



STATE OF WASHINGTON
DEPARTMENT OF LICENSING
PO Box 9020 Olympia, Washington 98507-9020
**HOME INSPECTOR ADVISORY LICENSING BOARD
REGULAR MEETING MINUTES**

June 2, 2016
Embassy Suites Seattle North Lynnwood
St. Helens Room
20610 44th Ave W
Lynnwood, WA 98036

Attendance

Board Members: Paul Duffau, Chair; Charles Buell, Member; Darrell Marsolais, Member; Rob Jones, Member; Hugh Kelso, Member; Pat Knight, Member.

Staff: Terry Rodgers, Assistant Administrator, Real Estate Programs; Bill Dutra, Investigation & Audit Programs Manager, Real Estate Programs; Colin Pippin-Timco, Education Manager, Real Estate Programs.

Call to order

Chair Duffau called the meeting to order at 8:59 a.m.

Approval of agenda

Mr. Knight moved to approve the agenda. Mr. Jones seconded. The motion passed unanimously.

Approval of April 20, 2016 meeting minutes

Minutes for the April 20, 2016 meeting were reviewed. Mr. Buell moved to approve the minutes. Mr. Marsolais seconded. The motion passed unanimously.

Public comment

Seeing no public comment, the board continued through the agenda. Chair Duffau noted that there would be an opportunity at the end of the meeting for public comment.

Report from Rules and Standards Subcommittee meeting

Update on Examination Application Form

Staff presented an updated version of the Examination Application Form. Mr. Buell moved to approve of the updated version of the Examination Application Form with the following additional updates:

- The addition of a column on the field training grid for Supervising Inspector initials

- The addition of a column on the field training grid for Supervising Inspector license number
- The addition of language regarding the requirement that the applicant complete written reports for each inspection, WAC 308-408-010(6).
- The removal of language indicating supervising inspector qualifications, i.e. completed 250 inspections and two-years of experience.

Mr. Knight seconded. The motion passed unanimously.

Update on housekeeping for current rules

The Board reviewed proposed rules recently that were withdrawn on May 3, 2016. The Board took the following actions based on this review:

- Mr. Knight moved to request an Assistant Attorney General opinion regarding defining “active” in a professional association for purposes of board makeup (WAC 308-408-010(1)) originally submitted as WSR 16-01-184. Mr. Buell seconded. The motion passed unanimously.
- Mr. Marsolais moved to initiate a rule making process for updates to WAC 308-408-010(7) originally submitted as WSR 16-01-184. Mr. Jones seconded. The motion passed unanimously.
- Mr. Jones moved to initiate a rule making process for updates to WAC 308-408A originally submitted as WSR 16-01-184. Mr. Marsolais seconded. The motion passed unanimously.
- Mr. Kelso moved to initiate a rule making process for updates to WAC 308-408B-010, 040, and 130 originally submitted as WSR 16-04-184. Mr. Marsolais seconded. The motion passed unanimously.
- Mr. Buell moved initiate a rule making process to have the following language (underlined) added to WAC 304-408C-070: “An inspection of the structure will include the visible foundation; floor framing; roof framing and decking; other support and substructure/superstructure components; stairs; ventilation (when applicable); and exposed concrete slabs in attached garages, and habitable areas.” Mr. Jones seconded. The motion passed unanimously.
- Mr. Knight moved to forward WAC 308-408C-120, 130, 140, 150, 180, and 190 to the Changing Business Practices Subcommittee for review and recommendation of any changes. Mr. Jones seconded. The motion passed unanimously.
- Mr. Buell moved to initiate a rule making process for updates to WAC 308-408C-170 originally submitted as WSR 16-04-184. Mr. Knight seconded. The motion passed unanimously.

Report from Education Subcommittee meeting

Update on curriculum review

Mr. Pippin-Timco presented a memo detailing the scope of work of the contractor staff had selected to facilitate the Fundamentals of Home Inspection (Fundamentals) Curriculum review.

Update on rules relating to education providers and instructors

Staff presented draft rules relating to the authorization of education providers for board review. Mr. Marsolais moved to make the following changes to the draft rules before initiating a rule making process:

- Define credits consistently as “clock hours” throughout the rules
- Eliminate fifteen (15) minute per clock restriction for guest lecturers
- Create a definition for “symposium”

Mr. Jones seconded. The motion passed unanimously.

Report from Changing Business Practices Subcommittee meeting

Update on emerging industry trends to include in curriculum review

Staff noted that the Changing Business Practices Subcommittee would be a crucial resource during the Fundamentals Curriculum review.

Rules Changes

Members of the Changing Business Practices Subcommittee noted that the words and terms “Comment,” “Describe,” “Record,” and “Report” each had the exact same definition (WAC 308-408-010(2), (3), (12), and (13), respectively). The Changing Business Practices Subcommittee recommended that the Rules Committee address this redundancy.

Update on new Board member appointment

Staff reported that the Director of the Department of Licensing had appointed the following individuals to serve as member of the Board:

- Name: Donald Hester
Term: June 1, 2016-June 1, 2019
Location: Wenatchee
- Kevin Ratliff
Term; July 15, 2016-July 15, 2019
Location: Vancouver

Mr. Buell moved to appoint Mr. Hester as a member of the Changing Business Practices Subcommittee. Mr. Knight seconded. The motion passed unanimously.

Update on 2014 stats

Staff presented Home Inspector licensing and regulatory stats from 2014 and 2015.

Mr. Rodgers presented the Home Inspector Program budget history from the last two (2) and current biennium (2011-13, 2013-15, and 2015-17, respectively). Update on outreach

Mr. Pippin-Timco noted that the Home Inspector Program had sent a mass email to all licensed home inspectors with an email address on file encouraging that they sign up for the Program's listserv.

Other business

Mr. Buell nominated Mr. Marsolais to succeed Mr. Duffau as Chair, as Mr. Duffau's final term expires on July 14, 2016. Mr. Jones seconded the nomination. The vote was unanimous: Mr. Marsolais will succeed Mr. Duffau as chair.

Staff presented a recommendation that the Board review and update their bylaws and create an Executive Committee.

Board members asked that staff research the possibility of video-conferencing for subcommittee meetings.

Public Comment

Howard Maxfield, Plus One Inspection Services, requested that the Board make more frequent reminders about upcoming meetings.

Mike O'Handley, Your Inspector, encouraged the board to consider inspector liability when reviewing and updating rules.

Action Items

- Staff to make recommended changes to Examination Application Form and post to website
- Staff to request an Assistant Attorney General opinion regarding defining "active" in a professional association for purposes of board makeup (WAC 308-408-010(1))
- Staff to initiate recommended rule making processes
- Changing Business Practices Subcommittee to review WAC 308-408C-120, 130, 140, 150, 180, and 190 and recommend changes.
- Changing Business Practices Subcommittee to draft definition for "Open flame"
- Staff to make recommended changes and updates to draft rules relating to education providers and instructors
- Rules and Standards Subcommittee to address this redundancy of the definitions of the words and terms "Comment," "Describe," "Record," and "Report" (WAC 308-408-010(2), (3), (12), and (13), respectively)
- Staff to research and recommend possible changes to forms
- Staff to review and develop recommendations for updates to Board bylaws and create, to include the creation of an Executive Committee.
- Staff to research possibility of video-conferencing for subcommittee meetings.

Adjourn

Mr. Knight moved to adjourn the meeting at 12:04 p.m. Mr. Jones seconded. The motion passed unanimously.

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