

**DAMAGE PREVENTION BOARD
VIDEOCONFERENCE MEETING**

Thursday – January 27, 2022 – 9:30 a.m. (MT)

**Division of Occupational and Professional Licenses
1090 East Watertower Street, Suite 150, Meridian
1250 Ironwood Drive, Suite 220, Coeur d’Alene
155 North Maple Street, Blackfoot**

MINUTES OF THE JANUARY 27, 2022 MEETING

NOTE: The following report is not a verbatim transcript of the discussions at the meeting; however, is intended to record the significant features of those discussions.

Chairman Jerry Piper called the meeting to order at 9:30 a.m. (MT)

Board Members:

Jerry Piper, Chairman
Bob Chandler, Vice-Chairman
Jeanna Anderson
Julie Maki
Roy Ellis
Nichole Rush
Scott Spears
Sean Marsh - Absent
Paul Good - Absent
Vaughn Rasmussen - Absent

DBS Staff Members:

Michael Hyde, Operations Manager
Warren Wing, Executive Officer
Gary Sonnen, Regional Supervisor, Region 1
Yvonne Dunbar, Legal Counsel
Ron Bassett, Board Services Manager
Steve Gorski, Investigative Units Manager
Bill Hale, Damage Prevention (DP) Program Specialist
Amy Kohler, Building Safety Program Supervisor
Renee Bryant, Board Support Supervisor
Linda Pratzner, Board Support Specialist
Dustin Busmann, Office Specialist 2

DOPL Organizational Chart Update

Administrator Russell Barron sent an email to all board members in December 2021 regarding the reorganization of DOPL. There are three bureaus within the division: Health and Professions, General Occupational Licensing and Building, Construction, and Real Estate (BCRE). Within the BCRE Bureau are sixteen boards. There will be an Executive Officer assigned to each board to ensure the needs of the boards are met.

Executive Officer Introduction

Operations Manager Michael Hyde introduced Executive Officer Warren Wing to the Board, as well as introduced Ron Bassett, Board Services Manager, and Steve Gorski, Investigative Units Manager.

Public Comment

There were no public comments.

Approval of the November 18, 2021 Meeting Minutes

MOTION: Board Member Chandler made a motion to approve the November 18, 2021 Meeting Minutes as written. Board Member Maki seconded. Motion carried.

Board Business

Vladimir Jones Advertising Report – Megan Whalen, Vladimir Jones representative, presented the advertising report with a 2021 Board Location and Performance Power Point presentation.

Education & Training Subcommittee Update – Board Member Julie Maki stated the Subcommittee approved to continue the 811 advertising with the same artwork, for cost savings, but with different locations. The Subcommittee requested more time for the billboards to be displayed throughout the year. Board Member Maki will follow-up with Vladimir Jones on the options for bonus billboards.

The Subcommittee reviewed the training modules (agriculture, landscapers, and homeowners) Bill Hale, Damage Prevention Program Specialist, is working on. The module for the Damage Information Reporting Tool (DIRT) is currently being worked on by the DP Program Specialist. Chairman Piper thanked the Subcommittee for all their hard work with the billboards.

Statutes & Rules Review Subcommittee Update – Board Member Scott Spears reported the Subcommittee is still working on proposals for emergency locating for design. The two examples being reviewed are virtual white lining, known as pre-marking, and contacting high volume excavators. The Subcommittee is scheduled to meet March 8, 2022.

Reschedule November 17, 2022 Meeting – Due to a conflict with another BCRE Board meeting, the Damage Prevention Board rescheduled its meeting for November 16, 2022.

Discuss “One Call” Fees – This is a discussion regarding a moratorium on fees. The initial fee was at ten cents a call. The dig line tickets have more than doubled in the last four years. In 2017, the dig line had 132,000 calls, 2018 had 162,000, 2019 had 179,000 and 2020 had 207,000. Board Member Bob Chandler cautioned the Board to not reduce the fee too quickly without a financial report. Board Member Maki clarified for every inbound call there are five outbound calls associated with the inbound call, and these outbound calls are where the ten cents is charged. Board Member Nicole Rush recommended this be a yearly agenda item for the Board to review.

