

**MINUTES OF THE January 14, 2010
CONSTRUCTION CONTRACTORS BOARD
LOCKSMITH ADVISORY COMMITTEE MEETING**

The Construction Contractors Board held a Locksmith Advisory Committee meeting on Tuesday, January 14, 2010, at the CCB offices 700 Summer St. NE, Suite 300, Conference Room B, Salem, Oregon.

Committee Members: Co-Chair Jon Mangis, William Blanchard, Ernie Blatz, Simon Blatz, William Curtis, Kristina Leipzig, and Christopher Tardiff.

Staff: Craig P. Smith Administrator, Richard Blank Enforcement Manager, Gina Fox Education Manager, Kristie Patton CSU/Licensing Manager, Shelly Wiles Information Technology Manager, Catherine Dixon Board Secretary, and Education Assistant Holly Eilertson.

Guests:

Terry Henderson
Cathy Henderson
Steve Brown
Sean Henneman
Ralph Forrest-Ball
Dennis Petrin
Gary Frazier
David Welch

Co-Chair Mangis opened the public session of the meeting. No public members present.

a. Executive Session to Review Staff Recommended Test Questions for Acceptability:

Co-chair Mangis read the statement calling the Locksmith Advisory Committee (LSAC) into executive session under authority of Oregon Revised Statutes 192.660(2)(f).

Co-Chair Mangis adjourned the public session to go into the executive session.

b. Brief Summary of Executive Session:

Fox provided a summary to the LSAC and staff explaining the subcommittee's work. The questions were created from *The Complete Book of Locks and Locksmithing, Sixth Edition*, by Bill Phillips and *Locksmith Dictionary Copyright © 2009, by the Lock Industry Standards and Training Council*. The true and false questions were revised to follow the multiple choice question formats.

c. Test Questions – Review and Approve:

LSAC and staff reviewed, revised, deleted, and approved test questions.

d. Open Public Meeting:

Co-chair Mangis opened the public session.

Fox provided the summary of the executive session as follows: Test questions 1, 2, 10, 20, 22, 24, 39, 49, 78, 99, and 101 were revised.. Emailed question number 20 was revised.

Test question 79 was removed. Emailed questions 1, 3, 4, 10, 12, 18 and 19 were removed.

e. Demonstration of Test Module (if available):

Wiles provided an overview demonstration and a handout of the draft Construction Contractor Board Online Services portal demonstrating the application process to become a Certified Locksmith.

During the test demonstration, Wiles explained an examinee will finish all 80 test questions and a summary page will be displayed upon completion. The examinee will be shown the questions missed but not the answers. The source used for the missed questions will be displayed as a hint. The same questions will be asked in random order and the answers will be randomized. The questions must be answered until the examinee correctly answers all test questions.

Staff Action Plan includes:

- a. Add in “parole supervision” into the Be Advised piece.
- b. Add “2nd degree” on certain crimes into the self-certification of the Criminal Background Check.

Administrator Smith provided information about falsification of the criminal background check. They may be issued a locksmith certification but the CCB will discover the false information. The certification will be revoked and \$5,000 fines per offense will be assessed and collected.

Blank added a locksmith certificate holder who provides false information and holds a CCB license will have the CCB license revoked as well.

Fox stated the test questions were developed from *The Complete Book of Locks and Locksmithing, Sixth Edition, by Bill Phillips* and the *Locksmith Dictionary Copyright © 2009, by the Lock Industry Standards and Training Council*.

We anticipate making the *Locksmith Dictionary, Copyright © 2009, by the Lock Industry Standards and Training Council* available on the agency website.

f. Review and Approve January 5, 2010 Minutes:

MOTION: Committee member Blanchard moved to accept the January 5, 2010 minutes as written.

VOTE: 6-0, Ayes Blanchard, E. Blatz, S. Blatz, Curtis, Leipzig, and Tardiff.

Motion carried.

g. LSAC Discussion and Decisions on Draft Rules:

Blank provided an overview of the draft Rules for Locksmith Certification.

Blank clarified revisions of Oregon Administrative Rules (OAR) 812-030-0300(4)(5), Standards of Professional Conduct, relating to gaining entry to private or public property, OAR 812-030-0300(4)(5) was changed to accommodate licensed contractors that have a standing agreement covering locksmith services.

Blank explained OAR 812-005-0800, Schedule of Penalties, was moved from OAR Division 32 to Division 5. OAR Division 5 is the schedule of civil penalties the CCB Enforcement Section operates in currently. OAR 812-005-0800(43)(48) were revised to encompass businesses that offer locksmith services as well as the individual locksmith.

- Note: Committee member Blanchard suggested including in the penalty rules the term subsequent offenses.
 - To do: Add the wording third and subsequent offenses.

h. Public Comment:

Questions and comments from the public:

- Will the locksmith certification be tied to DMV records?
 - Mr. Blank responded currently there are no state agencies that tie licenses together, except Building Codes Division that may do this.
- How will the CCB license tie into the locksmith certification?
 - Process is being developed.
- The various renewal dates for locksmith certification, CCB license, and other types of licenses have various renewal dates and are hard to track for contractors.
 - The CCB looked at the best possible solutions.
- Will pocket cards be required to be carried?
 - The CCB does not have the authority to require this but it would be beneficial.
- Require locksmiths to maintain records for 7 years.
- What if an insurance company calls me to unlock a home. Who should retain the records?
 - Staff explained that a blanket answer would not be applicable and the CCB would investigate this on case by case bases.
- What if I sub-contract for another locksmith. Who maintains the record?
 - Staff explained that a blanket answer would not be applicable.
- What about locksmiths that have a shop but no CCB license?
 - Ms. Fox is working on a communications plan and press release to disseminate the information to the public.
 - Administrator Smith said we should contact Representative Huffman who was instrumental and determine if we can obtain a statement.
- Will the implementation of fines start July 1, 2010?
 - Administrator Smith stated the agency will take directive from the CCB Board.

The CCB plans a Frequently Asked Questions sections on the CCB Website.

The anticipated launch date for the new CCB Online Services and Locksmith Certification is February 1, 2010. We will have to wait for the proposed Locksmith Certification Rules to be passed.

i. Adjournment:

The Administrative Rule Hearing for adoption of the draft Locksmith Certification Rules will be at the CCB Board Meeting January 26, 2010.

A tentative LSAC meeting is scheduled for January 27, 2010.

Meeting adjourned at 1:45 p.m.

Respectfully submitted by Holly Eilertson, Education Assistant