

State of Idaho



Division of Building Safety

Strategic Plan

FY 2021 through FY 2024

History

The Division of Building Safety's regulatory mandate originates in the Idaho State Constitution (Constitution of the State of Idaho Article IV, Section 20). In 1899, the Bureau of Immigration Labor and Statistics was established to comply with Article XIII, Section 1 of the Idaho State Constitution. As a result, Governor Frank Steunenberg appointed a commission to direct the Bureau in its primary function of gathering information about labor in Idaho.

In 1902, the legislature was empowered to pass laws for the protection of health and safety of workers through Article XIII, Section 2 of the Idaho State Constitution.

In 1917, the Industrial Accident Board was created as a statutory body with quasi-judicial powers to investigate facts and arrive at conclusions regarding workplace injuries.

As a result of the creation of the Industrial Accident Board the Bureau of Immigration Labor and Statistics was eliminated in 1919.

Following the economic collapse of 1929 the federal government sought to create a nationwide system of public employment offices in each state under the Wagner-Peyser Act of 1933 to manage labor exchange functions at the local level. In May 1935 the Idaho Legislature accepted the provisions of the Wagner-Peyser Act and the Idaho State Employment Service was opened in Boise.

In 1935, Congress enacted the Social Security Act, which established a system of employer taxation to support the unemployment insurance program. To secure administrative funding and tap the federally established trust fund, the Idaho Legislature enacted the State Unemployment Compensation Law in August 1936. Idaho law placed both the Employment Service and the Unemployment Compensation divisions under the Industrial Accident Board.

During World War II, Idaho's Employment Service Division was federalized so that unemployed workers could be placed in public service jobs. After the war, labor exchange functions were returned to the states so that the focus could be placed on finding jobs for returning veterans. Both the labor exchange and the unemployment insurance programs remained under the control of the Industrial Accident Board until 1951 when the Legislature revised the State Employment Security Law to consolidate these functions in the Independent Employment Security Agency.

In 1941, House Bill 206 created the Public Works Contractors State Licensing Board which was to consist of a heavy construction contractor, a highway construction contractor, and a building construction contractor all appointed by the Governor. The purpose of the board was to regulate and license contractors that engaged in public works contracts.

The Idaho State Electrical Board was created by the legislature in 1947 in response to industry concern over a lack of regulations and safety in electrical installations statewide. The enabling legislation provided that anyone working as an electrical contractor or journeyman must hold a certificate of competency. The act was amended in 1955 to require inspections to ensure that electrical installations in Idaho were in compliance with the National Electrical Code.

The Idaho Plumbing Board was created by the legislature in 1957. The legislation required both the licensing of plumbers and the inspection of plumbing systems to ensure compliance with the National Plumbing Code of the American Standards Association.

The Manpower Development Act of 1962 and the Economic Opportunity Act of 1964 served to change the direction of the Idaho Employment Services Division to become more of a training organization. In response, on July 1, 1965, the agency was re-designated the Idaho Department of Employment.

In 1970, the Industrial Safety Board was designated to reach an agreement with the U.S. Secretary of Labor relative to the jurisdiction over local government and state safety matters. This resulted in a re-codification of the Workmen's Compensation Law, and the replacement of the Industrial Accident Board with the Idaho Industrial Commission.

A 1972 amendment to the Idaho Mobile Home and Recreational Vehicle Act required that mobile homes and recreational vehicles be built according to reasonable safety standards and that each unit be inspected and approved before being offered for sale in Idaho. The U.S. Department of Housing and Urban Development (HUD) began to regulate the construction of mobile/manufactured homes in 1976 pursuant to the provisions of the National Manufactured Housing Construction and Safety Standards Act of 1974.

Prior to 1974, the administration of certain elements of public safety were assigned to the Idaho State Electrical Board, Idaho Plumbing Board, and the Mobile Home and Recreational Vehicle and Manufactured Housing Division of the Department of Law Enforcement. In June 1975, under the Reorganization Act of 1974, the administration of those elements of public safety were moved to the Wage and Hour Section of the Department of Labor and Industrial Services.

In 1975, the Idaho Building Code Advisory Act was created by the Legislature. The Act required that all new construction be inspected for compliance with specific building codes. The act was amended in 1977 to provide that adoption of the Uniform Building Code Advisory Act be optional for county and city governments.

In 1987, the Logging Safety Program was created within the Idaho Industrial Commission to work toward reducing the frequency and severity of accidents in an industry where there existed very little control over the workplace environment.

