

WASHINGTON STATE DEPARTMENT OF LICENSING

Washington Home Inspector Board

*Meeting Packet
October 7, 2020
Telephonic*



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STATE OF WASHINGTON
DEPARTMENT OF LICENSING
PO Box 9021, Olympia, Washington 98507-9021

**HOME INSPECTOR ADVISORY LICENSING BOARD
REGULAR MEETING AGENDA**

DATE: October 7, 2020
TIME: 2:00 PM until completion of business
PLACE: Teleconference
CALL IN NUMBER: (360) 407-3780
GUEST PIN CODE: 617265#
CONTACT PERSON: Debra Allen-Bâ, Program Manager
(360) 664-6487 or Dallenba@dol.wa.gov

ORDER OF AGENDA: OPEN SESSION(S)

1. Call To Order – Kevin Ratliff, Chair/Board Member
 - a. Introduction
 - b. Roll Call
 - c. Approval of Agenda
 - d. Approval of Minutes – December 5, 2019 Regular Board Meeting
2. Home Inspector Fee increase updates
3. SOP Update
4. Board Member Update
5. System Update
6. Other Business
7. Public Comment
8. Action Items
9. Adjourn

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STATE OF WASHINGTON
DEPARTMENT OF LICENSING
PO Box 9021, Olympia, Washington 98507-9021

**Home Inspector Advisory Licensing Board
Regular Meeting Minutes**

Date: December 5, 2019
Address: Hilton Vancouver Washington
Discovery A
301 W. 6th Street
Vancouver, WA 98660
(360) 993-4500

Attendance:

Board Members: Darrell Marsolais, Greg Madsen, Kevin Ratliff, Kristine Messick, Jonathan Ashlock, Jordan Howard, Don Hester
Members Absent: N/A

Staff: Debra Allen-Bâ, Program Manager; Lona Price, Professional License Manager; Lynn Briscoe, Real Estate Assistant Administrator; Bruce Slocum, Investigator.

Call to Order:

Chair, Mr. Marsolais called the meeting to order at 10:09 am.

Approval of Agenda:

Mr. Ratliff moved to approve the agenda, Mr. Howard seconded. The motion passed unanimously.

Approval of September 5, 2019 meeting minutes:

Minutes for the September 5, 2018 meeting were reviewed. Mr. Ratliff moved to approve the minutes, Mr. Howard seconded. The motion passed unanimously.

Service award for Darrell Marsolais

Ms. Allen-Ba presented a service award to Darrell Marsolais, for recognition of service to the Home Inspector Advisory board.

Public Comment:

Mr. Mackintosh voiced concern with who was on the SOP task force, and how they were chosen. Mr. Marsolais stated that Ms. Briscoe was in charge of building the SOP task force, and asked if she could provide some information about the process for selecting the task force. Ms. Briscoe stated the task force members were chosen from many areas of the Home Inspector profession. The task force members were also chosen from speakers at trade association meetings and by referral from members of the board. She also explained that Mr. Slocum is a staff member of the Real Estate Investigations unit, and is one of the investigators that primarily investigates home inspector complaints and would be uniquely qualified to assist from a compliance perspective. Ms. Briscoe discussed that the task force was delayed for a time due to the lack of staff.

SOP Task Force Update:

Ms. Allen-Ba update the board on the SOP task force, and shared that the task force was presenting the changes to the SOPs after the board meeting on December 5th to the Changing Business Practice subcommittee. Ms. Allen-Ba stated that the SOP were not in a final draft form at this time, and would have many opportunities for public comment prior to rule making.

System Changes:

Ms. Allen-Ba discussed the status of the licensing modernization system changes, and where the department is currently at in the process. Ms. Allen-Ba presented a handout with information on the system changes. She explained that the Home Inspector program will be able to do several things online that they cannot do currently. Each licensee will have the ability to make changes to their individual accounts, addresses, email, etc. Ms. Allen-Ba explained that staff will not be as available for the next several months, due to working with the vendor and testing the new system. Staff will make sure the program will be supported at all times, additional staff have been hired to support the program.

Mr. Marsolais questioned if the Home Inspector Course catalog would be up dated, Ms. Allen-Ba assured the Board that the catalog will continue to be kept updated.

Updates:

Ms. Price provided licensing statistics for September 2019 through the end of November 2019 for first licenses, renewals, exam applications, active licensees, and complaints received. Ms. Price also gave a detailed breakdown of the complaint intake; closed in-program, and how many went to investigations. As of December 2, 2019 the program had 1288 active licensees.

