

**Plumbing and Mechanical Systems Board Meeting
Tuesday, October 18, 2011**

Iowa Department of Public Safety Building, Conference Room 125
215 East 7th Street, Des Moines, IA 50319.

Call to Order – Chair, Jane Hagedorn called the meeting to order at 8:00 a.m.

Roll Call: Jim Cooper, Mick Gage, Jane Hagedorn, Blas Hernandez, Ron Masters, Dennis Molden, Jenny Pitts, Susan Salsman, Ken Sharp, Chuck Thomas and Brita Van Horn

Staff: Cindy Houlson, Matt Oetker, September Lau, John Kelly, Drew Bredholt, Jerry Viers and Mary Swinehart

Change in order of agenda:

Unlicensed Complaint Discussion will follow Public Comment and before Closed Session Discipline Review.

Close Session Deliberations will follow the Closed Session Discipline Review and before the Open Session

Jane introduced Jerry Viers and Drew Bredholt, who will be filling in during Dan Hostetler's medical absence.

Approval of Minutes

Page 4 Add the word "not" to the sentence to read "You can not hook up a water heater, but can....."

Comment was made that "absent" information was missing. All members were in attendance.

Chuck Thompson made a motion to approve the August 16, 2011 Minutes with above change

Ken Sharp seconded the motion

No further discussion was held

Vote: All ayes

Page 7 Roll Call was incorrect

Brita Van Horne made a motion to approve the September 20, 2011 Minutes with above change.

Denny Molden seconded the motion

No further discussion was held

Vote: All ayes

Waiver of Administrative Rule

Individuals who have submitted a waiver and are in attendance: Jeremy Selvage, Jason Franco, Daniel Foertsch, Adam Foertsch and Anthony Woods. (the last three were added to the agenda as they were in attendance)

Jeremy Selvage 2011-32 641-28.1(5)c

In applying after 60 days the only option to renew is to take the exam. He has applied and paid for the exam and supplied that confirmation. The main discrepancies between what the board office has and what Mr. Selvage supplied were that Mr. Selvage said he had contacted the board office in August and records indicate no message left in August. The exam application came one day after the 60 day late penalty for license renewal.

A lengthy discussion followed regarding the process used. When a phone message is left, that message is logged (with name, license number, time and phone number) and that person receives a return call as soon as possible. When a person calls in and receives a live person if there is some type of action taken such as resetting username and password, that action will be documented in the

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electronic file. All applications received in the office are date stamped indicating the date it arrived in our office and also the postal mark date. The application information is entered on a log. The postal mark is the date used to compare with the expiration date. Once a paper application hits our door chances are very small that it is misplaced.

Project X was initiated to assure all received applications have received appropriate action. There have been instances where an application was filed without being processed. If we are unable to locate an application that is listed on the mail log, the licensee is called and asked to submit a duplicate application and that original date on the log is honored. Should that application surface any fees paid will be refunded.

If there is reasonable documentation that there has been an error beyond any ones control we will work with the licensee to make a correction. Absent that information we have to rely upon the information that is available to us.

Mr. Selvage commented that he did make attempts in a timely fashion. He has taken the journeyman and master test. Mr. Selvage employs 5 others (including self), trying to run a small business. He has been a journey for five years and a master for 3. Hardship on others, if can't pull permits can't keep others employed. Mr. Selvage is asking for one day beyond the 60 days to renew his license without taking the exam.

Once a license hits the date 61 days after expiration date the renewal area of the account is not available online. The only thing the licensee can apply for is an exam. That is what Mr. Selvage did. Suggestion was made that the confirmation received after entering information online should identify what the licensee actually applied and paid for.

The board examined four factors set forth by rule. The burden of proof lies with the petitioner.

1. *Why would applying the rule result in an undue hardship on petitioner?* Mr. Selvage has not demonstrated unique circumstances that would result in undue hardship. Petitioner has the means to obtain his license.
2. *Would waiving the rule prejudice or harm the rights of any other person?* The petitioner has not demonstrated that waiving this rule would not harm the rights of any other person, as all licensees are subject to the same rules. There were thousands of licensees that applied on time and received their renewed licenses.
3. *Whether or not this has been set by statute?* This was a rule set by the board and the board has the authority to waive the rule.
4. *How will the public health, safety and welfare be protected if the waiver request is granted?* Requiring someone to demonstrate their competence in their respective discipline is the means by which the board can assure the protection of public health, safety and welfare.

