

**FINAL**

**State of Oregon**

**Agenda  
Item  
I.D.**

**Manufactured Structures and Parks  
Advisory Board**

**Regular meeting minutes**

March 13, 2008

- Member present:** Bill Eames, Chairman  
John Caul  
Michael Erb  
Warren Jackson *(New member)*  
Sandi Kadash  
Roger Kirschner *(New member)*  
Jeff Payne *(teleconference)*  
Patricia Schwoch *(New member)*
- Members absent:** Bill Peterson, Vice-chairman  
Paul Klay *(New member)*  
Charles Lynch
- Staff present:** Pat Allen, deputy administrator  
Twyla Knowles, policy and technical services assistant manager  
David Galati, regional services manager  
Chris Huntington, policy analyst  
Albert Endres, manufactured structures chief  
Monte Taylor, RV inspector  
Richard Baumann, policy analyst  
Celina Patterson, policy analyst  
Kaylan McAllaster, boards coordinator  
Debi Barnes-Woods, boards coordinator
- Guests present:** Don Miner, Oregon Manufactured Housing Association (OMHA)  
Mike Kammer  
John Brenneman, Government Relations Counsel  
Fred Schwoch  
John Moore, City of Gresham  
Steve McKinley  
Mike Wells

## **I. Board business**

### **A. Call to order**

Chairman Bill Eames called the Manufactured Structures and Parks Advisory Board to order at 9:30 a.m. The meeting was held at Building Codes Division, Conference Room A, 1535 Edgewater Street NW, Salem, Oregon.

### **B. Roll call**

Vice-chair Bill Peterson was absent, excused, Paul Klay and Charles Lynch were absent, unexcused.

### **C. Approval of agenda and order of business**

Chairman Eames **RULED** the agenda approved.

### **D. Approval of the regular meeting minutes of September 13, 2007**

Correction on page 3 agenda item III.C add “dispute” to “consumer resolution,” to read “consumer dispute resolution”.

Chairman Eames **RULED** the minutes of September 13, 2007 approved as amended.

### **E. Date of the next regularly scheduled meeting**

September 11, 2008

### **F. Farewell to board members: Wallace Fort, Bob Netter and Bob Schriever**

A certificate of appreciation from the administrator’s office was sent to the former board members at their home addresses.

### **G. Welcome new board members: Paul Klay, Patricia Schwoch, Warren Jackson and Roger Kirchner**

Chairman Eames welcomed the new members and distributed a [handout](#) to the new members with an overview of the purpose of the board.

## **II. Public comment**

[Don Miner](#), OMHA, is concerned about the state of the manufactured housing industry. Although Oregon is the tenth largest manufacturing state, the percentage of manufactured homes being built in Oregon is at an all time low. 2008 looks like it will be worse than 2007. Mr. Miner also said that he would like to see the board be more assertive in exercising its authority.

## **III. Reports**

### **A. Building Codes Division’s report**

Pat Allen, deputy administrator discussed the [BCD Update](#) information packet.

SB 192 standardizes enforcement across multiple disciplines and gives the division additional enforcement tools.

The division is working on a proposed Fire Sprinkler Model Ordinance. When complete the model ordinance will apply to manufactured structures within jurisdictions that adopt the ordinance.

Deputy Administrator Allen also discussed the electronic permitting program. When fully operable, eBuilding Permits will make information easily accessible electronically. The system will allow for electronic plan submission, permit purchasing and inspection scheduling. This program will save contractors and local jurisdictions time and money since permits can be purchased from any location, 24 hours a day, 7 days a week.

Deputy Administrator Allen reviewed the enforcement [statistics](#) from 2007 detailing civil penalty revenue and closed cases. Civil penalty collection rates are at 85%.

Deputy Administrator Allen discussed green building as a major issue for 2008. Permits, codes, and product approval are three major areas representing opportunities for “green” dialogue.

Mr. Allen confirmed Mr. Miner’s statements about the state of the manufactured home industry. The Division has noted an 18% fall-off for manufactured structures production, as compared to a 5% decrease in insignia sales for RV’s, which indicates that RV production is slowing at a lesser rate.

Deputy Administrator Allen distributed a Board Responsibilities [Matrix](#) – General Overview. The matrix gives the board members an overview of the respective responsibilities of the division and the boards.

[Senate Bill 10](#) is effective as of January 1, 2008. This is important to board members because the scope of “public officials” includes board members, not just elected officials. There are new limits on how much a public official can receive in gifts. If you have questions, you can contact the Building Codes Division or the Ethics Committee. The division has compiled a list of questions and developed a [FAQ sheet](#). As the division receives more information, it will be passed on to the boards.

Deputy Administrator Allen let the board members know the division has restarted the board chair/vice chair meetings. The purpose is to keep all seven boards consistent.