Other Business:

Mr. Marsolais requested information on unlicensed assistants (helpers) Mr. Madsen requests clarification on (helpers). Mr. Ratliff requested the program to define what supervision means. AG opinion was requested for definition on helper/supervision is.

Mr. Hester stated that inspectors are trained with minimum requirements to become a licensed home inspector in the State of Washington.

Public Comment:

N/A

Action Items:

- Define what an unlicensed assistant/ helper can do, AG opinion.

Adjournment:

Mr. Raliff moved to adjourn the meeting at 10:59 am, Mr. Ashlock seconded. The motion passed unanimously.

Dear Valued Partner,

The Department of Licensing (DOL) is proposing to increase home inspection fees, to take effect in November 2020. The DOL takes fee changes seriously. In accordance with [RCW 43.24.086](#), we are required to set home inspection fees “at a sufficient level to defray the costs of administering that program.”

These fees have not been changed since 2009 and are insufficient to sustain the home inspection program. The DOL has determined that a 25% increase in fees is necessary to continue to provide the information technology systems, staffing levels, and other critical services needed to support licensees and maintain public safety. Below is a table that outlines the complete list of proposed fee increases for the home inspection program.

Program Name	Initial Fees	Proposed Initial Fee	Renewal Fees	Proposed Renewal Fee
Home Inspector Original License	\$680.00	\$850	\$375.00	\$469
Application/Examination	\$300.00	\$375	N/A	N/A
Reexamination (Full)	\$300.00	\$375	N/A	N/A
Exam (State portion)	\$125.00	\$156	N/A	N/A
Exam (National portion)	\$250.00	\$313	N/A	N/A
Late Renewal with Penalty	N/A	N/A	\$435.00	\$544
Reinstatement Penalty fine	N/A	N/A	\$150	\$188
Home Inspector Course Review	\$75.00	\$94	N/A	N/A

We understand the challenges that our licensees are experiencing during the COVID-19 pandemic. We are committed to doing all that we can to support our licensees and the public during these difficult times. The DOL intends to file our proposal with the Office of the Code Reviser on August 19, 2020.

If you have questions or would like to share any concerns with us, please email Ellis Starrett, DOL's primary point of contact for this rulemaking, at estarrett@dol.wa.gov.

Sincerely,

[Insert Signature]