Denny Molden made a motion to allow Jeremy Selvage to provide additional evidence relative to his petition (Iowa Administrative Code 641 21 7)

Susan Salsman seconded the motion.

No further discussion was held

Vote: All ayes

Chad Hale 2011-18 641-28.1(5)c Mr. Hale submitted a letter at the September meeting. The board asked that he complete a waiver form and submit it.

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The board examined four factors set forth by rule. The burden of proof lies with the petitioner.

1. *Why would applying the rule result in an undue hardship on petitioner?* Mr. Hale has not demonstrated unique circumstances that would result in undue hardship. The petitioner has the means to obtain his license through examination.
2. *Would waiving the rule prejudice or harm the rights of any other person?* The petitioner has not demonstrated that waiving this rule would not harm the rights of any other person, as all licensees are subject to the same rules. .
3. *Whether or not this has been set by statute? This is a matter of law that the board does have authority over.*
4. *How will the public health, safety and welfare be protected if the waiver request is granted?* Requiring someone to *demonstrate their competence in their respective discipline* is the means by which the board can assure the protection of public health, safety and welfare.

Brita Van Horne made a motion to deny Mr. Hale's waiver request.

Ron Masters seconded the motion.

No further discussion was held

Vote: All ayes

Thomas Heefner 2011-19 641-30.6(2) This is a request for an extension of time to complete.CEU requirement.

Procedurally this is a unique request. Our rules provide a means by which the board can grant an extension or exemption of CEUs for individuals therefore it is not a waiver request in that he is seeking a waiver from rules rather than exercise their right under the rules by petitioning the board for an extension.

In this instance Mr. Heefner has come to the board after his license has expired. He is actually seeking a waiver for the 60 day rule. Even if the board would address the CEU requirement, there is the issue of the expired license.

No vote needed

Mark Stammer 2011-20 641-30.2a This petitioner does not have all of his CEUs. He is requesting a permissive exemption. The 60 day period following expiration is the end of October. There was a discussion of the process used to inform the licensee that he has 90 days from the date of the letter to complete his CEUs, to allow him to renew his license. Ken will investigate this further to assure all licensees are handled the same whether online or with a paper application.

Brita Van Horne made a motion to deny Mr. Stammer's waiver request.

Ken Sharp seconded the motion.

No further discussion was held

Vote: All ayes

Cindy will place a courtesy call to Mr. Stammer letting him know the board's decision. Matt or September will prepare a letter to send to Mr. Stammer.

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Robert Wilczewski 2011-21 641-28.1(5)c Mr. Wilczewski is requesting a waiver on the retesting and fee part of license renewal as he did not receive a renewal notification.

The board examined four factors set forth by rule. The burden of proof lies with the petitioner.

1. *Why would applying the rule result in an undue hardship on petitioner?* Mr. Wilczewski has not demonstrated unique circumstances that would result in undue hardship. The petitioner has the means to obtain his license through examination.
2. *Would waiving the rule prejudice or harm the rights of any other person?* The petitioner has not demonstrated that waiving this rule would not harm the rights of any other person, as all licensees are subject to the same rules.
3. *Whether or not this has been set by statute? This is a matter of law that the board does have authority over.*
4. *How will the public health, safety and welfare be protected if the waiver request is granted?* Requiring someone to *demonstrate their competence in their respective discipline* is the means by which the board can assure the protection of public health, safety and welfare.

Denny Molden made a motion to deny Mr. Wilczewski's waiver request.

Ken Sharp seconded the motion.

No further discussion was held

Vote: All ayes

Jason Franco 2011-22 641-28.1(5)c Mr. Franco's license expired on April 27, 2011, during the time the licensing software was down. He attempted again on May 1, 2011, licensing software was still down. There was a contact to our office that same day and a paper application was sent. The application was received July 7, 2011, with a postmark of July 5, 2011.

