and when will they be available to apply for? And what are the terms for those?*

Jane: They will be in line with licenses in terms of length of terms (two years) and I do not know at this point how soon those are going to roll out. As I understand it, what we have heard is, it is a slow process with the software or the IT end of it. Renewals took precedence over working that through. As soon as we get that renewal process good to go then it is my understanding that they will be the next to tackle.

*Jana Byrom: Do you foresee adding continuing education requirements for those specialty licenses, as the electrical specialty license there is no continuing education requirements?*

Jane: I believe our CEU Committee is recommending that the same requirements exist for specialty licenses as exist for full licenses. There will be no continuing education requirements for contractor.

Mick: I do think we are going to have problems come January. The cities are going to be asking for contractor license. I'm already getting calls from our town and around.

Brita: has already received renewal notifications for contractors.

Mick: Last year in January we told them it would be done in January. I don't know what the holdup is.

Cindy: There are conversations going on with League of Cities as well as IABO. IABO has building officials to let cities know that contractor license is not available yet. It all depends upon the development of the renewal process.

Mick: I have trouble understanding the renewal when we were so rushed to get Chapter 30 done so we could get the contractor license out. I just don't understand why we cannot get that out.

Denny: Is that the specialty license also.

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Yes, those two are linked in the development priority. It was a business decision to go ahead with renewals so that it is ready. Notification to licensees will go out 60 days prior to expiration. At that point in time, a licensee could start entering their application.

Mick: If we have done all this work to get the contractor license out, why can't it be put together and put out?

Susie: We did not get all the insurance and bonding information until July of this year. So at that time we had to meet with Ken to make a decision – Do we postpone renewal or we stop working on renewal and start working on contractor licensing.

Denny: That information was not given to the cities. A lot of cities have rewritten their ordinances to eliminate contractor licensing January first.

Susie: And that is where the discussion has opened up with Ken and the League of Cities.

Cindy: It is an issue and we are trying to get dialogue established as to what can be done if, and it may be that everything goes right along and we are ready in January. That would be the best case scenario for all of us.

Mick: Is contractor licensing dead? Are we waiting for someone to pick it up?

Cindy: We only have so many people to do our programming. Do you want them to have a renewal application ready for our 15,000 people to renew? If we do not have that ready to go, they can not renew. We have to determine what our software developers are working on – they can't just hire lots and lots of people. We have three people that are assigned to us that do the development and it takes a lot of work to write those programs and get them to function correctly. It is not just throw the switch and then it works.

Matt: In addition to those peoples time, our times are stretched. Every committee wants theirs first. It is a matter of staff resources. Susie's time has to be spent on renewals right now. Without renewals we lose all the licensing for the professionals.

Mick: I don't mean to sound like I don't appreciate what they have done. I just don't understand. In our business if it didn't get done I'd hire someone else and get it done. This is why the state does not move ahead with things because they get bogged down on one thing.

Matt: Even if that is a valid position, you are still left with us. I can't work on discipline if you want me to work on contractor licensing. I believe it would be the same way for each of the staff members. I repeat to the board members we have a limited amount of staff resources and it is the board's responsibility to see how those resources are spent.

Mick: I ran into the same argument last year in January. To the people out there we haven't done anything.

Matt: We have a licensing program that issued 15,000 licensees, we have 26,000 licenses issued. I cannot believe that would be a valid position for anyone of public opinion.

Mick: We have the money laying in the bank – and we can't hire people to do the jobs I just don't understand. You guys don't have that control and we don't either evidentially.

Tom Day: I think the biggest thing, serving on that committee, is we really struggled with legislative language to supply surety bonds. They did not tell us what the surety bond was supposed to do. The committee finally had to call in bonding experts to tell us the route we think you should take, because we had no direction on that. Being that the bonding took three to four months away from the committee that was time staff had to try to get started on the contractor

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licenses. Staff could not go anywhere with it until insurance and bonding was in place. Because of what the legislature gave us; wording and no direction on the wording it took us a while to get it squared away. I think that is why we are at right now. It is just going to take some more time.

