

## Plumbing and Mechanical Systems Examining Board

September 16, 2008  
Meeting Minutes

The Plumbing and Mechanical Systems Examining Board met at the Iowa Department of Public Safety Building.

**Call to Order:** Meeting called to order at 9:01am

**Roll Call:** 10:05

**Board Members Present:**

Ronald Masters, Chairperson  
Jane Hagedorn, Vice Chairperson  
Charles Thomas, Secretary  
Patricia Broerman  
Dennis Molden  
Susan Salsman  
Mickey Gage  
Thomas Day  
Ken Sharp  
Carol Crane

**Board Members Absent:**

Stuart Crine

**Staff Attending:**

Cindy Houlson, Executive Officer  
Heather Adams, Assistant Attorney General  
Susan VanHorn, Program Planner  
Talisa Miller, Administrative Assistant

**Approval of Minutes**

The meeting minutes from the August meeting were approved.

**Motion:** Dennis Molden to approve minutes from the August meeting.

**Seconded:** Thomas Day

**Discussion:** no further discussion was held

**Vote:** All ayes

**Motion:** Carried

Representative Tom Schueller

Representative Schueller expressed his concern about people in the eastern part of the state not receiving updates on licensing information. Ken Sharp asked Mr. Schueller if

he had any recommendations on how to reach that portion the state. Ken explained that the department has not done any mass mailings due to constant changes being made as the rules are being developed. Mr. Schueller referred the board to Contractor's Registration website. The website would be one way to ensure that people are getting updated.

Mr. Schueller also asked the board to consider creating special licenses for individuals that do bath and kitchen remodeling work.

Scott Newhard, Vice President of the Associated General Contractors of Iowa



Newhard  
Comments.rtf

**Additional Comments:**

- Discussion on construction definitions, types of work performed by general contractors, what codes cover the work by the pipe layers/sewer and water installers, and who inspects the projects.
- Discussion on restricted licenses/specialty licenses - Heather Adams advised currently the statute does not allow restricted/specialty licenses.

Committee Reports and Recommendations for actions:

All Committee Chairpersons provided a brief report on the progress of their committee.

**Administrative Rules Committee**

- Discussed the Grandfathering provisions.
- Worked on denial, suspension, revocation, notice of hearing procedures, and non-refund fees.

**Application & Fee Committee**

- The group is continuing to refine the applications. They removed the Specialty License clause from the applications (per recommendation of Heather Adams).
- They had Heather Adams review a perjury statement and provide guidance on High School/GED requirements.
- Reviewed Chapter 28 and drafted license fees.

**Testing/Credential Committee**

- Submitted the RFI.

**Reciprocity Committee**

- They are still receiving information from other states regarding reciprocity.
- Continuing to work on verbage for reciprocity rules.

Susan Van Horn, Iowa Dept. of Public Health

Susan Van Horn has been working with a representative from Iowa Interactive (Rick Roznos) to incorporate information from all the committees into the application process.

Other Business

At the last meeting the board discussed developing a policy for attending speaking engagements. Ken recommended that all requests be funneled through Cindy and also felt a "Key Talking Points" sheet should be developed for board members to use when speaking at engagements. This would ensure members are presenting a uniform message to the public. Ken also mentioned that the board should be aware of costs associated with speaking engagements. Supporting the costs could impact the budget if members are being sent to various engagements on a regular basis.

Ken informed the board that Heather is not able to support the board and the Attorney General's office is in the process of hiring a part-time legal attorney to assist the board. Ken will have more information by the next meeting.

Cindy notified the board that the department is in the process of hiring a full-time secretary to support the Plumber's licensing program and board. There will also be an 800 number setup for the secretary to handle incoming calls.

Public comments

Don Hansen, City of Des Moines

- City of Des Moines licenses will soon expire. Don asked the board for recommendations and was told that his department could extend licenses or issue a 6-month license.

Bill Schweitzer, IAPMO

- Offered to lease UPC books to board members for \$1.00 and expressed concern about who will be eligible to present CEUs.

Mike Minnick, City of Des Moines

- Questions regarding Chapter 29

Public comments via email (see below)



public comment 9  
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Motion to adjourn the meeting by Mick Gage, Seconded by Jane Hagedorn. The meeting adjourned at approximately 10:32am.

Respectfully submitted,

Talisa Miller  
Administrative Assistant