

Factory Assembled Structures Advisory Board Meeting

Labor & Industries

May 15, 2025

10 a.m. – 12 p.m.

TEAMS/L&I Tum HQ RM S130

ATTENDEES:

Board Members Present: Craig Hillis – Vice Chair, Lori Johnson, Todd Blevins, Kevin McShane, Aaron Smith

Absent: Calvin Dahl – Board Chair, Lance Clark, James Farley, Tisha Busey

L&I Staff: Melissa McBride, Barbara Skiles, Alicia Curry, Charles Parton, Estuardo Ayala, Meagan Edwards, Matthew Erlich and Alaina Williams.

Public: Brady Peeks

PROCEDURAL:

- Meeting called to order by Craig Hillis at 10:02 am
- Minutes approved

PROGRAM UPDATE:

- Program update and staffing: Melissa McBride
 - Vendor applications are 6 weeks out with Estuardo assisting in this backlog. Factory Built Structures plans are 3.5 weeks out with 3 currently in the queue and Michael is working through this and Estuardo will be assisting after training Kelly. Third Party plan review is currently a week out with 6 plans in the queue waiting for intake.
 - Plans Examiners
 - 1 position filled by Kelly Blaine, whom will be working with Estuardo on vendor applications
 - Inspectors – all positions filled
 - Board Members
 - 2 newly filled Factory Built Structure seats by Aaron Smith and Tisha Busey
 - Allotted at least 11 total board members but not limited to 11.

RULES & LEGISLATION:

- Rules & Legislation – Melissa McBride
 - Starting the process for rule writing 3rd party inspection, looking to do this 100% for out of country as well as out of state but have it as an option. The goal is to have the rule writing complete by end of May or early June and from there we will send out to the Board and other interested parties for preliminary comment period. We are scheduling to do the CR102 in September with making these rules effective January 2026.
- Budget – Melissa McBride
 - All non-business travel that is not mandatory is restricted. July 1st we will have the new fiscal year and are hoping from there, we can pick up some projects that have been delayed.

INSTALLER PROGRAM UPDATE

- Installer Program update – Charles Parton
 - 28 registered for the next class with 5 classes scheduled for each year. Major changes coming with the HUD website, they have reduced their content by 90%. The SAA reference material on the website is currently down and they have started to restructure the site.

Meeting adjourned at 10:27 am

Calvin Dahl, Chair

Melissa McBride, Secretary to the Board