*Jana: Is it the recommendation of the board that as a business that we do or do not renew our city licenses? What is your recommendation, do we pay twice – pay the cities then turn around and pay for a state of Iowa license?*

Tom: We are talking about a bond and proof of insurance for a contractor license. Proof of insurance usually you can get that for multiple things, like I know I have proof of insurance that I have given multiple general contractors. So there is no cost to add and delete at any time.

*Jana: I'm talking about the cost of the contractor license for the city. \$350 that we may have to pay, then three months later may have to pay to the state again. What is the recommendation?*

Jane: I don't believe we are in a position to make that recommendation at this time.

Jana: Is the board in a situation to contact all the cities that come to a unified agreement as to what the cities are going to do within the state of Iowa?

Cindy: One thing the board has said even last January that if a person had purchased a city license; they would not be required to purchase a state license until that city license expires. So if you bought a license now, you would not be required to buy a state license until that license expires.

*Jana: Asked the board to come to a unified decision and inform the cities of what that decision is.*

Jane: That will be an agenda item for next month.

### **Conference Planning – Ken Sharp**

In Ken's absence Cindy Houlson reported the Conference Planning Committee has been meeting to discuss different aspects of conferences. Last month you all saw the maps identifying where licenses reside and where CEU courses are being held. At the last meeting there was a determination to hold four one-day conferences. Conference to be held on Saturdays, starting in March 2011. The committee is anticipating 150-200 licensees attending and they would be a six to seven hour day to gain most of their continuing education requirements. Acknowledging there is an opportunity for E courses.

*Denny: Why don't they make it an eight hour day?*

The concern was that may not be able to fit an eight hour day in and serve lunch. Eight hour day makes quite a long day for the attendee.

*Mick: Are the attendees going to pay?*

Cindy: Registration fee has been projected at \$100 to cover expenses and not compete with other CEU providers.

Monty: Looking at the separation of the classes, we found safety courses provided by many many vendors so the curriculum of those four conferences, safety has been pulled out, and will concentrate on code and industry training. That is how we came to about six hours.

*Jane: Have you look at sites?*

In general terms it was northwest, northeast, southeast and southwest, the four corners of the state. Trying to fill some of those holes where training is not available.

*Jane: One would be March and the rest would be later on in the year?*

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Monty: The original discussion was to have them in the summer, and then the industry trainers said they do most of their training in the winter months. We wanted to get them as early as possible; I envision it will probably be a couple in the spring. The licensee could go to different sites if they chose to get their requirements.

*Jane: When was our licensee largest time?*

Cindy: June and December time frames. Fall would be a great time for those licensing in December and spring would catch those in June and July.

*Jane: Have you discussed publicity?*

Chuck: Going to be a letter to all licensees, that way everyone would have an opportunity. *Jane: Would that go out before the first one for all four?*

Cindy: We have a conference planner that helps with a lot of logistics that will need to occur. We have not discussed in depth the P.R. piece of it.

Monty: This is a onetime event as far as the board is concerned to jump start the mindset, not to compete with the industry. Ken inferred that the conference itself will be advertised. If you have courses on the website with open enrollment they are being advertised there.

The board does not want to compete with any teaching organizations.

Kevin: There was also talk of having those organizations involved have their logo on the advertising piece with a small notation for IDPH. We, like other groups have been putting on programs and we don't want the perception of the licensees to be "I have to go to this conference because it is offered by the licensing board".

*Monty: Scheduling those first two conferences, we would wait see how well they were attended before proceeding with the other two.*

*Mike Macula: After the first of January I will be running some 6 hour classes on Saturdays. I've been running two and three a week and we have been filling classes. In January I will be doing some Saturday classes, two hours code and four hours of discipline. I've had a lot of guys call me and that is what they want and need.*

Tom Day: After teaching classes for ten years, I had a professor at Purdue one time that told me when you are in trade teaching remember the mind will only absorb what the rear-end can stand. He suggested being very careful how long classes are for retention purposes.