Mr. Franco's statements: When I made the phone call and asked about the website he told me the computer was down. I asked about the 30 day grace period and the late fee, he said that would be extended, but never said for how long. After hanging up the phone I thought I was covered. I thought I had all my bases covered. (at that time the paper application fee was being waived). I was on the computer to renew my license but was unable because the computer was down. I was being proactive, I had all my CEU hours completed, so if I was able to get online this wouldn't even be an issue. Received the paper application about a week later. Did not complete and send in right away because was not sure how much time he had. I thought my phone call was logged and noted. I filled out the application way before I mailed it. Didn't get around to mailing because I was really busy. There was a lot of preparing for flood in Sioux City so was working long hours.

Ken pointed out the similarity with the first waiver that was discussed (Mr. Selvage). There was notification on the software that the system was not available that an application could be downloaded or requested from the office. The office does not have documentation to support his alleged phone call to the office. Mr. Franco had 45 days to submit his application after receiving the paper application. If we start down the path of taking a licensee's word versus office documentation what challenges does that put us in the future when we have licensees saying it occurred when we do not have clear documentation that it did. There were several thousand licensees that did submit their renewal applications on time without issue.

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The board examined four factors set forth by rule. The burden of proof lies with the petitioner.

1. *Why would applying the rule result in an undue hardship on petitioner?* Those that answered yes provided that due to the computer being down and due to the flood preparation. Other licensees under the same circumstances from Sioux City to the Missouri boarder managed to get their license renewed and secondly Mr. Franco received application and completed but did not send in on time.
2. *Would waiving the rule prejudice or harm the rights of any other person?* Show of hands four agreed that we are not being consistent and adversely affecting other license: 6 voted in majority. Those voting for offered: there has not been anyone else that tried to renew their license when the system was down and come forward and secondly this is not like any other situation we have dealt with before.
3. *Whether or not this has been set by statute?* This is a matter of law that the board does have authority over.
4. *How will the public health, safety and welfare be protected if the waiver request is granted?* Requiring someone to demonstrate their competence in their respective discipline is the means by which the board can assure the protection of public health, safety and welfare.

Jim Cooper made a motion to grant this petition subject to late fee to renew the license without examination and with completed CEUs.

Jenny Pitts seconded.

Roll Call vote: Yes: Jenny Pitts, Denny Molden, Susan Salsman, Jim Cooper, Blas Hernandez and Chuck Thomas

No: Jane Hagedorn, Mick Gage, Brita Van Horne, Ron Masters and Ken Sharp

Motion carries

At 11:35 a.m. break

12:11 back to session

David Foertsch, Adam Foertsch and Anthony Woods submitted letters requesting an audience with the board. They presented their side of not renewing licenses in a timely manner and after having heard the other waivers agreed they should retest as their licenses lapsed.

They felt a second renewal notification would be helpful. The board has discussed that however with the number of licensees it would be most cumbersome. On the renewal application there is no mention of the 30-60 day period that an application can be submitted with a penalty. That information is on the renewal notification and on the website.

They do not have their licenses displayed in their shop. The expiration dates are the certificate and could be a reminder. They were offered the opportunity to file a waiver and responded that they were one day late and there is no way to get around it.

Duane Tjaden 2011-23 641-30.2(2)b Mr. Tjaden is requesting a waiver on requirement for continuing education.

The board examined four factors set forth by rule. The burden of proof lies with the petitioner.

1. *Why would applying the rule result in an undue hardship on petitioner?* Mr. Tjaden has not demonstrated unique circumstances that would result in undue hardship as there were ample opportunities to complete that requirement especially in the Iowa City area.

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2. *Would waiving the rule prejudice or harm the rights of any other person?* The petitioner has not demonstrated that waiving this rule would not harm the rights of any other person, as all licensees are subject to the same rules.
3. *Whether or not this has been set by statute?* This is a matter of law that the board does have authority over.
4. *How will the public health, safety and welfare be protected if the waiver request is granted?* Requiring someone to demonstrate their competence in their respective discipline is the means by which the board can assure the protection of public health, safety and welfare.

Ron Masters made a motion to deny Mr. Tjaden's waiver request.

Susan Salsman seconded the motion.

No further discussion was held

Vote: All ayes

Jason Bright 2011-24 641-28.1(5)c Mr. Bright's application expired on July 10, 2011 and was received August 22, 2011, informing him there is a \$60. charge for a lapsed license. This apprentice is asking for a waiver of the late fee.

The board examined four factors set forth by rule. The burden of proof lies with the petitioner.

