



**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 • Keith Smith, Home Inspector • Paul Staron, Home Inspector  
Kent Wilson, Public Member • Michael Kolejka, Architect

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

Wednesday, April 12, 2023, 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.

Concerns Relating to Meetings held at the Board and COVID-19

At this time, the Board will proceed with all scheduled public meetings and the public is still welcome to attend in person. However, COVID-19 may prevent those otherwise wishing to attend from doing so. The Board is therefore allowing individuals to attend remotely to ensure the public's right to attend and listen to the Board's deliberations and proceedings per A.R.S. § 38-431.01(A) and A.R.S. § 38-431(4).

The Board utilizes Google Meet for those wishing to attend the meeting remotely. A link to the Google Meet is on the Board's website [btr.az.gov](https://btr.az.gov)

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. The Board suggests reviewing any meeting agenda before requesting a Google Meetup invitation.

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. February 8, 2023 Meeting Minutes

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

- A. Rule Package Update
- B. Reporting on manufactured home data plates and data sheets regarding snow loads
- C. Home Inspector Education: Training, Coursework, Schools, Exams
- D. Parallel Inspector Training
- E. Procedure change to have the HIRSC assist in the evaluation of home inspector complaints pursuant ARS 32-111(E)

6. **AAG TRAINING** – Complaint Investigations Process, Universal Licensure

7. **DIRECTOR’S REPORT** – Legislation update, Home Inspector Numbers

8. **FUTURE AGENDA ITEMS**

9. **FUTURE MEETINGS**

10. **ADJOURNMENT**