In 1988, the Manufactured Housing Board and the Idaho Manufactured Home Licensing and Bonding program were created by the Legislature to require all manufactured home professionals to be licensed and bonded. The program also established statewide minimum installation standards and provided consumer protection. Effective July 1, 2016 the Manufactured Housing Board, the Idaho Manufactured Home Licensing and Bonding program, the Modular Building Advisory Board, and the Modular Building program were consolidated to form the Factory Built Structures Board and Factory Built Structures program.

In 1990, the Idaho Residential Energy Standard was created for the Department of Water Resources to require self-certification for single-family residential dwellings.

In 1996, the Wage and Hour Section of the Department of Labor and Industrial Services was combined with the Idaho Department of Employment. Through this combination, all responsibilities related to public safety were re-assigned to the Division of Building Safety (DBS), which was created by the Legislature in that same year.

In 1997, the Industrial Commission entered into a cooperative agreement with the Division of Building Safety to operate the Logging Safety Program. The Division of Building Safety was to perform safety inspections, and in cooperation with the Idaho Industrial Commission promote safety and safety awareness to loggers and logging contractors throughout the state of Idaho. Although administered by the Division of Building Safety, the program is funded through the Idaho Industrial Commission.

In 2000, the Uniform School Building Safety Act was passed by the legislature in response to meeting Idaho Constitutional requirements regarding a thorough system of public education, and Idaho Supreme Court direction to establish an on-going state-funded system for funding repair or replacement of unsafe school facilities with various annual requirements. The School Building Safety program was established within DBS, then the Administrator's participation in the Public School Facilities Cooperative funding program in 2006.

In 2001, Executive Order 2001-06 moved the Energy Codes and Standards program from the Energy Resources Division of the Idaho Department of Water Resources to the Division of Building Safety.

During the 2001 Legislative session, House Bill 305 revised the membership and terms of the Public Works Contractors Licensing Board to remain in effect till June 30, 2002. Effective July 1, 2002, the Public Works Contractor Licensing Board was established within the Division of Building Safety.

Effective April 14, 2004, the Idaho Heating Ventilation and Air Conditioning (HVAC) Board was established within the Division of Building Safety. The HVAC program was created to ensure that installation of HVAC systems complies with industry codes and standards and that installers are properly licensed.

On July 1, 2004, the Elevator Safety Code Act went into effect. The act established a self-funded elevator inspection program to be administered by the Division of Building Safety.

On July 1, 2007, the Modular Building Advisory Board and the Modular Building program were established at the Division of Building Safety. The program regulates the construction of commercial and code-compliant homes constructed in Idaho plants.

In 2015, statutory responsibility contained in title 67, chapter 23 to ensure a safe workplace for places of public employment, as well authority as to perform logging safety inspections was transferred from the Idaho Industrial Commission (IIC) to the DBS in title 67, chapter 26, which previously was the responsibility of the IIC, but contractually performed by the DBS for them.

On July 1, 2016 the Modular Building Advisory Board, the Modular Building program, the Manufactured Housing Board and the Idaho Manufactured Home Licensing and Bonding program were consolidated to form the Factory Built Structures Board and Factory Built Structures program.

On July 1, 2016 the Damage Prevention Board was established to reduce damage to underground pipelines and utilities.

On July 1, 2016 the School Safety and Security Advisory Board and the Idaho Office of School Safety and Security was created within the Division of Building Safety to improve the safety and security of Idaho's educational facilities.

Context

The Division is charged with the responsibility to administer several safety programs, which include:

- The Electrical Program promotes the health, safety, and welfare of Idaho's citizens through effective administration of the laws and rules governing the installation and operation of electrical systems and by ensuring that those who perform installation and/or service work involving such equipment are properly trained and licensed. It also issues permits, approves plans, and conducts code compliance inspections, and the Board adopts the electrical code. (Title 54, Chapter 10, Idaho Code) (IDAPA 07, Title 01, Chapters 01-11, Rules of the Idaho Electrical Board) (Funding: State Regulatory Fund 0229-01)
- The Building Program issues building permits, performs plan reviews, conducts inspections of construction projects owned by the State of Idaho, and the Board adopts statewide residential, commercial, and energy codes. (Title 39, Chapter 41, Idaho Code) (IDAPA 07, Title 03, Chapter 01, Rules of Building Safety Building

Code Rules) (Funding: State Regulatory Fund 0229-02 and Federal Fund (U.S. Housing and Urban Development) 0348-00)