1. *Why would applying the rule result in an undue hardship on petitioner?* Mr. Bright has not demonstrated unique circumstances that would result in undue hardship.
2. *Would waiving the rule prejudice or harm the rights of any other person?* The petitioner has not demonstrated that waiving this rule would not harm the rights of any other person, as all licensees are subject to the same rules.
3. *Whether or not this has been set by statute?* This is a matter of law that the board does have authority over.
4. *How will the public health, safety and welfare be protected if the waiver request is granted?* Requiring someone to demonstrate their competence in their respective discipline is the means by which the board can assure the protection of public health, safety and welfare.

Ken Sharp made a motion to deny Mr. Bright's waiver request.

Susan Salsman seconded the motion.

No further discussion was held

Vote: All ayes

Kirk Simmons 2011-26 641-28.1(5)c Mr. Simmons is asking the board to waive the late fee.

The board examined four factors set forth by rule. The burden of proof lies with the petitioner.

1. *Why would applying the rule result in an undue hardship on petitioner?* Mr. Simmons has not demonstrated unique circumstances that would result in undue hardship.
2. *Would waiving the rule prejudice or harm the rights of any other person?* The petitioner has not demonstrated that waiving this rule would not harm the rights of any other person, as all licensees are subject to the same rules.
3. *Whether or not this has been set by statute?* This is a matter of law that the board does have authority over.

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4. *How will the public health, safety and welfare be protected if the waiver request is granted?*
Requiring someone to demonstrate their competence in their respective discipline is the means by which the board can assure the protection of public health, safety and welfare.

Ken Sharp made a motion to deny Mr. Simmon's waiver request.

Ron Masters seconded the motion.

No further discussion was held

Vote: All ayes

Matt Schoebelen 2011-26 641-28.1(5)c Mr. Schoebelen is requesting the requirement of taking the exam be waived.

The board examined four factors set forth by rule. The burden of proof lies with the petitioner.

1. *Why would applying the rule result in an undue hardship on petitioner?* Mr. Schoebelen has not demonstrated unique circumstances that would result in undue hardship.
2. *Would waiving the rule prejudice or harm the rights of any other person?* The petitioner has not demonstrated that waiving this rule would not harm the rights of any other person, as all licensees are subject to the same rules.
3. *Whether or not this has been set by statute?* This is a matter of law that the board does have authority over.
4. *How will the public health, safety and welfare be protected if the waiver request is granted?*
Requiring someone to demonstrate their competence in their respective discipline is the means by which the board can assure the protection of public health, safety and welfare.

Ron Masters made a motion to deny Mr. Schoebelen's waiver request.

Jim Cooper seconded the motion.

No further discussion was held

Vote: All ayes

Kerry Hombs 2011-26 641-28.1(5)c Cindy received additional information in the form of a picture of his home that was passed around for members to view. Mr. Hombs is requesting a waiver of the 60 day penalty.

The board examined four factors set forth by rule. The burden of proof lies with the petitioner.

1. *Why would applying the rule result in an undue hardship on petitioner?* Mr. Hombs has not demonstrated unique circumstances that would result in undue hardship.
Vote: Yes vote – 4 No vote-7 The difference between the previous waiver request (Mr. Franco) and this one – there is no evidence that he made any attempt to renew his license prior to 60 days beyond the expiration.
2. *Would waiving the rule prejudice or harm the rights of any other person?* The petitioner has not demonstrated that waiving this rule would not harm the rights of any other person, as all licensees are subject to the same rules.
3. *Whether or not this has been set by statute?* This is a matter of law that the board does have authority over.
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Mick Gage made a motion to deny this petition of waiver.

Jim Cooper seconded

Vote: Not in agreement: Denny Molden, Jim Cooper, Blas Hernandez and Chuck Thomas

In agreement: Jenny Pitts, Brita Van Horne, Ron Masters, Susan Salsman, Mick Gage,
Ken Sharp and Jane Hagedorn

Motion carries

Colby Kieffer 2011-28 641-29.6 Mr. Kieffer is requesting the requirement of taking the exam be waived. Mr. Kieffer is requesting to be grandfathered into a hydronics license.

Ken Sharp made a motion to deny this waiver as it is a statute and the board does not have the authority.