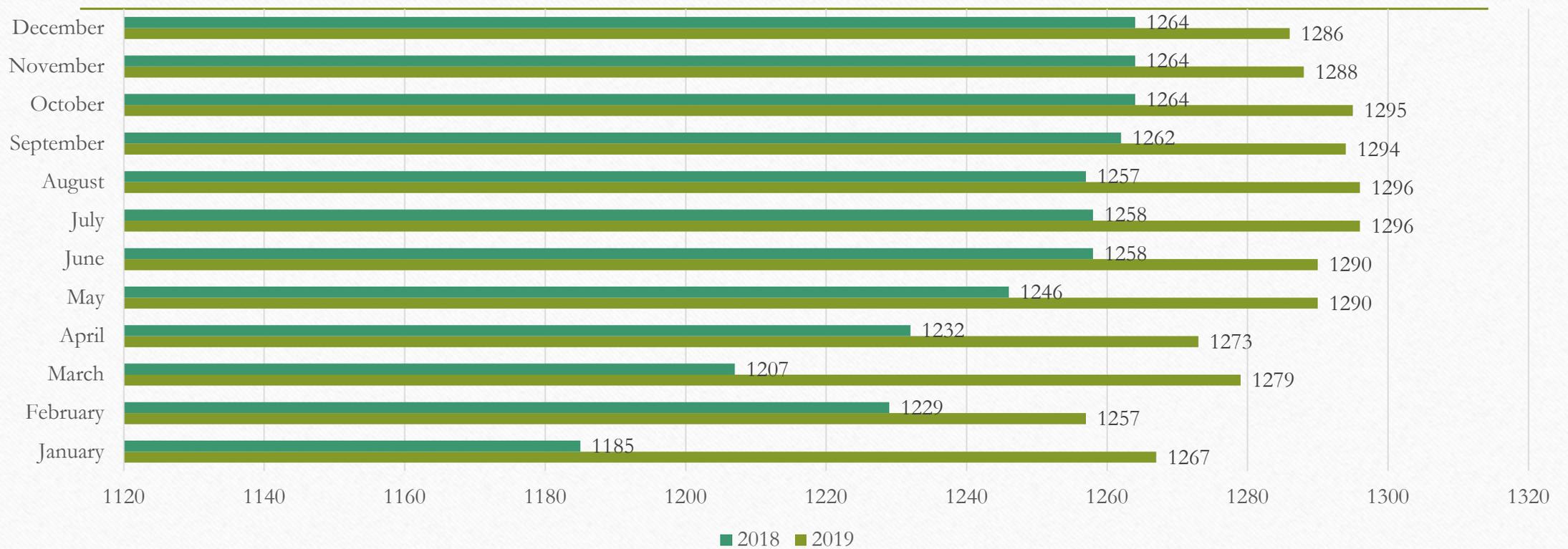
Home Inspector Program

Home Inspector Statistics

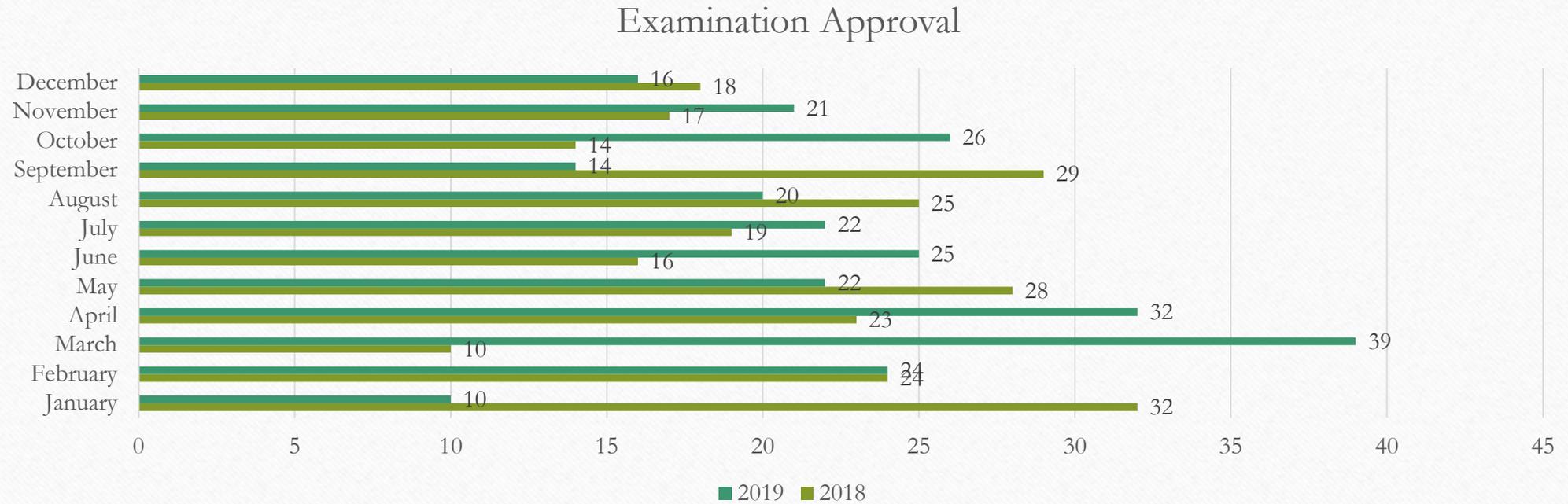
2018 – 2019