- The Energy Program provided training and compliance assistance related to energy codes to architects, contractors, inspectors and homeowners. (Executive Order 2001-06) (IDAPA 07, Title 03, Chapter 01, Rules of the Building Code Advisory Board) (Funding: State Regulatory Fund 0229-02). Funding for the Energy Program came from contracts with the Northwest Energy Efficiency Alliance. The Division elected to discontinue the program beyond FY 2020 due to the lack of personnel with the proper credentials to provide the necessary training.
- The Plumbing Program promotes the health, safety, and welfare of Idaho's citizens through effective administration of the laws and rules governing the installation and operation of plumbing systems and by ensuring that those who perform installation and/or service work involving such equipment are properly trained and licensed. It also issues permits, approves plans, and conducts code compliance inspections, and the Board adopts the plumbing code. (Title 54, Chapter 26, Idaho Code) (IDAPA 07 Title 02, Chapter 02, Rules Governing Plumbing) (Funding: State Regulatory Fund 0229-03)
- The Public Works Contractor Licensing (PWCL) Program, including the PWCL Board, licenses contractors, subcontractors and construction managers for public works construction. (Title 54, Chapters 19 and 45, Idaho Code) (IDAPA 07, Title 05, Chapter 01 Rules of the Public Works Contractors License Board) (Funding: State Regulatory Fund 0229-07)
- The HVAC Program promotes the health, safety, and welfare of Idaho's citizens through effective administration of the laws and rules governing the installation and operation of Heating, Ventilation, and Air Conditioning systems and by ensuring that those who perform installation and/or service work involving such equipment are properly trained and licensed. It also issues permits, approves plans, conducts code compliance inspections, and the Board adopts mechanical (HVAC) codes. (Title 54, Chapter 50, Idaho Code) (IDAPA 07, Title 07, Chapter 01, Rules of the HVAC Board) (Funding: State Regulatory Fund 0229-08)
- The Elevator Safety Program provides for safety of the public by making sure the design, erection, installation, alteration, maintenance, inspection and repair of elevators, escalators, moving walks, platform lifts, material lifts, dumbwaiters, and operation of same is reasonably safe to persons and property and in compliance with the most current elevator codes and safety standards (Title 39, Chapter 86, Idaho Code) (IDAPA 07, Title 04, Chapter 02 – Safety Rules for Elevators, Escalators and Moving Walks) (Funding: State Regulatory Fund 0229-14)
- The Damage Prevention Program and Damage Prevention Board promotes safe excavation practices to all parties involved in moving the earth in and around underground utility facilities through a system of stakeholder regulation and

education. (Title 55, Chapter 22; and Title 67, Chapter 26, Idaho Code) (IDAPA 07, Title 10, Chapter 01, Rules of the Damage Prevention Board) (Funding: State Regulatory Fund 0229-27 and Federal Fund (U.S. Dept. of Transportation) 0348-00)

- The Factory Built Structures Program provides plan reviews and inspections of factory-built homes and commercial structures constructed in Idaho plants. The program also licenses those who manufacture, sell, and install manufactured homes. The Factory Built Structures Board is the result of the merger and re-designation of the Manufactured Housing and Modular Building Programs, effective June 30, 2016. (Title 39, Chapter 40; Title 39, Chapter 43; Title 44, Chapter 21; Title 44, Chapter 22; and Title 44, Chapter 25, Idaho Code) (IDAPA 07, Title 03, Chapters 03; 09; 11; 12; and 13, Rules for Modular Buildings and Manufactured or Mobile Homes) (Funding: State Regulatory Fund 0229-28)
- The Industrial Safety Program administers and promotes compliance with applicable Safety and Health Standards in Idaho to render all public buildings owned or maintained by the state reasonably free from hazards, as well as ensure the safety of the public, state employees, inmates, and attendants who occupy such buildings. (Title 67, Chapter 23 and 26, Idaho Code) (Sunset as part of the Red Tape Reduction Act Executive Order 2019-02) (Funding: Miscellaneous Revenue Fund 0349-10)
- The Logging Safety Program works in cooperation with the Idaho Industrial Commission and in concert with loggers and logging contractors throughout Idaho to promote safe logging practices and safety awareness. The program also provides essential safety training at the request of contractors. Program representatives are responsible to identify all applicable safety provisions and are available to help loggers address a wide range of on-the-job safety issues with the goal of providing workable solutions in a timely manner. (Title 67, Chapter 26, Idaho Code) (IDAPA 07, Title 08, Chapter 01, Idaho Minimum Safety Standards and Practices for Logging) (Funding: Miscellaneous Revenue Fund 0349-11)
- The Idaho Office of School Safety and Security, in coordination with the School Safety and Security Advisory Board, performs comprehensive threat and vulnerability security assessments on a triannual basis at all public schools in the state of Idaho. Following each campus assessment a summary of the security assessment, along with a list of possible mitigation strategies, is provided to the administrator. In addition to assessment services, the Office also provides training, support and serves as a comprehensive repository of effective practices. (Title 33, Chapter 58, Idaho Code) (Funding: Miscellaneous Revenue Fund 0349-36, General Fund 0001-00, and Federal Fund (U.S. Department of Justice) 0348-00)

