



**State of Arizona**  
**BOARD OF TECHNICAL REGISTRATION**

1110 W. Washington Street, Suite 240, Phoenix, Arizona 85007  
(602) 364-4930 FAX: (602) 364-4931 <https://btr.az.gov/>

Roger Skaggs, Home Inspector • John Elson, Home Inspector • Steven Boyle, Home Inspector  
Keith Smith, Public Member • Scott Sayles, Engineer

**NOTICE AND AGENDA FOR**  
**HOME INSPECTOR RULES AND STANDARDS COMMITTEE SESSION MEETING**

Tuesday March 19, 2024, beginning at 9:30 a.m.  
1110 W. Washington, Board Room 245  
Phoenix, AZ 85007

The Arizona Board of Technical Registration will hold a HIRSC meeting, open to the public, located at 1110 W. Washington, Suite 240, Phoenix, AZ 85007.

The Committee may discuss, consider or take action on any item on the agenda, and at the discretion of the Committee, agenda items may be taken out of order.

The majority or a quorum of the Committee may vote to hold an Executive Session to review confidential records exempt by law from public inspection, pursuant to A.R.S. § 38-431.03(A)(2); to obtain legal advice regarding any of the items on the agenda, pursuant to A.R.S. § 38-431.03(A)(3); or to discuss or consult with the attorneys of the public body in order to consider its position and instruct its attorneys regarding the public body's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation pursuant to A.R.S. § 38-431.03(A)(4). All examination material, transcripts education records, reference forms and applications are confidential pursuant to A.R.S. § 32-129(A), and all investigation files are confidential and not subject to inspection until the matter is final and a hearing notice is issued (A.R.S. § 32-129(B)).

Pursuant to the Americans with Disabilities Act, people with disabilities may request a reasonable accommodation by contacting Kurt Winter at (602) 364-4883. Requests for reasonable accommodations should be made as early as possible to allow time to accommodate the request. The Board may not be able to accommodate requests made less than 36 hours prior to the scheduled meeting.

The public may attend the meeting in person or remotely. The Board utilizes Google Meet for those wishing to attend the meeting remotely.

**Google Meet joining info**

Video call link: <https://meet.google.com/xbc-vigj-epo>

Or dial: (US) +1 505-445-7927 PIN: 903 400 422#

Board staff posts meeting agendas on its website, the AZBTR's lobby (suite 240) and the meeting board located in the main entrance of the ADEQ building (1110 W. Washington St. Phoenix AZ 85007) in accordance with A.R.S. § 38-431.02. Please note that all meetings are recorded and the recordings posted on the Board's website within three working days after the meeting in accordance with A.R.S. § 38-431.01(E).

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **CALL TO THE PUBLIC**

Members of the public may address the Committee during this Call to the Public for no more than **3 minutes**. Pursuant to A.R.S. § 38-431.01(H), the Committee members are not allowed to discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action. However, members may ask staff to review a matter or may ask that a matter be placed on a future agenda.

4. **ADOPTION OF MINUTES**

Review, Consideration and Possible Action on the following:

- A. Approve, modify and/or reject HIRSC Regular Session Minutes
  1. October 3, 2023 Meeting Minutes

5. **REVIEW, DISCUSSION AND POSSIBLE ACTION ON THE FOLLOWING:**

- A. Appointment of new Committee Chairman
- B. Rule package update
- C. Update and finalize Report Checklist Supplement
- D. Discussion on possible creation of an EAC investigation matrix
- E. New Home Builder requirements for third-party inspections
- F. Substantive Policy Statement #11
- G. Definition of “repair” R4-30-301.01(B)(3)
- H. Board’s continuation bill update

6. **AAG TRAINING** – Committee Chairman, roles and responsibilities.

7. **FUTURE AGENDA ITEMS**

8. **FUTURE MEETINGS**

9. **ADJOURNMENT**