Brita Van Horne seconded

No further discussion was held

Vote: All ayes

Charles Harris 2011-29 641-28.1(5)c Mr. Harris is requesting the requirement of taking the exam be waived.

Chuck Thomas recued himself as he knows this person personally.

The board examined four factors set forth by rule. The burden of proof lies with the petitioner.

1. *Why would applying the rule result in an undue hardship on petitioner?* Mr. Harris has not demonstrated unique circumstances that would result in undue hardship.
2. *Would waiving the rule prejudice or harm the rights of any other person?* The petitioner has not demonstrated that waiving this rule would not harm the rights of any other person, as all licensees are subject to the same rules.
3. *Whether or not this has been set by statute?* This is a matter of law that the board does have authority over.
4. *How will the public health, safety and welfare be protected if the waiver request is granted?* Requiring someone to demonstrate their competence in their respective discipline is the means by which the board can assure the protection of public health, safety and welfare.

Brita Van Horne made a motion to deny this waiver.

Ron Masters seconded

No further discussion was held

Vote: All ayes

Michael Burkhead 2011-30 641-28.1(5)c Mr. Burkhead is requesting the requirement of taking the exam be waived.

The board examined four factors set forth by rule. The burden of proof lies with the petitioner.

1. *Why would applying the rule result in an undue hardship on petitioner?* Mr. Burkhead has not demonstrated unique circumstances that would result in undue hardship.
2. *Would waiving the rule prejudice or harm the rights of any other person?* The petitioner has not demonstrated that waiving this rule would not harm the rights of any other person, as all licensees are subject to the same rules.
3. *Whether or not this has been set by statute?* This is a matter of law that the board does have authority over.

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- 4 *How will the public health, safety and welfare be protected if the waiver request is granted?* Requiring someone to demonstrate their competence in their respective discipline is the means by which the board can assure the protection of public health, safety and welfare.

Brita Van Horne made a motion to deny
Blas Hernandez seconded
No further discussion was held
Vote: All ayes

Waiver Process Discussion: Suggestion was made that a similar process to the Discipline Committee' review of cases be set up for review of waivers by a committee. The Administrative Rules Committee appears to be the appropriate committee to process these and bring to the board a synopsis and recommendation. The Administrative Rules Committee would be required to meet on a regular basis and timely enough before the board meetings to allow information to be shared. The Board members agreed with this suggestion.

Committee Reports and Recommendations for Actions:

Application & Fees Committee

Jane Hagedorn, committee chair

This committee met yesterday and reviewed draft of instructions and application for specialty licenses. This information is being moved along so it would not need to wait another month to be before the board.

The word "certificates" was added to the title and the language as Med Gas is a certificate in that same category. Under Hearth specialty the phrase "other trainers and providers" were removed as there is no equivalency. These documents will become finalized.

CEU Committee

Jane Hagedorn, committee chair

This committee met yesterday and we continue to review applications for instructions and courses.

Total applications received	1,543
Instructor applications approved	440
Course applications approved	904
E courses approved	46
Applications waiting for approval	24
Applications that have been returned due to inadequate information and have received no response within 30 days	129

Chapter 29 Committee

Ron Masters, committee chair

This committee met yesterday and discussed Black Hills Energy's request to be considered as equivalency for specialty license. Evan will attend our next meeting to answer outstanding questions. Those questions will be provided in advance.

Discipline Committee

Jane Hagedorn, committee chair

This committee continues to meet on a regular basis and cases will be discussed later in this session,

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Testing & Examination Committee

Chuck Thomas, committee chair

This committee has not met as we are waiting for a response of information from Prometric. Cindy will follow up and contact Prometric.

English as second language: Ken Sharp interjected that recently information from the Attorney General's Office on the issue of English as a second language has been received, providing some guidance for some examining boards to not provide any translation capabilities around exams. This committee should continue to discuss options available, however based upon this newest guidance a meeting with Ken, Matt and Heather Adams will be held to discuss what implications that has for all the boards in the department including this one. In the event those services would need to be provided this committee is encouraged to continue those discussions with Prometric.

Committee Meeting Schedule:

Administrative Rules Committee would like to meet on November 2, 2011 4-6 p.m. and following the board meeting on November 15, 2011. Brita commented she would call in for the Nov. 2nd meeting.

Apps and Fees Committee does not need to meet.