Mission

The mission of the Division of Building Safety is to safeguard the citizens of Idaho through responsible administration of building, logging, construction and security related safety standards while promoting a positive business climate and the elimination of barriers into professional trades.

Values

Our core values are integrity, credibility, respect, stewardship and collaboration. They are the principles of conduct that guide our interactions with coworkers, stakeholders and customers. These values clarify those things of uppermost importance in our organization and serve as the foundation for the actions we take and the decisions we make on a daily basis.

The Division of Building Safety embraces the following organizational values:

Integrity: We will serve our customers with honesty and the highest standards of conduct to ensure that public trust in the Division is maintained at all times.

Credibility: We will earn the confidence of our stakeholders through consistency, competency and accountability.

Respect: We will maintain a climate of respect by treating our customers and coworkers with consideration in all matters.

Stewardship: We will be good stewards of the resources entrusted to us and will honor our responsibility as public administrators through transparency, competency, and accountability.

Collaboration: We will be open to other points of view, the needs and recommendations of the professional industries for whom we administer applicable Idaho laws, and will be flexible enough to revise our opinions and will foster teamwork as a means of achieving excellence.

Key External Factors

- Activity levels within the construction industry have a direct impact on the organization's financial status.
- Economic upswings and downturns challenge the ability to maintain consistent levels of service.
- New, additional or amended Legislation may add to, re-direct, or alter organizational

direction, focus, and capabilities.

- The geographical size, diversity of the populace, and economic growth of the state creates a unique set of challenges in terms of agency mission, personnel deployment and emergency preparedness.

Goal Number One

1. Make conducting business as simple as possible for our customers, stakeholders, and employees.

Objectives:

1.1. Streamline licensing and permitting processes and provide timely customer service.

- ▣ Specific
- ▣ Measurable
- ▣ Achievable
- ▣ Relevant
- ▣ Timely

Strategies:

- 1.1.1. Continue to improve online licensing and permitting through enhancement of the eTRAKiT web portal.
- 1.1.2. Continue to provide eTRAKiT support to contractors, utility companies and local government entities.
- 1.1.3. Maintain and update the in-house licensing testing program.
- 1.1.4. Continue to seek uniformity in licensure requirements among trades to facilitate the modification of licensing software to accommodate online applications and renewals.
- 1.1.5. Maintain a continuing education tracking system.
- 1.1.6. Continue to improve the operational model for licensing and permitting to improve customer satisfaction and increase departmental efficiency.
- 1.1.7. Collaborate with Information Technology Services (ITS) in preparation of a Request for Proposal (RFP) to seek replacement enterprise SaaS software for the current TRAKiT software supplied by Central Square.

Performance Measurement and Benchmarks:

- FY21-24: Quarterly meetings of Licensing and Permitting staff to provide training. Benchmark: 100%
- FY21-24: Annual updating of all database licensing exam questions. Benchmark: 100%

- FY21-24: Continue implementation of online renewal process, starting with renewal of journeyman licenses and progressing to renewal of contractor licenses. Benchmark: 50%
- FY21-24: Consider enabling legislation to seek uniformity in licensing requirements among trades where appropriate. Benchmark: 100%
- FY21-24: Implement online processing of original apprentice registrations where feasible. 100%
- FY21-24: Implement one-time payment option to allow end users to pay for fees online. 100%
- FY21-24: Attend scheduled meetings requested by Information Technology Services (ITS) in preparation of an Request for Proposal (RFP) for replacement software and participate on evaluation team. 100%

1.2. Seek and implement efficiencies, improvements, innovations, and standards in agency programs and services.

- ▣ Specific
- ▣ Measurable
- ▣ Achievable
- ▣ Relevant
- ▣ Timely

Strategies:

- 1.2.1. Comprehensively utilize capabilities of the Internet and emerging technologies.
- 1.2.2. Simplify production and distribution of forms and publications.
- 1.2.3. Systematize customer feedback processes.
- 1.2.4. Scrutinize and fine-tune agency business processes and policies.
- 1.2.5. Homogenize agency-specific statutes and administrative rules.
- 1.2.6. Enforce use of and compliance with current code.
- 1.2.7. Develop/employ Idaho certification of inspectors in lieu of national certification standards for state inspector/advisors.