2018 ~ 2019 Active Home Inspectors

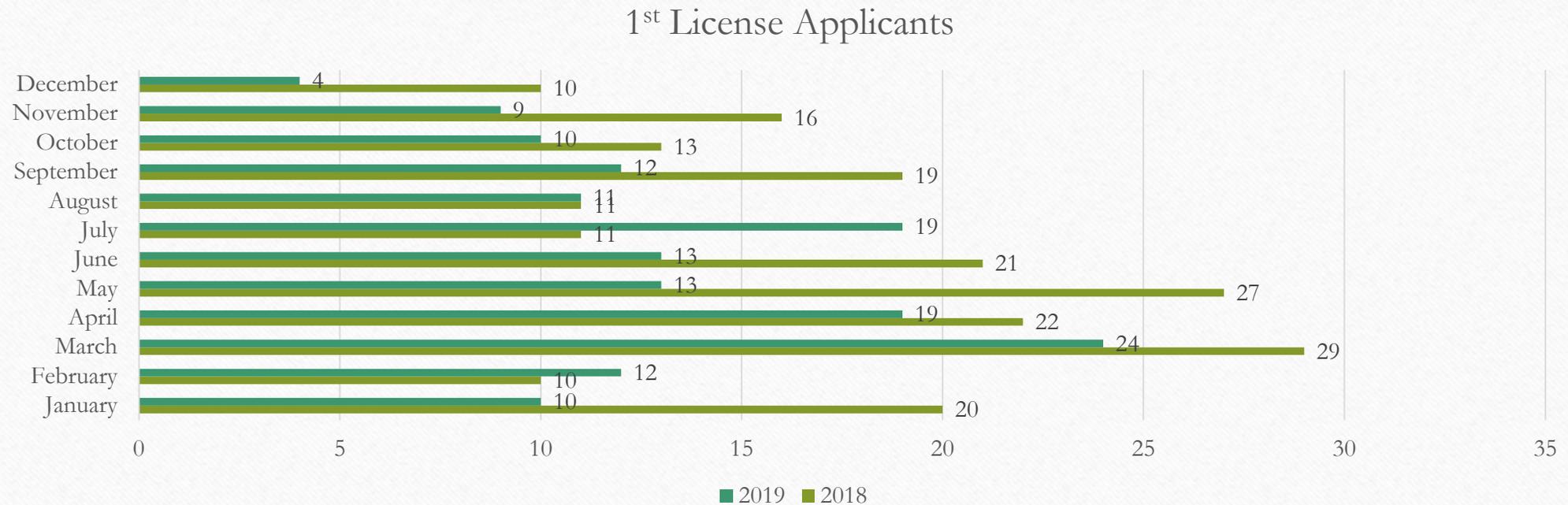
Active



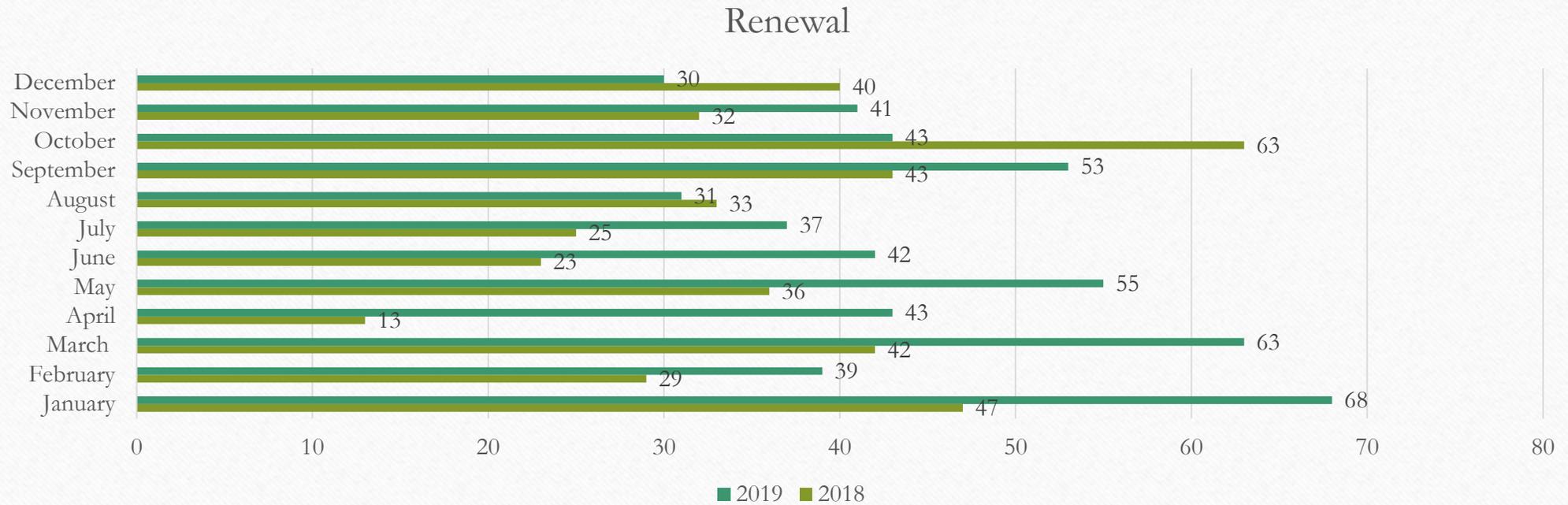
2018 ~ 2019 Examination Applicant Approval