Jane: Remind those in charge of teaching or sponsoring classes to remind their instructors at the end of each course to inform the attendees there is a survey at [http://www.idph.state.ia.us/eh/plumbing\\_training\\_survey.asp](http://www.idph.state.ia.us/eh/plumbing_training_survey.asp) to complete or provide a paper survey to be completed. We would like to get feedback on courses.

A ten minute recess was called. Meeting was called back to session at 10:20 a.m.

### **Inspection Study Committee Update – Ken Sharp**

Copies of the Statewide Inspections Study Report Draft were distributed to board members. There have been at least two representatives of this board, the electrical board, building officials and mechanical officials at each of our meetings. We are recommending what we do in terms of statewide inspections. The legislation was passed in 2009 directing a study to be conducted by

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those four organizations. In that legislation there was no specific directive that the board make a final determination of that report or any of the other organizations. Page 2 of the report states: *In accordance with Chapter 151, Section 33 of the 2009 Iowa Acts, the Iowa Plumbing and Mechanical Systems Board, in conjunction with the Electrical Examining Board and city and county building officials, conducted a study to determine the most appropriate and feasible manner to implement a statewide inspection program for work performed by licensees of both boards.* I am presenting this to you today not to get an up or down vote necessarily, more to review with you to make sure you are comfortable with the content. The Inspection Study Committee has provided a lot of give and take in terms of what comes in the report recognizing there are some differences that are not going to be resolved in a committee meeting. Quite frankly, that is the gentleman's agreement that we have had throughout those discussions. What we have done is capture those differences as unbiased as we can in this report to let the legislature know that there are issues around key points. Letting the legislative process work through those issues and let the respective organizations take their concerns and desires to the legislature. Briefly, Page 1 is the executive summary with highlights of what this report is recommending. The majority of the legislators will probably read this and not dig into the remainder of the report. For the most part all agree that a statewide inspection should occur.

A brief summary follows:

Section 1 – Background is the background of this study, who called for it, who was involved with the study and the intent of the study.

Section 2 - Inspection Study Committee identifies who the inspection study committee members are. One of the key things we may get questioned about is “Why does this only represent the Golden Circle?” the largest communities in the state of Iowa. We will have to work through that and recognize that those were appointed from the organizations involved in this study and it was those that could meet about once a month. The representation from IABO and IAPMO has done a good job representing both large and small communities. We have also reached out to a couple of other organizations such as League of Cities and Farm Bureau Federation.

Section 3 - Importance of Inspections is a brief summary of why we would like to see statewide inspections.

Section 4 - Existing Infrastructure We worked with IABO to conduct a statewide survey of all the local jurisdictions that have an inspection program. We received responses from about forty communities representing a population of about 700,000 that provided the bullet points such as how often inspections are done, how long does it take an inspection called for, what are average costs for different permits and those types of issues. This should give a good foundation to let legislators know what is happening out there as it relates to inspections and the costs homeowners may have to pay as part of that inspection.

Section 5 - Considerations for Statewide Plumbing and Mechanical Inspections  
The first issue identified was the need for a statewide mechanical code. As we got into that discussion, we recognized there are differences of opinion about what mechanical code should be adopted and where that mechanical code should be housed in terms of authority. Because of those differences, we did not address those issues in this report. We all do agree that a mechanical code needs to be adopted and because of those challenges we are not going to address those

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challenges in this report. Understand we will have our issues to deal with during the legislative session.

Local inspection authority was another issue. We had a lot of discussion about perceptions of what should happen with multiple inspection programs that are currently conducting inspections. There was a lot of concern from local jurisdictions that are currently doing inspections. We chose to present the three options we thought the legislature will have on the table. These are in no particular order:

Option one: Requires local jurisdictions that conduct inspections, after a statewide inspection would become effective, to adopt the same requirements for code and future hires in respect to their educational and experience requirements. There was a lot of opposition to that, especially from the smaller jurisdictions that raise concerns from them because one of the recommendations was that we would have discipline specific inspectors. Many jurisdictions are saying they don't have the resources to be able to do that. In very small communities with less than 10,000 populations it is not realistic to have discipline specific inspectors.

