

## FACTORY ASSEMBLED STRUCTURES ADVISORY BOARD

Department of Labor & Industries  
February 18, 2016  
10 a.m. – 12 p.m.

### Attendees:

**Board Members Present:** Board Chair, Joan Brown, Alan Duer, Mike Lubliner, LG Nelson, Don Carlson, Wade Elliott, Mike Szramek

**Staff:** Dean Simpson, Secretary/FAS Program Chief, Daina Shea, Administrative Assistant, Craig Sedlacek, FAS Plan Review Supervisor; John McMillian, Installer Certification Technical Specialist; Ken Knutson, FAS Technical Specialist.

**Guests:** Martha Dickens, Labor and Industries, Web Usability Manager.

- **PROCEDURAL:**

- Meeting called to order by Joan Brown at 10:07
- Approval of meeting minutes from August 20, 2015.

- **Agenda Items**

1. **Board Position Update**

- With the departure of Lue Hamilton, her position was filled by Wade Elliott.
- Ken Spencer has also retired from his position. A recommendation for Craig Hillis was received and is waiting on the appointment from Director Joel Sacks.

2. **Program Update**

- FAS Web Site Testing - Martha Dickens
  - Martha discussed the updates on the Web Site as well as the usability testing findings.
  - Martha went over the most frequently asked questions and the group is working on creating a “FAQ TAB” to help answer those questions.
  - In the process of creating “Protect My Home” page in but label it as “Protect My Manufactured Home”.
- Electronic Plan Review
  - Not yet being up and running nor is there a date as to when this will happen.
  - L.G. offered to work with Craig and group when it gets to the testing faze as he is familiar with the program.
  - Mike Lubliner also offered his assistance in any research or input when it comes to testing process.
- Contractor Verify
  - Still being worked on by the developers. No set date yet as to when this will be available.

- **Food truck Consumer Education**
  - Currently working on rules
    - Where/how to start the process.
    - Safety.
    - Inspections.

It was proposed that there be a set standard for food trucks – will begin the process to look for stakeholder for this.

- Both Wade Elliott and Mike Lubliner are on NFPA and have volunteered to help create rules.

### 3. Legislative Update

- Dedicated Account (HB 1465)
  - Passed in the Senate, now in House waiting for vote
- WAC 298-150V
  - This will be discussed further at the next board meeting, May 19.

### 4. New Business

- **Board by-laws**
  - Dean handed out copy of the bi-laws presented at the last Plumbers board meeting as a sample of what may need to be produced for the FAS Advisory Board. It was asked why and where this came from, Dean explained that the AAG for Plumbers is new and advised the boards practice this process.
- **Budget Review**
  - In review of the 2015-17 Biennial Budget it shows that the program is overspent. Dean explained that the programs are okay however would send a clearer view of where the spending has gone to, should the members want.
- **Vice Chair**
  - Mike Lubliner was nominated, and accepted the nomination.

### 5. Round Table

- No other new business

At 12:05 p.m., a motion to adjourn was made by Joan Brown, seconded by Mike Lubliner and unanimously approved.

**Joan Brown**  
Board Chair

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Joan Brown, Chair

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Dean Simpson, Secretary