Board member Mike Erb asked if, under the Fire Sprinkler Model Ordinance it would be an option to install fire sprinkler systems while the manufactured structure is being built instead of after being placed on-site.

Chief Albert Endres said that it is possible to install fire sprinkler systems in the factory, but the final inspection of the sprinkler system will still need to be completed in the field.

Don Miner feels this is an important issue the board needs to address before it is enacted and he is concerned about the added cost to the builder.

Deputy Administrator Allen noted the division would be happy to provide inspection services to plants during construction of manufactured structures.

Board member Mike Erb asked if the division will pass the manufactured home installation code through the MS&P board before it is enacted.

Deputy Administrator Allen said yes that is correct.

Chairman Eames stated that the current code works for manufacturers, installers, consumers and inspectors, why not update current code instead of adopting the national code which is sub-standard to Oregon's current code. He feels it is a waste of resources to not use current code. He asked what national codes the division is considering. Chairman Eames understands that the NFPA installation code is far superior to the HUD installation code.

Deputy Administrator Allen said that the division is looking at both the NFPA and HUD installation codes for adoption with Oregon amendments.

Don Miner feels the HUD installation code is incomplete and is not a good option for Oregon. If a national standard is to be adopted by Oregon and the current thrown out, the NFPA is a better choice.

John Moore, inspector for the city of Gresham, has been involved with the current Oregon code since the beginning and feels that with some updates keeping the current code would be the best option.

Mike Kammer, an installer of manufactured homes, was also on the committee that developed the current Oregon code and feels it is still the best option. However, if Oregon were to adopt a national code he feels the NFPA code is better than HUD code.

Board member Patricia Schwoch has heard from other states that Oregon's code is the best. She feels other states should adopt our code rather than us adopting a national code.

John Brenneman, Oregon contract lobbyist, feels that even though there are not a lot of parks being built in Oregon we still need a statewide-standardized procedure for park construction.

Fred Schwoch, manufactured homeowners of Oregon, has received compliments about Oregon's installation standards while at national homeowner's association meetings. He feels the Oregon standards are good and we shouldn't change it.

Deputy Administrator Allen said that the advisory committee will be reconvened once the division staff has completed the analysis of the HUD and the NFPA codes.

**B. Program update - None**

**IV. Communications**

**A. 2008 manufactured home installation licensing and inspector certification class schedule**

Manufactured Structures Chief Albert Endres gave an overview of the installer classes. The division has begun holding classes once a month for installers to get certified at BCD's office in Salem. It is important for installers to buy the installation codebook and study before the class just like they would for any other test.

Board member Mike Erb asked if there has been any negative feedback.

Chief Endres answered that the only complaint is the amount of material to be covered in a short period of time.

John Moore asked if the state decides to go with a national code will the national certification go with the national code at the same time. If the state adopts a national code will the fees increase like they have done when other national codes have been adopted.

Deputy Administrator Allen said that no decisions have been made yet. If the division considers changing the current licensing requirements, it will need to work with board on those changes.

Chair Eames mentioned that other licensing programs have put a study guide online to allow people to study at their own pace then take a proctored exam; has the division looked into doing something similar to this.

Deputy Administrator Allen replied that the division has been looking into that for many applications. The division is preparing to begin the pilot program for an online continuing education course. If all goes well with the pilot we will begin looking into other areas of providing online training.

**B. Alternate construction home inspections**

Manufactured Structures Chief Albert Endres explained that the alternate construction method for manufactured homes is specific to homes that have - design prints approved under the manufactured approved program (HUD) for certain construction to be completed at the installation site. Manufacturers are now responsible for arranging for the final on-site inspection of the home.

Chairman Eames asked, isn't this something the board was involved with in the past.

Deputy Administrator Allen answered that in the fall of 2007 a liability issue arose and the division needed to take action quickly, so the division worked with industry to develop this plan.

**C. Code amendment proposals for recreational vehicle construction**

Recreational Vehicle and Parks Program Lead Worker Monte Taylor reported that beginning April 1, 2008 the division will begin accepting code amendment proposals for the minimum safety standards for recreational vehicle construction. There are four codes the division is considering for adoption with Oregon amendments for the construction of recreational vehicles.

Chairman Eames asked if there are any intentions to put formaldehyde standards in the RV's similar to what's in the HUD standard.

Inspector Taylor responded not at this point, however there is a state administrator's meeting scheduled for the first part of next month and it is on the agenda.

**V. Appeals** - None

**VI. Unfinished business** – None

**VII. New business** – None

**VIII. Announcements**

Chairman Eames distributed a handout to the board regarding an [online forum](#) hosted by Federal Motor Carrier Safety Administration (FMCSA).

**IX. Adjournment**

Chairman Bill Eames adjourned the meeting at 11:15 a.m.

Respectfully submitted by,

Kaylan McAllaster  
Boards Coordinator