Option two: To allow local jurisdictions to operate as they wish under home rule as long as they do not contradict and do something less stringent than the state requirements. Some of the local jurisdictions are very much in favor of that, there are others that said, no, they would like alignment of local inspection programs with statewide inspection program.

Option three: Is there some way for us to work through the legislative process to find some common ground where we have better alignment of the statewide inspection program with local inspection programs. One of the examples we have talked about is the adoption of plumbing code and that if multiple inspection programs would continue to move forward with inspections, they would be given a grace period of five years to transfer their code adoption to mirror what the state plumbing code is. That would get us to the point that the statewide licensing program has everyone playing by the same rules in terms of licensing requirements and can be tested over the same plumbing code for example. That is where the focus will be for legislative effort working with the League of Cities, IAPMO and IABO to identify where those commonalities are and how we can do a better job of aligning the statewide inspection program with local inspection programs.

### C. Merged vs. Separate Inspection Staff

This was a very lengthy discussion of the pros and cons and how do we represent and describe the need to have separate inspection staff. Given that we have had the electrical inspections program two years ahead of this program, it would be very difficult at this point to take electrical inspectors that have an electrical background and get them up to speed and comfortable enough to do inspections of plumbing and mechanical systems. There is a recommendation that separate staff is created and lays out some of the pros and cons.

### D. Staffing needs

We looked at some of the information from the electrical board and the number of permits they had issued. We tried to make this as realistic as we could, we may have underestimated staff, but what we are hearing from electrical, I believe we have a good starting point. We estimated about 20,000 permits each year, minimum of two inspections per year for about 40,000 inspections per year. We ended with 34 inspectors plus a supervisor and administrative support staff for the statewide inspection program. We did include an estimate for education and experience component.

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### E. Budget

The estimated budget is on page 8 and page 9. Ken explained each line item how that figure was arrived at. We believe we have covered the majority of the costs that we would be experiencing in the first year.

### F. Permit/Inspection Fees

Based upon the \$4.6 million dollar figure divided by the number of permits and came up with \$230 average cost for a permit. That figure is to be all encompassing for both residential and commercial permits. How much if any should the licensing fees support the inspection program? Many at the local level indicated that their fee programs for their permits did not totally support the inspection program and they do rely on their licensing fees for appropriations from budgets to support their programs. We have not studied what that impact would be.

### G. Applicability to Agricultural and Farmstead settings

The Iowa Farm Bureau Federation representative attended a couple of our meetings. Farm Bureau does not support any statewide inspection program. We did have discussions to understand their perspective. I believe they understand the perspective of the committee. Generally, the plumbing code should apply to the entire farm properties and the mechanical code will obviously focus on residential properties. There is question about the appropriateness of applying the mechanical code to some of the agriculture buildings, such as the hog sheds.

### Implementation and Timing of a Statewide Inspection Program

Trying to get any statewide program up and running within six to twelve months is going to create some hardships and some challenges. The committee has generally accepted having a two year implementation period to allow us to get all rules in place so everyone knows expectations for a statewide inspection. We then roll out the program following that two year implementation. Up to two years is what it will take to get a statewide inspection rolling. Get the rules in place and educate those in trades so they will know what the rules say, so there isn't a lot of confusion of the applicability of the rules.

Ken requested feedback from the board.

*Denny: Would two years leave time for all the software development?*

Sure hope so.

Ken hopes to meet to discuss feedback from the different organizations and finalize the report in November, and send out to the 150 legislators in early December. We will also meet in November and December to begin working on draft language that we can provide to legislators if there is interest in introducing legislation.

*Jane: Stuart how many inspectors do you have on staff?*

Stuart: 16 inspectors

*Jane: Is that adequate?*

Stuart: It is not and we have contemplated increasing that but it is a struggle with Farm Bureau that has us not wanting to move ahead with that. Until we get through this legislative session and see if they are able to remove themselves from inspections, we won't know. Farms are a substantial part of our inspection loads.