Performance Measurement and Benchmarks:

- FY21-24: Work with governing boards and affected industries to continue to seek uniformity in licensing provisions and submit statutory modifications to the 2019 Legislature with modified administrative rules for submission to the 2020 Legislature. Benchmark: 100%
- FY21-24: Program managers prepare and distribute to trade groups written notification of code changes, including effective dates of required compliance. Benchmark: 100%

- FY21-24: Continue the implementation of CRM-Trak across all programs. Benchmark: 100%
- FY21-24: Continue to seek uniformity in licensing provisions across all trades. Benchmark: 100%
- FY21: Develop and adopt Idaho Codes regarding residential construction & energy efficiency. Benchmark: 100%
- FY21: Deploy Idaho Codes & certification standards. Benchmark: 100%

1.3 Build and strengthen relationships with our customers and stakeholders.

- ▣ Specific
- ▣ Measurable
- ▣ Achievable
- ▣ Relevant
- ▣ Timely

Strategies:

- 1.3.1. Continue and expand outreach and education efforts.
- 1.3.2. Provide trade practitioners timely and accurate information regarding changes in codes, policies, procedures and regulations.

Performance Measures and Benchmarks:

- FY21-24: Conduct meetings within trade groups at various locations statewide to cover changes in codes, policies and procedures. Benchmark: 100%
- FY21-24: Conduct ongoing review and evaluation of agency website content, updating as appropriate. Benchmark: 100%
- FY21-24: Produce and distribute at least four public service announcements relative to new programs and encouraging the public to work with licensed trade contractors. Benchmark: 100%
- FY21-24: Program managers prepare and distribute to trade groups written notification of code changes, including effective dates of required compliance. Benchmark: 100%

Goal Number Two

2. Recruit, develop, retain, and value a high quality workforce.

Objectives:

- 2.1. Provide a work environment conducive to employee satisfaction.**

- ▣ Specific
- ▣ Measurable
- ▣ Achievable
- ▣ Relevant
- ▣ Timely

Strategies:

- 2.1.1. Develop an employee safety program and revise as needed.
- 2.1.2. Adhere to good performance management practices.
- 2.1.3. Ensure employees are classified appropriately.
- 2.1.4. Maintain an employee orientation program.
- 2.1.5. Provide ongoing respectful workplace training for all employees, with emphasis on the treatment of fellow employees with “dignity and respect”.

Performance Measures & Benchmarks:

- FY21-24: The HR Officer conducts periodic reviews of employees’ positions to ensure correct classification. Additional scrutiny will be given to positions that have been recently vacated. Benchmark: 100%
- FY21-24: The HR office gathers feedback from newly-hired employees on the effectiveness of the new hire orientation they received from the HR office when they were first employed. Benchmark: 100%
- FY21-24: The HR office delivers respectful workplace training to all employees of the agency. A different training will be delivered each year to keep the content fresh. Feedback will be received by the HR office on the effectiveness of each year’s training so as to keep the material and format useful and interesting for the employees. Benchmark: 100%
- FY21-24: Gather feedback from employees on the effectiveness of supervisors’ verbal and written communication skills. Newly hired or promoted supervisors to be provided performance management training at the time of hire. Benchmark:100%

2.2. Institute a workforce plan.

- ▣ Specific
- ▣ Measurable
- ▣ Achievable
- ▣ Relevant
- ▣ Timely

Strategies:

- 2.2.1. Implement an inspector career ladder.
- 2.2.2. Develop a succession plan.

- 2.2.3. Leverage multi-discipline inspector program where practical.
- 2.2.4. Maintain an employee training program.
- 2.2.5. Develop a quality recruitment program.

Performance Measures & Benchmarks:

- FY21-24: Produce reports showing projected retirements within the agency over the next five years. Identify those positions within the agency that are difficult to fill and/or require significant training to bring up to competency. Develop recruitment strategies and training plans for positions known to be vacating within one year, or those seen as high risk for vacating. Repeat this process each year.
Benchmark: 100%
- FY21-24: Upon occasions of vacancies in inspector positions, or when a new Inspector position is created, perform an analysis to determine the feasibility of certifying an existing inspector to absorb the work.
Benchmark: 100%
- FY21-24: The HR office and the various program managers within the agency will determine the ongoing training needs of the employees and will develop and deliver training to staff as needed.
Benchmark: 100%
- FY21-24: The HR office will continue to utilize a creative and cost-effective approach to recruitment. Recruitment strategies will consist of utilizing online job posting websites such as state government sites (DHR, Idaho Works, etc.), trade-specific websites (ICC, IAEL, etc.), and other commonly used websites (Craigslist, Monster, etc.). Other strategies will consist of using social networking sites (Facebook, Twitter, etc.), attending public events (career fairs, job fairs, etc.), developing advertisements (classified ads, etc.), and internal development (succession planning). Benchmark: 100%