Board Member Training Regarding Subcommittees – Yvonne Dunbar, Legal Counsel, reviewed the subcommittee rules. Subcommittees are required to follow the Open Meeting Law and should not take any action on topics but rather bring agreed upon items to the Board. The Board should utilize subcommittees as the exception, not the rule. Chairman Piper requested information be provided regarding the Open Meeting Law to the board members, as well as the rules the subcommittee are required to follow.

Division Updates – Reports

Financial Report – There was no report.

Damage Prevention Board Stats Report – The Damage Prevention Stats Report, January 1, 2022 through January 14, 2022, was presented. Chairman Piper asked what is being done regarding the Civil Penalty dues and how much has been collected. Currently, DOPL is

reviewing the collections letter process for effectiveness before sending it out. In 2019, an average of 30% to 40% had been collected of these past due fees.

Notice of Violation (NOV) Activity Report – The NOV Activity Report was presented. Chairman Piper needed clarification on what “pending” means. Amy Kohler, Building Safety Program Supervisor, explained the procedure of the Division’s compliance program. Moving forward, the NOV Activity Report and Compliance Report will be presented as one report with the graph and include a “status key” in the packet with the report.

Compliance Report – This will be covered with the NOV Activity Report moving forward.

Damage Prevention Training Report – The report listed trainings scheduled in January 2022.

Division Updates – Board Expectations, Concerns and Training

Discuss Items the Board Would Like to See on Reports – The Board discussed the NOV and Compliance reports being combined.

Discuss and Identify Training Needs of Board Members – Open Meeting Law training will be addressed at a future meeting. Chairman Piper requested an overview of the financial report and how the monies are carried over to the next fiscal year. Also, an easy-to-understand financial report with a finance person to answer questions. Board Member Maki requested a final fiscal report for 2021. Operations Manager Hyde stated this report can be produced for the next meeting. Board Member Jeanna Anderson requested a document explaining the Zero-Based Regulations process for review. Executive Officer Wing stated this document can be provided and will be on the agenda for the next meeting.

Discuss and Identify Ideas and Concerns Regarding Stakeholder Training – Chairman Piper posed the question of which is the most effective training mechanism. DP Program Specialist Hale stated face-to-face trainings. The Damage Prevention Board pays a fee to the Utility Coordinating Council (UCC) for trainers to be part of the meetings. Chairman Piper inquired what outreach has been completed since being a member. The DP Program Specialist attends regularly and makes contacts. Board Member Maki would like to see more training scheduled in the less busy months of December, January, and February. Board Member Nicole Rush recommended to individually contact repeat offenders for training. Currently, personal contacting of repeat offenders is done by the DP Program Specialist.

Receiving calls from individuals who have an issue, Chairman Piper asked where he should send these calls. Operations Manager Hyde recommended to send them to Executive Officer Wing. Board Member Rush asked if the current collections process will change for repeat offenders. For efficiency, and to establish an overall agency policy, DOPL is evaluating the processes for all its boards.

Chairman Piper asked who will make sure the Board does not miss a grant opportunity. Executive Officer Wing stated the financial team will be responsible for grants. Chairman Piper would like to apply for the Public Utility Commission (PUC) grant when offered this year. Executive Officer Wing is working with Deputy Administrator Tim Frost on the PUC grant application.

Next Meeting

Thursday, March 10, 2022 – Board Member Roy Ellis would like to add “Utilities Digging Ahead of Timelines” as a topic on the agenda for the next meeting.

Adjournment

With no further questions, Chairman Piper adjourned the meeting at 11:49 a.m.



JERRY PIPER, CHAIRMAN
DAMAGE PREVENTION BOARD



WARREN WING, EXECUTIVE OFFICER
DIVISION OF OCCUPATIONAL AND
PROFESSIONAL LICENSES

5-26-2022

DATE

05/24/2022lp

6/1/2022

DATE