

DRAFT

ARIZONA BOARD OF MANUFACTURED HOUSING

ABBREVIATED MINUTES

July 17, 2013 BOARD MEETING

CALL TO ORDER

Chairman Sam Baird called the meeting to order at 1:00 pm.

ROLL CALL

Board Members present: Chairman Samuel Baird, Paul DeSanctis, Terry Gleeson, Neil Haney, Joe Hart, and Everette Hoyle.

Board Members absent: Arthur Chick, John Dingeman and Zeek Ojeh.

Department of Fire, Building and Life Safety Staff: Director Gene Palma; Deputy Director Debra Blake; Assistant Attorney General, Mary Williams; Board Secretary Ayde Marquez; and Installation Manager, James Lang.

Public/Industry Members present: Ken Anderson, President Arizona Housing Association; Tom Frederick, Jerry Bryant.

APPROVAL OF MAY 1, 2013 BOARD MINUTES

Chairman Baird entertained a motion to accept the prior Board Meeting Minutes; Gleeson made motion to accept; motion seconded by DeSanctis; and Board voted unanimously to accept.

DEPARTMENTAL INFORMATION

Staff Changes: Deputy Director Blake ("Blake") informed the Board members of recent staff changes as follows:

- Jim Lang, former Phoenix Installation Inspector, was promoted to fill the vacant Phoenix Installation Manager position, effective July 8, 2013.
- At this time, the Department has vacant position open to fill - Phoenix Installation Inspector position.

Procedural Changes

- The Department terminated the Intergovernment Agreement with the City of Casa Grande, effective July 31, 2013. The Department staff will assume the responsibility for permitting and inspections.
- The Department modified the requirement for the Installation Certificates for commercial FBB's as follows:
 - An Installation Certificate will not be required to be affixed by the Contractor and/or Subcontractor on temporary leased buildings installed for less than 6 months.
 - An Installation Certificate must be affixed to all permanent buildings installed for 6 months or more by each Contractor and/or Subcontractor to ensure the total scope of work performed is done by individuals properly licensed to do so.

Training Requirements

Blake suggested to Board Members that there is a need to extend the training requirements for dealers and salespersons licensed by the Department as a condition of licensure in the future. With all of the on-going changes in the laws and the Department requirements it is beneficial for all licensees to receive proper training. Board Members discussed the beneficial aspects of providing training and have asked Blake and Williams to investigate what the proper procedure is to make training a pre-requisite to renew dealer and salesperson license.

Expedited Plan Review

On July 1, 2013 the new Expedited Plan Review was implemented. Under this new plans review process, the Department has committed to a seven (7) business day return upon receipt of complete and accurate submittal documents. Blake presented the Plan Review Statistics; based on information captured the majority of plan submittals are full of errors, omitted information and deviations to codes. The Department has taken initiative in creating a process to hopefully reduce the amount of plans submitted with errors. A checklist has been created for each type of expedited plan submittal; the checklist is a quality control check for the Engineer. The checklist must be sealed by the Engineer and included with the expedited plan submittal.

Board Member Joe Hart presented information to Board Members on the Self-Certification Program for plan review currently in place with the City of Phoenix for providing faster plans review service. The City of Surprise also recently implemented a similar program. The Board discussed the topic of verifying the license with the Board of Technical Registration and whether or not errors and omissions insurance is required by the regulator. Also discussed was should the manufacturer and installer also be required to carry the same type of insurance to protect the public. The Board agreed to agendize the topic for a future meeting and possible Board action.

DFBLS Action Item: Research errors and omission insurance requirement with Board of Technical Registration. Provide Board members with Department's current processes for plan review and permitting at its next meeting.

FINANCIAL REPORT

Blake presented the March, April and May 2013 financial reports. As requested in the previous Board Meeting, Blake introduced the updated Educational Grants section on the monthly financial report to clearly reflect the actual total amount of monies available for Educational Grants based on the current available balance of the Recovery Fund.

FEE STRUCTURE

Blake presented the new Fee Schedule for 2014 fiscal year. Board Members discussed the possibility of changing the fee for commercial FBB's from linear foot to square footage. Board Members did not take any action on this topic but would like to further discuss this topic in a future meeting and in preparation for fee schedule planning for the next fiscal year.

RECOVERY FUND

Blake provided an update on the Recovery Fund balance of \$143,000 as of April 1, 2013, a claim in the amount of \$15,000 was recently paid out bringing the current balance to \$128,000.

DFBLS Action Item: Provide via email to Board Members who the responsible licensee is for the \$15,000 claim that was recently paid out.

CALL TO PUBLIC

Ken Anderson, President of Arizona Housing Association, announced the industry's participation at the upcoming Maricopa County Home and Garden Show the weekend following the Board meeting.

NEXT BOARD MEETING DATE

Wednesday, October 16, 2013

ADJOURNMENT

The meeting was adjourned at 2:12 p.m.