Goal Number Three

3. Office of School Safety and Security within the Division of Building Safety.

Objectives:

3.1. Provide educational systems with security assessments, technical knowledge, training, and resources to enhance the safety and security of students, faculty, staff and guests.

- Specific
- Measurable
- Achievable
- Relevant

- ▣ Timely

Strategies:

- 3.1.1. Provide in-depth triennial safety/security assessments at all public educational institutions.
- 3.1.2. Provide appropriate level reports of security assessments to stakeholders and school officials.
- 3.1.3. Provide technical knowledge regarding the implementation of safe and secure policies, procedures and practices.
- 3.1.4. Assist in identifying and assessing the effectiveness of devices and improvements to school security.
- 3.1.5. Through the review of plans and onsite inspections encourage the recognition of security design in future construction or renovation of public educational institutions.
- 3.1.6. Assist charter school officials in pre-site, and post-site security analysis.
- 3.1.7. Identify, establish and maintain collaborative efforts with agencies, institutions, and stakeholders in the building of effective safety practices.

Performance Measures and Benchmarks:

- FY21-24: Progress reports to the School Safety and Security Advisory Board. Benchmark: 100%
- FY21-24: Conduct exit interviews with school administrators for feedback on implementation and success of recommendations carried out. Benchmark: 100%
- FY21-24: Collect participant training program evaluations. Benchmark: 100%
- FY21-24: Summarize progress and prepare legislative reports. Benchmark: 100%.
- FY21-24: Track consulting hours, analyzing hour date for subject and audience. Benchmark: 100%

Goal Number Four

4. Manage and evaluate safety programs to ensure relevance and viability in changing environments.

Objectives:

4.1. Improve training for electrical inspectors and supervisors.

- ▣ Specific
- ▣ Measurable
- ▣ Achievable
- ▣ Relevant

- ▣ Timely

Strategies:

- 4.1.1. Hold frequent AHJ meetings to train inspectors and supervisors on electrical installations, policies procedures.
- 4.1.2. Bring in subject matter experts to provide training on new technology
- 4.1.3. Ensure inspections are consistent by identifying how inspections are to be conducted by field inspectors and training inspectors on those expectations.

Performance Measures and Benchmarks:

FY21-24: Provide competency evaluations to maintain inspector proficiency
Benchmark: 100%

4.2. Evaluate viability of existing programs.

- ▣ Specific
- ▣ Measurable
- ▣ Achievable
- ▣ Relevant
- ▣ Timely

Strategies:

- 4.2.1. Evaluate Manufactured Housing Program for ways to more efficiently meet the needs of the industry.
- 4.2.2 Facilitate industry collaborative meetings to evaluate the Idaho Manufactured Home Installation Standards.

Performance Measures and Benchmarks:

FY21-24: Conduct annual workshop to gather input from all relevant stakeholders.

4.3. Manage logging safety program procedures to provide better tracking of inspections and the reporting of findings to the industry.

- ▣ Specific
- ▣ Measurable
- ▣ Achievable
- ▣ Relevant
- ▣ Timely

Strategies:

- 4.3.1. Support logging safety inspectors with laptops and continued educational opportunities so that they may adequately report within Trakit.
- 4.3.2. Continue the revision and expansion of the logging safety checklist to include items requested by the industry.

Performance Measures and Benchmarks:

- FY21-24: Provide continued education to staff trainers. Benchmark 100%
- FY21-24: Provide the logging industry with safety training. Benchmark: 100%
- FY21-24: Work with industry to fine-tune the logging safety checklist and reporting methods. Benchmark 100%

4.4. Maintain an adequacy determination for the Damage Prevention program from the Pipeline and Hazardous Materials Safety Administration (PHMSA)

- ▣ Specific
- ▣ Measurable
- ▣ Achievable
- ▣ Relevant
- ▣ Timely

Strategies:

