



**State of Arizona
BOARD OF TECHNICAL REGISTRATION**

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

**DRAFT MINUTES FOR
HOME INSPECTOR RULES AND STANDARDS COMMITTEE SESSION MEETING**

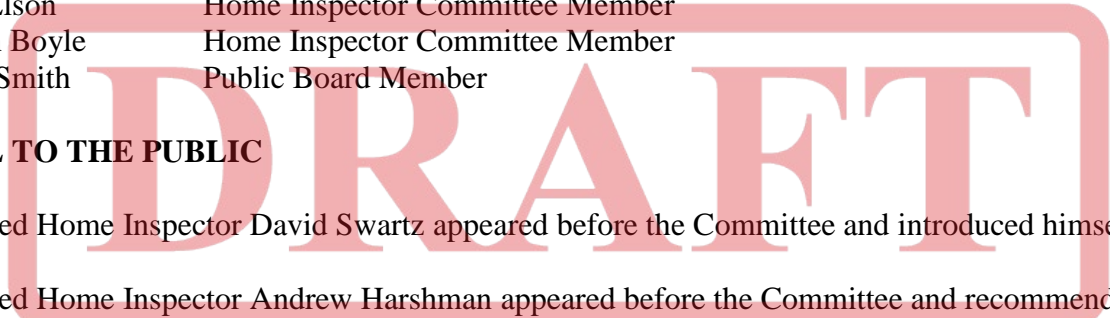
Tuesday March 19, 2024, beginning at 9:30 a.m.
1110 W. Washington, Board Room 245
Phoenix, AZ 85007

1. **CALL TO ORDER** –The meeting convened at 9:30 a.m., adjourned for a break at 11:00 a.m., reconvened at 11:12 a.m. and adjourned at 12:00 p.m.

2. **ROLL CALL**

PRESENT

Scott Sayles Engineer Board Member/Home Inspector Committee Member Chairman
Roger Skaggs Home Inspector Committee Member
John Elson Home Inspector Committee Member
Steven Boyle Home Inspector Committee Member
Keith Smith Public Board Member



3. **CALL TO THE PUBLIC**

Certified Home Inspector David Swartz appeared before the Committee and introduced himself.

Certified Home Inspector Andrew Harshman appeared before the Committee and recommended that Board staff send out a more comprehensive document of proposed changes made during the Board’s rulemaking process in future correspondences. Mr. Harshman also voiced concerns about the current timeframe for Board staff approving applications.

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

Mr. Smith moved and Mr. Skaggs seconded to approve the minutes as written; motion carried 5-0.

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

- A. Appointment of new Committee Chairman

Mr. Smith moved and Mr. Skaggs seconded to appoint Scott Sayles as the new Home Inspector Rules and Standards Committee Chairman; motion carried 5-0.

B. Rule package update

Mr. Winter reported that the Governor's Regulatory Review Council approved the Board's rulemaking and that the Board will vote to send the rulemaking to the Secretary of State at the next regularly scheduled meeting.

C. Update and finalize Report Checklist Supplement

Mr. Swartz, Mr. Harshman and Certified Home Inspector Sean Garvey appeared before the Committee.

The Committee discussed possible revisions/additions to the Report Checklist Supplement to comply with future rule changes.

Mr. Smith moved and Mr. Elson seconded to approve and finalize the Report Checklist Supplement; motion carried 5-0.

D. Discussion on the possible creation of an EAC investigation matrix

The Committee discussed the possible creation of an EAC investigation matrix.

Mr. Sayles directed Board staff to conduct historical research regarding enforcement cases to determine the effectiveness of Mr. Smith's proposed investigation matrix and report back at the next scheduled Home Inspectors Rules and Standards Committee meeting.

E. New Home Builder requirements for third-party inspections

The Committee discussed concerns brought up by Mr. Smith regarding new home builders requiring health cards for third-party home inspectors.

F. Substantive Policy Statement #11

Mr. Swartz appeared before the Committee and provided the Committee with the historical reasoning for the policy statement's creation.

Mr. Skaggs moved and Mr. Smith seconded to forward Substantive Policy Statement #11 to the Board at its next regularly scheduled meeting for reaffirmation; motion carried 5-0.

G. Definition of "repair" R4-30-301.01(B)(3)

The Committee discussed concerns regarding the definition of "repair" under R4-30-301.01 (B)(3) that were brought up during a Board meeting earlier this year.

H. Board's continuation bill update

Ms. Stapley reported that HB2253, the Board’s continuation bill, successfully passed the House, however, the bill has not progressed in the Senate since the Senate Government committee has not agendized the bill for discussion.

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

AAG Scott Donald provided training regarding the roles and responsibilities of the Committee Chairman.

7. **FUTURE AGENDA ITEMS**

The Committee requested an AAG training on individual committee member responsibilities and a discussion on expanding home inspection training to include report writing. The Committee would like to continue discussion on the possible creation of an EAC investigation matrix and the definition of “repair” R4-30-301.01 (B)(3).

8. **FUTURE MEETINGS** –June 4, 2024

9. **ADJOURNMENT** -12:00 p.m.



Signed this ____ day of June, 2024

Scott Sayles, Committee Chairman

Judith Stapley, Executive Director