## **Plumbing and Mechanical Systems Board Meeting Tuesday, October 19, 2010**

Iowa Department of Public Safety Building, Conference Room 125  
215 East 7<sup>th</sup> Street, Des Moines, IA 50319

*Jane: How did this committee come up with 34 inspectors?*

Ken: Look on page 7 of the report, the first and second paragraph really lays out the need for approximately 34 inspectors. Local survey of inspection programs indicated an average of five inspections a day and estimated about 235 work days based on a need of 40,000 inspections and 235 work days results in an average of 170 inspections every workday. To cover that, 170 divided by five gets us at about 34 inspectors.

*Tom Day: Stuart do you have the ability to bring in more work force at any period of time? Sometimes it is more economical to use overtime versus hiring.*

Stuart: It is our option and we have tried over time and it did not work.

*Jane: If you get it up and running and don't have the staff?*

Ken: We have reflected this as what we think we will ultimately need. When we started the statewide licensing program, we really didn't know what we were going to need. So we hired the staff we could with the appropriations that we had. Let's give it to them straight in terms of ultimate need, highest demand, and recognize when you go to the legislature and ask for something, you will sometimes receive a lesser amount. It may be high for long term average needs, but until we really get in there we won't know for sure. We may also have a lot more inspections than anticipated.

*Kevin: One of the things legislators ask a lot is what do the surrounding states do?*

Ken: We have not looked at the other states.

Mike: volunteered to gain information from other states.

*Jane: Denny and Brita what is the ratio of permits electrical versus plumbing & mechanical?*

Denny: we have plumbing and mechanical permits combined. I have a lot more mechanical than plumbing.

Brita: I think ultimately there has to be some efficiencies made, because that would be quite a large program and I understand from the inspection side of things such as plumbing you can't wait till the next day. I believe the concept is there, but when it comes together there is going to have to be some efficiencies put in place.

Denny: Ideally you should not have to go to the legislature to increase or decrease staff.

Ken: Assuming the fee language associated with permits is the same fee language we have with licensing we do have flexibility to add staff. We are under a unique situation right now due to the budget crunch. Everyone is treated the same. We still have to get approve from the department of management and DAS to add FTEs.

*Are five inspections a day realistic?*

Denny: Could be five to ten a day. Rural areas five inspections a day they would be doing well.

### **Closed Session Discipline Review**

The Board will go into closed session to discuss complaints according to Iowa Code section 21.5(1)(d). In accordance with Iowa Code section 21.5, portions of the meeting, when confidential materials are reviewed, are held in closed session. The board may also hold closed sessions when it discusses whether to initiate disciplinary proceedings.

Chuck Thomas made a motion that the Board go into closed session for the purpose of reviewing and discussing records required or authorized by state or federal law to be kept confidential and discussing

**Plumbing and Mechanical Systems Board Meeting  
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whether to initiate licensee disciplinary proceedings, pursuant to Iowa Code section 21.5(1)(a) and 21.5(1)(d).”

Brita Van Horne seconded

Roll call vote all ayes: Stuart Crine, Thomas Day, Mick Gage, Jane Hagedorn, Ron Masters,  
Dennis Molden, Ken Sharp, Chuck Thomas and Brita Van Horne

Motion: Carried at 11:45 a.m.

Returned to Open Meeting at 2:45 p.m.

Chuck Thomas made a motion to close discipline case number PM2008001

Second: Tom Day

No further discussion was held

Vote: All ayes

Motion: Carried

Chuck Thomas made a motion to close discipline case number PM20090017

Second: Ron Masters

No further discussion was held

Vote: All ayes

Motion: Carried

Chuck Thomas made a motion to close discipline case number PM20090001

Second: Ron Masters

No further discussion was held

Vote: Majority ayes Mick Gage abstained

Motion: Carried

**Next meeting** scheduled November 16, 2010 at Iowa Department of Public Safety Building  
(Conference Room 125), 215 East 7<sup>th</sup> Street, Des Moines, IA 50319

**Adjournment**

Chuck Thomas: made a motion to adjourn

Ron Masters seconded

No further discussion was held

Vote: All ayes

Motion: Carried