- 4.4.1. Facilitate the receipt, response, processing of complaints, and collection of civil penalties relevant to the damage of underground facilities.
- 4.4.2. Provide education, training, and outreach to all stakeholders in Idaho about the prevention and reduction of damage to underground facilities.
- 4.4.3. Investigate additional funding opportunities relevant to the mission of the program.
- 4.4.4. Work toward the reduction in the amount of damages to underground facilities to level desired by PHMSA – 5 damages per 1000 one-number notification tickets

Performance Measures and Benchmarks:

- FY21-24: Consolidate data related to the receipt, response, and processing of complaints for the purpose of reporting to the Damage Prevention Board. Benchmark 100%
- FY21-24: Conduct training and educational opportunities for all stakeholders. Benchmark 100%
- FY21-24: Identify non-state funding opportunities relevant to the mission of the program and then process necessary applications to secure funding. Benchmark 100%

Goal Number Five

5. Engage with emergency support functions of Idaho Emergency Operations Plan.

Objectives:

5.1. Fulfill emergency support functions of Idaho Emergency Operations Plan.

- ▣ Specific
- ▣ Measurable
- ▣ Achievable
- ▣ Relevant
- ▣ Timely

Strategies:

- 5.1.a. ESF3: Provide damage assessment, personnel and inspectors.
- 5.1.b. ESF9: Search and Rescue. Provide personnel for damage assessment and damage survey teams.
- 5.1.c. ESF13: Participation on long-term community recovery and mitigation.
- 5.1.d. Support Annex 5: Provide consultation on occupational safety and health standards.
 - 5.1.1. Provide training and support to individuals identified as responding support personnel.

Performance Measures and Benchmarks:

- FY21-24: Identify and support damage assessment training for support personnel. Benchmark: 100%

Goal Number Six

6. Address the Red Tape Reduction Act & Licensing Freedom Act (Executive Orders 2019-01, and 2019-02)

Objectives:

- 6.1. Implement the Governor's goals regarding regulation and professional licensing, including provisions of the Red Tape Reduction Act &**

Licensing Freedom Act (Executive Orders 2019-01, 2019-02, 2020-01 and 2020-02)

- ▣ Specific
- ▣ Measurable
- ▣ Achievable
- ▣ Relevant
- ▣ Timely

Strategies:

- 6.1.1. Continue to make a critical and comprehensive review of Division statutes and rules to identify outdated, unnecessary, costly, or ineffective requirements, or those that create unnecessary barriers to employment within the professions over which the Division administers.
- 6.1.2 Continue to work with DBS Boards, industry and interested stakeholders to achieve consensus and agreement regarding the modification, improvement, or elimination of unnecessary regulation or barriers to entry into professions.
- 6.1.3 Engage in a deliberate and inclusive public process to modify or eliminate applicable Division statutes or rules to implement these Acts.
- 6.1.4 Education and awareness of legislators and other state government officials regarding the proposals to eliminate unnecessary regulation, and the effect such may have on the competitiveness of the professional trades in Idaho

Performance Measures and Benchmarks:

- FY21-24: Successful reduction in the amount of unnecessary regulation, and the elimination of barriers into the professional trades.
- FY21-24: The significant elimination of the amount of words contained in the chapters of the administrative code over which the Division administers.

Infrastructure Assessment

The Division is organized by safety program, each with a designated program manager reporting to a centralized administration. The Division's centralized administration provides administrative, managerial, fiscal, personnel and support services. (Title 67, Chapter 26, Idaho Code).

Advisory boards which consist of members drawn primarily from the industries they serve, guide each program in accordance with statutes. The Governor appoints all advisory board members.

- The Idaho Electrical Board consists of nine members appointed to four-year terms and represents all facets of the electrical industry. The board establishes fees for permits and licensing requirements and advises the administrator on policies. (Title 54, Chapter 10, Idaho Code)
- The Idaho Building Code Board consists of ten members appointed to four-year terms. The board advises the administrator on matters involving building codes and acts as an appeals board for interpretation of those codes. (Title 39, Chapter 41, Idaho Code)
- The State Plumbing Board consists of five members appointed to three-year terms. The board advises the administrator with regard to rules and regulations necessary to carry out the provisions of the plumbing code and oversee licensing requirements. The Board also sets permit fees. (Title 54, Chapter 26, Idaho Code)
- The Public Works Contractors Licensing Board consists of seven members serving three-year terms, for up to two terms. The board advises the administrator with regard to rules and regulations necessary to carry out the provisions of the Public Works Contractors License Code. (Title 54, Chapter 19; and Title 54, Chapter 45, Idaho Code)
- The Idaho Heating, Air conditioning and Ventilation (HVAC) Board is comprised of seven members serving three-year terms. The board advises the administrator regarding rules and regulations necessary to carry out the provisions of applicable codes and licensing requirements. The Board also sets permit fees. (Title 54, Chapter 50, Idaho Code)
- The Damage Prevention Board consists of eleven members serving initial terms of two to four years. After the initial staggered terms, all terms shall be four years. (Title 55, Chapter 22, Idaho Code)
- The Factory Built Structures Advisory Board stems from the re-designation of the Manufactured Housing Board and the Modular Building Advisory Board, effective June 30, 2016. The Board consists of eight members serving three-year terms. The Board advises the administrator regarding rules and regulations pertaining to licensing, set up procedures for manufactured homes, Idaho Health and Safety code, and establishes a fee structure for services provided according to law. (Title 39, Chapter 43, Idaho Code)
- The School Safety and Security Advisory Board consists of thirteen members serving three-year terms for gubernatorial appointees and two-year terms for all

