

## WISCONSIN DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES



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STATE OF WISCONSIN  
BEFORE THE DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES

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IN THE MATTER OF DISCIPLINARY  
PROCEEDINGS AGAINST

JEFFREY S. POTTER,  
RESPONDENT.

:  
:  
: FINAL DECISION AND ORDER  
:  
: ORDER 0002941

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Division of Legal Services and Compliance Case No. 13 RHI 171

The parties to this action for the purpose of Wis. Stat. § 227.53 are:

Jeffrey S. Potter  
1809 16<sup>th</sup> St.  
Menominee, MI 49858

Division of Legal Services and Compliance  
Wisconsin Department of Safety and Professional Services  
P.O. Box 7190  
Madison WI 53707-7190

The parties in this matter agree to the terms and conditions of the attached Stipulation as the final disposition of this matter, subject to the approval of the Wisconsin Department of Safety and Professional Services (Department). The Department has reviewed this Stipulation and considers it acceptable.

Accordingly, the Department adopts the attached Stipulation and makes the following Findings of Fact, Conclusions of Law and Order.

FINDINGS OF FACT

1. Respondent Jeffrey S. Potter (dob April 19, 1955) is registered in the State of Wisconsin as a Home Inspector, having license number 1223-106, first issued on February 5, 2003 and current through December 14, 2014. Respondent's most recent address on file with the Department is 1809 16<sup>th</sup> St., Menominee, MI 49858.
2. In 2013, the Department conducted an audit of registered Home Inspector continuing education for the 2011-12 biennium.
3. On Respondent's 2012 renewal application, Respondent certified that he had completed 20 hours of continuing education per calendar year for a total of 40 hours of continuing education within the 2011-12 biennium.

4. Pursuant to the Department audit, Respondent was found to be noncompliant with the continuing education requirements for registered home inspectors in the 2011-12 biennium as Respondent did not complete any hours of continuing education during that time period.

5. Between January 6, 2013 and February 25, 2013, Respondent completed 40 hours of continuing education, which were applied retroactively to satisfy Respondent's continuing education requirements for the 2011-12 biennium. These courses included the following: "25 Standards Every Inspector Should Know"- 5 hours; "Deck Inspections"- 3 hours; "Introduction to InterNACHI's Residential SOP"- 3 hours; "How to Inspect for Moisture Intrusion"- 8 hours; "Safe Practices for the Home Inspector"- 4 hours; "Attic, Insulation, Ventilation and Interior"- 14 hours; and "Inspection of Crawlspaces"- 3 hours.

6. In resolution of this matter, Respondent consents to the entry of the following Conclusions of Law and Order.

#### CONCLUSIONS OF LAW

1. The Wisconsin Department of Safety and Professional Services has jurisdiction to act in this matter pursuant to Wis. Stat. § 440.978, and is authorized to enter into the attached Stipulation pursuant to Wis. Stat. § 227.44(5).

2. By the conduct described in the Findings of Fact, Respondent violated Wis. Admin. Code § SPS 135.02(2) by failing to complete at least 20 hours of continuing education during each calendar year for the 2011-2012 biennium.

3. By the conduct described in the Findings of Fact, Respondent is subject to discipline pursuant to Wis. Stat. § 440.978(2)(a) by making a material misstatement in an application for a certificate or renewal of a certificate.

4. As a result of the violations noted in the Conclusions of Law, Respondent is subject to discipline pursuant to Wis. Stat. § 440.978(2)(a) and (m).

#### ORDER

1. The attached Stipulation is accepted.

2. Respondent Jeffrey S. Potter is REPRIMANDED.

3. Within 90 days from the date of this Order, Respondent shall pay COSTS of this matter in the amount of \$100.00.

4. Any continuing education hours listed above in Finding of Fact, paragraph 5, that were completed and applied retroactively to satisfy Respondent's continuing education requirements for the 2011-12 biennium may not be used to satisfy any other registered home inspector continuing education requirements with the Department.

