

APPROVED

TRADE LICENSING BOARD MINUTES

DATE: 11 OCT 2011

PLACE: City Manager's Conference Room

MEETING CALLED TO ORDER BY: Wayne Garber

TIME: 5:02 PM

ORDER OF BUSINESS

I. ROLL CALL:

1) PRESENT: Jeff Lewis, Philip Nipper, Wayne Garber, Joe McCarty, Jerry Seiber, Jason Boyd and Brian Hayden

2) ABSENT:

3) ALSO PRESENT: Arnold Blackwell (CITY STAFF)

II. READING AND ADOPTION OF MINUTES FROM PREVIOUS MEETING:

a) Minutes from the 9 Aug 2011 meeting were read and approved as written. Motion to approve made by Mr. Hayden and seconded by Mr. McCarty.

III. DELIBERATION ON NEW APPLICANTS:

a) David Byrd: Master Plumber

After review and discussion of Mr. Byrd's application packet, all board members present voted in favor of recommending Mr. Byrd for a Master Plumber's License. Motion to recommend approval made by Mr. Nipper and seconded by Mr. Hayden.

b) Leslie Vineyard: Class I Electrical Contractor's License under the reciprocity rule.

After review and discussion of Mr. Vineyard's application packet, all board members present voted in favor of recommending Mr. Vineyard for a Class I Electrical Contractor's License under the reciprocity rule. Motion to recommend approval made by Mr. McCarty and seconded by Mr. Boyd.

c) Brian Passmore: Class II Electrical Contractor's License.

After review and discussion of Mr. Passmore's application packet, all board members present voted in favor of recommending Mr. Passmore for either a Journeyman's Electrician Certificate or a Class II Electrical Contractor's License. The Class II Electrical Contractor's License can only be issued if the applicant meets the specific requirements cited in Title 12, Chapter 5, Section 04 of the city ordinance.

d) Troy Wilson: Class II Electrical Contractor's License.

After review and discussion of Mr. Wilson's application packet, it was determined to table the deliberation. The applicant's paper work showed several areas of concern that the Board asked Staff to seek clarification on before making a recommendation for approval or disapproval. The problem areas included the following:

- Broad work experience not documented
- Experience shown on the application and experience shown on reference paperwork don't match
- Application not dated
- 48 months of work experience not clearly shown
- Could not completely verify work history
- Work history required from all previous employers

Mr. Nipper stated that Mr. Wilson's application should not have been placed on the agenda due to the many problem areas, and that the Staff review and verification process needs improvement. *as recommended*

IV. DISCIPLINARY ACTIONS:

a) NONE

V. STAFF REPORT:

a) Mr. Blackwell reported to the Board that a concerned citizen reported that an unlicensed contractor was installing plumbing components. Action was taken to see that a plumbing permit was obtained. The Board questioned Mr. Blackwell further, recommending that the city should inform the public as to when licensed contractors are required and when permits are required. Mr. Hayden suggested that some sort of publication sent out to the citizens may be a good way of informing the public and asked Mr. Blackwell to address the issue with his chain of command. The Board would like to see further discussion and action regarding Mr. Hayden's idea.

VI. UNFINISHED BUSINESS:

a) Mr. Garber reported to the Board that he had met with the City Manager regarding unlicensed personnel performing work within the city. He stated that the manager had the item for action.

VII. NEW BUSINESS:

a) Mr. Nipper addressed the Board regarding problem areas with application forms, application processes and issues with Title 12 of the City Ordinance. Some of the issues include:

- Differences between plumbing and electrical application forms
- Forms and ordinance still refer to the Plumbing Board and Electrical Board
- Applicant's Social Security Number is present on the electrical application possibly forming a privacy and identification theft issue
- Electrical applicant's are required to obtain a city business license whereas plumbing contractors are not
- Electrical applicants are required to obtain a Notary Public to sign and seal their application form whereas plumber applicants are not

After much discussion the Board agreed that the city forms, application processes and the city ordinance require review and change. The Chairperson recommended to Staff that a regular meeting should be called for November so the Board can continue with the review process. Recommendations for changes will be made at that time.

VIII. ADJOURNMENT:

The meeting adjourned at 6:10 PM. Motion to adjourn made by Mr. Hayden and seconded by Mr. Seiber.


SECRETARY