others. The Advisory Board is charged with an annual review and modification, if necessary, of school safety and security guidelines. (Title 33, Chapter 58, Idaho Code)

It is the assessment of management that the organizational structure noted above, given the referenced Legislative modifications, adequately enables the Division to achieve the goals set forth in this strategic plan.

Disseminate Plan

This plan has been submitted to the Division of Financial Management for internet posting. It is also been disseminated to employees and stakeholders by means of the Division of Building Safety website.

Monitoring

The Division Administrator and key management meet on a regular basis to discuss agency operations, policies, procedures, and the Division's financial condition. In addition, program managers and supervisors meet on a monthly basis to discuss operational matters, technical guidance and personnel issues. Regulatory boards convene on a regular basis to provide oversight of agency operations, policies, procedures, and finances. The School Safety & Security Board and Damage Prevention Board meet on an as-needed basis but in no case less than once per year.

Addendum to Agency Strategic Plans:

Adoption of the NIST Cybersecurity Framework and Implementation of CIS Critical Security Controls 1 – 5

As a technology customer of the Office of Information Technology Services (ITS) in the Governor's Office, we are using the cybersecurity systems and technical expertise in ITS to fulfill requirements related to Executive Order 2017-02. Staff from ITS were briefed on the NIST Core Framework, CIS Controls 1-5, and their plan for adoption of the NIST Cybersecurity Framework. We participate in DHR and ITS administered cybersecurity training, as awareness is a critical component of an effective cybersecurity program. As briefed by ITS staff, implementation of the CIS Controls 1-5 will be their responsibility for the systems they operate and, as technological tools applied to the computer systems, largely invisible to us as a customer. ITS, working through the multi-agency Incident Response Task Force, has developed an Incident Response Program in support of our agency.

S.M.A.R.T goals

What is S.M.A.R.T goal setting?

S.M.A.R.T goal setting brings structure and trackability into your goals and objectives. Instead of vague resolutions, S.M.A.R.T goal setting creates verifiable trajectories towards a certain objective, with clear milestones and an estimation of the goal's attainability. Every goal or objective, from intermediary step to overarching objective, can be made S.M.A.R.T. and as such, brought closer to reality.

In corporate life, S.M.A.R.T goal setting is one of the most effective and yet least used tools for achieving goals. Once you've charted to outlines of your project, it's time to set specific intermediary goals. With the S.M.A.R.T checklist, you can evaluate your objectives. S.M.A.R.T goal setting also creates transparency throughout the company. It clarifies the way goals came into existence, and the criteria their realization will conform to.

What does S.M.A.R.T goal setting stand for?

To make your goal S.M.A.R.T., it needs to conform to the following criteria: Specific, Measurable, Attainable, Relevant and Timely.

S.M.A.R.T: Specific

What exactly do you want to achieve? The more specific your description, the bigger the chance you'll get exactly that.

S.M.A.R.T: Measurable

Measurable goals mean that you identify exactly what it is you will see, hear and feel when you reach your goal. It means breaking your goal down into measurable elements. Measurable goals can go a long way in refining what exactly it is that you want, too. Defining the physical manifestations of your goal or objective makes it clearer, and easier to reach.

S.M.A.R.T: Attainable

Weigh the effort, time and other costs your goal will take against the profits and the other obligations and priorities you have in life.

S.M.A.R.T: Relevant

Answer the question, why do you want to reach this goal? What is the objective behind the goal, and will this goal really achieve that?

S.M.A.R.T: Timely

Set a realistic and flexible timeline. Avoid being too stringent on the timely aspect of your goal setting can have the perverse effect of making the learning path of achieving your goals and objectives into a race against time.