5. Payment of costs shall be made payable to the Wisconsin Department of Safety and Professional Services and sent by Respondent to the Department Monitor at the address below:


Department Monitor  
Division of Legal Services and Compliance  
Department of Safety and Professional Services  
P.O. Box 7190, Madison WI 53707-7190  
Telephone (608) 267-3817; Fax (608) 266-2264  
DSPSMonitoring@wisconsin.gov

6. Violation of any of the terms of this Order may be construed as conduct imperiling public health, safety and welfare and may result in a summary suspension of Respondent's license. The Department in its discretion may in the alternative impose additional conditions and limitations or other additional discipline for a violation of any of the terms of this Order. In the event Respondent fails to timely submit payment of the costs as ordered and as set forth above, Respondent's license (no. 1223-106) may, in the discretion of the Department, be **SUSPENDED**, without further notice or hearing, until Respondent has complied with payment of the costs.

7. This Order is effective on the date of its signing.

WISCONSIN DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES

by:

  
\_\_\_\_\_  
Michael J. Berndt, Chief Legal Counsel  
On Behalf of the Department

1 / 13 / 14  
\_\_\_\_\_  
Date

STATE OF WISCONSIN  
BEFORE THE DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES

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IN THE MATTER OF DISCIPLINARY  
PROCEEDINGS AGAINST

JEFFREY S. POTTER,  
RESPONDENT.

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STIPULATION

ORDER 0002941

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Division of Legal Services and Compliance Case No. 13 RHI 171

Respondent Jeffrey S. Potter and the Division of Legal Services and Compliance, Department of Safety and Professional Services stipulate as follows:

1. This Stipulation is entered into as a result of a pending investigation by the Division of Legal Services and Compliance. Respondent consents to the resolution of this investigation by Stipulation.

2. Respondent understands that by signing this Stipulation, Respondent voluntarily and knowingly waives the following rights:

- the right to a hearing on the allegations against Respondent, at which time the State has the burden of proving those allegations by a preponderance of the evidence;
- the right to confront and cross-examine the witnesses against Respondent;
- the right to call witnesses on Respondent's behalf and to compel their attendance by subpoena;
- the right to testify on Respondent's own behalf;
- the right to file objections to any proposed decision and to present briefs or oral arguments to the officials who are to render the final decision;
- the right to petition for rehearing; and
- all other applicable rights afforded to Respondent under the United States Constitution, the Wisconsin Constitution, the Wisconsin Statutes, the Wisconsin Administrative Code, and other provisions of state or federal law.

3. Respondent is aware of Respondent's right to seek legal representation and has been provided an opportunity to obtain legal counsel before signing this Stipulation.

4. Respondent agrees to the adoption of the attached Final Decision and Order by the Wisconsin Department of Safety and Professional Services (Department). The parties to the Stipulation consent to the entry of the attached Final Decision and Order without further notice, pleading, appearance or consent of the parties. Respondent waives all rights to any appeal of the Department's Order, if adopted in the form as attached.


5. If the terms of this Stipulation are not acceptable to the Department, the parties shall not be bound by the contents of this Stipulation, and the matter shall then be returned to the

Division of Legal Services and Compliance for further proceedings. In the event that the Stipulation is not accepted by the Department, the parties agree not to contend that the Department has been prejudiced or biased in any manner by the consideration of this attempted resolution.

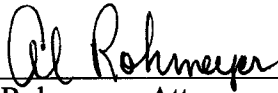
6. The parties to this Stipulation agree that the attorney or other agent for the Division of Legal Services and Compliance may appear before the Department, without the presence of Respondent, for purposes of speaking in support of this agreement and answering questions that the Department may have in connection with deliberations on the Stipulation.

7. Respondent is informed that should the Department adopt this Stipulation, the Department's Final Decision and Order is a public record and will be published in accordance with standard Department procedure.

8. The Division of Legal Services and Compliance joins Respondent in recommending that the Department adopt this Stipulation and issue the attached Final Decision and Order.

X   
\_\_\_\_\_  
Jeffrey S. Potter, Respondent  
1809 16<sup>th</sup> St.  
Menominee, MI 49858  
License no. 1223-106

1-08-14  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Al Rohmeyer, Attorney  
Division of Legal Services and Compliance  
P.O. Box 7190  
Madison WI 53707-7190

1-13-14  
\_\_\_\_\_  
Date

RECEIVED

JAN 10 2014

DEPT OF SAFETY & PROFESSIONAL SERVICES  
DIVISION OF ENFORCEMENT