2018 ~ 2019 First License Applicants



2018 ~ 2019 Renewal

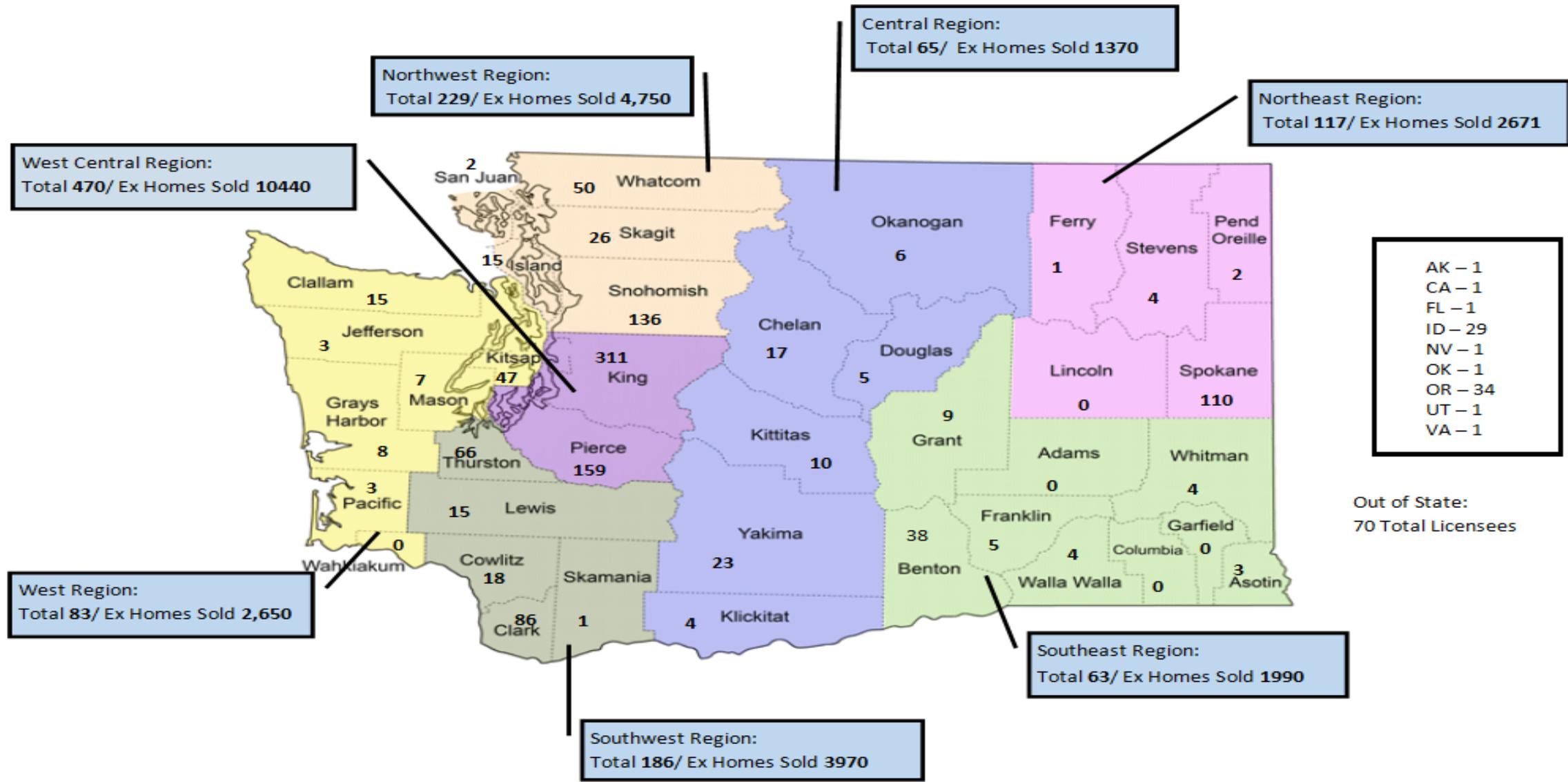


Complaint Intake Records



2019 Provider Pass & Fail

Provider	Pass State	Fail State	Pass National	Fail National
AATI	8	5	9	8
AHIT	69	18	61	46
ASHI	1	2	1	2
BTC	11	1	1	5
Inside Out	1	0	1	0
INTERNACHI	1	4	1	4
JEGS	2	2	1	4
NARIES	8	4	8	11
NPHI	18	3	16	1
NPI	2	1	2	0
P2P	4	1	1	6
PHIT	1	1	2	0
PNHI	2	1	2	0
SGA	41	10	38	26
SPHI	22	3	18	16
STHI	2	0	2	0
WASHI	19	1	15	8
WIN	1	0	1	0
	213	57	180	137



Department of Licensing Home Inspector Statistics for 4rd Quarter
 University of Washington 2019 3rd Quarter Housing Market Snapshot Report
 1283 Active Home Inspectors as of January 27, 2020