Code Committee does not need to meet. The Solar Code will be good reference material but will not be adopted.

Continuing Education Committee will meet on November 14, 2011, 2-3 p.m.

Chairs Committee will meet November 14, 2011 3-4 p.m.

Chapter 29 Committee will meet November 14, 2011 11-12 p.m.

Discipline Committee will meet November 14, 2011 12-2 p.m.

Testing and Exams will meet November 14, 2011 10-11 a.m.

Med Gas and Reciprocity Committees do not need to meet

Other Business

Public Safety Department 661 – Notice of Intended Action to Amend Chapter 500 & 502 This item is a FYI to inform board members that Department of Public Safety has taken action to implement the changes for statute that exempt the electrical licensing requirements for those particular trades that hold licenses.

IDPH Travel (In-State and Out-of-State Policy) This is an FYI to board members as there is a new policy. Question was asked where this came from. The Department of Administrative Services sets the policy for the entire state. The definition of a taxable meal is no longer reimbursable if there is no overnight stay. All boards are treated the same. State employees follow the same policy, if there is no overnight stay.

Ken provided an update to the question of out of state travel for conferences. There are provisions in the statutory language that the board members can attend conferences on behalf of the board with the board paying for those expenses. If there is a particular conference a board member is interested in attending that conference should be brought before this board for discussion, identify the appropriate person and then that person can get together with us and a travel request will be provided. Department directors are the ones making the review and approval or denial of out of state travel. Board members can travel on behalf of the board and expenses will be paid.

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Hydronics Issue Update

Ken reported that in August the Hydronics definition was discussed. On August 16th the Administrative Rules Review Committee seemed satisfied with the direction to stay enforcement around the new definition of hydronics. The first meeting of the Hydronics Work Group was held on October 5th in Altoona. The discussion focused around airing out concerns, perceptions and challenges around the hydronics definition change. It depends on where you sit in the state as to how this change is perceived. In metro areas of the state that have had licensing for a period of time, they view this as simply an alignment of how there were practices in those jurisdictions and didn't see it as an expansion of licensing. In rural Iowa, not having seen licensing before the perception is as a broaden of the licensing especially for rural companies such as chemical companies, agri business, agri processors, ethanol plants and the like, that have systems for processing and do not have a comfort heating and cooling component to the hydronics system. We were able to make some ground in regards to the complexity of the issue. We were not making any attempt to come up with a compromise or a resolution. We do plan to meet again in November with this same group of individuals to look at potential solutions. My prediction is that we will not come to a reasonable resolution that everyone would agree upon so we will be back to the legislature for guidance and direction. My understanding is that Representative Pettengill or her staff member will try to attend the meeting in November. I will try to have a similar document at the November Board Meeting.

Public Comment

Board reviewed an email from Randal Krager which states: "I would like to have an issue placed on the IPMS Board agenda for discussion. Re: lost license applications, missing apprentice licenses, inefficient and ineffective service regarding licensing and testing applications."

Unlicensed Complaint Discussion

September distributed copies of three recommendation from the Discipline Committee after review last month.

The first one was for Dan Kunkel three separate complaints were received so there are three separate numbers: PM201000021, PM201000033 and PM201100031. Mr. Kunkel was practicing without a license. September asked the members to review the charging section.

Mick Gage made a motion to accept the draft of charges with corrections.

Chuck Thomas seconded

Vote: All ayes

Motion carried

Closed Session Discipline Review

Brita Van Horn made a motion that 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.

Susan Salsman seconded

Motion carried

Returned to Open Session at 3:09 p.m

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PM20100007

Chuck Thomas made a motion to close this case
Ron Masters seconded
Motion carried

PM20100009 Chuck Thomas made a motion to move forward with notice of intent to rescind Plumbing license.

Brita Van Horne seconded
Motion carried

PM 20100010

Chuck Thomas made a motion to move forward with notice of intent to rescind HVAC license.

Brita Van Horne seconded
Motion carried

PM 20110051

Chuck Thomas made a motion to close this case.
Brita Van Horne seconded
Motion carried

December, 2011 Board Meeting

The Board agreed there will not be a December meeting.

Adjournment 3:22 p.m.

Next meeting is scheduled for November 15, 2011 at Iowa Department of Public Safety
(Conference Room 125), 215 East 7th Street, Des Moines, IA 50319